

IM4ON (Instructional Materials for Office Environment)

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Abstract

Instructional material plays a crucial role in the learning process because it can promote active engagement and help the instructors and students meet their goals effectively. Currently, the students' exposure to the elements of the office environment in the OBM345 course is limited, as they primarily learn theoretical concepts in class. In March 2023, a survey of students' perceptions of the elements of the office environment was conducted among 106 students from the UiTM Pahang, UiTM Kelantan, and UiTM Terengganu campuses. The lack of interesting instructional materials hinders the students' ability to grasp the theoretical knowledge, thus impacting their preparedness for real-world work scenarios. Many students also struggle to comprehend and memorise technical terms and complex theories. Besides, the subtopics in this chapter lack updates on the latest trends, resulting in an incomplete understanding of the subject's matter. Inadequate instructional materials and the use of PowerPoint slides pose barriers to students mastering the chapter content, thus highlighting the need for improved resources. The findings of the survey indicated that students expressed a preference for various enhancements in teaching and learning pertaining to the subjects. They also expressed a desire for engaging instructional materials and interesting resources. Therefore, IM4ON is recommended to assist instructors and students in mastering this topic. The idea of integrating all pertinent details on one platform offers effective strategies for delivering the content and enables the students to have a better learning experience.

Keywords: instructional material, elements, office environment, infographic, mind map

INSTRUCTIONAL MATERIALS FOR OFFICE ENVIRONMENT

ABSTRACT

Instructional material plays a crucial role in the learning process because it can promote active engagement and helps the instructors and the students meet their goals effectively. Currently, the students' exposure to the Elements of the Office Environment is limited as they primarily learn theoretical concepts in class. The lack of interesting instructional materials hinders the students' ability to grasp the theoretical knowledge, thus impacting their preparedness for real-world work scenarios. Many students also struggle to comprehend and memorize technical terms and complex theories. Besides, the subtopics in this chapter lack updates on the latest trends resulting in an incomplete understanding of the subject's matter. Inadequate instructional materials and the usage of PowerPoint slides pose barriers to students in mastering the chapter content, thus highlighting the need for improved resources. Therefore, IM4ON is recommended to assist instructors and students in mastering this topic. The idea of integrating all pertinent details in one platform offers effective strategies in delivering the content and enables the students to have better learning experience.

OBJECTIVES

1. To improve students' comprehension and retention of complex theories by providing better strategies that are able to aid students' learning experience.
2. To improve the availability and quality of instructional materials that include images and infographics that are able to facilitate students' abilities in mastering the chapter content.
3. To establish a better system that is able to incorporate the latest trends and technologies by providing the students with up-to-date knowledge regarding the elements of the office environment.

ADVANTAGES

1. This platform empowers instructors to enhance their teaching methods and instructional materials.
2. By granting students access to high-quality instructional materials, this platform elevates the students' overall learning experience.
3. This platform bridging the gap between theories and practices, thus the students are better prepared to apply their knowledge in professional settings which in return contributes to a more competent and skilled workforce.

IM4ON

USEFULNESS

1. The platform benefits the instructors by providing effective strategies and support in delivering dynamic instructional materials regarding the elements of the office environment.
2. The platform enables the students to have access to high-quality instructional materials which makes learning more engaging, interactive and they are able to gain a better understanding of the real office environment which in return prepares them for the challenges of real working scenarios.

NOVELTY

1. The idea of integrating interactive contents such as infographics/mind map, reflection activities (online quizzes, online apps.), forums and 360 videos shows a novel and innovative way of enhancing students' experience in learning this topic.
2. The focus of this project is to improve the quality of instructional materials which exhibits originality in delivering the content.
3. The establishment of a platform that regularly updates the elements of the office environment with the latest trends, highlights an original approach of content management in the education field.



COMMERCIALIZATION POTENTIAL

1. This platform provides effective teaching strategies that support instructors and the students from IPTA, IPTS and other educational institutions that are looking to enhance the teaching approach and improve their overall learning experience.
2. The platform has potential for long-term growth in the education field since it has the ability to continually update and improve its offerings based on users' feedback, which can contribute to its sustained commercial success.

INVENTORS



Surat kami : 700-KPK (PRP.UP.1/20/1)

Tarikh : 20 Januari 2023

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Cawangan Perak



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Kelulusan daripada pihak tuan dalam perkara ini amat dihargai.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

SITI BASRIYAH SHAIK BAHARUDIN
Timbalan Ketua Pustakawan

nar

Setuju.

27.1.2023

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