Digital Skills Training

Teknimedia's Computer Literacy Series is a comprehensive series of training courses that teach the essential computer concepts and skills needed in today's digital world. CLS offers the finest in multimedia, interactive instruction to make learning fast, easy and effective.

Topics:

- Keyboarding
- Basic Computer Skills
- File Management
- Internet
- E-Mail
- Microsoft Office
- GED® Test Prep

Features:

- Competency-based instruction
- Performance-based assessments
- Individualized self-paced courses
- Online & offline delivery
- Learning management system
- Detailed performance data

Ideal for:

- K12 & Adult Education
- Correctional Education
- Workforce Development
- Libraries & Literacy Programs
- Professional Development
- Employee Training Programs

Specifically designed for beginning to intermediate-level computer users, CLS does not assume prior knowledge of the topics covered. Teknimedia uses rigorous standards to insure that instruction is delivered clearly and step-by-step so it is easy to understand. The sound instructional quality of CLS makes it the ideal resource for helping learners improve their digital literacy skills.

Features & Benefits

- Ideal for instructor-led classes as well as independent study, Teknimedia's self-paced, competency-based courses make it faster and easier for learners to acquire the digital skills and concepts needed for success in school and the workplace.
- Performance-based pre-assessments identify knowledge and skills gaps, and create individualized "Custom Learning Paths" for each learner.
- Performance-based post-assessments verify that learners have mastered the required computer skills.
- Clear, step-by-step voice narration makes lessons easy to understand.
- Adjustable play speed allows learners to go through lessons at their desired pace.
- Optional display of the narration text reinforces instruction and makes courses appropriate for hearing impaired learners.
- High-quality graphics and animation keep learners engaged.
- Interactive exercises let learners practice, hands-on, the skills they have learned with "hints" provided if needed.
- Quizzes included within each course measure learners' knowledge and progress.
- Comprehensive management system allows administrators to manage learners; view, print and export performance records; control title settings; and modify assessment parameters.
- Frequently Asked Questions enhance learning by offering additional information about lesson topics.
- Comprehensive index allows quick reference to desired topics.
- Teacher's Guides and Student Study Guides supplement Web & offline computer-based instructional materials.
- Microsoft Office Projects provide additional activities for students that supplement our Word, Excel, PowerPoint and Access courses
- Certificates of Achievement acknowledge learner achievement.
- "Online" delivery gives learners 24/7 access from any computer with high-speed Internet access.
- "Offline" delivery is available for standalone computers and local/wide area networks where Internet access is unavailable.

"I appreciate your constant support for our program! Our corrections program has been running fantastic numbers and ladies complete all of the courses rather than only the required ones. This is a testament to the course quality and the teacher because they are exited to learn and develop their computer skills. Teknimedia is still the best product available and the customer service is second to none! You guys always have my vote!"

L. Irvin, SEARK Education Department, Pine Bluff, Arkansas

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