

Contents

Introduction 7

Introduction to the second edition 9

Part 1 The design of learning sequences

Introduction 11

- 1. Analysing performance and setting objectives 13**
- 2. Drawing up a learning plan 34**
- 3. Defining and ordering the content 45**
- 4. How frames are written 58**
- 5. From frames to screens 66**

Part 2 Computing systems for the trainer - aspects of computing generally relevant to computer-based training

Introduction 81

- 6. The components of a computer - the hardware 83**
- 7. The man-machine interface - how you communicate with the computer 96**
- 8. Making the computer work for you - the software 117**
- 9. Communicating between computers 128**
- 10. Developments relevant to CBT 135**

Part 3 Computer-based training

Introduction 147

- 11. CBT in the spectrum of training technology 149**
- 12. When is CBT worth considering? 158**
- 13. Planning and managing CBT development 173**
- 14. Aspects of screen design 187**
- 15. Asking questions 204**
- 16. Using an author language 213**
- 17. Testing and evaluation 232**
- 18. Computer management of instruction 240**
- 19. Some authoring systems 252**

Summary and conclusions 268

Glossary 271

Index 281