**(i) Provide the following information about each Non-Credit Bearing Programme:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Name** | **Duration** | **Mode Of Delivery** |
| **E.g**. Professional Development Course | **E.g**. Customer Service 101 | **E.g**. 12 weeks | **E.g**. Face-to-Face & Web-Enhanced |
| **E.g**. Seminar | **E.g**. Organizational Leadership in the 21st Century | **E.g**. 1 day | **E.g.** Blended/Hybrid Learning |
| **E.g**. Workshop | **E.g**. Project Management Essentials | **E.g**. 5 days | **E.g**. Face-to-Face |
| **E.g**. Webinar  | **E.g**. Microsoft Word 2016: Overview of New Features, Updates, and Tools | **E.g**. 3 hours | **E.g**. 100% Online |

1. **ALL Non-Credit Bearing Programme Outlines MUST feature the following information.**

|  |  |
| --- | --- |
| **Programme Title** |  |
| **Programme Length:** |  |
| **Programme Description:** |  |
| **Programme Goal/Objectives:** |  |
| **Learning Outcomes:** |  |
| **General Entry Requirements** |  |
| **Programme Modules, Timing and Description** |

|  |  |  |
| --- | --- | --- |
| **Module Time/Length** | **Module Name** | **Module Description** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total: |  |  |

|  |  |
| --- | --- |
| **Learning Materials** | Ensure that text book information includes: (i) Full Name of Textbook, (ii) Author(s), (iii) Edition, (iv) Year Published, (v) Publisher(s), and (vi) ISBN #. |
| **Learning Activities** |  |
| **Assessment & Evaluation Criteria**  | Ensure to include: (i) a list of formative and summative assignments and their associated percentage weights, (ii) grading scheme used at institution (i.e. letter grade percentage weight, and GPA equivalent). |
| **General & Academic Policy Statements:**  | Ensure at a minimum the following policies are included on each course outline: (i) Academic Integrity, (Ii) Class Attendance/Absenteeism, (Iii) Technology Requirements For The Course, (iv) Disruptive Student Conduct Policy, (v) Late Assignment Policy, (vi) Make –Up Exam Policy, and (vii) Course Withdrawal Policy. Also included a ‘subject to change’ statement’ |