

Delivery Plan (Weekly Syllabus)

مفردات المنهج

	Material Covered
Week 1	✓ - Identify the major components of personal computers. - Identify the major components of the system unit. - Identify the various types of storage devices used in personal computers. - Identify personal computer connection methods
Week 2	- Identify the major personal computer operating systems. - Identify the primary components of the Windows user interface. - Identify the primary tools and functions used in Windows file system management. - Identify Windows system management tools.
Week 3	- Identify common hardware and software tools used by professional personal computer technicians. - Identify the best practices for PC technicians to follow to promote electrical safety. - Identify the best practices for PC technicians to follow to promote environmental safety and proper handling of materials. - Identify and apply the general preventative maintenance best practices that PC technicians should employ. - Identify the general diagnostics and troubleshooting best practices that PC technicians should employ. - Identify best practices for PC technicians to use to communicate appropriately with clients and colleagues and conduct business in a professional manner
Week 4	- Install and configure display devices. - Install and configure input devices. - Install and configure adapter cards.
	Install multimedia devices

Week 5	• Select, install, and configure storage devices. • Install and configure power supplies. • Install and configure memory. • Install and configure CPUs. • Install and configure system boards.
Week 6	• Test and troubleshoot display devices. • Maintain and troubleshoot input devices. • Test and troubleshoot adapter cards. • Troubleshoot multimedia devices. • Troubleshoot storage devices
Week 7	• Test and troubleshoot power supplies. • Test and troubleshoot memory. • Test and troubleshoot CPUs. • Test and troubleshoot system boards
Week 8	Mid-term Exam
Week 9	• Install Microsoft Windows. • Upgrade Windows from a given version to a later version. • Add devices to an installation of Microsoft Windows. • Optimize an installation of Microsoft Windows
Week 10	• Identify Windows operating system utilities to use in maintenance and troubleshooting. • Perform backups. • Troubleshoot Windows. • Recover a damaged installation of Windows
Week 11	• Identify fundamental concepts of computer networks. • Identify network communications technologies. • Identify network connectivity technologies. • Identify Internet technologies
Week 12	• Create network connections. • Install and configure web browsers. • Maintain and troubleshoot network connections. • Identify components that are specialized for laptops and portable computing devices.
Week 13	• Install and configure laptops and portable computing devices. • Maintain and troubleshoot laptops and portable computing devices. • Identify major types of printer and scanner technologies

Week 14	• Install and configure laptops and portable computing devices. • Maintain and troubleshoot laptops and portable computing devices. • Identify major types of printer and scanner technologies
Week 15	• Identify the technical components of printers and scanners. • Identify printing and scanning processes. • Install and configure printers and scanners. • Maintain and troubleshoot printers and scanners