

Assignment 1

Individual oral presentation

- The purpose of this assignment is learning to plan, teach, supervise and assess users.
- You should select a computer application and suggest ways in which the relevant users could learn using this application for their purposes. Your plan should be based on course literature.
- You should then select from the application one topic which users would struggle with learning. For this topic, you should plan a teaching session which includes both overall understanding and hands on skills.

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Your oral presentation of maximum 20 minutes should include

1. The plan and your reasoning behind it
 - Learning objectives
 - Prerequisite competence
 - The purpose of each elements of teaching
2. Teaching for understanding and further learning.
3. Supervision of users doing hands on exercises.
4. The assessment method.
 - Level according to Kirkpatrick's model
 - Way of assessment
 - Questions, assignments
 - Observation

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Examples from plans

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INDEX CREATION

PRERQUISITE KNOWLEDGE

- Familiarity with Microsoft Word Processor
- a) Main menu
- b) Tool bar
- Ability to navigate through a word document

OBJECTIVES

By the end of the lesson, learners should be able to;

- Mark index entries
- Create an index

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ITEM	TASK	TIME	RESPONSIBILITY
1	Presentation of Mail merge Overview by <ul style="list-style-type: none"> Defining what mail merge is Using Visualisations Using Examples 	3 Minutes	Clement Banda
2	Explaining the Problem by <ul style="list-style-type: none"> Providing the motivation to the Learners as to why they do need mail merge Give examples of situations where mail merge can be used and the Learners are familiar with 	2 Minutes	Eddons Munthari
3	Explaining the Principles of mail merge concepts by <ul style="list-style-type: none"> Explaining the concepts of the main document with fixed text which acts like a template Explaining the concepts of Fields which act as variables in the main document Explain the Concepts of Tags which acts like placeholders of fields in the main documents Explain the concept of mail merge output which is the final product –multiples of the same document 	5 minutes	Clement Banda
4	Presentation of the mail merge instructional sheet with graphical interfaces and details of the whole mail merge processes	1 minute	Clement Banda & Eddons Munthari
	Hands on	20 minutes	Clement Banda &

Teaching Plan: Summary

- Get feedback on issues surrounding the TOC
- Repeat the principles, concepts and skills learnt to enhance retention and transfer.
- Discuss with learners how and where they would apply TOC.
 - Work reports, assignments, thesis etc

Level 2 – evaluation of learning

- Informal
 - Observe the learners during hands-on exercises
 - Ask orally during summary about the difference between Index and Table of Contents
- Systematic
 - Collect all files produced by the learners on their last exercise
 - "Explain the main concept in this session – write 3 lines"
 - "What can you use this operation for in your job? At least one purpose"
 - A multiple choice question on each of the competence areas

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Level 3 - evaluation of behavioural change

- Do you do any tasks differently after the training?
 - If yes, how?
- Abilities for further learning
 - When you get stuck, do you
 - a. Push the Help button
 - b. Search google
 - c. Ask a colleague
 - d. Try all options in the program
 - e. Find a way to avoid the problem
 - f. Call IT support

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