

## Computer Skills

### Use of the Computer lab/cart

The Hostos College Now program has a computer cart is shared by various programs within the Office of School-College Partnerships and is available for SIELP use. Please check with office staff about reserving the cart. Computer Cart must be signed out with designated staff member.

Teaching Assistants or office staff may be tasked with making sure laptops are charging after use. If the program cart is not available, reservations can be made with IT to reserve a campus computer cart, talk to Hostos CN staff about this option.

The daily “Computer Skills” hour should be used for word processing, revisions to papers, correspondence with teachers or classmates concerning assigned readings, or to do Internet research. A college readiness curriculum is included at the end of this section and should be used as a source for additional activities developing computer skills.

## Skills Development

### *The Basics*

The goal is for students to develop Computer skills that align with College Readiness objectives. By the end of the SIELP program students should:

- Be familiar and comfortable with the use of e-communications to engage with professors, peers, and the larger college community.
- Use of cloud and non-cloud based word processing programs (Microsoft Office, Google Products- Docs, Sheets, Slides, Classroom, Jamboard- to name a few). Including:
  - The creation of documents;
  - Knowledge of foundational menu items (page setup; adjusting margins, copy/pasting (removing formatting when pasting), inserting images, adding hyperlinks);
  - Formatting (aligning and indenting, using the hanging indent, adding headers and page numbers, adding bulleted lists, adding footnotes,) and;
  - Sharing options (exporting as different files, sharing documents with links or attachments to emails, adjusting settings when sharing, tracking/accepting comments).

Instructors should adjust and add additional learning objectives as they deem appropriate.

### Suggested Computer Skills Activities

#### **Penpal Email Exchanges**

Each student gets a penpal in another section and exchanges e-communications with each other. Among other topics of interest, students can write about their reaction to parts of the books they are reading, field trips, etc. Students should be encouraged to share content with each other- such as attachments of their notes, photos from field trips, or other research findings related to course topics.

### **Reflection- Digital Collage**

Students can create a collage using Word, Powerpoint, Jamboard, or Google Slides based on their favorite part of the SIELP program that week- they can email a digital copy of their work to another student who will be responsible for responding.

### **Peer-to-Peer Engagement**

Students can create or edit documents together through a collaborative program such as, google doc, sheets, or Jamboard, and Microsoft Office Online. Collaborative digital platforms can also support course learning as annotation tools. Students can leave and respond to comments on the document.