



Computer Literacy

Cisco Entrepreneur Institute

Based on the experience of the iExec Education Program developed by IBSG and 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 inhibits individuals, businesses, and governments from fully participating in the global networked economy.

Computer Literacy Course

Computer Literacy is an on-line course designed to provide an introduction to general computer hardware and software knowledge and skills. 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 networks
- 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

The total course time is 10 hours of self-directed learning.

Course Outline

1 Hardware

- 1.1. Computer Components
- 1.2. Motherboard
- 1.3. The 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 Cases
- 1.16. Scanners
- 1.17. Keyboard and Mouse
- 1.18. Printers
- 1.19. Monitor

2 Operating System

- 2.1. Operating System
- 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 vs 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 Document
- 8.4 Tables and Lists

9 Database

- 9.1 Introduction to Databases
- 9.2 Planning and Creating Databases
- 9.3 Managing Records
- 9.4 Communication through Printed Media



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