



# College & Career Readiness



Teknimedia's Computer Skills for College & Career Readiness (CCR) courseware package offers a comprehensive training and assessment solution aligned to the technology requirements of the Common Core Standards and the College & Career Readiness Standards for Adult Education.

- Computer Skills for the GED® Test
- Basic Computer & Windows Skills
- Computer Concepts & Terminology
- File Management
- Internet & E-Mail
- Basic Microsoft Office Applications (Word, Excel & PowerPoint)
- Keyboarding (available as an add-on to the CCR courseware package)



Specifically designed for beginning to intermediate-level computer users, Teknimedia courses do 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 Teknimedia courses makes them 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 and offline computer-based instructional materials.
- Microsoft Office Projects provide additional activities for students that supplement our Word, Excel and PowerPoint 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 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