

PCIC³TM

Getting Ready for IC³

Based on the IC³ 2005 Standard

Product Catalog

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For a 30-day free trial of PCIC³, please go to www.teknimedia.com or call 1-800-366-4614.

PCIC³A - Computing Fundamentals



PCIC³A - Computing Fundamentals

Teaches the skills and concepts required for the IC³ Computing Fundamentals Exam

60 Lessons, 23 Exercises, 43 Reading Supplements, 10 Quizzes and 3 Tests cover the following topics:

Unit 1 - Basic Skills

- Operating System
- Common Elements
- Buttons and Icons
- Windows
- Menus
- Text Boxes
- Lists
- Check Boxes and Radio Buttons
- Dialog Boxes
- Starting and Exiting Programs
- Shut Down
- Logon
- Control Panel
- Date and Time
- Display Options
- Mouse and Keyboard Settings
- Audio Volume Settings
- Settings Problems
- Software Installation
- Installing Printers
- Windows Help

Unit 2 - Computer Basics

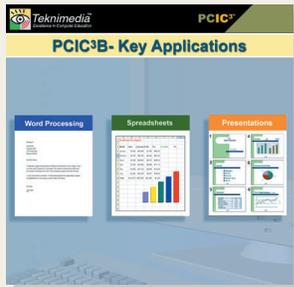
- Uses of Computers
- Computer Characteristics
- Types of Computers
- Computing Devices
- Computer Human Analogy
- Hardware
- Circuit Boards
- Plugin Cards
- Processor
- Memory
- Memory Types
- Storage Devices
- Input and Output Devices
- Other Hardware
- Adding New Hardware
- Hardware Problems
- What Is Software?
- System Software
- Application Software
- Word Processing
- Spreadsheets
- Databases
- Graphics
- Presentations
- Multimedia
- Internet Programs
- Utility Programs
- Other Programs
- Software Compatibility
- Software Upgrades
- Software Problems
- Program Installation Problems
- Software Developments
- Information Encoding
- Memory and Storage Capacity
- Processor Speed
- Computer Performance
- Data Flow and Processing
- Information Transfer
- Computer Networks
- Large Computer Systems
- Choosing a Computer
- Protecting and Maintaining the Computer
- Troubleshooting Computer Problems

PCIC³A - Computing Fundamentals (continued...)

Unit 3 - Files and Folders

- The Computer's Filing System
- My Computer
- View Types
- Folders List
- File Types
- Creating and Saving Files
- Opening and Modifying Files
- Opening a File Using Its Icon
- Starting a Program Using Its Icon
- Printing Files
- Internet Files
- Properties
- Organizing the Computer's Contents
- File Management
- Shortcuts
- Organizing the Desktop
- Time Saving Tips
- Finding Files and Folders
- Crashes and Backup
- File Maintenance
- Common File Problems

PCIC³B - Key Applications



PCIC³B - Key Applications

Teaches the skills and concepts required for the IC³ Key Applications Exam

176 Lessons, 114 Exercises, 6 Reading Supplements, 19 Quizzes and 3 Tests cover the following topics:

Unit 1 - Basic Word Processing

- Getting Started
- Entering Text
- Editing Text
- Saving Documents
- Creating a New Document
- Opening Documents
- Viewing Documents
- Formatting Text
- Fonts
- Alignment
- Character Case
- Utility Functions
- Find and Replace
- Spelling and Grammar
- Margins
- Page Orientation and Paper Size
- Printing
- Time Saving Tips
- Saving Files to a Floppy Diskette
- Task Pane
- Office Clipboard
- Getting Help
- Managing Print Jobs
- Common Print Problems
- Common File Problems

Unit 2 - Intermediate Word Processing 1

- Character and Line Spacing
- Indenting Paragraphs
- Bullets and Numbering
- Tabs
- Rulers
- Page Breaks
- Header and Footer
- Page Numbers
- Section Breaks
- Footnotes
- Endnotes
- Pictures
- Hyperlinks
- Inserting Symbols
- Superscript and Subscript
- Displaying and Hiding Toolbars
- Document Statistics
- Document Outlines
- Templates
- Formatting Marks

PCIC³B - Key Applications (continued...)

Unit 3 - Intermediate Word Processing 2

- Text Borders and Shading
- Styles
- AutoText
- Thesaurus
- Themes
- Graphics
- Text Wrapping
- Drawing
- Creating Tables
- Selecting Table Rows and Columns
- Inserting and Deleting Table Rows and Columns
- Resizing Table Rows and Columns
- Splitting and Merging Table Cells
- Table Borders and Shading
- Table AutoFormat
- Sorting Table Data
- Converting Text to a Table
- Document Comments
- Track Changes

Unit 4 - Basic Spreadsheets

- Spreadsheets Overview
- Getting Started
- Entering Data
- Editing Data
- Formulas
- Functions
- Saving Workbooks
- Creating New Workbooks
- Opening Workbooks
- Formatting Cells
- Fonts
- Alignments
- Number Formats
- Format Painter
- Resizing Rows and Columns
- Printing
- Task Pane
- Office Clipboard
- Getting Help

Unit 5 - Intermediate Spreadsheets 1

- Auto Fill
- Editing Data Efficiently
- Inserting and Deleting Cells
- Inserting and Deleting Rows and Columns
- Data Fitting Errors
- Spelling Checks
- Find and Replace
- Formulas Containing Multiple Operators
- Commonly Used Functions
- Inserting Functions in Formulas
- Modifying Formulas and Functions
- Copying Formulas and Functions
- Formula and Function Errors
- Organizing Worksheets
- Templates

Unit 6 - Intermediate Spreadsheets 2

- Wrap Text
- Data Orientation
- Borders
- Backgrounds
- Styles
- AutoFormats
- Clip Art
- Drawing
- Page Breaks
- Header and Footer
- Hiding Rows and Columns
- Sorting Data
- Print Area
- Print Scaling
- Printing Titles and Gridlines
- Creating Charts
- Modifying Charts
- Interpreting Data and Charts

PCIC³B - Key Applications (continued...)

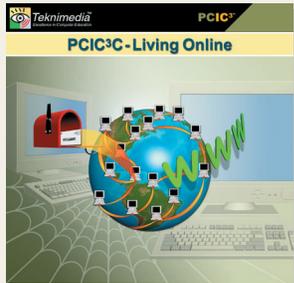
Unit 7 - Basic Presentations

- Getting Started
- Entering Text in a Slide
- Adding New Slides
- Moving Between Slides
- Editing a Slide's Text
- Saving a Presentation
- Creating a New Presentation
- Opening a Presentation
- Viewing a Presentation
- Organizing Slides
- Formatting a Presentation
- Slide Backgrounds
- Fonts
- Alignment
- Bullets & Numbering
- Format Painter
- Adding Notes
- Displaying a Slide Show
- Saving a Slide Show
- Print Setup
- Print Preview
- Printing
- Task Pane
- Office Clipboard
- Getting Help

Unit 8 - Intermediate Presentations

- Text Boxes
- Tabs
- Header & Footer
- AutoCorrect
- Spelling Check
- Find & Replace
- Formatting Placeholders
- Inserting Clip Art
- Inserting Pictures
- Adding Drawings
- Modifying Drawings
- Adding Tables
- Adding Charts
- Inserting Movies and Sounds
- Changing Slide Layouts
- Slide Master
- Templates
- Slide Transitions
- AutoContent Wizard

PCIC³C - Living Online



PCIC³C - Living Online

Teaches the skills and concepts required for the IC³ Living Online Exam

38 Lessons, 19 Exercises, 23 Reading Supplements,
7 Quizzes and 3 Tests cover the following topics:

Unit 1 - The Internet

- Computer Networks
- Internet Overview
- Uses of Computers and the Internet
- Accessing the Internet
- Internet Software
- What You Need To Get Started
- World Wide Web
- Internet Addresses
- Viewing Web Pages
- Web Sites
- Revisiting Web Pages
- Favorites
- Organizing Favorites
- Searching the Web
- Evaluating Information on the Web
- Internet Explorer Window
- Saving Web Pages
- Copying Web Page Elements
- Printing Web Pages
- Downloading Web Pages
- Customizing Internet Explorer
- Internet Security
- Internet Options
- Group Messaging Services
- Computer Risks and Safety
- Internet Safety and Rules
- Using Computers Responsibly

PCIC³C - Living Online (continued...)

Unit 2 - E-Mail

- E-Mail Overview
- Getting Started
- Outlook Express Window
- E-Mail Components
- Receiving and Viewing Messages
- Composing and Sending Messages
- Address Book
- Using Your Contacts List
- Group Lists
- Sending Attachments
- Receiving Attachments
- Embedded Information
- Replying and Forwarding
- Signatures
- Marking Messages
- Mail Management
- E-Mail Options
- Finding Messages
- E-Mail Guidelines
- E-Mail Problems

Delivery Options

Standalone

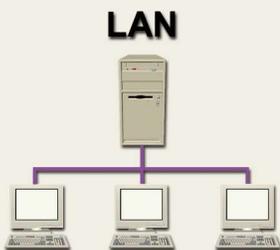
PCIC³ is available for delivery on standalone computers. The courses can be accessed by multiple students on the same computer. One Standalone License of PCIC³ is required for each computer. Standalone delivery of PCIC³ provides the following benefits:



- **Powerful Management Functions** – PCIC³ is delivered using the Virtual Learning Center (VLC) management system which allows instructors to enroll learners, assign courses to them and print their progress reports from each computer where PCIC³ is installed.
- **Comprehensive Records** – VLC keeps comprehensive records of student activity and presents the records for multiple students on one screen.
- **No Damaged, Lost or Stolen CD's** – Courses are installed on the computer's hard disk so CDs are not needed after installation.

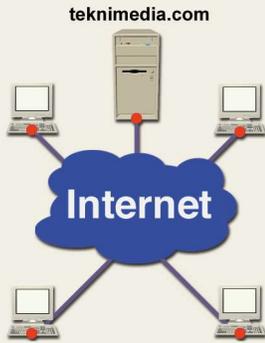
Network

PCIC³ is available for delivery over a Local Area Network (LAN). The courses can be installed on the network's file server and accessed from any computer on the network. One Network License is required for each file server where PCIC³ will be installed. Network delivery of PCIC³ provides the following benefits:



- **Powerful Management Functions** – Courses are delivered using the Virtual Learning Center (VLC) management system which allows instructors to enroll learners, assign courses to them and print their progress reports from any computer on the network.
- **Comprehensive Records** – VLC keeps comprehensive records of student activity and presents the records for multiple students on one screen.
- **Efficient Use of Computers** – Learners can use any computer on the network to revisit a course or access their records; they don't have to return to the same computer each time.
- **No Damaged, Lost or Stolen CD's** – Courses are installed on the network file server's hard disk, so CD's are not needed after installation.
- **One System Back-Up** – Course records are stored on the network file server, requiring only one system backup.

Delivery Options (continued...)



Internet

PCIC³ is available for delivery over the Internet. The courses can be accessed from Teknimedia's web site using any computer connected to the Internet. Internet delivery of PCIC³ provides the following benefits:

- **Anytime/Anywhere Access** – Students can take courses and administrators can manage student records any time, at home or work, from any computer connected to the Internet.
- **Powerful Management Functions** – Courses are delivered using the Web Learning Center (WLC) management system which allows organizations to set up accounts, enroll learners, assign courses to them and view their records.
- **Comprehensive Records** – WLC keeps comprehensive records of student activity and presents the records for multiple students on one screen.
- **Immediate Availability** – Courses are available immediately when purchased with credit card or using purchase orders on pre-approved accounts.
- **No Installation Required** – Courses reside on Teknimedia's web servers and do not require installation on an organization's file servers or computers.
- **No Updates Required** – Course updates will be reflected on Teknimedia's web servers and become available to all users immediately.

Teacher's Guides and Student Study Guides

PCIC³ courses include Teacher's Guides and Student Study Guides that are included on the Installation CD in Adobe Acrobat 4.05 and MS-Word 2000 formats. These guides may also be downloaded from Teknimedia's Web site at www.teknimedia.com. Each Teacher's Guide and Student Study Guide includes:

- **Learning Objectives**
- **Course Table of Contents**
- **Mapping of PCIC³ to IC³ Objectives**
- **Text of Lessons and Reading Supplements**
- **Text of Frequently Asked Questions**
- **Course Quizzes and Tests**

Other IC³ Resources

Teknimedia offers comprehensive resources for IC³ including:

- **Text books for use in instructor-led classes and blended training environments.**
- **Preparation tests to help learners assess their skills, build confidence and ensure readiness for the IC³ exams.**
- **Vouchers for taking the IC³ exams.**

For more information, please go to www.teknimedia.com or call 1-800-366-4614.

Minimum System Requirements

Standalone Delivery

- Multimedia PC with Sound Card
- Speakers or Headphones
- Pentium or Equivalent Processor
- Windows 98, NT 4.x, 2000, or XP Operating System
- 64 MB RAM Minimum, 128 MB Recommended
- 4X CD-ROM
- 16 Bit Colors, 640x480 Display
- Free Hard Disk Space: 50 MB for Management System and 300 MB for all 3 PCIC³ Courses

Network Delivery

Network

- 10 Mbps (100 Mbps recommended for more than 10 simultaneous users)

Server

- Pentium III Class Server or better
- 300 MHz (500 MHz or better recommended for more than 10 simultaneous users)
- 256 MB RAM (512 MB or more recommended for more than 10 simultaneous users)
- Free Hard Disk Space: 50 MB for Management System and 300 MB for all 3 PCIC³ Courses
- Novell (v 4.x and above), Windows NT (v 4.x and above), Windows 2000, or Windows 2003 Server Software

Client

- Multimedia PC with Sound Card
- Speakers or Headphones
- Pentium or Equivalent Processor
- Windows 98, Me, NT, 2000, or XP Operating System
- 64 MB RAM Minimum, 128 MB Recommended
- 16 Bit Colors 640x480 Display
- 10 MB Free Hard Disk Space

Internet Delivery

Client

- Multimedia PC with Sound Card
- Speakers or Headphones
- Pentium or Equivalent Processor
- Windows 98, Me, NT, 2000, or XP Operating System
- 64 MB RAM Minimum, 128 MB Recommended
- 16 Bit Color, 800x600 Display

Browser:

- Internet Explorer 4 (or above), ActiveX Plug-Ins Enabled, Scripts Marked Safe Enabled, or Netscape Communicator 4.x or 6.1 (or above), JavaScript Enabled

Plug-Ins:

- Macromedia Shockwave 8.0 (or above)

Bandwidth:

- Average of 36 Kilobits/sec per User

For more information, to request a free trial, or to place an order:

Call 1-800-366-4614

E-Mail sales@teknimedia.com

Visit our web site at www.teknimedia.com