



Teknimedia Courses for 2019-2020

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Courses

The following courses from Teknimedia are available to South Dakota Local Offices and AEL Programs for the 2019-2020 fiscal year.

Courses	Versions Available
CBT100™- Computer Skills for GED Test (AEL Program Only)	English (v2) and Spanish
Mouse Tutorial	English and Spanish
PC100-v5-Basic Skills – Generic Skills & Typing Speed	Version 5
PC100-Win7-Basic Skills	Windows 7
PC101-Computer Basics	Version 5
PC102-Windows Basics	Windows 10
PC110-File Management	Windows 7 and 10
PC120-Exploring the Web	Google Chrome & Internet Explorer 11
PC130-E-Mail Basics	Gmail & Outlook 2010
PC131-Calendar Basics	Google Calendar
PC140-Basic Word Processing	Word 2016, 2013 and 2010
PC141-Intermediate Word Processing 1	Word 2016, 2013 and 2010
PC142-Intermediate Word Processing 2	Word 2016, 2013 and 2010
PC143-Intermediate Word Processing 3	Word 2016, 2013 and 2010
PC150-Basic Spreadsheets	Excel 2016, 2013 and 2010
PC151-Intermediate Spreadsheets 1	Excel 2016, 2013 and 2010
PC152-Intermediate Spreadsheets 2	Excel 2016, 2013 and 2010
PC160-Basic Presentations	PowerPoint 2016, 2013 and 2010
PC161-Intermediate Presentations	PowerPoint 2016, 2013 and 2010
PC170-Database Basics	Access 2016, 2013

Guides & Certificates

To access the Teacher's Guides, Student Study Guides & Certificates of Completion that accompany the courses you will have access to for the 2015-2016 school year, please click on the following links:

- Teacher's Guides: <http://www.teknimedia.com/html/teacher-s-guides.html>
- Student Study Guides: <http://www.teknimedia.com/html/student-study-guides.html>
- Certificates of Completion: <http://www.teknimedia.com/html/certificates.html>

Next, click on the appropriate link to access guides and certificates for the **Basic Computer Skills, Internet & E-Mail Courses, Microsoft Office Courses** and **GED Test Prep**.

When you select a course title, you'll see a list of files. The guides are available in Adobe Acrobat and Word format. You'll be prompted for a password when you select a particular file to download.