

End-user training

Training Plan

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I. Introduction

Information and Communications Technologies (ICT) is becoming an increasingly vital channel for exchanging information. The possibility of using ICT in one's native language is very vital to promoting pluralism. In Nepal, the majority of the people speak Nepali, hence the need of enabling ICT in Nepali. PAN LOCALIZATION II project has been focusing in developing the ICTs in the local language. The project has been working towards advancing multilingual supports for ICTs in several targeted developing countries of Asia, developing indigenous human resource for this purpose and promoting relevant policy for sustainability of this effort.

The scope of the second phase of PAN LOCALIZATION II project would be;

- To Investigate the challenges associated with, and the effective strategies to promote, the Use and Technological Appropriation of local language computing.
- To research in development, deployment and use of the language dependent info structure

II. Objectives

This end-user training component has no ambitious goals. It is just to provide training on digital literacy for 155 community members in different three layers from five different tele centers. By the completion of the training, the trainees should be able to make e-news of local contents and update it monthly on their websites in the local language.

III. Training Syllabus

In training period of 11 days, the following contents are included;

- Basic introduction of computer
- Introduction of Nepalinux
- Basic requirements (hardware) for operating Nepalinux

- Basic knowledge in Nepalinix installation.
- Basic technical problems(related to hardware and software) occurred during installation of Nepalinix
- Introduction of Nepali Unicode
- Basic knowledge in handling writer, calc, presentation(office Impress) etc. in Nepali Unicode
- Basic knowledge on Image Manipulation application (reducing image size, creating basic effects etc.)
- Basic knowledge in transferring Images from Camera to Computer.
- Basic knowledge in using E-mail and Internet in Nepalinix environment.
- Basic knowledge in web editing (removing and placing the images and others related contents).
- Basic knowledge in Networking in Nepalinix environment
- Basic knowledge in Multimedia(Audio and video)

Iv. Training Model

This training will be managed within 11 full days residential training . It will be tentatively 8 hours per day start with 7.00 am to 10.00 am one session. 10.00 am to 12.00 noon will be lunch break. Then after 12.00 noon to 5.00 pm will be next session.

The instructors will apply instructive as well as demonstrative teaching methods. Practical classes will be arranged more than Theory classes. End-user's will learn key techniques of computer skills in their understanding level. It will not address to analytical aspects of computer

functions. They will only focus on the techniques of making E-News letters with their local contents and through using Nepali localized computing technologies.

Note: Prior to this end-user training, the ICT operators from each of the five sites and the technical staff from ENRD would have received a Training for Trainers by the instructors of Madan Puraskar Pustakalaya.

Class Size:

- Maximum 25 end-users at the third layers of training,
- At the first and second layers of the end-user's it will be 10 to 15 members.

Participants:

End –user's of NepaLinux will be the participants of this training. In the first batch, five end-users would be trained in each site.

Instructors:

- Technical staffs of ENRD
- ICT operator from the site

V. Training Materials

- Computer
- Program CDs
- Books, booklets, charts and handouts,
- Whiteboards, markers etc

VI. Training Schedule

Schedule for the Training

Time	7:00-10:00	10:00-12:00	12:00-2:30	2:30-3:00	3:00-5:00
Day					
1	Basic introduction of computer	Lunch Break	Introduction of Nepalinux	Tea break	1.Basic requirements for Nepalinux 2.Nepalinux Installation
2	Basic technical problems occurred during installation of Nepalinux	Lunch Break	1.Introduction of Nepali Unicode 2.Unicode installation	Tea break	Review
3	Basic Knowledge in Open office writer (theory & Practical)	Lunch Break	Basic knowledge on Calc(Theory & Practical)	Tea break	Practical
4	Basic knowledge in Office Impress (Theory & Practical)	Lunch Break	Basic Knowledge in Image Manipulation Application (Theory & Practical)	Tea break	Practical
5	Review of previous syllabus	Lunch Break	evaluation	Tea break	Queries
6	Basic Knowledge in using E-mail & Internet	Lunch Break	Practical	Tea break	Practical
7	Basic knowledge in Web editing	Lunch Break	Practical	Tea break	Practical
8	Basic Knowledge in Networking in Nepalinux	Lunch Break	Practical	Tea break	Practical
9	Basic Knowledge in troubleshooting	Lunch Break	Basic knowledge in networking problems	Tea break	Practical

10	Developments of local e-news	Lunch Break	General Task	Tea break	Management of end-user's training
11	Review of whole sessions	Lunch Break	Review of whole sessions contd...	Tea break	Queries

VII. Evaluation Scheme

- Theoretical test during class session
- Practical test during class session