Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE 01/02/2016

VERSION v 001

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Digital Literacy

Performance-Based Objectives

Unit Title	PBO No.	Performance Based Objective
Computer Ergonomics	PT 30	Setup and arrange an ergonomic workstation for a notebook computer
		Demonstrate ergonomic mechanics and body posture while using a personal computer
Computer Basics		Perform basic troubleshooting and resolve common system problems
		Reset a Windows 10 computer and re-install the operating system
		Start and repair Windows 10 from an external drive
Software Installation		Install software from a local disc or the Internet
		Uninstall software applications in Windows 10
Peripheral Devices		Type 30 wpm with a minimum 75% accuracy demonstrating the proper typing technique
		Connect an external monitor and utilize multiple displays
		Add or install a printer onto a Windows 10 PC
Processing, Memory, and Storage		Label and describe the internal hardware of a desktop computer
		Identify the type of CPU installed in your computer and the processor speed
		Identify the type and capacity of RAM installed in your computer
		Check the total and available storage space on your computer's hard-drive
		Connect and safely remove an external USB-drive
Computer Maintenance & Security		Clean, maintain, and protect external computer components and peripherals
		Update Windows 10 with security patches, system fixes, and software releases
		Optimize hard-drive performance and remove unnecessary files to free up disk space
		Create stronger passwords
		Set up, manage, and adjust security settings for user accounts
		Verify or adjust the security settings in Windows 10
		Configure, update, and utilize Windows Defender to detect and remove malware
		Exercise safe practices to minimize or avoid threats to computer security and privacy

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File Management		Browse Windows 10 file system, and manage folders and files using File Explorer
		Create and manage new folders and file paths
		Copy, move, rename, and delete files and folders
		Store, access, and manage files on an external USB-drive
		Compress and decompress files (zip and unzip)
		Back up and recover personal files using File History
		Utilize the Recycle Bin to restore or permanently delete files or folders
Word Processing		Navigate the Word environment, and utilize Word's interface and features
		Create, save, open, and close documents
		Enter, edit, format text, and insert hyperlinks
		Insert, edit, and arrange pictures
		Insert and format tables
		Correct spelling and grammar errors
		Modify page layout, configure print settings, and output documents to a printer
Spreadsheets		Navigate the Excel environment and interface
		Create, save, open, and close Excel workbooks
		Insert, organize, and manage worksheets
		Enter and edit static data
		Format data, cells, columns, and rows
		Sort and filter data
		Create charts
		Calculate data with formulas and functions
		Modify page layout, configure print settings, and output worksheets to a printer

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PowerPoint		Navigate the PowerPoint environment and interface
		Create, save, open, and close presentations
		Insert, organize, and manage slides
		Customize slide layouts and apply themes
		Enter, edit, and format text
		Correct spelling and grammar errors
		Apply slide transitions
		Insert, format, and arrange pictures
		Print presentation slides and handouts
		Run and annotate a slideshow presentation
Databases		Define database terminology and describe the principles of relational databases
		Navigate the Access environment and database objects (tables, queries, forms, reports)
		Open and navigate database tables, and apply basic formatting
		Enter and edit data; add, save, delete records in a table
		Sort and filter records in a table
		Use forms to enter, view, and edit records
		Create and run a multi-table query
		Create, print or export reports to PDF

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Internet and Web Basics		Define common terminology and explain the make-up of the Internet and the Web
		Navigate Internet Explorer 11 environment and interface
		Utilize IE 11 to navigate websites, browse the Web, and download files
		View and manage browsing history and favorites in IE 11
		Adjust online security and privacy settings in IE 11
		Perform a Web search to find context-specific information and media online
		Read web pages more effectively and efficiently to find information within a page
		Use Google to solve equations, convert units, define words, and translate language
		Evaluate websites and identify reliable sources of information
Email Comm.		Navigate the Gmail environment and interface
		Add and edit contacts and groups in Gmail
		Utilize Gmail to compose, format, and send e-mail messages
		Include attachments, hyperlinks, and signature line in e-mail messages
		Navigate the Inbox, identify, and read new messages, and download attachments
		Respond to incoming e-mail (reply-to and forward messages)
		Organize, archive, and delete e-mail messages
		Block, filter-out, and purge SPAM messages
		Recognize suspicious e-mails and threats (phishing, spoof, scam, attachments, etc.)
CAD		Draft two-dimensional and three-dimensional models to scale
		Demonstrate digital models with dimensions and measurements displayed
Computer Programming		

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