

Certified Business Professional (CBP) Computer Technology Specialist

5 days

Description

The CBP™ Computer Technology Specialist Certification provides the business professional with working knowledge of the essential computer technology concepts required to survive in today's technological workplace. The CBP™ Computer Technology Specialist Certification covers a wide range of computer technologies such as computer architecture, software applications, networking, Internet technologies, electronic commerce, computer health and safety, computer security and law.

The course is recommended for anyone who works in a computerized environment. Students must have a commitment to the pursuit of excellence, have completed a high school or secondary school diploma or similar educational standards.

Prerequisites

- None

Course Outline

Module 1: Introduction to Computers

- The Computer
- Types of Computers
- Servers
- Mainframe Computers
- Centralized Computing

Module 2: PC Architecture & Components

- PC Architecture
- Computer Case & Power Supply Unit
- System Board & Expansion Slots
- Central Processing Unit (CPU)
- Computer Memory
- Video Card
- BIOS Chip & CMOS Memory Chip
- The PC Boot Sequence

Module 3: Computer Storage Systems

- Computer Storage Solutions
- CD-ROM/CD-RW Drive Speeds
- DVD-ROM Drives & Usage Guidelines
- Tape Backup Drives
- USB Disk & Flash Storage

Module 4: Input/Output Devices

- Input Devices & Output Devices
- Printers, Plotters & Speakers
- Connecting Input/Output Devices

Module 5: Computer Software

- Computer Software
- Types of Computer Software
- Operating Systems & Network Operating System
- Common Applications

Module 6: Networking Essentials

- Understanding Networks
- Networking Components
- Types of Networks
- Transmission Media
- Network Connectivity Devices
- Network Protocols & Services
- Peer-to-Peer Architecture
- Client/Server Architecture

Module 7: Internet Technology & Concepts

- Understanding the Internet
- Internet History
- The Internet Structure
- IP Addresses
- Domain Naming System (DNS)
- Intranets, Extranets & VPNs
- Connecting to the Internet
- Internet Services