

ESL Computer Lab (A-19) Planning Form

Palomar College

Teachers: Please hand this to the lab tech **24 hours before** starting your class.

Date of class: _____

Class time: _____

Class level: _____

Teacher: _____

This is my class plan:

_____ I will be using this software with my students

_____ Word, Access, Excel, PowerPoint, Publisher (circle)

_____ Ainsworth Typing Program

_____ Focus on Grammar

_____ Pronunciation Power

_____ Other _____

_____ I will be using the Internet.

(We will no longer be bookmarking websites **throughout** the semester. If you would like a website bookmarked you will need to give the address to the lab tech at the end of the semester).

Website address(es) used during class time (Please give website address to lab tech 24 hours before class).

_____ I will not be using the computers.

I will need the following assistance during my class time:

✓ **Orientation to the lab**

	Lab rules
	Logging on & off
	Using the Print system
	Using the PAT system

I will need extra help (please explain):
