

Personal Training
Through Technology

September 27, 2007

ITED 511 02E

Instructor:
Dr. Bosede Aworuwa

Authors:
Chad Cardwell
Jeremy Cook

Introduction

This assignment required us to develop a training module for our company “New Horizon.” Because New Horizon believes strongly in self improvement and professional development, it has invested a large amount of resources into an online training environment. This allows employees from all around the globe to access online courses of their choosing. However, many of New Horizon’s employees do not own a computer, nor do they have the knowledge of how to wisely purchase one. Therefore, our training module’s purpose is to inform these employees on how to effectively purchase a computing system that will meet their needs.

We approached this project with the mindset that it needs to be simple and to the point yet still thorough enough to provide the guidance that is needed. As the “media and training specialists” of New Horizon, we felt that our training will most likely be carried out in person since many of the employees may not yet own a computer. However, if computer access is available at the employees’ place of work, then our module can also be customized for online use. The first step we took in developing our training was to brainstorm which aspects of computers are actually relevant for the decision making process of purchasing a computer. We purposefully didn’t cover all types of computing systems and instead only focused on the types of resources needed for an online educational environment. Next, we developed our outline using Inspiration 8 software to organize all of our ideas and detailed information about our training. After that, we developed a PowerPoint presentation to highlight the major areas of discussion, which includes general specifications of required computing resources as well as an example of how to purchase one online. Finally, we developed a rubric to assess the employees’ understanding of the material.

Our Products

We developed a few different products during the course of this project. As mentioned in the introduction, we first developed an outline using Inspiration 8

software. This outline serves as a tool for documenting our knowledge and recommendations as well as a visual representation of what all we've covered. It can be provided to the employees in both diagram and outline form to better assist them for detailed help in purchasing their computer system. Next, we developed our PowerPoint presentation, which is our main tool for presenting the training to the employees. We did not list all of our information in the slides in an attempt to keep it as brief as possible. Each employee will be provided with a handout of the presentation if they want to take notes. In addition to the presentation, we developed a short task for our employees to carry out, which requires them to actually apply the knowledge we presented to them. In order to assess their learning, we developed a rubric that evaluates how well they complete this task. The rubric consists of three categories or goals, each having four levels of criteria, with each level representing how well each employee performed the task.

Conclusions and Reflections

Overall, we learned a lot during the process of developing this training module for New Horizon. First, it enabled us to exercise the five phases of Technology Integration Planning in a real-world scenario. Next, it allowed us to gain useful experience working with teaching tools such as Inspiration and PowerPoint. Finally, we actually learned more about computers and their components as we developed our training materials. Now we too can feel confident in our next computer purchase, whenever that may be.

References

- (n.d.). Retrieved September 2007, from Find a Notebook, Desktop, Server, Printer, Software, Service, Monitor or TV at Dell.: <http://www.dell.com>
- (n.d.). Retrieved September 2007, from Gateway Computers & Home Electronics: Laptops, Notebooks, Monitors, Desktops: <http://www.gateway.com>
- (n.d.). Retrieved September 2007, from Google Product Search: <http://www.froogle.com>
- (n.d.). Retrieved September 2007, from HP United States - Computers, Laptops, Servers, Printers & more: <http://www.hp.com>
- (n.d.). Retrieved September 2007, from Newegg.com - Buy Computer Parts, PC Components, Laptop Computers, Digital Cameras and more!: <http://www.newegg.com>
- (n.d.). Retrieved September 2007, from PC Connection - Desktop Notebook Laptop Printers Cameras Servers: <http://www.pcconnection.com>
- (n.d.). Retrieved September 2007, from PriceGrabber.com - Comparison Shopping Beyond Compare: <http://www.pricegrabber.com>
- (n.d.). Retrieved September 2007, from Pricewatch | Lower prices on computers, laptops, mp3 players, motherboards, computer parts and electronics: <http://www.pricewatch.com>
- (n.d.). Retrieved September 2007, from TigerDirect.com Best Deals - Computer Parts, PC Components, Computers & Electronics: <http://www.tigerdirect.com>
- General Rubric Generator.* (n.d.). Retrieved September 2007, from teAchnology: http://teach-nology.com/web_tools/rubrics/general/