



International Computer Driving Licence (ICDL)



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International Computer Driving License (ICDL)- eCollege Course

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Enrolment and Course Access

eCollege Login

Once you have activated the course, you will always log in to eCollege here: www.ecollege.ie.

eCollege Password

If you forget your password, you can use the password reset option on eCollege:

https://ecollege.etbonline.ie/login/forgot_password.php

Course Start Date

The course starts once you have logged into eCollege. We run this course on a continuous intake basis. You may see other start dates on Fetch Courses; these are incorrect. We are unable to delay the start of courses or place courses on hold.

Course Length

We allow **26** weeks to complete the course, and we suggest you will need to study about **10** hours a week. Based on previous statistics, the average time to complete this course is **16** weeks.

There are approximately **3** contact hours within the interactive tutorials, and you may have to go back over specific topics. We also provide practical exercises and official practice tests for each module.

eCollege Course Structure

We have laid out the course structure with these topics:

- Getting Started
- Course Content (multiple modules)

Getting Started Topic

The Getting Started topic includes:

- Induction Module
 - Online Learning
 - eCollege Policies and Procedures
 - Workstation Safety
- Getting Started Questionnaire
 - Provides you with valuable course information. We also ask some questions concerning your employment and education status.

Course Content Topics

All course work is included in the following **7** Course Content topics:

1. Computer Essentials (New Course Content)
2. Online Essentials
3. Word Processing
4. Spreadsheets
5. IT Security
6. Presentations
7. Online Collaboration
8. Optional Modules
 - a. Image Editing
 - b. Web Editing
 - c. Databases

Course Information and Syllabus

Prerequisites and System Requirements

You need to have a Windows computer, Windows 7 or higher. You will be working with MS Office (Office 2016 or higher) throughout the course. If you do not have Office installed, it can be provided by eCollege for the duration of the course. You will find a request form for Office 365 in the Getting Started section of the course. We encourage learners to use the most up-to-date version of Office.

This course **does not** support tablets, notebooks or Apple MAC computers

Course Information

The aim of the International Computer Driving Licence (ICDL) certification is to give learners the skills to use a computer competently and confidently. ICDL is one of the most recognised computer user certifications in the world.

On successful completion of this programme, applicants will be able to use a wide range of software applications on a personal computer and source employment in a range of clerical/administrative positions in both the IT and other sectors.

Module Summary

You can review these module summaries by clicking on the module name below:

- [Computer Essentials](#)
- [Online Essentials](#)
- [Word Processing](#)

- [Spreadsheets](#)
- [IT Security](#)
- [Presentations](#)
- [Online Collaboration](#)
- [Web Editing](#)
- [Image Editing](#)
- [Databases](#)

Certification

On successful completion of the examinations, you will be awarded a qualification from ICS Skills. Having the official accreditation from ICS demonstrates your ability in the use of the computer competently and confidently.

The qualification name is **ICS Skills - ICDL Certification**. You will be able to download a digital certificate from the ICS website for the modules you have completed.

QQI/FETAC

There is no QQI/FETAC qualification associated with this course.

Examination

Exam Costs

SOLAS will cover the cost of your exam.

Exam Format

- There is one exam for each module
- Each certification exam has 32 - 39 questions
- You will get a mix of the following type of questions: Theory questions, Practical questions, Hotspot (point and click) questions, Multiple choice questions
- Exams are online and are 45 minutes in duration
- 75% grade is required to pass the exam
- Closed book

Register for the Examination

Before sitting an exam, you are required to complete and pass a diagnostic test with at least 85%.

You will be able to register for the first diagnostic, once you have completed all course work for the first module.

Diagnostic Test

Diagnostic tests cover all the contents of every module and offer a detailed practice assessment. This way, learners can get a good overview of their current knowledge. There is no time limit for diagnostic tests, and you can suspend the test as often as you like. Per module, there is one diagnostic test with approximately 65 questions.

There are more questions in the diagnostic tests than in the real examination. You will be given the opportunity to request and complete diagnostic tests after you complete the coursework, and before you complete the exam.

At this point, the course will guide you with booking the exam.

We would advise you strongly to sit your exam as soon as you complete a module and the relevant diagnostic, as the course information is still fresh. In our experience, the longer you leave it, the less likely you are to have a successful outcome.

Diagnostics are taken at home. Exams usually take place in a test centre or currently, due to COVID-19, exams can be taken at home under online supervision if you meet the technical requirements. Some exam centres are open, whereas others are still closed. We are updating the exam centre list regularly. Please check the exam centre list [here](#) or contact your eTutor directly regarding online testing from home.

Refund of Public Travel Expenses

You may have to travel to a test centre; we can refund the cost of any public transport used. Please keep your receipts for submission.

Exam Support

If you require accommodation (support for any documented learning difficulties), you need to apply for this in advance. Any request for additional supports will require documented evidence from a medical professional. Please contact your course eTutor if you have any queries about this.

Course Content

Live Classes

There are no live classes. The course content is laid out for you in interactive tutorials that can be accessed anytime once you are logged into eCollege.

Interactive Tutorials

Course content is created and designed by a company called ICS. ICS supply eCollege with interactive tutorials aligned to the course syllabus. These interactive tutorials are found within each topic. They cannot be viewed offline.

How to approach the course

We advise that you take the following approach to the course:

- Complete one module at a time (incl. video lessons, exercises and quizzes)
- Practice what you have learned within the application
- Complete the diagnostic
- Complete the exam before moving onto the next module

Once logged onto www.eCollege.ie you will see your course displayed on the Dashboard.

The image displays two screenshots of the eCollege.ie dashboard. The left screenshot shows a student's profile with a calendar, progress bars for various modules, and an important notice about system maintenance. The right screenshot shows the 'International Computer Driving Licence (ICDL/ECDL)' course dashboard with a grid of interactive tutorial icons for topics like Computer Essentials, Online Essentials, Word Processing, Spreadsheets, IT Security, Presentations, Online Collaboration, and Optional Modules.

Interactive Tutorials

The interactive tutorials are aligned to the course syllabus. These interactive tutorials are found within each module. They cannot be viewed offline.

The image shows a screenshot of an interactive tutorial titled "How to Navigate throughout the Presentation". It features a sidebar with a table of contents and a main content area with navigation instructions:

- PREV** **NEXT** ■ Use Prev and Next to navigate through the lesson
- Use this button to maximise the screen
- Play and pause the narration

At the bottom, there is a progress bar showing 1/37 and 00:05 / 00:05, along with additional navigation buttons.

How to approach the first module

- Step 1: Video Lessons:** Watch the video lessons.
- Step 2: Exercises:** Click on the folder and download the exercise files.
- Step 3: Quizzes:** Complete the quiz activities.
- Step 4: Register with ICS for the first exam:** You must register with ICS, who is the certifying body. You will complete this registration once.
- Step 5: Order Diagnostic (Practice Exam):** Complete and submit the order form. Your eTutor will supply you with details on how to log in and complete your diagnostic.
- Step 6: Exam Booking:** Once completed, your eTutor will be in touch to help you book your first exam.
- Step 7: Revision:** These activities are optional.

The screenshot shows the 'International Computer Driving Licence' course page for 'Computer Essentials'. It features a blue header with the course title and a 'Welcome to ICDL' message. Below this is a 'Computer Essentials' section with a power button icon and a description of the course content. A 'Download Module Summary' button is visible. The main content area is a list of steps, each with a numbered circle and a description of the activity. The steps are: 1. Step 1: Video Lessons (with a sub-list of video lessons and a 'New Course Content' folder), 2. Step 2: Exercises, 3. Step 3: Quizzes (with a sub-list of six quizzes), 4. Step 4: Register with ICS for the first exam, 5. Step 5: Order Diagnostic (Practice Exam), 6. Step 6: Exam Booking, and 7. Step 7: Revision (Optional). The interface includes navigation links like 'Get Started - Click Here' and 'Jump to...'.

Review the forums, ask a question of your fellow participants if you wish to transfer knowledge.

Once you complete all steps for the topic, you can move to Module 2 and repeat the process.

eCollege Support

We have a reliable support system in place, and you can contact us via email for any questions or concerns. You can request a phone call if you wish to speak to eCollege.

eTutor

There is an eTutor assigned to your course who is available via email if you have any subject matter related queries. Your eTutor will email you to welcome you to the course. You can also see their contact information on the course homepage.

Administration and Helpdesk

We have a team of administrators who can help with general course questions and technical support.

Technical Requirements

The ICDL eCollege course requires you to have a Windows PC. An Apple device is not compatible with this course.

We recommend:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system
- Chrome or Firefox web browser
- Minimum screen resolution of 1024 X 768
- High-speed broadband – we do not recommend the use of mobile dongles

A printer is not required.

Pop Ups

You must enable popups to allow the interactive course material to run. Please add the following URL as an authorised site for popups: <https://ecollege.etbonline.ie/>. Do not turn off popup blockers completely.

How to do this per browser:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Edge](#)

eLearning General Information

We are aware that eLearning has its challenges that can prevent you from absorbing the content and the critical aspects of the course.

We are also aware that you may be on-the-go and don't have a lot of time to devote to the eLearning experience.

You can overcome this by engaging your course in bite-sized chunks when you are ready to learn.

You should also avoid lengthy study sessions; by doing this, you give yourself the chance to acquire and retain information more effectively.