

Functional and Workplace Skills Program Computer Literacy Curriculum Checklist

EFL Levels 1 to 6

EFL Level	Description
EFL #1	Beginning Literacy (0-1.9)
EFL #2	Beginning Basic Education (2-3.9)
EFL #3	Low Intermediate Basic Education (4-5.9)
EFL #4	High Intermediate Basic Education (6-8.9)
EFL #5	Low Adult Secondary Education (9-10.9)
EFL #6	High Adult Secondary Education (11-12)

EFL Levels 7 to 12

EFL Level	Description
EFL #7	Beginning ESL Literacy
EFL #8	Beginning ESL
EFL #9	Low Intermediate ESL
EFL #10	High Intermediate ESL
EFL #11	Low Advanced ESL
EFL #12	High Advanced ESL

Computer Literacy Curriculum Checklist

SKILL #	EFL	FUNCTIONAL AND WORKPLACE SKILLS	CORRESPONDING TEKNIMEDIA
1	EFL #3 EFL #9	Identify computers and other technology	<ul style="list-style-type: none"> • PC101-Computer Basics, Sec. 1.1-1.5
2		Can identify computer hardware	<ul style="list-style-type: none"> • PC101- Computer Basics, Sec. 2.2
3		Understands difference between hardware and software	
4		Turn on a computer	<ul style="list-style-type: none"> • No Teknimedia lessons currently available
5		Click a mouse (pointing device)	<ul style="list-style-type: none"> • PC100- Basic Skills, Mouse Tutorial
6		Double-click a mouse	<ul style="list-style-type: none"> • PC100- Basic Skills, Mouse Tutorial
7		Click and drag a mouse	<ul style="list-style-type: none"> • PC100- Basic Skills, Mouse Tutorial
8		Move the mouse pointer and make it go where s/he wants it to	<ul style="list-style-type: none"> • PC100- Basic Skills, Mouse Tutorial
9		Start a program from the Program manager or Program List from Start Menu	<ul style="list-style-type: none"> • PC100-Basic Skills, Sec. 19
10		Start a program by double-clicking an Icon	<ul style="list-style-type: none"> • PC110-Files and Folders, Sec. 11
11		Use the keyboard (not necessarily with the proper typing skills)	<ul style="list-style-type: none"> • PC100-Basic Skills, Sec. 7, 8, 11, 12, 13 • PC101-Computer Basics, Sec. 2.7 • PC110-Files and Folders, Sec. 29

SKILL #	EFL	FUNCTIONAL AND WORKPLACE SKILLS	CORRESPONDING TEKNIMEDIA
12		Use scroll bars	<ul style="list-style-type: none"> • PC100-Basic Skills, Sec. 6, 7, 13, 14
13		Move and resize windows	<ul style="list-style-type: none"> • PC100-Basic Skills, Sec. 6, 7
14		Use menus and toolbars	<ul style="list-style-type: none"> • PC100-Basic Skills, Sec. 8,9 • PC110-Files & Folders, Sec. 27
15	EFL #4 EFL #10	Explain the difference between a program and a document	<ul style="list-style-type: none"> • PC 101-Computer Basics, Sec. 3.1-3.4 • PC110-Files and Folders, Sec. 7C 101
16		Open a document from the hard drive and floppy drive using a word processing program	<ul style="list-style-type: none"> • PC110-Files & Folders, Sec. 9-11 • PC140-Basic Word Processing, Sec. 10, 11
17		Close a document using a word processing program	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 8, 10 • PC140-Basic Word Processing, Sec. 8, 11
18		Save a document using a word processing program	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 8, 10 • PC140-Basic Word Processing, Sec. 8, 11
19		Create documents using a word processing program (a business memo, a business letter, and a GED essay)	<ul style="list-style-type: none"> • PC110-Files & Folders, Sec. 8, 10 • PC140-Basic Word Processing, Sec. 9,11
20		Edit text within a software application	<ul style="list-style-type: none"> • PC100 or instructor's discretion

SKILL #	EFL	FUNCTIONAL AND WORKPLACE SKILLS	CORRESPONDING TEKNIMEDIA
21		Print a word processing document	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 13 • PC140-Basic Word Processing, Sec. 28, 29
22		Can open two or more programs at once (multitasking), and can move between them	
23	EFL #5 EFL #11	Can open and view the contents of My Computer	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 3, 4
24		Can view folders and files	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 3-6, 9-11
25		Can create a folder	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 18, 22
26		Can move folders and files	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 18-23, 25
27		Can delete and restore folders and files	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 20, 21, 24, 28
28		Can rename folders and files	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 20, 21, 24, 25
29		Can create a shortcut to a file on the desktop	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 28, 29
30		Can find a file	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 31-33
31		Can describe computer hardware functions	<ul style="list-style-type: none"> • PC101-Computer Basics, Sec. 2.2
32		Has a clear understanding of copyright laws as they apply to software and the web	<ul style="list-style-type: none"> • Teknimedia lessons not currently available

SKILL #	EFL	FUNCTIONAL AND WORKPLACE SKILLS	CORRESPONDING TEKNIMEDIA
33		Can develop and use a backup strategy	<ul style="list-style-type: none"> • PC 110-Files & Folders, Sec. 34
34		Can start a web browser	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 12-20 • PC125-The Internet (IE/Outlook Express), Sec. 12-20
35		Can open a web page when given a web address	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 12, 14 • PC125-The Internet (IE/Outlook Express), Sec. 12, 14
36		Can set up a free Internet e-mail account	<ul style="list-style-type: none"> • Teknimedia lessons not currently available
37		Can compose an e-mail	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 28, 30 • PC125-The Internet (IE/Outlook Express), Sec. 27, 29
38		Can retrieve, read, and respond to e-mail	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 23-33 • PC125-The Internet (IE/Outlook Express), Sec. 22-32
39		Can attach a file to an e-mail message	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 12, 14 • PC125-The Internet (IE/Outlook Express), Sec. 12, 14

SKILL #	EFL	FUNCTIONAL AND WORKPLACE SKILLS	CORRESPONDING TEKNIMEDIA
40		Can retrieve and open an attached file	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 31, 33 • PC125-The Internet (IE/Outlook Express), Sec. 30, 32
41		Can open a web page and follow hypertext links	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 9-15 • PC125-The Internet (IE/Outlook Express), Sec. 9-15
42		Can add a web page to the "Favorites" or "Bookmarks"	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 13, 14, 17, 20 • PC125-The Internet (IE/Outlook Express), Sec. 13, 14, 19
43		Can access a web page from the "Favorites" or "Bookmarks" list	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 13, 14, 17, 20 • PC125-The Internet (IE/Outlook Express), Sec. 13, 14, 19
44		Can print a web page	<ul style="list-style-type: none"> • Teknimedia lessons not currently available
45		Can use an Internet search engine	<ul style="list-style-type: none"> • PC100-Basic Skills, Mouse Tutorial
46	EFL #6 EFL #12	Can manage e-mail messages	<ul style="list-style-type: none"> • PC120-The Internet (Netscape), Sec. 34, 35 • PC125-The Internet (IE/Outlook Express), Sec. 33, 34