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Technology Plan for Senior Citizens:

Portable File Management aka "*Where did that thing go?*"

- Our topic is portable file management.
- Learning Outcomes

    1. We want our students to understand the most common and current forms media storage.

    2. We want our students to feel comfortable creating their own information organization system.

    3. We want our students to understand the proper ways to name and sort documents or other files on a personal computer.

    4. We want our students to be familiar with common file types and extensions.

    5. We want our students to be able to locate documents and files on their computers after saving them to a hard drive or portable storage device.

- Prerequisites

    1. Students must possess basic typing skills.

    2. Students must have the ability to use a mouse.

    3. Students must be familiar with basic Windows and Microsoft Office icons and the "Start Menu".

- Lesson Delivery

    1. Students will start out with a hands-on recipe sorting activity.

    2. Students will have the opportunity to "compute along" with training session/lecture about file sorting in the computer lab.

    3. Students will get to see technology first-hand at the technology "petting zoo" which will feature a variety of storage devices.

- Materials Required

    1. Computer lab with projector.

    2. File folders, pens, and scissors for sorting activity.

    3. Copies of recipes in both paper and scanned formats.

    4. Devices for "petting zoo" including a flash drive, external hard drive, digital camera, SD card, and USB connector cords.

- The duration of the program will be roughly one hour. We plan to spend about 15 minutes presenting each of the three activities with about 15 extra minutes of time built in to the program for questions.
- We will assess student learning by utilizing a post-course survey or informal review near the end of the program.
- Program Outline

    1. Introduction of Presenters

    2. Organization of Information

    -Have students sort copies of paper recipes into file folders.

    -Discuss how the students decided to file their recipes and why.

    3. Portable File Storage Options

    -Introduce flash drives, SD cards, and external hard drives.

    -Demonstrate how to attach/insert the items into a computer.

    -Compare prices, file formats, pros & cons, and the situations in which the devices would be used.

    4. Technology Show & Tell

    -Let students touch and inspect the portable file storage devices.

    5. Digital Organization Project

    -Teach the students how to move and/or copy files.

    -Let the students practice organizing digital recipes.

    6. Quick Review

    7. Answer Questions from Students