

# Course Inventory

Toolkit Item #8



## What This Is:

This is a two part document.

The first tab, the Course Inventory, is a listing of all the courses you plan to make available to your domain via the VA LMS when you are fully in Phase II. The listing includes information about the courses to help you determine the work that will need to be completed to make these items in the VA LMS after you have completed the Domain and Learning Manager training. We would expect a Course Inventory from each VAMC and VISN as well as the appropriate VACO or VHACO Program Office.

The second tab, National Course Recommendations is to be submitted by VISNs only and reflect the list of courses each VISN is suggesting to be made national items. **BE SURE TO INCLUDE THESE COURSES ON EITHER THE VISN OR VAMC COURSE INVENTORY BECAUSE WE DO NOT KNOW IF OR WHEN THE RECOMMENDATIONS WOULD BE APPROVED.**

## Why This Is Useful:

This is useful to you as you proceed to establish items in the VA LMS and to the VA LMS Program Office to help us identify potential content integration issues. It also is helpful in identifying local courses which could be made available nationwide.

## How To Use This:

This inventory is to be completed for all the courses you intend to make available through VA LMS for your domain. **Both VAMCs and VISNs will complete the inventory.** The courses listed at each domain level reflect the final decisions of the Domain and Learning Managers and Designated Learning Officers VISN-wide. If you are using the TEMPO utility reports, you will be able to copy/paste the course titles from the utility report to this course inventory.

The Course Inventory is due to Colleen Feige, [colleen.feige@va.gov](mailto:colleen.feige@va.gov), by January 30, 2010.

## Instructions for the Course Inventory:

1. Course Name – This is the name of the local courses you currently have available to users within your domain.
  - If you are VAMCs which use the TEMPO utility “TEMPO Mapping to VA LMS Function”, the list can be copied from the report “Create Item in the Facility Domain” after VISN-wide agreement on which courses will be offered at the VISN domain and which at the VAMC domain.
  - If you do not use TEMPO, this list can be generated from information in your legacy system (likely SyQuest) after VISN-wide agreement on which courses will be offered at the VISN domain and which at the VAMC domain.
  - VISNs will report courses they intend to make available at that domain when they move into Phase II. If your VISN uses the TEMPO utility, the list can be copied from the report “Create Item in the VISN Domain”. If you do not use TEMPO, the list will be the courses you determine will be available at the VISN domain after your VISN-wide discussions.
2. Course Sponsored By – This is the name of the service or local unit which owns the material and is the promoter of the course. If this is a VAMC wide offering rather than a local unit supported course, list VAMC for that course sponsor.
3. Target Audience for This Course – Identify the employees this course is designed for. Examples are All Staff, Nurses, Coders, Supervisors, and Housekeepers. This information is intended to help you determine assignments when you develop items and assign them after you have completed the Domain and Learning Manager training and move into Phase II. We are not specifying the list of Target Audience options. We encourage you to make them as specific as you need.
4. Frequency – If the course is to be taken periodically, give the intervals required for retraining.
5. Modality – The type of course offered.
  - a. Classroom – Instructor and students are in the same location during the training. Examples would be face-to-face in-service classes, conferences, grand rounds.
  - b. Web/computer based – A computer is used to access the training content.
  - c. Print materials – This includes books, articles and kits.

- d. Multi-media – Includes video, CD ROM, CDN
- e. Virtual conference – The content is presented via audio or video conference or a satellite broadcast.
- f. Blended – A combination of modalities is used for the course.
- g. Other

THE REMAINING QUESTIONS DEAL WITH ONLINE COURSES. THIS WOULD INCLUDE WEB/COMPUTER BASED (b. in question 5) AND POSSIBLY BLENDED (f. in question 5).

- 6. Online course URL – Provide the hyperlink to the course/content. Reminder, if the course has a www. URL, it is available to users when they are not on the VA network; if it is a vaww. URL, the course is only available to users when they are on the VA network either in the office or using Rescue software.
  
- 7. Does the target audience have intranet access? Do the people who are expected to take the course have access to the VA network?
  
- 8. Online Course Communication Standard – This describes the way the course is set up to communicate.
  - a. AICC – Aviation Industry CBT Committee is an international association of professionals who work with technology-based training and e-learning. This offers a consistent, standards-driven communication with the VA LMS and is less advanced level than SCORM, but still advanced level of communication.
  - b. SCORM 1.2 – Shareable Content Object Reference Model, Version 1.2. Both SCORM versions integrate a set of related technical standards, specification and guidelines designed to meet SCORM’s high-level requirements – accessible, interoperable, durable and reusable content and systems. SCORM communications standards are the most advanced.
  - c. SCORM 2004 – This is the newer version of SCORM.
  - d. No Standard – Content is not developed to either AICC or SCORM standards.
  - e. Don’t Know
  
- 9. Online course developed by: This provides information on the course development.
  - a. VA staff – Someone in VA developed the content and course.

- b. Vendor for VA – VA contracted for development of the course.
- c. Commercial Off the Shelf (COTS) product – This is an off the shelf product purchased by VA.
- d. Other Federal Agency – Another Federal Agency such as Department of Agriculture developed the course.

10. Vendor for Commercial Off the Shelf (COTS) Online Course – If you answered c. to the previous question, please provide the name of the company who sold you the product.

**Instructions for the National Course Recommendations:**

1. Course Name – This is the name of the course the VISN would like to see made available as a national item.
2. Course Sponsored By – This is the organization which either owns the content or promotes the course.
3. Target Audience for This Course – Identify the employees this course is designed for. Examples are All Staff, Nurses, Coders, Supervisors, and Housekeepers.
4. Frequency – If the course is to be taken periodically, give the intervals required for retraining.
5. Item Information – This question pertains to what you would want to see with a national item.
  - a. Item for recording only – The VA LMS would include an item which you could record completions against.
  - b. Content Required – The item could link to content.
6. We Have Content We Can Share – This is a yes or no answer. If you think a course should be escalated to a national level and you have content you are willing to share, respond yes.
7. We Need This Because – Provide a justification for your recommendation for a national course.