

Effective Resources and Materials for Teaching Computer Literacy to Adult ELLS TESOL March 27, 2015

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The Basics - A Summary

Lesson Components

- Objectives (Simple, Stated as what student will learn or do)
- Activate background knowledge & Introduce vocabulary
- Guided exploration (Exploring to learn and build confidence)
- Authentic tasks (Personalized and true to real life)
- Assessment
 - o Repeat & Remember
 - Circle back to objectives
 - Circle back to vocabulary
 - o 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 and smart 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

Lesson Ideas (examples for inspiration, not a complete list!)

Skill	Type	Topic	Environment
Formatting with fonts and font/paragraph features	Computer Application	Word Processing	MS Word
Creating a table	Computer Application	Word Processing	MS Word
Creating and sharing a document	Computer Application	Word Processing	Google Doc
Keyboard shortcuts	Computer Application	Word Processing	Google Doc
Using simple formulas for addition and subtraction (expenses, gifts tracking)	Computer Application	Spreadsheet	Excel
Using simple formulas for addition and subtraction	Computer Application	Spreadsheet	Google Spreadsheet
Using and organizing folders	Computer Application	Operating System	Windows
Using and organizing folders	Computer Application	Google Drive	Google Drive
Email basics (to, subject, message, send)	Computer Application	Email	Google email
Reply, reply all	Computer Application	Email	Google email
Email etiquette (greeting, tone, register, closure)	Digital citizenship	Email	Google email
Passwords (passphrases, managing passwords, keeping passwords safe)	Digital citizenship	Email	Google email
Identify spam and phishing emails; and know what to do	Digital citizenship	Email	Google email
Evaluate effectiveness of keyword searches	Digital citizenship	Internet	Google
Using privacy settings in social media	Digital citizenship	Internet	Facebook / Google Plus
Evaluate your digital footprint	Digital citizenship	Internet	Google, Facebook, etc.
Social Media Basics - What is it? (like, comment, share, etc.)	Digital citizenship	Internet	Variety of social media platforms
Shopping online - using filters and search criteria	Digital citizenship	Internet	Amazon, Best Buy, Target