GUIDE

B.lab
UNILAB NETWORK

GUIDE ON

ICDL

Made by: Livia Pierre

FRESHMEN BOCCONI 24-25

DISCLAIMER:

This guide is not an official Bocconi document. Every information you can find here is to help those in need.

In order to have precise information we strongly suggest using the official sources like the site or Be in Touch and to contact the representatives elected in the collegial bodies for B.Lab.

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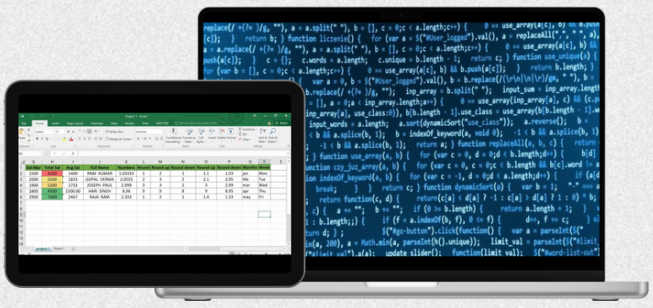

1. INTRODUCTION : WHAT IS ICDL ?

The ICDL Full standard is a **computer certification** required to do the second part of the Computer Science exam. The exams are held every week, and you can **register** from the you@b website in the section "IT certifications".

1.1 USEFUL THINGS TO KNOW

- **Who should do it?**

First year students (except BGL, BAI and BEMACS).
Students in the second year of Italian law.

- **What should I take to the exam?**

Bocconi ID (or ID: ID card, driving licence, passport)

- **The 7 modules:**

-Computer essentials
-Online essentials
-Spreadsheets
-Presentation
-IT-Security
-Word Processing
-Online Collaboration

- **When do you have to do it?**

Before the second part of Computer Science (so before May/June 2025)
>> For those who have no experience with excel, it is recommended to do the spreadsheets module after the first partial of CS

1.2 HOW TO SUBSCRIBE?

- **STEP 1:** Go to the YOU@B website in the widget "computer certifications": buy the skill card and 7 modules.

>> You will receive the confirmation and the code associated with your skill card on the university's Outlook email.

- **STEP 2:** click on the "IT Certifications" widget on "ICDL exam registration - exams in Bocconi"
- **STEP 3:** On first access, enter the skill card code
- **STEP 4:** Click the "Add" button and select the exams you want to register for, press "Next"
- **STEP 5:** Choose a date and time of your convenience!

2. SURVIVAL KIT

2.1 INTERNAL COST

18€ per module
+ 60€ skill card
= total of 186€

2.2 THINGS TO KNOW

- Each module **consists of 36 questions**, to **pass** the module you have to do a score equal to or greater than 75% (you can get wrong at most 9 questions).
- If you **do not pass** one of the modules, you must **buy** another module and retake it.
- You can do **up to 3 ICDL modules** at once (there is no particular order to follow)
- Each module lasts **45 minutes**, but those who finish first turn it in and leave or go to the following module if there are more

- If you take the exam **in another location**, if this location was in Italy, the certificate will be registered automatically, otherwise you must send an **email** to the B in Touch attaching the certificate.

- You can **change your registration/cance**l without paying, by doing so until 23:59 on the Thursday of the week preceding the exam date.

2.3 SUBSCRIPTION TO THE EXAM

An **email** with the certificate will arrive to each student having **passed** all seven modules, approximately one month after the last module.

3. ON THE EXAM

3.1 HOW TO STUDY ?

Blackboard videos (which you'll have starting from September)
B.lab handout

3.2 WHERE TO GO ON D-DAY ?

Room 304, on the third floor of the **library** (which you can access from the stairs on the right just before passing the porches to enter the library).
WARNING : It is necessary to arrive about **15 minutes before** the beginning of the exam.

3.3 HOW TO CHECK THE RESULTS ?

AIDA website (www.aicanet.it) subscribing as "candidate" and filling the form (WITHOUT putting IT- as part of the skill card code)

4. CONTACTS

Tutorial on how the exam is going to be: https://youtu.be/h3vI4zB37ak

Email of the ICDL office for all your questions: ecdl@unibocconi.it

TO KNOW MORE

Livia Pierre
+33 6 40 40 19 11
@livia_pierre

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