

LESSON PLAN COVER SHEET

COURSE TITLE: Investigator Training Program	
LESSON TITLE: Automated Records Management System (ARMS)	
INSTRUCTOR(S): Bureau Instructors	
PREPARED BY:	Date:
REVISED BY:	REVISION DATE:

TIME FRAME:
SUGGESTED SCHEDULE: Within First Year

TARGET AUDIENCE/SIZE: Newly Hired Investigators
SPACE REQUIREMENTS:

PERFORMANCE OBJECTIVES: <i>At the end of this session, participants will be able to:</i> 1. Gain an understanding of the Bureau Records Management System
--

EVALUATION PROCEDURES: <i>(Testing Methodology)</i>
TEACHING METHODS:

LESSON PLAN WORK SHEET

EQUIPMENT AND SUPPLIES NEEDED:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Laptop | <input type="checkbox"/> P/A System |
| <input checked="" type="checkbox"/> Presentation software | <input type="checkbox"/> Demonstration Models |
| <input type="checkbox"/> Dry Erase board/Chalkboard | <input type="checkbox"/> Pencils |
| <input type="checkbox"/> Audio player | <input type="checkbox"/> Pens |
| <input type="checkbox"/> Electrical power strip & cords | <input type="checkbox"/> Chalk |
| <input type="checkbox"/> Computer extension cords | <input type="checkbox"/> Marking Pens |
| <input type="checkbox"/> Remote control for laptop | <input type="checkbox"/> Dry Erase Board Pens |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Masking Tape |
| <input type="checkbox"/> Inert/unloaded training aids | <input type="checkbox"/> Eraser |
| <input type="checkbox"/> DVD/VHS Player | <input type="checkbox"/> Video Tape |
| <input type="checkbox"/> Video Camera & tripod | <input type="checkbox"/> Audio Tape |
| <input type="checkbox"/> Television | <input type="checkbox"/> Evaluations |
| <input type="checkbox"/> Tape recorder | <input type="checkbox"/> Writing Paper |
| <input type="checkbox"/> Student manuals | <input type="checkbox"/> Testing Material |
| <input type="checkbox"/> Other: Red Gun/Rifle | |

REFERENCES:

Presentation materials

STUDENT MATERIALS:

1. Laptop computer

INSTRUCTOR MATERIALS:

1. Presentation materials
2. Laptop

INSTRUCTIONAL CONTENT	TRAINER NOTES
1. ARMS Employee Involvement	
2. Basics	
3. Edit Mode vs. View Mode	
4. Security	
5. Data Entry (Persons, Vehicles etc...)	
6. Life Cycle of a Report	
7. Workflow	
8. Resources	