



**Module 1: Personal Computer Basics**

*Topic A: Computer Components*

*Topic B: What Makes Computers Work*

**Module 2: Software**

*Topic A: Working with Programs*

**Module 3: Windows Networking**

*Topic A: Basic Networking*

*Topic B: Network Connections*

*Topic C: Advanced File Sharing*

*Topic D: Printer Sharing*

**Module 4: Printing**

*Topic A: Windows Printing*

**Module 5: Display Devices**

*Topic A: External Monitors*

*Topic B: Integrated Monitors*

**Module 6: Connectors and Adapters**

*Topic A: Serial and PS/2 Connections*

*Topic B: USB and FireWire*

**Module 7: Multimedia Devices**

*Topic A: Audio Devices*

*Topic B: Scanners and Cameras*

**Module 8: Processors and Memory**

*Topic A: The Central Processing Module*

*Topic B: Memory*

**Module 9: Data Storage Devices**

*Topic A: Optical Drives*

*Topic B: Removable Storage Devices*

*Topic C: Hard Drives*

**Module 10: Network Basics**

*Topic A: Network Concepts*

*Topic B: Wide Area Networks*

**Module 11: Networking Protocols and Connections**

*Topic A: Addressing*

**Module 12: Safety and Green IT**

*Topic A: Safety and Hazards*

*Topic B: Electrical Safety*

*Topic C: Green IT*

*Topic D: Disposing of Computer Equipment*

**Module 13: Computer Hardware Care and Maintenance**

*Topic A: Environment*

*Topic B: Preventive Hardware Maintenance*