# EDUSENTA TRAINING COLLEGE

## A POOL OF SKILLS

## COLLEGE CATALOGUE

## EST 2022

# SUMMARY

Welcome aboard. This is the Edusenta Training College catalogue. The catalogue contains everything about the online learning platform. It includes information on our courses, programs of study, academic policies and procedures, certificate requirements and fees, the policies guiding staff and students during the course of learning and interaction at Edusenta, the academic calendar among others.

The institution was founded to provide post-secondary education to learners especially the financially or circumstantially disadvantaged. We offer affordable, accessible and some free short term online programs.

We envision a world where qualified high school graduates have access to higher education, regardless of their financial, geographical, political, and personal circumstances.

We have created a very interactive environment for learners so that they can grow academically and socially. We are currently targeting to reach the East African population and establish a reliable online learning platform that is authentic and certified to provide quality learning to everyone. We have a vision to provide education to learners in the basic and official languages used by people in seven East African countries so as to ease communication.

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# CHAPTER 1: INTRODUCTION

## The Edusenta TC concept

With ever expanding digital space around the globe, there is need to have an online learning Centre in Africa to interconnect learners and institutions of higher learning to have a common education base. This ranges from use of common languages to gathering of similar quality knowledge. This will bridge the inequality gap based on how different certain countries or regions are compared to others in terms of the quality of education.

We intend to collaborate with institutions of higher learning in Kenya and other countries to provide online programs.

## Vision, Mission and Core Values

### Vision

Our vision is to see an educated community, nation, region and continent beyond all obstacles.

### Mission

To build a better future for everybody through provision of affordable high level education to learners through online platform.

### Core Values

Excellence

Accessibility

Affordability

Reliability

## Target population

Edusenta TC was founded in Kenya but it aims to be a global center of learning. We intend to reach young people who completed their high school education but limited by challenges such as finances or disabilities and give them access to certificate courses from their homes as long as they have access to internet.

We are also targeting the professionals who have limited time to attend regular programs due to their tight work schedule. They will have time in the evenings to pursue their programs with ease.

# CHAPTER 2: POLICIES AND GUIDELINES

## Non-discrimination policy

Edusenta does not discriminate people on any basis, be it race, country or any other factor. We prohibit all forms of harassment. We strive to ensure equal opportunities from admission through to completion of your study.

## Privacy policy

Edusenta respects the privacy of the learners, staff and other users. The educational records are confidentially kept and not published or revealed to a third party

## Students' records

All students records are permanently stored at the college including the dates, course done, units done and credits earned.

## Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, references and overtures, and requests for sexual favors including all communications in person, and online including any setting including email, social media, texting and sexting. Both men and women may be victims of sexual harassment, and sexual harassment may occur between individuals of the same gender. Sexual harassment may occur when there is an authority differential such as between Course Instructors and students, or may occur with persons of the same status at the institution. The violation therefore is against our policy and state policy and won't be condoned.

## Student Identity Verification Policy

The Student Identity Verification Policy applies to all courses or programs offered by Edusenta, beginning with the submission of original or notarized documents during the application process, and continuing through to a student's graduation, transfer, or withdrawal from the institution. The institution must verify that valid documents are submitted by the learners and that they indeed belong to them and not forged.

Learners should also ensure that they keep their login details well to prevent misuse by other users.

# CHAPTER 3: CODE OF CONDUCT

## Code of Academic Integrity

Every student is expected to follow standard rules of academic integrity. As an institution, we strive to uphold integrity and honesty in all academic activities. All assignments and course works submitted must present the original work by the student and not work copied from other learners or sources with proper references and citation.

Activities that are a breach of the academic code of conduct are:

**i.      Plagiarism**

It is the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise.

**ii.      Unauthorized Assistance**

It is the completion of an academic exercise or exam by someone other than the student, using or receiving copies of the work of someone who had previously taken the course, or collaborating without acknowledging the collaboration.

**iii.      Misrepresentation**

It is lying or misrepresenting a student's personal situation to the learning institutions member in attempt to receive special circumstances, permissions, quiz and/or exam resets, or extensions.

**iv.      Collusion**

It is assisting another student in committing an act of academic dishonesty, including providing

Information about or copies of one's own work from a course that had been previously taken.


It is the duty of students, staff, administration and teachers at Edusenta to ensure that all academic practices are followed according to the required standards. Cheating students should be reported by colleagues or teachers for appropriate disciplinary action.


## General code of Conduct

The general code of conduct is adopted to maintain the quality of education and professional standards of Edusenta. Students are required to strictly adhere to the laid rules at all times.

All members of Edusenta are expected to engage in socially responsible behavior, upholding these principles in all areas of academic life, including electronic and other communications.

We strongly value freedom of expression and encourages diverse viewpoints in an environment where every individual is treated with civility and respect. No member of the institution is permitted to behave in a way that may be perceived as harassing, offensive or hostile; all members are required to show students, instructional personnel, staff, volunteers, and

administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be tolerated and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action, which may include immediate removal from the course or dismissal from the learning institution. Solicitation of other students for financial assistance or business enterprises are expressly prohibited.

## Disciplinary Process

All academic violations shall be reported to the officer of Student Services for appropriate action to be taken. Breaches of the Code of Academic Integrity and the General Code of Conduct are grounds for disciplinary action and are permanently noted in a student's academic record. All violations are cumulative and may accumulate throughout a student's studies at Edusenta, regardless of which course the violations take place in. All General Code of Conduct violations will be defined as severe violations, unless the Office of Academic Affairs decides otherwise.

**First** violation will have a warning issued, **second**, a zero mark will be issued, **third**, a zero-grade issued to the subject.

In cases where an act of academic misconduct remains undiscovered until after a certificate has been awarded, Edusenta reserves the right to revoke any grade based on new revelations about academic issues including, but not restricted to, admission credentials, coursework, research or other final projects.

# CHAPTER 4: PATNERSHIPS

## Learning Institutions

We shall be partnering with established colleges or universities in offering some programs. They include the certificate and diploma programs. The partnership will range from having course work to working with teachers to offer learning services.

## Financial Supporters

Many organizations might be willing to throw their weight in to support learners from different regions. They could be county governments supporting their citizens, other private investors or even the main government.

Our duty shall be to ensure a resounding agreement to achieve our main course, which is to provide education to learners.

## Volunteer Instructors

We intend to bring on board as many supporters as possible. Especially tutors who are actively in service or the retired ones but feels that they can still offer so much to learners.

We welcome everybody on board, who feels that he or she can offer any support to Edusenta as an institution or to the students to ensure that we reach as many people as possible.

# CHAPTER 5: ADMISSION AND ACADEMICS

## Admission Requirements

Our courses are majorly self-paced such that the learner is not restricted to a particular program an time to study. The learner will take as much time as s/he wishes.

Such courses don't have specific requirements to enroll. Anyone who wishes to pursue such program will only need to be conversant with English language.

The courses have ready certificates that are available upon completion. Once the course requirements are met, your certificate will be made available to you.

We also have other courses like Computer packages and Swahili language. These two courses only require basic education knowledge for one to be enrolled. The two are administered by teachers. They are not self-learning programs.

## The Admission Process and deadlines

The learners will just be required to visit our main website and select the program to enroll. We have those that are free and those that are chargeable.

You shall be required to create an account on the platform before you can enroll to any course. The account opening process takes very little time.

Kindly note that the way you input your name is the same way it will appear on your certificate. To ensure your certificate rhyme with other professional documents, input your full names as they appear on your identity records.

Take note of your username, email and password since you shall be using them to login.

**Grades**

| Average | Grade Letter | Grade | Points(GPA) |
|---|---|---|---|
| 70% - 100% | A | Distinction | 4.0 |
| 60% - 69% | B | Credit | 3.0 |
| 50% - 59% | C | Pass | 2.0 |
| 40% - 49% | D | Pass | 1.0 |
| Below 40% | F | Fail | 0 |

The Study Process

Edusenta has an interactive and active study process for students. Despite being online, learners have a classroom feeling with as much engagement as possible.

Our study process engages 80% study materials and 20% live video engagements. Learners are presented with subject notes, activities including recorded video work, assignments, discussions and quizzes. They have less live video engagements according to their planned schedule with their teacher.

Our online platforms have configured live video facilities to help learners and teachers engage.

There are discussion forums in which students engage, which are at times graded depending on the unit being pursued.

There are systemized assignments done every week and marked by the system for some programs. There are assignments done and submitted for the teacher to mark and grade.

At the end of the term or studies, students sit for an examination.

Examinations

For programs offered by teachers, you will be guided on the examination dates. For self-paced programs, a student shall sit for exams when s/he feels well prepared to do so.

There are graded quizzes in the course of the term, the assignments and main end term examinations which constitute a full grading of a student in a program.

Library

Edusenta is currently using online library repositories for learning. There are a number of links listed on our main website for use.

Once our independent library is set up, we shall share the link with learners to access using login details that will be provided.

## CHAPTER 6: FINANCE AND FEES

### Fee Structure and payments

Edusenta is currently deliberating on the favorable structure to charge students based on partnerships with different learning institutions. That is for the regular programs.

For short technical courses, the fees are set that must be paid before enrollment is done. The fees are set based on the material depth and complexity of the course being offered. Some courses however free of charge.

### Financial Aid

Currently, we don't have any financial aid program, usually referred to as scholarship. In the course of operation, as we continue engaging various stakeholders, we shall begin rolling out such programs and the requirements for eligibility

# CHAPTER 7: OFFICES AND DEPARTMENTS

To effectively manage the affairs of Edusenta, the following offices or departments are in operation;

## Administration Office

It shall be in charge of all operations of the institution. It shall comprise of the Principal and the head of various departments listed below.

## Information Technology Office

Being an online institution, the IT department shall be the most active and fundamental department handling majority of the duties.

It shall be divided into;

**IT support**, dealing is all internet, installation and portal related issues.

**IT for academics**, dealing in uploading of courses and study materials online.

## Academic Affairs Office

The office shall monitor the leaner's academic progress to ensure that s/he attends classes, is enrolled in the right program.

To ensure that the teachers are allocated classes and are attending to them as expected.

To calculate and communicate student's performance in their studies.

To ensure learning materials are made available to students in time.

To ensure that the curriculum is up to date.

## Student Services Office

This office is in charge of all student affairs in the institution.

The areas of specialization shall range from;

Academic leaves

Disciplinary issues

Student complaints

The office will also be in charge of organizing for academic events.

## Finance Office

The office shall be in charge of all finance matters. It is divided into three sub-wings;

    i.      Payment's office

          The office shall handle office operational cost issues.

    ii.     Financial Aid Office

          The office shall handle all matters regarding financial aid and scholarships

    iii.    Fee Payments Office.

          The office shall handle all student fee payment issues.

# CHAPTER 8: CONTACTS AND ONLINE PORTALS

## Contact Details

Our official website has a contact form for anyone to raise any query.

The following shall be the emails to be used for communication.

1. info@edusenta.com   for all Edusenta communications of any kind.
2. support@edusenta.com  for finance and fee related issues.

## Online Portals

3. https://edusenta.com.  This is Edusenta's main site. It has all the details required by learners.
4. https://globe.edusenta.com. This is the account portal in which those engaged in regular programs login to track their progress.
5. https://bit.ly/3OpKLNA this is the course application form for new students.

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