

Computer Literacy

Cisco Entrepreneur Institute

Based on the experience of the iExecutive Education Program developed by the Cisco® Internet Business Solutions Group, and on Cisco's reputation as a leader in the use of Internet business solutions, Cisco created the Cisco Entrepreneur Institute to address the competency gaps that inhibit individuals, businesses, and governments from fully participating in the global networked economy.

Computer Literacy Course

Computer Literacy is an online course designed to provide an introduction to general knowledge and skills related to computer hardware and software. Topics include basic networking, the Internet, word processing and desktop publishing, spreadsheet and presentation software, and web design.

Expected Outcomes

When participants complete the course they should be able to:

- Identify computer hardware components
- Understand how operating systems work
- Describe the components of a network
- Use the Internet
- Create documents using desktop applications
- Work with spreadsheets
- Create presentations
- Build a basic website
- Plan and manage a database

Audience

Computer Literacy is designed to help participants understand the basics of computer hardware and software. This knowledge will help them determine which computer products they need to run their business.

Hours

This self-directed course takes 10 hours to complete.

Course Outline

1 Hardware

- 1.1. Computer Components
- 1.2. Motherboard
- 1.3. Microprocessor
- 1.4. Memory
- 1.5. Hard Drive
- 1.6. Floppy Drive
- 1.7. Optical Drive
- 1.8. Magnetic Tape
- 1.9. Expansion Bus
- 1.10. Video Adapter
- 1.11. Sound Card
- 1.12. Modem
- 1.13. Input and Output Ports
- 1.14. Power Supply
- 1.15. Computer Case
- 1.16. Scanners
- 1.17. Keyboard and Mouse
- 1.18. Printers
- 1.19. Monitor

2 Operating System

- 2.1. Programs
- 2.2. Working with the Operating System
- 2.3. Working with Programs
- 2.4. Working with Files and Folders
- 2.5. Software Updates
- 2.6. Troubleshooting

3 Networking

- 3.1 Network Basics
- 3.2 Network Cables and Hardware
- 3.3 Windows NT Server

4 The Internet

- 4.1 The Internet
- 4.2 Web Browsers
- 4.3 Internet Communications

5 Desktop Publishing

- 5.1 Word Processing versus Desktop Publishing
- 5.2 Standard Toolbars and Menus
- 5.3 Working with Documents
- 5.4 Formatting and Applying Design to Documents
- 5.5 Understanding Document Design

6 Spreadsheets

- 6.1 Introduction to Spreadsheets
- 6.2 Standard Toolbars and Menus
- 6.3 Working with Spreadsheets
- 6.4 Charts
- 6.5 Understanding Spreadsheet Design

7 Presentations

- 7.1 Introduction to Presentations
- 7.2 Toolbars and Menus
- 7.3 Working with Presentations
- 7.4 Presentation Design

8 Web Design

- 8.1 Basics of Web Design
- 8.2 Hypertext Markup Language
- 8.3 HTML Documents
- 8.4 Tables and Lists

9 Database

- 9.1 Introduction to Databases
- 9.2 Using a Database
- 9.3 Managing Records
- 9.4 Communication Through Printed Media

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For more information

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