COMPUTER LEARNING CENTER TASK LIST

Game Plan

- ❑ Research other successful centers and determine what they have done to be successful.
- ❑ Talk to area business leaders, university officials, representatives or other influential people for guidance and input.
- ❑ Determine the need for a Computer Learning Center in your community.
- ❑ Determine the Center's primary audience(s).
- ❑ Determine the number of people that the Center will serve.
- ❑ Determine the types of classes and activities the Center will offer.

Mission Statement

- ❑ Determine your Center's purpose.
- ❑ Determine your Center's goals and strategies.
- ❑ Make sure programming and activities adequately serve the audience's needs.
- ❑ Make sure the mission statement sets a warm, educational, motivational and professional tone for the Center.

The Center Site

- ❑ Determine the size the Center should be.
- ❑ Determine how many people can be served at one time.
- ❑ Determine the amount of computer space needed.
- ❑ Choose a site that is convenient for your primary audience and has ample parking.
- ❑ Research all legal and zoning regulations that apply to your Center.
- ❑ Research all building and fire safety codes and emergency procedures that are required by the state and proceed with inspections.
- ❑ Contact the area police to determine the best security strategy for the Center.

Funding

- ❑ Create a budget for the Center that includes start-up costs, wages, equipment costs, fees, supplies, etc.
- ❑ Solicit funding from area businesses, foundations, local governments and other resources.

Relationship with School District

- ❑ Contact area teachers and administrators for guidance and input.
- ❑ Set up meetings with teachers and administrators to determine what the students should be learning throughout the year and to coordinate Center agendas with the school lesson plans.
- ❑ Get computer programs, games and lessons that complement what the students will learn in school.

Proper Equipment

- ❑ Make sure that the Center has an adequate number of electrical outlets to accommodate the computer equipment.
- ❑ Make sure the Center has a heating and cooling system to maintain an appropriate temperature in the Center throughout the year.
- ❑ Install fluorescent lighting to keep the room bright without putting a glare on the computer screens.
- ❑ Get padded chairs or other convenient, comfortable seating for the workstations.
- ❑ Get countertops or tables to use for the computer workstations, allowing students to work side-by-side.
- ❑ Acquire computer equipment (hardware and software) that is appropriate to the audience's needs and abilities.
- ❑ Determine what computer programs the Center will use.
- ❑ Determine a way to keep computer equipment up-to-date with what is available in the computer market.
- ❑ Get additional equipment (i.e., chalkboards, maps, atlases, encyclopedias or posters) as needed.

Staff Training

- ❑ Ask the local public schools, colleges, businesses or other resources for help in training staff.
- ❑ Make sure that there will be a properly trained, experienced program coordinator on staff.
- ❑ Determine the number of adult staff members that need to be present during operating hours.
- ❑ Determine the kinds of personal and social skills the personnel should have.
- ❑ Determine the role high school students and other coaches will play at the Center.
- ❑ Develop an agenda and program schedule for the Center.
- ❑ Determine when weekly and monthly staff meeting will take place.

Evaluation

- ❑ Determine ways to evaluate the success of the Center.
- ❑ Troubleshoot and address problems and concerns that may arise.