# Diploma Course

## Learning Procedure

This course runs for 6 months which are divided into five sections modules that will ensure that the learner sets aside 4-6 hours per week of maximum interactivity with the course material, moderator and even other students. The learner will first receive a manual with learning content which is divided into four modules of relevant course content. At the end of each module you are expected to submit assignments based on what is covered in the module. Assignments can be found at the end of the module and uploaded separately on the platform.

The monthly assignments will be presented in APA format, and should be between 7-15 pages, well referenced from various scholarly sources (published papers, journal articles and books studied; *Wikipedia is not a scholarly source of information*). The manual basically acts as a guideline and you will be expected to explore outside the manual as much as possible to have a varied view of the subject of discussion as well as rendering your work authoritative Plagiarism is not allowed.

After submission of monthly assignments, which are due on the last day of the month, it will be required that you have a one on one with your moderator, to review your work through skype, video conference or webinar and this will be done on the first Saturday of month after student has had good interaction with the module.

From the second month, students will also interact on the learning platform with the moderator to enable them discuss ideas as well for benchmarking.

## Research Paper

After 4 months of interaction with the learning materials and the moderator, you will be expected to put into practice some of the lessons learnt by writing a project paper to address a researchable problem that you have noticed as a scholar or as a project implementer.

In the first two weeks after finishing the monthly assignments, you will be expected to share the title topic of your research project with your moderator (5th Month of Study). After some agreement with the moderator, then write the objectives that you would like to achieve at the end of the course. This will be swiftly followed by presentation of a research proposal to the moderator and a defense for the same done, in justification of your methodology. After that, corrections will have been done to the proposal and the rest of the chapters done, and the document presented for review and award of marks.

**Final Examination**

This is done online and is executed in the sixth month of study. After the examination is successfully done, the certificate will be printed as well as a transcript containing all the marks scored in the various modules and the project paper.

We wish you all the best in your studies!

**Learning Portal Log in Guidelines.**

Below are guidelines on how to get started with the platform:

1. *We will send you a form requesting for your details* in order to enroll you into our system. These details include:
   - ➢ Name
   - ➢ Email Address
   - ➢ Mobile Number
   - ➢ Occupation
   - ➢ Residence
   - ➢ Course
2. *We will enroll you into the system and send you a link to your email with initial login password* which you can change to your own preferred password once login is successful. Remember your Username will always remain to be your email address.

3. *After successful login you will land to the dashboard which has links to enable you to navigate through the system.* Some of the quick links include, References, Notes, Assignment & fee statement as shown below:

4. *Changing the password*- Click on Settings and then on Reset Password and put your preferred password. As shown below:

5. *Accessing the Notes* can be achieved using several navigations which include:

➢ *Click on the Notes tab on the Dashboard*.
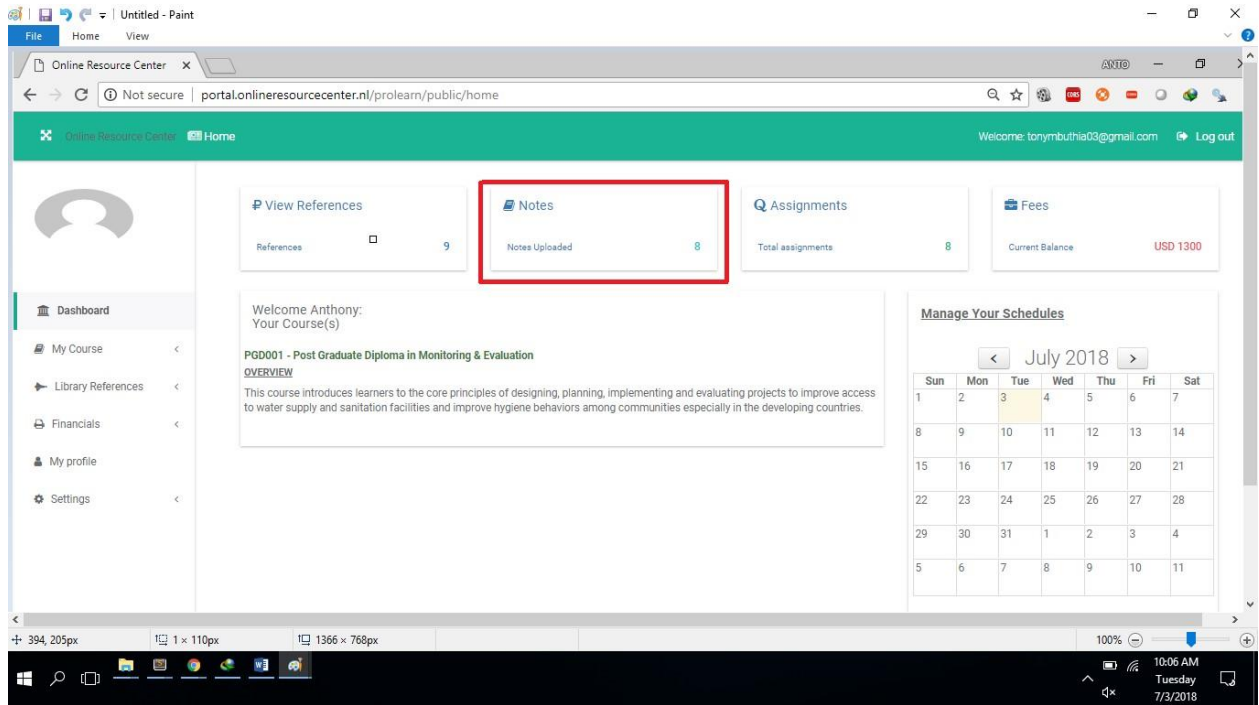


➢ *Click on the link that has the name of the course*. This will land you to the course Notes.

> *Click on my course and then View Notes.*

6. *Viewing Available Assignments*. Click on the Assignments Tab and you will see a list of all assignments available for your course. Click on download and after completing your assignment you will click on the submit button to upload the assignment.



7. *To view Results on submitted assignments* click on the courses and then view submitted assignments and you will see the grade and the remarked marked which is ready for download.

8. *Fee statement- Click on the Financials and then View fee statement*.



9. *Access more learning materials*. Click on the library and you will be having an access to all further materials provided for your course. This include, books, past papers, past project papers, videos among other extra materials.
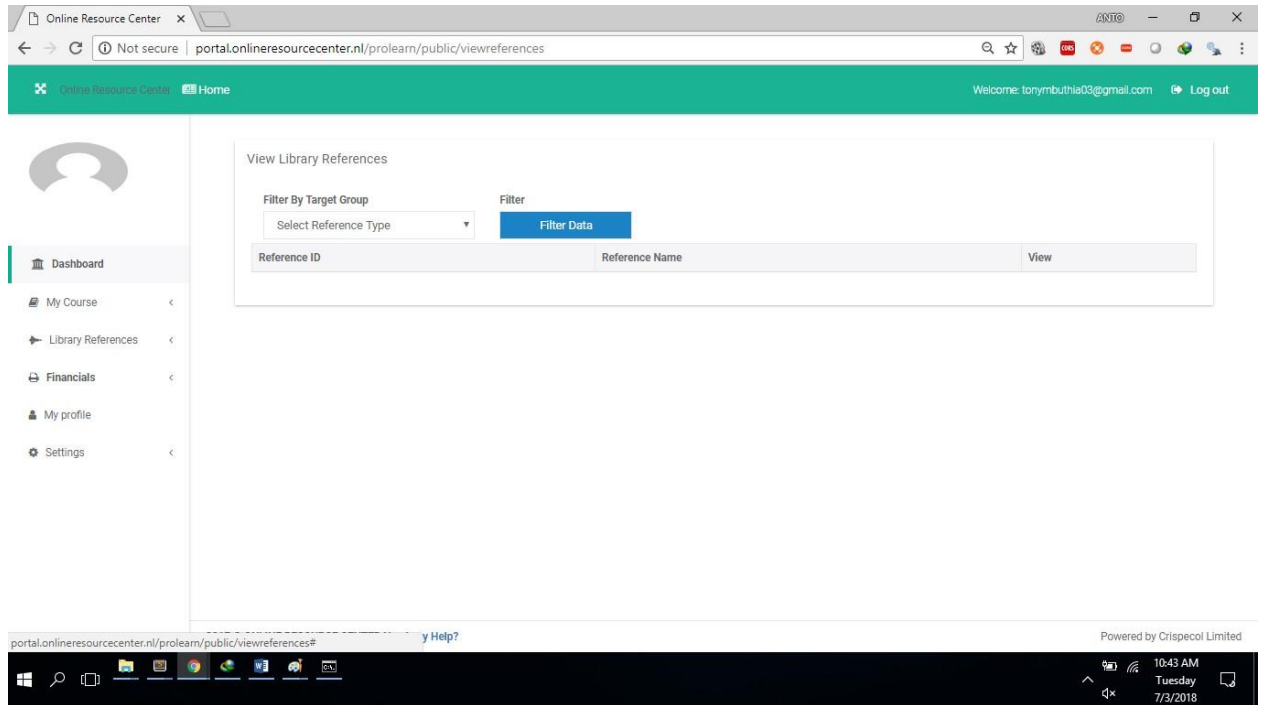
10. *Inquiries*- In case of any technical or other inquiry kindly submit a ticket and we will respond to you immediately.

Online Resource Center  Home

Enquiry Desk    Welcome: tonymbuthia03@gmail.com    Log out

Support Center/Support Tickets

**Raise Ticket**    Raised Tickets

Please Post your question here and Our Team will Respond Back

**Support Type**

Select the Support Type                                              ▼

**Description**

**Raise Ticket**

Dashboard

 My Course                <

 Library References       <

 Financials               <

 My profile

 Settings                 <

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Online Resource Center  Home

Enquiry Desk    Welcome: tonymbuthia03@gmail.com    Log out

Tickey Reply                                                          Back To Support
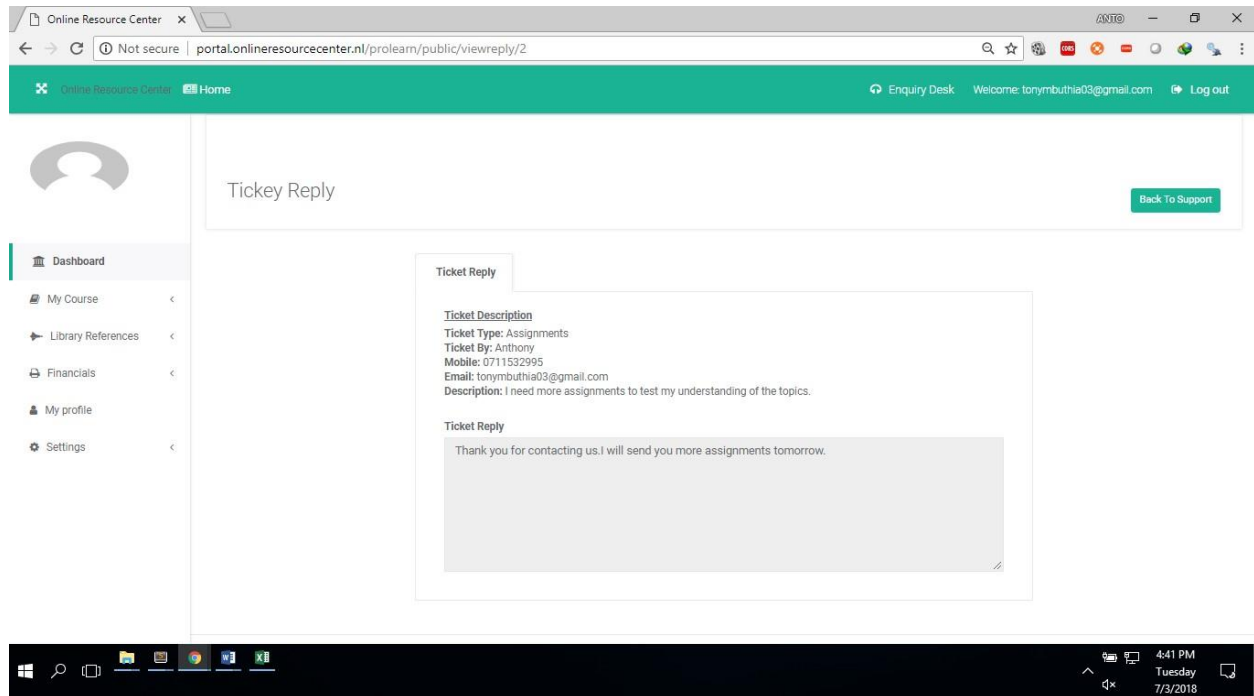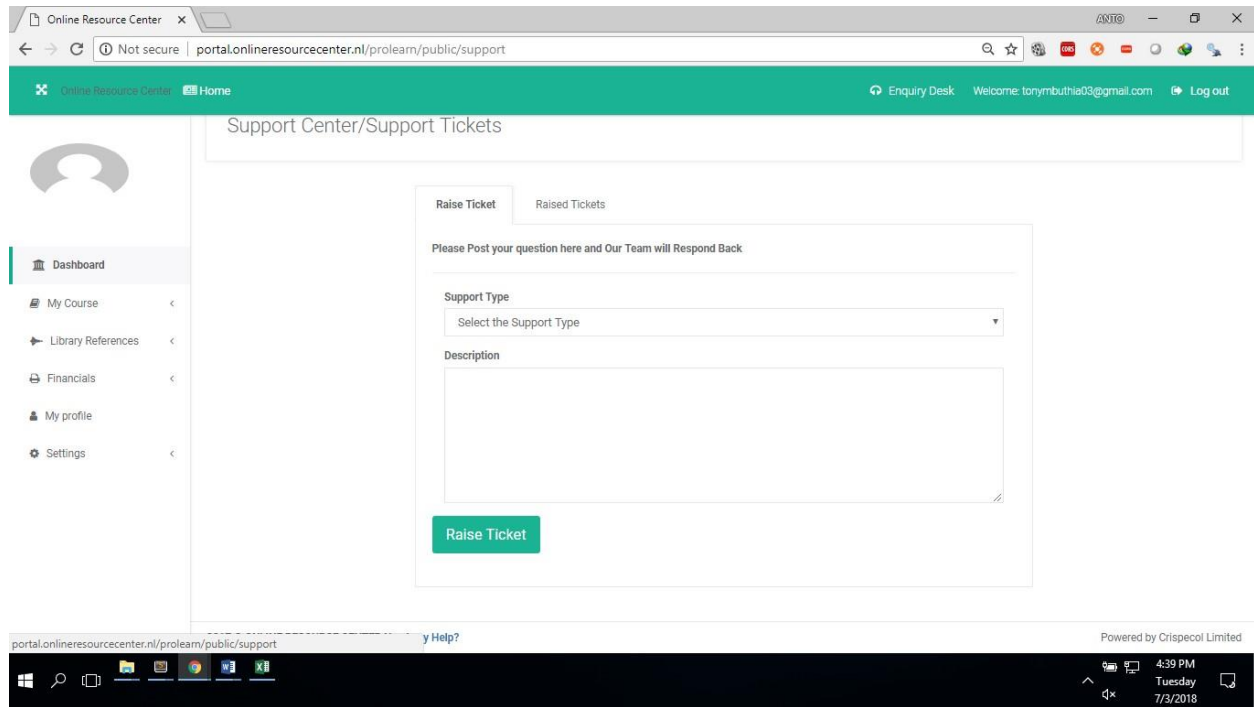
Dashboard

 My Course                <

 Library References       <

 Financials               <

 My profile

 Settings                 <

**Ticket Reply**

**Ticket Description**
**Ticket Type:** Assignments
**Ticket By:** Anthony
**Mobile:** 0711532995
**Email:** tonymbuthia03@gmail.com
**Description:** I need more assignments to test my understanding of the topics.

**Ticket Reply**

Thank you for contacting us.I will send you more assignments tomorrow.

ALL THE BEST AND ENJOY YOUR STUDIES