

# Course Information Builder™\*

## System Requirements:

- PC compatible; running Windows™ 95, Windows™ 98 or Windows™ NT(3.5+)
- Minimum Pentium® 233 mhz processor
- Minimum 128 MB RAM

## Course Information Builder:

- **Contains high level information for management, objectives, course implementor, course and syllabus classifications and course summary**
- **Allows you to build skills database, compliant towards to SCORM, AICC & IEEE**
- **Comprehensive resource library**
- **Know the true cost of each and every course developed**
- **Be able to professionally build and develop course structures, syllabuses and instructional design for development of content quickly, easily and quicker than ever before**

\* Part of the AdVantage series of software tools

## Key Features

- Amending and updating of objectives is simple and can be applied to many courses at once
- Resources such as instructor hours, publications, CBT, e-Learning, can be resourced and allocated to objectives
- NVQ / Key skills can also be input and referenced against objectives allowing you to know when and where candidates can be given accreditation
- CIB has been built to aid you through the design process in an efficient step by step approach, adhering to commonly used ADDIE model
- Once the course has been completed you will be able to produce the following reports:
  - Course Syllabus
  - Course Cost
  - Objectives met within course
  - Resources neededThis is just some of the information CIB can give you
- CIB, will also allow you to check for errors, allowing you to build a syllabus that can work from day one
- Version and cost controls have been built in to ensure that only one current course is easily identifiable

## Other Key Features:

- **Basic Steps:**
  - Input resources
  - Build objectives
  - Develop course
  - Approval
- Objectives are built on Performance, Conditions, Standards and DIF Analysis
- Objectives can also be built to link with each other, thus by including one objective into a course CIB will drag the associated objectives in with it
- Allows the input of student / class sizes and breaking them down into specific objectives
- Once the course has been approved then a read only version is produced for delivery to schools, learning establishments alike.

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TOTAL TRAINING SOLUTIONS

**OP&S**  
Limited

The only Tool to Design, Develop and Manage your Course Syllabuses and Instructional Specifications

Course Information Builder\* is a tool built by trainers for trainers, to design, develop and manage Course Syllabuses / Instructional Specifications.

The principle behind the tool is to set objectives for any course a student is to complete.

## Course Information Builder™\*

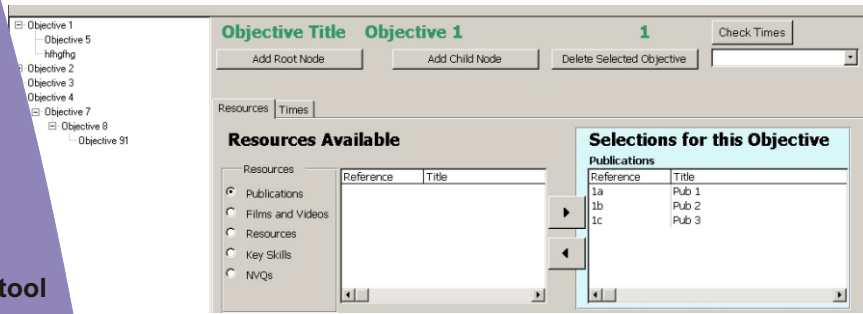
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An objective is made up of a performance, a condition and a standard, and can then be split into two types: "Parents" (Training objectives) and "Enablers" (Enabling objectives). Each objective has a unique reference number which is used to establish links between objectives and courses. All Training and Enabling Objectives can be created, amended and collated to create a complete course generation and maintenance package.

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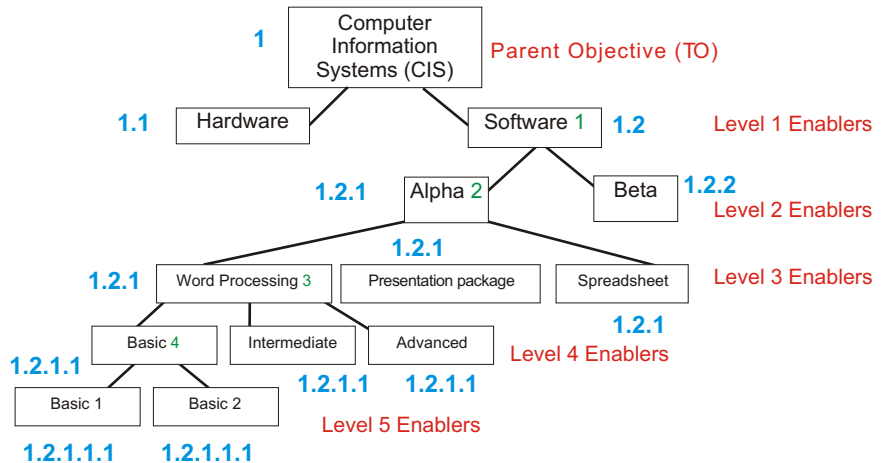
info@ops.ltd.uk

16 Narborough Wood Business Park, Desford Road, Enderby Leicestershire LE9 5XT

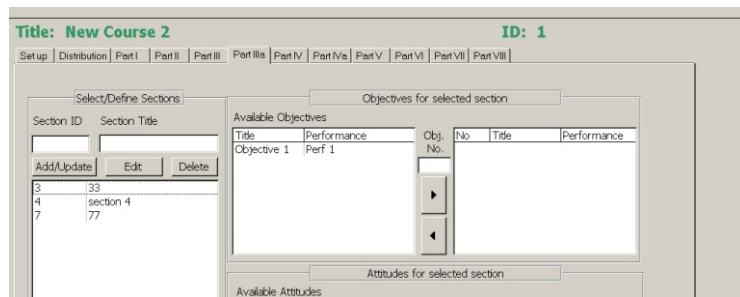


**1** Build Objectives

**2** Build Objectives



1. Software: Is an enabler to Computer Information Systems (CIS), but is also a parent to Alpha and Beta
2. Alpha: Is an enabler to Software and CIS and is also a parent to Word Processing, Presentation Package and Spreadsheet
3. Word Processing: Is an enabler to Alpha, Software and CIS, and is also a parent to Basic, Intermediate and Advanced
4. Basic: Is an enabler to Word Processing, Alpha, Software and CIS, and is also a parent to Basic 1 and Basic 2



**3** Develop Course

(Holds all the course waiting for approval)



**4** Approval

(Holds all approved courses)

