

e-Learning Skills for Africa/ Online Training Courses

Web-based training with Facilitator and online tutor support - Learning time approx. between 35 and 45 hours per 4 week module

Offered by Kenya eLearning Centre (KeLC) in partnership with InWEnt, Division 3.02 – E-Learning, International Knowledge Communities, Documentation

Begin/End:

01 May - 10 December 2010

Admission Requirements:

Participants and individuals from institutions should already have a basic knowledge about computer, eMail & Internet competencies

Participants have / are given enough time to participate actively in the course (time for learning and working through the course content)

Participant's institution and superior(s) support course participation through allocating "e-Time"

Participants can express themselves well in English, both written and spoken

Min. 2 years of professional experience in institutions, companies or Universities in an educational / training context

Technical Requirements:

KeLC provides online training and technology supported Learning. Therefore, it is **essential for successful participation** to have the following technical equipment and facilities available:

- PC or notebook!
- Accessible e-mail account!
- Reliable, stable internet connection!

Hardware

- Processor: Intel® Pentium® P4+ or equivalent, 1.6 GHz or higher
- Memory: 512 MB RAM minimum (1 GB recommended)
- Internet connection: Minimum 56K modem (Cable or DSL recommended)

eSkills Modules and Content:

These online eLearning Skills modules are directed at individuals and institutions that already have more than basic knowledge about e-learning. The modules each last four weeks and are supported by e-tutors (except eLS, which is a pre-requisite self-study module).

The program offers the following subjects:

1. eLearning Strategy (eLS)
2. Instructional Design (ID)
3. Content Development (CD)
4. eLearning Technology (eLT)
5. eLearning Management (eLM)
6. Tutoring eLearning Communities / Online tutoring (TeL)
7. Full eSkills Course (all modules 1-6) (FeSC)

Target group:

The program offers eLearning Skills for institutions, organizations and individuals in Africa. Beneficiaries are either those who work for an institution interested in, or already implementing e-learning; or those who are closely related to a network of institutions that aim to enhance their capacity on e-learning within their country and/or region.



By taking the program, Participants are enabled to acquire the following competencies:

- e-learning content development (curriculum design, course development and administration)
- Configuration & administration of Learning Management Systems (LMS)
- Online tutoring and management of virtual learning communities
- e-Learning Project management
- e-Mentoring / e-Coaching

Software

- Operating system: Windows 98, XP, VISTA, 7 or MAC
- Office software: Standard applications such as MS-Word and -Excel
- Portable document reader: Adobe Acrobat Reader 7
- Browser: Microsoft Internet Explorer Version 6.0 SP1, Firefox 3 or higher
- Browser Plug-ins: Adobe Flash Player Version 9, or higher

Language:

English

Region of implementation:

Africa

Course Fee:

250 Euro per Module

Certificate:

It is possible to obtain an InWEnt certificate for the successful participation in this web-based training.

Max No. of Participants:

25

Deadline for application:

Two weeks before the start of each course or 10 April 2010 for all courses together

For further information please consult:

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Objectives:

The KeLC eLearning Skills development (eSkills) program aims to build an “e-Skilled” human resource pool throughout Africa; in support of a people centred, inclusive and development-oriented knowledge Society, where everyone can create, access, utilize and share information and knowledge resources. The eSkills Program further aims at enabling individuals and communities to achieve their full potential in promoting their sustainable development and improving their quality of life.

Impacts achieved:

Through KeLC and partners, we have significantly enhanced e-learning capacities within Africa and beyond. With the assistance of our main collaboration partner, InWEnt, we have supported and mutually initiated many e-learning programs and networks in Africa with significant impact on national and regional ICT and e-learning structures.



Learning and Teaching Methods:

Knowledge transfer and development through: interactive online lectures; face to face contact sessions (on demand), e-Collaboration and group work; discussions, assignments, self-evaluation

Please mark the courses you choose to attend:

Booking deadline: TWO WEEKS BEFORE START

Selection of eSkills Modules	Dates: Round 1	Euro	Enrol before	Study Mode
1. eLearning Strategy (eLS) monthly	01 May – 27 May	50	26 April	online
2. Instructional Design (ID)	17 May – 18 June	250	03 May	Online
3. Content Development (CD)	21 June – 21 July	250	01 June	Online
4. eLearning Technology (eLT)	26 July - 26 August	250	5 July	Online
5. eLearning Management (eLM)	30 August-30 September	250	9 August	Online
6. Tutoring eLearning Communities (TeL)	04 October – 29 October	250	14 September	Online
7. Participative Workshop facilitation	5-Days residential	550		Face to face
8. e-Learning Development programme (all modules 1-6) (eLDP)	26 April – 12 November	1200	10 April	Blended

eSkills ONLINE COURSE INFORMATION

1. eLearning Strategy Module

The module “**eLearning Strategy**” (eLS) is geared towards decision makers – e. g. in educational, training institution - who need to determine if eLearning is a reasonable method for their organisation and their clientele. The short self-study module equips the decision makers with the necessary knowledge to judge the scope of eLearning projects and to select appropriate team members for the necessary tasks. It also includes a section on funding of eLearning projects in development scenarios.

Main objectives of the course

- Know the benefits of eLearning
- Know which requirements exist and which participants are suitable for eLearning
- Know how to identify learning needs and appropriate learning contents
- Know how to create the appropriate infrastructure
- Know what is needed to motivate participants and how to decide on a sensible learning scenario
- Know where to look for funding for eLearning projects

2. Instructional Design Module

The capacity building course program '**Instructional Design**' (ID) is geared towards trainers and future online tutors in adult education and academic training, who need to acquire theoretical and practical online course design skills. The program equips participants with the necessary tools and knowledge to successfully develop an online course concept.



Main objectives of the program

- Participants will be able to define the term 'instructional design' and are familiar with the individual stages of this process
- Participants are able to define specific needs for training and are familiar with important frame conditions for the development of an online course and the assessment of these conditions.
- Participants are able to analyse a target group for features relevant to their course development and can describe them



Course Content

- eLearning at a glance
- Target groups and users
- Learning needs and forms of learning
- eLearning contents
- Technical requirements
- eLearning costs
- Product quality
- Motivation
- Efficiency and effectiveness
- Funding

in a learner profile.

- Participants are able to distinguish various levels of precision and areas in the definition of learning objectives. They are able to define fine-tuned objectives.
- Participants know the characteristic features of eLearning and are able to explain them.
- Participants can describe various eLearning scenarios and name their advantages and disadvantages.

Course Content

- What is Instructional Design?
- Analysis of Frame Conditions
- Analysis of Learner Characteristics
- Learning Objectives
- Characteristics of eLearning
- eLearning Scenarios

3. eLearning Content Development (CD)

The capacity building course “**eLearning Content Development**” (CD) is geared towards content experts, trainers and future authors of eLearning course material in adult education and academic training. The program equips participants with the necessary tools and knowledge to successfully plan, structure and develop instructional content to be utilized in online courses.

The main objectives of the program

- Know the main differences between authoring material for print publication (script) and online course publication.
- Know the content development basics to competently develop an online course structure
- Know the role of a storyboard for course development process.
- Know and utilise a storyboard template
- Know and conceptualise different forms of added-value for online courses
- Know all steps of a production process from course idea to the final course product

4. eLearning Technology (eLT)

The capacity building course “**eLearning Technology**” (eLT) is geared towards project managers, technological decision makers and educational technology staff in adult education and academic training institutions. The program equips participants with the necessary tools and knowledge to conceptualise the IT framework of an eLearning project and to make sensible technological decisions before the acquisition of hard and software.

The main objectives of the program

- Know the necessary local IT infrastructure for successful eLearning implementations and be able to judge a local system.
- Know the main forms of learning management systems (LMS) and be able to chose an appropriate system.
- Know the main eLearning course standards and their relevancy.
- Know the main course development tools and be able to chose an appropriate combination



<p>Course Content</p> <ul style="list-style-type: none"> • Authoring for eLearning: differences between texts for web and Script texts • Structuring content for online learning • Conceptualising added-value: graphics, simulations, interactive elements • Developing storyboards for eLearning courses • Production processes: from course idea to course product 	<p>Course Content</p> <ul style="list-style-type: none"> • Necessary IT-Infrastructure • Platforms: LMS, CMS, LCMS • Content Standards (AICC, SCORM) • How to chose the appropriate Technology • Tools for Course Production (low budget to high end) • Toolbox /Product Overview Graphics, HTML, FTP, PDF, Authoring Software, Learning Management Software
<p>5. eLearning Project Management (eLM)</p>	<p>6. Tutoring of eLearning Communities (TeL)</p>
<p>The capacity building course “eLearning Project Management” (eLM) is geared towards administrators, project managers and decision makers in adult education, academic and vocational training institutions. The program equips participants with the necessary tools and knowledge to conceptualise an eLearning project and to manage such eLearning projects in their institutions.</p> <p>The main objectives of the program</p> <ul style="list-style-type: none"> • Know the main challenges of implementing eLearning projects • Know and be able to manage a virtual project • Know the rules of calculation of eLearning projects • Know all the roles and key players that are involved in an online course project • Know and apply strategies of quality management and evaluation processes • Know all steps of a production process from course idea to the final course product • Know and be able to plan virtual course management and administration <p>Course Content</p> <ul style="list-style-type: none"> • Implementation of eLearning in organisations • Virtual project management • Administration and course organisation • Calculation • Roles and functions in practice • Quality management • Evaluation 	<p>The capacity building course program “Tutoring of eLearning Communities” (TeL) is geared towards trainers and future online tutors in adult education and academic training who need to acquire theoretical and practical tutoring and support skills. The program equips participants with the necessary tools and knowledge to successfully support eLearning participants.</p> <p>The main objectives of the program</p> <ul style="list-style-type: none"> • Know the role and the different functions of an online tutor in a virtual learning environment • Know and efficiently handle the different communication processes and member types typically encountered in eLearning situations • Know and handle different social settings and intercultural specifics in eLearning course scenarios • Know and utilise the various forms of communication media available for tutoring • Know and apply different steps of learner and course management • Know and utilise the tutoring tools of the Global Campus 21 <p>Course Content</p> <ul style="list-style-type: none"> • eLearning communities • Skills: Roles, workflow, tasks, feedback, motivation • How to: Guidelines for online communication, assignments, conflict resolution • Social aspects: Learning groups, intercultural aspects, learning styles • Tutoring-Tools: e-Mail, chat, bulletin boards and discussion forums, virtual classrooms • Course management: Time management, group management, controlling