TOPIC	Date	LECTURER
Welcome and award of scholarships	24th July 2023 9:00-9:15	ED
UNIT 1: UNIVERSITY GOVERNANCE AND STUDENT SUPPORT SERVICES		
1.1 University governance 1.1.1 Organizational structure 1.1.2 Administration 1.1.3 Schools 1.1.4 Academic support (withdrawals, appeals, change of programs)	9:15-10:00hrs	Dean
1.2 Student support services 1.2.1 Counselling and guidance 1.2.2 Health care 1.2.3 Financial support 1.2.4 System support 1.2.5 Support for international students	10-11hrs	Dean of Students
UNIT 2: INFORMATION AND COMMUNICATION TECHNOLOGY ICT	**25th July**	ICT
2.1 Introduction to ICTs and computers 2.2 Definition of terminologies 2.3 Types of computers 2.4 Computer systems and its parts 2.5 Computer software (Office)/IT resource NetOne 2.6 Internet and its applications/Google meet/zoom 2.7 Computer security 2.8 ClanED/ UptoDate/Online Library/PubMed	14-16hrs	Micheal Katongo/Jonathan Botha
2.9 NetOne presentation	11:00 – 11:30	
UNIT 3: COMMUNICATION AND COMMUNICATION SKILLS	**26th July**	ICT
3.1 Communication 3.1.1 Process, modes and types of communication 3.1.2 Principles of communication 3.1.3 Facilitating communication 3.1.4 Barriers to effective communication 3.1.5 Trans culture communication 3.1.6 Interpersonal relationships 3.1.7 Therapeutic communication	14-16hrs	Mrs Chisunka Sr/Mrs Mzyece
UNIT 6: STUDY SKILLS	**31st July**	

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6.1 Planning work 6.2 Organizing resources 6.3 Reflection and reflective practice 6.4 Time management 6.5 Individual and group study	9-10hrs	Mirriam Mubanga/ Gift Bwalya
6.6 Examination skills 6.6.1 Preparation for examinations 6.6.2 Understanding examination rubrics 6.6.3 Writing examinations 6.6.4 Examination malpractice	10-11hrs	Mrs Mutati
UNIT 7: ACADEMIC WRITING	**01ᶠᵗ August**	
7.1 General principles of writing 7.2 Structure and writing styles 7.3 Report and essay writing; descriptive, argumentative and expository writing 7.4 Writing and expanding information, notes, tables, figures, graphics and diagrams	9-11hrs	Mordecai Malambo

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7.5 Paraphrasing non-linear texts, streamlining, avoiding ambiguities, and irrationalities providing supportive evidence		
UNIT 8: INFORMATION AND DIGITAL SKILLS	**02nd August**	
8.1 Defining, accessing and searching for information 8.2 Evaluating, filtering and managing information 8.3 Ethical and legal issues in the use of information in academic writing 8.3.1 Plagiarism/ Turnitin software 8.3.2 Intellectual property rights digital referencing tools	9-11hrs	Librarian/ Mr Mayondi
UNIT 9: FACULTY ORIENTATION	03rd August	
9.1 Introduction to faculty staff 9.1 List of courses 9.2 Class attendance/ CAs 9.3 Student registration timeline 9.3 Student indexing	9-11 hrs	HoDs