

CAREER COUNSELLING



PRACTICAL APPROACH

Lesson Plan Template

Home office programs

Level, age of the students:	14-18 age
Subject:	Informatics.
Subjects involved:	Class teachers lesson.
Aims:	<p>The student is able to list in which professions remote work is possible.</p> <p>Students can understand the concept of home office.</p> <p>The student can exchange programs for remote work.</p> <p>The student can download and install programs for remote work.</p> <p>The student is able to support the selected home office program.</p>
Suggested # of students per group:	Individually.
Time of the main activity:	15-20 minutes
Material:	Tablet, computer, interactive monitor.
Competences:	<p>Mathematical competence - the ability to think logically and analytically.</p> <p>Digital competence is a harmonious mix of knowledge, skills and attitudes that enable people to live, learn and work in a digital society.</p> <p>The ability to learn.</p>



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Preparatory actions if any:	Learning about students' knowledge of the type of software.
Expected results:	The student will use the selected programs for remote work, he will know what professions can work remotely.
Expected difficulties:	Students may have trouble installing the software due to the registration required.
Follow up if any:	Improving logical thinking skills.

TIME	PROCEDURE (T: TEACHER; SS: STUDENTS)	METHOD
3 minutes	<p>Objective: To learn about students' knowledge of professions performed remotely.</p> <ul style="list-style-type: none"> ➤ T: Use the Menti application to write what professions can work remotely. ➤ SS: Students write competitions in the Menti app. <i>Saved jobs appear automatically on the projector.</i> ➤ T: Analyzes the answers given with the students. 	<p>Computer or phone or tablet, interactive monitor</p> <p>https://www.menti.com/</p>
4 minutes	<p>Objective: to introduce students to specific programs for remote work.</p> <ul style="list-style-type: none"> ➤ T: Using the CCPA platform, log in and perform the task of indicating the remote program-appendix No. 1. ➤ SS: Log in to the platform. ➤ T: After completing the task, discusses the individual programs. 	<p>Computer or phone or tablet</p> <p>https://platform.counselling-ccpa.com/</p> <p>Interactive Monitor</p>
13	<p>Objective: To present the Trello application and explain its operation.</p>	



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minutes	<ul style="list-style-type: none">➤ T: Asks students to install the Trello app on their smartphone / tablet / computer https://trello.com/pl➤ SS: They log on to Trello.➤ T: Presents the task of making your own to-do list Board and making it available to your peers.	Computer or phone or tablet https://trello.com/pl Interactive Monitor
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Annex 1

Task 1

Indicate programs for remote work (the student briefly discusses the program after the indication):

1. Microsoft Teams
2. Slack
3. Audacity
4. Adobe Photoshop
5. Google Documents
6. WinRAR
7. Trello
8. Office365
9. ClickMeeting
10. 7-zip
11. Zoom
12. Dev C++

