# CURRICULUM ROAD MAP

**Little or no experience**

**STUDENT KNOWLEDGE**

**Demonstrated fundamental PC knowledge**

### Computing Basics

At the start, we expect that you know little if anything, about computers. By semester end, you will be able to start the computer; use the computer to create documents and email; "surf" the Internet to bank, buy, or research; run programs; organize data; and, at day's end, properly shut down the computer. *PC Windows & Mac instruction available.*

### Computer Security

The cardinal rule in computing is to NEVER leave your computer unprotected from malware attacks. computer malware, spam, identity theft, and scams. You will have a hands-on opportunity in Windows Defender and learn how to protect yourself against computer malware and identity theft.

### File Management

Managing files is one of the most important tasks for personal computer users. Simply stated, if you can't locate a file you can't use it. You'll learn how to create a filing system, how to create folders and how to navigate through the filing system that you designed.

### Windows

You will learn the regular procedures that work with any of the earlier versions of Windows such as the Desktop, Task Bar, Start Screen, installing and removing programs (Apps), customizing various Windows tools and permissions, and searching the Internet and your computer. The use of security and protection programs and the Settings menus will also be covered.
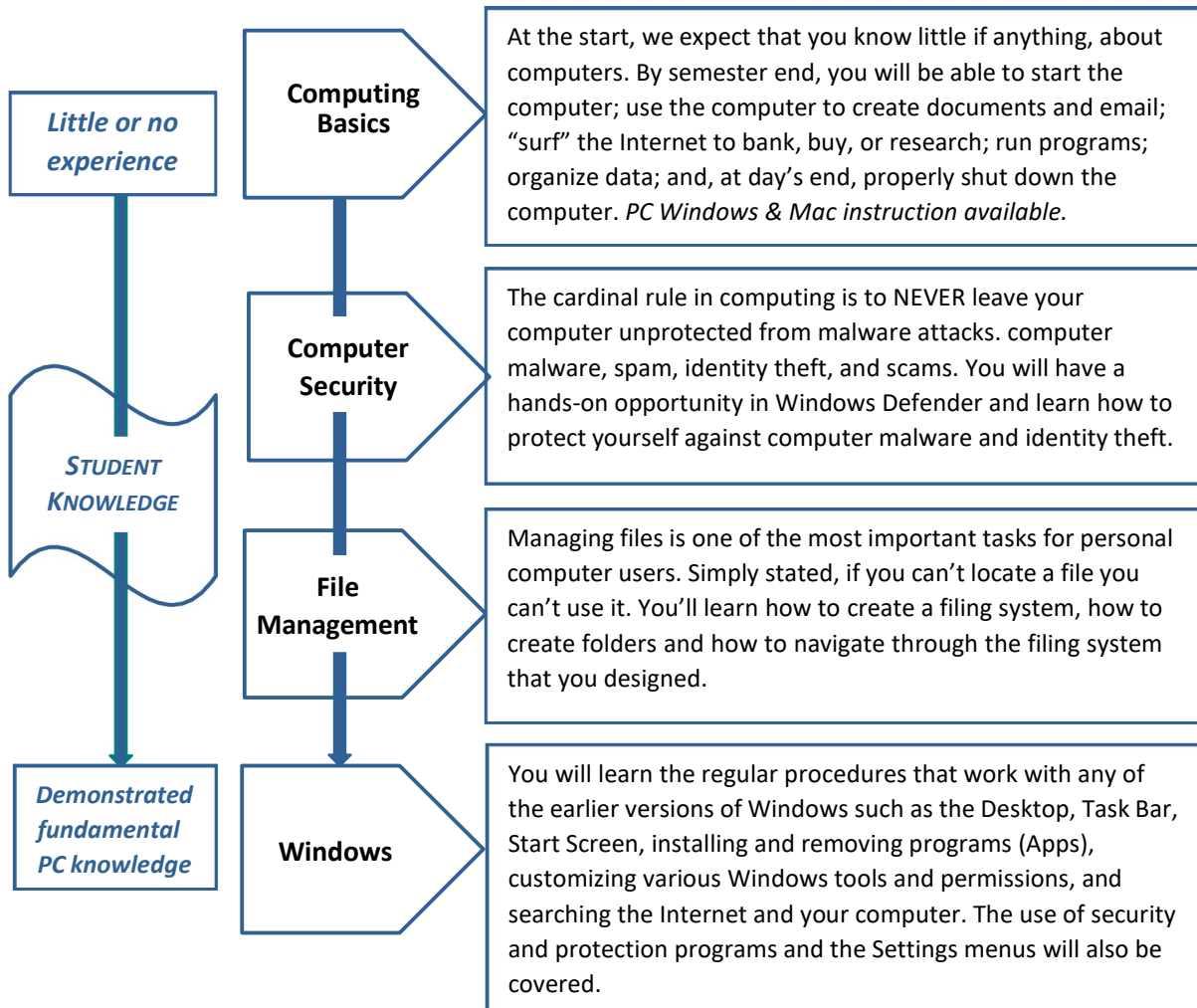
## CONTINUE YOUR JOURNEY

**INTERNET:**
Intro to the Cloud, Apple's iCloud, Zoom, Google Docs & Sheets, Internet Security

**MOBILE DEVICES:**
iPad, iPhone, Android Phone, Traveling with Your Smartphone

**PHOTOGRAPHY:**
Smartphone Photography, How to Organize Your Photos
**VIDEO**
Streaming Video

**SOCIAL MEDIA:**
Facebook, Twitter, Instagram

**THE COMPUTER:**
MS Excel, MS PowerPoint, MS Word, Outlook Windows, Mac