**UNIT OF EDUCATIONAL TECHNOLOGY**

**Coordinator (male student section):**

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**INTRODUCTION TO THE UNIT**

The Unit aims at the use of e-learning and its application at the College of Science and Humanities in Ghaat leading to the development of standards and enhancement of the application of e-learning technology in the education process at the College. Thus, continuous improvement and the creation of flexible educational environment would be guaranteed, achieving the goals and aspirations of Majmaah University.

**THE UNIT’S MISSION**

1- Spreading the awareness of e-learning at the college for the general benefit from continuing education.

2- Offering the best management of e-learning at the college and designing e-syllabi.

3- Preparation of college faculty members and students to deal with e-curricula.

4- Holding training courses and workshops on e-learning and its development at the college.

5- Providing technical support to students and faculty members.

6- Providing all operation and technical requirements and tools at the college.

**UNIT’S TASKS**

The unit is trying to be the communication channel between the college and the Deanship of E-learning, providing training, management, maintenance, analysis and provision of needs in addition to its contribution to the making and implementation of the Deanship annual plans.

THE Unit’s TASKS INCLUDE:

1- Training college students, faculty members and staff.

2- Providing maintenance of educational tools of e-learning department at the college.

3- Preparation of a semester report concerning the achievements of the unit.

**TASKS OF E-LEARNING COORDINATOR**

1- Contributing to spreading e-learning at the college.

2- Contributing to making and activating plans of training programs at the college in coordination with a certified trainer.

3- Training faculty members, staff and students of the college on managing e-learning and its tools in the college.

4- Preparing a semester report about the activities of the e-learning unit at the department