



University of Colorado at Denver at Denver and Health Sciences Center

BASIC NETWORKING/CISCO CCNA REQUIRED COMPETENCIES

The following are the competencies requirements for any of our certificate programs. Students enrolling in the program must check each box and sign the bottom of this form certifying that they possess these competencies.

Must Know:

- Windows Explorer®
- Alt-View options
- Moving files
- Creating files
- Deleting files
- Renaming files
- Copying files
- Installing software
- Scandisk
- Checkdisk
- MS Word®
- Acrobat Reader®
- Recycle bin
- Virus scan
- Operating system startup/shutdown
- Sending e-mail with attachments
- Browser usage
- Downloading files off the Internet
- Basic keyboard knowledge

DOS Command Usage:

- dir
- cd
- md
- rd
- copy
- move
- delete

- Starting/closing an application
- Close Program a.k.a. Task Manager

Folders:

- creation
- renaming
- removal

- Zipping and unzipping files
- Display settings/the desktop environment
- Printing files
- Daily access to computer with a CD-Rom
- E-mail account

Nice to Know:

- Network Neighborhood
- MS Power Point®
- File sharing
- Adding a Printer
- UNIX commands

I certify that I possess these competencies:

Signature

Date