

Computer Scene Specialized Training Program

Bruce Williams Project
Summer 2005

Training: What do you the student expect to accomplish?

- Goal 1:
- Goal 2:
- Goal 3:
- Goal 4:
- Goal 5:

- Other Notes:

Training Needs General Assessment – Observations

- Student has solid mastery of production work given old school production tools and methodologies
 - Student is highly motivated
 - Student lacks significant skills and competencies required for modern production techniques and tools
 - Student has high levels of frustration arising from a variety of sources
-
- Primary Question: Given a focused training program, can the student effectively take ownership of the opportunities and experience and overcome the skill and competency gaps and grow a successful business venture using modern technologies?

Training Program – General Goals (slide 1 of 4)

OS Critical Skills: Knowledge, Comprehension, and Analysis

- Understand MS Windows Operating System (OS) fundamentals
- Apply fundamental OS comprehension by demonstrating the ability to navigate, move, copy, delete, and create files and folders, as well as distinguish between a variety of file types and explain their uses and applications
- Analyze business project needs, create a work in progress strategy, and set up suitable file storage folders
- Apply knowledge of OS resources to self learn

Training Program – General Goals (slide 2 of 4)

Program Specific: Knowledge, Comprehension, and Analysis

- MS Word: Understand fundamental features of the application – file types, formatting tools, bullet lists
- MS Word: Apply knowledge of app features by creating new docs, new templates, creating tables, using formatting tools, using bullets and auto numbering, changing font attributes, and using document headers & footers
- MS Word: Analyze business project needs and create tools to streamline work and improve client-agent (where you are the agent) communications

Training Program – General Goals (slide 3 of 4)

Program Specific: Knowledge, Comprehension, and Analysis

- MS Excel: Understand fundamental features of the application – file types, cells, text & numbers, basic formulas
- MS Excel: Apply knowledge of app features by creating new worksheets, enter text or numbers into cells, create basic formulas
- MS Excel: Analyze business project needs and create tools to present project cost estimating worksheets and invoices to clients

Training Program – General Goals (slide 4 of 4)

Program Specific: Knowledge, Comprehension, and Analysis

- Adobe Audition 1.5: Understand fundamental features of the application – file types, navigating the general interface, creating projects, adding elements, sequencing, and finishing
- Adobe Audition 1.5: Apply knowledge of app features by creating new project, importing and capturing audio elements, sequencing, saving, exporting or recording finished projects
- Adobe Audition 1.5: Analyze a specific business project needs and create a product to present to clients, and demonstrate how to self teach by using built-in resources

Training Program – General Goals

Working towards application mastery

- Adobe Audition 1.5: Self-Training Exploration Project 1 (Easy to Intermediate)
 - Given an assignment with reasonable objectives and time frame, the student will explore features not covered to produce a finished project
- Adobe Audition 1.5: Self-Training Exploration Project 2 (Intermediate to Advanced)
 - Given an assignment with more difficult objectives and a challenging time frame, the student will explore features not covered to produce a finished project

General Goals - Overview

Training program is designed to deliver...

- Basic mastery of multiple tools
- Confidence to permit self-teaching to improve towards mastery levels through time
- Complete a basic project from start to finish
- Prepare materials to support business practices

Training will NOT deliver...

- Tool mastery
- Deep product knowledge
- Project success.... That is the student's responsibility

Training Program Overview – Rules

- No cell or traditional phone calls, or other interruptions – excepting for emergencies – from either the student or the instructor
- Practice an open attitude – Harbor positive thoughts, consider the source of negative – is it reasonable? Cesar: Came, Saw, Conquered – focused and simple
- Be ready to use active listening: after difficult portions, re-explain to the instructor what you just learned/heard
- Take notes, do whatever to help you retain
- Stay on track: Questioning is generally good, but remember the instructor must keep the program on track – respect this as there is a lot to cover in a few hours

Training Program Overview

- Questions, Concerns?

Training Program Overview

Contact info and etc...

- George Bradford – Instructor
- Computer Scene 462-1578
- Store Phone & Open Hours:
 - M-W 9:30 – 5:00
 - Th 9:30 – 6:00
 - Fr 9:30 – 1:00
 - Sat Closed except by appointment
- Email: comscene@adelphia.net

What's Next?

- MS Windows XP Fundamentals
 - Understanding the primary elements of a computer and how they work together
 - Working with Windows Explorer to facilitate your control over the content of material in your machine
 - Learning how to teach yourself more about how to effectively use the computer