



Commission on
Information and Communications
Technology



Pilot Test Conduct of ICT Training on Basic Computer Concepts and MS Word (A Report)

Dr. Teresita Narciso-Torremonia
Head
ICT Education and Training Group and eLGU CoC Project Leader
National Computer Center Field Operations Office
Commission on Information and Communications Technology

Yogyakarta State University, Indonesia
February 11-13, 2009


Outline

- ❑ Introduction
- ❑ Objectives
- ❑ Methodology
- ❑ Result of Pilot Conduct
- ❑ Evaluation and Findings
- ❑ Problems Encountered
- ❑ Lessons Learned
- ❑ Recommendation
- ❑ Summary of Tasks Done
- ❑ Acknowledgment
- ❑ Photos




Introduction

- ❑ To comply with the agreements reached during the 1st APEC Workshop held in Malaysia on March 27-29, 2008
- ❑ To develop materials which will be used to help poor and rural communities have access on ICT
- ❑ To pilot test the materials in the area
- ❑ To present the result of pilot test conduct




Objectives

- ❑ To determine the effectiveness of the materials and methodologies used
- ❑ To assess the usefulness and relevance of the chosen topics
- ❑ To provide ICT awareness to the deprived, depressed and underserved areas
- ❑ To determine the impact of the project to out-of-school youth (OSY)



Beneficiaries

- ❑ Out-of-School Youth (OSY)
 - ❑ can understand English
 - ❑ no ICT background
 - ❑ belongs to poor family
 - ❑ between ages 15-24
- ❑ Barangays Taluksangay, Sta Maria and San Roque
- ❑ December 18, 2008 – 13 learners
- ❑ January 13, 2009 – 11 learners



Entitlements

- ❑ Free training for 8 hours
- ❑ Training Kit
(bag, ID, note pad, pen, and manual in CD)
- ❑ 1 computer unit each
- ❑ Internet connection
- ❑ Food
- ❑ Certificate
- ❑ Token



Methodology

- ☐ Lecture
- ☐ Interactive discussion
- ☐ Hands-on/Exercises
- ☐ Written Examination



Methodology

- ☐ Written evaluation
- ☐ Impressions



Evaluation

On the topics

- ☐ Basic Computer Concepts
 - ☐ work becomes easier
 - ☐ can now differentiate data from information
 - ☐ realized the importance of IT nowadays
- ☐ Computer and its Environment
 - ☐ to understand computer, you need to be familiarized with its various parts
 - ☐ now I know how to properly turn-on and off a computer
 - ☐ I liked the topic on hardware, software, peopleware
 - ☐ can now identify the parts of a computer



Evaluation

On the topics

- ☐ MS Word
 - ☐ it is only now that i experienced typing
 - ☐ learned to type and put "decorations" in my file
 - ☐ learned to use the letters in the keyboard
 - ☐ so, there are functions and menus to help me work faster and easier
 - ☐ working with a computer is fun



Evaluation

☐ On the exercises and activities

- ☐ Essay
- ☐ Fill-in the blanks
- ☐ True or False
- ☐ Enumeration
- ☐ On-line exercise



Evaluation

☐ On the mentors and lab assistants

- ☐ attend to queries for clarification
- ☐ patient and accommodating
- ☐ know the subject matter
- ☐ ready to help during hands-on



Evaluation

- ❑ On the venue, equipment and training kit
 - ❑ venue conducive for learning
 - ❑ facilities are good
 - ❑ first time to attend a training with a bag and a CD



Other Topics

- ❑ Internet or web surfing
- ❑ emailing
- ❑ website
- ❑ folders
- ❑ powerpoint
- ❑ programming
- ❑ designing
- ❑ links
- ❑ chat



Problems Encountered

- ❑ Lecturer not formally trained
- ❑ Difficulty in ensuring availability of participants or learners
- ❑ Presence of laboratory assistants
- ❑ Location or area of coverage
- ❑ Funding



Lessons Learned

- ❑ Ample time for preparation
- ❑ Good planning, proper coordination and constant communication with partners
- ❑ Selection of venue and availability of good facilities
- ❑ Connectivity (nice-to-have)
- ❑ Continuous supply of electricity
- ❑ Manpower (lecturer and assistants)
- ❑ Better to have partner-personnel
- ❑ Advance collection of list of learners
- ❑ Funding is crucial



Recommendations

- ❑ Conduct a Training-the-Trainers Course
- ❑ Provide Funding
- ❑ Assign Alternate Lecturer and Lab Assistants
- ❑ Facilities
- ❑ Consolidated manual should contain more graphics



Summary of Tasks

- ❑ Development of Manual
- ❑ Coordination with DepEd thru BALS
- ❑ Identification of Area of Coverage
- ❑ Selection of Learners
- ❑ Scouting of Lecturer and Facilitators
- ❑ Preparation of venue, materials, facilities



Other Tasks

Devised materials solely for the pilot conduct :

- ❑ Registration form
- ❑ Attendance sheet
- ❑ Evaluation form
 - ❑ per topic
 - ❑ course
 - ❑ lecturer
- ❑ Exercises
- ❑ IDs, note pad
- ❑ CDs with label
- ❑ Certificate

Full documentation



Acknowledgment

- ❑ Open University of Malaysia (OUM)
- ❑ Malaysia Team
- ❑ Department of Education thru Bureau of ALS
- ❑ District Coordinators of BALS
- ❑ Districts of Taluksangay, Sta Maria, San Roque
- ❑ Pilar College
- ❑ NCC Office
- ❑ NCC Training Personnel



PHOTO DOCUMENTATION



Commission on
Information and Communications
Technology



The Participants

December 18, 2008



GRETCHEN J. CABERTE
Sta. Maria District
Zamboanga City



MONETTE P. SOLATORIO
Sta. Maria District
Zamboanga City



BERLIE A. CUARTOCRUZ
Sta. Maria District
Zamboanga City



RUDY JANE A. BERNARDINO
San Roque District
Zamboanga City



ARAGAN L. REYES
Sta. Maria District
Zamboanga City



EMEROSE T. CUARTOCRUZ
Sta. Maria District
Zamboanga City



JOEL DELLOS SANTOS
San Roque District
Zamboanga City



RAQUEL S. GOMEZ
San Roque District
Zamboanga City



ERICA C. MACYOYOCRUZ
Sta. Maria District
Zamboanga City



ANNALIE A. BERNALDO
Bailanacan District
Zamboanga City



KRISTINE JOY A. CACILABA
San Roque District
Zamboanga City



JHANEL B. ALLILANO
San Roque District
Zamboanga City



ARIS S. ALIBIRA
San Roque District
Zamboanga City



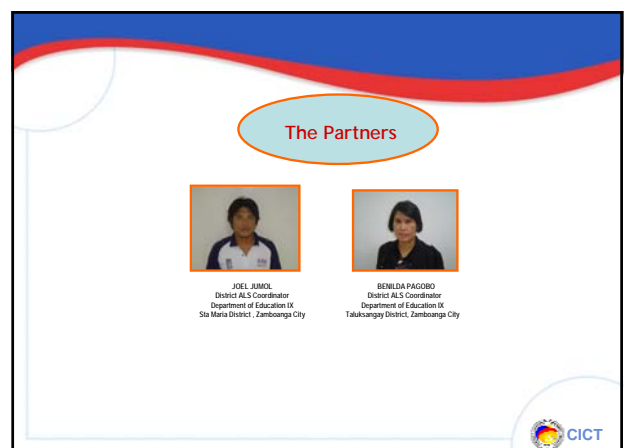
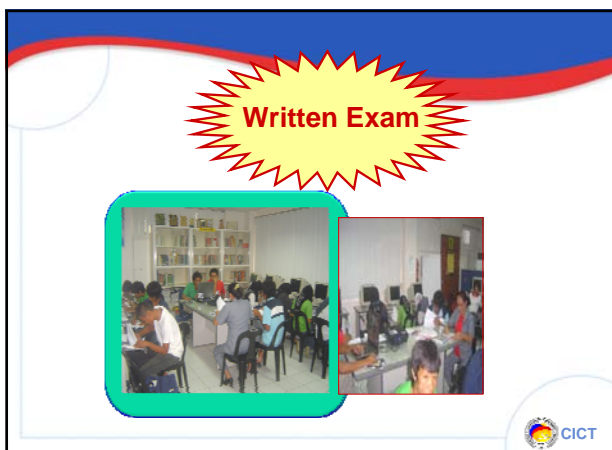
Opening and Orientation



Lecture & Interactive discussion







A pleasant day

