

Certificate in Pre School Administration & Management

Instruction

- 1) There are 6 Phases in total.
- 2) There is a End term Assignment after Phase 6..
- 3) You should click on the “Assignment” key (at the left hand) to download the same and save the same. Once you have completed the tasks in MS Word Doc. please upload on the interface by clicking on the upload button. You will have to select the appropriate course name with its specific assignment e.g. Ed Management Mid Term assignment and upload your file.
- 4) Do intimate your coordinator after uploading your assignments via email at : actenrollment@gmail.com
- 5) After evaluation of your assignment we will send your assignment through email.
- 6) If you have any query you can click on the “Feedback” key. You will get “New Feedback” button. You should click on the “New Feedback” button to write your query.
- 7) Once you get the reply from our end, you will get one notification in the “Envelope” symbol (top side).
- 8) You have to click on “Content” button for getting the course content. You can download and save the course content for your future reference.
- 9) You can also chat with us and email your queries at: actenrollment@gmail.com . You may also chat with us through Skype at ati.academic.support . Or WhatsApp no is 8017032503.