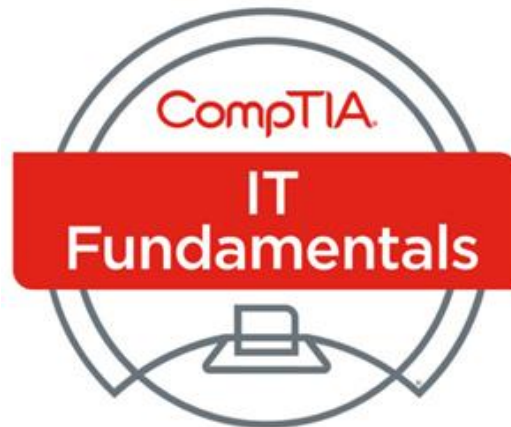


CompTIA IT Fundamentals



Course Outline:

Module 1 / Operating Systems and Software

- **Computers and Operating Systems** • Information Technology • Personal Computers (PC) • Functions of an Operating System • Types of Operating System • Microsoft Windows • Apple Mac OS X and iOS and Blackberry • Linux, Chrome, and Android
- **Setting up a Workstation and Using Windows** • Setting up a PC System • Ergonomic Concepts • Navigating an OS • Using Input Devices • Icons and Windows • File Explorer and Control Panel • Using a Web Browser • Exercises / Setting Up the Computer / Exploring the Start Screen / Exploring the Desktop and Taskbar
- **Installing and Configuring Windows** • Installing Windows • Completing Setup • Managing User Accounts • Exercises / Managing User Accounts
- **Software Applications** • Installing and Configuring Software • Managing Software • Productivity Software • Collaboration Software • Specialized Software • Utility Software • Virtualization • Exercises / Managing Software Applications
- **Troubleshooting and Support** • Support and Troubleshooting • Getting Support • Using a Search Engine • Exercises / Using a Search Engine

Module 2 / Computer Hardware

- **Input Devices** • Computer Connector Types • Input Devices • Installing and Uninstalling Peripherals • Configuring Peripherals • Exercises / Configuring an Input Device
- **Output Devices** • Video Cards • Display Devices • Display Connectors and Cable Types • Display Settings • Multimedia Ports and Devices • Exercises / Playing Audio

- **Storage Devices** • Hard Disk Drives • Optical Discs and Drives • Flash Memory • Exercises / Adding a Removable Drive
- **File Management** • Managing the File System • Folders • Files • Searching for Folders and Files • Exercises / File Explorer / Creating, Renaming, and Copying Folders and Files / View Options and Search / Compressing Files / Deleting and Recycling Files
- **Printers and Scanners** • Printer Types • Laser Printers • Inkjet Printers • Thermal Transfer Printers • Printer Interfaces • Installing and Configuring a Printer • Scanners • Fax Modems • Exercises / Using a Printer
- **System Components** • Selecting a Computer • Motherboard Components • Processors • System Memory • Expansion Bus • System Cooling • Exercises / Specifying PC Systems
- **Environment and Power** • ESD Precautions • Device Placement • Power Supply Units • Energy Efficiency • Power Protection • Safe Disposal and Recycling • Exercises / Adjusting Power Options

Module 3 / Networks and Security

- **Setting Up a Network** • Network Components • TCP/IP • Setting up a Local Network • Setting Up a Wireless Network • Exercises / Network Settings
- **Sharing and Storage** • Windows Client Software • Local Sharing and Storage • Hosted Sharing and Storage • Backups • Exercises / Homegroups and File Sharing
- **Mobile Devices** • Using a Mobile Device • Mobile Applications and App Stores • Network Connectivity • Email Configuration • Synchronization and Data Transfer • Bluetooth and NFC
- **Basic Security Threats** • Computer Security Basics • Malware • Preventing Malware Infections • Patch Management • Exercises / Using Windows Defender and Windows Update
- **Security Best Practices** • Spam • Social Engineering • Hardware Theft and Device Hardening • Managing User Authentication • User Education
- **Web Browsing Best Practices** • Using Free / Open Networks • Configuring Web Browser Security • Managing Plug-ins • Digital Certificates and Anti-phishing • Managing Cookies and PII • Enabling a Firewall • Exercises / Web Security / Installing a Plug-in