

LWA 2109	Lwo Oral Literature	5
Semester II (Core Courses)		CU
LWA 2210	Communication Skills in Lwo	5
LWA 2211	Lwo Morphosyntax	4
Elective Courses		
LWA 2212	Lwo Written Literature	4
LWA 2213	Lwo Cultures and Social Institutions	4
LWA 2214	A Comparative Study of Lwo and the other Ugandan Lang. Family	5
End of Second Year CU from LWA:		
	Majors =	36
	Minors =	9

Year III

LWA Majors take 2 core and 2 electives plus 2 courses from a Minor subject taken during the Second Year while LWA Minors take 1 core and 1 elective per Semester.

Semester 1 (Core Courses)		CU
LWA 3115	Lwo Pragmatics	5
LWA 3116	Research Methods	5

Elective Courses		
LWA 3117	Lwo Lexicography	5
LWA 3118	Material Development in Lwo	5
LWA 3119	Language Teaching in Lwo	4
Semester II (Core Courses)		
LWA 3220	Mass Communication in Lwo	5
LWA 3221	Research Project	5
Elective Courses		
LWA 3222	Editing and Publishing in Lwo	5
LWA 3223	Lwo Stylistics and Creative Writing in Lwo	5
LWA 3224	The Varieties of Lwo	5
End of Third Year CU from LWA:		
	Majors =	39
	Minors =	19
Total CU from Lwo Subject:		
	LWA Majors =	64
	LWA Minors =	57
Minimum CU required for graduation from LWO Subject:		
	Majors =	75
	Minors =	46

BACHELOR OF SECRETARIAL STUDIES (BSES)

Programme structure

Year 1

Advanced students shall take 4 core courses and 3 electives per semester. One of the electives shall be a language. Beginner students shall take 6 core courses and 1 elective. The elective shall be selected from the language courses.

Semester 1 (Core Course)		CU
SES 1101	Shorthand IA	3
SES 1102	Typewriting & Computer Operations	3
SES 1103	Language Skill and Communication	3
SES 1104	Interpersonal Communication Skills	3
SES 1105	Introduction to Psychology	3
SES 1106	Fundamentals of Accounting	3
SES 1107	Shorthand Open Speed	3
SES 1108	Advanced and Audio Typing	3

SES 1110	German for Beginners	3
SES 1111	Kiswahili Communication Skills	3
Semester II		
SES 1201	Shorthand 1B	3
SES 1202	Typing and Computer Operations	3
SES 1203	Communication Theory and Office Practice	3
SES 1204	Office Automotion	3
SES 1205	Information Organisation	3
SES 1206	Social Psychology	3
SES 1207	Shorthand Open Speed II	3
SES 1208	Advanced Typing and Audo Typing	3
SES 1210	German Language and Acquisition	3
KSB 1201	Basic Kiswahili Discourse	3

Year II

A Student has to offer Secretarial Studies as a major where three core courses and one

electives are done per semester in addition to two core courses from one of the minor subjects done in the first year.

Semester 1 (Core Courses)		CU
SES 2101	Shorthand IA	3
SES 2102	Typewriting & Computer Operations	3
SES 2103	Office Management and Foundation of Management	3
SES 2104	Foundation of International Relations	3
SES 2105	Introductory Economics	3
SES 2106	Shorthand Open Speed II	3
SES 2107	Advanced Typing	3
SES 2108	French for Beginners	3
SES 2112	Desktop Publishing	3
Semester 1 (Electives)		
SES 2104	Foundation of International Relations	
Semester II (Core Courses)		
SES 2201	Shorthand IIB	3
SES 2202	Typewriting & Computer Operations IIB	3
SES 2203	Principles of Law	3
SES 2204	Gender Dimensions in Development	3
SES 2205	Business Administration	3
SES 2206	Shorthand Open Speed IV	3
SES 2207	Advanced Audio Typing IV	3
SES 2208	Intermediate French	3
SES 2210	Middlestufe I (Language Acquisition)	3
SES 2211	Cross-Culture and Comparative Management	3
Electives		
SES 2204	The Gender Dimensions in Development	3
SEC 2205	Business Administration	3

Year III

A student has to take Secretarial Studies as

a major where three core courses and one elective are done per semester in addition to two core courses from one of the minor subjects done in the first year).

Semester 1 (Core Courses)		CU
SES 3101	Shorthand III A	3
SES 3102	Typewriting & Computer Operations IIIA	3
SES 3103	Secretarial Duties and Ethics	3
SES 3105	Personnel Management	3
SES 3106	Shorthand Open Speed V	3
SES 3107	Advanced Typing	3
SES 3110	Kiswahili for Secretarial Duties	3
SES 3112	Research Methods	3
SES 3113	Public Administration	3
Electives		
SES 3105	Personnel Management	
Semester II (Core Courses)		CU
SES 3201	Shorthand III B	3
SES 3202	Typewriting & Computer Operations III B	
SES 3203	Language Skills & Written Communication	3
SES 3204	Reading and Speed Training	3
SES 3205	Public Relations	3
SES 3206	Shorthand Open Speed VI	3
SES 3207	Advanced and Audio Typing VI	3
SES 3208	Applied and Audio Typewriting VI	3
SES 3210	Translation Skills in Kiswahili and English	3
SES 3211	Research Project	3
SES 3214	Diplomacy, Functions and Techniques	3
Electives		
SES 3204	Reading and Speech Training	3
SES 3205	Public Relations	3
For graduation the minimum CU required from Secretarial Studies are =		62

COMMUNICATION SKILLS COURSES

Major Objectives

There are two major objectives of this programme, namely:

a) To impart communication skills into students in order to improve their communication competence.

b) To develop understanding and a specialist appreciation of the peculiar nature of Ugandan communication problems and how this impacts on our national growth and developmental plans.