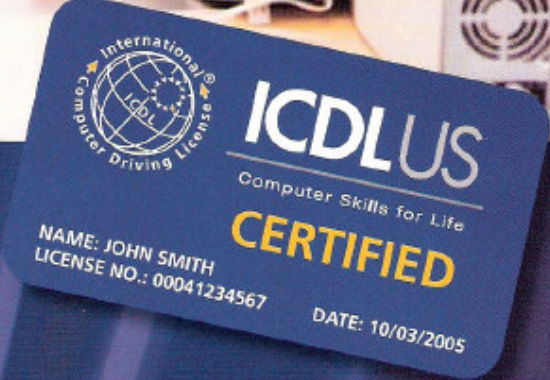




computer skills for life



The image shows a blue, rounded rectangular license card for ICDLUS. It features a circular logo on the left with a globe and the text 'International Computer Driving License'. The main text on the card includes 'ICDLUS' in large white letters, 'Computer Skills for Life' in smaller white text below it, and 'CERTIFIED' in large yellow letters. At the bottom, it lists the name 'NAME: JOHN SMITH', the license number 'LICENSE NO.: 00041234567', and the date 'DATE: 10/03/2005'.

International Computer Driving License

**ICDLUS**  
Computer Skills for Life

**CERTIFIED**

NAME: JOHN SMITH  
LICENSE NO.: 00041234567  
DATE: 10/03/2005

## for educators

ICDL prepares K-12 and Higher Education students for success in a world where proficient use of information and communication technology is essential. Teachers and staff must educate students by integrating basic computer literacy into the curriculum, ICDL's seven modules are central to each student's success.

## for corporations

ICDL benefits businesses by assuring that new and existing employees have the basic computing skills that they need to get the job done. ICDL's validated skills testing is accepted and used by thousands of companies around the world.

# computer skills for life

## for individuals

Certified ICDL candidates consistently report a higher level of both confidence and success when entering today's digital workforce. ICDL Certified employees around the world are more productive, less apt to rely on costly support services, and are ready to address the business of the enterprise.

## for government organizations

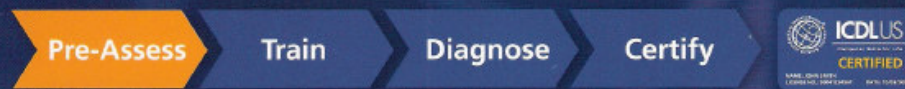
ICDL programs are currently being implemented at Workforce Investment Boards (WIB) and job skills training programs around the country. The Department of Veterans Affairs has approved the ICDL program for use in their Vocational Rehabilitation and Employment program. The VA recently listed ICDL in their directory of "Corporate Winners." Additionally, the Department of Defense offers ICDL to all military members and employees through their DANTEs program.



**ICDLUS**  
Computer Skills for Life

For more information, visit us at [www.icdlus.com](http://www.icdlus.com)

## an integrated approach to certification



### A Skill Placement Assessment for Higher Education

Colleges nationwide implement the Computer Skills Placement (CSP™) assessment to establish Information Technology skill levels for individual students by pinpointing proficiencies and deficiencies.

- Optimize a student's opportunity for success by providing essential information needed for proper academic advising and accurate course selection.
- Pre-assess a student's training needs prior to taking Certification tests.



### A Powerful Pre-Screening Tool for Job Candidates and Employees

The TechReady™ assessment is a powerful pre-screening tool used to determine an individual's computer skills competency, insuring that employees and job candidates are ready to work in today's digital workforce.

- Measure computer skill competency for hiring, job training and promotion.
- Provide the right level of time and resources for training.
- Indicate the areas of training needed prior to taking ICDL Certification tests.



### E-learning courseware

The ICDL E-learning courses are accessible via the Internet and are available 24 hours a day, 7 days a week. Flexible distribution, coupled with comprehensive content, high interactivity, and simple navigation allow ICDL-US to offer courses that stand above all other self-paced training alternatives.



### Instructor Led Training (ILT) courseware

ICDL's Instructor Led Training (ILT) courseware is a high quality professional learning tool that allows you to work through the applications in a systematic manner using real-life examples to keep learning interesting. Our ICDL ILT Books are divided into 7 separate modules aligned to our 7 ICDL Module tests.



### Quick References

The ICDL Quick References contain frequently used commands, tips, and shortcuts, saving time and calls to the help desk when users need to know how to perform a task. They are great as a last minute study tool before taking the ICDL exams and are a valuable reference that can be used long after class.

The International Computer Driving License (ICDL) is the world's leading basic computer skills training and certification program with over five million candidates enrolled in over 140 countries. Here in the United States, the ICDL program prepares students, job candidates, and employees for success in a world where proficient use of information and communication technology is critically important. The program focuses on a candidate's knowledge of basic computer skills in key areas which include: Basic Concepts of IT, File Management, Word Processing, Spreadsheets, Database, Presentation, Internet and Email.

As a comprehensive certification program, ICDL offers pre-assessments, courseware and curriculum options, and diagnostic assessments for each of the seven certification modules. A candidate can choose from two ICDL options—Full ICDL Certification or a Level 1 Certificate. Candidates can also earn college credit for each ICDL test successfully passed through Excelsior College. For more information, go to [www.excelsior.edu](http://www.excelsior.edu). In addition, ICDL is being used in the military through the DANTEs program and in the Veterans Administration's Vocational Rehabilitation and Employment program. For more information, go to [www.dantes.doded.mil](http://www.dantes.doded.mil).



### ICDL diagnostic assessments identify skills and knowledge deficiencies prior to attempting ICDL Certification Tests.

ICDL has developed a diagnostic assessment for each of the 7 skill modules. These assessments are a diagnostic tool that provides prescriptive measurement of a candidate's competency in the 7 module areas. Each assessment has between 60-80 questions covering most of the ICDL objectives for the specific module. Upon completion of the diagnostic assessment, a comprehensive test report shows the candidate's overall score, as well as the candidate's results by topic. The report also shows the correct answer for each incorrectly answered question.

<b>Knowledge Area</b>	ICDL Syllabus 4.0 (Eng)
<b>Test Area</b>	Information and Communication
<b>Test Type</b>	Diagnostic
<b>Number of Items</b>	70
<b>TEST RESULT</b>	
Total result	90%
<b>Result by Category</b>	
Concepts of Information Technology (IT)	90%
Using the Computer and Managing Files	90%
Word Processing	100%
Spreadsheets	100%
Database	90%
Presentation	90%
Information and Communication	70%

### Full ICDL Certification

To receive Full ICDL Certification, a candidate must take and pass all 7 ICDL Certification test modules.

### Level 1 Certificate

Most basic digital skills job and academic requirements can be satisfied by completing a Level 1 Certificate. The remaining 4 ICDL modules are available in a supplemental package for a candidate to earn a Full ICDL Certification.

#### Full ICDL Certification

- 1 basic concepts of IT
- 2 file management
- 3 word processing
- 4 spreadsheets
- 5 database
- 6 presentation
- 7 internet & email



#### Level 1 Certificate

- 2 file management
- 3 word processing
- 7 internet & email

