

THE COLLEGE FOR PROFESSIONAL DEVELOPMENT (CPD)

DEPARTMENT OF DISTANCE LEARNING
AND ONLINE INSTRUCTION (DDLO)

2014

CPD

1.0 INTRODUCTION

1.1 Background

Distance learning / Education is a growing discipline in Uganda and this is partly because of the increasing demands for higher education in the face of inadequate resources. Government in its White Paper recommended the use of distance and open learning (Ministry of Education 1987). In establishing distance education programs, CPD is attempting to meet government interest and policy on distance education.

Distance learning has become so popular with the way it blends learning with convenience, as it offers education opportunities even to people who have the dream to own a certificate from far institutions without having to leave their comfortable homes or areas of work. It is also a great solution for people that already have jobs, and skills to seek for further education since it offers flexibility and also for business that seek further development of their workforce but without interrupting productivity.

Distance learning is usually more economical than traditional, and the student can save additionally from accommodation and transportation expenses. Students can receive material and communicate with lecturers/tutors via mail and email, engage through electronic forums, video conferencing, chatrooms, bulletin boards, instant messaging and other computer based communication. Some can adopt a fully web-based educational process with classes conducted through interactive web-based platforms. No wonder why distance learning has become the prevalent form of education for students between the ages of 20-50. One the stand point if you are over thirty, but still having it somewhere deep inside your heart that going back to college can help you advance in your career and better your personal life; then it is the time you think no more, but ACT.

Not many years ago, college students were referred to as non-traditional students, but today; students have it that more than 30% of all college students are over 30 years old; whoever said you were alone in this? It is the right time to prove them wrong. If you feel nervous about returning to school after all those years, then you need to get over it. You just have to remember that millions of people just like you are doing it – so why shouldn't you?

Educators and most importantly employers seem to view maturity in the classroom as an advantage rather a disadvantage. More matured students appear more motivated and show more passion towards knowledge – something that correlates with contributing greater value in the workplace. One good thing about all this is that you can still make it happen, even if you cannot afford to stay without a job for a year or two. All you have to do is to look for a part time distance – learning institution and get your life to where it should.

You should rather believe this, educational options are more than you can possibly grasp, thus nothing should hinder you. There are quite a good number of professional institutions like CPD

and educational institutions offering diploma, certificates, and degrees – programmed in almost any specialization and subject you can think of.

Part time study is a fantastic solution that helps you achieve your goals at your own time, pace and schedule, you should not stop yourself from reaching your goal. Distance learning is the ideal choice for people who want to receive a formal education and do not afford to leave their jobs.

Distance learning/education at CPD has very many advantages you may have to look through to begin your program.

- The costs are generally lower than the other institutions.
- Many employers seem to encourage part time education as it allows you to continue real professional expertise with academic knowledge.
- Students at CPD maintain more flexibility as home-base programs allows them to work around their schedule, time and pace.

1.2 Name of the College.

The College for Professional Development (CPD)

1.3 Mission

To provide quality commercial education and enhance the practical business knowledge and skills of our students, focused to the needs of Uganda, the great lakes region and beyond, to empower employees and the self employed.

1.4 Objectives

- To provide students the opportunity to their interest in a particular career before permanent commitments are made.
- To develop skills in the application of theory to practical work environment.
- To provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
- To develop skills and techniques directly applicable to their careers.
- To aid students in adjusting from school to full-time employment.
- To provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
- To increase a student's sense of responsibility and be prepared to enter into full-time employment in their area of specialization upon graduation.
- To provide students with goals, work habits and opportunity to earn a salary while pursuing educational goals.

- To provide students with an in-depth knowledge of formal functional activities of participating organizations.
- To enhance advancement possibilities of graduates and higher levels of academic performance.
- To increase on student earning potential upon graduation and motivate students to continue with their education.

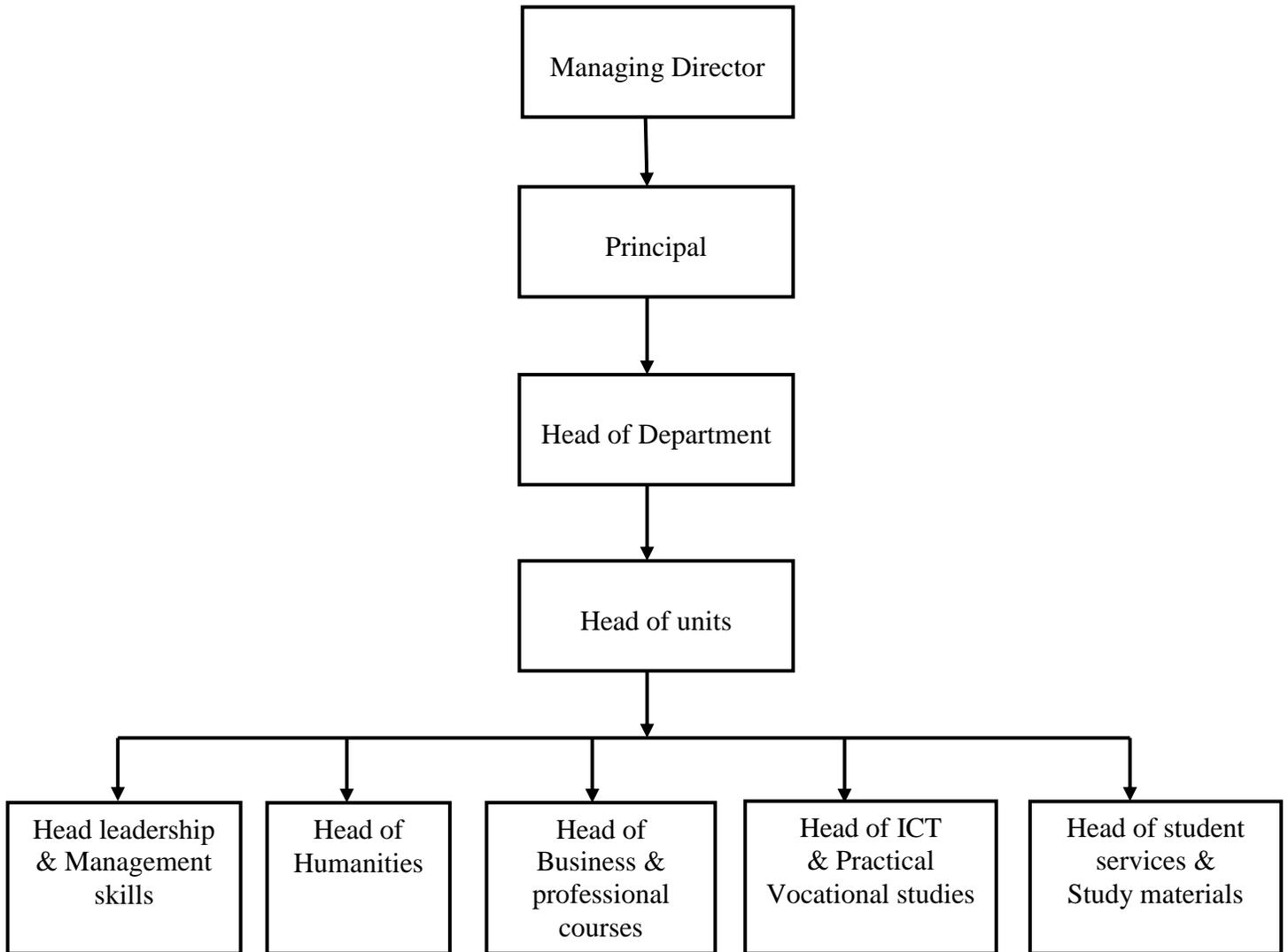
1.4.2 The specific objectives for the department

- (a) Develop more external certificate and diploma programs in all areas of demand
- (b) Develop and offer training programs in the study and practice of distance learning.
- (c) Produce good quality certificate and diploma materials that would be used by both external and internal students and other people.
- (d) Strengthen CPD's distance education organization on the basis of enrolment and practice.
- (e) Develop CPD's capability to offer a good distance education service, which will meet international, national, community and individual needs at all academic levels.
- (f) Strengthen and expand research and other publication activities in the area of distance education.
- (g) Develop non-formal distance education programs to serve the community.

Strengths of the department

- The department has the ability to handle all students from different corners of the country and beyond.
- Staff development – The department is well equipped with qualified staff. It has PhD, Masters Degrees, and diploma qualified staff.
- The department under the guidance of CPD has established numerous networks and collaborations with other institutions and organizations in running its programs.
- The department produces 80% of the study materials. The rest are procured both nationally and internationally from other academic institutions.
- Existence of departmental centers – the department utilizes CPD centers in Gulu, Lira, Arua, Nebbi, Mbarara, Kampala and Kayunga to conduct face-to-face interfaces with the students. Other centres that are under way for establishment include Masindi, Kisoro, Kasese, Jinja, Mbale, Masaka and Luwero.
- The Department has a well furnished computer laboratory that is networked and connected to the internet services.

DEPARTMENT STRUCTURE



3.1 Principal's office

Is responsible for overseeing all the departmental programs and coordinating all the units within.

It 's particularly responsible for:

- Overall management of the department
- Promoting the distance education programs
- Coordinating the department's staff development
- Constant development of new programs
- Procurement and replenishing required resources
- Coordinating research and evaluation
- Compiling annual reports for the department
- Representing the college on behalf of the department in various forms

- Organizing linkages/collaboration with other institutions/departments within and outside the college

3.2 Departmental units

The department has a total of five units and these include: Leadership and management skills; Humanities; Business and professional course;, ICT and practical vocational studies and Students services and study materials.

- The unit of Students services is responsible for the administration and management of all student services while the unit of study materials is responsible for production and management of all study materials in the department.
- The units of (Humanities, Business and professional courses, ICT and Practical vocational studies), are responsible for coordinating all academic issues like:
 - Development and review of course outlines/ syllabi
 - Identification of tutors, course writers, and reviewers
 - Reviewing/vetting of study materials developed/acquired in the unit
 - Teaching/tutoring all distance students
 - Evaluation and monitoring of teaching/tutoring/practical during face-to-face sessions

3.2.1 Business

This unit is responsible for the coordination of all academic matters in all subjects and course units in business. These include among others; accounting ,business education, economics, finance, marketing, business management, procurement and clearing and forwarding and any other courses/programs later developed.

3.2.2 Humanities

This unit is responsible for coordination of all academic matters in all subjects in Arts and Social sciences. These include: Art and craft, African languages, educational practices and intercalation, foreign languages, and any other courses/ programs later developed.

3.2.3 Student services

Distance learning is a mode of study characterized by isolation of the student, who is removed in terms of space and time. The student services unit (SSU) is responsible for coordinating and supervising the activities related to supporting students on the distance learning programs that particularly include:

- Offer counseling services
- Provision of pre-course information to stakeholders and clients
- Handle students' assignments
- Records keeping

The students' service Unit (SSU) keeps computerized records of students enrolled in the distance learning programs. These include registration records, payment records, assignment records, requests for withdrawal from the courses, students' retakes of courses, repetition of academic years, receipts of study materials.

- Distribute study materials
- Maintenance of continuous communication with students on the programs
- Arrangement for students' orientation
- Host students study group meetings
- Provide premises as hosts of activities for all distance education students in their catchment areas.
- Offer administration support to external students during residential sessions
- Organization of face-to-face sessions for students enrolled in the various units
- Arrangement of career guidance and counseling to continuing and prospective students
- Coordination, organization, supervision and monitoring of departmental activities
- Organizing of training sessions for support staff and other new recruits
- Provision of upcountry administrative support for tutorial and revision sessions
- Coordinate other activities

3.2.4 Study materials

Study materials form the foundation of distance learning programs; without these resources, it would be impossible to run the distance – learning programs. The unit of study materials is responsible for:

- Identifying materials in collaboration with various departments and institutions
- Training of writers, tutors, reviewers, editors and the editorial support staff and other materials developers
- Development and production of study materials (print, audio, computer, video etc) for the programs offered.
- Procurement/acquisition of required study materials.
- Coordinating of printing of study materials
- Publishing study materials
- Keeping records related to materials development and procurement
- Liaison with student services unit in the provision of materials to all students
- Preparing budgets related to study materials
- Storage of study materials
- Preparing annual reports on study materials
- Marketing study materials

3.3 Collaboration strategies

Distance learning is run on a collaboration basis, networking with different departments at CPD, and other education institutions among others

3.3.1 The role of CPD to the department

CPD coordinates all the academic programs that the department runs. It is responsible for all administrative matters including:

- Day-to-day running of programs
- Recruiting and training staff, tutors, writers, administrators and support staff
- Coordinating the development and production of study materials
- Coordinating examinations
- Evaluating the programs for quality assurance

3.3.2 Role of other departments towards this department;

(a) Departments/units/institutions provide academic support for the external programs in the following areas:

- Identifying staff to provide academic support
- Teaching /tutoring on the programs
- Assessing students through continuous assessment and final examinations
- being involved in staff training
- developing (writing and preparing) study materials for their course

(b) **The Academic registrar's office** is in charge of:

- Students admission and registration
- Examinations
- Certification
- Quality assurance

(c) **Entire college management and directorate** are responsible for:

- Allocation of the required staff establishment
- Support the program and activity promote it
- Allocate space to provide effective student support
- Solicit funds and support from donors, organizations and other agencies and follow-up pledges of support
- Monitor the development of programs

(d) **The Dean of the college is:**

- Responsible for the welfare and discipline of students during residential and non residential sessions
- Integrate long distance students into the co-curricular activities of the college
- Integrate long distances students into the socio political activities of the college through the students' leadership

4.0 PROGRAMS

4.1 Current programs

A) PROFESSIONAL COURSES

Check on main Website

B) COMPUTER TRAINING PACKAGES OFFERED AT CPD HQRS

1. Certificate in Computer Applications (BCCA)
2. Advanced Certificate in Computer Training.(ACCA)
3. Quick books
4. Tally

SESSIONS/CLASSES

Full-time classes

Evening classes

Weekend classes

Distance learning at all our centres

D) MAKERERE UNIVERSITY BUSINESS SCHOOL AWARDS

Diploma and Certificate Programmes

Codes	Course Name
1. DBA	Diploma in Business Administration majoring in: <ul style="list-style-type: none">➤ Accounting➤ Purchasing, Supplies and Stores Management➤ Marketing and Salesmanship➤ Customs Clearing and Forwarding
2. UDBS	Uganda Diploma in Business Studies majoring in: <ul style="list-style-type: none">➤ Accounting➤ Customs Clearing and Forwarding➤ Marketing and Salesmanship➤ Purchasing, Supplies and Stores Management
3. DHRM	Diploma in Human Resource Management
4. DLGF	Diploma in Local Government Finance Management
5. DPPM	Diploma in Project Planning and Management
6. DFS	Diploma in Finance Service

7. UDSS Uganda Diploma in Secretarial Studies
8. DPSM Diploma in Procurement and Supplies Management
9. CBA Certificate in Business Administration

MINIMUM ENTRY REQUIREMENTS FOR DIPLOMA

A principal pass with two subsidiary passes at “A” Level plus “O” Level Certificate

For Certificate Courses

“O” Level Certificate with passes in English language and mathematics

Professional Courses:

- (a) Two Principal Passes at A-Level Plus Five (5) Credits (including English Language and Mathematics)
- (b) Professional qualification from relevant professional bodies with eligibility for exemptions
- (c) Diploma/Degree from a recognized Institution, as in (a) above.

Training facilities

- Spacious lecture rooms
- Standby-power-supply
- Standard computer laboratory

Other Services offered by CPD:

- Practical experience training in Audit services
- Consultancy services for capacity building in Management and Accountancy, social and Community training and advisory services etc

TRAINING PROGRAMS

- Business proposal writing
- Customer care and public relations
- Project monitoring and evaluation
- Public administration and management
- Business research
- Corporate management training
- Management consulting
- Language services
- Customer clearing and forwarding

CERTIFICATES AWARDED BY (UBIGS/NIBSEC (1yr))/MUBS/MTAC

- Certificate in Procurement & supplies management
- Certificate in Accountancy
- Certificate in secretarial and information management
- Certificate in marketing management
- Certificate in banking records and information management

- Certificate in computerized stores management
- Certificate in project planning and management

COMPUTER TRAINING

- Introduction to computers Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Publisher
- Adobe PageMaker
- Internet and email browsing
- Adobe illustrator
- Adobe in design
- Corel draw
- Cinema 4D
- Tally/Quick books/Pastel/Sage
- EPI info/sp.bs/STATA
- MYSQL/Oracle
- AutoCAD/Arch CAD
- Adobe After effects/Premier

5.0 RESOURCES

5.1 Human Resource

The department of distance learning, through its personnel development has key staff, at all given levels. The department also organizes staff from different departments to facilitate upcountry face-to-face sessions and practical sessions.

5.2 Physical facilities

The department has a range of physical facilities that can be better utilized by all students at all levels.

5.2.1 Computers

The department is well furnished with computers in the computer laboratory and all of them are part of the local area network (LAN) already existing.

1.2 Sustainability of the department

The department does a lot of research to sustain its programs. The department collects its revenue from:

- Fees from the students on both long and short courses

- Sales from produced study materials, published materials are sold at subsidized prices
- Donations: the department searches for funds through proposals to various donor agencies
- Consultancy: the department has a consultation bureau to provide services for money
- The department generates money from providing staff training for other institutions that run distance learning programs
- The department also gets funds directly from the management at CPD

7.0 LINKAGES WITH OTHER INSTITUTIONS

7.1 Linkage with other departments, outside learning institutions/agencies.

The department establishes strategic linkages and participatory collaboration with key distance learning/open learning institutions and agencies throughout the continent and the whole world. Presently, the following collaborating institutions and agencies have been identified and have already made contributions in the running of the department. The Kampala Accountancy Bureau (KAB), Gold stead, Makerere University Business School (MUBS), CPA and ACCA among many others.

The department continues to network with other institutions both nationally and internationally

8.0 ONLINE INSTRUCTION

As online technologies infiltrate every aspect of everyday life, it is imperative that students are kept up-to-date, learning the most effective ways to use technology to enhance their skills and learning.

Online learning extends training opportunities to students interested in the short courses/programmes but is in some forms incapacitated to physically attend these courses at the main campus and upcountry centres.

8.1 Objectives

8.1.1 General objectives

Students of online programmes are helped to achieve the following:

- Build capacity to offer quality training to increased number of participants.
- Develop leadership capacity and expertise of a select group educators and administrators within the department to handle online instructional courses.
- Integrate technology more effectively into teaching practices of our facilitators
- Offer training opportunities to individuals and organizations who may find it inconveniencing to attend the formal classes
- To accord flexible training in both time and space to the participants

- To have potential to reach the global audience

8.1.2 Methodology and activities

The department recruits and trains core online facilitators or specialists in online learning. Facilitators are acquainted to deliver their respective modules in the various short courses to the online students. Each intake lasts for approximately eight weeks, requiring facilitators/tutors to work online for four hours per week.

8.1.3 Evaluation

- Ongoing evaluation is a key component of online programmes. The department's only staff uses a combination of online and other survey tools and methods to evaluate the impact of the program and to continuously improve the design and delivery of the online professional development courses and workshops.
- The students are assessed before, during and after the online courses, and are evaluated by the respective facilitators upon completion of the training to ensure that they have met all course requirements.
- On a local level, the students arrange meetings with the course coordinator at the department in person on a regular basis to reflect on their experiences and to learn from and improve the programmes progress.
- Facilitators also offer workshops to the students, administer surveys to students before and after the workshops. Data from these surveys is analyzed to inform future workshops offered. At the end, the department's study board also assesses the performance of students.
- At the end of each workshop, facilitators review the survey data and the student products to evaluate the successes and the challenges of the program. The results of the evaluation are incorporated into the planning for the next round of online training and workshops delivery for the short courses programmes.

8.1.4 Instructional strategies and assessment

- To achieve course objectives the instructor employs a variety of instructional methods. The online website contains text based informational presentations on each topic in the syllabus for each of the short courses, including links to relevant external web resources. Students are directed to online tutorials to assist them in mastering the modules.
- The nature of the online course lends itself to a distance delivery system although some may question its appropriateness at a certain moment. All courses are built on the predisposition that enhances the development of online discussions of academic significance.
- The facilitators assign activities (20 – 60 points each) designed to show mastery of each tool as it is introduced. Eight monthly issue papers (10 points) are assigned with the

best four papers being added to the student's official portfolio. Activities and papers are submitted to the instructor as **email attachments**. Tests following each major topic (35 points each) are taken online and consist of both multiple choice and short answer responses. The final project as described below earns a maximum of 100 points.

- Students create a portfolio consisting of four (300 – 1000 words) “Issue papers” chosen from topics in the areas of their respective short courses.

9.0 STUDENTS SUPPORT MECHANISMS

9.1 The department's website already has an on-line procedure in place for students' registration. Registration information is also forwarded through electronic mail to the participants by the course coordinator.

9.2 Before a student is accepted and enrolled for participation in the online short course programme, he/she is provided a list of necessary requirements for the curriculum.

9.3 Prior to the beginning of each of the courses, each participant receives by email and post office for a package of information for each student including a welcome and introduction from the instructor, the web address of the department's website and the basic navigation instructions. A response form and survey will be provided, to be returned with basic demographic and background information and student's email address directions for obtaining a web based email account will be include in case the student does not have one already.

9.4 The pre-requisite technology skills necessary for enrollment in this course are key board skills and experience using a graphical user interface (GUI). Any operation system familiar to the participant is acceptable. We expect that most students greatly exceed these prerequisites.

10.0 COMMUNICATION MECHANISMS

- The first week of the course sets the tone for the instructor-student and student-student modes of communication that prevails throughout the course. On the online discussion forum students are required to contribute their initial opinions about a variety of issues. Throughout the course these early ideas and suggestions are expanded revised as students share their views and receive comments and suggestions from the instructor.
- Students are encouraged to communicate regularly with the instructor by email. Answers to common problems will be posted in the FAQs section of the website. To foster group collegiality the discussion form will also have a “student lounge” area where non course topics may be discussed.

- Regular feedback is very important in this environment. The instructors' comments on each activity and issue paper will be returned to the student by email. Students are allowed to revise and resubmit the paper through email to their respective facilitator.
- The primary external resources needed by this course are specific software tools to facilitate the smooth running of the online courses.

10.1 Evaluation Plan

The online courses are evaluated according to the standards of the college. If the students have produced quality work as judged against their papers participating in the same courses, will imply that the online learning experience was a success and the instruction was effective.

The courses coordinator at the department plays a vital role in the evaluation of the programmes. Through quarterly and written questionnaires, he/she will discover whether or not students viewed their experience to date as positive. He/she verifies whether the students were able to access all necessary resources. The information is always reported to the instructor so that changes may be made in a timely manner to improve the course as the learning progresses.

10.2 Duration

The Online courses vary in duration or period of study and requires of participants to continuously check their emails on a very regular basis for updates on changes, new information among other things.

10.3 Entry requirements

At least a Ugandan Certificate of Education UCE or its equivalent, Diploma and degree holders stand more chances of enrollment basing on the kind of course one is willing to take on. Refer to the college prospectus on the main website.

10.4 Target Group

Long distance learning targets stores managers, logistics officers, operations managers, business community and all others but because of distance, time or financial constraints, do not have access to the traditional learning opportunities or specialized courses that are currently being run by the department.

10.5 Award of Certificate

At least the end of course, students/participants are awarded certificates in any of the course (5) they have attended.

10.6 **Space**

The department uses existing departmental facilities at CPD for office. The course is designed to take place online using online based technologies.

10.7 **Funding**

The programme is self sustaining. The beneficiaries are expected to pay and funds collected meet the costs of the programme.

10.8 **Terms of payment**

Payments are done in form of:

- (a) A bank overdraft made in favour of the department to CPD.
- (b) Telegraphic transfers made in favour of department's account or CPD account and receipts are emailed to the student on notification to the department.