

UNIT OF EDUCATIONAL TECHNOLOGY

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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