# **Digital Literacy Products Overview**



## **Digital Skills Training**

Teknimedia's Computer Literacy Series is a comprehensive series of training courses that teach the essential computer knowledge and skills needed in today's digital world. Courses include keyboarding, mouse and basic computer skills, Windows navigation, file management, Internet, e-mail, calendar and basic to intermediate-level Microsoft Office.



### **IC3** Certification Prep

Teknimedia's Getting Ready for IC3 Series (PCIC3-GS5) offers comprehensive assessments and training courses to help your students fully prepare for IC3 GS5 certification. PCIC3-GS5 covers 100% of the IC3 GS5 exam objectives for Computing Fundamentals, Key Applications and Living Online.



### Computer Skills for the GED Test

CBT100<sup>™</sup>-Computer Skills for the GED<sup>®</sup> Test will help you verify whether your students have the computer skills they need to take the computerbased GED<sup>®</sup> test, and teach them the skills they lack. CBT100 covers all of the basic computer skills and question types required for the GED<sup>®</sup> test and will give students the confidence they need for computer-based testing. CBT100 is available in English and Spanish.



#### **Digital Skills Assessment**

Total TekAssess is Teknimedia's online, comprehensive and fully customizable computer skills assessment, placement, and "test-out" tool. With a question bank of 1,200+ performance and knowledge-based questions, Total TekAssess is the ideal solution for measuring basic computer, Internet, e-mail, Microsoft Office knowledge and skills as well as typing speed and accuracy.

#### **Course Features:**

- Competency-based instruction
- Self-paced courses
- Performance-based pre/post-assessments
- Custom learning path
- Learning management system
- Detailed performance data
- Online and offline delivery

#### Total TekAssess Features:

- Comprehensive question pool
- Performance-based questions
- Customizable test parameters
- Learning management system
- Detailed performance data
- Online delivery

"Teknimedia's training modules have been the catalyst for an education explosion in the area of computer literacy in our area. The software really is effective in addressing the needs of the first time user as well as the intermediate computer user. The curriculum is comprehensive and leaves no technical stone unturned. The most impressive thing about the product is the technical support that the professionals at Teknimedia provide. They really care about and stand behind their products."

K. McLamb, The Mayor's Office of Employment, Baltimore, Maryland

"I can't say enough good things about Teknimedia! Our students really do love the program and we've never had such a positive response to learning software in our program.."

P. Andersen, Wallingford Adult Education, Wallingford, Connecticut

"I have been evaluating and selecting training material for over fifteen years and this is the best that I have ever seen. It is interactive and provides all of the necessary information to prepare students/candidates to pass the IC3 Certification exams."

J. Johnson, Los Angeles Job Corps, Los Angeles, California

"CBT100 has been truly valuable in helping students prepare for the GED test. Students were surprised that keyboarding presented a real challenge. While they text often, most students aren't familiar with the keyboard and its functions. The program provided an opportunity for students to learn the time saving skills needed in a computer based testing situation. It also helps students to think critically and follow directions carefully. For instance, having to go back and forth to find out why they can't proceed was an important lesson! Students need the tutorials and are definitely reaping the benefits. Thank you for this great tool!"

C. McDonnell, Community College of Baltimore County, Baltimore, Maryland

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