1. Course Title

Methods of CIS Course Development for NATO

2. Identification Number (ID)

0971

3. Purpose of the Course

To provide the technical skills and methods required to develop technical materials to support technical training in an international environment. It will focus on the development of materials to support the two methods used most often at the NATO CIS School: classroom instruction and practical exercises.

4. Learning Objectives

Upon completion of the course, the qualified student will be able to:

- Describe NATO’s QA Process in the development of training materials
- Explain the use of Enabling/Learning Objectives (ELOs)
- Demonstrate the correct method of developing Objectives
- Identify the main elements of Course Control Documents (CCDs)
- Explain and demonstrate the correct preparation of classrooms and laboratories
- Demonstrate the correct method of developing practical exercises
- Explain the methods for evaluation of student performance
- Demonstrate the correct method of developing examination questions

5. Qualification

NATO CIS Technical Course Developer

6. Student Criteria

7. Rank

- Officer
- Enlisted (OR4 and above),
- Civilian equivalent

8. Language Proficiency

According to STANAG 6001: English SLP 3232

9. Security Clearance
10. Course Length

5 working days

11. Special Instructions

- The course requires work to be done outside normal class hours and students not staying in the Student Quarters are suggested to bring a laptop computer to work on outside normal class hours.
- All students will undertake a final exam at the completion of the course.
- All students will undertake practical exercises to demonstrate the ability to apply the skills that were taught. To make the exercises more realistic, students are requested to bring materials (Unclassified) from their normal duties to be used on the exercises.

12. Class Size

- Maximum
- Recommended
- Minimum

12/8/4

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material

N/A

15. Location

The course is conducted at the NATO Communications and Information Systems School (NCISS), Latina Italy.

16. Background Knowledge Prerequisites

- Students must be familiar with MS Word and MS PowerPoint.
- The students must have basic computer skills including the use of mouse, keyboard and printer.
- The students must be familiar with the use of a graphical user interface (GUI) like windows.