

**Visuals Index**  
**WED 474**

A. Orientation

- 0.1** Course # and Title
- 0.2** Grade Sheet

B. Review

Objective #1 - Review the HPI Program Development Process

- 1.1** Phases (Illustration)

Objective #2 - Write Selected HPI Program Development Worksheets

En route Objective #1 - Write a Task Listing Sheet

- E1.1** Task Listing Sheet
- E1.2** Definition and Characteristics of a Task
- E1.3** Sample Tasks

En route Objective #2 - Write a Task Analysis Sheet

- E2.1-2** Task Analysis Sheet
- E2.3** Definition - Performance Steps
- E2.4** Definition - Standards of Performance
- E2.5** Definition - Technical Information
- E2.6** Technical Information Topics - Examples

En route Objective #3 - Write Performance Step Analysis Sheets

- E3.1** Performance Step Analysis Sheet
- E3.2** Definition - Performance Step Details

En route Objective #4 - Write a Learning Objective Sheet

- E4.1** Four Steps to Creating a Learning Objective
- E4.2** Time-Space Relationship of the Learner and the Learning Objective (Illustration)

En route Objective #5 - Write a Learning Module

- E5.1** Time-Space Relationship of the Learner and the Learning Objective (Illustration)
- E5.2** Challenge
- E5.3** Learning Activities
- E5.4** Order
- E5.5** Phrasing
- E5.6** Summary Question
- E5.7** Sequence of Learning Activities
- E5.8** Learning Objective with Learning Activities (Illustration)

Objective #3 - Write a Course/Unit Syllabus (abbreviated)

- 3.1** Components of an Abbreviated Syllabus

## B. Materials Development

Objective #4 - Write a Learning Activities Development Sheet

No visuals

Objective #5 - Prepare an Introduction

**5.1** Components of an Introduction

Objective #6 - Prepare Knowledge Acquisition Learning Activities

**6.1** Learning Activities/Objective **Knowledge Acquisition** (Illustration)

**6.2** “Terms” - Information Sheet

**6.3-4** “Balancing Preparation”~Information-assignment Sheet

**6.5** Assignment Sheet

**6.6** Headings

**6.7** Factors Affecting Readability

**6.8** Readability Formulae

**6.9** Process - Gunning “Fog”

**6.10** Exercise #1

**6.11** Results of Exercise #1

**6.12** Exercise #2

**6.13** Considerations

Objective #7 - Prepare a Knowledge Review

- 7.1 Learning Activities/Objective **Knowledge Review**  
(Illustration)
- 7.2-3 Illustrated Presentation
- 7.4 Sources of Content of the Knowledge Review
- 7.5 Learning and the Five Senses (Illustration)
- 7.6 Illustrated Presentation Guide

Objective #8 - Write a Knowledge Test with Answer Key

- 8.1 Learning Activities/Objective **Knowledge Test**  
(Illustration)
- 8.2 Components of a Knowledge Test
- 8.3 Knowledge-based Test items

Objective #9 - Prepare a Recorded/Written Demonstration

- 9.1 Learning Activities/Objective **Demonstration**  
(Illustration)
- 9.2-3 Demonstration
- 9.4 Sources of Content for a Demonstration
- 9.5 Demonstration Outline
- 9.6-7 Procedure Sheet - “Balance a Cash Drawer”

Objective #10 - Prepare Practice Materials

- 10.1** Learning Activities/Objective **Practice**  
(Illustration)
- 10.2** Rationale
- 10.3** Evolution
- 10.4** Variables

Objective #11 - Write a Performance Test

- 11.1** Learning Activities/Objective **Performance Test**  
(Illustration)
- 11.2** Components of a Performance Test

Objective #12 - Create Package Identification Labels

- 12.1** Labeling

C. Review

- 1.1** Phases
- - - DWFC
- Learning Activities-Objective (Illustration)