

Course Catalog

Series	Course	Latest Version	Est. Completion Time (hours:minutes)		Lessons	Exercises	Quizzes	Reading Supp.	Other Versions
			Pre/Post Assessments	Course					
Computer Literacy Series	Mouse Tutorial	English or Spanish	-	0:15	8	4	-	-	-
	CBT100-Computer Skills for the GED® Test	English or Spanish	0:30	1:00	14	6	-	-	-
	PC100-Basic Skills	Version 5	0:37	1:40	12	11	1	-	Windows 7, XP
	PC101-Computer Basics	Version 5	0:08	0:45	10	0	1	-	-
	PC102-Windows Basics	Windows 10	0:22	1:00	10	8	1	-	-
	PC110-File Management	Windows 10	0:41	2:00	16	11	1	-	Windows 7, XP
	PC120-Exploring the Web	IE 11	1:00	3:30	23	16	2	3	IE 8
	PC130-E-Mail Basics	Outlook 2010	1:00	3:30	25	21	2	-	Outlook 2007
	PC140-Basic Word Processing	Word 2013	1:15	4:30	27	22	3	-	Word 2010, 2007
	PC141-Intermediate Word Processing 1	Word 2013	1:00	3:45	26	24	2	-	Word 2010, 2007
	PC142-Intermediate Word Processing 2	Word 2013	1:00	4:15	28	25	2	-	Word 2010, 2007
	PC143-Intermediate Word Processing 3	Word 2013	0:30	1:45	10	8	1	-	Word 2010, 2007
	PC150-Basic Spreadsheets	Excel 2013	0:45	3:45	20	15	2	-	Excel 2010, 2007
	PC151-Intermediate Spreadsheets 1	Excel 2013	0:45	2:30	18	16	2	1	Excel 2010, 2007
	PC152-Intermediate Spreadsheets 2	Excel 2013	0:45	3:30	22	19	2	1	Excel 2010, 2007
	PC160-Basic Presentations	PowerPoint 2013	1:00	3:30	27	21	3	-	PowerPoint 2010, 2007
	PC161-Intermediate Presentations	PowerPoint 2013	0:45	4:00	24	22	3	2	PowerPoint 2010, 2007
PC170-Database Basics	Access 2013	0:30	1:30	13	9	1	-	Access 2010	
IC3 Certification Preparation	PCIC ³ A- Computing Fundamentals	GS4	3:30	14:00	59	41	9	45	GS3
	PCIC ³ B1- Key Applications-Word	GS4-2013	3:45	15:15	92	83	9	7	GS4-2010, GS3-2010/2007
	PCIC ³ B2- Key Applications-Excel	GS4-2013	2:15	11:00	60	50	6	2	GS4-2010, GS3-2010/2007
	PCIC ³ B3- Key Applications-PowerPoint	GS4-2013	1:45	7:30	51	43	6	2	GS4-2010, GS3-2010/2007
	PCIC ³ B4- Key Applications-Access	GS4-2013	0:30	1:45	13	9	1	-	GS4-2010
	PCIC ³ C-Living Online	GS4	2:30	9:30	49	35	7	14	GS3-2010/2007

Courses	Courseware Packages						
	Computer Essentials	Microsoft Office Proficiency	Computer Essentials & Microsoft Word	Computer Essentials & Microsoft Office Proficiency	Computer Skills for College & Career Readiness	Computer-Based Testing Prep	IC3 Certification Prep
Mouse Tutorial	✓		✓	✓	✓	✓	
CBT100-Computer Skills for the GED® Test					✓	✓	
PC100-Basic Skills	✓		✓	✓	✓		
PC101-Computer Basics	✓		✓	✓	✓		
PC102-Windows Basics	✓		✓	✓	✓		
PC110-File Management	✓		✓	✓	✓		
PC120-Exploring the Web	✓		✓	✓	✓		
PC130-E-Mail Basics	✓		✓	✓	✓		
PC140-Basic Word Processing		✓	✓	✓	✓		
PC141-Intermediate Word Processing 1		✓	✓	✓			
PC142-Intermediate Word Processing 2		✓	✓	✓			
PC143-Intermediate Word Processing 3		✓	✓	✓			
PC150-Basic Spreadsheets		✓		✓	✓		
PC151-Intermediate Spreadsheets 1		✓		✓			
PC152-Intermediate Spreadsheets 2		✓		✓			
PC160-Basic Presentations		✓		✓	✓		
PC161-Intermediate Presentations		✓		✓			
PC170-Database Basics		✓		✓			
PCIC ³ A- Computing Fundamentals							✓
PCIC ³ B1- Key Applications-Word							✓
PCIC ³ B2- Key Applications-Excel							✓
PCIC ³ B3- Key Applications-PowerPoint							✓
PCIC ³ B4-Key Applications-Access							✓
PCIC ³ C-Living Online							✓