

SHORT & CERTIFICATE COURSES

WITS PLUS

COMMUNICATIONS & LEARNING SKILLS FOR ACADEMIC PURPOSES

Join us on the Wits Campus for our evening class in *Communications and Learning Skills for Academic Purposes*, offered over 14 weeks.

The course is offered at the University of the Witwatersrand in lecture format. You will be guided through this programme by a subject expert.

TARGET AUDIENCE

The course will be offered to applicants who apply in terms of the mature age exemption clause to register for a BA degree at Wits Plus.

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OBJECTIVES OF THE COURSE

This course aims to:

- Develop skills in processing, evaluating, understanding and analysing texts.
- Cultivate awareness of the linguistic features, structural requirements of different texts and functioning in certain contexts.
- Develop students' academic writing skills.
- Improve students' ability to develop and present arguments.

ADMISSION CRITERIA

Mature age applicants (older than 23 years) who did not obtain a complete exemption in matric. They should have passed Matric or National Senior Certificate (NSC), English on Higher Grade or NSC with at least a D symbol; and three other subjects with at least D symbol.

OUTCOMES AND COMPETENCIES

After successful completion of this course participants should be able to:

- Apply a range of reading techniques appropriately;
- Read a variety of texts with understanding in terms of content, structure, genre, linguistic markers and audience;
- Use writing as a tool to study effectively;
- Produce a range of different texts showing an awareness of linguistic features, structure, appropriate audience and layout;
- Demonstrate ability to interpret written, read or spoken information;
- Present ideas and information effectively in public;
- Demonstrate ability to respond logically to arguments;
- Communicate through negotiation, discussion and sharing of information in small groups;
- Analyse and critically evaluate information;
- Integrate new ideas into thinking.

COURSE CONTENT

Topics covered include the following:

- Introduction to communication and learning skills.
- Note-taking:
Quoting, paraphrasing, summarising, language varieties and interactive reading.
- Summarising Strategies:
Text to self, double entries, alpha box, graphic organisers.
- Academic Literacy:
Technical terms, referencing, plagiarism, evidence, cohesion and coherence.
- Oral presentation:
Preparation workshop.
- Drafting academic essays:
Preparation for assignment
- Reflective writing:
Argumentative essay.

Detailed course outlines will be given to participants in the first lecture.

COMMENCEMENT DATES

Semester 1:

February: Tuesdays 17:30 – 19:30

Semester 2:

July: Wednesdays 17:30 – 19:30

ASSESSMENT OF PERFORMANCE

Students will be required to attend the lectures, submit assignments and write an examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

LENGTH OF THE COURSE

Lectures will take place once a week over 14 weeks. The duration of each lecture will be 2 hours. The 13th lecture will be revision and will be followed by a three-hour examination in the 14th week.

WHO IS THE LECTURER?

The course will be taught by Wits staff members in a small group environment in lectures and tutorials.

FEES

R9 840, inclusive of the class notes.

METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original deposit slip to Wits Plus on the registration dates as indicated on your letter of acceptance.

CAMPUS ACCESS

All short course participants must obtain a Visitor's Access Card at a cost of ±R140 per year. Parking disc fees also apply: arrangements need to be made with the parking office.

CANCELLATION OF A COURSE

Courses with a duration of up to five contact days (including Wits Plus courses offered over one semester):

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.