



An India – UK Initiative

Certification Programme on How to teach online

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Online Teaching Certificate Programme

- Five weeks' (12 hours) programme

For the application form and payment advice please use the link

https://docs.google.com/document/d/1gnqbK5j8NQRraOVfPOe_5Za7lxp4Qlt1pU4v17HT6Ts/edit?usp=sharing

- Be Trained and confident
- Learn from your home
- Contemporary online tools
- Contemporary software platform to prepare and revise e-study material
- Assignments and peer discussions
- Continuous assessment and engagement of students during online classes





About MAKAUT

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MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY



Maulana Abul Kalam Azad University of Technology, West Bengal a doorway to renowned and advanced Knowledge and research programs, yet again has launched a new **Certificate programme in Online Teaching**, a combination skill upgrade and technology application, which is the need of the hour.

Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal is the nodal technological university of the state, which provides affiliation to more than 210 colleges offering traditional, as well as modern courses in Engineering & Technology, Pharmacy, Architecture, Management and Applied Sciences. It is a NAAC accredited state university founded in 2000.

The sprawling academic campus of the University at Haringhata, Nadia, along with the affiliated colleges is all working in close cohesion to achieve

these objectives. The City Office of the University is at Salt Lake, Kolkata.

MAKAUT has introduced an array of modern Undergraduate and Postgraduate degree, postgraduate diploma, and certificate programs in different areas like Digital marketing, Forensic Science, Analytics etc. Independently and in collaboration with different academic and industrial/commercial organizations, MAKAUT aims at improving employability of students by imparting modern skills in demand in the country and worldwide.

MAKAUT has also introduced similar programs in its more than 200 affiliated colleges, including Bachelor of vocation programs of both AICTE and UGC.



About Cambridge Marketing College

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Cambridge Marketing College



Cambridge Marketing College (CMC) is a private management college accredited by Chartered institute of Marketing (CIM) UK and Chartered institute of Public Relations (CIPR) UK. For more than 25 years, CMC has worked with students across all sectors including private, public and not-for-profit organisations to develop their PR and marketing skills and capabilities. Founded in 1991, CMC has grown to become an international expert provider of Marketing knowledge, skills and development. A faculty of 49 tutors has helped over 8,000 people gain a qualification and enhance their careers.

Unique Value Proposition

At CMC we believe in providing the most up to date knowledge and practices. We know that, in the end, what matters to our students most are their ability to improve their career growth and employability. With that in our focus, we engage our tutors from the industry who come with the most contemporary knowledge and insight. We

also review and update our study modules on a regular basis and deploy knowledge resources relevant to modern marketing management.

Major take away by our students

CMC organized an independent research in UK to find out the major benefits that our students enjoyed after studying with us. It was found that the four most important benefits are Employability, Career growth and Professional credibility.

Highlighted unique features of the programme

- Familiarisation with the technology
- Online teaching experience of the tutors
- Peer support
- Hands-on oriented

Online Teaching Certification

- Hands-on training
- Taught by tutors experienced in on-line teaching
- Practical and interactive sessions
- Guaranteed confidence building
- One to one review

About The Programme

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Background

Recent scenario has forced a large part of education delivery to move online. Even after the current situation normalises, it is expected that a substantial part of education delivery will continue to be online because of the inherent advantages of this mode of teaching.

To ensure smooth online teaching, teachers and academic at all level (school, college and university) need to get themselves acquainted with the popular technology, tools and methods of teaching online.

The course

We have designed a curriculum to provide adequate skill and knowledge to the teachers regarding teaching students online. The curriculum has been designed by academicians and industry professionals who are highly experienced in teaching students online across the globe.

Who will be benefited?

Teachers and academic staff at all levels from school to universities.

Tutors

Our tutors are from the industry who come with the most contemporary knowledge and insight. We also review and update our study modules on a regular basis.

Highlights of the course

- Familiarisation with the available online platforms
- On-line content creating techniques and methods
- Techniques to engage students online effectively
- Online assessment tools and methods
- On line etiquettes and safeguarding policies

Course Details

Programme Modules

Online Platforms

Online Tools

Online Evaluation

Online Etiquettes

Online Safeguarding

Module 1: Using Online Platforms

How to use common online platforms to deliver online training, their advantages, disadvantages and how to select the right platform for a specific class

- a. Google Hangout
- b. Zoom
- c. WebEx
- d. Skype
- e. Go to Meeting
- f. WhatsApp Video
- g. Facebook Video

Module 2: Online Teaching Tools

In a classroom environment most teachers still prefer to use chalk and board method. In some institutes facility of whiteboard and marker may be available. While teaching online teachers need to learn the use of some online tools equivalent to the physical board and chalk or maker. This course will teach how to use adapt a power point presentation for teaching. The teachers will also be taught the use of digital whiteboards. Administrative procedures like taking attendance in an online course will also be covered.

Module 3: Online Evaluation

Evaluation and examinations conducted in a classroom environment are mostly not suitable to be conducted online. To evaluate online pattern of examinations, administering examinations and evaluation methods may need to undergo significant change.

This module will cover the various methods of conducting evaluations and examinations online and their pros and cons. This will assist the teachers and examiners to conduct evaluation and examinations online.

Module 4: Online Teaching and Learning Etiquettes

To ensure smooth delivery some etiquettes need to be maintained by both teachers and students while courses are delivered online. These will be covered in this module.

Module 5: Maintaining Security and Privacy in Online Teaching

Security and privacy have emerged as a concern area in online interactions like web meetings, online training, etc. There are various reports on security and privacy breaches while using some online platforms. This module will teach how to maintain security, privacy and confidentiality of both teachers and students during online teaching sessions.

Some group learning activities such as role playing as teacher and students will be conducted live.

- **Assessment Process:** Poll / Quiz every week and a final peer-reviewed project at the end
- **Fees:** Rs. 3000 plus enrolment/assessment fee as applicable



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY - WB

Main Campus: NH 12, Haringhata, P.O: Simhat, P.S: Haringhata, Pin – 741249

City Campus: BF-142 Sector I, Salt Lake, Kolkata 700 064

Location for this course: Online

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