

# PCIC<sup>3</sup>™

## Getting Ready for IC<sup>3</sup>

Based on the IC<sup>3</sup> 2005 Standard

## Product Catalog

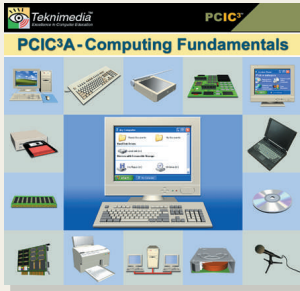
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For a 30-day free trial of PCIC<sup>3</sup>, please go to [www.teknimedia.com](http://www.teknimedia.com) or call 1-800-366-4614.

# PCIC<sup>3</sup>A - Computing Fundamentals



## PCIC<sup>3</sup>A - Computing Fundamentals

Teaches the skills and concepts required for the IC<sup>3</sup> 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

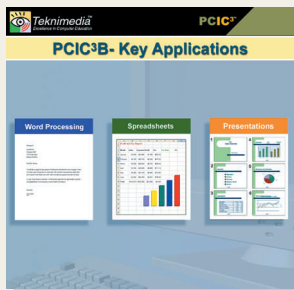
- Uses of Computers
- Computer Characteristics
- Types of Computers
- Computing Devices
- Computer Human Analogy
- Hardware
- Circuit Boards
- Plugin Cards
- Processor
- Memory
- Memory Types
- Storage Devices
- Input and Output Devices
- Other Hardware
- Adding New Hardware
- Hardware Problems
- What 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

## PCIC<sup>3</sup>A - 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

## PCIC<sup>3</sup>B - Key Applications



### PCIC<sup>3</sup>B - Key Applications

**Teaches the skills and concepts required for the IC<sup>3</sup> 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

## PCIC<sup>3</sup>B - 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

## PCIC<sup>3</sup>B - Key Applications (continued...)

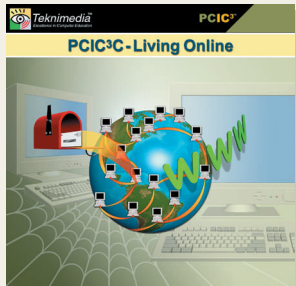
### Unit 7 - Basic Presentations

- 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

## PCIC<sup>3</sup>C - Living Online



### PCIC<sup>3</sup>C - Living Online

**Teaches the skills and concepts required for the IC<sup>3</sup> 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

## PCIC<sup>3</sup>C - 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

PCIC<sup>3</sup> is available for delivery on standalone computers. The courses can be accessed by multiple students on the same computer. One Standalone License of PCIC<sup>3</sup> is required for each computer. Standalone delivery of PCIC<sup>3</sup> provides the following benefits:

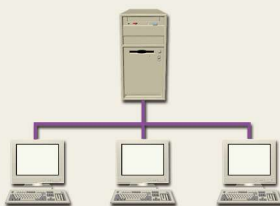


- **Powerful Management Functions** – PCIC<sup>3</sup> is delivered using the Virtual Learning Center (VLC) management system which allows instructors to enroll learners, assign courses to them and print their progress reports from each computer where PCIC<sup>3</sup> is installed.
- **Comprehensive 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

PCIC<sup>3</sup> 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 PCIC<sup>3</sup> will be installed. Network delivery of PCIC<sup>3</sup> provides the following benefits:

**LAN**

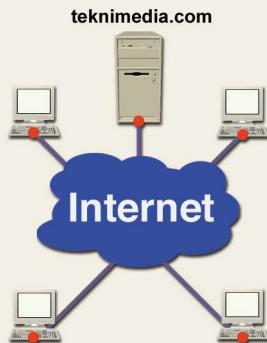


- **Powerful Management Functions** – Courses are delivered using the Virtual Learning Center (VLC) management system which allows instructors to enroll learners, assign courses to them and print their progress reports from any computer on the network.
- **Comprehensive Records** – VLC keeps comprehensive 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

PCIC<sup>3</sup> 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 PCIC<sup>3</sup> 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

PCIC<sup>3</sup> 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](http://www.teknimedia.com). Each Teacher's Guide and Student Study Guide includes:

- **Learning Objectives**
- **Course Table of Contents**
- **Mapping of PCIC<sup>3</sup> to IC<sup>3</sup> Objectives**
- **Text of Lessons and Reading Supplements**
- **Text of Frequently Asked Questions**
- **Course Quizzes and Tests**

## Other IC<sup>3</sup> Resources

Teknimedia offers comprehensive resources for IC<sup>3</sup> 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 IC<sup>3</sup> exams.**
- **Vouchers for taking the IC<sup>3</sup> exams.**

For more information, please go to [www.teknimedia.com](http://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 PCIC<sup>3</sup> 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 PCIC<sup>3</sup> 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](mailto:sales@teknimedia.com)**

**Visit our web site at [www.teknimedia.com](http://www.teknimedia.com)**