Lesson Plan Template

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Lesson Plan Title: Incorporating Computer Literacy into ABE Programs utilizing a power point presentation.

Learning Level: This lesson is geared to all levels and would be excellent for adult basic education, workplace, family literacy, etc.

Pre-Instruction or Prerequisite Knowledge/Skills: Although it is helpful to know how to type, it is not necessary.

Lesson Duration

This could be offered as part of an ABE/GED class session. Depending upon the time allotted during each class session, it could run for as few as four total hours and as many as eight to twelve hours depending upon the level of the students. Students will be encouraged to work independently in computer labs, provided they have acquired the necessary skills to work independently.

Learning Location

Computer Lab with Internet Access

Materials

Include computer hardware/software-internet connectivity

Learning Objectives

A. Students will learn the parts of the computer.
B. Students will learn to complete very basic tasks on the computer such as turning it on, off, and navigating the mouse.
C. Students will learn the basics of Microsoft Word.
D. Students will learn some basic functions of Microsoft Word.
E. Students will become familiar with some of the functional keys on the keyboard.
F. Students will have a better understanding of the "Menu Bar" and the "Tool Bar," as well as the tasks that can be completed when utilizing these bars.