

# Kometter-Kasca

Author unknown

<b>Name of institution:</b> Kometter-Kasca
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<b>Country:</b> Austria
<b>Number of Employees:</b> 0
<b>Revenue in 2005:</b>
<b>Experiences with e-learning since:</b> 2003
<b>Business sector:</b> IT
<b>Target group/participants in e-learning:</b> Employer
<b>Content:</b> MS-Office; MOS Cert.
<b>Form:</b> Blended learning solution
<b>Interviewed people:</b> Ingrid Kometter-Kasca, employer

## 2. How the institution used e-learning

### 2.1. Description of the starting situation

Mrs. Kometter-Kasca was no longer current by establishment of family at „the pulse of the time “and had to acquire and refurbish appropriate knowledge before establishment of her enterprise. Her current enterprise concerns itself with adult education within the IT-range.

To be successful in business it is necessary to develop knowledge and attain certifying. The advantages of e-learning are independence, free timing, flexible organization of the contents of, own rate of learning, individual strengthening of learning contents by repetition of the exercise. As a young nut/mother learning was at home a nearly inevitable must. The operational readiness level phases were accomplished in evening units, which came to meet again the care of children much.

### 2.2. The courses

5 modules

- Outlook,
- Word,
- Excel,
- Access,
- PowerPoint

The total period was 13 weeks.

The e-learning course is developed majority multimedia and sets a rich medium-mixes (large portion of video, Audios, animated patterns, interactive elements for success in learning controls, Self tests)

- presentation by/the TrainerIn
- single work
- self learning portions
- group work
- specialized spreading work on the project
- single coaching

#### E-learning

- to each module a eLearning content is offered
- Teletutoring by experienced Tutors
- electronic „black boards “for the exchange of experience and knowledge that participant inside
- electronic panel
- electronic information and organisation tool

#### Technical requirements

Win XP, Office XP

### **2.3. Number of employees involved**

12

### **2.4. E-learning platform and technology issues**

- Internet: (56K Modem)
- Internet Explorer: 6.0 or higher
- Macromedia Flash 5 plug-in
- Screen resolution: standard

### **2.5. Course development**

Due to the specific target group the training variant with evening units was in operational readiness level form and cared for e-learning at home the most meaningful variant.

As above described for re-entering gutters an optimal variant, since the care of children was problem-free organizable during the training.

By permanent Teletutoring over the learning platform during the entire training period

Before admission into the course measure all had to complete participant inside a classification test, thus large group homogeneity.

PC with Internet connection had to be to learning completion at the disposal, directly over Internet.

Safety device of the continuity, implementation and the protection of the mental property by use one „secured “learning management system.

Use of existing standard products (e.g. ECDL)

Continuous evaluations and adjustments/improvements of the learning platform

## **2.6. Course administration**

- Takes place central from the provider
- Continuously, during the entire training period

## **3. Effects and outcomes of the e-learning activities**

### **3.1. Completion rates**

12 employees,  
everything existed, 90% very well

### **3.2. Satisfaction**

Success of the participants was obviously. Immediately after course end 10 participants had been able to achieve their goal.