



## CREATING A COURSE FOR GRAND COMPUTERS CLUB

### Grand Computers Club courses evolve in three ways:

1. a member has an idea for a class and develops it independently;
2. the existing instructors believe that a new class needs to be developed or that an existing class needs to be revised, and all interested instructors collaborate on the project; or
3. request for information on a specific topic causes the Club to solicit a volunteer, who becomes knowledgeable enough to write a course outline and student handout.

### Regardless of its origin, the Club tries:

1. to avoid duplication of course content;
2. to assure that what is described in the online course description is indeed what is taught in the class; and
3. to encourage multiple instructors of the same course to use the same student handout and course content.

### To develop a new course:

1. Check existing courses to see if any other courses offer the same content that you are proposing.
2. Describe the following to the education director:
  - a. Proposed title of the course.
  - b. Expected level of expertise for students: beginner, novice, experienced, etc.
  - c. Pre-requisite skills that students should have.
  - d. Required software.



- e. Courses are scheduled in two-hour blocks (Most classes are two sessions of two-hours each, offered in the same week.)
  - f. Five to eight primary objectives that will be taught in the class.  
NOTE: that the above information should not take a great deal of time to develop, but it provides enough for the education director to determine if the class overlaps with any other course(s).
3. If the proposed course is similar to another course already offered, the education director will ask that those instructors who typically teach the existing course meet with the person proposing a new course to work out how the courses might be taught to avoid needless duplication.
  4. When the proposed course is approved, the education director will:
    - a) add the course to the online listing of courses;
    - b) identify which instructor(s) can be scheduled to teach it; and
    - c) notify the scheduler to add one or more classes and publicize the new offering.

NOTE: All the above must be accomplished prior to August 1 for courses to be offered in the fall session and prior to November 1 for courses to be offered in the winter session.
  5. Prior to any classes being taught, the following also occurs:
    - a. The class scheduler will ask how many students can be taught in the classroom. There are 15 computers that switch between Mac and PC.
    - b. The open use room can accommodate a greater number of students, perhaps up to 24.



- c. Instructor is to create a student handout before class registration begins. The handout is available to the student on the webpage when they sign up for a class.
6. A new instructor, prior to teaching a new class, will also need to do the following:
- a. Read the on-line *Instructor Manual* made available to instructors only.
  - b. Meet with the education director to:
    - I. review how to access the handout folder on the classroom computers;
    - II. how to use the overhead projection system, microphone, wireless keyboard, wireless mouse, and laser pointer;
    - III. how to set classroom computers to move from PC to Mac, and vice versa;
    - IV. how to sign students into class; and
    - V. how to direct the students to complete course evaluations.
  - c. Create a three-page student handout that details information to be taught in the class. (Student handouts for other classes are available as examples.)
  - d. Determine how many assistants are needed for the class; the Club asks that instructors find their own assistants, but suggestions can be given by the education director.

Email the information to the education director: [education@grandcomputers.org](mailto:education@grandcomputers.org)