**Pre-Requisite Course for MED**

1. Level 6 course
2. Audience: Non-Education Degree Graduates
3. Fully Online Micro-Credential Course
4. 100% Coursework
5. Students will obtain certificate after Senate Approval
6. Classes are after working hours (Between 6pm to 8pm)
7. At least 1 hour for each class (School to confirm)
8. Students only need to pass the course to gain entry into the MED programme.

**Preparation Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **School/Lecturer** | **ODL Support** | **RAQA** |
| 1 | Confirm Course Name and Course Code with Table 4 Complete |  |  |
| 2 | Select and confirm the dates to offer this course | Create the course in Moodle (Nilai Uni Connect)  Create MS Teams links based on the dates confirmed by the school.  Enroll the appointed lecturer into the course in Moodle. | Create course name in CMS |
| 3 | Appoint Lecturer to Teach this course |  |  |
| 4 | Lecturer develops the Self-Instructional Materials and Assessments |  |  |
| 5 |  | Format and upload the materials into Moodle (Nilai Uni Connect) |  |
| 6 | Lecturer must get familiar with the course in Moodle |  |  |

**Enrollment Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **IT** | **ODL Support** | **OAR** | **Registrar** |
| 1 |  |  | Receive applications from Marketing Unit |  |
| 2 |  |  |  | Vet through the applications with consultation with Head of Programme to determine if student needs to take the prerequisite course. |
| 3 |  |  | Receive confirmation from Registrar for student to take this course |  |
| 4 |  |  | Create student ID, send offer letter to student and inform IT to create student account in LMS, CMS and Office 364 |  |
| 5 | Create student account in LMS, CMS and Office 364 |  |  |  |
| 6 |  | Enroll the student in LMS |  |  |
| 7 | Provide orientation for student on how to access CMS, LMS and Office 265 | Provide orientation for student on how to navigate the LMS |  |  |