



UNIVERSITY COLLEGE OF MANAGEMENT STUDIES
COURSE SYLLABUS TEMPLATE

SECOND SEMESTER OF 2019/2020 ACADEMIC YEAR

SCHOOL/FACULTY: DEPARTMENT:

1. COURSE INFORMATION

COURSE TITLE		FACILITATOR	
COURSE CODE		CONTACT	
CLASS HOURS		OFFICE HOURS	
CLASS LOCATION		OFFICE LOCATION	

2. COURSE DESCRIPTION

Course Objectives

i.

Learning Outcome

i.

3. TOPICS TO BE COVERED

(NAB approved topics, Activities & Date, Deadlines for assignments, Instructions for submission etc)

Week 1

Week 2.....

Week 3.....

Week 4.....

Week 13.....

4. ASSESSMENT AND GRADING

a) Continuous Assessment 40%

Quizzes

Mid-Semester

Presentation & Class Participation

b) End of Semester Exams 60%

5. READING LIST/RECOMMENDED TEXT BOOKS

(Should be presented in APA format)

6. COURSE POLICIES

(Refer students to the student's handbook on the following)

- i. Class Attendance & Presentation
- ii. Non-submission & Late Submission of Assignments
- iii. Absenteeism during Quizzes, Test and Examinations
- iv. Plagiarism and Academic Dishonesty