

TEKNIMEDIA'S COMPUTER LITERACY SERIES
Correlation to
Job Corps Business Technologies Foundation Course

Business Technologies Foundations Course	Teknimedia's Computer Literacy Series (CLS)
A. Employability Skills	CLS lessons are not available for this category.
B. Ethics	CLS lessons are not available for this category.
C. Safety	CLS lessons are not available for this category.
D. Business Math Skills	CLS lessons are not available for this category.
E. Business English	CLS lessons are not available for this category.
F. Office Procedures	CLS lessons are not available for this category.
G. Keyboarding	CLS lessons are not available for this category.
H. Personal Computer	
1. Explain the difference between personal computer hardware and software.	PC101-Computer Basics, Sec. 2.2, 3.1, 3.2
2. Identify the function of principal computer components: a. Keyboard b. Monitor c. Central processing unit (CPU) d. Memory (RAM) e. Floppy Drive f. Hard Drive g. CD-ROM drive h. Auxiliary storage devices (ZIP drives, tape backups, etc.) i. Mouse j. Fax/Modem k. Printer l. Scanner	PC101-Computer Basics: a. Sec. 1.4, 2.1, 2.7-2.8, 3.2, 4.3 b. Sec. 1.4, 2.1, 2.7-2.8, 4.3 c. Sec. 2.2, 2.4 d. Sec. 2.5-2.8, 3.2, 4.2-4.3 e. Sec. 2.6 & 5.1 f. Sec. 2.6 & 5.1 g. Sec. 2.6 & 5.1 h. Sec. 2.6 & 5.1 i. Sec. 1.3, 2.1, 2.7-2.8 j. Sec. 2.1, 2.3, 3.2, 5.1-5.4 k. Sec. 2.1, 2.7-2.8, 5.2 l. Sec. 2.1, 2.7-2.8, 5.2
3. Explain drive designations (A drive = floppy drive, C drive = hard drive, network drives; CD-ROM drive, ZIP drive, etc.)	PC101-Computer Basics, Sec. 2.3, 2.6, 3.1-3.3, 4.2, 4.3, 5.2, 5.3 PC110-Files and Folders, Sec. 2-3

4. Demonstrate how to care for and maintain a personal computer (no food or drink around computers; do not remove or install components when power supply is on; maintain a clean and organized work space).	CLS lessons are not available for this objective.
5. Correctly start and shut down the computer.	CLS lessons are not available for this objective.
I. Windows Operating System	
1. Explain the purpose of an operating system environment.	PC100-Basic Skills – Sec. 2 PC101-Computer Basics – Sec. 3.2
2. Identify the basic components of the Windows Desktop (icons, desktop, mouse pointer, clock, taskbar, quick launch toolbar, start button, etc.)	PC100-Basic Skills – Sec. 2, 3, 4, 7, 8 & 20
3. Understand and use the basic features of the Windows Start Menu (Start, Shut Down, Restart, Help, Find, Settings, Documents, Programs).	PC100-Basic Skills – Sec. 2, 7 & 20 PC110-Files & Folders – Sec. 29, 31-33
4. Demonstrate the ability to minimize/maximize windows, scroll in a window, and navigate between files and applications.	PC100-Basic Skills – Sec. 7 & 8 PC110-Files & Folders
5. Use “Help” to learn about features and correct problems.	PC140-Basic Word Processing – Sec. 34
6. Describe computer viruses and how to protect a personal computer from viruses.	CLS lessons are not available for this objective.
J. Word Processing Software	
1. Demonstrate the ability to correctly launch and close word processing application programs.	PC140-Basic Word Processing – Sec. 2, 3, 8, 9, 10-12
2. Demonstrate the ability to identify and name the parts of the word processing screen.	PC140-Basic Word Processing – Sec. 13, 15-21
3. Demonstrate the ability to perform basic keyboard, formatting and cursor commands. <ul style="list-style-type: none"> a. Move cursor using arrow keys and mouse. b. Delete characters, words, and sentences in a document. c. Select a word, line, or paragraph using the mouse and/or keyboard. d. Insert characters, words, and sentences in a document. e. Use right mouse button features. 	<ul style="list-style-type: none"> a. PC100-Basic Skills – Sec. 12-13 PC140-Basic Word Processing – Sec. 5-7 b. PC100-Basic Skills – Sec. 12-13 PC140-Basic Word Processing – Sec. 5-7 c. PC100-Basic Skills – Sec. 12-13 PC140-Basic Word Processing – Sec. 5-7 d. PC100-Basic Skills – Sec. 12-13 PC140-Basic Word Processing – Sec. 5-7 e. PC110-Files & Folders – Sec. 29

<p>3. Demonstrate the ability to perform basic word processing file functions.</p> <ul style="list-style-type: none"> a. Open files b. Create files c. Edit files d. Save files using “Save” and “Save As” commands (to hard drive and floppy disks). e. Create backup files. 	<ul style="list-style-type: none"> a. PC110-Files & Folders – Sec. 9-11, PC140-Basic Word Processing – Sec. 11-12 b. PC110-Files & Folders – Sec. 8-10 PC140-Basic Word Processing – Sec. 10 & 12 c. PC140-Basic Word Processing – Sec. 5-7 d. PC110-Files & Folders – Sec. 8-9 PC140-Basic Word Processing – Sec. 8-9 e. PC110-Files & Folders – Sec. 16 & 34
<p>5. Cut, copy and paste text.</p>	<p>PC140-Basic Word Processing – Sec. 6-7, 31-33</p>
<p>6. Use the undo and redo commands.</p>	<p>PC140-Basic Word Processing – Sec. 20-21</p>
<p>7. Select and change font (Arial, Courier, etc.) and font size (12, 13 point, etc.), and styles (bold, italic and underline).</p>	<p>PC140-Basic Word Processing – Sec. 16, 18-19, 21</p>
<p>8. Align text (centered, left and right justified).</p>	<p>PC140-Basic Word Processing – Sec. 17-18</p>
<p>9. Use the spell checker utility.</p>	<p>PC140-Basic Word Processing – Sec. 25-26</p>
<p>10. Use print option functions to send files to the printer.</p>	<p>PC110-Files & Folders – Sec. 13 PC140-Basic Word Processing – Sec. 29-30</p>
<p>K. Career Opportunities in Business Technologies</p>	<p>CLS lessons are not available for this category.</p>