

# CLS

## Computer Literacy Series

### The Complete Solution for Basic Computer Skills Training



**CLS multimedia courses teach students essential computer skills including:**

- 4 Operating the Mouse
- 4 Working with Windows Elements
- 4 Opening, Saving and Organizing Files
- 4 Browsing and Searching the Internet
- 4 Sending and Receiving E-Mail
- 4 Performing Word Processing
- 4 Creating Spreadsheets

#### CLS Benefits:

- 4 **Saves instructors valuable time**  
by assisting with basic computer training tasks
- 4 **Teaches learners with different skill levels and learning styles**  
with self-paced instruction and customizable settings
- 4 **Clarifies complicated computer concepts**  
using high-quality audio, graphics and animation
- 4 **Provides hands-on practice in a controlled environment**  
through interactive exercises
- 4 **Tracks student activities and progress**  
using comprehensive management tools
- 4 **Adapts to your training environment**  
with multiple delivery options

**"CLS received the highest rating possible from our students and teachers. CLS provides an innovative approach to teaching computer skills and is highly recommended."**

*Kit Bieschke-Baker  
High School Alternative Coordinator  
Washington County Schools  
Abingdon, VA*

For a 30-day free trial of CLS, please go to [www.teknimedia.com](http://www.teknimedia.com) or call 1-800-366-4614.

# CLS at a Glance

## 4 Who benefits from CLS?

CLS is designed for teens to senior adults with novice to intermediate-level computer skills.

## 4 Where is CLS used?

- MS, HS & Alternative Schools
- Staff Development Programs
- Public Libraries
- Postsecondary Schools
- Special Education & ESL Programs
- Adult Education & Literacy Programs
- CTC's and Neighborhood Networks
- Workforce Development Programs
- Welfare-to-Work Programs
- Senior Citizen Programs
- Correctional Facilities
- Workplace Training Programs

## 4 What do CLS courses include?

CLS courses contain multimedia lessons, interactive exercises, *Frequently Asked Questions*, assessments and teacher's guides.

## 4 How are CLS courses delivered?

- **Standalone** – CLS courses are provided on individual CD-ROMs for use on standalone computers.
- **Network** – CLS courses can be installed on a network file server and accessed from any computer on the network. The network version of CLS includes the Virtual Learning Center management software that lets instructors track student activity from a central location.
- **Internet** – CLS courses can be accessed from any computer connected to the Internet. The Internet version of CLS is delivered in the Web Learning Center environment which lets organizations set up accounts, register students and track their activities.

## 4 Why is CLS effective?

Teknimedia uses rigorous standards to insure that CLS instruction is delivered clearly and step-by-step so it is easy to understand. Specifically designed for those who are new to computers, CLS does not assume any prior knowledge of the topics it covers. The sound instructional quality of CLS makes it the most effective computer skills training software available today. See what your colleagues have to say about CLS in the CLS Fact Sheet available from Teknimedia or your local sales representative.

## 4 How do I learn more?

Please contact Teknimedia or your local sales representative for a product catalog and pricing information. Sample lessons and exercises from CLS courses are available at [www.teknimedia.com](http://www.teknimedia.com).

## About Teknimedia

Teknimedia Corporation, the developer of CLS, is a leading provider of e-learning software for computer skills training. Founded in 1996, Teknimedia's mission is to bridge the digital divide effectively and efficiently using state-of-the-art technology. Teknimedia's products are helping hundreds of thousands of individuals improve their education and careers by learning computer skills.