

COVID



ICDL

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FRESHMEN BOCCONI 25-26





DISCLAIMER:

This guide is not an official Bocconi document.
The information in this guide is intended solely to
provide assistance to those who need it.

They were developed based on documents available on
the University's main platforms.
This guide does not replace the material made available
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1. WHAT IS ICDL?

Since 1997, the ICDL certification program has certified key digital skills from school to the workplace. ICDL is an internationally recognized standard.

It is a **prerequisite** for the second partial of the “Computer Science” exam, for the “Computer Science for Law” exam and for “Legal Tech”.

1.1 Purpose, modules and who it is aimed at

Exams are held weekly. You can **register** on the you@b website in the "IT Certifications" section.

Who should do it?

First-year students of all three-year programs, except BAI and BEMACS.

Second year students of CLMG and BGL.

How is it composed?

The certification is made up of 7 modules:

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

2. TIMING AND COSTS

How long does it take to get certified?

At least two weeks before the general exam of computer science or computer science for law (so around mid-May or early June if you want to take the second exam).

How much does it cost?

The **Skills Card** must be purchased online through the you@B student calendar. The cost is **60 euros**.

The cost is **18 euros for each exam**.

The total cost is, therefore, **186 euros**.

If you fail an exam, you have to buy a new module.

3. EXAM REGISTRATION

How do I register for the exams?

Accessing the platform: Access the yoU@B agenda and click on "Registration for the ICDL exams at BOCCONI" in the "IT CERTIFICATIONS" box.

Registration:

- Click the "Add" button.
- Select the exams you wish to register for, up to the maximum number already purchased (max 3 exams per day).

Choose date and time:

- Click "**Next**".
- The system will display **available dates** within the next 28 days, based on the number of exams selected.
- Choose a day and time from those available (shifts that cannot be selected are full).

3.1 Changes and cancellations

Edit subscription:

- It is possible to change **which/how** many exams you want to take.
- If the **number of exams does not change**, the exam schedule remains the same.
- If the **number of exams changes**, the shift will be automatically cancelled and new dates will be proposed.

Unsubscribe:

- It is possible to **unsubscribe** from a shift.
- Paid exams will be available again for a new registration.

Change Deadline: All registrations, changes, and cancellations must be made **by 11:59 PM on the Thursday of the week prior to the exam date.**

4. EXAM STRUCTURE

How is the exam structured?

Each module consists of 36 questions. To pass, you must score 75% or higher (you can fail up to 9 questions). Each module lasts 45 minutes. If you finish before the time limit, you can leave the room or move on to the next module if there are more than one.

If you take an exam at another location in **Italy**, it will be automatically registered in the Bocconi system. If it was taken at a location **abroad**, you will need to send an email to B in Touch.

How to study it?

- Through the B.lab handout
- Video present on BlackBoard (in the “ICDL” course)

5. LOCATION AND HOURS

Where does it take place?

Room 304, on the third floor of the library (accessed from the stairs on the right just before passing the porticoes to enter the library).

ATTENTION: You must arrive approximately 15 minutes before the start of the exam.

How to view the results?

AIDA website (www.aicanet.it) by registering as a candidate and filling out the form (WITHOUT inserting IT- in the skill card code).

LEARN MORE



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