

Chapter One

Minimum Requirements for Courses of Study in Universities:

Curriculum Foundation Programme.

Foundation Programmes are widely accepted by a large number of Uganda's universities. In order to assist prospective students who do not have 'A' level (or did not reach the requisite grades at 'A' level, note that **this option is not open to Ugandans**), a Mature-Age Examination Entry Certificate, the IB qualification, or expatriate students from neighbouring countries who did not achieve a C⁺⁺ in the school-leaving examination in their home country, the foundation programme will bridge the gap between school and university.

This innovative programme is carefully formulated between the support skills needed for academic life and academic subjects needed to sustain university studies. The mix of courses offered on the programme will set prospective students on a path to achieving their goals of obtaining a university education.

This programme is offered as a full-time, one-year intensive programme.

The Foundation Programme

Core Courses

UFP 101	Orientation Course	15 CH 1 CU
UFP 102	English Language for University Studies	45 CH 3 CU
UFP 103	Foundational Mathematics	45 CH 3 CU
UFP 104	IT Skills for Academic Study	60 CH 4 CU
UFP 201	Effective Writing and Communication Skills	45 CH 3 CU
UFP 202	Study Skills for Academic Life	45 CH 3 CU
UFP 203	Understanding the World Today	60 CH 4 CU

Depending on the university programme selected, students take **one** introductory course in their chosen area of study

45 CH 3 CU

In order to qualify for the award of the University Foundation Programme Certificate, students need to obtain 25 credit units.

The Foundation Programme Course Descriptions

UFP 101 Orientation Course 15 CH 1 CU

This orientation course is a general introduction not only to university life but also to Uganda for international students. The course will include discussions and guest lectures on life skills, social behaviour, sexuality, culture and difference, and finance management.

- i. **Introduction**
 - The Campus and its Resources
 - Opportunities to Grow
 - Making Friends
 - Culture and Difference
- ii. **Maintaining Health and Well-Being**
 - Health, Well-being, and Success in University
 - Managing Stress
 - Avoiding Harmful Substances

- Emotions
- Interpersonal Skills
- Sexuality
- iii. **Managing Resources**
 - Managing Finances
 - Managing Time

UFP 102 English Language for University Studies 45 CH 3 CU

Course Description

This course on English for University Studies aims to assist international students, especially those from non-English-speaking countries, to develop a level of competence in the language so that they can read, speak, and write English to a standard acceptable for university studies. This course is also offered as a refresher course to students who have completed secondary school examinations in English. The course focuses on developing listening, speaking, reading, and writing skills. At the end of the course, students will take an English language examination (IELTS or TOEFL) to evaluate their proficiency.

Course Objectives

On completion of this course, students will:

- gain the confidence necessary to express themselves in English without errors
- have a solid grasp of English grammar
- write clearly while avoiding slang and common spelling errors
- be able to listen and take accurate notes in English
- be able to speak unambiguous English that is not simply a translation from their mother tongue
- be able to read and understand complex academic materials that will assist further academic study

Course Outline

- names of parts of speech and grammar:
- nouns (name of person, place, thing, or abstraction)
- adjectives (describes the noun)
- pronouns (he, she, we you, which ...)
- verbs (denoting an action) split infinitives and splitting verbs
- adverbs (quality of verb / how action is done)
- clauses (part of sentence containing subject and verb)
- sub-clauses (clause within a clause and separated by commas)
- conjunctions
- prepositions
- plurals and possessives
- introduction to tenses:
- Simple Present: for frequent actions
- Present Continuous: for present actions
- Simple Past: when time/date is mentioned
- Present Perfect: when no time is mentioned
- Simple Past: for repeated actions in the past
- Present Perfect: for past action that is continuing
- Syntax and building sentences

- capital letters
- punctuation
- commas semicolons colon full stops question marks ...
- sentence construction and sub-clauses
- hyphenated adjectives
- slang and contractions
- common errors
- vocabulary
- a wide range of vocabulary will be developed through class discussions: entertainment, social issues, politics, environment, globalization, culture and customs, technology, relationships ...
- style in written English
- idioms
- metaphors
- Pronunciation techniques
- Teaching Methodology
- In this course, students will learn through doing. Engaging in pairs and small group discussions with final presentations will give students the opportunities to practice new skills in language and gain the confidence to present topics in English to the class.

Course Assessment

Throughout this course, students will practice listening, reading, and writing skills. The coursework will account for 100% of the course marks and the English language examination must be passed.

UFP 103 Foundational Mathematics 45 CH 3 CU

Course Description

This course on Foundational Mathematics is designed to bring students to a level of mathematical literacy that will assist in university studies. The course is divided into four main topics: using and applying mathematics, number and algebra, shape, space, and measurements, and handling data.

Course Objectives

The course will help students develop the following skills:

Problem solving skills through investigating a variety of problems to improve students' ability to think for themselves and organise their work

Communication skills: students will be given opportunities to show that they can read mathematics and write about their work in a variety of ways using graphs, symbols, and diagrams, listen to and understand instructions, and explain their ideas clearly to others.

In addition, the course will develop students' ability to carry out calculations on paper or using a calculator.

Course Outline

The mathematics course is based on a modular approach. Lectures are designed to encourage students to investigate and discuss mathematics imaginatively. The course is divided into four parts:

- **Using and applying mathematics**

using mathematics for practical tasks and applications to real-life problems, investigations in mathematics, solving problems, mathematical reasoning

- **Number and algebra**

introduction to algebra; symbols and graphs; coordinates; fractions, decimals, ratio, percentages, angles and polygons, calculations, estimations, equations, and formulae

- **Shape, space, and measurements**

Symmetry, perimeter, area, volume and angles, position, linear functions

- **Handling data**

The use of probability and the collection, processing, representation, and interpretation of data, the how and the why of statistics

- **Teaching Methodology**

Classes will involve lectures, demonstrations, class discussions, group work, computer or practical activities, as well as opportunities for students to consolidate concepts and skills through exercises and problem solving.

Course Assessment

The continuous assessment exercise for this course will account for 40% of the final course mark. The final examination will account for 60% of the final course mark.

UFP 104 IT Skills for Academic Study 60 CH 4 CU

Course Description

This introductory course on IT Skills for Academic Study is divided into four main parts: the computer, computer terminology, controlling and using the computer, using the internet.

Course Objectives

This course is intended to develop students' practical skills in information technology so that they are equipped to use technology to assist the learning processes in academic study. The internet component of the course will enable students to use on-line resources diligently and efficiently for research purposes.

Course Outline

i. **The Computer**

- History of the Computer
- The main parts of the Computer
- Uses of the Computer

ii. **Computer terminology**

- The Desktop
- Icons, Shortcuts, Folders, and Files
- Recycle Bin, My Computer and Networking
- Applications and Programs

- Windows and Operating Systems
 - Local Drives and Network Drives
- iii. **Controlling and Using the Computer**
- Using Windows / an Open Source operating system and the Desktop
 - Using the Mouse
 - Opening and Closing Items on the Desktop
 - Single Click vs Double Click
 - Moving Items on the Desktop
 - Moving Icons on the Desktop
 - Using the Maximize, Restore, & Minimize Buttons
 - Using the Taskbar
 - Controlling the Taskbar
- iv. **Starting Programmes on the Computers**
- Computer Programmes/Applications
 - Kinds of programmes
 - Word Processing applications
 - Opening and Closing Word Processing Applications
- v. **Running and Moving Between Multiple Programmes**
- Using the Taskbar to Move
 - Using the Minimize Button
 - Using the Maximize Button
 - Running Other Programmes at the Same Time
 - Entering Basic Information in Word Processing Applications
- vi. **Basic Copying and Pasting Information Between Programmes**
- Copying Information
 - Pasting the Information
- vii. **Saving Information Correctly**
- The Saving Process
 - Files and a Folders
 - Creating and Naming Folders
 - Saving Files with a "Good" Name
 - Saving Files in the Right Location
- viii. **Using Other Programmes**
- Starting a Presentation Application
 - Creating and Running a Basic Slide
 - Using Design Templates
 - Text Input
 - Slide Show Effects
 - Animations
 - Introduction to Spreadsheets
 - Using Spreadsheets

- The functions of a spreadsheet
- ix. **Using the IntraWeb and the Internet**
- Opening the IntraWeb page
 - Navigating through the IntraWeb page
 - Creating and Sending an e-mail
 - Opening an e-mail
 - Basics of Connecting to the Internet
 - Introduction to Browsers
 - Hyperlinking
 - Web Navigation
 - Search Engines
 - Locating information
 - Understanding URLs
 - How to find relevant information
 - Using Google Scholar
 - Ethical Considerations

Teaching Methodology

This course will be conducted both in the classroom and in the computer lab. Students will be continually assessed so that progress through the course is steady and they master the various parts of the course before embarking on new topics.

Course Assessment

The course will be assessed continuously through practical exercises in the computer lab. A written test at the end of the course will account for 30% of the final course mark. A practical examination at the end of the course will account for 70% of the final course mark.

UFP 201 Effective Writing and Communication Skills 45 CH 3 CU

Course Description

This foundational course teaches the basics of good writing and communication skills. Students learn how to write grammatically-correct reports and focus on the interactive processes of transmitting and/or exchanging messages, information and/or understanding within individuals, groups, and organizations. The course examines the factors and circumstances that influence the flow and impact of messages, information, and understanding among individuals, groups and organizations.

Course Objective

At the end of the course, students should be able to: understand the necessity for accurate and effective written and verbal communication understand the basic concepts, principles, techniques, and proficiency required for academic study

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Course Outline

- i. **Introduction to Communication Skills**
- The Concept of Communication
 - Introduction to Communication Theory
 - The Communication Process
 - Elements/Aspects of communication

- Forms/Classification of Communication
 - Importance of Good Communication
- ii. **Communication Media**
- Introduction to Communication Media
 - Oral Communication
 - Written Communication
 - Visual Communication
 - Audio – Visual Communication
 - Technological Developments and Communication media
- iii. **Barriers to Communication**
- Medium barriers
 - Physical Barriers
 - Comprehension barriers
 - Socio–Psychological Barriers
 - How to Overcome Barriers
- iv. **Principles of Communication**
- Clarity
 - Consideration
 - Correctness
 - Courtesy
 - Conciseness
 - Completeness
 - Interpersonal communication
 - Inter-cultural communication
- v. **Written Communication**
- The Functions of Written Communication
 - The Theory and Practice of Effective Writing Skills
 - Key Business Writing Skills
 - Written Communication
 - Forms of Written Communication
 - Letters
 - e-Mails
 - Texting
 - Reports and Presentations
 - Circulars and Notices
- vi. **Oral, Visual, and Audio-Visual Means Of Communication**
- Oral Communication
 - Understanding Body Language
 - Telephone communication
 - Committees, Meetings, and Conferences
 - Audio–Visual Communication
 - Class Presentations

- Speeches
- Effective Oral Communication

Teaching Methodology

Lectures, practical work, tutorials, group discussions, class presentations, and team work.

Course Assessment

The course will be assessed by practical exercises in class (60%) and a final written examination (40%).

UFP 202 Study Skills for Academic Life 45 CH 3 CU

Course Description

When students enter university, they need the self-knowledge and academic skills to meet the challenges of university life and work. This course helps students develop effective strategies and practical skills needed in academic performance. The course also shows students how to create and use study systems, think critically, concentrate, read with understanding and manage their learning to achieve the outcome they want. In brief, this course aids students to learn how to learn so that they can take control of their learning processes.

Course Objectives

Upon completion of this course students will:

- know how to apply self-management skills to guide academic performance
- understand the ways in which they learn best
- define their own goals and preferences in study
- know and use the vital study skills and strategies they need to become confident in class
- create and use study systems, think critically, concentrate, read and listen with understanding
- develop and implement strategies to manage their time effectively
- develop effective test and examination taking skills

i. Motivation to Learn

- Assess Academic Strengths and Weaknesses
- Discover Learning Styles
- Develop Critical Thinking and Study Skills

ii. Using Critical Thinking Strategies

- Examine Assumptions
- Make Predictions
- Read With A Purpose
- Sharpen Interpretations and read Implications
- Evaluate what is learned

iii. Setting Goals and Solving Problems

- Set Goals for Success in University
- Developing a Positive Attitude

iv. Sharpening Classroom Skills

- Prepare for Class
- Become an Active Listener
- Develop A Personal Note-Taking System

- Guidelines for Note Taking
- v. **Creating Study System**
- The Basic Systems
 - Devising a Helpful Study System
 - Organizing Information for Study
- vi. **Controlling Concentration**
- Concentrations
 - Eliminate Distractions
 - Using a Study System Effectively
 - Strategies to Improve Concentration
- vii. **Improving Learning and Memory**
- How Memory Works
 - Increase Memory Power
- viii. **Becoming an Active Reader**
- Reading Actively
 - Find the Main Idea, Details, and Implications
 - Using a Textbook Marking System
- ix. **Preparing for Tests**
- How To Prepare for Tests
 - Organize and Review
 - Re-write notes
 - Read assignments
 - Develop a Test-taking Routine
 - Reducing Test Anxiety
 - Eliminate the Causes of Test Anxiety
 - Learn to Relax
 - Face Fears and Think Positively

Teaching Methodologies

Lectures, class discussions, small group work, and assignments.

Course Assessment

The continuous assessments for this course will account for 60% of the final course mark; the final examination will account for 40% of the final course mark.

UFP 203 Understanding the World Today 60 CH 4 CU

Course Description

This course in the University Foundation Programme is a general course that is intended to sharpen students' critical thinking skills by exposing them to ideas and issues crucial in understanding the world today. The course will stimulate debate on numerous issues including development, current affairs, poverty, globalization, international relations, the world's changing political economy, culture, consumerism, and gender and environmental issues. The course will use materials from newspapers, the internet, and television.

Course Objectives

This course will:

- Allow students to engage in critical debate while learning the difference between fact and value judgements
- Inform them about developments in the world today
- Give them an in-depth knowledge of current affairs and how to interpret “news”
- Engage students in accepting different views and opinions and defending beliefs

Course Outline

- Current perspectives on world development
- Development in Africa
- Introduction to Globalization
- The Benefits and Threats
- Africa and Globalization
- Africa's Place in the World
- Introduction to International Relations
- Who is Who on the Global Stage?
- The Politics of International Relations
- Wars and Conflicts
- Global Political Economy
- The Shifting Face of the Superpowers
- Introduction the Gender Concepts
- Equality or Difference?
- Why Worry about Gender Issues
- What is Culture?
- The Role of Culture
- Culture and Modernity
- Cultural Difference and Conformity
- Consumerism and Poverty
- The Importance of the Environment
- The Environment and Poverty

Teaching Methodologies

This course will rely chiefly on class discussion and participation in order to achieve the course aims and objectives. Lectures will introduce topics and give information; students will learn how to analyse information, formulate opinions, structure arguments, and defend beliefs while accepting that others may have different beliefs and opinions.

Course Assessment

This course will be assessed through class participation (10%), written assignments (40%), and a final examination (50%).