

## To the Instructor

### **Purpose**

The purpose of the course is to help certified personnel optimize their technology skills and to display their best work in a manner which represents their abilities to use technology effectively as related to respective job responsibilities.

### **Overview**

The course is designed to provide practice with basic computer skills and techniques. Each learner will progress at his or her own rate and receive help as needed. Detailed instructions for performing the tasks will be provided in the form of Tips and Tricks pages in the TIP Participant Manual. Participants will be encouraged to work as independently as possible in order to experience using written directions to teach themselves new computer skills. Since the exercises are individual and self-paced, the participants who need more practice can move at a slower pace without feeling left behind. Those more confident in their skills can move briskly through the exercises and can complete the extension activities included in the lesson.

The course activities will be accessed by the participants from a web page. There will be four activities: a skills checklist, a “tour” of the inside of a computer, a web scavenger hunt for computer information, and an activity during which the participant will apply computer knowledge by “shopping” for a new computer using certain criteria.

### **Things to Do**

- Print copies of the following:
  - All Tips and Tricks
  - Checklist of Computer Skills (*Calisthenics*)
  - Web Scavenger Hunt
- Place copy of Commendation on C:

## Participant Handouts

- Computer Skills Checklist (Calisthenics)
- Web Scavenger Hunt
- Tips and Tricks:
  - Computer Maintenance
  - Troubleshooting
  - Windows XP

## Lesson Plan Procedures

Directions will be given to the entire class. Each class member will complete the following activities. The activities will be self-paced.

Navigate to the Elementary TIP website

- Checklist of Computer Skills (Calisthenics)
  - Participants will perform basic computer tasks using page Commendation Form and the Tips and Tricks for Windows as references.
  - Tasks will be checked off as each item on the Checklist is completed.
  - Point out that the checklist serves as a rubric for the lesson indicating successful completion of the tasks.
  - Participants may opt to work in small groups on these skills.
  - Instructors offer support as needed
- Web Scavenger Hunt (Out on Patrol)
  - Participants will use web resources to locate information pertaining to computer basic maintenance and skills and troubleshooting.
  - Participants' directions and questions will be found on the class web site. Answers will be recorded on the Scavenger Hunt handout.