

**TEKNIMEDIA'S COMPUTER LITERACY SERIES**  
**Correlation to**  
**Job Corps Basic Information Technology Skills**

<b>Basic Information Technology Skills</b>	<b>Teknimedia's Computer Literacy Series</b>
<b>A. Impact of Technology Trends on Business and Society</b>	
1. Demonstrate an understanding of past and current trends in information technology.	Pre-Requisite Skills: PC101-Computer Basics, Sec. 1.2-1.4 PC120-The Internet Using Netscape, Sec. 2, 9 PC125-The Internet Using Internet Explorer & Outlook Express, Sec. 2, 9
2. Describe how information technology is utilized in various occupations (health, business, education, service, sales).	PC101-Computer Basics, Sec. 1.2 PC120-The Internet Using Netscape, Sec. 2 PC125-The Internet Using Internet Explorer & Outlook Express, Sec. 2
3. Demonstrate an understanding of information technology security and ethics implications.	Supplemental Information: PC120-The Internet Using Netscape, Sec. 21 PC125-The Internet Using Internet Explorer & Outlook Express, Sec. 20
<b>B. Basic Care and Handling – Safety</b>	
1. Understand and use basic safety principles and procedures when working on personal computer equipment.	Pre-Requisite Skills: PC101-Computer Basics, Sec. 2.7
<b>C. Basic Hardware and Software Components</b>	
1. Explain the difference between personal computer hardware and software.	PC101-Computer Basics, Sec. 2.2, 3.1, 3.2
2. Explain storage devices (A drive = floppy, C drive = hard drive, CD-ROM drives, network drives, 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
3. Identify and demonstrate the function of principal computer components: a. Central processing unit (CPU) b. Random Access Memory (RAM) c. Motherboard d. Power Supply e. Monitor f. Sound Card g. Keyboard h. Mouse i. Connectors, cables (data, printer, etc.) and ports (COM1, LPT1, etc.)	PC101-Computer Basics: a. Sec. 2.2, 2.4 b. Sec. 2.5-2.8, 3.2, 4.2, 4.3 c. Sec. 2.3-2.5, 2.7, 2.8, 3.2, 4.3, 5.1 d. No lessons currently available e. Sec. 1.4, 2.1, 2.7, 2.8, 4.3 f. Sec. 1.4, 2.3 g. Sec. 1.4, 2.1, 2.7, 2.8, 3.2, 4.3 h. Sec. 1.3, 2.1, 2.7, 2.8 i. Sec. 2.7, 5.1, 5.2

<ul style="list-style-type: none"> <li>j. FAX/modem</li> <li>k. System and component documentation (manuals)</li> <li>l. Peripherals (printers, scanners, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>j. Sec. 2.1, 2.3, 3.2, 5.1- 5.4</li> <li>k. No Teknimedia lessons currently available.</li> <li>l. Sec. 2.1, 2.7, 2.8, 5.2</li> </ul>
<b>D. Basic Software Functions</b>	
<ul style="list-style-type: none"> <li>1. Using Operating Systems</li> </ul>	<ul style="list-style-type: none"> <li>PC100-Basic Skills</li> <li>PC101-Computer Basics, Sec. 3.2, 3.4</li> <li>PC110-Files and Folders</li> </ul>
<ul style="list-style-type: none"> <li>2. Using Application Software <ul style="list-style-type: none"> <li>a. Demonstrate keyboarding proficiency</li> <li>b. Use on-line help to learn about features and correct problems.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. PC100-Basic Skills, Sec. 8, 9, 11, 12, 13, 14</li> <li>b. Pre-Requisite Skills: PC100-Computer Basics</li> </ul>
<ul style="list-style-type: none"> <li>3. Word Processing Applications <ul style="list-style-type: none"> <li>a. Create, edit, save, retrieve and print documents.</li> <li>b. Use basic formatting functions (font, line, paragraph, page, justification, margins).</li> <li>c. Use print preview and print option functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. PC110-Files and Folders, Sec. 7-13 PC140-Basic Word Processing, Sec. 3-12, 28-29.</li> <li>b. PC140-Basic Word Processing, Sec. 14-20, 26-27</li> <li>c. PC110-Files and Folders, Sec. 13 PC140-Basic Word Processing, Sec. 28-29</li> </ul>
<ul style="list-style-type: none"> <li>4. E-Mail <ul style="list-style-type: none"> <li>a. Explain the purpose and basic features of e-mail systems.</li> <li>b. Send, receive, reply, forward, save and delete e-mail messages.</li> <li>c. Use the login and password system.</li> <li>d. Print messages, documents and files.</li> <li>e. Attach documents to messages.</li> <li>f. Explain security issues and the purpose of legal use of e-mail.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. PC120-The Internet Using Netscape, Sec. 23 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 22</li> <li>b. PC120-The Internet Using Netscape, Sec. 24-30, 32, 33 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 23-29, 31, 32</li> <li>c. No Teknimedia lessons currently available</li> <li>d. PC110-Files and Folders, Sec. 13 PC120-The Internet Using Netscape, Sec. 17, 26 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 17, 25</li> <li>e. PC120-The Internet Using Netscape, Sec. 31, 33 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 30, 32</li> <li>f. Supplemental Information: PC101-Computer Basics, Sec. 5.3 PC120-The Internet Using Netscape, Sec. 21 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 20</li> </ul>

<p>5. Internet</p> <ul style="list-style-type: none"> <li>a. Identify acceptable and unacceptable practices in using the Internet.</li> <li>b. Use an Internet browser to: move between Web pages, save Web addresses, save and edit text and images to hard drive or floppy disks.</li> <li>c. Access labor market information, trade-related and job preparation/job information commonly available in One-Stop Resource Rooms.</li> </ul>	<ul style="list-style-type: none"> <li>a. Supplemental Information: PC101-Computer Basics, Sec. 5.3</li> <li>b. PC120-The Internet Using Netscape, Sec. 9-20 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 9-19</li> <li>c. Pre-Requisite Skills: PC100-Basic Skills PC120-The Internet Using Netscape PC125-The Internet Using Internet Explorer &amp; Outlook Express</li> </ul>
<p>6. Viruses</p> <ul style="list-style-type: none"> <li>a. Detect and delete viruses from computers and floppy disks.</li> </ul>	<ul style="list-style-type: none"> <li>a. Supplemental Information: PC120-The Internet Using Netscape, Sec. 31 PC125-The Internet Using Internet Explorer &amp; Outlook Express, Sec. 30</li> </ul>