



## Proposed E-Course Development Form

<b><u>Course Information:</u></b>			
Course Title:		Course Code:	
Course Prerequisites:		Course Language:	<input type="checkbox"/> English <input type="checkbox"/> Arabic
Course Type:	<input type="checkbox"/> Mandatory courses	<input type="checkbox"/> Elective courses	<input type="checkbox"/> Training courses
<b><u>Faculty /Trainer Information:</u></b>			
Name:		E-mail:	
ID No.:		Ext.:	
College\Institute:	Choose an item.		
Department:			
Peer Consultants:	1) 2)		
<b><u>Previous Experience:</u></b>			
Has experience developing an e-course:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, choose the type of experience :	<input type="checkbox"/> Previous blended course teaching <input type="checkbox"/> Previous online course teaching <input type="checkbox"/> formal training\workshops		
<b><u>Curriculum Teaching Policies:</u></b>			
Course format:	<input type="checkbox"/> Purely Online	<input type="checkbox"/> Blended	<input type="checkbox"/> Self-study
Degrees Requires This Course:	<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Training Certificates
Teaching Semester:		Number of Enrolled Students:	
<b><u>Course Hours:</u></b>			
Credit hours per week:		Practical Hours:	
<b><u>Course Outlines(syllabus):</u></b>			
• Course General objectives:			
• Course Description:			



### Anticipated Educational Material:

Does the course use a standard textbook?  Yes  No

If no, describe:

E-textbook  Video  Audio  Normal and Animated Images

### Anticipated copyright issues regarding the material used in this course:

### Assessment Method:

	Assessment Type	Percentage (%)
<input type="checkbox"/>	Weekly Quizzes	
<input type="checkbox"/>	Quiz and knowledge Checks	
<input type="checkbox"/>	Midterm Exams	
<input type="checkbox"/>	Final Exam	
<input type="checkbox"/>	Individual Projects and Assignment	
<input type="checkbox"/>	Group Projects	
<input type="checkbox"/>	Case Studies	
<input type="checkbox"/>	Discussion Boards	
<input type="checkbox"/>	Essay\Research papers\Report	
<input type="checkbox"/>	In Person	
	<b><u>Total</u></b>	<b><u>100 %</u></b>

### Rational for Proposed e-course

1) Describe how the proposed e-course would meet students' needs.

2) What are the problems/obstacles that the e-course development would address and solve?



***Rationale for Proposed e-course:***

1) Which of the following criteria are met by the course you are proposing?

- Lack of classroom capacity.
- Provide flexibility in student scheduling.
- Innovative and creative use of e-course education.
- Increase students' access to course resources easily.
- Other: .....



## Attachment 1: Course Contents (For each unit)

<b>Course Contents:</b>																																		
Unit:		No. of lessons:																																
<b>First Lesson:</b>																																		
Objectives																																		
Subjects	<table border="1"><thead><tr><th>Lesson No.</th><th>Lesson Subject</th><th>Unit/Lesson</th><th colspan="2">Contents</th></tr></thead><tbody><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr></tbody></table>				Lesson No.	Lesson Subject	Unit/Lesson	Contents																										
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Quizzes, Midterm and Exams	<table border="1"><thead><tr><th>Type of Exam</th><th>Unit/Lesson</th><th>No. of Questions</th><th colspan="2">Questions</th></tr></thead><tbody><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td></td><td></td><td></td><td colspan="2"></td></tr></tbody></table>				Type of Exam	Unit/Lesson	No. of Questions	Questions																										
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## Attachment 2: Course Timeline

Week	Units\Lessons	Starting Date	Ending Date	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



### Attachment 3: Multimedia

No	File Name	Unit\Lesson	Media Type	File Extension	Delivery Method



## Attachment 4: Pledge

### Faculty /Trainer Acknowledgement of Pledge:

I am the applicant faculty member confirm that all information provided in regards to course contents and multimedia added are accurate and updated, and I have read and understand the CIS eLearning create and design course (e-course development) policy.

I agree to work with instructional designer assigned to me by the eLearning Center as I am obliged to attend throughout all e-course production stages until the delivery of this e-course.

I agree to teach this e-course for the agreed duration which is ....., and withdraw from teaching this e-course only for convincing reasons approved by College/Institute Administration.

I confirm that copyrighted information provided in (e-course development form) is correct and I acknowledge that I have not received any external funds to write and develop this e-course.

Signature of the Faculty Member /Trainer Applicant: ....., Date: .....

### Chairperson /Department Head Acknowledgement of Pledge:

I am a chairperson /Department Head of ..... Department, after reviewing and auditing the proposed educational content, I confirm that it covers the entire educational material of this course, as the content has been validated linguistically and educationally by a specialized Certified Committee.

I agree to provide an alternative teacher to teach this course in case the proposed teacher dropped out for any permitted reason.

Signature of Chairperson/Department Head : ....., Date: .....

### Academic Affairs/Director Acknowledgement of Pledge:

I am a deputy of academic affairs /Director confirm that all information provided is accurate, and I am fully aware that the eLearning center management is not responsible in regards to mistakes included in the educational material contents or multimedia added.

I agree that the main role of eLearning Center is to produce and design the proposed course using the educational material provided by us as well as providing the technical support during and after the production process.

Signature of Academic Affairs Deputy/Director:....., Date : .....