

ISD Written Project Report

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Table of Contents

Introduction	3-5
Needs Assessment	5
Instructional Goal/Objectives	5-6
Learner Analysis	6-7
Course and Lesson Plan Maps	7-8
Instructional Strategies	8-9
Assessment Strategies	10
References	11

Introduction

Management Information Systems 372 is an eight week online course that's designed to give learners a basic foundation of Microsoft Office 2010. This course provides comprehensive training instruction on the four most popular Microsoft Office programs. This online tutorial was developed using Google sites.

This online course consists of several components which include Home, Announcements, Course Material, Lectures, Assignments, Quizzes, Resources, and a Contact Information/Email Instructor tab. The Home tab contains the course syllabus and a course overview. The Announcements tab is where the instructor will add all important news and information for the class to easily access. The Course Material tab contains information about the text, projects, quizzes, and exams that will be used and conducted for the class during this semester. The Lecture tab contains lecture notes that will be essential for success. The Assignments tab contains the Discussion Forum where the class participants and the instructor will have regular interaction, along with assignments for each section of the course. The Quizzes tab contains quizzes for each section. The Resources tab contains videos clips to accompany each section in the class modules. And of course the Email Instructor tab allows you to have direct email contact with the instructor. These components are essential to the following four modules in this online learning tutorial.

- **Module One:** Microsoft Word 2010. With Microsoft Word you can format a document, edit, proofread, and track changes in a document using easy, built-in tools
Create and use templates to put together newsletters, brochures, etc. Design tables, charts, and graphs, create 3D effects for pictures and graphics, use Microsoft Word's security features to protect your documents, share documents over the web, navigate

through long documents in a matter of seconds using the new navigation pane, and take screenshots of your work with Microsoft Word 2010.

- **Module Two:** Microsoft Excel 2010. With Excel you can organize, sort, and record data. Enter in text and mathematical equations. Keep, track, chart, graph, and compare statistics. Maintain records. Create mathematical equations and functions to accurately keep records and statistics whenever data changes. You can even use Excel to balance your checkbook, calculate the dollar amount you're spending on interest rates for credit cards and mortgages, as well as track your corporate spending accounts! You can also turn around and use Excel for something as simple as listing who is bringing what to the next family reunion. MS Excel can be used for the most complex or simplest of tasks...and all these tasks can be done quite easily when you know how to use Excel 2010.
- **Module Three:** Microsoft PowerPoint 2010. With PowerPoint you can learn how to insert text and using WordArt, how to insert graphics (tables, charts, shapes, clip-art), how to work with videos, movie-clips, animations, and transitions, how to work with sounds, how to create photo albums, reviewing and adding comments to the presentation, editing, saving, printing and publishing tools. Most often PowerPoint presentations are used in settings such as Education and Business.
- **Module Four:** Microsoft Access 2010. Access 2010 is a relational database application in the Microsoft 2010 Office Suite that allows users to enter, manage, and run reports on large amounts of data. In this tutorial, you will learn the essential skills needed to use a database, including entering data into forms and tables, running queries to search data, and producing meaningful reports.

The Management Information Systems 372 online tutorial offers multi-type assessment strategies at the end of each module as a tool to receive feedback from the learners and measure the overall learning curve of the learners. This written project report will give a detailed overview of the components of the online course/tutorial, Management Information Systems 372, along with its goal/performance objectives, learner analysis, lesson plan maps, instructional strategies, assessment strategies and references.

Needs Assessment

This online course/tutorial was developed to be either included an undergraduate degree process for learners who are in pursuit of an undergraduate degree or to be used as a Professional Development course for employees who are currently in the workforce and are seeking to be more engaging in the technology aspect of the business or this online course/tutorial can be used as a requirement for employees in the workforce as well. To some degree, in today's economy, education in Technology will indeed be an asset. But not only will knowledge of basic technology principles be an asset but it will also serve as a means of basic communication in Education and in Business. The learners are required to be active participants in this course. Active participants will result in effective use of basic technology principles and tools that are included in this course. Upon successfully completing this course, learners will have an understanding and knowledge of basic computer skills and computer software skills and tools that are used in most Education and Business settings today.

Instructional Goals/Objectives

Management Information Systems 372 was designed to give basic knowledge and understanding of the needs and roles of management information systems (MIS) within business

organizations, to develop an awareness of critical issues faced by the MIS profession, including international information flow, legal and ethical issues of information usage, and security and privacy of data resources, to develop problem solving and managerial decision-making skills using information systems and information technology, to develop communications skills with the use of information systems and information technology, to develop basic skills for interacting with single and multi-user information systems. These objectives are essential in today's economy. Regardless of your profession, at some point, we all should have a basic knowledge and understanding of technology, as it is used throughout the world as a means of communication. Successful completion of this online course, learners will have obtained the basic knowledge and understanding that's used or required in the workplace or in education.

This online course is developed in such a way that includes the framework and foundations to promote an engaging learning atmosphere and learning principles that are expected throughout the course. Each module is an independent "stand-alone" exercise within itself; however having basic knowledge of other modules will help the learners be more self-sufficient in learning other modules. The Performance Objectives are measurable and expressed within the results of the assessments given to the learners after the modules. The Performance Objectives are also attainable and realistic. Each learner is expected to exemplify a certain degree of knowledge and understanding of basic computer software knowledge as it relates to communication in Education and in the workplace.

Learner Analysis

All learners should not be created equally because they are not equal. This online course/tutorial was not developed for a certain group of individuals, per say. It was developed as a tool

or a mechanism to link or bridge all learners from one point to another. Whether you are a computer wiz or not, this course tutorial is designed to enhance communication among all levels of humanistic beings. Whether you are a beginner or not, this course is designed at such a pace to allow room for all learners to grasp the content and be successful. Whenever the learner is in doubt in a component, lesson, lecture, or even a strategy, this online course contains downloadable lectures and video tutorials as assistance. It is safe to say that the group of learners for this online course is not required to have any prior computer knowledge, as the very basic software and hardware components are included in the course material. This entry level course is designed for beginners and intermediate learners.

Course and Lesson Plan Maps

This section of the ISD Written Project Report will include an overview of the course content and it will also highlight two modules that contain assignments and schedules.

Course Map

Topic:	Web-based Instructional Strategies:
1) Hardware and Software Components	1) Webinar, Podcast, Videos
2) Microsoft Office Word 2010	1) PowerPoint, Lecture, Video
3) Microsoft Office Excel 2010	1) Lecture, Video, PowerPoint
4) Microsoft Office PowerPoint 2010	1) PowerPoint, Lecture, Video, Podcast
5) Microsoft Office Access 2010	1) PowerPoint, Lecture, Video

Lesson Plan Maps

Objective:	Topic:	Assignments:
Intro to Microsoft Word 2010	2) Discuss Syllabus 3) Discuss Home, Insert, Page Layout, References, Mailings, Review, View, Design, and Layout tabs	6) Read Chapters 1 and 2 of textbook. Textbook: Essentials to Microsoft Office 2010 7) Take Chapters 1 and 2 Quizzes

Objective:	Topic:	Assignments:
Intro to Microsoft Excel 2010	4) Discuss Syllabus 5) Discuss Home, Insert, Page Layout, References, Mailings, Review, View, Design, and Layout tabs	8) Read Chapters 3 and 4 of textbook. Textbook: Essentials to Microsoft Office 2010 9) Take Chapters 3 and 4 Quizzes

Instructional Strategies

There are many different types and methods of instructional strategies that has shown to be effective and efficient in literature-based and also in online learning. A few examples of instructional strategies used in this particular online course tutorial, which was created and initiated by the developer/designer of the course, are self-initiated reading of chapter lessons, discussion, and lecture.

Self-initiated reading is learning that is initiated and directed by the learner which includes self-paced, independent, and individualized learning as well as self-instruction. Any online learning course tutorial requires the learner to be proactive and it also requires a mature level of discipline. Learners who take initiative in learning and are proactive learners learn more

and better than most passive learners. They also tend to retain more information and make more use of the information learned.

Discussion is another instructional strategy used within this online course tutorial. Discussion encourages the learners to be more interactive in course topics. Discussion also gives the learners an opportunity to analyze different views of each other's opinions and comments about course topics and course information. Discussion is also another tool that silently promotes learners to be critical thinkers, as they interact and respond to various views and opinions of their peers. Discussion is often the heart of an online course tutorial. Management Information Systems 372 offers a mode of discussion that includes a mailing list (listservs) which was developed to target particular subjects.

Lecture is one of the most common methods of instructional strategies used in both online and classroom settings. More often than none, lecture is designed to lay the foundation of the course, as the learners work through the subjects for completion and to connect the dots of understanding. Lectures are most effective when used in combination with other tools to assist in the learning process. In this case, this online course tutorial has online lectures to assist in developing the learners. There are a number of ways that online learning can be presented. For example, online lectures can be placed on a web page for viewing, sent in an email, or even downloaded from the internet. They can also be presented via video or audio over the internet as well, and that's just to name a few. The spectrum of online lecture delivery is broad. One of the best advantages of online lectures is that it allows learners to revisit them as often as they need because they are readily available and easy to access. In this course, the online lectures are posted on the webpage for viewing via PowerPoint presentation.

Assessment Strategies

Assessment strategies are used to measure the learner's outcomes and success in education. Assessment strategies are also used to obtain learner's feedback from the course. Assessment strategies are often used to enhance content learning and understanding of the course material. In this online course tutorial, the following assessment strategies were used: discussion, multiple-choice quizzes, fill in the blank quizzes and assessments, and short answer questions. These methods will be used to evaluate learner progress and the effectiveness of the course material and instructional methods. Further course decisions will be based on learner outcomes of the assessment strategies.

References

Dick, W., Carey, L., Carey, J. (2011). *The Systematic Design of Instruction*. New Jersey:
Pearson Education, Inc.