**Making Computer Literacy Meaningful**

**Effective Teaching Strategies & Innovative Instructional Materials**

**For Computer Literacy Instruction**

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**Lesson Components**

* Objectives (Simple, Stated as what student will learn or do)
* Vocabulary & Building Background
* Exploring to learn
* Authentic tasks (Personalized)
* Metaphors (Instructional)
* Assessment
  + Circle back to objectives
  + Circle back to vocabulary
  + Repeat and Reminder
  + Connections to real life

**Instructional Strategies**

* Make connections (Prior learning, background knowledge)
* You do (exploration), I do, we do, you do – repetition
* Situated within students’ experience (Personalization)
* Cooperative, project-based experience
* Language – elaborated and scaffolded

**Guiding Principles**

* Use the Internet for communication and finding information
* Be safe in a digital environment
* Use software that is meaningful to their lives and helpful for their future
* Be informed technology consumers
* Gain efficiency (typing speed) and comfort with a computer

**Ultimate Objective**

* Technology becomes an integrated part of students’ lives

**Metaphors**

*“Through metaphors we extend our understanding…”*

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| **Entry** | **Survival** | **Stepping Stone** | **Milestone** |
| Windows desktop  Programs  Icons on desktop | Save vs. save as  Reply vs. forward  OS vs. programs | Cloud storage  Google Apps | User Profiles |

**Sequencing Suggestions**

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| **Phase 1 Topics – Entry** |
| 1. Hardware: Computer parts, keyboard, turning on/off , mouse skills, keyboarding |
| 1. Operating System I: Windows (open, close, start, etc.) |
| 1. Notepad |

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| **Phase 2 Topics - Survival** |
| 1. Software I: What are programs? (Introduce web browsers) |
| 1. Internet features |
| 1. Searching Internet using keywords |
| 1. Email with Gmail |
| 1. Privacy I: Passwords & what should be private |
| 1. Word on Google Drive |

| **Phase 3 Topics – Stepping Stone** |
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| 1. Computer Security I (Physical issues) |
| 1. Software II: MS Office |
| 1. Word |
| 1. Excel |
| 1. PPT |
| 1. OS II: Saving files, Organizing files, Creating folders |
| 1. Google Drive: Compare Google Drive & MS Office |
| 1. Google Account options: Gmail, Drive, Calendar |
| 1. Google Chrome I: Browser Settings |
| 1. Google Chrome II: Apps |
| 1. Privacy II: Spam, scams, secure websites, browsing history |
| 1. Hardware/Digital Language: Storage Options (Internal, external, cloud), kb, mb, gb, etc. |
| 1. How to Buy a Computer |

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| **Phase 4 Topics - Milestone** |
| 1. Social media |
| 1. Privacy III: privacy settings in social networking sites |
| 1. OS III: user settings |
| 1. Networks & VOIP: connection types, VoIP |
| 1. Creating websites: Culminating projects, Weebly.com |

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