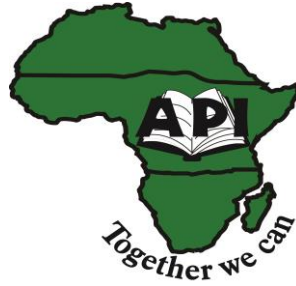


AFRICA POPULATION INSTITUTE (API)

COMPREHENSIVE CERTIFICATE IN NGO MANAGEMENT & OPERATIONS PROGRAM



P.O BOX 10842
KAMPALA UGANDA

PHYSICAL LOCATION

Off the Northern Bypass at Masanafu Round About, Sentema Raod Nakuwadde

TELEPHONE: +256-772-836998 +256-393-242111

WEBSITE: <http://www.africapopulation.net>

E-MAILS: info@africapopulation.net

Minimum Entry requirements to the course

- Uganda Certificate of Education with at least 4 credits or its equivalent
- Must be fluent in both written and spoken English language
- Work experience is an added advantage

Mode of Delivery/Instruction

Face to face lectures are conducted at the beginning and during the course of the semester and there is a new development in the mode of delivery through online resources, Learning materials are also provided through quality print modules/hand books. We are in the process of developing CDs, DVDs and VCDs.

Attendance and assignments

Students must participate in online discussion, take tests and submit assignments at the specified times. Students are expected to log in on their accounts regularly, that is; at least three times a week for the duration of each course. Students who do not log in for one week will receive a mailed notification and warning. The consistence of absence from face to face lecture and online dialogue will constitute an automatic disqualification and discontinuation from the course.

Students who do not submit assignments for a course will not be permitted to take the course examination and will be expected to redo the course when it is next offered. Tutors are not obliged to accept coursework's submitted after the stipulated date nor to grant extensions. Late submission will automatically be subjected to reduction of one mark a day for the first 2 weeks of delay, for submission after a fortnight, an assignment will only receive 50% if it satisfies the examiner.

Examination Regulations

Some students who involve themselves in examination malpractices e.g. cheating, smuggling in notes, etc will be victimised. All students are strongly warned that cheating or attempting to cheat in Africa population institute Examinations may lead to dismissal from the Institute. Please note that **course works, research or project assignments** are also part of API Examinations. Copying or pirating other works (plagiary), or hiring another person to do one's assignments is an Examination malpractice that may lead to dismissal from the institute.

The examination results of any student who has sat the examinations without being registered shall be nullified. Students are strongly warned against this. A student who has not attended up to 60% of the instruction time may be denied to sit period end examinations. Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, revocation of awards where applicable and prosecution in the courts of laws.

Course Duration, Assessment and Grading System

The course takes three months. Assessment tests and course work are done in the middle of the term and contribute 40% towards the final grade. The final exam is done at the end of the months and contributes 60%, to the total marks which is 100%. The final grades are streamlined as follows.

Letter Grades	% Equivalent	Standard & Grade	Guideline Grade Descriptions
A	80 – 100	Exceptional 5.0	Work of distinguished quality which is based on a very extensive reading and which demonstrates an authoritative grasp of the concepts, methodology and content appropriate to the subject and to the assessed task. There is clear evidence of originality of thought and the ability to synthesize materials, think analytically and to synthesize material effectively.
B+	75-79	Excellent 4.5	Work which clearly demonstrates all the qualities of “B” but which reveals greater insight and more originality.
B	70-74	Very Good 4.0	Work which demonstrates and above average level of understanding of concepts, methodology and content appropriate of the subject and which draws on a wide range of referenced resources. There is clear evidence of critical judgment in selecting, ordering and analyzing content. Demonstrates some ability to synthesize material and to construct responses which reveal insight and may offer some occasional originality
B-	65-69	Good 3.5	Work which contains most of the qualities of a “B” grade but the critical judgment is less developed and there is less insight and originality.
C	60-64	Pass 3.0	Work with the qualities of a “C” grade but containing a greater degree of critical analysis and original insight
D	55-59	Satisfactory 2.5	Work derived from a good basis of reading and which demonstrates a grasp of relevant materials and key concepts and the ability to structure and organize arguments. The performance in assessment may be routine but the work will be articulate, clearly presented and written and include some critical analysis and a modest degree of original insight. There will be no serious omissions or irrelevancies
E	50-54	Marginal Pass 2.0	Work that demonstrates more of the qualities of a “E” grade but which contains less of critical analysis and little or original insights
F	Below 50	Fail 0.0 - 1.5	Work which fails in significant respects to meet the criteria. And here students are advised to re do the work on aspect of organization and presentation and show evidence for understanding some of the key concepts.

API Online Library

API has secured open access books and journals to download or read online, all students enrolled for programs at API have 24/7 access to the content server and databases which provide thousands of materials related to the courses offered. Each student is given a username and passwords that enable them access such resources. There are also open education resources for universities and other tertiary institutions free online and accessible for our students such as emerald insights and Mendeley which are instrumental for virtual education and ABM Education Accreditations in United Kingdom

CERTIFICA IN NGO MANAGEMENT & OPERATIONS

The program's aim is to educate professional social workers as well as students who are likely to become NGO leaders in a complex, diverse, and multicultural society, and possess the knowledge and skills necessary to address the needs and potentials of individuals, families, groups, organizations, and communities. Therefore this means that attaining expertise in social work field emphasizes the engagement of personal and community strengths as fundamental to the understanding, treatment, and prevention of individual and social problems. The program intentionally prepares social workers/students who can effectively and ethically lead human service efforts to enhance human well-being and productivity help alleviate poverty, and strengthen social justice.

Some of the goals for establishing this course include; to help students work actively to promote social justice, make professional decisions and perform professional functions that are informed by an understanding of the political context of practice, to prepare graduates for competent practice which integrates theory and research as well prepare graduates who have a generic foundation of core social work knowledge, values and skills, applicable to all fields and methods of practice. Social Work graduates work in a wide variety of jobs, including as community development workers, therapists, counselors, case managers, field workers, youth workers, probation officers, social workers, hospital social workers, service coordinators, policy analysts and researchers.

API Comprehensive course on NGO Management and operations

Each course unit offered in this course has specific contact hours which are a measure used to indicate the relative weight given to an individual course in a relation to fulfilling the course. In order to complete the program of the study successful, students must achieve the required number of lecture hours (LH) just like one tutorial hour (TH) is equal to one contact hour and two practical hours (PH).

Period	Course Code	Course Name	Contact Hours
Term one	NGM 101	Fundamentals of NGO Management and operations	15
	NGM 102	Social Work theory & Social Anthropology	15
	NGM 103	Project Planning and Management	15
	NGM 104	Computer Applications	15
Term Two	NGM 201	Rural Sociology & Fundamentals of Social Admin	10
	NGM 202	Organizational development & Management	10
	NGM 203	Human Resource management	10
	NGM 204	Negotiation and Mediation skills	10
Term Three	NGM 301	Research Methodology	8
	NGM 302	Community Psychology & Development studies	8
	NGM 303	Information management and Technology	8
	NGM 304	Disaster preparedness and Management	8
Recess Term	NGO 401	Management of welfare services	15
	NGO 402	Occupational Health and Safety	15
	NGO 403	Monitoring and Evaluation	15

@\$120 Per Term or its equivalent in your local currency as determined

How to Apply: For Application and guidelines, come with a PP size photo, Photocopies of academic documents and \$15 or Whatsapp **Head office on +256 772 836998**

For details visit us on; www.africapopulation.net

API, a Citadel of Innovations and Excellency in Transforming Generations, Together We Can