

FUN TRAINERS' HELP FILE - Number 008

Addressed to: All Computer Fundamentals (PC Fun/PC Fun 101, XP Fun and 98 Fun) Trainers

Title: The Fundamentals Course Sign-Off Card

Purpose of the card: To provide each student with clear record of their attendance and progress through both PC Fun and XP (or 98) Fun, and also to identify their target completion date for these Fundamentals courses. This will hopefully deter stragglers from repeated non-attendance, and prevent Fun Trainers from having to sit around idle because their rostered students don't turn up.

Overview: Some students are very irregular in their attendance which leaves Fun Trainers giving up their time for nothing, and students taking far too long to complete the Fundamentals courses. We plan to tighten up on these stragglers this year. From January 2007, the \$30 Fundamentals course fee will entitle each student to a maximum of 20 x one-on-one lessons with a personal trainer. During this time they should be able to complete both PC Fun and XP (or 98) Fun courses. The Fundamentals Course Sign-Off Card will keep them informed of their progress towards completion of the courses. At the end of the 20 weeks, *if computers are available*, students may continue "Revision" whilst asking Fun Trainers the occasional question, or *if Fun Trainers and computers are available*, students may pay \$10 for another 5 sessions with a personal Fun Trainer. This last option will also be open to any member who wishes to brush up on their Fundamentals skills.

The Club rules stating that students "missing two successive sessions may lose their rostered place on the course" will be enforced when we are busy. This will apply to "no shows" where no apologies have been given. The Sign-Off Card will give clear evidence of this and make it easier for Senior Trainers to take action.

How it will be introduced: The new PC Fun 2007 and XP Fun 2007 manuals are now available and will be issued to all Fun Trainers, Office Assistants and Senior (Fun) Trainers during their normal training sessions in the week commencing 29/1/2007. (98 Fun will be updated as soon as possible.) PC Fun 2007 now has the Exercises included in the main text of the manual, caters for flash drives, and (hopefully) has the errors removed. XP Fun 2007 has had a major revision, especially in the Files and Folders area.

From January 2007, all students commencing PC Fun, will be issued with the new PC Fun 2007 manual, and a blue Sign-Off Card giving the dates of their 20 sessions. Similarly, all students commencing XP Fun will receive the new XP Fun 2007 Manual and a blue Sign-Off Card listing the dates for another 16 lessons. (Although the new 98 Fun manual is not yet ready, students starting this course will also be given a blue Sign-Off card.) Students who have already been issued with 2006 manuals will continue to use those manuals, and encouraged to complete the course as quickly as possible. Their progress will be recorded on a white paper Sign-Off Sheet with no pre-entered dates.

Who does what: The "blank" Fundamentals Sign-Off cards will be inserted in all new PC Fun 2007 manuals. Trainers will be issued with a "calendar" of appropriate dates for classes on their session day. This will show any dates when the Club is closed due to Public Holidays, Castle Hill Show, etc. These weekly dates will be entered on the blue Sign-Off card to give the student 20 sessions, and also indicate any times when the Club will be closed. The sample card shows typical entries in black *script font*. The card stays with the PC Fun manual, and should be brought to each session. When the student

progresses to XP (98) Fun, the same blue Sign-Off card moves to the new manual. It stays with the student through both Fundamentals courses.

The Fun Trainer will put a ✓ in the “✓ or X” column each time the student attends a session, and will start the session as indicated by the “Sections Completed Last Time” column. Fun Trainers are also asked to put a X in the “✓ or X” column (retrospectively) for any dates when the student has not attended. At the end of the session, Fun Trainers should complete the “PC/XP/98” and “Sections Completed” columns and sign the entry.

The sample card shows typical entries in blue *script font*. It would be helpful if Fun Trainers would warn students if their record indicates that they “could do better”.

The student can then monitor his/her own progress with respect to the expected completion date, and irregular attendance will be clearly indicated. This will hopefully encourage students to attend regularly and do their homework.

Fundamentals Course Sign-Off Card

Name: ...*Anybody*..... Start: 29/1/07 Estimated Completion: 2/07/07.....

| DATE | SESSION NO. | ✓ or X | PC XP 98 | SECTIONS COMPLETED THIS SESSION | TRAINER'S SIGNATURE |
|--------------------|-------------|--------------|----------------|--|---------------------|
| 29/1/07 | 1 | ✓ | PC | 1-11 including Ex 0 | Eleanor |
| 5/2/07 | 2 | ✓ | PC | Ex 0. 12-15 including Ex 1 and Homework Task | Eleanor |
| 12/2/07 | 3 | X | | Apol | Eleanor |
| 19/2/07 | 4 | ✓ | PC | 17-26 | Eleanor |
| 26/2/07 | 5 | ✓ | PC | 27 - 34 | Eleanor |
| 5/3/07 | 6 | ✓ | PC | 35-48 | Eleanor |
| 12/3/07 | 7 | X | | No show | Eleanor |
| 19/3/07 26/3/07 | | | | Castle Hill Show- Club Closed | |
| 2/4/07 | 8 | | PC XP | Complete Hats and Ties. XP Fun. 1-3 | Eleanor |
| 9/4/07 | | | | Easter Monday - Club Closed | |
| 16/4/07 | 9 | | XP | XP Fun. 3-5 | Eleanor |
| 23/4/07 | 10 | | | | |
| 30/4/07 | 11 | | | | |
| 7/05/07 | 12 | | | | |
| 14/05/07 | 13 | | | | |

Fundamentals Course Sign-Off Card

| DATE | SESSION NO. | ✓ or X | PC XP 98 | SECTIONS COMPLETED THIS SESSION | TRAINER'S SIGNATURE |
|----------|-------------|--------------|----------------|--|---------------------|
| 21/05/05 | 14 | | | | |
| 28/05/06 | 15 | | | | |
| 4/06/07 | 16 | | | | |
| 11/06/07 | | | | <i>Queen's Birthday - Club Closed???</i> | |
| 18/06/07 | 17 | | | | |
| 25/06/07 | 18 | | | | |
| 2/07/07 | 19 | | | | |
| 9/07/07 | 20 | | | | |
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Revision (without personal trainer) permitted if computers available

Comments

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