

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 | Mittlstufe 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.

Skills

- Impart technical and analytical communication skills so as to enhance the students' competence in communication.
- Develop awareness and appreciation for communication skills:
- Train technical communication specialists in specific fields of study.
- Introduce a professionalised component into the BA(A) degree so that the graduate can get involved in journalism and other related disciplines.
- Train future leaders, media planners, policy makers, educationists in the art of communication.

Attitudes

At the end of the programme the students should develop;

- A more professional appreciation of how to use languages in the various domains.
- Positive attitude to the acquisition and use of appropriate speech forms, patterns and styles for specific situations.
- Proper understanding of problems of those with special or disadvantaged forms of communication, e.g. the language of the deaf, the writing of the blind and dumb and other related forms.
- Appreciation of the appropriate levels of writing, expressions, reading and other related skills.

Curriculum

The curriculum for the subject shall extend over three academic years.

A student offering Communication Skills shall be required to register for two subjects in addition to Communication Skills in the first year of study. All courses in the first year are core.

In the second and third years of study, students major in Communication Skills and minor in one of the subjects studied in the first year. They will offer:

- Two core courses and two electives in each semester from the approved Communication Skills Courses

- One core course and one elective in the minor subject of study of each semester

| Year I: Semester II (Core Courses) | | CU |
|--|--|-----------|
| CSK 1101 | Introduction to Communication | 4 |
| CSK 1102 | Receptive & Productive Skills of Communication | 5 |
| CSK 1103 | Uniwide Communication Skill | 5 |
| Semester II (Core Courses) | | |
| CSK1201 | Practice of Written Communication | 5 |
| CSK1202 | Cross-cultural Dynamics in Communication | 5 |
| Total Year I CU form Communication Skills | | 16 |

Year II

A student takes two core courses and two electives in Communication Skills and one core course and one elective from the minor subject per semester.

| Semester I (Core Courses) | | CU |
|---|---|-----------|
| CSK2101 | The History of Communication in Uganda | 4 |
| CSK2102 | The Management of Information Technology | 4 |
| Electives | | |
| CSK2103 | Management Communication | 4 |
| CSK2104 | Structure & Function of Media Systems | 4 |
| CSK2105 | Interpersonal & Intergroup Communication | 4 |
| CSK2106 | The Psychology of Communication | 4 |
| CSK2107 | Essay and Report Writing | 4 |
| Semester II (Core Courses) | | |
| CSK2201 | Communication Processes & Effects | 4 |
| CSK2202 | Culture and Communication | 4 |
| Electives | | |
| CSK2203 | Reading Skills and Speech Training | 5 |
| CSK2204 | Organisational Communication & Behaviour | 4 |
| CSK2205 | Communication for Persuasion & Social Influence | 5 |
| CSK2206 | Communication in Life Sciences | 4 |
| CSK2207 | Public Relations and Advertising | 4 |
| Total Year II CU from Communication Skills | | 74 |

Year III

A student takes two core courses and two electives in Communication Skills and one core course and one elective from the minor subject per semester.

| Semester I (Core Courses) | | CU |
|---------------------------|---------------------------------------|----|
| CSK3101 | Models in Communication Dissemination | 4 |
| CSK3102 | Research Methods | 5 |
| Electives | | |
| CSK3103 | Writing for the Media | 4 |
| CSK3104 | Editing & Publishing | 5 |
| CSK3105 | Communication & Law | 4 |
| CSK3106 | Communication in a Changing World | 4 |

| Electives | | |
|---|--|----|
| CSK3107 | Standards in Journalism | 4 |
| CSK3108 | Writing Techniques for Administrators and Executives | 4 |
| Semester II (Core Courses) | | |
| CSK3201 | Development Communication | 5 |
| CSK3202 | Research Project | 5 |
| Electives | | |
| CSK3203 | Acquisition of Skills in Public Speaking | 4 |
| CSK3204 | Topical Issues in Communication | 4 |
| CSK3205 | The Viability & Impact of Communication | 5 |
| CSK3206 | Specialised Forms of Communication | 5 |
| CSK3207 | Communication for Educators | 5 |
| Total Year III CU from Communication Skills | | 37 |
| Minimum CU from Communication Skills for graduation | | 72 |

SOCIAL ANTHROPOLOGY COURSES

Objectives

- To provide academic training in Social Anthropology at degree level, so that graduates can feed the various demands for social anthropologists in various sectors of society (academic, cultural, social, medical).
- To enhance the academic study and promotion of African Social Anthropology as a corrective to Western Anthropology on Africa.
- To provide academic training to graduates in order to preserve the rich history of the interlacustrine region of East Africa (publications, exhibitions, films, data-banks, etc).
- To provide the expanding tourism industry with well trained personnel who can expose the rich cultural tradition of Uganda and East Africa in a professional manner.

Programme structure

Curriculum

In the first year of study students take three subjects including Social Anthropology. During the second year, students can either

major or minor in Social Anthropology where it is either combined with a Language, History or any other subject in the faculty of Arts. While all the first year Courses are compulsory, electives are offered both in the second and third years.

The course will last three academic years (six semesters).

Year I

All courses offered must be taken by every student in addition to courses from two other subjects.

| Semester I (Core Courses) | | CU |
|--|---|----|
| SAN 1101 | Introduction to Anthropology I | 4 |
| SAN 1101 | Introduction to Ethnography in Africa | 5 |
| Semester II Core Courses | | |
| SAN 1201 | Introduction to Social Anthropology II | 4 |
| SAN 1202 | Introduction to Ethnography of Eastern Africa | 5 |
| Total Year One CU from Social Anthropology | | 18 |