

Teknimedia Digital Literacy Course Catalog

Series	Course	Latest Version	Est. Completion Time (hours : minutes)		Lessons	Exercises	Quizzes	Reading Supp.	Other Versions
			Pre/Post Assessments	Course					
Computer Literacy Series	KB100-Keyboarding	Version 1	0:05	5:00-15:00	2	36	-	-	
	Mouse Tutorial	English or Spanish	-	0:15	8	4	-	-	-
	CBT100-Computer Skills for the GED® Test	English - Version 2	0:30	2:00	14	16	-	-	Version 1
	CBT100-Computer Skills for the GED® Test	Spanish	0:30	2:00	14	16	-	-	-
	PC100-Basic Skills	Version 5	0:37	1:40	12	11	1	-	Windows 7
	PC101-Computer Basics	Version 5	0:08	0:45	10	0	1	-	-
	PC102-Windows Basics	Windows 10	0:22	0:1:00	10	8	1	-	-
	PC110-File Management	Windows 10	0:41	2:00	16	11	1	-	Windows 7
	PC120-Exploring the Web	Google Chrome	0:20	1:15	15	8	1	1	Internet Explorer 11
	PC130-E-Mail Basics	Gmail	0:29	1:00	17	15	1	-	Outlook 2010
	PC131-Calendar Basics	Google Calendar	0:13	0:30	7	5	1	-	-
	PC140-Basic Word Processing	Word 2016	1:15	4:30	26	21	3	-	Word 2013, 2010
	PC141-Intermediate Word Processing 1	Word 2016	1:00	4:00	26	24	2	-	Word 2013, 2010
	PC142-Intermediate Word Processing 2	Word 2016	1:00	4:00	28	25	2	-	Word 2013, 2010
	PC143-Intermediate Word Processing 3	Word 2016	0:30	1:30	10	8	1	-	Word 2013, 2010
	PC150-Basic Spreadsheets	Excel 2016	0:45	3:30	19	14	2	-	Excel 2013, 2010
	PC151-Intermediate Spreadsheets 1	Excel 2016	0:45	3:00	18	16	2	1	Excel 2013, 2010
	PC152-Intermediate Spreadsheets 2	Excel 2016	0:45	3:30	22	19	2	1	Excel 2013, 2010
	PC160-Basic Presentations	PowerPoint 2016	1:00	3:30	26	20	3	-	PowerPoint 2013, 2010
PC161-Intermediate Presentations	PowerPoint 2016	0:45	4:00	24	22	3	2	PowerPoint 2013, 2010	
PC170-Database Basics	Access 2016	0:30	1:30	13	9	1	-	Access 2013, 2010	
IC3 Certification Preparation	PCIC ³ A- Computing Fundamentals	GS5-2016	2:33	7:20	47	34	9	17	GS4
	PCIC ³ B1- Key Applications - Word	GS5-2016	3:48	16:40	90	84	8	7	GS4-2013
	PCIC ³ B2- Key Applications - Excel	GS5-2016	2:36	11:00	60	53	6	6	GS4-2013
	PCIC ³ B3- Key Applications - PowerPoint	GS5-2016	1:55	7:45	50	43	6	3	GS4-2013
	PCIC ³ B4-Key Apps - Access & App Culture	GS5-2016	0:45	2:00	14	10	2	4	GS4-2013
	PCIC ³ C-Living Online	GS5-2016	1:21	4:30	39	31	7	11	GS4



Courses	Courseware Packages						
	Computer Essentials	Microsoft Office Proficiency	Computer Essentials & Microsoft Word	Computer Essentials & Microsoft Office Proficiency	Computer Skills for College & Career Readiness	Computer-Based Testing Prep	IC3 Certification Prep
Mouse Tutorial	✓		✓	✓	✓	✓	
CBT100-Computer Skills for the GED®					✓	✓	
PC100-Basic Skills	✓		✓	✓	✓		
PC101-Computer Basics	✓		✓	✓	✓		
PC102-Windows Basics	✓		✓	✓	✓		
PC110-File Management	✓		✓	✓	✓		
PC120-Exploring the Web	✓		✓	✓	✓		
PC130-E-Mail Basics	✓		✓	✓	✓		
PC131-Calendar Basics	✓		✓	✓	✓		
PC140-Basic Word Processing		✓	✓	✓	✓		
PC141-Intermediate Word Processing		✓	✓	✓			
PC142-Intermediate Word Processing		✓	✓	✓			
PC143-Intermediate Word Processing		✓	✓	✓			
PC150-Basic Spreadsheets		✓		✓	✓		
PC151-Intermediate Spreadsheets 1		✓		✓			
PC152-Intermediate Spreadsheets 2		✓		✓			
PC160-Basic Presentations		✓		✓	✓		
PC161-Intermediate Presentations		✓		✓			
PC170-Database Basics		✓		✓			
PCIC ³ A-Computing Fundamentals							✓
PCIC ³ B1-Key Applications - Word							✓
PCIC ³ B2-Key Applications - Excel							✓
PCIC ³ B3-Key Applications - PowerPoint							✓
PCIC ³ B4-Key Apps - Access & App							✓
PCIC ³ C-Living Online							✓

Optional: KB100-Keyboarding can be added to any of the above packages. For more information, please contact your sales representative.

