

Track 3 | E-Learning Diploma



The e-learning Diploma is designed and developed by a consortium of e-Learning specialists to introduce certification in e-Learning that provides e-Learning professionals and practitioners (teachers/instructors/trainers, Instructional Designers, Subject Matter Experts, Graphic Designers, developers, Program/project managers and administrators) with a framework to acquire the competencies necessary to design, deliver, support and evaluate effective e-Learning programs.

The diploma covers the following topics:

- Basics of e-Learning
- e-Learning content development
- e-Learning content standards/technologies
- Design of e-Learning courseware
- Communication and collaboration
- Instructional design and solutions skills development
- Tools and environments
- Innovations and trends
- Assessment and testing

Audience

- Teachers/instructors/trainers
- Instructional designers
- Subject Matter Experts
- Graphic designers
- Content/media Developers
- Program/project managers
- Administrators

e-Learning Diploma Courses:

e-Learning Standards
 e-Learning Fundamentals
 Visual Learning
 Instructional Strategies
 Instructional Design
 Online Support
 Adobe Captivate
 Interactive Learning/ Simulation Tools
 Assessment Design
 Ethical & Legal Issues in e-Learning

Delivery mode

Blended Learning (e-learning + facilitator-based)

Language

English

E-Learning Standards

Through this course, educators and Web-based education system developers will have the knowledge and skills necessary to approach, implement and reuse standards-based e-learning applications.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand the concept of e-Learning standards
- Distinguish between different e-learning principles applied in course design
- Understand the psychological principles behind the nature of human cognition and learning
- Identify different graphic design Principles and their interactions and determine the visual character of each part of the design: type, text, graphics, backgrounds, etc.
- Classify Instructional Design (ID) standards and evaluate the ID of a course from a performance standpoint
- Evaluate the effectiveness of design decisions through the application of identified evaluation standards

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers
- Subject Matter Experts (SMEs)

Delivery Mode

Blended Learning (e-learning + facilitator-based)

Language

English

Instruction Hours: A total of 30 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Introduction

What is e-Learning?
 Understand Standards Concept
 ELCC e-Learning Standards
 New Instructional Model for e-Learning
 How Standards are Formed?
 The Basics of SCORM
 Producing Effective e-Learning Materials

Module 2: Principles

e-Learning Principles
 Psychological Principles
 Graphic Design Principles

Module 3: Standards

Technology Standards
 Usability Standards
 Accessibility Standards
 Instructional Design Standards
 Evaluation Standard

E-Learning Fundamentals

The course aims to provide learners with an overview of e-Learning fundamentals, in addition to explaining Instructional design and e-Content development and implementation concepts to make them better able to apply the e-content development principles.

Expected Outcomes

When participants complete the course they should be able to:

- Define e-Learning
- Differentiate between e-Learning, online learning and distance learning
- Realize the needs for e-learning
- Understand e-Learning delivery modes
- Understand Instructional design
- Be aware of e- learning principles
- Understand and analyze learning theories
- Define content and differentiate between different types of content
- Fully understand and apply the different content development tools

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Blended Learning (e-learning + facilitator-based)

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: e-Learning Overview

What is e-Learning?
 Why e-Learning?
 E-learning Benefits
 e-Learning Delivery Formats
 Types of e-Learning
 Blended Learning

Module 2: e-Learning and Instructional Design

What is Instructional Design?
 Learning Principles
 Basics of Learning Theories
 Effective Questioning

Module 3: e-Learning Content Development and Implementation

What is Content?
 Types of Content
 Content Development Cycle
 Content Development Team
 Content Development Tools

Visual Learning

The course introduces "Visual Learning and Design" and its techniques to enable learners to understand the process of visual learning and critical thinking while designing an e-learning course.

Expected Outcomes

When participants complete the course, they should be able to:

- Define visual learning
- Realize the benefits of visual thinking
- Understand visual learning and visual thinking techniques
- Define thinking and critical thinking
- Determine the types and domains of thinking
- Explain the standards and barriers of critical thinking
- Differentiate between critical thinking and creative thinking.
- Define Graphic Design
- Understand the principles and elements of design and layout

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Visual Learning

Visual Learning Techniques
Critical Thinking Technique
Retention Technique
Comprehension Technique
Organization Technique

Module 3: Critical Thinking

What is Thinking?
Benefits of Critical Thinking
Types of Thinking
Maps of Thinking Domains
What is Critical Thinking?
Characteristics of a Critical thinker
Barriers of Critical Thinking
Critical Thinking vs. Creative Thinking

Module 2: Visual Thinking

What is Visual Thinking?
Benefits of Visual Thinking
What is Creativity?
How to Think Visually?
Commandments of Visual Thinking

Module 4: Understanding Design

What is Graphic Design?
Type-based Design
Image-based Design
Image and Type
Symbols, logos and logo types
The Principal of Design
The Element of Design
Presenting with Text

Instructional Strategies

The course provides online educators and course designers with the knowledge of instructional strategies that determine the approach for achieving the learning objectives. The course aims to help participants to design activities that address different learning modes in order to provide significant learning experience.

Expected Outcomes:

When participants complete the course, they should be able to:

- Understand the instructional strategies
- Differentiate between direct and indirect strategies
- Define independent strategy
- Be aware of Experimental strategy
- Identify interactive strategy

Audience

- e-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course material.

Course Outline

Module 1: Introduction

What are Instructional Strategies?
 Functions of Instructional Strategies
 Elements of Instructional Strategies
 Categories of Instructional Strategies

Module 2: Direct and Indirect Strategies

Structured Overview
 Lecture Method
 Explicit Teaching
 Drill and Practice Method
 Compare and Contrast

Module 3: Independent Strategy

Problem Solving Methods
 Case Studies Methods
 Reading for Meaning
 Reflective Discussion
 Writing to Inform
 Concept Formation

Module 4: Experiential Strategy

Field Trips Method
 Simulations Method
 Focused Imaging
 Synectics Method

Module 5: Interactive Strategy

Brainstorming Techniques
 Cooperative Learning Groups
 Discussion Techniques
 Interviewing Techniques
 Role Playing Method

Instructional Design

The course acquires learners with the necessary knowledge and skills of the instructional design process. Learners will discover how to identify the need for instruction and analyze the learning content. Best practices for designing, planning, implementing, and evaluating instruction will help prepare learners to create e-learning programs with maximum effectiveness, efficiency and appeal of instruction and online learning experience.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand concept of Instructional Design, basic instructional design models and theories
- Be familiar with the ADDIE model
- Identify the e-Learning Principle
- Design storyboards
- Understand and apply the content performance matrix

Audience

- e-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 36 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Instructional Design Concept

Concept and History of Instructional Design
Instructional Design Model
Content Design & Development Process
Learning Domains and Objectives

Module 2: e -Learning Models

e-learning Model
Common Components of Instructional Design Models
Examples for Instructional Design Models
ADDIE Model

Module 3: e-Learning Principles

Multimedia Principle
Contiguity Principle
Modality Principle
Redundancy Principle
Coherence Principle
Personalization Principle

Module 4: Storyboard Design

What is a Storyboard?
Why Storyboards are Important?
Storyboards Elements
Storyboard Concepts
Storyboard Process
Storyboard Sample Templates

Module 5: Content Performance Matrix

Teaching and Learning Factual Information
Teaching and Learning Concepts
Teaching and Learning Procedures
Teaching and Learning Process
Teaching and Learning Principles

Online Support

The course helps learners understand the concept of online support, particularly in the field of e-learning, and apply the different support tools in a way that facilitates e-learning and maximizes learning experience.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand the concept of online support
- Differentiate between different types of online support
- Classify online support tiers
- Understand the concept of online tutoring
- Identify the benefits of online support
- Be aware of the online support tips

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Introduction

Module 2: What is Learner Support?

Module 3: Types of online Support

Module 5: Tiers of Online Support

Module 6: Definition of Online Tutoring

Module 7: Benefits of Online Support

Module 8: Tips for Online Support

Adobe Captivate

The course provides learners with the basic concepts of Adobe Captivate and simulation tools.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand the importance of simulation tools
- Use different features of the tool
- Record a simulation about any tool
- Develop Quizzes
- Develop Templates
- Publish courses as SCORM Compliant

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Adobe Captivate Overview

What is Adobe Captivate?
Who uses it?
How do we use it?

Module 3: Timeline

Show or hide timeline
Manage time layer
Timeline for slidelets

Module 5: Advanced Toolbar

Skin Editor
Preferences
Mouse Options

Module 7: Audio

Adding audio
Edit audio
Export audio

Module 9: Publishing Projects

Set publishing preferences
Publish a project as a SWF file
Publish the project as an executable file or AVI file
Publish projects to the web using FTP

Module 2: Views of Adobe Captivate

Storyboard view
Edit view
Branching view

Module 4: Software Simulation

Automatic recording
Full motion recording
Manual recording

Module 6: Configure Mouse Options

Creating Projects
Software simulation
Project templates

Module 8: Quizzes in Adobe Captivate

Create question slides
Question pools and random questions

Module 10: Using Adobe Captivate with other Applications

Microsoft word and PowerPoint
Learning management system (LMS)
Adobe Flash

Interactive Learning/Simulation Tools

The course introduces an overview to e-learning Interactivity, levels, types and models, to enable the learner to get acquainted with the interactivity concept when designing an e-learning course.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand the Interactivity Concept
- Realize the need for Interactive design
- Analyze different interactivity levels, forms and types
- Be familiar with the eLearning interactivity models
- Distinguish between good and bad interactivity
- Understand the concept of simulation
- Determine the different types of simulation
- Describe the most common simulation tools

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Interactive Learning

What is Interactivity?
 What is Interactive Learning?
 Teaching and Learning Styles
 Levels of Interactivity
 Types of Interactivity
 Interactivity In eLearning
 Interactivity Categories
 eLearning Interactivity Models
 Characteristics of Good and Bad Interactivity
 Interactivity Samples

Module 2: Simulation Tools

What is Simulation?
 Why Simulation?
 Interactive Simulations
 Types of Simulations
 Simulation Tools

Assessment Design

The course provides learners with an overview of the assessment design concept to enable them to apply the concept in the design of e-learning courses.

Expected Outcomes

When participants complete the course they should be able to:

- Understand the assessment concept
- Realize the purpose of the assessment
- Identify dimensions of assessment
- Classify assessment components
- Differentiate between different types of assessment
- Design and develop e-Learning assessment

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 12 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

What is Assessment?
Purpose of Assessment
Assessment Dimensions
Assessment Principles
Assessment Classification
Reaction Assessment
Assessment Questions Components
Assessment Questions
Developed Assessment Types

E-Learning Ethics and Legalities

The course aims to provide learners with an overview of ethics, author, Intellectual property and copyrights" to help them design e-learning courses that considers the ethical and legal standards.

Expected Outcomes

When participants complete the course, they should be able to:

- Understand ethics, author, intellectual property rights and copyrights
- Determine copyrights duration, Permissions and Exceptions
- Specify the value of copyright
- Identify the owner's rights
- Distinguish between what you can and can't do of your work
- Understand the concepts of creative commons and fair use?
- Understand websites copyrights

Audience

- E-learning educators, instructors and facilitators
- Instructional designers
- Content developers
- Graphics and multimedia developers

Delivery Mode

Facilitator-based

Language

English

Instruction Hours

A total of 6 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

What is e-Learning Ethics?
What is Author?
What is Intellectual property?
What is Copyright ©?
The Value of Copyright ©
Owner's Rights
What Can't You Do?
What is NOT copyright?
Creative Commons
Fair Use
E-Learning Myths
Websites Copyright
School Websites Copyright
Plagiarism and the internet