Digital Literacy
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The Digital Literacy curriculum at Henry Ford College introduces computer systems and associated components typically found in the industrial environment. The curriculum presents basic skills in word processing, database, spreadsheet, e-mail, and communication software. The courses also cover the Internet including how to search for industry manuals and parts, downloading software and drivers, and other related tasks. Students will learn how to utilize the most recent version of Windows in conjunction with proprietary software.

The method of instruction used to train students is referred to as "flexible lab". Instead of providing the course work through traditional lectures and laboratory sessions, all of the material is formatted into self-study modules, called "Units". Each unit provides information on a significant competency, end-user skill, software, or hardware in the computer-technology field. Each course represents a major topic area in the field of digital literacy and consists of one to several units.

There are several advantages of the flexible lab format:

1. **Offers flexibility.** A student can attend classes when convenient, and will not be penalized by falling behind for missing a class day. This feature is appealing to those students who have many demands on their time, such as family obligations, or for incumbent workers who are periodically required to work overtime. Extra hours of attendance on a later day can enable the student to recuperate the lost classroom time.

2. **Better equipment.** The flexible lab provides more advanced hands-on lab equipment as it is less expensive to operate than a traditional lab facility; fewer pieces of identical equipment are needed since everyone isn't using the same equipment simultaneously.

3. **Develops problem-solving skills.** Students work on projects and worksheets to master material which helps them become more self-reliant and engaged in self-directed learning. Students become less dependent on formal instruction. In the workplace, these skills translate to students being less reliant on supervisors and can demonstrate initiative—a valuable trait in the workplace.

4. **Always available.** Each one credit course is always offered every semester, regardless of enrollment numbers, so students can progress as they are able.

5. **Graduate Sooner.** Students may complete their education and can actually graduate more quickly. HFC graduates students 4 times a year; students can graduate when they complete their program of study. As a result, HFC students are not competing with grads from other schools that primarily graduate at the end of a school year.

6. **Self-Paced.** Many students have obligations and time constraints that prevent them from attending classes offered only during the day or that require a rigid schedule. The flexible lab format allows students to work at their own pace and enables ambitious students to work ahead at an accelerated pace.

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PROGRAM DESIGN AND STUDENT EXPECTATIONS

The flexible lab requires few (if any) formal lectures. All course information is available to students at all times, and it is up to the student to discipline themselves in terms of watching videos, lecture capture, readings, exercises, participating in mini-lectures/discussions, and talking with other students and instructors. These materials are summarized in each unit's Study Guide.

Although there are no formal attendance requirements, students still must complete all work required by the instructor within a given time frame that reflects the adequate progress of the student. Self-paced does not mean students have as much time as they want to complete each topic; all work in a one credit course must be completed by the end of the five week time-frame. Students are required to complete all one credit courses in which they are enrolled by the end of these five weeks, and will not receive a refund if the course is not completed by the end of this time block. If a course is not completed, students are required to pay for it again if they choose to take it in another semester.

To determine if the students have acquired the desired competencies as they progress through the program, examinations are given for each unit. Also, an experiment log sheet is used to record that all laboratory experiment activities have successfully been completed. The function of the instructor is to be a resource person and to monitor the progress of students using the examinations and laboratory activities.

BLENDED ENVIRONMENT

The Digital Literacy course is delivered in a blended-learning environment which means the course occurs partly online and partly in the labs. Course materials and resources are found online using HFC's Moodlerooms platform. If you are struggling with online course material or information, the course instructor can be contacted online, in the Flex lab according to their schedule, or in their office hours to assist you. In addition, other Flex Lab instructors will be available during lab hours to support you in your learning.

All hands-on tasks will be performed in the flex lab under the supervision of the lab instructor. Lab instructors give students guidance and may organize discussions with small groups of students concerning unit topics. The lab instructor is available to all students in the lab, and he/she will be checking on each student individually as they work, offering further guidance and assistance. The lab instructor will also sign-off on a student's successful completion of each lab.

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MOODLEROOMS (ONLINE CLASSROOM)

Course materials such as required readings, videos, quizzes, lab assignments, and student grades will be posted in the online classroom, Moodlerooms. Students must make sure to check Moodlerooms daily for announcements, changes, etc. Course evaluation forms can also be found in Moodlerooms and are to be filled out upon the student's completion of the course.

ADVISING

Each student will be assigned to an Academic Advisor who is a Digital Literacy instructor. This individual has several responsibilities including:

- Discussing your academic goals and how you plan to achieve them.
- Assisting you with your schedule before the next semester begins. The Advisor makes sure that your prerequisites have been met before you take new courses and recommends the number of credits you should take based on whether you are a full-time or part-time student.
- To recommend solutions if you are on academic probation due to violating attendance policies or because of substandard academic performance.
- Determine if you should continue in your program if you are not complying with requirements by instructors, or by the school.

Most students meet with advisors during the time in which they are in a lab or during office hours. You can obtain the schedule of an advisor from him/her by request at the beginning of each semester.

FORMAT

The following materials will be presented to students for all Digital Literacy courses:

- Course Structure
- Experiment Log Sheet
- Unit Study Guide

Course Structure

The Course Structure lists all the units that make up a particular course. Each unit represents a major topic area, such as an end-user skill, software program, or hardware device used in industrial applications. Each course structure is divided into a list of subunits and also contains a place to record test scores.

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Experiment Log Sheet

Attached to each Course Structure is an Experiment Log Sheet which lists of all laboratory experiments that will be performed during the course. At the completion of each experiment, the instructor initials the sheet to verify that the lab has been satisfactorily completed. The log sheet must be shown to an instructor before each unit examination is taken by the student.

Unit Study Guide

The Unit Study Guide lists every activity the student is required to perform for each unit. For example, it will list the pages to read in a textbook, which videos to view, which experiments to perform, practice problems to solve, worksheets to complete, etc.

At the beginning of each Study Guide is an outline listing the significant competencies that should be learned in each unit; these competencies are objectives for the unit. The Study Guide for this Orientation is provided on the next page.

GRADING POLICY

The final grade you receive for each course will be calculated based upon:

- Sub-unit Labs   40%
- Sub-unit Quiz   10%
- Unit Exams   50%

The following grading scale is used:

- 100 – 93   = A
- 92 – 85   = B
- 84 – 78   = C
- 77 – 70   = D
- Below 70   = F

Once you successfully complete a lab assignment, the instructor will assess your performance and initial the Experiment Log Sheet; if you are not successful in completing the procedure, the instructor will provide remediation and you will be allowed another attempt to complete the lab.

After each completed lab and unit exam, review it with the instructor, then record your score on the Course Structure sheet to keep track of your progress and standing in each course. When you have completed a course,

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you can compute your grade percentage by dividing the total points you earned by the total possible points, and then compare this percentage to the grading scale to determine your letter grade.

If a course is not completed within the 5-week period, the student will be graded as withdrawn (W).

TESTING POLICY

An exam covering the unit material must be completed before proceeding to the next unit. Before an examination is given out, the student must present the log sheet to show all lab experiments have been completed.

1. If a score of less than 78 percent is received on a unit exam, a re-test may be taken under two conditions:
    a. A re-test is available: Retests have not been written for all of the units in the course
    b. Instructor gives permission: Re-tests are to be used for extenuating circumstances or events beyond your control that cause you to perform poorly. The instructor may deny a re-test if he/she feels that poor performance was due to a lack of study time, preparation, and student effort
2. A minimum of one school day must pass prior to taking a re-test, and the test must be taken with a maximum of four school days from the initial exam
3. Only one re-test is permitted for each Unit. The maximum score you can receive for a re-test is 93 percent. The re-test score will be recorded as the final grade regardless if the score is lower or higher than the initial exam
4. A retest will not be permitted during the last week of any grading period
5. If you do not understand a question while you are taking an examination, you are encouraged to speak with an instructor for clarification
6. Exams are closed book; no computers, tablets, cell phones, calculators, or similar electronic devices are allowed in the testing room
7. A student may be terminated from the course for any of the following testing infractions:
    a. Removing an exam—the student must return their exam to the instructor prior to leaving the exam room
    b. Talking or whispering with anyone other than the instructor while taking the exam
    c. Using or simply possessing unauthorized materials or devices while taking the exam
    d. Reviewing a corrected exam with other students without the permission of the instructor; the discussion of the exam is to be done only with the instructor

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LABORATORY POLICIES

As a precaution, you should label personal property that you may lose or leave in the lab such as your mouse, cell phone, notebook-pc, book bag, etc. Lost and found items will NOT be returned if you cannot describe the item and/or the owner cannot be confirmed.

1. Lab procedures are open book; you are encouraged to utilize your notes, the Web, and other references as you complete the procedures

2. The maximum time allowed to complete a lab procedure is 30 minutes; a score of 0% will be recorded for tasks that were not attempted or finished

3. No cell phone conversations will be allowed; please leave the lab if you must answer or make a call

4. Put your cell phone on vibrate so that you don't disrupt others

5. No food or eating is allowed in the lab

6. Drinks are allowed only if the container has a screw-on top

7. When have completed a lab procedure, leave your workstation neat and in order

    a. Sign-off and shut down the lab computer

    b. Reconnect cords and devices to the lab computer

    c. Throw away your trash and wipe the desk clean

    d. Push your chair up to the desk

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ORIENTATION STUDY GUIDE

UNIT OUTLINE

After completing the Orientation, you will be able to:

- Understand the curriculum requirements and expectations

- Describe the following documents: Course Structure, Experiment Log Sheet, and Unit Study Guide

- Explain the grading, testing, and laboratory policies

- Describe the flexible-lab program design and learning tools

- Identify and utilize the hardware features of an Acer Aspire 5749 notebook-pc

- Demonstrate basic Windows skills

- Describe the new features in Windows 10

- Identify Windows 10 tools and apps to protect your PC

- Perform the following tasks in Windows 10

  - Navigate the Desktop

  - Open applications

  - Access personal files

  - Connect to a wireless network and establish Internet access

  - Utilize and customize the Start menu and Taskbar

  - Locate and open installed applications

  - Arrange and switch between multiple app windows

  - Change your user account name and password

  - Reset a forgotten password

  - View and respond-to system notifications

  - Access and adjust basic system settings

  - Utilize help features and resources

  - Lock, sign out, and power down the PC in several modes

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COURSE REVIEW

1. Study the following sections in this document

    a. Program Design and Student Expectations

    b. Blended Environment

    c. Format

    d. Grading Policy

    e. Testing Policy

    f. Lab Policies

OVERVIEW OF ASPIRE 5749

1. Read the following sections in the Quick Start Guide

    a. First Things First

    b. Acer Notebook Tour

2. Power-on your computer and login

3. Read the sections outlined below in the Generic User Guide; follow along when applicable:

    a. Safety Instructions

    b. Touchpad Basics

    c. Using the Keyboard

    d. Access Digital User Guides

    e. Battery pack

    f. Frequently asked questions

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INTRODUCTION TO WINDOWS 10

As you read the lessons, also watch the videos and perform the steps that you learn about by following along on your PC.

Windows Basics

1. Read the following chapters at http://www.gcflearnfree.org/windowsbasics

    a. Chapter 1: All About Windows

    b. Chapter 2: Navigating Windows (pages 2). Begin reading at "Working with Windows"

    c. Chapter 5: Common Computer Tasks (page 1)

    d. Working with Flash Drives

    e. Troubleshooting Basic Problems

2. Read http://www.gcflearnfree.org/computerbasics/12.2

3. Read http://www.gcflearnfree.org/windowsbasics/3 (page 1)

Windows 10 Overview

4. Watch http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-windows-10

5. Read the following chapters at http://www.gcflearnfree.org/windows10

    a. Chapter 2: Windows 10 Features

    b. Chapter 4: Getting Started with Windows 10

    c. Chapter 10: Security and Maintenance

6. Read "Information", "Note", "Tip", and "Option Four" at http://www.tenforums.com/tutorials/3520-wireless-network-connect-windows-10-a.html

Start Menu and Taskbar

7. Watch the video at http://windows.microsoft.com/en-us/windows-10/getstarted-start-menu-tips

8. Read http://windows.microsoft.com/en-us/windows-10/getstarted-love-it-pin-it

9. Read http://www.tenforums.com/tutorials/2150-start-menu-resize-windows-10-a.html

10. Read http://www.tenforums.com/tutorials/3384-tiles-resize-windows-10-start-menu-start-screen.html

11. Read http://www.tenforums.com/tutorials/4476-start-group-your-apps-windows-10-a.html.

12. Read http://www.tenforums.com/tutorials/7008-all-apps-start-menu-open-use-windows-10-a.html.

13. Read http://www.tenforums.com/tutorials/3449-pin-taskbar-unpin-taskbar-apps-windows-10-a.html; skip Option One and Option Two

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Application Windows

14. Watch "Windows 10 How-to: Multi-tasking" at https://www.youtube.com/watch?v=6ObJN3sv49E

15. Read http://windows.microsoft.com/en-za/windows-10/getstarted-move-apps-around

16. Read http://windows.microsoft.com/en-za/windows-10/getstarted-group-apps

17. Read "Tips for Managing Multiple Windows" at http://www.gcflearnfree.org/windows10/5

18. Read http://www.tenforums.com/tutorials/6082-switch-between-open-apps-windows-10-a.html; skip Option Four and Option Five

User Account Name and Password

19. Watch the first 45 seconds of the video then read "Way 1: Change Account Name in Control Panel" at http://www.isunshare.com/windows-10/3-ways-to-change-user-account-name-in-windows-10.html

20. Read "Information" and "Option One" at http://www.tenforums.com/tutorials/5239-password-user-account-change-windows-10-a.html

21. Read www.tenforums.com/tutorials/5193-password-reset-disk-create-usb-drive-windows-10-a.html

22. Read "Information" and "Option One" at http://www.tenforums.com/tutorials/14699-password-user-account-reset-windows-10-a.html

Action Center

23. Read http://www.tenforums.com/tutorials/2594-action-center-use-windows-10-a.html

24. Read www.tenforums.com/tutorials/3956-action-center-quick-actions-change-windows-10-a.html

Getting Help

25. Watch the video at http://windows.microsoft.com/en-us/windows-10/getstarted-getting-help

26. Watch the video at https://www.youtube.com/watch?v=nCBsARRs4HI

27. http://windows.microsoft.com/en-us/windows-10/getstarted-what-is-cortana

28. http://windows.microsoft.com/en-us/windows-10/getstarted-make-cortana-yours

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Locking and Shutting Down the PC

29. Read "Information", "Note", "Option One", and "Option Two" at
http://www.tenforums.com/tutorials/7396-lock-computer-windows-10-a.html

30. Read "Information", "Note", "Option One", and "Option Five" at:

   a. http://www.tenforums.com/tutorials/7503-sleep-computer-windows-10-a.html

   b. http://www.tenforums.com/tutorials/7468-hibernate-computer-windows-10-a.html

   c. http://www.tenforums.com/tutorials/7418-shut-down-computer-windows-10-a.html

KEYBOARDING

31. Being able to type quickly and accurately is an essential computer skill. Familiarize yourself with the typing tutorial at http://www.gcflearnfree.org/typing. You are not required to complete the tutorial until Unit 4, however, if you type poorly, you should start studying and practicing now —at least 15 minutes per day—to get a head start and prepare to pass the assessment (30 wpm, 75% accurate).

UNIT EXERCISE and EXAM

32. Complete the Unit Exercise; you ARE allowed to use notes and references for help completing the steps

33. In preparation for the Exam, critically-think each topic in the Unit Outline:

   a. Are you confident in your knowledge about each item?

   b. Challenge yourself to summarize key points, concepts, or skills about each topic

   c. Could you perform the Unit Exercise without using references?

34. Review the list of Additional Resources; study topics as needed

35. Take the Unit Exam "Orientation and PC Setup" (Closed Book)

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ADDITIONAL RESOURCES
The following learning objects are optional, but may give further clarification on a topic if needed

- Windows 10 How-To Playlists
https://www.youtube.com/playlist?list=PLWs4_NfqMtoyKndPbqWsYQyM8Rxm2dd1-

- Understanding User Accounts
http://www.gcflearnfree.org/windowsbasics/7

- Introducing Windows 10
http://windows.microsoft.com/en-us/windows-10/getstarted-whatsnew-cortana

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- What's New
  http://windows.microsoft.com/en-us/windows-10/getstarted-whats-new-november-release-cortana

- Sign-In with a Microsoft Account
  http://windows.microsoft.com/en-us/windows-10/getstarted-microsoft-account

- Why Can't I Get Online?
  http://windows.microsoft.com/en-us/windows-10/getstarted-why-cant-i-get-connected

- A New Look for Settings
  http://windows.microsoft.com/en-us/windows-10/getstarted-a-new-look-for-settings

- See What's On the Menu
  http://windows.microsoft.com/en-us/windows-10/getstarted-see-whats-on-the-menu

- Customizing the Start Menu
  http://www.gcflearnfree.org/windows10/7

- Find All Your Apps and Programs
  http://windows.microsoft.com/en-us/windows-10/getstarted-find-all-your-apps-and-programs

- Get Online
  http://windows.microsoft.com/en-us/windows-10/getstarted-get-online

- Take Action Instantly
  http://windows.microsoft.com/en-za/windows-10/getstarted-take-action

- Search for Anything, Anywhere
  http://windows.microsoft.com/en-us/windows-10/getstarted-search-for-whatever

- Search for Help
  http://windows.microsoft.com/en-us/windows-10/getstarted-search-for-help

- Get to Know Microsoft Edge
  http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-microsoft-edge

- Microsoft Edge
  http://windows.microsoft.com/en-us/windows-10/microsoft-edge
  http://windows.microsoft.com/en-us/windows-10/getstarted-get-started-with-microsoft-edge

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