

SOP Nr.	SOP Subtitle	Learning Objective	L.-Hrs.
1st face to face workshop module			28
I. Project Management and Business Development			
1.1	Defining your product	to define the product; to position the product based on market research	5
1.2	Managing your project	to design a project plan (WBS) for ones own product development and delivery	9
1.3	Selecting a suitable license model	to know about Intellectual Property Rights; to choose a license model for ones own product	10
1.4.1	Calculating course production costs	to calculate product development, running (incl. participant) costs and overheads of your own product	20
1.4.2	Calculating your distance learning costs	to know the cost factors of distance education institutions	20
1.5	Reviewing your project planning documents	to check your project plan feasibility, and make required changes	10
II. Planning			
Conditions and Requirements Analysis			
2.1	Assessing your organization's e-Learning readiness	to assess elearning readiness and to analyse results	12
2.2	Analyzing your product requirements	to identify and describe the requirements	8
2.3	Analyzing connectivity requirements	to analyze the connectivity requirements of blended learning institutions	8
2.4	Analyzing your market targets	to analyze target groups	8
<i>EVENT Module: "Best practice: Telecenters"</i>			8
2.5	Assessing learning needs	to know DACUM procedure; to validate existing DACUM charts to identify learning requirements	10
Content and Task Analysis			
2.6	Collecting and arranging courseware content	to collect, select, and arrange the content	10
2.7	Re-using learning materials or making new content?	to evaluate, re-use, make or buy courseware material	10
2.8	Writing learning objectives	to write learning objectives	10
<i>EVENT Module: "Best practice: E-Learning Competency Centre"</i>			5
Designing Learning Scenarios			
2.9	Choosing the right learning scenarios	to choose targeted learning scenarios using SOP	10
Structuring Learning Procedures			
2.10	General Learning strategy	to know general learning strategies and to write a WebQuest draft	6
2.11	Implementing the CISCO Reusable Learning Object Strategy	to structure and author content according to Cisco authoring guidelines	20
2.12	Setting up an e-Learning support structure	to define a support system using SOP	5
2.13	Grading policy	to define assessment/grading policy	5

III. Course Production

Face-to-Face Encounters

3.1	Planning face to face elearning and encounters	to plan face to face learning encounters	8
-----	--	--	---

Media based learning

2nd face to face workshop module 28

3.2	Authoring modular content	to author text, to write a WebQuest draft for your own project	20
3.3	Authoring modular media	to produce learning multimedia using Rapid Elearning Tools	30
3.4	Storyboarding Computer- and Web-Based Training	to develop storyboards	10
3.5	Defining learning activities and planning tutorial support	to specify appropriate learning activities, to revise planned learning activities, to define the needed tutorial support	15
3.6	Producing electronic content (single source publishing)	to produce structured electronic content	20
<i>EVENT Module: Gender aspects</i>			5
3.7	Implementing a course on a LMS	to implement a course on a LMS	20

IVa) Running the Course

4.1	Announcing a course	to write a course announcement	6
4.2	Registering course participants	to register participants according to a checklist	3
4.3	Start a course	to welcome and encourage learners	4
4.4	Learners support	to support learners	10
4.5	Assessing learners	to assess learners	3
4.6	Issuing certificates	to issue certificates	4
<i>EVENT Module: Game Based Learning (Yeepa)</i>			3

IVb) Product evaluation and service delivery

4.7	Formative evaluation	to accomplish formative evaluation	8
4.8	Summative evaluation.	to accomplish summative evaluation	8
4.9	Revising courses	to write a revision plan and revise the course	20
3rd Face to Face workshop module and results presentation			28

V) Impact

5.1	Enterprise extension	to select the suitable organizational structure for the delivery of blended learning services	10
5.2	Case study: Setting up of a quality assurance network for learning products in Latin America	to develop a network agreement for quality assurance procedures	12
5.3	Implementing Telecenters	to develop a project plan to setup a Telecenter for your own blended learning services	8