

*“Develop a passion for learning.
If you do, you will never cease to grow”.*

Anthony J. D'Angelo

Gain An Accredited Qualification When You Study Microsoft Word, Excel, Outlook, Access, PowerPoint

**Join the worlds' largest computer literacy programme, increase your computer skills
and gain a globally recognised qualification**

The ICDL Syllabus is broken down into seven modules:

- Basic Concepts of Information Technology
- Using the Computer & Managing Files
- Word Processing (Microsoft Word)
- Spreadsheets (Microsoft Excel)
- Databases (Microsoft Access)
- Presentations (Microsoft PowerPoint)
- Information & Communication (Microsoft Outlook & IE)



Our Global Client List Includes;

Volkswagen, Nokia, HSBC, IKEA, Harrods & many other international businesses & organisations.

Benefits for the Individual;

- ICDL courses are modular allowing you to study the subjects that are most beneficial.
- Course are based around Microsoft Office applications, so you learn and use them quickly and easily.
- Courses are designed to help you increase your skills levels in essential IT and office computer use.
- They confirm that you have a recognised, relevant and up-to-date qualification.
- If you are new to computers, ICDL courses will enable you to use them competently and confidently.

Benefits for the Employer; (Numerous case studies quantify these benefits)

- ICDL helps provide proof of the IT competencies of existing and potential employees to help ensure an organisation's investment in employees is well spent.
- ICDL establishes a tangible computer skills benchmark for new employees.
- ICDL helps to ensure consistent levels of IT ability throughout an organisation.
- ICDL helps to reduce IT support costs.
- ICDL reduces wasted time through lack of knowledge and ineffective IT working practices.



Registration & Testing for ICDL is done at an Accredited Test Center – Yejj eAcademy;

- As the test for each module is passed, the ATC will record the success in a central database.
- Tests may be taken in any order at your own pace, but completed within 3 years.
- When any **4** tests have been passed, the successful candidate receives a **Start Certificate**.
- When all **7** tests have been passed, the successful candidate receives the **Full Certificate**.

**Typing and English (foundational and for the office) courses also available at Yejj eAcademy.
Advanced courses are also provided.**

Contact Us At Yejj eAcademy For More Details