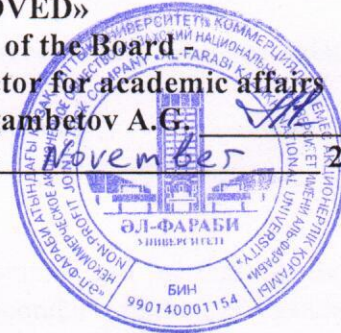


**NJC**  
**«al-Farabi KazNU»**

**«APPROVED»**

**Member of the Board**  
**Vice-Rector for academic affairs**  
**Kazmagambetov A.G.**

**« 13 » November 2024**



**Educational program of refresher courses for teachers at  
various levels of education**

**«Development and integration of massive open online courses  
into the educational process of universities»**

## 1. COURSE SUMMARY

1. Name of the Course: «Development and integration of massive open online courses into the educational process of universities».
2. Venue: al-Farabi KazNU; platform for organizing online conferences and webinars (Zoom, MS Teams).
3. Participants: teachers of various levels of education (secondary, post-secondary, higher, postgraduate).
4. Total course complexity: 72 hours (with issuance of a certificate);
5. Academic hour of the course: 45 minutes.
6. Course language: Russian.
7. Course format: hybrid (online/offline).
8. The purpose of the courses is professional development and increasing the level of competence of teachers at various levels of education (secondary, higher, postgraduate) in the field of distance educational technologies, methods and technologies for creating and organizing the use of online courses in education.
9. Course objectives:
  - teach learners how to create a pedagogical scenario for online courses, determine the target audience, and develop assessment tasks for course participants;
  - teach learners to create and structure effective content for online courses;
  - teach learners to use various filming formats when creating video lectures for online courses.
10. Expected learning outcomes:
  - draw up a pedagogical scenario in accordance with the specifics of the discipline;
  - create interesting and attractive presentations;
  - record video lectures and post them on your own video hosting channel;
  - work with basic forms of studio shooting;
  - create a project of promotional videos for online courses;
  - develop assessment tasks for students of online courses.
11. Class schedule: 5-7 hours a day. The Course program is completed at a time, within ten calendar days, through the development of two modules in distance learning and provides for various types of training sessions and academic work (Table 1).

Table 1. Course regulations

<b>Topic</b>	<b>Total (hours)</b>	<b>Lecture (hours)</b>	<b>Independent/practical work (hours)</b>
1 Module. Principles and techniques creating online courses	41	25	16
2 Module. Practical/independent work based on the materials covered	31	-	31
<b>Total</b>	<b>72</b>	<b>25</b>	<b>46</b>

## 2. STRUCTURE AND CONTENT OF THE PROGRAM

Note: 1 academic hour – 45 minutes.

<b>№</b>	<b>Topic</b>	<b>Lecture (hours)</b>	<b>Independent/pr actical work (hours)</b>	<b>Total (hours)</b>
<b>1 module. Principles and techniques for creating online courses</b>		<b>26</b>	<b>22</b>	<b>48</b>
<b>1 day</b>	Organization of study using DET. Methodological recommendations for organizing distance learning for a teacher / lecturer: preparing syllabuses, choosing the format for conducting lectures and practical classes.	2	3	5
	Selecting the team composition and distribution of roles for creating online courses.	1	1	2
<b>2 day</b>	Determining the format of online courses in depending on the target audience	1	1	2
	Stages of work on course content. Development of an online course plan.	3	1	4
<b>3 day</b>	Online course assignment formats.	2	2	4
	The process of creating and grading assignments depending on the format of online courses.	2	3	5
<b>4 day</b>	Structure and content of video lectures online course. Methods of attracting the attention of listeners.	4	4	8
	Organization of studio and field studios filming video lectures of an online course	4	2	6
<b>5 day</b>	Online structure formation – courses on digital platforms	6	4	10
	Integration of MOOCs into the educational process. Integration models	2	1	3
<b>2 module. Practical / independent work</b>		-	<b>24</b>	<b>24</b>
<b>6-10 days</b>	Completing the final project assignment - recording a promotional video with a test task in the studio video recordings.		24	24
<b>TOTAL</b>		<b>26</b>	<b>46</b>	<b>72</b>

## 5. ORGANIZATION OF THE EDUCATIONAL PROCESS

1. Courses are organized without interruption from work (distance learning) and are mainly aimed at teachers operating at the following levels of education:
  - secondary education (general secondary education, technical and vocational education);
  - higher education;
  - postgraduate education.
2. For learners who have completed the entire course program, successfully passed the test and completed practical work, the Organization issues a certificate on the topic of advanced training courses indicating the topic and volume of hours.
3. In order to ensure high-quality and successful development of the Course program, it is recommended to connect from a personal computer / laptop and have broadband Internet access.

## **6. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF THE PROGRAM**

1. Information and educational system that allows students to interact with teachers regardless of their location (platform for organizing online conferences and webinars Zoom or MS Teams).
2. Educational and methodological support for all modules is carried out using video lectures, seminars, tests, tasks for mutual verification and other interactive means of interaction.
3. When implementing the Program, distance educational technologies, active and interactive forms of conducting classes are used.
4. When organizing the educational process, in order to control and evaluate the knowledge of students, the following are carried out: independent work, test tasks, interactive forms and teaching methods: lecture, practical work.
5. Upon completion of the Courses, a final assessment is planned in the form of completed independent (practical) work in accordance with the training program (more details in clause 7 of this program).

## **7. EVALUATION OF LEARNING RESULTS**

1. Successful completion of the Course and completion of assignments presupposes complete mastery of all sections of the Course and development of a sufficient level of competence necessary to apply the acquired knowledge, skills and abilities in professional activities.
2. Assessment of knowledge, skills and abilities of students is carried out according to the following indicators:
  - practical tasks;
  - assessment of the quality of the final project;
  - general activity during the course (assessed based on the number and quality of questions to the course authors, activity during oral/chat discussions, use of the central communication center during synchronous online work with course trainers).
3. The conditions for completing the course and receiving a certificate are the completion of the following types of work, with a final grade of at least 80%:

<b>Types of activities</b>	<b>%</b>
<b>1. General activity and involvement</b>	<b>10</b>
Overall activity during the course (assessed based on the number and quality of questions to the course authors, activity during oral/chat discussions, use of the digital resource during practical/independent work work)	10
<b>2. Practical tasks</b>	<b>50</b>

<b>1 day</b>	<b>Practical task:</b> development of an online course plan with a description of the content presentation format, rationale for choosing a course model, composition of the development team and target audience. <b>Delivery form:</b> link to the created and uploaded material.	10
<b>2 day</b>	<b>Practical task:</b> creating a pedagogical script for an online course. <b>Delivery form:</b> link to the created and uploaded material.	10
<b>3 day</b>	<b>Practical task:</b> development of evaluation materials for an online course (provide various options depending on the course format and target audience). <b>Delivery form:</b> link to the created and uploaded material.	10
<b>4 day</b>	<b>Practical task:</b> script development, presentation and editing sheet for a promotional video for an online course. <b>Delivery form:</b> link to the created and uploaded material.	10
<b>5 day</b>	<b>Practical task:</b> presentation development, text and additional material for the promotional video and uploading it to the digital platform. <b>Delivery form:</b> link to the demo course downloaded on the platform.	10
<b>3. Final project</b>		<b>40</b>
Completing the final project assignment - recording a promotional video with a test task at a video recording studio of the Office of Academic and Digital Innovations of Al-Farabi KazNU.	<b>Practical task:</b> development of a demo version of an online course, including a promotional video with a test task and uploading them to a digital educational platform. <b>Delivery form:</b> archive of materials and a link to the demo course downloaded on the platform.	40
<b>Total</b>		<b>100</b>