

## FORTHCOMING RELEASE

### **E-Learning QUICK Checklist**

Authored by: Badrul H .Khan, Ph.D., The George Washington University, USA

**E-Learning QUICK Checklist** walks readers through the various factors important to developing, evaluating and implementing an open, flexible and distributed learning environment. This book is designed as a quick checklist for e-learning. It contains many practical items that the reader can use as review criteria to check if e-learning modules, courses and programs provide the level of services that learners (or consumers) should expect. Items in the checklist encompass critical dimensions of e-learning environment, including; pedagogical, technological, interface design, evaluation, management, resource support, ethical, and institutional. Throughout the **E-Learning QUICK Checklist**, various critical e-learning and blended-learning factors are presented as questions or items that you can ask yourself when planning, designing, evaluating and implementing e-learning and/or blended-learning modules, courses and programs.

"...items encompassing the various critical dimensions of e-learning and blended learning issues included in this checklist help readers to understand all aspects of open, flexible and distributed learning environment and provide valuable guidance in creating e-learning and blended learning experience."

- **Badrul H . Khan**

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# Contents

The **E-Learning QUICK Checklist** has eight sections based on the eight dimensions. Numerous factors discussed in sections 1-8 give readers a comprehensive picture of open, flexible and distributed learning; and also help readers think through every aspect of what they are doing during various steps of the e-learning process. Within the scope of this checklist book, several critical items or questions related to each dimension of the e-learning environment are presented as examples.

## Who benefits from the E-Learning QUICK Checklist?

- **Instructors** can use this checklist in courses such as distance education, e-learning, blended learning, online education, Web-based instruction, distributed learning, computers in education, hypermedia, multimedia, educational technology, instructional technology, educational telecommunications, teacher training, corporate training, and many others
- **Virtual/Corporate University Designers** can use this checklist to plan, design, evaluate and implement corporate/virtual universities
- **Providers of e-learning** (schools, colleges, universities, training and other institutions) can use this quick checklist to understand the level of services that learners (or consumers) expect in e-learning
- **Accrediting Agencies** can use this quick checklist to review whether e-learning providers provide high-quality instruction and good support services that learners must have
- **And many more!**

## About the Author

**Badrul H. Khan**, Ph.D., is an international speaker, author, educator and consultant in the field of e-learning and educational technology. Dr. Khan authored the following books: *Web-Based Instruction* (1997), *Web Based Training* (2001), *E-Learning Strategies* (2004), *Managing E-Learning Strategies* (2005), *Implementing E-Learning* (in press), *E-Learning: Design, Delivery and Evaluation* (in press), *E-Learning and Blended Learning Strategies* (in press), and *Flexible Learning* (in press). A sought-after keynote speaker on e learning, Khan is past President of the International Division of the Association for Educational and Communication Technology (AECT). He served as a consultant/advisor to distance education related projects at the World Bank, Ministries of Education in several countries, and academic institutions and corporations in the USA and abroad.

This exciting book is a supplement to **Managing E-Learning Strategies**, available in April 2005!

Forthcoming Release - ebook December 2004 & soft cover February 2004

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