**Making Computer Literacy Meaningful**

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Visit us to download lessons at: [www.teamcomplit.weebly.com](http://www.teamcomplit.weebly.com)

**Lesson Components**

* Metaphors (instructional)
* Objectives (simple; stated as what student will learn or do)
* Vocabulary & building background
* Authentic tasks

**Instructional Strategies**

* Make connections (prior learning, background knowledge)
* 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 their lives

**Sequencing Suggestions**

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| **Phase 1 Topics - Entry** |
| 1. Hardware: Computer parts, keyboard, turning on/off , mouse skills, keyboarding
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| 1. Operating System I: Windows (open, close, start, etc.)
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| 1. Notepad
 |
| 1. Software I: What are programs? (Introduce web browsers)
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| 1. Internet features
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| 1. Searching Internet using keywords
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| **Phase 2 Topics - Survival** |
| 1. Software II: Companies and their different products
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| 1. Email with Gmail
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| 1. Privacy I: Passwords & what should be private
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| 1. Word on GoogleDrive
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| **Phase 3 Topics – Stepping Stone** |
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| 1. Computer Security I (Physical issues)
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| 1. Software / Operating Systems II
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| 1. Word
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| 1. Excel
 |
| 1. PPT
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| 1. OS III: 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
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| 1. Hardware/Digital Language: Storage Options (Internal, external, cloud), kb, mb, gb, etc.
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| 1. How to Buy a Computer
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| **Phase 4 Topics - Milestone** |
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| Social networking and privacy settings |
| Secure websites and online transactions |
| User settings within the operating system |
| Voice over IP |