

With the support of UCO



Beirut Arab University Center for Consultation

Continuing Education Program

For Further information on ICDL program,
please contact the ICDL Licensee at the
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The International Computer Driving License



Fees: 200.000 L.L

The International Certificate for Basic Computer Skills



**ICDL: Your passport to
competence in information
technology**



- Have you ever wondered about your exact level of competence in using the computer?
- Have you looked for the means to verify and prove your computer skills?
The whole world is moving rapidly towards the new information technology (IT) age:
- How could you fit?
- Do you have the necessary basic computer skills to be an active member of this IT age?

The international Computer Driving License is your passport to this revolutionary era.

ICDL is a certificate which verifies your competence, declares your computer skills and makes you readily mobile within business. It is intended for everyone, regardless of age, who wishes to certify his/her computer skills according to international standards. It is suitable for all people from every discipline and of any background.

The ICDL = certificate of real competence

What are the benefits?

ICDL has countless benefits for its holder, for any organization, as well as the whole community.

To you organization:

- Measures training results.
- Provides a computer skills inventory.
- Reduces technical support queries.
- Increases IT quality and productivity.

To your community:

- Addresses the issue of IT skills shortage.
- Closes the IT skills gap.

To the Individual:

- Increases knowledge and confidence.
- Improves job prospects.
- Results in an internationally organized qualification.
- Confirms up-to-date IT skills to prospective employers.

The International Computer Driving License is open to everyone. Your objective can be personal or professional, or maybe it is just a matter of pride. The important element here is that the certificate is awarded to you in recognition of your standard business computer application skills.

How to get ICDL?

To get the ICDL, seven modules must be passed covering the key concepts of computing, their practical applications and use in the workplace and society. The modules are:

- Basic Concepts of information technology
- Using the computers and managing files
- Word processing
- Spreadsheets
- Database
- Presentation
- Information and communication

The modules can be taken over any period of time, in any order, even all at once. All the modules except the first one are of practical skills. The test consists of tasks, which are of typical day-to-day computer operations. The license obtained after completion of the seven modules, represents the definition of the 'actual' skills.

The International Computer Skills Card

When a candidate registers to start the certification process, he/she receives a friendly Skills Card on which the progress through the seven tests is recorded. As each module is passed, the accredited testing center will sign the Skills Card indicating the passing of that module.

When all modules have been successfully completed in a maximum of 3 years, the Skills Card is exchanged for the ICDL license / certificate.

Who should get ICDL?

ICDL is for everyone. Regardless of age, education, experience or background, all could register to obtain the certificate. The license matches everyone's needs whether an employer or an employee through its clear definition of essential and basic computer skills. With the license, your basic computer skills are internationally recognized and the doors for career opportunities are widely opened. In other words, having the license prepares you fully to be a member of the new information society.

ICDL: Origin and Operation

The ICDL concept is owned by the ICDL/ECDL Foundation, which is a non-profit organization based in Dublin, Ireland. The Foundation was found to coordinate the introduction and operation of the ICDL/ECDL concept through Europe and internationally.

To operate ICDL worldwide, the Foundation licenses a regional Licensee to use the concept and establish its program. The UNESCO Cairo Office is the designated Licensee for the operation of the ICDL Program in Egypt and its neighboring countries.