

## Goodwill of Southwestern Pennsylvania Offers ICDL

Goodwill of Southwestern Pennsylvania is a service agency and network of not-for-profit businesses, whose mission is to help people with special needs overcome barriers to employment and enjoy the dignity and benefits of work and improved quality of life. As one of the largest Goodwill organizations in the U.S., it serves eight counties in southwestern Pennsylvania, and nine counties in north-central West Virginia.

Goodwill offers a broad variety of programs and services for people with disabilities, disadvantages and other special needs, and has been offering ICDL certification since 2007.

ICDL certification is offered through the Goodwill Employment Training Center (GETC) in two diploma programs: [Health Care Office Skills Training](#) and [Administrative Office Skills Training](#).

Health Care Office Skills Training offers candidates the opportunity to become fully trained health care office professionals. ICDL certification is integrated into the course program where students also study other subjects such as Medical Terminology, Anatomy and Physiology and introduction to Medical Billing.

Administrative Office Skills Training integrates ICDL certification into its course in addition to other office skills subjects including basic office procedures, filing, and keyboarding, as well as other computer certifications.