

Work Package 5



PROJECT OF THE SEMINARS FOR THE VOCATIONAL TRAINING AND SCHOLASTIC SECTORS

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1. List of modules

Course #	T&T #	Module name
1	M20	The T&T Platform
2	M01	Introduction to Telework
3	M02	A Paradigm of Telework
4	M03	From Paradigm to Telework Models
5	M14	Distance Learning
6	M15	Didactic Methodology in e-Learning
7	M16	e-Learning Tools and Means
8	M17	Roles in e-Learning
9	M18	e-Learning Standards
10	M19	How to Realise an e-Learning Course
11	M21	e-Learning Contents Production
12	M22	e-Authoring in T&T
13	M05	Telework and Business: a Guide
14	M07	Project Management
15	M08	Project Management Computer Tools
16	M09	Develop Criteria for Telework Projects

2. Activities to be performed

2.1. The T&T Platform

Choose a presentation of the Moodle e-learning platform from YouTube that you consider most appropriate.

Upload the presentation's link in the right thread on Forum M01 and explain why you made this choice.

2.2. Introduction to Telework

After searching the web, choose the definition of telework you consider most appropriate.

Write the chosen definition in the right thread on Forum M02 and explain why you made this choice.

2.3. A Paradigm of Telework

After searching the web, choose the definition of paradigm you consider most appropriate.

Write the chosen definition in the right thread on Forum M03 and explain why you made this choice.

In the proper thread in forum M03, please comment about the definition of telework indicated in paragraph 3.7 of this module.

2.4. From Paradigm to Telework Models

In a text file (Word or txt format, maximum 500 kb), answer to the following questions:

- a. Describe the context for telework that can be applied within your institution (field) where you work;
- b. Which of your usual tasks do you think are the most appropriate to be adapted to telework ?

Upload your file in this area.

2.5. Distance Learning

If you performed, either for teaching or for learning, activities of Computer Based Training (CBT), Web Based Training (WBT) or e-learning, describe the main aspects of that activity in a text file (Word or txt format, maximum 500 kb) of maximum two pages.

Indicate the training objective, describe the didactic materials, activities performed by students, as well as your opinions about the way the activity evolved.

If you have never participate at a such activity, choose a training subject from your field of work and describe (also in 2 pages) the way you might design such an activity from the trainer's point of view.

Describe the didactic materials you might use and the activities performed by students.

Upload your file in this area.

2.6. Didactic Methodology in e-Learning

Your institution (organization, company) assigned you and some colleagues to develop an online course for the institution's employees with the aim of training in Google Docs.

In this regard, make a team of 3 – 4 trainees.

Each team will create in Forum M06, a single thread in which will indicate the team members and will record the discussions about:

- training needs (sketch a short table of contents for the course and comment on the approaches you will use to obtain more information);
- the way you will structure the course;
- estimation of course duration.

At the end of discussion, synthetize the conclusions in a post.

Do not forget to express, in the Forum M06, your opinion about the contents and the structure of this module.

2.7. e-Learning Tools and Means

Perform a web search and name at least five e-learning platforms.

Based on a set of criteria you choose, make a comparative analysis between the five platforms.

Make a Word report and upload it in the associated area.

2.8. Roles in e-Learning

In the context of the contents of the course established in the assignment M06 and your role as a professor please perform the following:

1. Choose a chapter from the contents
2. Make a short description of the chapter
3. Mention the activities used in the learning process (Bibliographic studies, web search, reports, debates)
4. Make a guide in MS Word guide in which you should state the following :
 - The evaluation method for each activity
 - The main problems you think will occur
 - Recommendations for the tutor facing these problems
5. Upload the MS Word document it in the associated area

2.9. e-Learning Standards

In the context of the course for which you established the contents in the assignment M06 mention the type of resources you are planning to use (MS Word, Excel documents, PDFs, Audio and Video files, forums, uploading areas).

You are planning to transpose your course in SCORM format.

Following a web search, choose a technical solution that can achieve that and comment on how the solution you chose suits your needs.

Write your conclusions in an MS Word document and upload it in associated area.

2.10. How to Realise an e-Learning Course

In the assignment M06 you've discussed about an online course which you would like to implement.

Taking into consideration the aspects from module M10 dealing the costs, detail which would be the costs of developing and implementing the course.

Write your conclusions in an MS Word document and upload it in the associated area.

2.11. e-Learning Contents Production

Taking into consideration the main three roles in e-Learning (e-author, e-editor, e-publicist), imagine that you've been appointed to manage the e-Learning sector in your institution. Obviously, your colleagues are the e-authors for each discipline that they teach. You have to hire an e-editor and an e-publicist.

Please discuss in forum M11 the competences and e-editor, respectively an e-publisher should have. For each competence mention the means you would use to verify it (CVs, face to face interview, certificates)

2.12. e-Authoring in T&T

In the context of the course for which you established the contents in assignment M06, imagine a general pattern for a webpage serving your course. You can find inspiration in the pattern presented in the support materials, but your pattern must be different.

You can present the pattern using a text document, an image or a MS PowerPoint file.

Upload the report in the associated area.

2.13. Telework and Business: a Guide

Imagine you want to start your own telework based business, in the field of personnel training. Choose a field that you find relevant for your competences in order to provide e-learning based training. In a text document please write the following:

1. the field you chose
2. the competences you want to improve
3. the name of the course
4. the duration(number of hours) and the rhythm of the course (hours/week)
5. student profile
6. target markets
7. means you plan on using in promoting campaigns.

Upload the report in the associated area.

2.14. Project Management

For the course you chose in Module 13, establish a timetable for the preliminary and after the course workflow (promoting, students registration, evaluation, graduation certificates).

Create a two column table in a Word document. In the first column you will point out the time interval of the activity and in the second column designate the name of the activity. Let us consider as starting date for the course 1.11.2010.

Upload the report in the associated area.

2.15. Project Management Computer Tools

In the support material associated with module 15 (page 3 and 4) you will find listed a series of software programs used in the project management field. Search on the internet sites that discuss the differences between different project management software packages.

In forum M15, write the link of the website that in your opinion is relevant in choosing a software for project management. Also indicate the software you would use.

2.16. Develop Criteria for Telework Projects

Assuming that were possible, imagine that the job you have should be turned into a full-time teleworking job.

In a text file, point five telework's benefits which would motivate you in the new situation.

Upload the report in the associated area.

3. General planning of the module

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1	1	The T&T Platform
2	2	Introduction to Telework
3	3	A Paradigm of Telework
4	4	From Paradigm to Telework Models
5	5	Distance Learning
6	6	Didactic Methodology in e-Learning
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