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pictures drawings and diagrams This laboratory and exercise manual contains more than 40 forensic exercises to help prepare students for entry into the profession as a corporate or law enforcement computer examiner The information presented in this training system is updated by industry practice and research This training system is designed to be used in a lecture demonstration environment and requires the use of associated case image files An Examination of the Processes Older Adults Use to Learn Word Processing Software Grace E. Rich, 1993 **Effective Online Teaching, Training** Manual Tina Stavredes, 2011-08-02 EFFECTIVE ONLINE TEACHING TRAINING MANUAL Designed to accompany the book Effective Online Teaching the Training Manual offers instructors a handy resource that follows the main text and includes overviews readings discussion questions hypothetical scenarios activities assignments and scripts that can be used in face to face training or plugged into an online course management system The companion website contains plug and play narrated presentations for each chapter of Effective Online Teaching as well as handouts templates and PowerPoint slides Tina Stavredes has done something sorely needed in the online teaching world she has successfully combined solid theory and research with the practical application of instructor training Both the book and the training manual are a must for any online education organization Bravo DR DARCY W HARDY assistant vice provost for Technology Education Initiatives University of Texas at San Antonio and chair emerita United States Distance Learning Association Effective Online Teaching is that rare book that weaves together a solid understanding of the adult online learner and learning theory with dozens of helpful instructor strategies activities and resources to support learners success in an online environment This book and its accompanying training manual is a must have set for online instructors in higher education and corporate settings SHARAN B MERRIAM professor emeritus of adult education University of Georgia and coauthor Learning in Adulthood An eminently practical book that provides clear and unpretentious explanations of the learning theories that are essential knowledge for every online teacher together with equally uncluttered and easy to follow guidance about how to apply this knowledge to achieve excellent teaching MICHAEL GRAHAME MOORE Distinguished Professor of Education The Pennsylvania State University and editor The American Journal of Distance Education Guide to Training and Development Services ,1990

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