

Basic Computer Skills Curriculum Workshop Activities

Planning Your Class

Partner Activity 1: Identify Appropriate Competencies

1. Review existing competency lists from Minneapolis ABE, Kansas Adult Education, and CASAS (blue sheets)
2. Focus! Chose **one** content area (e.g. "basic skills" "job search skills" "email" "word processing")
3. Think in **small steps**. What's **level-appropriate**?
4. **How can you use a competency list to plan your class?** Would you use one of these lists or compile your own?

MY NOTES:

Partner Activity 2: Plan for Learner Needs Assessment

1. Review the sample needs assessment "**Computer Skills Survey**" (pink handout)
 - a. Can you envision using a needs assessment form like this one in your program? If yes, how & when would you use it?
 - b. Are there any questions on the form you would **not** ask?
 - c. Write one or two *additional* or *alternative* questions you would like to ask.
2. Be ready to share with the group.

MY NOTES: