

SESSION PLAN

Course Title: eDCC Beginner Computer Management

Venue: Sir WHH

Day and Time: Monday 10-12 am

Session No. 1 of 4

<p>Learning outcomes/main aims for session: At the end of this session participants will be able to</p> <ul style="list-style-type: none"> • open the control panel • change icon sizes on start menu • select the display option and change screen resolution • change the colour scheme for windows 	
<p>Resources/teaching materials to be used: computers handouts activities</p>	<p>Assessment of activities:</p>
Time	Activity
10-10.15	Introduction to the course, tutor and learners Completion of Learner records
10.15-10.45	Explanation of the control panel Using the right click on the mouse to find further options/properties Handout – the control panel Activity – Using the Control Panel
10.45-11.15	Changing the icon size on the Start menu Activity – Changing the Icon Size Handout – Configuring the Start Menu
11.15-11.50	Changing the colour scheme for windows Activity – Using Colour Schemes Handout – Windows Colour Scheme
11.50-12.00	Assessment of learners Evaluation of the session Explanation of next session
<p>Brief review of session (to include summary of learning outcomes/content covered)</p>	
<p>(to be completed at 4 or 5 week intervals) Evaluation of progress to date (against course content and learning outcomes in scheme of work)</p>	
<p>Actions (if any) arising from evaluation</p>	