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PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

Digital Literacy
Course Structure

DIGITAL LITERACY I: FUNDAMENTALS

1. Computer Ergonomics (Jan 4-5)   Exam / Lab

   - Preventing Computer-Related Disorders

2. Computer Basics (Jan 6-10)   Exam / Lab

   - PC Fundamentals
   - Computer History
   - System Recovery

3. Software Installation (Jan 11-12)   Exam / Lab

   - Installing and Un-installing Software

4. Peripheral Devices (Jan 13-24)   Exam / Lab

   - Identifying and Using Peripherals

5. Processing, Memory and Storage (Jan 25-31)   Exam / Lab

   - Processing and Memory
   - Storage

6. Computer Maintenance and Security (Feb 1-7)   Exam / Lab

   - System Maintenance
   - User Account Security
   - System Protection

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DIGITAL LITERACY II: OFFICE PRODUCTIVITY

1. File Management (Feb 8-14)   Exam / Lab

    - File Explorer Fundamentals

    - Backup and Recover Files

2. Word Processing (Feb 15-21)   Exam / Lab

    - Microsoft Word Fundamentals

    - Page Layout and Printing

3. Spreadsheets (Feb 22-28)   Exam / Lab

    - Microsoft Excel Fundamentals

    - Formulas and Functions

    - Page Layout and Printing

4. Slideshow Presentations (Feb 29-Mar 6)   Exam / Lab

    - Microsoft PowerPoint Fundamentals

    - Presenting a Slideshow

5. Databases (Mar 7-13)   Exam / Lab

    - Microsoft Access Fundamentals

    - Queries and Reports

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DIGITAL LITERACY III: INTERNET & BEYOND

1. Internet and Web Basics (Mar 14-20)   Exam / Lab

   - Introduction to the Internet

   - Internet Explorer Basics

   - Web Search

2. E-mail Communication (Mar 21-27)   Exam / Lab

   - Introduction to E-mail

   - Using Gmail

3. Computer Aided Drafting (Mar 28-Apr 3)   Exam / Lab

   - Creating three-dimensional models

4. Computer Programming (Apr 4-17)   Exam / Lab

Total: _____

Percent: _____

Grade: _____

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HOURS OF STUDENT EFFORT

DIGITAL LITERACY I: FUNDAMENTALS

1. Computer Ergonomics   (2 hours)
2. Computer Basics   (8 hours)
3. Software Installation   (2 hours)
4. Peripheral Devices   (12 hours)
5. Processing, Memory and Storage   (8 hours)
6. Computer Maintenance and Security   (8 hours)

DIGITAL LITERACY II: OFFICE PRODUCTIVITY

1. File Management   (8 hours)
2. Word Processing   (8 hours)
3. Spreadsheets   (8 hours)
4. Slideshow Presentations   (8 hours)
5. Databases   (8 hours)

DIGITAL LITERACY III: INTERNET and BEYOND

1. Internet and Web Basics   (8 hours)
2. E-mail Communication   (8 hours)
3. Computer Aided Drafting   (8 hours)
4. Computer Programming   (16 hours)

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