

Professional Diploma
in the field of

Project Management

7TH CYCLE

Participants' Instructional Manual

2014/2015

Table of Content

1. Welcome Note

2. Program General Instructions

- 2.1 Program Duration
- 2.2 Grading System
- 2.3 Graduation Requirements
- 2.4 Punctuality
- 2.5 Appeal
- 2.6 Evaluation
- 2.7 Feedback
- 2.8 Means of Communications
- 2.9 Withdrawal from program

3. Moodle General Instructions

- 3.1 Access Moodle /E-Class
- 3.2 Technical requirements for the Online Professional Diploma
- 3.3 MOODLE Features
 - 3.3.1 Edit Profile
 - 3.3.2 Change Password
 - 3.3.3 Manage My Private Files
 - 3.3.4 News Forum
 - 3.3.5 Discussion Forum
 - 3.3.6 Grades
 - 3.3.7 Calendar
 - 3.3.8 Latest News
 - 3.3.9 Upcoming Events
 - 3.3.10 Book Administration
 - 3.3.11 Messages

4. Administrative & Technical Support

Dear Diploma Participants,

Welcome to this wonderful opportunity of the Professional Diploma Program in Project Management, offered through the Institute for Community Partnership (ICP)/Bethlehem University.

Bethlehem University - Institute for Community Partnership has taken this initiative to serve your professional development needs in an innovative manner using technology as a tool for facilitating learning. Using e-learning is indeed an alternative solution to overcoming the difficult situation we live in especially with the demanding work-life and the movement restrictions imposed on us.

For many of you, this is your first experience with a blended-learning program. Online courses provide a different way to study and place different skills from participants. You will find that, as an online learner, self-motivation and discipline are paramount. This means that you are completely responsible for establishing and maintaining your own regular study system. In addition, you will be responsible for the same course materials and the same standards of excellence that are required in the face to face modules.

We would like to assure you that we will partner together with you to create a culture of success, building a collaborative community of learners and future leaders. I am positive that your feedback throughout the training modules will be of great value to the continuous development of the program.

Thank you for choosing the Professional Diploma Program in Project Management, and your commitment to your continuous self-development. Our trainers and staff are thrilled to have the opportunity to impact your career and professional life in a positive way.

It is our priority to prepare and provide participants with the tools necessary to not only become a graduate, but to achieve their dreams!

In closing, I wish you all the success in your studies throughout the diploma program and for your future career advancement.

Sincerely,

Moussa Rabadi
ICP Director

2. Program General Instructions

1. The diploma is composed of eight modules and a graduation project.
2. Participants are required to show high commitment to the program and to;
 - Attend the face to face sessions scheduled on Sundays.
 - Submit assignments, case studies and pass examinations.
 - Participate in the discussion forums.
 - Course work should only be done by the participants. Participants may solicit assistance from the instructor or fellow participants; however, all assignments, quizzes and examinations must be taken by the participants themselves.
 - Course material should not be copied or used for purposes other than learning by the registered participants. Any violation of this rule will be followed up legally.

2.1 Program Duration:

The diploma is expected to run over a period of 11 to 12 months starting October 31st, 2014 and ending September 2015, according to the following schedule:

Module	Duration	F2F Session
1. Principles of Management	2/11/2014 – 30/11/2014	2/11/2014
		9/11/2014
		16/11/2014
		23/11/2014
		30/11/2014
2. Introduction project Management	7/12/2014 – 4/1/2015	7/12/2014
		14/12/2014
		21/12/2014
		28/12/2014
		4/1/2015
3. Monitoring & Evaluation	11/1/2015 – 8/2/2015	11/1/2015
		18/1/2015
		25/1/2015
		1/2/2015
		8/2/2015
4. Financial Management	15/2/2015 – 22/3/2015	15/2/2015
		22/2/2015
		1/3/2015
		15/3/2015
		22/3/2015
5. Scope Management	19/4/2015 – 17/5/2015	19/4/2015
		26/4/2015
		3/5/2015
		10/5/2015
		17/5/2015

Module	Duration	F2F Session
6. Time Management	24/5/2015 – 21/6/2015	24/5/2015
		31/5/2015
		7/6/2015
		14/6/2015
		21/6/2015
7. Project Reporting & Communication	26/7/2015 – 23/8/2015	26/7/2015
		2/8/2015
		9/8/2015
		16/8/2015
		23/8/2015
8. IT applications for Project Management	30/8/2015 – 4/10/2015	30/8/2015
		6/9/2015
		13/9/2015
		20/9/2015
		4/10/2015
Final Projects/presentation	October 2015	
Graduation Ceremony	November 2015	

2.2 Grading System

The minimum passing grade for each module is 60%. The final grade composed of the following:

- Attending the face to face sessions
- Participating in the discussion forums
- Doing the assignments, case studies, papers etc.
- Passing the quizzes and Final Exams

2.3 Graduation Requirements

A participant must successfully complete and pass the eight modules and the graduation project to be eligible for graduation.

In case of any incomplete module, the participant has to complete that module during the next cycle of the program to be able to graduate.

** Incomplete Grade given when a participant cannot fulfill the modules' requirements successfully.*

2.4 Punctuality:

- Unjustified late arrival to face to face sessions as well as early leave will affect the Final grade.
- In case of absence to the face to face session, participants are required to submit to both ICP and the Instructor a written request at least 3 days in advance.

2.5 Appeal

If participant is not satisfied with the grade of certain module, assignment, case study.... etc, he/she can appeal to the module instructor within the first week of getting the grade.

2.6 Evaluation

Participants are strongly encouraged to participate in the evaluation process with constructive feedback at the end of each module to assist ICP to improve the program and its quality if needed.

2.7 Feedback

Participants will receive continuous feedback on their work from instructors, as it should help them to understand the areas in which they are doing well and what they can do to improve their performance.

2.8 Means of Communications:

Participants are requested to communicate and address their concerns to ICP and instructors through MOODLE via:

- Messages
- Discussion Forums

2.9 Withdrawal from program

In case the participant withdraws from the program, the fee is not refundable or transferable under any circumstances.

3. MOODLE General Instructions

3.1 Access Moodle /E-Class

- To access your course material, please go to: **opd.bethlehem.edu**
- Please ensure the confidentiality of your login name and password.
- Password must include minimum six digits.

3.2 Technical requirements for the Online Professional Diploma

In order for Moodle to function properly on your computer, you must be using one of the following browsers:

- Google Chrome
- Apple Safari
- Mozilla Firefox

Moreover, you need to have on your computer Microsoft Office 2010 and all its Extras (Excel, PowerPoint, ...etc)
MS-Project 2010

3.3 MOODLE Features

Moodle comes with many standard features, and the following are the core features you will be using during the program.

3.3.1 Edit Profile: to edit your profile please go to *Administration Block > My Profile Settings > Edit Profile*.

3.3.2 Change Password: to change your password please go to *Administration Block > My profile settings > Change Password*.

3.3.3 Manage My Private Files: each participant has a private files area for uploading and managing a set of files.

3.3.4 News Forum: it is a special forum for general announcements and only teachers and administrators may add posts or reply to posts.

3.3.5 Discussion Forum: Forums in Moodle allow students and instructors to exchange comments, questions, share information and benefit from each other's opinions and input in a public discussion forum within the unit Moodle site.

3.3.6 Grades: All the grades for each student in a course can be found in the course gradebook, or 'Grader report' in *Administration Block > Course Administration > Grades*.

3.3.7 Calendar: The calendar can display course, group and or user events in addition to assignment and quiz deadlines, chat times and other course events.

3.3.8 Latest News: Recent posts made in the News forum are displayed in the Latest news block, along with a link to older archived news.

3.3.9 Upcoming Events: The Upcoming events block displays future events in a summarized list.

3.3.10 Book Administration: you can print out a certain chapter or full module as needed from *Administration Block > Book Administration*.

3.3.11 Messages: you can send messages to other participants in your course and your teacher by going to *Navigation Block > My profile > Messages* and then type a name into the Search people and messages box. To narrow the search down further, click the blue Advanced link to search for a person "only in my courses" or with keywords in messages:

4. Administrative & Technical Support

For Administrative & Registration Issue please contact:

Ms. Nisreen Mansour-Khalilieh
Project Coordinator

E-mail: nisreenk@bethlehem.edu

Tel: 02 277 0936 – 274 5559

Mobile: 0598 939 530

For IT Technical Issues please contact:

Mr. Munjid Kharoufeh
IT Assistant

E-mail: mkharoufeh@bethlehem.edu

Tel: 02 274 3881

Mobile: 0598 939 522