

Computer Literacy Instruction in ABLE Programs

What is it?

Computer literacy instruction in ABLE programs is meant to *introduce* students to the use of the computer and some basic applications. Basic computer literacy is not meant to supplant higher level computer literacy programs already offered through community education programs. The instruction can provide general information that introduces users to the basic features and functions of a computer and to common types of application software. Upon completing an ABLE computer literacy program(s), students wishing to acquire additional skills are encouraged to enroll in local community, career-technical or college courses for more advanced training.

Who qualifies for computer literacy instruction?

Students who first qualify as ABLE students can be involved in the computer literacy class. Students must be pre and post-tested with an approved ABLE standardized assessment, receive instruction in a basic skills area in addition to computer literacy and be tracked in ABLELink in an academic basic skill area.

How can ABLE programs provide computer literacy instruction?

Since computer literacy is an integral part of society, whether at home or on the job, all ABLE students should be given the opportunity to learn computer skills. The following scenarios provide some guidance on how ABLE programs can provide computer instruction.

Scenario One:

A student comes to your program with the goal of learning about basic computer use. He has a high school diploma. You administer the TABE or CASAS test and find out that the student has high adult secondary reading skills and high intermediate math and writing skills. Since the student has deficiencies in an academic content area, he decides that he wants to improve his writing skills. Improving writing skills is the targeted academic area that will be tracked in ABLELink.

Sharon Feyedelem, ABLE Director at Sandusky City Schools, offers these suggestions for integrating computer skills into the ABLE curriculum using the writing standards. After an introduction to the computer, the next several lessons focus on creating documents such as a letter, greeting card, poster, etc. Throughout all the activities, students learn the editing keys of backspace, delete, insert, shift, tab, etc. Whether using student-created work or teacher-made lessons, students learn basic writing skills while using the computer as the mode of instruction.

Scenario Two:

Same student as above comes to your program. He qualifies as an ABLE student because his writing and math skills are below 12.9. Your program only offers a basic computer

class without integrating academic skills. The student can take the basic computer class, but he must also be enrolled in an ABLE math class or writing class. He is tracked in the lowest academic area in ABLELink and his attendance is noted for both the computer and the academic classes.

Scenario Three:

Same student as above. Student does not want to improve math or writing skills. He only wants to learn computer basics. You can (1) refer him to a community education program that offers computer classes, or (2) use another funding source to provide this service, free or for a fee. He can not be enrolled in ABLE.

If you have any questions regarding computer literacy instruction within your program, contact your ABLE consultant.