

# UNDERGRADUATE STUDIES

SUAKOKO CAMPUS,  
BONG COUNTY, LIBERIA



**ACADEMIC CATALOG**

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## President's Message

I am excited to be a part of a highly motivated and professional team of educators at Cuttington University.

The volume before you represents the considered academic plan for those interested in developing their minds, hewing their skills and enhancing their acumen in the various disciplines of choice at our undergraduate program in Suakoko. As a premier university (better than the rest) seen in this region of Africa, we strive even for the unprepared to succeed, the prepared to advance, and the advanced to excel.

I am confident that at Cuttington you will find a good tradition of academic discipline and institutional care to make your experience of tertiary education fortifying and rewarding.

May your academic journey be filled with fruitful encounters enabling you to speak, read, think and write well, so that you might contribute well your quota to national development.

The Board of Trustees joins me in wishing you a most exhilarating experience at Cuttington on our main campus in Suakoko.

Sincere, as ever,

**Dr. Romelle A. Horton**  
**PRESIDENT**

## Vice President for Academic Affairs Cuttington University Message

As the University expands its academic programs to meet the man-power development needs of the nation, transformational endeavors are sought to actualize and systematize the focus of the university's vision, mission and core values. It is in this direction that the Administration continues to strive assiduously to maintain the university's academic integrity by proactively embarking on positive creative trends that invigorate and direct the stakeholders of the university in holding high the banner of the university as the "Pace setter" and "Citadel of Academic Excellence" in Liberia. This requires undue sacrifices, commitment and resilience with an ardent interest and determination to succeed.

Cuttington University, the Premier University in Liberia and the oldest private university in Africa, South of the Sahara must continue to forge ahead by promoting the virtues of the university motto-"*Sancte et Sapiente*"-"*Holy and Wise*".

The New Catalog has incorporated several new programs into the curriculum such as Medical Radiography, Physician Assistant, Criminal Justice, International Relations, Sociology and Social Work and Mass Communication. Other programs to include Environmental Health Technology, Medical Laboratory Technology and Midwifery are to commence pending the approval of the College of Allied Health Sciences. In addition we have added the Early Childhood Education program (supported by our USAID/TESTS partners). CU also, plan to revive our Humanities Department which has been at inaction in the last decade.

These programs are designed to provide the type and quality of education that will adequately prepare our citizens to meet the challenges of the global community in the 21<sup>st</sup> Century. As a result, the administration of the University has provided the opportunity for online and weekend classes/college. The Department of Academic Affairs and the Administration of the University challenge our students to drink deep and well at the fountain of knowledge at Cuttington University.

I am exceedingly overwhelmed by the level of success the University has made during these difficult years in our history. The Administration of the University owes our success to the Board of Trustees, the Government of the Republic of Liberia, the Government of the United States of America, the European Union, the Alumni Association, the Faculty and Staff and all of the philanthropic organizations that have contributed to our mission in coming thus far.

Amanze Charles Ihedioha, PhD  
Vice President for Academic Affairs

## PURPOSE OF THE CUTTINGTON UNIVERSITY CATALOG

The course offerings and requirements of the university are under continual examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but does not guarantee that they will not be altered or withdrawn. The goals and objectives of the academic program as dictated by the National Development Goals are subject to continual revision for the purpose of meeting national, regional and international standards.

Although the catalog is a contract between the student and Cuttington, the University reserves the right to make changes as required regarding other rules and regulations affecting students. However, policies regarding course offerings, curricular programs, course of study and academic policies remain in force and are binding on all students until the completion of the students' course of study. A student who drops from the University will be subject to all changes in the academic policies upon his/her return to the University. Academic policy changes only affect incoming students.

Current information is available from the following sources:

Admission Requirements	-----	Office of Admissions and Records
Course offerings		Office of Academic Affairs, Suakoko Office of Administration, Kakata
Degree requirements	-----	Office of Admissions and Records
Fees and Tuition	-----	Office of Finance

Cuttington University provides the opportunity for students to develop their knowledge by providing programs of instruction in various disciplines by faculty, who are trained and qualified for teaching at the University level. However, for any student to acquire knowledge is dependent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program. The university therefore limits representation of student preparedness in any program of study to competencies demonstrated at that specific time when appropriate academic evaluative measures were taken to certify course or program completion.

### **Historical Perspective Cuttington University: Old And New**

#### **Old Cuttington: Cape Palmas**

In 1887, under the venerable leadership of Bishop Samuel D. Ferguson, the Cape Palmas Missionary District of Liberia (of the Protestant Episcopal Church in the United States of America) founded the Hoffman Institute for the training of 'men in skill and virtue'. To it was later added a divinity school, with the assumed name, Cuttington Collegiate and Divinity School. On February 22, 1889, Bishop Ferguson laid the corner stone of the first building and named it Epiphany Hall on the Southern-most tip of Liberia. The School was named after Mr. Robert Fulton Cutting, of PECUSA, who in 1885 donated US\$ 5,000 to purchase land on which to build a school. The primary purpose of the money was for the establishment of a manual labor farm, which would afford opportunities for practical instruction of boys in the mission schools and at the same time serve as a pattern for others. Students came from all parts of Liberia and the West African region, and enrollment was limited to about 100 with high standards of admission and achievement.

The Rev. M.P.K. Valentine, M.A., became the First President of Cuttington Collegiate and Divinity School. The College awarded its first two certificates of proficiency in 1909 and was incorporated to give diplomas and grant degrees in 1922. It played an important role in providing classical education along with agricultural, industrial, theological and preparatory training. In 1929 the College was forced to close down for disciplinary and financial reasons.

### **New Cuttington: Suakoko**

In 1949, Cuttington Collegiate and Divinity School was reopened through the intervention of Bishop Bravid W. Harris, Bishop of Liberia (1945-1964), and by the benevolence of Dr. William V.S. Tubman, President of Liberia (1944-1971). The Liberian Government with a good measure of foresight donated to the Missionary District 1,500 acres of rich agricultural land at Suakoko, Bong County, for the purpose of establishing a College in the hinterland. Cuttington became the first and only four year, degree granting, co-educational, private Liberal Arts College south of the Sahara. The Rev. Seth Edwards was named the First President of Cuttington Collegiate and Divinity School in Suakoko. He served for eleven years (1949-1960). He was succeeded by Dr. Christian E. Baker who served for twelve years (1960-1972). Father Edwards and able staff were responsible for laying the foundation for the moral and academic excellence of the college. He was succeeded by Dr. Christian E. Baker who served for twelve years (1960-1972). In the early 1970's the institution was renamed Cuttington University College.

Dr. Baker established linkages between Cuttington and the Association of Episcopal Colleges as well as Association of Colleges of the Midwest, both of the USA. The Reverend Dr. E. Bolling Robertson served as Interim President for the period 1972-1973.

The Reverend Fr. Emmanuel Johnson was named in 1973 as the third president of the College and served until 1980. It had six (6) degree granting Colleges: Education, Humanities, Social Science, Natural Science, Nursing & Theology with plans to add more academic programs. In 1981 Dr. Stephen M. Yekeson, former Professor of Science and Dean of Academic Affairs, the first alumnus to head the college, became the fourth president. He served until December 1986.

In January 1987, the Reverend Father S. Yanquoi Reed (alumnus), became Interim President until the Board of Trustees elected Dr. Melvin J. Mason (alumnus) in August of the same year as the fifth president. Dr. Baker served as Interim President until February 7, 1988 when Dr. Mason officially took office. Dr. Mason served for 14 years (1988-2002). The college officially closed as of May 1990 because of the civil war. During the civil crisis, Dr. Mason established the Cuttington-In-Exile program. Dr. Henrique F. Tokpa (alumnus), Hon. D. Musuleng Cooper and Associate Professor Thomas K. Gaie (alumnus) successively served as acting presidents.

An Act establishing the University College as Cuttington University was signed into law on July 20, 2005. Dr. Henrique F. Tokpa who succeeded Dr. Mason, was inducted into office on November 13, 2005, and resigned in September 2015. The following programs were successfully added to the University in an effort to meet the growing demands and challenges of the nation's development process:

1. Increase in the number of degree offerings at the undergraduate campus in Suakoko.
2. Establishment of the School of Graduate and Professional Studies, located in Monrovia

3. Establishment of the Institute for Peace and Conflict Resolution
4. Introduction of Service Learning to all students.
5. Establishment of the Junior College which offers Associate degrees, located in Kakata.

Dr. Evelyn S. Kandakai (alumna) served as Interim President from 2015 to 2016. She was the first Interim female President of Cuttington.

**(INCLUDE PORTION FOR FR. TAMBA, DR. BROWNE AND DR HORTON)**

### **One University, Three Locations**

The University's undergraduate program is located on the University's main Campus in Suakoko, 120 miles northwest of Monrovia. The School of Graduate and Professional Studies is located in Monrovia along the Tubman Boulevard and houses the administrative and academic offices of the Graduate School. The Junior College campus is located in Kakata, about 60 miles north of Monrovia along the Monrovia-Gbarnga Highway. The campus covers 20 acres and houses the administrative offices of the associate program.

There still exists an increasing demand on the University to meet the manpower development needs of the nation and to provide quality and relevant educational programs in the midst of financial constraints confronting the institution and the nation. Cuttington University must at all cost maintain "academic excellence," improve the quality of the educational programs and simultaneously expand the scope and depth of said programs. This exercise is indeed a challenge to the Administration.

Cuttington University has a track record for maintaining a high academic standard and possessing the ability and capability to effectively and efficiently manage the general affairs of the institution and we continue to adhere to this principle by doing the following:

- i. Properly placing employees in positions that will bring development, recognition and credibility to the institution;
- ii. Encouraging employees to be efficient and productive by challenging their output capacities;
- iii. Developing the educational programs in depth and scope with the objective of attracting more students and simultaneously meeting the manpower development needs of the nation; and
- iv. Developing, promoting, and implementing essential and relevant programs that generate revenue for the institution.

Cuttington University continues to offer:

- Sound academic programs
- Conducive learning environment
- Qualified and professional instructors
- Improved library resources
- Affordable tuition payment plan
- Great sports and other extracurricular programs
- Viable and rewarding outreach programs

## **MISSION**

The primary mission of Cuttington University is to fulfill the paramount mission of higher education which is to serve the human person and society. Cuttington is dedicated to this mission by offering all students an intensive educational experience across various units and sciences: natural sciences, theology, agriculture and rural development, social sciences, education, health sciences, humanities and research. The curriculum takes into account modern advances in new information technology and applications, striving to produce highly qualified graduates of strong moral fiber, who exemplify a commitment to the betterment of society and an abiding faith in God. Cuttington is committed to the enhancement of life in the surrounding communities through a comprehensive service-learning program.

## **GOALS**

Cuttington University seeks the following:

- To strive to become financially self-reliant;
- To be driven by a student-centered approach
- To enhance variety at all training levels;
- To diversify our faculty and encourage student exchange programs;
- To increase enrollment;
- To expand our campuses in other parts of Liberia;
- To expand academic programs according to national needs and simultaneously maintain the highest quality in instruction.

## **LOCATION**

Cuttington Main Campus is situated in Suakoko in the center of Bong County, 120 miles northwest of Monrovia and seven miles from Gbarnga, the capital of Bong County. The campus covers 1,500 acres. The Cuttington University Graduate School is located in Monrovia along the Tubman Boulevard and houses the administrative and academic offices of the Graduate School. The Junior College campus is located in Kakata, about 60 miles north of Monrovia along the Monrovia-Gbarnga Highway. This campus covers 20 acres and houses the administrative offices of the associate program.

## **BUILDINGS AND GROUNDS**

Several historic buildings are located at the Cuttington Main Campus. Many of these buildings date back to 1949 when the school was relocated to that location.

The Joseph F. Dunbar Hall, named after a Liberian Principal of the old Cuttington in Cape Palmas, is the main classroom building for the social science, education, nursing and humanities classes.

The G. W. Gibson Science Building, erected in 1956, was named for the distinguished Rector of the Trinity Pre-Cathedral and Minister of Education, not to be confused with his father who was President of the Republic.

The John F. Kennedy Science Building was built in 1965 through the aid of the Liberian Government and United States Agency for International Development. It houses the Biology and Physics laboratory and several classrooms.

Valentine Hall was the first Residence Hall built on the campus. It was completed in 1949 and continues to serve as a residence for male students. It is named in honor of Professor M.

P. K. Valentine, principal of the old Cuttington militia. He was the first president of Cuttington.

The **Margaret Sherman Residence Hall**, which was built in 1954 and used to house nursing students. In 1958 an adjacent structure was completed and named **Cassell Hall**. This hall is named after Clara Agnes Cassell, a leading churchwoman and wife of a priest of the Episcopal Church. Sherman Dormitory was burnt down in 1994 during the civil crisis.

**Gardiner Hall** was built in 1961 and serves as a men's dormitory. It is named for Rt. Rev. Theophilus Momolu Gardiner, son of a Muslim, who became the first Suffragan Bishop of Missionary District of Liberia.

**Harris Hall**, constructed in 1965, was named after Bishop Bravid W. Harris. Bishop Harris served as Missionary Bishop of the Episcopal Church of Liberia. Harris Hall served as residence for female students until 1977, when it was converted to a men's residence hall.

**Rally Hall**, a women's residence hall, was built in 1975 with funds donated by President William R. Tolbert's National Fund Raising Rally. The residence hall houses over 200 female students. It was named after President Tolbert's attempt to unite the country for progress and development. The movement's slogan was "Rally Time".

When a new dining hall was completed in 1965 the old hall was closed and forgotten until the Peace Corps selected Cuttington as a training site for new volunteers. The University then remodeled the building to serve as a training site during vacations and as a dormitory during the school year. The building was named "**Peace Corps Residence Hall**."

Cummings Hall, which was named after Minister of Education, Mr. Alexander B. Cummings Sr., formerly served as the library. It now contains faculty offices.

A **Science and Technology Center** was constructed in 1984 through the assistance of the American Schools and Hospitals Abroad Program (ASHA), a program of the United States Agency for International Development. The center contains six classrooms, an amphitheater, twelve faculty offices, five chemistry laboratories, seminar room, lounge, library, preparation room and other auxiliary rooms.

**Overs Hall**, a men's dormitory named after Walter Henry Overs (December 24, 1919-1925). He was a Missionary Bishop of the Episcopal Church of Liberia.

**Ferndun Alumni Hall** is a Guest House. It was a dream of the Cuttington University Faculty, Staff and Alumni. It is named after two outstanding alumni: William Fernandez and Cecil Dundas, who served as President of the Alumna Association. William Fernandez served as National President of the Alumni Association for three years. He and his wife, Jerusha Holder- Fernandez, an alumna, met their tragic death en route to Cuttington University to bring the message on behalf of the Alumni Association at the 1975 Cuttington University graduation program.

Cecil Dundas also served as President of the Alumni Association. He died in Monrovia in 1983. In memory of Fernandez and Dundas Ferndun Hall was constructed to help meet lodging, food and entertainment needs of Cuttington's many guests. Funds generated from the service charges were used to maintain the building and to construct additions as needed before the outbreak of the civil war which left it devastated.

The building has four rooms each with a bath and kitchen facilities, a living room and a large meeting hall that can accommodate up to 150 persons.

### **OTHER CAMPUS BUILDINGS**

The Administration Building was completed in 1966; it houses the offices of the University President, the Vice Presidents for Academic Affairs and Administration and other administrative offices.

In addition to the “academic” buildings, the campus contains a number of modern, comfortable buildings for the faculty and staff and plans are underway for additional faculty and staff housing.

Cuttington’s plans for expansion and development with respect to the capital stock: include dormitories, faculty housing, laboratories, classrooms, all of which are needed to keep pace with the demands placed on Cuttington as a result of the growing population and need for qualified and trained people for Liberia and Africa.

### **The Library**

The William V. S. Tubman Library is important to the instructional process at the University. Its primary purpose is to provide materials, books, periodicals, pamphlets, computers and microfilm equipment needed to supplement classroom instruction. The main aim of the library is to make its resources and services contribute as effectively as possible to the total education program of the University. Plans are underway to expand the library and to bring it up to date with modern equipment and facilities.

### **Agape Clinic**

Cuttington University provides medical care for students, faculty, staff and their dependents through Agape Medical Clinic. The clinic also serves persons in the immediate environs.

### **Africana Museum (earlier omitted)**

The Africana Museum was begun in 1962 as a collection of ethnographic items illustrating traditional material culture of Liberia. During the next few years the collection was greatly expanded and in 1965 it had outgrown its exhibit space. The opening the present museum building was made possible through a grant from USAID. Today the collection contains more than 2,000 items ranging from masks, ritual items and musical instruments. While the emphasis is on Liberian artifacts, the collection also contains items from more than a dozen other African countries.

Two traditional houses were completed in 1975, depicting Kpelle and Grebo tribal homes. The houses are fully furnished with normal household items from the museum collection used by various tribes in Liberia.

In recognition of Liberia’s 128th Independence Celebration, the African Museum Catalog was published. The catalog is entitled “Rock of the Ancestors” and may still be available sale at the Museum and CU bookstore.

The Africana Museum has outgrown its present exhibitions room; hence exhibitions rotate every three months. It is contributions from donor agencies in order to expand the present building so as to exhibit its total collection.



### **Bookstore**

The Cuttington University Bookstore was constructed in 1976 but until 1977 it housed the Cuttington Training Program which has been phased out. Effective 1981, the bookstore was housed in the building intended for its use. However, during the war, the building was destroyed and due to a lack of resources and space, it has once more been moved to the **A Building**. Textbooks, stationary, CU paraphernalia/memorabilia and supplies can be purchased from the bookstore.

### **Cuttington Campus School**

The Campus School, located on Cuttington's grounds, was for many years only a kindergarten school. During the National Crisis, the Interim Administration operated the school under the caption "Cuttington Community High School." The school operated the levels Kindergarten to 12 grade. Now it provides quality education from Nursery through twelve grades. The school caters to the educational needs of not only children of the faculty and staff of Cuttington, but also children from the community.

### **The Garden School**

The Cuttington Garden School began during the civil crisis in Liberia. People from towns and villages of the rural areas were repatriated to the area in displacement camps. The leaders of the camp formed the school and because it was located on the university land it was given its name. In the beginning, the school was largely run by the parents and few volunteer teachers who were also displaced. As the crisis waned people continued to live at the property. The administration of Cuttington took a keen interest in the school and has, from time to time, provided resources to keep the school in operation. The school is considered a community school and is now managed by the Epiphany Chapel.

## **NATIONAL AND INTERNATIONAL LINKAGES**

Cuttington is also a founding member of the Association of Liberian Universities (ALU). Cuttington University is a member of the Association of African Universities (AAU), a founding member of the Association of Episcopal Colleges (AEC) in the United States (about 25 institutions) and the Colleges and Universities of the Anglican Communion (CUAC) comprising about 105 colleges and universities.

Cuttington University (CU) has signed memoranda of understanding with many colleges and universities around the world. Some of these include University of Cape Coast, University of Ghana, and the Kwame Nkrumah University in Ghana. Other linkages include the International University of Management in Namibia, Obafemi Awolowo University (OAU) in Nigeria and the Rikkyo University of Japan, University of Georgia, North Carolina Central University, Kennesaw University in Georgia, the University of Maryland Park, Temple University, Rutgers University and Louisiana State University. Areas of cooperation include faculty and research personnel, exchange of student and staff, and exchange of publications and information. Cuttington University welcomes the opportunity to collaborate with all institutions of higher learning who share our vision for a better world.

Prior to the outbreak of the Liberian civil war, Cuttington University had a robust partnership program that offered students the opportunity for exchange to other institutions globally. Under the **Kalamazoo Student Exchange Program**, two junior students were selected annually upon the recommendations of all the divisional Chairpersons. Student vetting process was based on academic performance and general character. Likewise, CU also had a linkage agreement with Susquehanna University Selinsgrove, Pennsylvania. The Exchange program dubbed "Semester in Liberia" involved six months of academic study,

travel, volunteer service experience, and cross-cultural living in Africa. It was open to any American in a four year undergraduate program in the United States or Canada. Similarly, CU-TI Linkage was established as a joint research program between Cuttington University (then Cuttington University College) and Tuskegee Institute (now Tuskegee University in Alabama). The research project was financed by PRICOR in Washington, DC.

**(Definitely more than this because before the war there were student exchanges from mostly US Institutions, Kalamazoo College, England. These appear to be recent too).**

## **PUBLICATION AND CULTURAL EVENTS**

### **Written Publications**

Presently Cuttington University publishes a scholarly journal entitled “Cuttington University Research Journal”. Outside contributors are encouraged. This Journal revives a previous production which came to a halt as a result of the civil crisis. The university also publishes a newspaper entitled “the Cuttington Edge”.

In addition to written publications, the university operates a radio station – the Cuttington University Radio, and is preparing to revive its television station – Cuttington University Television. Both are located on the Suakoko campus.

### **Culture**

The university has reactivated the Cuttington University Cultural Troupe which was a part of the University life at Cuttington before the war. Throughout each year, the Cultural Troupe brought to the Cuttington Community the best-featured cultural events from around Liberia. The strategic location at Cuttington indicates that untapped cultural potential can be discovered. A cultural festival is scheduled as an annual event.

### **The University Choir**

The University Choir is an activity program and it contributes in every way to the variety and interest of student life. The choir performs at graduation and other important ceremonies.

## **THE CHAPLAINCY**

Cuttington takes seriously the role of the Chaplaincy in its common life. The Chaplaincy of the University is clothed with the mandate to supervising/conducting the religious and spiritual programs of the various organs within the entire institution at large. The Chaplain has judiciously coordinated over the years. The Chaplaincy has successfully:

1. Coordinated all religious campus-based organizations (fellowships) under one umbrella body.
2. Made sure services are held on Wednesdays and Sundays for all persons to worship God.
3. Provided counseling to students struggling with moral and academic problems.
4. Provided counseling also for faculty and staff with marital and other challenges.

## **STUDENT ACTIVITIES**

### **THE OFFICE OF STUDENT AFFAIRS**

The office of Student Affairs coordinates the extra-curricular program of the University in the following ways:

1. Charters annually those student organizations seeking recognition on Cuttington Campus. The group must submit a statement of purpose and procedures to be approved by the dean of Student Services

2. Maintains a calendar of student activities and makes an equitable distribution of the time available to the various organizations
3. Reviews and determines the necessity for various student organizations;
4. Ensures that groups have a faculty sponsor who will be included in all meetings, etc
5. Manages the student dorm counselor activities
6. Ensures that student life and activities remain vibrant throughout the year
7. Provides counseling and enrichment to students in need

## **STUDENT CAMPUS-BASED ORGANIZATIONS**

The student organizations cover a wide range of religious, cultural, professional and social activities to accommodate the varying interests and talents of all students. The varied social events, lectures, and cultural programs provide for development of an acceptable student spirit within the University.

Students are encouraged to participate in extracurricular activities which provide an opportunity for them to enjoy the companionship of fellow students and, at the same time, to develop leadership and a spirit of cooperation.

To be eligible for participation in the students' activities, a student must maintain a satisfactory academic average, exhibit satisfactory behavior towards colleagues, faculty and staff and abide by the rules and policies of the University.

### **CUSU (Student Leadership)**

The Cuttington University Students Union (CUSU) is the self-governing organization of the student body. CUSU is represented at all campuses. It represents the student body in all matters relating to its general welfare. Its purpose is "to set high standards of school citizenship, to encourage leadership, and to promote conduct worthy of college students through social programs, the college center, newspaper, panel, and debates." This organization supports diversity, equity, and inclusion (DEI) on campus.

Student politics based on democratic principles are allowed on campus. Students are encouraged to compete for various positions and elections are held by students to determine. The Department of Student Affairs oversees eligibility and the process of elections.

All students are members of CUSU and they elect representatives to the Student Senate chaired by the Vice President of the Association. Members of CUSU also sit on faculty-student committees.

## **ADMISSIONS AND ENROLLMENT-UNDERGRADUATE PROGRAM**

Cuttington University is historically committed to providing quality education to all who enter for study. The university firmly believes that learning is continuous, and therefore subscribes to the notion of lifelong learning. Each applicant is reviewed carefully based on entrance requirements as defined by the university. In choosing its students, Cuttington does not discriminate on the basis of race, sex, religion, national origin, or personal disabilities. All students admitted are screened on placement examinations in English and Mathematics as determined by the Office of Admissions and Records.

Cuttington is academically "quality-driven", and has historically provided for young people in Liberia and from other parts of Africa and the world, to have access to higher education. It reserves the right to grant or deny admission based on the guidelines set below.

## **CURRICULUM**

The undergraduate curriculum is liberal arts based; and that is, it assumes that students should have a general education drawn from broad academic areas, as well as specialized training in one major department, and that students should have the liberty within certain established guidelines and consultation with their faculty advisors, to select their own course of study.

Academic work is measured in terms of semester or credits hours. For a student to graduate, he/she must complete and pass a minimum number of semester hours with a grade point of 2.00 or better. The total number of semester hours is subdivided among the general education requirements, the major, the minor and electives or professional requirements for certification in specific areas of interest to the student. Specific requirements are listed with the college requirements.

All students are held responsible for the degree requirements in effect at the time of entrance; however if a student drops for a semester or more and returns he/she will be accountable for the degree requirements in effect at the point of return. Only upon appeal of the individual student to the Academic Standing Committee could there be any deviations from this policy. Such an appeal must be submitted within one semester after the date of return and the Committee will decide each case upon its own merits.

Required courses in the General Education Requirements are geared toward establishing a broad based liberal education. These courses are designed to develop qualitative thinking and communicative skills. They seek to introduce students to creative products of the human mind, to human society both past and present, and to the natural world in which mankind finds itself.

## **DEGREES AND PROGRAMS OF STUDY**

Bachelor of Arts (B.A.)

Bachelor of Science (B.Sc.)

The below listed sections are intended to provide necessary information on the various colleges, departments, majors, minors, and degrees offered at the University's undergraduate program based on Suakoko campus.

## **GENERAL REQUIREMENTS FOR A BACHELOR DEGREE CURRICULUM REQUIREMENTS**

Candidates for a degree must complete the required hours for the respective majors or minors. This information is available from this current catalog or the respective colleges (whichever is latest). Any substitution of a core course is to be approved by the Dean of the College in consultation with the Curriculum Committee. Candidates shall complete the required general education requirements (Liberal Arts and Science core courses as stipulated by National Council on Higher Education (NCHE) of their curriculum or the equivalent as approved by the Dean of the College in which the student is majoring in consultation with the Curriculum Committee. Unless the design of a particular curriculum prevents it, generally the courses in the Liberal Arts core (general Education requirements) for the degree should be completed by the end of the sophomore year.

## **REGULATIONS ON CHOICE OF MINORS**

A 'Minor' here does not refer to an under-aged person. Neither does it refer to a degree. It refers to a cluster of courses taken within a concentrated field of study for the benefit of

giving depth to your academic explorations. Students are encouraged to pursue a minor in addition to their major. However, no Minor (as distinct from an elective) may be selected outside of the college in which your Major is domiciled. Students should contact the appropriate department and college to see which minors are available and acceptable, and the list of courses that are required for the Minor. Students will declare their minor with the Office of Admissions and Records and with the colleges offering the major and the minor. It is the student's responsibility to understand the additional responsibility that comes with selecting a minor. Students may also pursue a certificate program in addition to their major and minor through the Office of Admissions.

## **DOUBLE MAJOR DOUBLE MAJOR REQUIREMENTS**

A student may major in any two areas simultaneously (double major). The requirements are:

1. Two majors cannot come from the same college or within a single department.
2. The student must have completed at least 60 credit hours and no more than 90 credit hours (junior standing).
3. The student must have completed a majority of the pre-requisites for both majors.
4. The student must be able to satisfy the requirements for both majors, including major courses unique to each major.
5. The student must meet with the deans of both colleges to discuss your academic plan and obtain permission.
6. The student must have a B (3.00) cumulative average at the end of the sophomore year to be eligible to major in two areas.
7. Courses accepted as a major requirement for one major cannot be substituted for another major. However, courses taken in fulfillment of general college requirements may overlap to any degree.

## **DOUBLE MAJOR PROCESS**

1. Obtain a Double Major Petition form from the Office of Admissions and Records.
2. Complete and attach:
  - a) A double major worksheet explaining how the student plans to complete the double major.
  - b) A brief statement of purpose (your reason for completing two majors).
3. Submit the petition to the department chairs of each major and obtain their signatures.
4. Submit the petition to the Office of the Associate Vice President for Academic Affairs.
5. Upon receipt of a letter granting your petition, visit the Office of Admissions to confirm that both majors appear in your record. Allow two weeks for this process.

The permission to do double majors must come from the College Dean and Department Head at the beginning of the student's fifth semester. The Department(s) may review the performance of the student from time to time and advise the student whether or not he/she must drop one of the majors and concentrate on the other. All requirements for the two majors must be satisfied for graduation. Courses required for one major may not be substituted for another major.

## RESIDENCE REQUIREMENTS

The maximum residence requirement for the baccalaureate degree is seven years (7), which is fourteen (14) semesters. In the event where the student does not complete the seven years time limit that student will be dropped from the University. If the student is interested in continuing his/her study, he/she will have to go through the regular admission process (i.e. taking the placement exams). If the student is not interested in continuing, he/she is entitled to his/her documents. **Note: In light of Double Major, the residence requirement is eight (8) years, which is sixteen (16) semesters.**

## TRIADS

The Triads are a set of extramural examinations that are geared toward evaluating key competencies in the levels of Freshman, Sophomore & Junior at Cuttington University. Its sole purpose is to validate the instruction-learning process at CU. The Triads provide for academic accountability check between what is expected to be done in light of instruction and what is actually done in light of students' learning. The Triads, actually, are testing tools used to assess the following competencies: **Reading** (Comprehension), **Writing** (Clarity & Structure), **Analytical reasoning** (Qualitative & Quantitative), and **Oral** (Presentation-structure & logic). Candidates for a degree must complete and pass the Triads (three sets of exams for the four major competencies) at all levels in order to graduate. Failure to pass the competencies exams or "Triads" will result in the student not graduating. Students will be given as many chances as possible to pass the Triads, for it is a **pre-requisite** to be considered as a candidate for the degree. The Triads will be administered at least once every year for the levels of Freshman, Sophomore and Junior.

## AVERAGE REQUIRED

A student who wishes to acquire a degree must have a grade of "C" or better in all English courses taken and must maintain a grade of "C" or better in his/her major or minor courses and departmental required courses.

## ENROLLMENT PROCEDURES AND PRACTICES

These procedures cover undergraduate and associate degree levels only.

## APPLICATIONS, PROCEDURES AND REQUIREMENTS

Applications for admission to the undergraduate and associate degree levels at Cuttington University should be directed to:

The Office of Admissions  
Cuttington University  
Suakoko, Bong County  
P.O. Box 10-0277  
1000 Monrovia 10, Liberia  
West Africa

Website: [www.cu.edu.lr](http://www.cu.edu.lr)  
Email: [admissions@cu.edu.lr](mailto:admissions@cu.edu.lr)

Students seeking admission to the University for undergraduate and associate degrees must present evidence of having graduated from a high school recognized by the Ministry of Education with a "C" (2.00) or better average, and three (3) school years of high school work.

The West African Examination Council Certificate, which is required from candidates residing in the countries in which those tests are given, is a requirement for admission. This is also applicable to Liberian students.

Only Division I and II of the GCE/WAEC Certificate are acceptable. Candidates in Division I of WAEC are exempted from placement exams. In addition to the GCE certificate, applicants must also pass at least five (5) subjects at the ordinary level including English and Mathematics. Two passes in advanced level subjects are also recommended. WAEC (Liberia) candidates who score levels II & III are eligible to sit for the University's entrance exam.

### **Required Units**

English	-----	3 school years
Math	-----	3 school years
Social Science	-----	3 school years
Electives	-----	3 school years

Every student who files an application is considered for admission. The application process is as follows:

1. Submit evidence of high school completion (Diploma).
2. Submit scores from the West Africa Examination Council (WAEC).
3. Submit evidence of at least 2.00 or 70% average on a high school transcript.
4. Submit evidence of completion of required units (transcript).
5. Submit non-refundable application fee.
6. Successfully pass the University entrance examination (if applicable).

### **FOREIGN STUDENTS**

A foreign student is an individual whose country of origin is not Liberia. S/He should meet all of the requirements as any other student who seeks admission to Cuttington. In addition s/he should submit:

1. Evidence of financial support (letter from sponsors);
2. Evidence of proficiency in the use of the English language.
3. Authorized school records with notarized translation (if necessary);
4. Scores derived from a National Test such as the General Certificate of Education Test.

### **TRANSFER STUDENTS**

Cuttington University accepts only those students from tertiary institutions recognized and accredited by the National Commission on Higher Education. For students wishing to transfer from a school located outside of Liberia, schools must provide credible evidence of accreditation by a recognized body in their home country. The University will only accept transfer students whose previous college records are satisfactory. Only courses with a grade of "B" and above are transferable.

All students who have attended any institution of higher learning must present evidence of such attendance and honorable withdrawal. An official transcript of high school and college records, with an interpretation of the grading system, is also required. Failure to disclose such information will be sufficient grounds for denial of admission.

Applications submitted for transfer are reviewed by the department into which the student is seeking entrance. Applicants must satisfy Cuttington University requirements for entrance and for graduation. In addition to the general requirements, transfer students must submit transcripts for evaluation.

Students who apply for transfer from these institutions must have minimum transferable credits of 18 and maximum transferable credits of 60. Students transferring from the Cuttington Junior College have additional options for credit transfer.

Applications submitted for credit transfer are reviewed by the College into which the applicant is applying. Applicants must satisfy the University's requirements for entrance and for graduation. Cumulative average affected by credit transfer will be recomputed and indicated on the transcript by the end of the semester during which the Office of Admissions and Records receives the transcript.

### **EXEMPTION AND TRANSFER OF CREDITS**

Exemption with or without credit may be granted to students from other institutions. This provision is to provide exemption for the student for courses which may be duplicated at Cuttington. Cuttington accepts credit hours from junior colleges or other institutions providing parallel instruction which are recognized and accredited by the National Commission on Higher Education. Petitions for exemptions from classes must be received by the ASC within two weeks after registration. The student will be given a proficiency examination; and with a grade of B, the requirement in question will be waived. For exemption with credit, a student must score at least a "B" or above.

### **STUDENTS ATTENDING NON-DEGREE SEMINARS AND WORKSHOPS OR DIPLOMAS AND CERTIFICATE PROGRAMS**

Any applicant wishing to attend non-degree seminars, workshops or certificate programs at Cuttington University will be considered a non-matriculated student. These students must make formal application for admission to the Office for Professional Studies and meet the following requirements:

- a) Meet all the prerequisites for the program of enrollment
- b) Not be a degree seeking candidate;

### **REMEDIAL STUDENTS**

Students who sit and fail to meet the requirements for the undergraduate or associate degree programs will *not* be accepted into the university as regular students until such time as they re-sit and pass the entrance exam. However, in order to upgrade their academic skills and prepare them for college work, the university will provide a one-semester remedial program into which they are eligible to enlist. The student must make a "C" grade in the remedial course(s) in order to be accepted in the regular program. A student who fails this program will be allowed to enlist as many times as is necessary to pass the entrance exam.

### **RE-ADMISSION**

Students who were separated from the University for a semester or more must apply for re-admission to the Office of Admissions and Records. Students must meet the requirements for re-admission as prescribed by the academic policy.

As long as students are in continuous residence from the date of entry, they will be held accountable for the degree requirements in effect at the time of entry; however, once they have separated from school and there is a change in requirement before they return to



school, they will be accountable for the degree requirements in effect at the time of return. Deviations from this policy will be permitted only upon appeal of the individual student to the ASC within one semester after the date of return. The ASC will decide each case upon its individual merits. The decision on re-admission by the Academic Standing Committee will be final.

## **REGISTRATION PROCEDURES**

### **FINANCIAL INFORMATION**

All fees are payable at the time of registration. No candidate will be recommended for a degree until all required fees have been paid. The university cannot be held responsible for adding to an official graduation list the name of any candidate who pays fees after the list has been submitted to the Board of Trustees. Following the payment of all required fees, and upon approval of the Faculty Senate, the candidate will be recommended for the degree as of the date of the next regular meeting of the Board of Trustees at which time the awarding of degrees is a part of the agenda.

### **PRE-REGISTRATION**

Prior to registration in each semester, the university publishes a "Schedule of classes" for the ensuing year. The schedule lists the selection of courses to be offered, including details about meeting times, locations, days and credit hours. Some courses are normally offered in alternate semesters or years. Thus, students are required to confer with their advisors early in the year, and regularly thereafter, to plan their educational program so as to take advantage of alternating semester and year offerings, as well as class scheduling projections. Students enrolled presently are required to file a completed trial schedule and course request form (control sheet) during the pre-registration period. The Academic Year Calendar lists opening and closing dates. It is each student's responsibility to have timely, regular, and participatory attendance in classes (see Attendance Policy).

### **REGISTRATION**

Students are encouraged to register in person. (However, the institution plans to have the online registration process up and running in the near distant future to enable students register from the comfort of where they may reside). The periods for registration are stated in the Academic calendar. Students *must* have their advisors assist them in the selection of courses.

At the time of registration, students should keep in mind the following:

1. Students are responsible for choosing their program of courses in the proper sequence.
2. Students are advised to keep a record of all courses completed to avoid errors and duplication.
3. In order to complete registration, students must have their registration forms approved by the Finance Office and the Office of Admissions and Records.
4. Students who fail to register on the appointed dates will be charged a late registration fee.
5. Students whose documents are discovered falsified will risk expulsion.

### **LATE REGISTRATION**

Registration for any course for credit has to be completed within a week after the classes have started each semester. Anyone who seeks to register after that date must apply to the

ASC; the ASC would examine the circumstances, which necessitated the late registration and may decide to permit registration with a fee to be determined by the Finance Office.

### **MATRICULATION**

Matriculation is the formal occasion for entering Cuttington University. The matriculation ceremony is usually held within the first semester of each academic year. A student will matriculate if you are registered for a degree level course. Matriculation is not for all students. You do not matriculate if you are a visiting student or studying for a Diploma and Certificate open to 'non-members' of the University. Although not formally members of the University, non-matriculated students are expected to observe the rules and regulations of their programs.

### **CLASS LIMITATION**

**Not less than Ten (10) students should be enrolled in a class in order for that class to hold. The class limitation for vacation school is 5 (five) students. Any class with less than ten (10) students should be taught by full time instructor as pro-bono; for adjunct instructor based on 25% of the regular amount paid for adjunct.**

### **CHANGES IN STUDENT SCHEDULES – DROP AND ADD**

Students may drop or add a course within the specified dates allowed on the academic calendar (second week after the first day of class). To do so students must file with the Registrar's Office a form describing the change. The form must be signed by the student, the instructor of the course added and/or dropped, the student's advisor, and the Dean of the College and then submit to the Office of Admissions.

Students will not be allowed to add or drop any course after this period, unless special permission is granted by the Vice President for Academic Affairs. This permission will be given only in unusual cases, such as extended illness. No course may be added or dropped without following the above procedure. A grade of "F" will be awarded in cases where students absent themselves from a class without observing the official drop or withdrawal process.

### **CANCELLED CLASSES**

Cuttington University reserves the right, when necessary, to discontinue classes or alter the schedule. If a class is discontinued, students will be informed before the Add & Drop period is concluded, so that they can register for alternative or comparable courses without penalty

### **ACADEMIC GUIDANCE**

Cuttington University recognizes the importance of sound, consistent advice to students; to achieve their educational goals. Thus, the University strives to provide an academic guidance system within which each student is assured academic guidance throughout his/her academic sojourn. **ALL STUDENTS SHOULD HAVE FACULTY ADVISORS IN THE APPROPRIATE DEPARTMENT.** Ultimately, the student is responsible for his/her choices at the university.

### **FULL-TIME CLASS LOAD**

During any given semester, full time academic load is 12 to 18 credit hours. The advisor is expected to determine the proper course load within those limits. With the permission of the advisor a student who **HAS ABOVE BOTH CUMULATIVE AND PAST SEMESTER GRADE POINT AVERAGES OF 3.0 (3.50 consistently)** may carry a load of three additional credit hours, with additional charges for these extra hours. Full-time

students are not allowed to carry less than 12 credit hours. Students who carry less than the minimum of 12 credit hours are designated as part-time students.

### **COURSE OVERLOAD AND UNDER LOAD**

Students may petition to enroll in more than 18 hours if they have both a GPA of 3.00 (3.50) or better for previous semester and an overall GPA of 3.00 (3.50) or better. Students must petition in writing to the Academic Standing Committee. The petition must be approved by the advisor, the Department Chair, the College Dean and the Academic Standing Committee (ASC).

### **CLASS ATTENDANCE POLICY**

Cuttington University has an established class attendance policy. Students are required to attend all of their classes and be responsible for all assigned course material and all material covered in class. When a student is absent from class, it is his/her responsibility to notify the instructor and ascertain what the instructor requires regarding missed material or assignments. Excessive absences over three times are subject to penalty, i.e. withdrawal from course, extra work, course failure etc.

### **CLASSIFICATION OF STUDENTS**

Students are classified according to credit hours earned at Cuttington and completion of the aptitude exam known as Triads. To be classified as a freshman, a student must have less than 36 credit hours; as a sophomore, must have passed at least 36 credit hours; a junior, at least 72 credit hours; and as a senior, at least 108 credit hours.

### **CONTINUOUS ATTENDANCE**

Students are expected to maintain continuous attendance in the university with no break in semesters. Students are given a course guide by their department advisor or dean when they are admitted. The course guide presents a plan for continuous attendance. A student who takes a break from the University for One Semester or more may find changes to the curriculum in the course guide. Some courses may have been replaced or dropped from the curriculum. In such cases, the student has to follow the new course guide as his/her entry date has changed from the original date of entry to the date of re-admittance.

### **VACATION SCHOOL**

Cuttington University conducts a six-week vacation school program. The session is held between the close of the regular academic year and the opening of the next academic school year. The vacation school is an ordinary (but not compulsory) function of the University, and therefore, all students must meet and follow the regulations and procedures that have been established by the University. Considering the intensive nature of the vacation school, a student who misses three (3) class lectures will be automatically dropped from the course with an "F" grade, or withdrawal from the course. Courses with less than five students will be cancelled.

### **GRADING SYSTEM**

At the end of each semester, a student will receive, for each course pursued, a grade evaluating the work done during that period. These evaluations are made in terms of letter grades: A, excellent; B, good; C, average. D, poor; and F, failure. For incomplete work instructors may assign an "I" or Incomplete. This indicates that the grade will be changed by the third week of the next semester. When a student withdraws from a course after the add & drop period and presents the appropriate withdrawal form, the student is assigned a W, or Withdraw.

Academic grade point averages are computed by assigning quality points as follows:

<b>Letter Grade</b>	<b>Description</b>	<b>Quality Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

In order to determine academic standing or eligibility for graduation, a student's cumulative grade point average is computed by dividing the total quality points earned by the number of credit hours earned in those courses submitted in fulfillment of degree requirements.

Grades of D, F, and I are considered deficiencies.

#### The "D" Grade

A grade of "D" indicates unsatisfactory pass. No grade of D will be allowed in major and minor courses and in all required English and Math courses. A grade of D must be removed before a student progresses to the next stage of a course (e.g. a student with a D grade in Math 101 cannot do Math 102 unless the D in Math 101 is removed).

#### The "F" Grade

A grade of F indicates failure in a course. A student may without special permission repeat a course which he/she had failed. A student need not, however, repeat a failed course, unless it is a prerequisite to other courses he/she needs to take, required for graduation or in his or her major or minor area.

#### The "I" Grade

The grade of I (incomplete) indicates that a student has completed a significant part of the work in a course with passing quality, but was unable to complete all work required for genuine reason(s) such as personal illness or a death in the immediate family which has necessitated absence for classes within the last weeks of the semester including the examination period.

All incomplete grades must be cleared within three weeks after the conditions for the absences are no longer there or within three weeks after the resumption of the next semester, at the latest. If not, the student will receive F on all missing work, and his/her final grade for the course computed accordingly (departing faculty persons are expected to make arrangements with the college Dean and the Registrar for the make-up examinations.)

If for any other reason, the student's work is not complete, the instructor should give a grade that the student deserves for the work he has done. No grade of incomplete may be turned in to the Registrar's Office for students who do not fall into the category mentioned in the first paragraph above.

### **REPEATED COURSES**

Once a student repeats and earns a higher grade in a course in which a "D" or "F" was earned, the earlier grade and hours will not be removed from the transcript but will not form part of the computation for the cumulative grade point average at the point of graduation. An "R" representing "Repeat" will be reflected on the student's transcript.

### **WITHDRAWAL FROM COURSE WITH NOTATION OF “W”:**

A student may drop a course with the permission of the advisor during the first two weeks of classes without a notation of “W” given.

A student may also withdraw from a course at the time of pre-registration (for the next semester) at the middle of the semester provided his course load remains normal. The student will receive a notation of “W”.

### **WITHDRAWAL FROM THE UNIVERSITY**

A student is expected formally to inform the University of his/her intent to withdraw from the university. This is done by completing a withdrawal clearance form available from the Registrar’s Office. After obtaining clearance as indicated, he will be permitted to withdraw. A student may withdraw as many times as possible but bearing in mind the seven (7) years time limit. A student who withdraws officially may return at the beginning of the following semester by writing to the Vice President for Academic Affairs or the Registrar.

A student who fails to withdraw officially from the University as stated above will be given a “W” grade in all courses he/she was doing at the time of leaving. The student may return only with the permission of the ASC.

A student separated for more than one year may return only with the permission of the ASC. This is necessary for taking into consideration any changes made in the curriculum during his/her absence. **(Please see if this makes sense)**

### **CORRECTION OF FINAL GRADE**

After submitting to the Office of Admissions and Records a grade for the class for the semester, no instructor may carry out any correction without the written permission of the Vice President for Academic Affairs, who must be convinced of the reason for changing the grade. Such changes must be made not later than three weeks after the resumption of the next semester.

The procedure for requesting grade changes is as follows:

1. The student contacts the instructor of the disputed grade.
2. The instructor will then secure a Change of Grade Request and relevant documentation to show just cause.
3. After completion, the form is signed by the instructor and forwarded to the Academic Standing Committee (ASC) with the appropriate supporting documents.
4. The ASC is given up to a week from the receipt of the information to forward it to the Vice President for Academic Affairs.
5. The Office of Academic Affairs forwards approved changes to the Registrar’s office by mid-term.
6. The appropriate changes will be entered on the transcripts of students by the end of the semester during which the request was made.
7. In the event of denial at any stage the student may appeal to the office of the Vice President for Academic Affairs.

### **ACADEMIC STANDING**

In order to remain in good academic standing, a student must maintain a minimum cumulative GPA of 2.00. Students who do not meet this minimum requirement will have their academic records reviewed by the Academic Standing Committee in accordance with the following policy:

1. Any student with a semester or cumulative GPA below 2.00 will, at a minimum, receive a warning and/or encouragement. Upon review by the ASC, (based on the

cumulative GPA at the end of the semester) any student receiving a warning may be required to take a reduced load to be specified by the committee.

2. Based on the cumulative grade point average at the end of the semester, any student receiving two successive semester GPAs below 1.00 or three successive semester GPAs below 1.75 will be suspended from the University for a period specified by the Academic Standing Committee.

The ASC will consider each student's case individually. The student who does not meet the minimum cumulative grade point average will be suspended from the University for a specified period.

Students with academic deficiency at the end of the first semester of a school year will receive a letter from the Academic Standing Committee (ASC) listing the quality of grade point average and indicating the quality of work they must achieve during the second semester to remain in good academic standing.

## **PROBATION**

Students are placed on probation when they earn a grade point average of 1.99 or less at the end of a semester.

### **Restriction for Probation Students**

Through a student's third semester of residence, a student on semester probation may not:

1. Represent the University in any sports competition with non-Cuttington teams, regardless of the location of the competition.
2. Hold office in any campus organization. May not be the official university representative to any conference; inter collegiate organization, or similar activity.
3. Students on Cumulative Probation will not be candidates for graduation until the cumulative average is at least 2.00.

## **RECORDS**

### **STUDENT RECORDS**

Upon written request, current and formerly enrolled students at Cuttington University who owe no financial obligations to the University are entitled to transcripts of their academic record. The issuance of transcripts for the Cuttington Junior College, Undergraduate Degree and Cuttington University Graduate School will be charged fees. Contact the Office of Admissions and Records for more information. Telephone requests for transcripts cannot be honored. All written requests should be sent to the Office of Admissions and Records. It is against the Policy of the University to issue official transcripts to students. Official transcripts are submitted directly to the school or organization at the student's written request.

### **ACADEMIC RECORD**

Once a student has graduated from the University, no changes may be made in his/her academic record.

## **CATEGORIES OF STUDENTS**

### **REGULAR STUDENTS**

Students who are admitted by the Admissions Committee as degree candidates are regular. Students carrying less than 12 credits in a semester may not be included in the Dean's list of Honors list even if they earn the required grade point average. However, they would be eligible for Honor on their total performance at the time of graduation.

## **NON-DEGREE STUDENTS**

Cuttington University offers non-degree programs. Applicants who wish to attend the University to take a non-degree offering may not have to take the university's entrance examination. A non-matriculated student must make formal application for admission with the Office of Admissions.

A non-degree student does not get an official transcript from the university but a certificate issued by the Registrar detailing the courses he took as a non-degree candidate at Cuttington. This category is limited to candidates who are seeking a professional enrichment. A non-degree student may not convert courses completed in a certificate or diploma program into a degree program without the permission of the ASC and the Vice President for Academic Affairs. S/he wishing to do this must apply to the ASC. He/she must undergo all normal admission procedures before being accepted as regular student.

## **GRADUATION**

### **APPLICATION FOR DEGREES**

A student who expects to graduate must file application for the degree in the Registrar's Office on or before the time published by the office. To be eligible to receive a degree the candidate must have completed all work required for graduation at least 48 hours prior to the scheduled meeting of the University Faculty Senate voting on the candidates for degrees. A candidate who fails to submit all required work for the degree as stipulated will be recommended for the following year. The university cannot be held responsible for adding to the official graduation list the name of any candidate who submits thesis, etc. after the list has been submitted to the Board of Trustees. All grades for graduating seniors must be tabulated and submitted to the Registrar's Office at least two weeks before the Faculty Senate Approval meeting. Candidates for graduation must pay in full all current debts to the University at least one week before the Board of Trustees Clearance meeting.

## **TRANSCRIPTS**

### **Procedure for Processing transcripts and Letters of Attestation**

No transcript or letter of attestation will be processed and issued hastily, except for urgent requests from the President's office or that of the Vice President for Academic Affairs. Anyone who desires a transcript or letter of attestation must submit a formal request and wait for at least one week to provide enough lead-time to expedite the request. Emergency requests will be handled on a case-by-case basis.

Letters of attestation are provided to students who have recently graduated and have not received their graduation diplomas. Letters of attestation by the Vice President for Academic Affairs are provided to graduates whose records cannot be located due to reasons of natural disaster or war or have not been signed. Generally, those students who attended during the years when the institution moved locations may be victims in that tragedy. The Admissions Office will make concerted efforts to locate any records that establish residence or graduation. This includes, but is not limited to, identifying and contacting former classmates and instructors.

## **ACADEMIC STANDING COMMITTEE AND ACADEMIC REGULATIONS FUNCTION OF THE ASC**

The function of the Academic Standing Committee consists of the following:

1. Recommendation to the Curriculum Committee of proposed changes in curriculum.

2. Recommendation to the Faculty Senate regarding the academic standing and eligibility of any student to receive the degree.
3. Investigation and clarification of academic rules involving students on probation and those in good standing.
4. Transfer of credit from other academic institutions.
5. Handling of any exemptions for individuals to the published curricula reviewing academic records with warnings, etc. and recommendation to the Vice President for Academic Affairs, to suspend or drop students.
6. Readmission of former students.
7. Handling of cases of academic dishonesty (plagiarism and/or cheating).

## AREAS OF RESPONSIBILITY

1. Permission given or withheld for:
  - a. Academic overloads or under-loads
  - b. Independent study for credit during the vacation school.
  - c. Transfer of credits from other institutions
  - d. Exemption from required courses;
  - e. Exemption of credit by other special arrangement;
  - f. Readmission of any former student of the University after dropping out for one or more semesters;
  - g. Dropping any course after the established drop date;
  - h. Special arrangements to meet graduation requirements when a student fails to graduate on schedule because of a lack of an hour or so, or lack of a point or so, or both.
  
2. Recommendations regarding:
  - a. Suspension or dismissal of any student for academic reasons for action by the University Administration;
  - b. Imposition of consequences for penalty for cheating, plagiarism, or any form of academic dishonesty;
  - c. Retention of a student who is on academic probation; in particular courses or designation as a special student enrolling in particular courses or designation as a degree candidate;
  
- Formulation of policies, procedures, or recommendations to proper bodies in connection with all of the above mentioned areas and in connection with:
  - a. Probation regulations and enforcement thereof;
  - b. Clarification of students: freshmen, sophomores, etc;
  - c. Class absences and penalties;
  - d. Auditing of courses;
  - e. Grading systems, points, etc;
  - f. Grades of Incomplete; and

## OTHER ACADEMIC MATTERS

Any other Academic Matters which are not mentioned above.

A **non-degree student** may not hold office in any campus organization; nor be the official university representative to any interuniversity conference.



**Exchange Students** - Students from other universities or colleges who spend a semester or two at Cuttington University but are not seeking a degree from the University may be classified as exchange students.

**Auditing Students** - Students who audit a class for no grade are classified as auditing students. Auditing students must have the required prerequisites for the courses they wish to audit and must pay full tuition for the courses they audit.

**Auditing students** are admitted by the Vice President for Academic Affairs in consultation with the Registrar.

**Remedial students** are not students of the university but enrolled in a program run by the university.

**Course Numbering:**

Courses 101 – 198	Basically for freshmen students
Courses 201 – 298	Basically for sophomore students
Courses 301 – 398	Basically for junior students
Courses 401 – 498	Basically for senior students

**RULES GOVERNING PROBATION, SUSPENSION AND EXPULSION OF STUDENT FROM CUTTINGTON UNIVERSITY  
ACADEMIC PROBATION, SUSPENSION AND EXPULSION**

1. Any freshman who fails in at least half of the registered courses during his/her first semester will be suspended for one semester from Cuttington University.
2. A student who was on good academic standing will be warned strongly if he/she gets on academic probation.
3. If a student on semester probation fails to earn an average of 2.00 or better at the end of the semester he/she was on probation, the student will be suspended for one semester provided he/she has not been previously suspended.
4. A student who gets on cumulative probation should be warned that he/she must get off probation within the next two semesters.
5. A student who remains on cumulative probation in two successive semesters will be strongly warned to get a cumulative average of 2.00 or better at the end of the third semester he/she was on cumulative probation. Failure to do this will lead to the student being suspended for one semester.
6. Following a suspension, a readmitted student is expected to make an average of 2.00 or better during the semester of return or he/she will be further suspended for one year.
7. Following a suspension a readmitted student, under rule 5 who fails to get off cumulative probation by the end of the second semester after return, will be further suspended for one year.
8. A student who has been readmitted after a second suspension will be expelled permanently from Cuttington University if he /she does not make 2.00 average or better during the semester of return.
9. After the second suspension, a readmitted student will have the right to waive all his previous credits and start as a freshman or he/she may receive credit for those courses in which he/she has a grade of "C" or better with the approval of the ASC.
10. After the second suspension, a readmitted student is required to adjust his/her program according to the current curriculum

## Suspension, Expulsion, Readmission

Rules regarding suspension, expulsion and readmission for students found guilty on charges other than academic are handled by the Disciplinary Committee of the University.

### **DEFINITION OF PLAGIARISM:**

“The act of plagiarism or appropriating the ideas, writing, or inventions of another without due acknowledgement, especially the stealing of passages either word for word or in substance, from the writings of another and using them as one’s own” (Funk & Wagnalls’ Unabridged Dictionary). Examples of plagiarism are expanded to include the following: copying someone else’s words verbatim without using quotation marks and acknowledging the source; paraphrasing someone else’s work without crediting him/her; rewriting borrowed materials by merely altering the word here or there without giving credit; buying a term paper and passing it on as one’s own; downloading or cutting text directly from online sources without proper acknowledgement; copying a classmate’s work or using a former student’s paper; making up a citation or make up data and even self-plagiarism (submitting a work for a course that was written for a previous course).

### **PUNISHMENT FOR PLAGIARISM, CHEATING, ETC.**

- a. First offense: student will receive F grade in the course
- b. Second offense: student will be suspended for one (1) year.
- c. Third offense: student will be permanently expelled from the University.

The first and second offenses do not have to occur in the same course.

### **OTHER ACTS OF ACADEMIC DISHONESTY**

Other acts of academic dishonesty include making alterations on the student’s official records, gaining entrance to Cuttington by producing false documents or giving misleading or wrong information, etc. which are handled by the ASC. Appropriate penalties are levied and a decision made to expel a student is made as a recommendation to the Vice President for Academic Affairs.

**COLLUSION:** Refers to someone doing work for another for submission, receiving work from another person while presenting it as ones original work, aiding and abetting in academic cheating through intellectual exchange to undermine or defraud Cuttington University. Also refers to the cheapening of intellectual work through an associate or accomplice to gain undue advantage in any course work. Bear in mind that in collusion, both the one who did the work and the receiver are complicit be it faculty/staff to student or student to student and outsider agency to student.

### **PROCEDURE FOR HANDLING CASES OF ACADEMIC DISHONESTY**

- a. An instructor convinced that plagiarism or cheating has occurred, reports the matter in writing to the Chairman of the ASC as soon as possible with evidence to support his/her charges.
- b. Upon receiving the report, the Chairman of the ASC may take the case directly to the ASC or appoint a sub-committee for investigation.

This sub-committee may consist of (1) Chairman of ASC or his/her designate who will be chairman of the sub-committee (2) student’s academic advisor, department head, or college dean and (3) another ASC member. The sub-committee takes evidence from the instructor, hears the student’s side and if necessary collect other needed evidence from other students, etc., and makes a report to the ASC. The ASC would then hear the report of the sub-committee and decide what action to take. A case brought to the chairman cannot be

dismissed until the whole committee has received the case or report presented by the sub-committee.

- c. The chairman of the ASC writes a letter to the student informing him of the decision of the ASC. Copies of the letter would also be sent to the Registrar for the student's file, student's advisor, and the instructor who made the charge.
- d. The student may ask for reconsideration of the decision of the ASC, if the decision was based on the sub-committee's report, and request a hearing before the whole committee. A decision of the ASC, after such a hearing, is final.
- e. In cases where the student is to be suspended or dismissed from the university, the approval of the Administration is necessary and the ASC's recommendation would be forwarded to the Vice President for Academic Affairs.

### **OTHER DISCIPLINARY MATTERS**

1. If found guilty a student charged with a disciplinary offense will be suspended for a period ranging from one semester to two years depending on the gravity of the offense.
2. Suspension for disciplinary offences for periods ranging from two (2) to six (6) weeks still stands as given in the Student Handbook.
3. A student, readmitted after suspension, must provide some evidence about his/her reformation or change of character in the form of conduct certificates from his/her employers, parents and/or immediate relatives.
4. If a readmitted student is guilty of any offense, academic or disciplinary, he/she will be expelled permanently from the University.
5. Rules 9 and 10 of Part A will apply to all readmitted students.
6. The Academic Standing Committee (ASC) reserves the right to deny readmission to any individual who applies for readmission. The readmission of students for disciplinary reason will not be approved until the case has been heard by the appropriate Disciplinary Committee.

### **MISCELLANEOUS INFORMATION**

#### **STUDENTS' RESPONSIBILITY TO KNOW ACADEMIC RULES**

It is the students' responsibility to become conversant with the academic regulations of the University, which will be made available in the Catalog or Students' Handbook and library. Ignorance of the regulations excuses no student from the consequences.

#### **HONORS AT GRADUATION**

Honors will be awarded to students meeting the following scholarship standards at graduation:

Cum Laude	-	3.25 to 3.49
Magna Cum Laude	-	3.50 to 3.79
Summa cum Laude	-	3.80 to 4.00

**No honor will be given to a student who received a D or an F grade during their sojourn at the university.**

## REMEDIAL PROGRAM COURSES

Course Code	Course Title	Hours Per Week
ENG 010	Basic English	6 hours per week
MAT 010	Basic Mathematics	6 hours per week
EDU III	Physical Education	3 hours per week

## GENERAL UNDERGRADUATE REQUIREMENTS

The following are the general undergraduate requirements:

<b>Language (9 Credits)</b>		
Course code	Course title	Credits
ENG 101	Fundamentals of Communication	3
ENG 102	Fundamentals of Literature	3
ENG 201	Advanced Composition	3
<b>Foreign /Local Language (6 credits)</b>		
FRE 101	Fundamentals of French I	3
FRE 102	Fundamentals of French II	3
KPE 101	Fundamentals of Kpelleh I	3
KPE 102	Fundamentals of Kpelleh II	3
<b>Mathematics (3 credits)</b>		
MAT 101	General Mathematics	3
<b>Social Science (9 Credits) – Select any three</b>		
PSY 101 or SOC 201 or ANTH 101	Principles of Psychology or Introduction to Sociology or Introduction to Anthropology	3
HIS 101	History of Liberia and Africa upto 1800	3
HIS 103	Survey of World History	3
ECO 201	Principles of Economics I	3
<b>Arts/Humanities(10) credits – Select any one of the 100 series and all of the last THREE</b>		
DRA 100	Introduction to Drama	1
FIN 100	Introduction to Fine Arts	1
DAN 100	Introduction to Dance	1
MUS 100	Introduction to Music	1
CIN 100	Introduction to Cinematography	1
REL 321/491	Christian Ethics & Moral	3

	Values/Comparative Religion	
SVL 300	Service Learning	3
COM 101	Introduction to Computer	3
<b>Science (3/4 credits) – Select any one</b>		
BIO 101	Principles of Biology I	4
PHY 101	Introductory Physics I	4
CHE 101	Principles of Chemistry I	4
ENV 120	Introduction to Environmental Science	3
<b>OTHERS:</b>		
<b>EDU 111</b>	Physical Education	1
<b>Research (6 credits)</b>		
	Research Methods	3
	<b>Thesis</b>	<b>3</b>
	Total	<b>47/48</b>

**NOTE:**

1. MAT 102 should be shifted to college major specific
2. That CU be treated as a one credit course for freshman students who will attend a one week orientation organized by the university

**EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES**

INTRODUCTION

The Emmet A. Dennis College of Natural Sciences offers degrees in four areas: Biology, Chemistry, Mathematics and Environmental Science. Our curricula are essentially pre-medical and pre-engineering in design and our trained and qualified faculty members are committed to working with students in developing and improving their skills. The College of Natural Sciences aims at providing a scientific background for students in their life long careers. These are achieved through a consortium of efforts of the College faculty in partnership with other universities, community leaders and outreach programs. The College provides hands-on instruction and investigates learning experiences through laboratory practices and mathematical exploration. Our classrooms are average sized giving both the instructor and the student the opportunity for interactive engagement. We also provide unique experience in Liberia. We invite you to join other students of the College of Natural Sciences to enhance your career opportunities.

VISION

The College of Natural Sciences' main goal is to provide students with foundational critical thinking skills in preparation for further academic challenges in the world around them.

## MISSION

To fulfil the paramount mission of higher education in the Natural Sciences so as to serve the human person and society by offering all students an intensive educational experience.

## CAREER OPPORTUNITIES

The fact that students are taught by inquiry and laboratory demonstration procedures as well as individual and group presentations and seminars ensure an in-depth coverage of course content. Additionally, the regular and continuous assessments of our students coupled with the monitoring of their academic progress, with the help of experienced and professional academic advisors make successful students to demonstrate high performance in their respective fields of specialized instructional programs; hence they are also capable of pursuing postgraduate or professional studies.

## ALL UNIVERSITY REQUIREMENTS

Course No.	Course Title	Hours
ENG 101	Fundamentals of Communications I	3
ENG 102	Fundamentals of Communications II	3
ENG 201	Fundamentals of Literature	3
ENG 202	Advanced Composition	3
Social Science	Select any one from the pool of social sciences series	3
FRE/KPE 101&102	Fundamentals of French/Kpelle I&II	6
EDU III	Physical Education	1
REL 321/491	Christian Ethics/Comparative Religion	3
SVL 300	Service Learning	3
COM 101	Introduction to Computer	3
BIO 101	Principles of Biology I	4
BIO 102	Principles of Biology II	4
MAT 101	General Mathematics	3
MAT 102	Pre-calculus	3
SRM 392	Senior Thesis	3
EDUC 401	Professional Ethics	2
ENTR 401	Entrepreneurship in Education I	1

ENTR 402	Entrepreneurship in Education II	I
<b>SUB-TOTAL</b>		<b>55</b>

## **DEPARTMENT OF BIOLOGY (PRE-MEDICAL)**

### **INTRODUCTION**

The Department of Biology offers a unique and quality four year study in General Biology, which is integrated with varied disciplines like Parasitology, Genetics, Anatomy, Physiology, etc. Acquiring a degree in Biology is rewarding, because as a mother course of the sciences, it gives you a holistic knowledge of the environment. The degree acquired is preparatory for postgraduate studies in the aforementioned disciplines as well as careers in medicine. Our professors and lectures are endowed with top notch knowledge to inculcate into students the requisite foundation in Biology.

A student who intends to major in Biology must score a grade of C or better in the Biological courses (Bio. 101, Bio 102, Bio 202, etc.) and must maintain a minimum GPA of 2.5. Students who do not meet these criteria but are still desirous of reading Biology and graduating will be allowed to repeat some courses with C grades.

### **VISION**

The Biology Department is committed to nurturing an environment of intellectual vitality. A commitment to excellence, coupled with continuous moral improvement, broadening its recognition for excellence in teaching, research, and service in Liberia and beyond. We are geared toward reaching our students through proactive holistic advising, in collaboration with colleagues in other departments. We will enhance the students experience from admission to graduation, encouraging students to become globally active citizens and innovative leaders.

### **MISSION**

Our mission is to empower students of the Biology Department to achieve their educational goals by encouraging the discovery of their own and enabling them to fit in society.

### **CAREER OPPORTUNITIES**

Students are in a unique position to choose from exciting professional careers in the area of Biology. Below is a list of career opportunities upon graduation.

Medicine

Botany

Environment Science



Wildlife conservation

Epidemiology

Public Health

Community Health

Biotechnology

Genetics

Bioinformatics and Computational Biology and many more

### GRADUATION REQUIREMENTS

Biology students wanting to apply for graduation must have completed at least one hundred and forty two (142) credit hours.

### DEPARTMENT REQUIREMENTS

Course No.	Course Title	Hours
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
MAT 211	Calculus I	3
PHY 101	Introductory Physics I	4
MAT 170	Introduction to probability and statistics	3
<b>SUB-TOTAL</b>		<b>18</b>

### MINOR REQUIREMENTS (CHEMISTRY)

Course No	Course Title	Hours
CHE 231	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 341	Physical Chemistry for Biologists	3
CHE 371	Biochemistry I	4
<b>SUB-TOTAL</b>		<b>15</b>

## MAJOR REQUIREMENTS (BIOLOGY)

<b>Course No.</b>	<b>Course Title</b>	<b>Hours</b>
BIO 202	Microbiology	4
BIO 211	Invertebrate Zoology	4
BIO 212	Comparative Chordate Anatomy	4
BIO 209	General Botany (Plant Physiology & Anatomy)	4
BIO 321	Applied Ecology	4
BIO 361	General Human Anatomy	4
BIO 311	Vertebrate Embryology	4
BIO 362	General Physiology	4
BIO 331	Genetics	4
BIO 312	Histology & Micro-technique	4
BIO 341	Parasitology	4
BIO 442	Immunology	3
BIO 432	Hematology	4
BIO 421	Molecular Biology	3
<b>SUB-TOTAL</b>		<b>54</b>

EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES  
 BACHELOR OF SCIENCE (B.SC.) DEGREE  
 BIOLOGY MAJOR, CHEMISTRY MINOR COURSE GUIDE

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
ENG 101	Fundamentals of communication I	3	ENG 102	Fundamentals of communication II	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	BIO 102	Principles of Biology II (Pre-requisite: Bio. 101)	4
MAT 101	General Mathematics	3	MAT 102	Pre-calculus	3
BIO 101	Principles of Biology I	4			
CHE 101	Principles of Chemistry I	4	Social Science	Select any one from the pool of social sciences series	3
EDU 111	Physical Education	1	CHE 102	Principles of Chemistry II	4
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>17</b>

SOPHPMORE YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
ENG 201	Fundamentals of literature	3	BIO 212	Comparative Chordate Anatomy (Pre-requisite: Bio. 211)	4
BIO 202	Microbiology (Pre-requisite: Bio.	4	BIO 209	General Botany (Pre-requisite: Bio. 102)	4

	102)				
BIO 211	Invertebrate Zoology (Pre-requisite: Bio. 102)	4	CHE 232	Organic Chemistry II (Pre-requisite: CHE. 231)	4
CHE 231	Organic Chemistry I (Pre-requisite: CHE. 102)	4	ENG 202	Advanced Composition	3
COM 101	Introduction to Computer	3	MAT 170	Introduction to probability and statistics	3
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>18</b>

JUNIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
BIO 361	General Human Anatomy (Pre-requisite: Bio. 102)	4	BIO 362	General Physiology (Pre-requisite: Bio. 361)	4
BIO 321	Applied Ecology (Pre-requisite: Bio. 209)	4	BIO 331	Genetics (Pre-requisite: MAT. 170)	4
PHY 101	Introduction to Physics	4	FRE/KP E 102	Fundamentals of French/Kpelle II	3
MAT 211	Calculus I	3	Bio. 312	Histology & Micro-technique (Pre-requisite: Bio. 102)	4
BIO 311	Vertebrate Embryology (Pre-requisite: Bio. 102)	4	SVL 300	Service Learning	3

	<b>Total</b>	19		<b>Total</b>	18
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SENIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
CHE 371	Fundamentals of Biochemistry	4	BIO 432	Haematology (Pre-requisite: Bio. 312)	4
BIO 421	Molecular Biology (Pre-requisite: Bio. 331)	3	BIO 442	Immunology (Pre-requisite: Bio. 102)	3
CHE 341	Physical chemistry for Biologists	3	EDUC 401	Professional Ethics	2
REL 321/491	Christian ethics & Moral Values/ comparative religion	3	SRM 392	Senior Thesis	3
SRM 391	Science Research Methods	3	BIO 341	Parasitology (Pre-requisite: Bio. 211 & Bio. 202)	4
ENTR 401	Entrepreneurship in Education I	1	ENTR 402	Entrepreneurship in Education II	1
	<b>Total</b>	17		<b>Total</b>	17

**Minimal Required Credits for Graduation: 142**

Social science series		
SOC 201	Introduction to Sociology	3
PSY 101	Principles of Psychology	3
HIS 101	History of Africa up to 1800	3

## Biology Course Description

- BIO 101** **Principles of Biology I** **4credits**  
A general introduction to living things, survey of animal and plant kingdom, viruses, cell division, organization and functioning of the human body, inheritance, evolution of ecology. The laboratory work illustrates materials discussed in lecture and use of the scientific methods.
- BIO 102** **Principles of Biology II** **4credits**  
**Prerequisite: BIO 101**  
This course is designed to complete the layout of the foundation of students for higher level biology courses. As such, student will take a brief survey in a variety of fields in biology such as Anatomy and physiology, histology and immunology, ecology, etc.
- BIO 106** **Human Anatomy and Physiology** **4credits**  
This is an introductory course for nursing majors emphasizing the molecular physiological approach to the study of various structures and processes of the human body. Reference systems for description: the integumentary system; the skeletal system; the articulatory system; the muscular system; the circulatory and lymphatic system; the respiratory system; the excretory system (urinary system); the endocrine system; the reproduction system.
- BIO 107** **Anatomy and Physiology II** **4 credits**  
**Prerequisite: BIO 102 or BIO 106**  
This course is centered on micro-organisms and human health and related laboratory procedures. It will also include culture methods, principles of sterility, and aseptic techniques. Three hours of lecture and 3 hours of laboratory are required.
- BIO 209** **General Botany** **4 credits**  
Introduction and background history; the plant cell and its structure; function of organelles; cell division (mitosis), structure and functions of roots, stem, leaves photosynthesis; respiration; plant and water relations; plants and minerals; vegetation propagation; flowers, seeds, fruits; seeds and seed dispersal; seed germination; classification of plants. This course has a field work attached to it.
- BIO III** **General Science I** **3 credits**  
General Science I is a required course for non-science majors. The course provides a basic knowledge and concept in biology for students who do not intend to peruse a career in any

of the sciences, enabling them to have an appreciation for their natural environment as well as physiology of some of their own organs and systems. This course introduces the students to the organization of living systems, energy transfer, and continuity of life as well as biodiversity.

**BIO 112** **General Science II** **3 credits**

**Prerequisite:** BIO 111

General Science II is designed to complete the layout of the foundation of students for higher level biology courses. As such, student will take a brief survey in a variety of fields in biology such as Anatomy and physiology, histology and immunology, ecology, etc.

**BIO 211** **Invertebrate Zoology** **4 credits**

**Prerequisite:** BIO 102

This is a comparative study of major invertebrate phyla with reference to representative types of protozoa, porifera, Colenterate, Platyhelminthes, Aschelminthes, Anellida, Anthropoda, Mollusca and Echinodermata. Laboratory work includes dissection of the earthworm, snail, cockroach and crayfish, study of slides. Students should have a general knowledge of the more common invertebrate animals.

**BIO 212** **Comparative Chordate Anatomy** **4 credits**

**Prerequisite:** BIO 211

This course deals basically with the comparison and contrast of the morphology and physiology of the various chordate groups, ranging from Protochordates to vertebrates. It is fundamental to all fields of specializations in biology.

**BIO 202** **Microbiology** **4 credits**

**Prerequisite:** BIO 102

This course is centered around micro-organisms and human health and related laboratory procedures. It will also include culture methods, principles of sterility, and aseptic techniques. Three hours of lecture and 3 hours of laboratory are required.

**BIO 321** **Applied Ecology** **4 credits**

**Prerequisite:** BIO 102

This is a general study of plants and animals, and their interactions with their physical environments. It includes direct influence of biotic and abiotic environmental factors of growth, distribution, behavior and survival of organisms. The **descriptive** approach will focus on habitats such as temperate deciduous forests, tropical rain forests, grasslands and tundra, including interactions between plants, animals, and their ecosystems. The

**functional** approach deals with the dynamics and relationships of organisms; and seeks to identify and analyze problems common to ecosystems, and the populations and communities within. The **evolutionary** aspects focus on **Darwin's theory of evolution**; the concept of natural selection and survival of species. It is a field related course.

**BIO 331 Genetics 4 credits**

**Prerequisite: Math 170**

This consists of the basic principles and problems of Mendelian, classical and molecular genetics. Emphasis will be placed on recent advance in the field. In the laboratory, drosophilia and small mammals will be used. In addition, consideration of salivary chromosomes, the nature of the gene, chromosomal irregularities, polyploidy and mutations will be given.

**BIO 411 Entomology 3 credits**

General morphology of insects, taxonomy of insects with special reference to West African fauna; insect physiology, digestion, excretion, reproduction, metamorphosis, respiration; a survey of destructive and useful insects with specific reference to West Africa.

**BIO 311 Vertebrate Embryology 4 credits**

**Prerequisite: Bio 102**

This course discusses, Historical Background of Embryology, Genetic Background, Reproductive Organs and the Sexual Cycle, Fertilization and the Beginning of Embryogenesis, Gastrulating and the Formation of the Primary Organ Rudiments Gastrulation, Organogenesis, Growth and Differentiation.

**BIO 341 Parasitology 4 credits**

**Prerequisite: Bio 211**

This course deals with the study of organisms that live at the expense of other organisms. Organisms of focus for this course are the protozoa, helminthes and arthropods, particularly of medical importance. The lectures are meant to expose students who intend to get a career in Microbiology, Parasitology, Public Health, Public Health, Medicine, etc. to the causative agents, pathogenesis, diagnoses & therapies and control measures of some important protozoal & helminthic infections.



**BIO 442      Immunology      3 credits**

**Prerequisite: BIO 102**

During this study, the history of Immunology, initiators of immunological responses; antigens and haptens; immunochemical properties of immuno-globulins; serologic reactions; precipitation; agglutination; immuno chemistry of complement, phagocytosis; invivo aspect of immunology; natural and acquired immunity; the immediate of immunoglobulin dependent hypersensitivity; cell mediate hypersensitivity; tissue transportation and tumor immunology will be highlighted.

**BIO 361      General Human Anatomy      4 credits**

**Prerequisite: BIO 102**

General Anatomy (Bio. 361) deals with the study of the structures of the human body. It is designed to expose biology majors and students who wish to further their studies into the medical profession, as well as those in related disciplines, such as science education, to some details of the human organs and their structural compositions. Because structures and functions are closely intertwined, the functional aspects of the various structures will be touched upon, but the main focus of this course is the study of body structures.

**BIO 362      General Physiology      4 credits**

**Prerequisite: BIO 361**

General Physiology is a four (4) credit hours course that covers the functional and structural aspect of the cell and the various systems and their physiological aspects. Special attempt has been made to choose those aspects of human physiology that will lead the student to an understanding of the basic principles and concepts of physiology.

The course is structured in a fashion as to make learning easier for the learner. It is progressively arranged so that each preceding topic serves as the building block for the succeeding one.

**BIO 432      Hematology      4credits**

**Prerequisite: BIO 312**

Basic hematology involves studying blood as a tissue, looking at the various cells that comprise blood, how blood cells are made, blood plasma and its composition, RBC, RBC count determination and calculation, WBC, WBC count determination and calculation, Platelet, Platelet count determination and calculation, Blood banking, Blood typing, Apheresis, Bone marrow transplant, Blood diseases, disorder and infections.

**BIO 312      Histology and Microtechnique      4 credits**

**Prerequisite: BIO 102**

Histology & micro-technique is a course designed for students majoring biology. It consists of Absolute detailed survey of mammalian histology involving both lecture/discussion and laboratory examination of sectioned tissues. Students who take this course will develop an in depth understanding of mammalian tissue structure/ function.

**BIO 421      Molecular biology**

**3 credits**

**Prerequisite: BIO 331**

Molecular biology is the study of biological systems at the molecular level. Molecular biology deals with nucleic acids, proteins, and how these molecules interact within the cell to promote proper growth, division, and development. It is a large and ever changing discipline.

The topics covered include, the structure & replication of DNA, chromosome organization, the molecular mechanisms underlying the recombination of DNA, the molecular basis of gene regulation and how gene expression is tied to intracellular and extracellular factors.

## **DEPARTMENT OF CHEMISTRY**

### **INTRODUCTION**

The Chemistry Department offers Chemistry as major and minor for students studying Chemistry itself and other Natural Science courses. A student who wants to take a major in Chemistry must score an A or B in Chemistry 101&102, Bio 101 &102, Mathematics 101; and as worst as C in physics 101. Students who do not meet these conditions but still want to pursue a degree in chemistry will be allowed to repeat the aforementioned courses with an A or B grade before taking higher ones.

### **VISION**

The Chemistry Department aspires to create a culture of excellence and to be recognized for intellectual and creative accomplishments of our faculty and students.

### **MISSION**

The Chemistry Department, the heart of the College of Natural Sciences exists to provide our students a superior science education so that they may achieve their full human potential by challenging and supporting every student to achieve excellence.

### **CAREER OPPORTUNITIES**

Many of our students completing their chemistry degree enter professional programs such as medical dentistry.

Analytical Chemist  
 Chemical Engineer  
 Biotechnologist  
 Nanotechnologist  
 Pharmacologist  
 Forensic Scientist  
 Research Scientist  
 Toxicologist  
 Optics and photonics  
 Patent Attorney  
 Environmental consultant  
 Industrial Chemist, etc

### GRADUATION REQUIREMENTS

Students majoring Chemistry and applying for graduation are required to complete a minimum of 142 credit hours if their minor is Biology or 140 credit hours if their minor is Mathematics

### CHEMISTRY (PRE-MEDICAL)

**DEPARTMENT REQUIREMENTS – (Grade of ‘C’ or above required for all courses listed here with the exception of CHE 101 & 102, and BIO 101&102, Mat 101) 26 credit Hours**

Course No.	Course Title	Hours
PHY 101	Introductory Physics I	4
MAT 170	Introduction to Probability & Statistics	3
MAT 211	Calculus I	3
MAT 212	Calculus II	3
MAT 221	Mathematical Statistics I	3
MAT 311	Calculus III	3
<b>SUB-TOTAL</b>		<b>19</b>

**MINOR REQUIREMENTS- (Grade of ‘C’ or above required for all courses listed here)**

Course NO	Course Title	Hours
BIO 202	Microbiology	4
BIO Elective	Comparative Chordate Anatomy/ Genetics/Histology/Parasitology	4
BIO 362	General Physiology	4

BIO 432	Hematology	4
BIO 421	Molecular Biology	3
<b>SUB-TOTAL</b>		<b>19</b>

**MAJOR REQUIREMENTS – (Grade of ‘C’ or above required for all courses listed here)**

<b>Course No.</b>	<b>Course Title</b>	<b>Hours</b>
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
CHE 231	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 241	Inorganic Chemistry I	3
CHE 251	Electrochemistry	4
CHE 351	Physical Chemistry I	3
CHE 352	Physical Chemistry II	4
CHE 371	Biochemistry I	4
CHE 401	Analytical Chemistry I	4
CHE 402	Analytical Chemical II (Instrumental Analysis)	4
CHE 360	Spectroscopy and Structure	3
CHE 390	Chemistry of Natural Products (Phytochemistry)	4
CHE 404	Industrial Chemistry ( At least a week field trip)	4
<b>SUB-TOTAL</b>		<b>53</b>

**EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES**

**BACHELOR OF SCIENCE (B.Sc.) DEGREE**

**CHEMISTRY MAJOR, BIOLOGY MINOR COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>ENG 101</b>	Fundamentals of Communication I	3	<b>ENG 102</b>	Fundamentals of Communication II	3
<b>MAT 101</b>	General Mathematics	3	<b>MAT 102</b>	Pre-calculus	3
<b>Social</b>	Select any one from the	3	<b>CHE 102</b>	Principles of	4

<b>Science</b>	pool of social sciences series			Chemistry II (Pre-requisite: CHE 101)	
<b>BIO 101</b>	Principles of Biology I	4	FRE/KPE 101	Fundamental of French/Kpelle I	3
<b>CHE 101</b>	Principles of Chemistry I	4	<b>BIO 102</b>	Principles of Biology II (Pre-requisite: Bio. 101)	4
<b>EDU III</b>	Physical Education	1			
Total		<b>18</b>	Total		<b>17</b>

SOPHOMORE YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
<b>COM 101</b>	Introduction to Computer	3	<b>BIO 202</b>	Microbiology	4
<b>MAT 211</b>	Calculus I	3	<b>MAT 212</b>	Calculus II	3
<b>CHE 231</b>	Organic Chemistry I (Pre-requisite: CHE. 102)	4	<b>ENG 201</b>	Fundamentals of Literature	3
<b>CHE 251</b>	Electrochemistry (Pre-requisite: CHE. 102 & MAT 211)	4	<b>MAT 170</b>	Introduction to Prob. & Statistics	3
<b>PHY 101</b>	Introductory Physics I	4	<b>CHE 232</b>	Organic Chemistry II (Pre-requisite: CHE. 231)	4
Total		<b>18</b>	Total		<b>17</b>

JUNIOR YEAR	
FIRST SEMESTER	SECOND SEMESTER

Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
EDUC 40I	Professional Ethics	2	FRE/K PE 102	Fundamental of French/Kpelle II	3
REL 32I/49I	Christian ethics & Moral Values/ comparative religion	3	CHE 390	Natural Product Chemistry (Pre-requisite: CHE. 232)	3
MAT 22I	Mathematical Statistics I	3	BIO	ELECTIVE	4
CHE 24I	Inorganic Chemistry (Pre-requisite: CHE. 102)	3	CHE 360	Spectroscopy & Structure (Pre-requisite: CHE. 231)	3
MAT 3II	Calculus III	3	BIO 362	General Physiology	4
ENG 202	Advanced Composition	3	ENTR 402	Entrepreneurship in Education I	1
ENTR 40I	Entrepreneurship in Education I	1			
Total		18	Total		18

SENIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHE 37I	Biochemistry I (Pre-requisite: CHE. 232)	4	CHE 352	Physical Chemistry II (Pre-requisite: CHE. 351)	4
SVL 300	Service Learning	3	CHE 402	Analytical Chemistry II (Pre-requisite: CHE. 401)	4
CHE	Physical Chemistry I	4	BIO 42I	Molecular Biology	3

35I	(Pre-requisite: MAT 212 &CHE 24I)				
CHE 40I	Analytical Chemistry I (Pre-requisite: CHE. 360)	4	SRM 392	Senior Thesis	3
SRM 39I	Science Research Methods	3	CHE 404	Industrial Chemistry (Pre-requisite: CHE. 40I)	4
Total		18	Total		18

*Minimal Required Credits for Graduation: 142*

Social science series		
SOC 20I	Introduction to Sociology	3
PSY 10I	Principles of Psychology	3
HIS 10I	History of Africa up to 1800	3

### CHEMISTRY (PRE-ENGINEERING)

DEPARMENT REQUIREMENTS - (Grade of "C" or above required for all courses listed here with the exception of CHE 10I & 102, and BIO 10I&102 and MAT 10) 26 Credit Hours

Course No	Course Title	Hours
MAT 170	Introduction to Probability & Statistics	3
PHY 10I	Introductory Physics I	4
PHY 102	Introductory Physics II	4
PHY 20I	General Physics I	4
<b>SUB- TOTAL</b>		<b>15</b>

MINOR REQUIREMENTS (grade of "C" or above required for all courses listed here)

Course No	Course Title	Hours
MAT 21I	Calculus I	3
MAT 212	Calculus II	3
MAT 22I	Mathematical Statistics I	3
MAT 31I	Calculus III	3
MAT 312	Calculus IV	3

MAT 322	Differential Equations	3
MAT 34I	Linear Algebra	3
<b>SUB - TOTAL</b>		<b>21</b>

**MAJOR REQUIRTEMENTS - (Grade of "C" or above required for all course listed here)**

<b>Course No</b>	<b>Course Title</b>	<b>Hours</b>
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
CHE 23I	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 24I	Inorganic Chemistry I	3
CHE 25I	Electrochemistry	4
CHE 31I	Environmental Chemistry	4
CHE 35I	Physical Chemistry I	3
CHE 352	Physical Chemistry II	4
CHE 360	Spectroscopy & Structure	3
CHE 401	Analytical Chemistry I	4
CHE 402	Analytical Chemistry II - Instrument Analysis	4
<u>CHE 404</u>	Industrial Chemistry	4
<b>SUB - TOTAL</b>		<b>49</b>

**EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES**

**BACHELOR OF SCIENCE (B.Sc.) Degree**

**CHEMISTRY MAJOR, MATH MINOR COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>ENG 101</b>	Fundamentals of Communication I	3	<b>ENG 102</b>	Fundamentals of Communication II	3
<b>MAT 101</b>	General	3	<b>MAT 102</b>	Pre-calculus	3



	Mathematics				
<b>Social Science</b>	Select any one from the pool of social sciences series	3	CHE 102	Principles of Chemistry II	4
<b>BIO 101</b>	Principles of Biology I	4	FRE/KPE 101	Fundamentals of French/Kpelle I	3
<b>CHE 101</b>	Principles of Chemistry I	4	BIO 102	Principles of Biology II	4
<b>EDU III</b>	Physical Education	1			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

SOPHOMORE YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHE 251	Electrochemistry (Pre-requisite: CHE. 102 & MAT 211)	4	COM 101	Introduction to Computer	3
CHE 241	Inorganic Chemistry	3	ENG 201	Fundamentals of Literature	3
MAT 211	Calculus I	3	MAT 170	Introduction to Probability & Statistics	3
CHE 231	Organic Chemistry I	4	MAT 212	Calculus II	3
PHY 101	Introductory Physics I	4	CHE 232	Organic Chemistry II	4
			EDUC 401	Professional Ethics	2
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

JUNIOR YEAR
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FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MAT 311	Calculus III	3	CHE 360	Spectroscopy & Structure	3
FRE/KPE 102	Fundamental of French/Kpelle II	3	MAT 312	Calculus IV	3
ENG 202	Advance Composition	3	MAT 322	Differential Equations	3
SVL 300	Service Learning	3	PHY 102	Introductory Physics II	4
REL 321/491	Moral Ethics/Comparative Religion	3			
MAT 221	Mathematical Statistics I	3	CHE 311	Environmental Chemistry	4
Total		18	Total		17

SENIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHE 351	Physical Chemistry I	3	CHE 352	Physical Chemistry II	4
PHY 201	General Physics I	4	CHE 402	Analytical Chemistry II	4
SRM 391	Science Research Method	3			
CHE 401	Analytical Chemistry I	4	SRM 392	Senior Thesis	3
MAT 341	Linear Algebra	3	CHE 404	Industrial Chemistry	4
ENTR 401	Entrepreneurship in Education I	1	ENTR 402	Entrepreneurship in Education II	1
Total		18	Total		16

*Minimal Required Credits for Graduation: 140*

Social science series		
SOC 201	Introduction to Sociology	3
PSY 101	Principles of Psychology	3
HIS 101	History of Africa up to 1800	3

**MINOR COURSE GUIDE FOR BACHELOR OF SCIENCE IN CHEMISTRY EDUCATION**

To obtain a Bachelor of Science in Education with concentration in Chemistry, students need to successfully complete and earn at least “C” in all of the below departmental requirements in (A) below as preparatory courses for (B).

**(A) Departmental Requirements**

Course #	Course Title	Credit Hours
MAT 101	General Mathematics	3
MAT 102	Pre-calculus	3
MAT 211	Calculus I	3
MAT 212	Calculus II	3
MAT 170	Introduction to Probability and Statistics	3
MAT 221	Mathematics Statistics	3
<b>Total Credits</b>		<b>18</b>

**(B) Chemistry Concentration Requirements for Education Majors**

Course #	Course Title	Credit Hours
CHE 101	Principles of Chemistry I	4
CHE 101	Principles of Chemistry II	4
CHE 231	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 241	Inorganic Chemistry I	3
CHE 251	Electrochemistry	4

CHE 351	Physical Chemistry I	4
CHE 401	Analytical Chemistry I	4
<b>Total Credits</b>		<b>31</b>

## Chemistry Course Description

**CHE 101 Principles of Chemistry I 4 credits**

**Pre-requisite/Co-requisite: MAT 101**

Chemistry 101 is the first of a two-semester course designed to complete the fundamental concepts of the laws and theories of chemistry including atomic structure and chemical bonding, the study of gas laws, acids, bases, salt, redox reactions, aqueous solutions, and stoichiometry, periodic table and periodicity, properties of solutions, etc

**CHE 102 Principles of Chemistry II 4 credits**

**Prerequisite: CHE 101**

Chemistry 102 the last of a two-semester course designed to complete the fundamental concepts of the laws and theories of Chemistry. Its contents are designed to cover the fundamental ideas of chemical bonding, molecular geometry, the gas laws, chemical kinetics and chemical equilibrium, thermo chemistry, entropy and free energy, acids, bases and aqueous equilibria, and introduction to electrochemistry.

**CHE 103 Introduction to Clinical Chemistry I 3 credits**

**Prerequisite/Co-requisite: Mat 111**

Chemistry 103 is the first of a two-semester course designed to complete the fundamental concepts of the laws and theories of chemistry and the fundamental concepts of bio-molecules. The study of these principles will have application in medicine.

**CHE 104 Introduction to Clinical Chemistry II 3 credits**

**Prerequisite: CHE 103**

Chemistry 104 is intended for majors in the College of Allied Health Science. It is the first of the two clinical chemistry courses. A course designed to survey the essentials of organic chemistry and biochemistry, and of their applications to the field of medicine. The laboratory work is correlated with the lectures.

**CHE 231 Organic Chemistry I 4 credits**

**Prerequisite: CHE 102**

Important classes of organic compounds are studied with emphasis on the IUPAC. Nomenclature of the main functional groups of different classes of organic compounds to



**CHE 351      Physical Chemistry I      3 credits**

**Prerequisite/Co-requisite: MAT 311**

It is the first of the two Physical Chemistry Courses. It is a core course requirement for chemistry majors; elective for Science Education majors. Is an undergraduate Physical Chemistry course with emphasis on the introductory aspects leading to fundamental calculations of thermodynamics, thermochemistry, real, ideal gases. It will enhance mastery on units, measurement, measurement traceability, variables that will help thermodynamics calculation and other physical chemistry calculations.

**CHE 352      Physical Chemistry II      4 credits**

**Prerequisite: CHE 351**

It is the second of the two physical chemistry courses; Core course and elective for chemistry major students and science education students. It is an extended study of physical chemistry I with emphasis on calculations involving thermodynamics (real and ideal systems), kinetics and electrochemistry (electrochemical systems)

**CHE 360      Spectroscopic and Structure      3 credits**

**Prerequisite: CHE 232**

This course consists of the theories and applications of spectroscopic techniques such as mass spectrometry (MS), Infrared (IR) Spectroscopy, Ultraviolet -Visible (UV-VIS) Spectroscopy and Nuclear Magnetic Resonance (NMR) with emphasis on their applications to structural determination

**CHE 371      Biochemistry I      4 credits**

**Prerequisites: CHE 232**

This course will cover the ionic environment and buffer; amino acids and peptides; proteins; enzymes; nucleotides and nucleic acids; lipids and biomembranes; carbohydrates and carbohydrate metabolism; citric acid cycle; photosynthesis; amino acid metabolism; and oxidative phosphorylation. Three hours of lecture and three hours of laboratory are required.

**CHE 390      Chemistry of Natural Products (Phytochemistry)                      3 credits**

**Prerequisite: CHE 232& 371**

Chemistry 390 is one set of an advanced organic Chemistry course, with Chemistry 231, 232 prerequisites. It is a core course for especially chemistry majors. Its content is devised to grasp knowledge on Natural products of plants and animals origin their application and usefulness as chemotherapy.

**CHE 401                              Analytical Chemistry I                                      4 credits**

**Prerequisites: CHEM 231, 241 & 360**

The treatment of the theory of modern chemical analysis: the topics include acid-base, redox and complexomequilibria, gravimetric and analytical applications of precipitation reactions organic functional group analysis and statistical methods of analysis of analytical chemistry; the laboratory experience with the methods of analysis considered in theory.

**CHE 402                              Analytical Chemistry II – Instrument Analysis                      4 credits**

**Prerequisite: CHE 401**

Chemistry 402 Course is an advanced analytical for chemistry major undergraduate students. It entails instruction on conceptual principles and practice of modern methods of chemical analysis of substances via understanding the instrumentation and analytical techniques involved in the following spectrophotometry, atomic spectroscopy chromatography, electrogravimetry/coulometryetc; there will be in introduction to lasers in analysis (LA-ICP-MS).

**CHE 404    Industrial Chemistry    4 credits**

**Prerequisites/Co-requisite: CHE352 & 402**

General introduction of thermodynamic feasibility, Kinetic feasibility, chemical plant, energy source. Industrial consideration reaction, Evaluation, Selection, Feasibility, Management and Economics system approach, organization, analysis and control, research and development project evaluation or human relation in industry. Industrial aspects of organic and inorganic products and their chemistry (toxic, nontoxic). Limit test for heavy metals Pb, Ag, Hg, Fe and ash content. Introduction to Liberia Industries: Cement, soap, Oils, Paint, Match, natural and synthetic product rubber, petroleum and Steel industry.



## DEPARTMENT OF MATHEMATICS

### INTRODUCTION

The Department of Mathematics offers an exciting and enriched course of study. The undergraduate major or minor can prepare you for a quantitative reasoning related job in the public or private sector or an advanced degree. We have a diverse faculty which is supplemented by visiting lecturers. They are dedicated to teaching and promoting excellence. To major or minor in mathematics, a student must have a pass in the Senior High School Certification Exams (SHSCE) and or in the University's entrance examination and must earn a minimum grade of "B" in all mathematics courses under the general undergraduate and departmental requirements.

### CAREER OPPORTUNITIES

Mathematics opens the doors to many promising career paths. Not only do many professions and majors (engineering, physics, nurses, doctors, computer science, actuarial science, economics, finance, etc.) require courses in mathematics, but the analytical and problem-solving skills students learn in mathematics can apply to all disciplines. Mathematicians are trained to think logically and to approach problems in analytical and creative ways. Studying mathematics prepares you for a wide variety of careers because it provides you with the problem solving, computing and communication skills that employers want. The most common career paths of math graduates fall into some of the following broad categories:

- Statistician
- Actuarial science
- Accountancy, finance, banking
- Teaching, academia and research
- Computer Science
- Environmental modeling
- Biomathematics
- Graduate study in mathematics or statistics, especially for an academic career.
- Graduate study in applied mathematics or statistics, for a career in industry, business or government.
- Graduate study in an interdisciplinary field related to the mathematical and statistical sciences.

### GRADUATION REQUIREMENTS

Anyone majoring in math must have a minor and that minor can be in the sciences, business or education. A minimum of 136 credit hours is required for graduation from the undergraduate mathematics degree program.

## CATEGORY AND SEQUENCE OF COURSES

### I. DEPARTMENTAL REQUIREMENTS

Course No.	Course Title	Hours
PHY 101	Introductory Physics I	4
PHY 102	Introductory Physics II	4
PHY 201	General Physics I	4
PHY 202	General Physics II	4
MAT 170	Introduction to Probability and Statistics	3
MAT 211	Calculus I	3
MAT 212	Calculus II	3
MAT 214	Discrete Mathematics	3
MAT 221	Mathematical Statistics I	3
<b>SUB-TOTAL</b>		<b>31</b>

### II. MATHEMATICS MAJOR REQUIREMENTS

Course No.	Course Title	Hours
MAT 222	Mathematical Statistics II	3
MAT 301	Numerical Analysis	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 314	Differential Equations	3
MAT 316	Linear Algebra	3
MAT 317	Real Analysis	3
MAT 401	Abstract Algebra	3
MAT 403	Vector Mechanics	3
MAT 412	Complex Analysis	3
MAT 414	Introduction to Topology	3
<b>SUB-TOTAL</b>		<b>33</b>

**NOTE:** A major in mathematics requires the successful completion of all mathematics courses in the university and departmental divisions (MAT 101, MAT 102, MAT 170, MAT 211, MAT 212, MAT 214, and MAT 221) with a minimum grade of B and the mathematics major requirements mentioned in II above with a minimum grade of C.

### III. MATHEMATICS ELECTIVES (ANY OF THE BELOW LISTED COURSES)

Course No.	Course Title	Hours
MAT 203	Geometry for Teachers	3
MAT 315	Mathematics & Technology/Computer Programming	3
MAT 405	Number Theory	3
MAT 407	Modern Geometry	3
MAT 416	History of Mathematics	3
MAT 418	Independent Study	3
<b>SUB-TOTAL</b>		<b>18</b>

### III. MATHEMATICS MINOR REQUIREMENTS

Course No	Course Title	Hours
MAT 301	Numerical Analysis	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 314	Differential Equations	3
MAT 316	Linear Algebra	3
ELECTIVE	Any Course from the mathematics electives	3
<b>SUB-TOTAL</b>		<b>18</b>

**NOTE:** A minor in mathematics requires the successful completion of all mathematics courses in the university and departmental divisions (MAT 101, MAT 102, MAT 170, MAT 211, MAT 212, MAT 214, and MAT 221) with a minimum grade of B and the mathematics minor requirements mentioned in IV above with a minimum grade of C.

### IV. MATHEMATICS CONCENTRATION REQUIREMENTS

Course No.	Course Title	Hours
MAT 203	Geometry for Teachers	3
MAT 222	Mathematical Statistics II	3

MAT 301	Numerical Analysis	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 314	Differential Equations	3
MAT 316	Linear Algebra	3
MAT 317	Real Analysis	3
MAT 401	Abstract Algebra	3
<b>SUB-TOTAL</b>		<b>27</b>

**NOTE:** A concentration in mathematics requires the successful completion of all mathematics courses in the university and departmental divisions (MAT 101, MAT 102, MAT 170, MAT 211, MAT 212, MAT 214, and MAT 221) with a minimum grade of B and the mathematics concentration requirements mentioned in V above with a minimum grade of C.

**EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES**

**BACHELOR OF SCIENCE (B.SC.) DEGREE**

**MATHEMATICS MAJOR COURSE GUIDE**

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
BIO 101	Principles of Biology I	4	CHE 101	Principles of Chemistry I	4
ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Communication II	3
FRE/ KPE 101	Fundamentals of French/ Kpelle I	3	FRE / KPE 102	Fundamentals of French/ Kpelle II	3
Social Science	Select any one from the pool of social sciences	3	PHY 101	Introductory Physics I	4

	series			
EDU III	Physical Education	1		
Total		17	Total 17	

SOPHOMORE YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
BIO 102	Principles of Biology II	4	ENG 202	Advanced Composition	3
MAT 170	Introduction to Probability & Statistics	3	PHY 102	Introductory Physics II	4
			CHE 102	Principles of Chemistry II	4
ENG 201	Fundamentals of Literature	3	MAT 212	Calculus II	3
MAT 211	Calculus I	3	MAT 214	Discrete Mathematics	3
COM 101	Introduction to Computer	3			
Total		16	Total		17

JUNIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
PHY 201	General Physics I	4	PHY 202	General Physics II	4
MAT 221	Mathematical Statistics I	3	MAT 222	Mathematical Statistics II	3
MAT 301	Numerical Analysis	3	MAT 312	Calculus IV	3
MAT 311	Calculus III	3	MAT 314	Differential Equations	3
REL 321 / REL 491	Christian Ethics & Moral Values / Comparative Religion	3	MAT 316	Linear Algebra	3
ENTR 401	Entrepreneurship in Education II	1	ENTR 402	Entrepreneurship in Education II	1

Total	17	Total	17
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SENIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
SRM 391	Research Methods	3	MAT 412	Complex Analysis	3
MAT 317	Real Analysis	3	MAT 414	Introduction to Topology	3
MAT 401	Abstract Algebra	3	ELECTIVE	Mathematics Elective	3
MAT 403	Vector Mechanics	3	SRM 392	Senior Thesis	3
ELECTIVE	Mathematics Elective	3	ELECTIVE	Mathematics Elective	3
SVL 300	Service Learning	3	EDUC 401	Professional Ethics	2
Total		18	Total		17

*Minimal Required Credits for Graduation: 136*

Social science series		
SOC 201	Introduction to Sociology	3
PSY 101	Principles of Psychology	3
HIS 101	History of Africa up to 1800	3

### Mathematics Course Description

**MATH 010**

**Basic Mathematics**

**3 credit**

A refresher course designed to meet the needs of students who by the results of their placement test administered by the Mathematics Department show they are not ready to enrol in MAT 101. This course places emphasis on the real number system, order of operations, number signs, adding, subtraction, multiplication and division of whole numbers, fractions and decimals. Speed and efficiency with arithmetic computations are the



The first of two calculus courses designed for business and social science students. The course covers limits, continuity, differentiation, maximum and minimum values of function, polynomial, logarithmic, and exponential functions; and applications of differential calculus to business and the social sciences.

**MAT 211                                  Calculus – I    3 credits**

**Prerequisite: MAT 103**

The first of course in the series of four calculus courses designed for natural science students. The course covers limits, continuity, differentiation, maximum and minimum values of functions and applications of the derivative/differentiation to real world situations. The course relies heavily on graphing or curve sketching to give students vivid ideas on concepts.

**MAT 212                                  Calculus – II    3 credits**

**Prerequisite: MAT 211**

The second course in the calculus series designed for natural science students. The course covers integration or integral calculus and its applications to real world situations. The course relies heavily on graphing or curve sketching to give students vivid ideas of concepts.

**MAT 221                                  Mathematical Statistics – I    3 credits**

**Prerequisites: MAT 102 & 211**

This is the first of two courses for students majoring in mathematics or the natural sciences. Topics include descriptive statistics, probability, probability distributions (binomial, geometric, Poisson, and normal), and introduction to sampling.

**MAT 222                                  Mathematical Statistics – II    3 credits**

**Prerequisite: MAT 221**

This course, the second of two courses, is required for students majoring in mathematics or other disciplines who need the skills for research purposes. Topics include estimation of parameters; hypotheses testing regarding means, variances, proportions, regression analysis, correlation analysis, Chi-Square tests for independence and goodness of fit, and nonparametric statistics.

**MAT 302                                  Numerical Analysis    3 credits**

**Prerequisite: MAT 212**



The course covers errors computations and analysis in numerical computations, roots of an equation, extrapolation and interpolation algorithms, polynomial approximation, numerical integration, numerical solutions of ordinary differential equations and least squares polynomial approximations.

**MAT 307**                                      **Mathematical Proof and Logic**                                      **3 credits**

**Prerequisite: MAT 212**

The course introduces students to the methods of mathematical proofs and logic. It covers proof by induction, proof by contradiction and analysis of truth tables and logic, including methods of proofs of bi-conditional statements.

**MAT 309**                                      **Set Theory**                                      **3 credits**

**Prerequisite: MAT 212**

The course covers operations with sets, open and closed sets, mapping of sets, axioms of set theory, elementary sub-models, relations and orderings, ordinal and cardinal numbers

**MAT 311**                                      **Calculus III**                                      **3 credits**

**Prerequisite: MAT 212**

This is the third course in a series of calculus courses. It includes parametric equations, polar coordinates, vector geometry of space, vector-valued functions, functions of several variables, and partial differentiation.

**MAT 312**                                      **Calculus IV**                                      **3 credits**

**Prerequisite: MAT 311**

This is the fourth of the series of the calculus courses. It includes extrema (maxima and minima) for several variables, multiple integrals, cylindrical and spherical coordinates, change of variables, Stokes' and Green's theorem, curve and divergence, surface integrals, line integrals, and vector fields.

**MAT 322**                                      **Differential Equations**                                      **3 credits**

**Prerequisite: MAT 212**

The course comprises elementary differential equations, linear differential equations, equations with constant coefficients, equations with undetermined coefficient, differential

operators, Laplace transformation and applications, equations of higher degrees, power series solutions, and Bessel's and Legendre's equations.

**MAT 341**                      **Linear Algebra**                      **3 credits**

**Prerequisite: MAT 212**

This course covers matrix theory and linear algebra, emphasizing topics useful in other disciplines. The course content includes matrices and their properties, determinants, linear transformations, vectors, vector spaces, subspaces and Euclidean n-space.

**MAT 371**                      **Real Analysis**                      **3 credits**

**Prerequisites: MATH 212 & MAT 307**

The course takes in depth study of the real plane, limits, continuity and differentiability of functions of one and several variables, infinite series and integration.

**MAT 401**                      **Abstract Algebra**                      **3 credits**

**Prerequisite: MAT 212**

The course covers isomorphism, homomorphism, factor groups, rings, quotient rings, integral domains, fields and groups.

**MAT 403**                      **Number Theory**                      **3 credits**

**Prerequisites: MAT 212 & 307**

The course covers topics including divisibility theories and algorithms, Diophantine equations and modulus mathematics, theory of congruence, Fermat's Theorem, primitive roots and indices, numbers of special forms, Fibonacci numbers and sequences.

**MAT 405**                      **Vector Mechanics**                      **3 credits**

**Prerequisites: MATH 311 & 341**

This course includes topics involving vector mechanics of rigid bodies, motion of particles and projectiles under gravity, concept of impulse, work, energy, power, linear and angular momentum, center of mass and moments of inertia.

**MAT 411**                      **Topology**                      **3 credits**

**Prerequisites: MAT 309 & 371**

This course introduces topology, covering topics fundamental to modern analysis and geometry. It also deals with subjects like topological spaces and continuous functions, connectedness, compactness, separation axioms, function spaces, and fundamental group.

**MAT 415                                    Mathematics and Technology                                    3 credits**

**Prerequisites: MAT 309 & 371**

This course attempts to introduce students to the use of computers, computer software and scientific and graphing calculators in solving mathematical problems. Topics will cover SPSS, MATLAB, TI-84 Graphing Calculator, and excel.

**MAT 420                                    Modern Geometry                                    3 credits**

**Prerequisite: MAT 371 & 415**

The course introduces students to modern geometrical concepts and their applications. Topics cover include Euclidean and non-Euclidean Geometries, Axioms, Postulates, Taxicab Geometry, and the use of Geometer’s Sketchpad to solve range of geometrical problems.

**MAT 422                                    History of Mathematics                                    3 credits**

**Prerequisite: MAT 371 & 309**

The course explores the origin of discoveries in mathematics and, mathematical methods and notations of the past. It traces mathematics from Babylonian and Egyptian times, Greek developments of mathematical concepts leading into modern times.

**MAT 441                                    Complex Variables/Analysis                                    3 credits**

**Prerequisite: MAT 371**

Topics in this course cover the complex plane, complex number system, function of a complex variable, limits, continuity, derivatives, complex series, the Cauchy-Riemann Equations, Cauchy formula and theorem, and complex integration.

**MAT 471                                    Independent Study                                    3 credits**

**Prerequisite: Departmental Permission**

Independent Study will be approved by the Vice President for Academic Affairs. Topics for independent study will be selected by the student in consultation with the instructor under

whose supervision the study is being made. Interested students should make arrangements with the instructor well in advance.

**PHY 101                      Introductory Physics I                      4 credits**

**Prerequisites: MAT 103 & 211**

This course is the first of two introductory courses designed to give students a thorough understanding and grasp of the fundamental principles of physics. It includes mechanics, heat, temperature, waves and sounds.

**PHY 102                      Introductory Physics II                      4 credits**

**Prerequisite: PHY 101 & MAT 211**

This course is a continuation of Introductory Physics I and it is designed to give students a thorough understanding of the fundamental principles of physics. Topics include light, electricity and magnetism.

**PHY 201                      General Physics I                      4 credits**

**Prerequisites: PHY 102, MAT 211 & 212**

This course is designed to lead students towards a firm understanding of the physical principles which form the basis for the mathematics required (i.e. calculus and vectors) required in a quantitative study of physics. The topics include Newtonian mechanics, properties of matter, heat, and thermodynamics.

**PHY 202                      General Physics II                      4 credits**

**Prerequisites: PHY 201 & MAT 212**

This course is a continuation of General Physics I and it covers electricity, and magnetism, nuclear and atomic physics.

**SCI 111                      Science Physics                      3 credits**

**Prerequisite: MAT 111**

This course is designed for non-science students to gain basic knowledge in the general principles of physics and the immediate physical environment. The topics include motion, energy, heat, temperature, wave motion, sound, electricity, light and meteorology.

## DEPARTMENT OF ENVIRONMENTAL SCIENCE

### INTRODUCTION

The Department of Environmental Science offers an exceptional four-year study in Environmental Science in an effort to prepare students to become responsible and productive environmental citizens in Liberia and its environs. Environmental Science is a complex, trans-disciplinary field that draws from many academic specialties and is loaded with facts, ideas, theories to give students an in-depth knowledge of the environment and the alarming environmental problems that Liberia and the world at large is faced with. The degree acquired is preparatory for postgraduate studies in various specialties including Environmental Management and Quality Control, Biodiversity Conservation, Environmental and Social Impact Assessment, Environmental Chemistry, Environmental Economics, Environmental Education etc. The degree acquired will equip students to understand the basic scientific principles as well as insights into the social, political, and economic systems that impact our global environment. Our faculty members are knowledgeably prepared with the theoretical and practical principles of environmental issues to indoctrinate students with the requisite knowledge of current environmental issues and positive ways of mitigating them. A student who intends to major in Environmental Science must successfully pass in Mathematics and English in the Cuttington University Entrance and Placement Exams.

### VISION

To become the nation's flagship research and educational department in environmental sciences.

### MISSION

To educate students, create knowledge, and conduct outreach to the public pertaining to environmental problems, with an interdisciplinary focus on complex human and natural systems.

### CAREER OPPORTUNITIES

The environmental science degree program offers a thorough preparation for a variety of professional positions, including:

- Environmental Compliance Officer

- Environmental administrator
- Environmental Health Specialist
- Environmental Health and Safety Manager
- Environmental Impact Assessment Specialist
- Water Quality Technician
- Sustainability Specialist
- Environmental Conservationist
- Environmental Field Technician
- Environmental Consultant
- Environmental Education Officer
- Environmental Inspector

## GRADUATION REQUIREMENTS

Environmental Science students wanting to apply for graduation must have completed at least one hundred and forty-one (141) credit hours.

## DIVISIONAL REQUIREMENTS

Course No.	Course Title	Hours
PHY 101	Introductory Physics	3
CHE 101	Principles of Chemistry I	4
MAT 170	Introduction to Probability and Statistics	3
CHE 102	Principles of Chemistry II	4
<b>SUB-TOTAL</b>		<b>14</b>

## MAJOR REQUIREMENTS

Code	Title	Credits
ENV 120	Introduction to Environmental Science	3
ENV 140	Introduction to Oceanography	3
ENV 218	Weather and Climate	3
ENV 225	Fundamentals of Geology	3

CHEM 311	Environmental Chemistry	4
ENV 312	Water Quality Management	4
ENV 315	Forest Management	4
ENV 320	Environmental Pollution Control	4
BIO 321	Applied Ecology	4
ENV 323	Environmental Economic Analysis	3
ENV 325	Environmental Microbiology	4
ENV 335	Environmental Policy and Analysis	3
ENV 340	Fundamental Methods for Environmental Analysis	3
ENV 341	Field Attachment	3
ENV 410	Applied Statistics for Environmental Scientists	3
ENV 415	Environmental Impact Assessment	4
ENV 422	Principles of Environmental Management	3
ENV 440	Environmental Occupational Health & Hazards	3
ENV 200	Climate Change Adaptation and Mitigation	3

Bio. 209	Botany	4
ENV 464(Elective)	Waste Management	4

**ELECTIVES (SELECT ANY ONE)**

**EMMET A. DENNIS COLLEGE OF NATURAL SCIENCES**

**BACHELOR OF SCIENCE (B.SC.) DEGREE**

**ENVIRONMENTAL SCIENCE COURSE GUIDE 2022**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Year of  
entry: \_\_\_\_\_

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
MAT 101	General	3	MAT	Pre-Calculus	3

	Mathematics		102		
ENG 101	Fundamental of Communications I	3	ENG 102	Fundamental of Communications II	3
BIO 101	Principles of Biology I	4	FRE / KPE 102	Fundamentals of French/ Kpelle II	3
FRE / KPE 101	Fundamentals of French/ Kpelle I	3	ENV 120	Introduction to Environmental Science	3
EDU III	Physical Education	1	Com 101	Introduction to Computer	3
Social Science	Select any one from the pool of social sciences series	3	CHE 101	Principles of Chemistry I	4
	<b>Total</b>	<b>17</b>		<b>Total</b>	<b>19</b>

SOPHPMORE YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
ENV 218	Weather and Climate	3	ENV 225	Fundamentals of Geology (Pre-requisite: ENV. 140)	3
ENG 201	Fundamentals of Literature	3	ENV 325	Environmental Microbiology	4
BIO 321	Applied Ecology (Pre-requisite: ENV.120)	4	ENG 202	Advanced Composition	3
ENV 140	Oceanography / Oceanology	3	ENV 219	Climate Change Adaptation & Mitigation (pre-requisite: ENV 218)	3
BIO 102	Principles of Biology II	4	CHE 102	Principles of Chemistry II	4
<b>Total</b>		<b>17</b>		<b>Total</b>	<b>17</b>



JUNIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
ENV 315	Forest Management ( <i>Pre-requisite:</i> (BIO.321))	4	ENV 335	Environmental Policy and Analysis ( <i>Pre-requisite:</i> (ENV. 323))	3
ENV 323	Environmental Economic Analysis	3	ENV 312	Water Quality and Management ( <i>Pre-requisite:</i> (ENV.325))	4
CHE 311	Environmental Chemistry ( <i>Pre-requisite:</i> (CHE.102))	4	ENV 320	Environmental Pollution and Control	4
MAT 170	Introduction to Prob. & Statistics ( <i>Pre-requisite:</i> MAT.102)	3	ENV 340	Fundamental of Environmental Analysis	3
PHY 101	Introduction to Physics	4	SVL 300	Service Learning	3
			ENTR 401	Entrepreneurship in Education I	1
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

FIRST SEMESTER			SECOND SEMESTER		
Course code	Course Title	Credit hours	Course code	Course Title	Credit hours
ENV 341	Field Attachment ( <i>Internship</i> )	3	ENV 422	Principles of Environmental Management ( <i>Pre-requisite:</i> (ENV.415))	3

ENV 415	Environmental Impact Assessment	4	ENV 440	Environmental Occupational Health & Hazards	3
ENV 410	Applied Statistics for Environmental Scientists (Pre-requisite: (MAT.170))	3	ENV 464/ BIO 209	Waste Management / General Botany(Select one)	4
SRM 391	Science Research Methods	3	SRM 392	Senior Thesis	3
REL 321/ 491	Christian Ethnics & Morals Value/ Comparative Religion	3	EDUC 401	Professional Ethics	2
ENTR 402	Entrepreneurship in Education II	1	CASD 103	Rural & Sociology Development	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>

Minimum total credit hours required for graduation = 141

SOC 201	Introduction to Sociology	3
PSY 101	Principles of Psychology	3
HIS 101	History of Africa up to 1800	3

Signed: \_\_\_\_\_

Name and signature of Advisor

Approved: \_\_\_\_\_

Name & signature of Dean

### Environmental Science Course Description

**ENV 120 Introduction to Environmental Science 3 credits**

This course introduces to the students those fundamental principles and fact about the natural environment such as the basic environmental problems, environmental philosophy, ethics and science, environmental policies, laws and planning. It also involves landscapes ecology, importance and branches of environmental science, species interactions.

**ENV 140 Introduction to Oceanography/Oceanology 3 credits**

**Prerequisite: BIO. 101**

This course aimed introduces to the students marine and coastal life forms (flora & fauna), ocean services, marine and coastal ecosystem, marine and coastal management, policies treaties and laws governing ocean management and climate.

**ENV 218**

**Weather & Climate**

**3 credits**

**Prerequisite: ENV 120 & 140**

Explanation of climatic and atmospheric events that impact human activities, biodiversity etc. it also introduces and examines those atmospheric variables and their roles in the fluid environment which may include: weather modification, pattern and influences on earth events, climate change, energy and the green house effects, Weather and climate relationship to vegetation.

**ENV 225**

**Fundamentals of Geology**

**3 credits**

**Prerequisite: ENV218**

Fundamentals of Geology discusses the composition, structure, and internal processes of the earth; the classification, origin, and distribution of earth's materials and its interior, and the interpretation of geological data for the solution of problems of the natural environment. It also introduces the soil as a natural system; with topics to include, the fundamentals of soil chemistry, hydrology, and biology with respect to genesis, classification and utilization of the soil.

**ENV 219**

**Climate Change Adaptation and Mitigation**

**3 credits**

The course presents the science for identifying and defining climate change impacts and vulnerability, the policy and development implications of different climate change adaptation and mitigation options, and the legal frameworks, governance, sectoral contexts and social-economic rationales underpinning climate change adaptation and mitigation. Knowledge will be acquired to assist evidence-based policy development and reform, enhance your interpretation and analysis skills, and discuss different socio-economic impacts and policy interventions.

**ENV 312**

**Water Quality & Management**

**4 credits**

**Prerequisite: ENV 325**

Introduces to the students the basic concepts and principles of water quality and management which involves but not limited to; water quality indicators and standards, water testing equipments and chemicals, water quality assessments and procedures and monitoring techniques, water quality assessment data information management and dissimilation.

**ENV 315**                                      **Forest Management**                                      **4 credits**

**Prerequisite: Bio 321**

This includes studies princesses in forest ecosystems which effect management decisions. It emphasizes the interaction between the physiological processes of plants and system-level functions such as the cycling of nutrients and the flow of energy and water. Examples of current and projected uses of forest system are discussed throughout, including harvesting for fiber and energy, and the preservation of forest as water purification and air pollution control systems.

**ENV 320**                                      **Environmental Pollution & Control**                                      **4 credits**

This course introduces to the students the fundamentals concepts regarding basic environmental pollution causes, effects and management or control strategies with emphasis on environmental the main environmental media. This focuses on pollution, monitoring procedures, clean air implementation plan, inventory of effects on public health and environment, various control acts, policies etc in the emission of environmental pollutants.

**BIO 321**                                      **Applied Ecology**                                      **4credits**

**Prerequisite: ENV 315**

This course laid the foundation for students, those fundamentals concepts in ecological studies with reference to basic understanding of our natural environment. This may include but not limited to; basic ecological problems, ecosystem ecology, and community ecology and species interactions in their natural environments, biodiversity and ecosystem services, nutrients' and biogeochemical cycles, pollution and solid waste management.

**ENV 323**                                      **Environmental Economic Analysis**                                      **3 credits**

**Prerequisite: 320**

Focuses on the analytic the analytical study of the marginal use of natural resources; marginal productivity of natural resources, marginal costs, marginal benefits, and

quantitative economic analysis which forms the basis for exploration or investment in natural resources.

**ENV 325    Environmental Microbiology    4 credits**

This course explains the concept of microbes and their relationship with the environment with emphasis on microbial diversity and ecology. It explains microbial habitats or communities' specific relationship with the environment, nutrient cycling, and microbial community's within plants and animals, the hydrolytic cycle and seawater treatment. Microbes in ecosystems (fresh water, marine, and soil, etc).

**ENV 335    Environmental Policy Analysis    3 credits**

**Prerequisite: 323**

Politics, Science and Values—introduces a wide variety of domestic and international environmental policy issues. Discusses how political processes, scientific evidence, ideas, and values affect environmental policymaking. It also introduces classic comprehensive planning which may include elements such as: an excessive inventory phase usually for gathering data on the natural geography and environment, on the physical infrastructure, and about the demographic and economic characteristics of the resident population that impact the natural resource.

**ENV 340    Fundamental Methods Environmental Analysis    3 credits**

**Prerequisite: MATH 170**

This course studies instruments methods of chemical analysis in an overall context of sampling and evaluating sources of population. It analyzes contaminants in air, water, soil, or plant materials.

**ENV 341    Field Attachment / Internship    3 credits**

This course is primarily a field work where senior year students are required to spend at least one month in a recognized and credible institution of their choice or as decided by the department where they are exposed to practical work. Students will be regularly monitored with regards to performance appraisal by senior authorities or personnel in the institution. There will be periodic visitations of instructors from the department for assessment. Students will be graded in all aspects which will be clearly written in the monitoring and

grading forms designed by the department of Environmental Science. The field work will form the semester grade added to the seminar grade.

**BIO 401                      Environmental Science                      4 credits**

To ensure a sustainable future for ourselves and future generations, we need to understand something about our environment-what we do with it, and how we can protect and improve on its aesthetic and economic values, above all help sustain a habitable environment. Our environment is composed of amazing species, rich diversity of life, and this vast multitude of life, creates complex, interrelated communities where towering trees, huge animals live together depending on tiny life forms such as bacteria, fungi, viruses, etc. Together all these organisms make up a delightful diverse, self-sustaining communities including dense moist forest, vast sunny savanna, and richly colorful coral reefs. Hence, this course focuses on the systematic study of our environment, integrating natural science, social science and humanities, in a broad, holistic study of the world around us. It is a dynamic, complex, multidisciplinary and highly contested subject loaded with facts, ideas, and theories. As a mission-oriented discipline, it seeks new, valid, and contextual knowledge about the natural environment and our impacts on it.

**ENV 410                      Applied Statistics for Environmental Scientists                      3 credits**

**Prerequisite: MATH 170 & 102**

This provides a firm knowledge of experimental design, hypothesis testing, and the use of statistical methods of data analysis. It uses various statistical methodological designs and sampling methods for analysis, applications; of necessity as relevant to statistical arrangement.

**ENV 415                      Environmental Impact Assessment                      3 credits**

**Prerequisite: ENV 320 & BIO 321**

This course introduces to the students techniques that would be utilized consistently and effectively in developing projects and programs, those problems that could arise when an EIA is undertaken and how they could be solved, looking at the advantages and limitations of different analytical techniques and cost benefit analysis. It explains need for EIA, EIA planning and guidelines and principles, EIA reporting, and post permit granting activities.

**ENV 422**                      **Principles of Environmental Management**                      **3 credits**

**Prerequisite:** ENV 315, 335 & 415

This section defines key areas in environmental management and quality control, outline proposed environmental management requirements that should be implemented to endure the efficacy of a any recommended mitigation measures for environmental sustainability and enhancement, provide data base upon which any short or long term environmental impacts of a particular project can be determined. This course objectively focuses on the need for environmental management, developing guideline in area such as pollution, air quality, water quality, waste management, cultural heritage etc.

**ENV 440**                      **Environmental Occupational Health and Hazards**                      **3 credits**

**Prerequisite:** ENV 320, 340 & 422

This course introduce to the students general approaches to the management of environmental occupational health and safety (EHS) protect hazard and associated risk, understanding the likelihood and magnitude of EHS risks, prioritizing risk management strategies, improving EHS performance through ongoing monitoring, preparing workers and nearby communities to respond to accidents, devising strategies that eliminate the cause of the hazard. Emphasis will be placed on EHS guideline, performance standard, community health safety and security, assessment and management of EHS risks and impacts.

**ENV 464**                      **Waste Management**                      **4 Credits**

This course covers concepts and techniques in managing solid, liquid wastes and contaminated wastes. Subjects covered include: Definitions, Sources of Waste, Integrated waste management, Methods of disposal, Monitoring Pollution in Sanitary Landfills, Hazards effect of Pollution from Landfills, Resource recovery, Sustainability, Costs, Waste management concepts. The course also presents the challenges faced by wastes management experts in the management of wastes in Liberia.

## **DEPARTMENT OF GEOLOGY**

### **GRADUATION REQUIREMENTS**

Geology students in their final year wishing to apply for graduation must have completed at least one hundred and thirty (139) credit hours.

## DIVISIONAL REQUIREMENTS

Course No.	Course Title	Hours
PHY 101	Introductory Physics	3
CHE. 101	Principles of Chemistry I	4
MAT 170	Introduction to Probability and Statistics	3
CHE. 102	Principles of Chemistry II	4
<b>SUB-TOTAL</b>		<b>24</b>

## MAJOR REQUIREMENTS

Code	Title	Credits
GEOL 101	Introduction to Geology	4
GEOL 243	Invertebrate Paleontology	3
GEOL 102	Physical Geology	3
GEOL 212	Advanced Systematic Mineralogy	3
GEOL 222	Petrology	3
GEOL 248	Introduction to Surveying	3
GEOL 300	Geology of Africa	3
GEOL 249	Geological Map Interpretation & Field Mapping	3
GEOL 422	Field Geology	4
GEOL 342	Paleobiology	3
GEOL 308	Environmental Geology	3
GEOL 334	Geochemistry	3
GEOL 355	Sediment logy	3
GEOL 358	Geophysics & Marine Geology	3
GEOL412	Igneous Petrology	3
GEOL 426	Rock Mechanics	3
GEOL 433	Mineral Prospecting & Exploration	3
GEOL 446	Advanced Mineralogy	3
GEOL 439	Environmental Geochemistry	3
<b>SUB TOTAL</b>		<b>59</b>

## ELECTIVES (SELECT ANY ONE)



GEOL 441(Elective)	Geological Seminar for Liberia	3
GEOL 450 (Elective)	Economic Geology	3
GEOL 309	Metamorphic Petrology	3

### Freshman Year Sem. I

Course code	Course Title	Credit
MAT 101	General Mathematics	3
ENG 101	Fundamental of Communication	3
BIO 101	Principles of Biology I	4
FRE / KPE 101	Fundamentals of French/ Kpelle I	3
Art/Humanity	Select any one	1
HIS 101	History of Africa up to 1800	3
<b>TOTAL</b>		<b>17</b>

### Freshman Year Sem. II

Course code	Course Title	Credit
MAT 102	Pre - Calculus	3
ENG 102 A	Fundamentals of Literature	3
FRE / KPE 102	Fundamentals of French/ Kpelle II	3
GEOL. 101	Introduction to Geology	3
GEOL. 243	Invertebrate Paleontology	3
PHI 101	Introduction to Philosophy	3
<b>Total</b>		<b>18</b>

### Sophomore Year Sem. I

Course code	Course Title	Credit
PSY 101	Introduction to Psychology	3
ENG 201 A	Advanced Composition	3
CHE 101	Principles of Chemistry	4
GEOL. 102	Physical Geology	3
GEOL. 212	Advanced Systematic Mineralogy	3

<b>TOTAL</b>		<b>16</b>
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### Sophomore year Sem. II

<b>Course code</b>	<b>Course Title</b>	<b>Credit</b>
CHE 102	Principle of Chemistry II	4
GEOL. 222	Petrology	3
MAT 170	Introduction to Prob. & Statistics	3
PHY 101	Introduction to Physics	4
CASD 103	Rural & Sociology Development	3
<b>TOTAL</b>		<b>17</b>

### Junior Year Semester I

<b>Course code</b>	<b>Course Title</b>	<b>Credit</b>
SOC 201/HIS 103/ECON 201	Select any one	3
GEOL. 248	Introduction to Surveying	3
GEOL. 300	Geology of Africa	3
CHE 311	Environmental Chemistry	3
GEOL. 249	Geological Map Interpretation & Field Mapping	3
GEOL. 422	Field Geology	3
<b>TOTAL</b>		<b>18</b>

### Junior year Semester II

<b>Course code</b>	<b>Course Title</b>	<b>Credit</b>
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GEOL. 342	Paleobiology	3
SVL 300	Service Learning	3
GEOL. 308	Environmental Geology	3
GEOL. 334	Geochemistry	3
GEOL. 355	Sedimentology	3
Math 211	Calculus I	3
<b>TOTAL</b>		<b>18</b>

### Senior Year Semester I

Course code	Course Title	Credit
GEOL. 358	Geophysics & Marine Geology	3
GEOL.412	Igneous Petrology	3
GEOL. 426	Rock Mechanics	3
SRM 391	Science Research Methods	3
GEOL. 433	Mineral Prospecting & Exploration	3
REL 321	Christian Ethnics and Morals	3
<b>TOTAL</b>		<b>17</b>

### Senior year Semester II

Course code	Course Title	Credit
GEOL.446	Advanced Mineralogy	3
GEOL. 439	Environmental Geochemistry	3
SRM 392	Senior Paper/Project	3
<b>TOTAL</b>		<b>9</b>

**Minimum total credit hours required for graduation = 130**

#### **GEOL. 101: Introduction to Geology**

This course focuses on elements of physical geology and physiographic Features of the Earth. Classification properties and description of major minerals, rocks type and occurrence of economic minerals. It also deals with history of the Earth and Universe and theory of evolution of organism. Distribution and classification of major fossil groups and their occurrence and uses (**3 Credits Hours**).

### **GEOL. 102: Physical Geology**

Deals with the Earth, its composition and structure, major surface processes, landforms and structure recognition and identification of rocks and their constituents (**3 Credits, Prerequisite GEOL. 101**).

### **GEOL. 212: Systematic Mineralogy**

Focuses on the main morphological properties, classification and mode of occurrence of rock forming minerals as well as crystal system and identification (**3 Credits, Prerequisite GEOL. 101**)

### **GEOL. 222: Petrology**

Petrology studies the principal igneous, sedimentary and metamorphic rocks. Their characteristics features and microscopic textures and their identification (**3 Credits, Prerequisite GEOL. 101 & 102**).

### **GEOL. 243: Invertebrate Paleontology**

Invertebrate Paleontology deals with the major invertebrate fossil groups, their classification and ecology. Stratigraphic distribution and evolutionary trends as well as Origin of the atmosphere, Hydrosphere and biosphere.

### **GEOL. 248: Introduction to Surveying**

Focuses on the basic principles of Stratigraphy applied to sedimentary sequences in geologic time, facies and facies changes. Introduction to surveying instruments and method. Methodologies and techniques linear and areal surveying; and geological and mining evaluation (**3 Credits**)

### **GEOL. 249: Geological Map. Interpretation & Field Mapping**

Practical recording of geological features and base maps. Field techniques, interpretation and simple geological maps (**3 Credits, Prerequisite GEOL. 101**).

### **GEOL. 300: Geology of Africa**

Deals with the geology and evolution of Precambrian domains and rocks, with special reference to Africa and radiometric age determination (**3 Credits, Pre-requisite GEOL. 222**).

### **GEOL. 308: Environmental Geology**

Address the nature, distribution and economic significance of superficial deposits, environmental monitoring and controls (**3 Credits**).

#### **GEOL. 334: Geochemistry**

Deals with the abundance, classification and distribution of elements in rocks and materials. Aspect of geochemistry in relation to petrology, prospecting and environments form the basis for this course (**3 Credits**)

#### **GEOL. 342: Palaeobiology**

Paleontology, Sampling, Palaeontologic principles and palaeobiologic models, macro and micro-evolution, statistical data analysis of palaeontologic data (**2 Credits**).

#### **GEOL. 355: Sedimentology**

Sources, transportation and deposition of sediments diagenesis, and lithification. Textures and structures of sediments and sedimentary rocks. Description and interpretation of ancient sediments. Origin, composition, texture and classification of carbonates, evaporates, cherts, phosphates, iron-rich rocks and manganese deposit. Limestone diagenesis and dolomitization. Textures, structures, mineralogy and chemical composition of terrigenous clastics; classification of sandstones, quartz types and origin. Relation of sandstone petrography to tectonics and sedimentation; diagenesis. Field and laboratory methods of study of sedimentary rocks.

(**3 Credits**)

#### **GEOL.358: Geophysics & Marine Geology**

Character of Oceans and continental margins. Basic oceanography and resources of the seas. Introduction to seismic, gravity and magnetic methods techniques of acquisition and interpretation of geophysical data Recommended for students in physics and Engineering (**3 Credits**).

#### **GEOL. 439: Environmental Geochemistry**

Environmental Geochemistry Trace elements in natural systems and the requirements by plants and animals. Toxic elements, their mobilization and immobilization and their effects on plants and animals. Pollution of the atmospheric surface and groundwater systems. Aspects of groundwater chemistry in relation to geology and the environment planning, development and solution of pollution problems. Case histories in environments pollution. (**3 Credits**)

### **GEOL. 412: Igneous Petrology**

Optical and X-ray properties and structures of minerals. Systematic mineralogy including crystal chemistry. Mineralogy Major Silicate minerals; classification, chemical and physical properties. Advanced studies in crystallography and petrography. Their identification and characteristics in hand specimen, thin section, X-ray diffractograms and scanning electron microscopy. Principles and application of electron microprobe techniques. Crystallization, paragenetic relationships and petrochemical affinities of silicate minerals. Igneous rocks, origin and differentiation of magmas, magmatic provinces and relation to crystal chemistry (3 Credits).

### **GEOL. 434: Economic & Engineering Geology**

Principles and processes of formation of mineral deposits. Prospecting, exploration, mine development and mineral treatment. Ore reserve calculation and mineral economics. Application of geology to engineering problems in roads, bridge and dam construction (3 Credits)

### **GEOL. 433: Mineral Prospecting and Exploration**

History of mineral prospecting. Types of ore deposits. Guides to mineralization and criteria for ore prospecting. Prospecting and exploratory stages of ore deposits and their character. Methods of ore sampling on outcrops, open pits, underground mines. Drilling, logging and interpretation of drill hole data. Geological documentation of ore deposits. Examination of alluvial deposits. Definition and types of ore reserves. Ore reserve calculation. Applications and geophysical and geochemical methods in mineral exploration (3 Credits).

### **GEOL. 422: Field Geology**

Field study through excursion to major geological features and type localities within the basement complex and sedimentary domain of Liberia. Seminar in Geology (2 Credits)

### **GEOL. 426: Rock Mechanics**

Geological and engineering classification of rocks for construction purposes, determination of the physical properties and strength parameters of rocks. Failure criteria in rocks. Plastic flow, rock dislocation structural and strength anisotropy, porosity and degree of saturation. Stream energy concepts in rock mechanics. Concept of shear and triaxial strength in rock discontinuities. Behavior patterns of slopes (3 credits).

### **GEOL. 446: Advanced Mineralogy**

Major silicate minerals; classification, chemical and physical properties. Advanced studies in crystallography and petrography. Their identification and characteristics in hand specimen Crystallization, paragenetic relationships and petrochemical affinities of silicate minerals (3 credits).

## CERTIFICATE IN MEDICAL LABORATORY SCIENCE

### Introduction

The Department of Biology has graduated and enrolled students with primary objective of becoming medical doctors. Unfortunately, many of them do not enrol into the medical program in Liberia due to the inability of the one medical centre to accept many students. Few of our graduates go on taking the exam until they are successful; others seek master's degree in the sciences while others seek international education.

While trying to enrol, they are normally doing nothing or engaged in activities far from their callings. Against this, the idea to add value to their degree was stimulated.

Students graduating with an advanced knowledge and certificate in laboratory science gives them the ability to work and earn money while trying to persuade their dreams.

Students in their junior year will be required to make a decision for the certificate program or not. Those desirous of obtaining a certificate in Medical Laboratory Science will have to take two courses in laboratory science. These courses will be completed within two semesters. This will be climaxed with a clinical practice at Phebe Hospital or any reputable hospital in Liberia.

### Aim

This certificate program will add value to our students graduating with a degree in Biology. Additionally, the amount generated through the program will keep the laboratories very functional. The fees to be paid by the students will be basically used for lab maintenance and compensation for the laboratory science instructor.

Course #	Course Title	Credit Hours	Grade
MLT 101	Fundamentals of Medical Lab. Tech. I	4	
MLT 102	Laboratory Management System	3	
MLT 110	Clinical Affiliation I	3	

This course is designed to equip students with fundamental techniques of the medical laboratory to be applied in the laboratory. It contains the theoretical and practical activities students should complete to acquire the basic competence (skill, knowledge, and attitude) in accomplishing organizational activities relating to its coverage.

**MLT 102      Laboratory Management Systems      3 credits**

This course is the second of two courses for a certificate in medical laboratory science. It is designed to equip students with the knowledge, skills, and attitudes to manage laboratory personnel, materials, and equipment.

## CERTIFICATE IN DATA SCIENCE

### Introduction

Introduction to Data science is a two-semester certificate program for junior and senior students. The first semester will take into consideration the three programs. In the second semester, a student will select two of the three courses. This program is designed to enable students acquire knowledge and use tools for cleaning, analyzing, exploring, and visualizing data; making data-driven inferences and decisions; and effectively communicating results. These will be accomplished through course activities in the following data science subunit: Introduction to data analysis tools in Python, Excel and SPSS. At the end of each course, a student shall receive a grade such as pass or fail.

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Grade</b>
DSI 101	Introduction to Data Science	3	
DSP 101	Introduction to Python	3	
DSE 101	Introduction to Microsoft Excel	3	
DSS 101	Introduction to SPSS	3	

**DSP 101      Introduction to Python      3 credits**

Introduction to python is a binary computation, problem-solving methods and algorithm development tool. It covers procedural and data abstractions, program design, debugging, testing, and documentation. This course will take into consideration data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object oriented design.

**DSE 101      Introduction to Microsoft Excel      3 credits**



Microsoft Excel is one of the suits in Microsoft office that contains spreadsheet program that can be used to enter data in tabular form and to perform a large variety of computations on that data. This course will enable students to perform basic mathematical operations such as summing columns and rows of figures, finding average, maximum, or minimum values in a specified range of data, graphing or charting data to assist users in identifying data trends, sorting and filtering data to find specific information. In addition, students will be able to create a simple database program to store, search, and retrieve data.

**DSS 101      Introduction to Statistical Package for Social Science      3 credits**

SPSS (Statistical Package for Social Science) is a tool for the statistical analysis of data. It allows users to perform a wide variety of statistical procedures.

This course will provide participants with a basic knowledge of the software to be used in a socio-economic context and in the exploration of corporate data.

## **COLLEGE OF AGRICULTURE AND SUSTAINABLE DEVELOPMENT JUSTIFICATION**

In the annual message to the 53<sup>rd</sup> National Legislature on March 23<sup>rd</sup> 2012, former President Ellen Johnson Sirleaf stated the necessity of investing, educating and providing equal opportunity to young people. Liberia has one of the youngest populations in the world with 60% of citizens under the age of 35. In such a young country, Liberian youth will be the driving force behind the nation's development and socioeconomic growth.

Traditional agricultural education in the post-civil war period has focused on 'catching up' and providing a basic training in the sciences and selected skills of crop and animal production but has been limited in the ability to introduce current agricultural science along with wide array of practical applications due to limited facilities, labs and resources. There has been little emphasis on orienting students to the current development challenges of Liberia and in upgrading the curricula. Cuttington University College of Agriculture and Sustainable Development (CASD), as a Center of Excellence in Agriculture, is critical to promote agriculture research, training, and technology transfer through service learning and outreach to promote sustainable agro-forestry development, community enrichment and human development.

Agriculture is the key to raise incomes and improve food security through proactive economic growth policies that create employment and opportunities to participate in remunerative and sustainable livelihoods. The Back-to-the-County initiative and poverty reduction strategies seek to attract agricultural entrepreneurs to the rural counties to fully participate in agricultural production to create new economic opportunities and thus improved food security.

The Liberian government is promoting the transformation of agriculture to include a broad-based participation of farmers (particularly small-land holders) using an integrated, sustainable and productivity-driven, cash/food crops systems approach. As Liberia still holds approximately 50% of the Guinea forest, the management and conservation of these rich and diverse natural (renewable) resources are key activities for the social and economic prosperity of Liberia.

## **VISION**

The College of Agriculture and Sustainable Development, CASD, as a Center of Excellence in Agriculture provides innovation in agricultural research and education to support the socioeconomic development of Liberia. The college develops technically and professionally skilled graduates that are highly qualified to meet current and future workforce demands (public, private, and NGO sectors) to meet Liberia's future sustainable development priorities of food security and access, economic development, poverty reduction, gender issues and the conservation and use of natural resources and services.

## **MISSION**

The College of Agriculture and Sustainable Development promotes the development of human capacity, resources, and skills required to solve critical agricultural and natural

resource challenges of Liberia and undertake interdisciplinary academic demand-driven research and outreach programs in agriculture and natural resources for sustainable development.

### **STRATEGIC GOALS**

- Develop technically and professionally skilled Liberians in key development areas of plant, soil, and animal sciences and natural resource management.
- Promote entrepreneurship and enterprise development skills.
- Provide students with demand-driven education, research, service learning and community outreach approaches that meet Liberia's sustainable development priorities and provide practical hands-on training and skills development.
- Foster gender equity in agriculture, recognizing the central role of women in production and food systems.

### **TITLE OF PROGRAM:**

The College of Agriculture and Sustainable Development offers the four-year Bachelor of Science Degree in Agronomy (B.Sc. Agronomy), Bachelor of Science in Animal Science and Health (B.Sc. Animal Science & Health), Bachelor of Science in Agribusiness Management (B.Sc. AGB) and Bachelor of Science in Natural Resource Management (B.Sc. NRM).

Students have the opportunity to focus on a Major area of study as well as to specialize in a secondary Minor area of study. The college offers seven minor areas of study with options for specialization in the following areas (minimum of 12 credits each depending on the minor specialty).

### **Minors Available:**

- Agribusiness Management
- Agricultural Extension and Education
- Agricultural Mechanization
- Agronomy
- Animal Science and Health
- Gender, Culture and Agriculture
- Natural Resources Management

### **ASSESSMENT REQUIREMENTS**

There shall be formal examinations in all programs of study at the end of each semester. The grading matrix for the university shall be used. In addition, there shall be a system of continuous assessment based on any or a combination of the following: mid-semester examination, quizzes/class tests, essays, class assignments, practicum, projects, etc. The proportion of total marks may be shifted by instructor and Professor depending upon the course, with students being made aware of the grade distribution at the beginning of the semester.

### **Graduation Requirements for Degree Program:**

To qualify for a B.Sc. degree in Animal Science and Health, a candidate must have completed course work totalling not less than 135 credit hours of which forty-six (46) credit

hours should be in the student's major area of study and should have passed all required courses (at least a C) with a GPA of not less than 2.00.

Students should also complete 135 credits hours with forty-three (43) credit hours being in the major areas in order to graduate with at least C or GPA of not less than 2.00 in Agronomy.

In addition to graduation requirements, candidate should complete 135 (43 credit hours in major areas) credits hours to qualify for a Bachelor of Science Degree in Agribusiness Management.

To qualify for a B.Sc. degree in Natural Resource Management, a candidate must have completed course work totalling not less than 135 credit hours of which forty-three (43) credit hours should be in the student's major area of study and should have passed all required courses (at least a C) with a GPA of not less than 2.00.

Furthermore, graduating students will be required to complete six (6) credit hours of individual Project Study as well as an additional three (3) credit hours for the Internship Experience Learning 'On-the-Job-Training' (OJT). The candidate should have also satisfied all other departmental requirements. The credit hours required for graduation are distributed as follows:

Course Distribution	Credits			
	AGB	AGRO	ASH	NRM
a. CASD courses to be completed during the four (4) years by each Program	33	33	30	33
b. Courses in Major area of Discipline	43	43	46	43
c. University required courses	47	47	47	47
d. Minor area of study (optional)/elective (s)*	12	12	12	12
<b>Total Credit Hours Required for Graduation</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>

\*To have a minor area of study, students must complete a series of courses that meet a minimum of 12 credits within that specialized area of focus.

CASD Courses		
CASD 101	Introduction to Agriculture	3
CASD 103	Rural Sociology, Gender, and Culture	3
CASD 102	Introduction to Rural Development & Society	3
CASD 201	Population, Food Security, and Sustainable Development	3
CASD 203	Agricultural Extension	3
CASD 204	Agricultural Economics	3
CASD 304	Information Use and Technology	3

CASD 305	Agricultural Statistics	3
CASD 307	Farm Mechanization & Technology	3
CASD 401*	Research Methods and Proposal Development	3
CASD 402*	Senior Project & Presentation (Thesis)	3
CASD 404*	Internship and Field Experience	3
<b>Total hours</b>		<b>36</b>

Candidates have the option of selecting one of the following minors (12 credits minimum): *Agronomy, Animal Science and Health, Natural Resources Management, Gender, Culture, and Agriculture, Agribusiness Management, Agriculture Extension and Education, and Agriculture Mechanization*. If the student wishes to pursue a minor, the minor area of study should be selected by the end of Year Two. The selection of a minor area of study is optional and has been developed to encourage students seeking in depth study in a secondary area of interest to be pursued.

In the final semester of their senior year of study, all students are also required to conduct a supervised independent project study leading to the writing and defense of a Thesis Paper and spend at least FOUR (4) MONTHS of exposure to INTERNSHIP EXPERIENCE LEARNING 'ON-THE-JOB-TRAINING' (OJT) with an approved organization. We strongly encourage and welcome students to spend additional OJT in industry and the private and public sector while recognizing that could result in needing additional time beyond the traditional four years of full-time study to complete their degree requirements. Students are encouraged to meet with their undergraduate advisors and the Dean of CASD to discuss such OJT placement.

## **COURSE STRUCTURE**

Each of these degree programs incorporates key issues to develop agriculture and natural resources management that are economically, environmentally and socially sustainable. Other dimensions of poverty reduction are equally important including health and nutrition, illiteracy, and gender inequalities. Courses have been included to cover all aspects of sustainable development, food nutrition systems, food security and occupational health.

The lack of an agribusiness approach coupled with a weak extension and outreach system has resulted in the slow pace of transforming agriculture from subsistent to commercial production. Agriculture is a business, whether it is farm production, processing and marketing agricultural products, or supplying agricultural inputs.

In Liberia and elsewhere in Africa, women play a major role in farming activities, though their roles remain largely unrecognized. Gender inequalities are significant and they limit agricultural productivity and undermine development agendas. This program seeks to highlight the role of women in agricultural production and to move from subsistence levels into higher-value, market-oriented production. This program also recognizes that for agricultural growth and rural development for Liberia, it is imperative to involve both women and men as drivers of economic expansion, poverty reduction and leadership. In this program, courses related to gender issues are required and this important area has been also embedded throughout the curriculum.

Each curriculum is built on three areas of 'Theoretical Instructions' in classrooms and laboratories. For each curriculum, lab field and practices (3-credits) has been incorporated to include 'Supervised Practical Outreach' in the major discipline and related work based on active and experiential learning activities and opportunities for 'On-the-Job-Training' in approved organizations and institutions promoting agricultural development and natural resources management in Liberia. An outline of the programs and semester-by-semester layout of courses are provided. The CASD curriculum builds heavily upon 'experiential learning' which combines theory and classroom learning with hands-on practicum in the labs and fields. Each student will be required to participate in service learning experiences to strengthen their ability to both communicate and understand the relevance and impact that agricultural science and technology can have to improve the livelihoods of Liberians. While the curriculum brings in a strong scientific foundation and technical competencies, and the experiential approach in teaching and outreach ensures all students have many opportunities for hands-on practice in the research labs, student farm, animal facilities and more, the curriculum also purposefully focuses on the students personnel and professional development, highlighting communication skills, critical analytical thinking skills, leadership development, and an understanding of group dynamics, work ethics, and the importance of initiative and individual responsibility.

## CASD Required Courses Description

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<b>CASD 101</b>	<b>Introduction to Agriculture</b>	<b>3 credits</b>
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The objective of this course is to introduce students to the significance of Agriculture and current agricultural methods and practices in most developing countries in West Africa. Students will be able to: 1. Describe important historical developments in production agriculture. 2. Understand and define the green revolution, and how it affected food production around the world, the major agronomic factors that were part of the green revolution. Are they still being used and developed today? Did Africa benefit from the green revolution? 3. Understand the basic premises of agronomy. 4. Understand the major segments of the horticulture industry, and the food and ornamental Describe the major areas of study within the discipline of soil science, and why they are important to production agriculture. List the major soil series found in Liberia. 5. How does the study of agricultural engineering aid in production agriculture? What are some examples of recent developments? 6. Describe the importance of genetics, plant breeding, and biotechnology to production agriculture, and how it has changes during the 21st century. 7. Who is the father of genetics? Describe the major historical developments in plant breeding. How is biotechnology used to improve plant varieties? What are some human applications to biotechnology? 8. Define plant pathology, entomology, and weed science. Understand their roles in reducing yields of agricultural products. 9. Describe why the production of rubber, cacao, coffee, oil palm, and vegetables are important to the Liberian economy.

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<b>CASD 102</b>	<b>Introduction to Rural Development &amp; Society</b>	<b>3 credits</b>
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This course will introduce students to the basic fundamental principles, concepts and factors that either promote or hinder Rural Development and also the effects, issues, and problems of cultural practices in rural development theory of rural development system of approach to the transformation of rural society/community. This includes evaluation through case studies of various rural development strategies and policies. Experimental design and statistics; and Gender, cultural relations and democracy. The relationships of gender equity, human development with social and economic development will be explored. This course will also investigate the importance of appreciation of cultural diversity as the first step in the promotion of equal opportunities for men and women in agriculture as well as gender equity and sustainable livelihoods.

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<b>CASD 103</b>	<b>Rural Sociology, Gender and Culture</b>	<b>3 credits</b>
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This course will introduce students to the roles of communities, social life and organization in areas outside the major urban environment and thus in rural areas. Given the population dispersion in Liberia and the importance of stability and economic development in Liberian rural areas, this course will involve the examination of social life, theory, observation in



historical and current contexts. Using both qualitative and quantitative data to better understand demographics, resources, and gender, this class will focus on ways to use sociological inquiry to first understand community life and Liberian rural society, and then to apply sociological theory and applied approaches toward the improvement of the quality of rural life. This course will also identify resources for rural development. Students will be introduced to the participatory roles of animators and other stockholders in rural development. The course focuses on rural institutions and rural community development.

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<b>CASD 201</b>	<b>Population, Food Security, and Sustainable Development</b>	<b>3 credits</b>
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This course examines the link of the components of sustainable development (social, economic and environment sustainability) with food security. The components of food security, supply, availability and access and utilization of food and the role of gender equity and agricultural productivity will be discussed. Linkage between health, hygiene, education and nutrition in Liberian society will be important topics in the course. The role of economic development and food production systems in sustainable development will be discussed in the context of climate change and the broader scope of international assistance and regional development.

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<b>CASD 203</b>	<b>Agricultural Extension</b>	<b>3 credits</b>
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This course examines the basic principles of cooperative extension. It defines diffusion and adoption; processes of diffusion and adoption; adopter categories and diffusion curves. It describes the organization of governmental and non-governmental extension services in Liberia; explains the roles and qualities of different categories of extension personnel; compares selected extension methods and techniques. It also deals with the meaning and elements of communication process; methods and strategies in extension; education and entertainment education in social change; extension learning & teaching situations and experiences; preparation and use of communication development models; news gathering techniques; mechanisms and techniques of writing agricultural news for the media; news evaluation and copy editing, organization of twilight, town hall and other community meetings. The course also covers the principles and practices of using audio-visual equipment such as projectors, digital and video cameras; tape recorders, public address system, cartoon and graphics; information and communication technologies.

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<b>CASD 204</b>	<b>Agricultural Economics</b>	<b>3 credits</b>
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This course is an introduction to the economics of agricultural and food markets. The goal is to provide the student with an understanding of the basic theoretical tools employed by economists in the analysis of agricultural price determination and discovery. The basics of supply and demand will be reviewed and expanded upon. Types of markets and their structure will be examined as well as the implications they have for participants. Emphasis will be placed on agricultural marketing system in the developing world. The traditional topics of price seasonality, marketing margins, derived demand, and trade will be covered.

The role of pricing and risk management institutions, such as commodity futures markets, will be covered. Finally, this course will examine the roll of strategy used in price setting, how market power gets exploited, and what drives the consumer and how to learn more about them.

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<b>CASD 304</b>	<b>Information Use &amp; Technology</b>	<b>3 credits</b>
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This course teaches students the wide array of information resources available online and offline, analyzing and assessing content appropriate for their personal research and extension work. This course also teaches the effective use of various communication tools using technologies appropriate to various settings: illiterate farmers, community leaders, county decision and policy makers related to the use of sustainable agriculture practices, food security, poverty reduction, gender sensitivity, and market information. This course also teaches students how to effectively work with other professionals such as librarians, health workers, educators (literacy, learning), business professionals, media workers and others. Team work will be emphasized as well as active learning opportunities.

The course is taught using the various delivery methods students themselves will be utilizing in their work after graduation – eLearning modules, Internet methods for communication, text messaging, short videos, and email. Webinars will also be used as a way to interact and communicate with students. Some in-person lectures on how other experts use information and communication in their work will be included.

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<b>CASD 305</b>	<b>Agricultural Statistics</b>	<b>3 credits</b>
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Developing a testable hypothesis and implementing procedures to test hypothesis are essential components of the scientific process. Students in CASD will be exposed to the scientific process and will understand basic process of research including establishing experiments with appropriate controls and replication, recording appropriate data, analyzing data, and making appropriate conclusions from the research project. Students will also be exposed to the importance of written and oral communication of the results from research. This course will serve as a foundation for the student project. Students will have the opportunity to participate in the design of field studies, in the input of data and in statistical analyses. The importance of proper experimental design and statistical analysis in research and the ability to properly interpret the results of any study will be focused.

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<b>CASD 307</b>	<b>Farm Mechanization and Technology</b>	<b>3 credits</b>
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This course will include characterization and adoption of mechanization and technology used in plant and animal production systems. Economic performance of the total machine systems including machine performance, power performance and operation performance will be discussed. Economic viability of mechanized systems in relation to management decisions for farm machinery and maintenance will be included. Application of new approaches to tillage, seed bed preparation, cultivation, seeding, chemical application, grain harvesting, forage harvesting, farm processing, and materials handling.

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<b>CASD 404</b>	<b>Internship and Field Experience</b>	<b>3 credits</b>
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Students will have the choice of working with NGO, government agencies, or business associated with animal or plant systems or natural resource development. This course will expose students to practical applications of their academic program and will provide initial linkages with employment opportunities. Students will also be exposed to professionalism and intangible elements required for successful business and/or support of the agricultural sector of the Liberian economy. This course builds upon the concept and critical importance of service learning for the student's personal and professional development and fosters the connections not only of the student but of the CADS faculty to working toward the improvement of Liberian society.

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<b>CASD 401</b>	<b>Research Methods</b>	<b>3 credits</b>
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With assistance from an appropriate advisor/mentor, students will develop a research hypothesis and prepare a plan of action to test the hypothesis. Each student will prepare a proposal based on appropriate justification and experimental procedures. Students will implement the project during this time. The goal of this course is to help students develop critical thinking skills and to provide experience in having a student work through developing a concept to a full proposal. This course provides opportunities in the agricultural sector that foster sustainable development in Liberia.

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<b>CASD 402</b>	<b>Senior Project &amp; Presentation (Thesis</b>	<b>3 credits</b>
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This course involves the completion of research outlined in CASD 401 and will require analyses of data and preparation of a written documentation of results and application of those results to end users. The student will also present the research findings to their peers and academic advisor and other faculty members. The information will also be presented to agribusiness, NGO and government when appropriate.

## Major in Agribusiness Management

### CAREER OPPORTUNITIES

A degree in Agribusiness Management prepares students to teach, to conduct research, to pursue graduate and professional degrees, to work in government and business, and numerous other related jobs such as: Business and Technology, Marketing and Management, International Trade and Development, Economic Research, Commodity Brokerage, Computer Science, Public Relations Specialist, Market Forecaster, Technical Representative, Extension Educator, Market Reporter, Financial Analyst, and Financial Representative.

### A. GENERAL EDUCATION REQUIREMENTS

All students are expected to complete a common body of academic course work. The general College requirements are designed to promote the development of a comprehensive educational base which will effectively support a student's choice of a major concentration.

To qualify for a B.Sc. in Agribusiness Management, a candidate must have completed course work totaling not less than 135 credit hours of which forty-three (43) credit hours should be in the student's major area of study and should have passed all required courses (at least a C) with a GPA of not less than 2.00

## Major in Agribusiness Management

### FRESHMAN YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
BIO 111	General Science I	3	None
CASD 101	Introduction to Agriculture	3	None
CASD 102	Introduction to Rural Development & Society	3	None
ENG 101	Fundamentals of Communication I	3	None
FRE/ KPE 101	Fundamentals of French I/Kpelleh I	3	None
EDU 111	Physical Education	1	None
	<b>Total</b>	<b>16</b>	

### FRESHMAN YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
CASD 103	Rural Sociology, Gender & Culture	3	CASD 102
ENG 102	Fundamentals of Communication II	3	ENG 101
BIO 112	General Science II	3	BIO 111
MAT 101	General Mathematics	3	None
PSY 101	Principles of Psychology	3	None
FRE/ KPE	Fundamentals of French II/Kpelleh II	3	FRE/KPE 101

102			
	<b>Total</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
BUS 101	Basic Accounting Processes and Systems I	3	MAT 101
MAT 102	Pre-Calculus	3	MAT 101
AGB 201	Introduction to Agribusiness and Management	3	CASD 103
ENG 201	Fundamentals of Literature	3	ENG 102
CASD 201	Population, Food Security, and Sustainable Development	3	CASD 103
COM 101	Introduction to Computer Science	3	MAT 101, ENG 102
	<b>TOTAL</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
BUS 102	Basic Accounting Processes and Systems II	3	BUS 101
CASD 204	Agricultural Economics	3	BUS 101, MAT 102
AGB 206	Introduction to Cost and Managerial Accounting	3	MAT 102, BUS 101
AGB 210	Agricultural Finance	3	MAT 102, BUS 101
ENG 202	Advanced Composition	3	ENG 201
	<b>TOTAL</b>	<b>15</b>	

## JUNIOR YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
CASD 301	Entrepreneurship and Microenterprise	3	MAT 102, BUS 102, CASD 204, AGB 210
AGB 307	Agricultural Price Analysis	3	MAT 102, CASD 204, AGB 210
CASD 304	Information Use and Technology	3	MATH 102, COM 101, ENG 202
REL 321 or REL 491	Christian Ethics or Comparative Religion	3	55 Earned Credits or above
AGB 304	Quantitative Methods in Agribusiness	3	MAT 102, BUS 102, CASD 204, AGB 210
CASD 305	Agricultural Statistics	3	MATH 102, AGB 201
	<b>TOTAL</b>	<b>18</b>	

## JUNIOR YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
SVL 300	Service Learning	3	Sophomore Standing (35 Credits)
AGB 308	Farm Production and Management	3	AGB 210
	MINOR 1 or ELECTIVE	3	
	MINOR 2 or ELECTIVE	3	
	MINOR 3 or ELECTIVE	3	
	<b>TOTAL</b>	<b>15</b>	

## SENIOR YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
AGB 401	Agribusiness Seminar I	3	
AGB 403	Marketing Agricultural Products	3	AGB 308
AGB 405	Agricultural Policy	3	AGB 308
AGB 407	Agricultural Cooperatives	2	AGB 308
CASD 401	Research Methods & Proposal Development	3	MAT 102, COM 101, CASD 305
	MINOR 4 or ELECTIVE	3	
ENTR 401	Entrepreneurship in Education I	1	Senior Standing
	<b>TOTAL</b>	<b>18</b>	

**SENIOR Year Semester II**

Course No	Course Title	Credits	Prerequisites
AGB 400	International Agricultural Development	2	AGB 308
AGB 402	Value Chain Analysis in Commercial Agriculture	3	AGB 308, AGB 407
AGB 404	International Agricultural Markets, Trade & Development	3	CASD 204, AGB 308, AGB 407
CASD 404	Internship and Field Experience	3	Senior Standing
CASD 402	Senior Project and Presentation (Thesis)	3	CASD 305, CASD 401
ENTR 402	Entrepreneurship in Education II	1	ENTR 401
EDUC 401	Professional Ethics	2	Senior Standing
	<b>TOTAL</b>	<b>17</b>	

**Total Required for Graduation: 135 credits\***

## AGRIBUSINESS MANAGEMENT COURSE DESCRIPTION

<b>AGB 201</b>	<b>Introduction to Agribusiness Management</b>	<b>3 credits</b>
<p>This course offers definition and scope of agribusiness firms and explains the characteristics of agribusiness firms. It also examines trends of their expansion/decline and explores career opportunities available in agribusiness.</p> <p>The course also offers an examination and study of the organization, management, and operation of agribusiness firms with reference to the application of management principles for effective decision making.</p>		
<b>AGB 206</b>	<b>Introduction to Cost and Managerial Accounting</b>	<b>3 credits</b>
<p>This course introduces students to essential elements of production, cost and budgeting of farming activities. It also provides students with those necessary skills required to plan, interpret and analyze accounting data in decision-making and managing production activities.</p>		
<b>AGB 210</b>	<b>Agricultural Finance</b>	<b>3 credits</b>
<p>The course explains agricultural finance in agricultural firms and financial institutions, emphasizing financial reports and analysis, liquidity and risk, use of credit, and other financial alternatives to acquire control of farm resources. The sources of credit and acquisition of capital and decision-making are also explained.</p>		
<b>AGB 307</b>	<b>Agricultural Price Analysis</b>	<b>3 credits</b>
<p>The course combines economic theory, statistics, and data to describe, understand, and forecast agricultural price relationships and variation in agriculture. Specifically, it covers quantitative techniques developed to determine the factors causing price variation and to measure trend, cyclical, seasonal, and random price variation.</p>		
<b>AGB 304</b>	<b>Quantitative Methods in Agribusiness</b>	<b>3 credits</b>
<p>Agribusiness problems will be addressed through the use of indices, graphics, budgeting, discounting, simulation, basic statistical measure, and micro-computers.</p>		
<b>AGB 308</b>	<b>Farm Production and Management</b>	<b>3 credits</b>
<p>Farm management explores farming as a business, including factors affecting profits, size of the business, choice of enterprises, forms of tenure and leases, planning and management of specific farms, and principles and techniques of keeping and interpreting farm records and accounts.</p>		



<b>AGB 401</b>	<b>Agribusiness Seminar</b>	<b>3 credits</b>
A term paper with focus on economic, business or management analysis of current issues in agribusiness is required.		
<b>AGB 403</b>	<b>Marketing Agricultural Products</b>	<b>3 credits</b>
The course examines the characteristics of the demand for and supply of farm products; alternative marketing channels, services, and costs involved in marketing are explained. The characteristics of cooperatives, what they have tried to do, and what they have done, as well as their special problems in organization, finance and control of their business are also examined.		
<b>AGB 405</b>	<b>Agricultural Policy</b>	<b>3 credits</b>
The course explains current policy issues, policy instruments, and choices in U.S. agriculture. Also, it describes the economic characteristics and problems of agriculture, evolution and significance of agricultural policies, the international dimension, and domestic policies that affect agriculture.		
<b>AGB 407</b>	<b>Agricultural Cooperatives</b>	<b>2 credits</b>
The course reviews basic philosophy, the fundamental principles, objectives, structure, and management of cooperative organizations. It also explains and evaluates the place of cooperatives in the modern economic history and legislations that affect them.		
<b>AGB 400</b>	<b>International Agricultural Development</b>	<b>2 credits</b>
This course is a multidisciplinary course which combines various aspects of agricultural sciences relating to globalization. These aspects include economic development theory, agribusiness management and marketing, soil and plant sciences, and animal science; research, extension, and education; and land and labor theories with a global perspective.		
<b>AGB 402</b>	<b>Value Chain Analysis in Commercial Agriculture</b>	<b>3 credits</b>
The objective of the course is to assist the students understand value chain concepts and competitiveness and be able to assess risks and identify strategic opportunities to strengthen value chains, recognize how cohesive value chains can be used to reduce risks and facilitate access to finance and learn how to apply value chain financial products to meet the needs of various actors in the value chain. The students will learn about the mapping these commodity value chains to demystify and quantify the associated risks and costs. The result of this should facilitate the introduction of focused, viable and sustainable agriculture finance products within institutions that stretch beyond the bounds of production finance.		

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**AGB 404**

**International Agricultural Markets, Trade & Development**

**3 credits**

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The course focuses on international trade of agricultural products, including theory trade and monetary flows, national trade policies and world market structures for agricultural products. Impacts of trade on the domestic agricultural sector and the role of trade in agribusiness are also covered

## **DEPARTMENT OF AGRONOMY**

### **INTRODUCTION**

Agronomy has an important role to play in the economic recovery and sustainable development of Liberia. Low agronomic productivity has been linked to rural poverty, thus the enhanced production (increasing yields and reducing postharvest losses) and marketing of crops and their products will create economic opportunities for farmers as well as contribute to alleviation of poverty and increased food security.

Marketing and trade of agricultural crops, products and commodities is key to ensure their commercialization. This program puts a strong emphasis on agricultural marketing. The Department also provides students with background on agricultural extension and outreach, with a focus on gender equality.

Students study methods of providing high-yielding and disease-resistant crop varieties, improving efficiency and profitability in the sustainable use of the environment to enhance increased production of food and raw materials, and ways to add value to agricultural products through processing and product development. The Department provides active and experiential learning activities, hands-on experience at the student experimental farm program, a senior research project, and internship opportunities.

### **CAREER OPPORTUNITIES**

A plethora of specializations and career options are open to students who graduate with Agronomy degree. Agronomy provides the background for a number of science-related careers, including plant and soil science, grounds maintenance, farm management, and food science.

### **GRADUATION REQUIREMENTS**

To qualify for a B.Sc. in Agronomy, a candidate must have completed course work totaling not less than 135 (43 credit hours as major) credit hours and should have passed all required courses (at least a C) with a GPA of not less than 2.00.

## Major in Agronomy

### FRESHMAN YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
BIO 111	General Science I	3	None
CASD 101	Introduction to Agriculture	3	None
ENG 101	Fundamentals of Communication I	3	None
FRE/KPE 101	Intro to French or Intro to Kpelleh	3	None
CASD 102	Introduction to Rural Development & Society	3	None
EDU 111	Physical Education	1	None
	<b>Total</b>	<b>16</b>	

### FRESHMAN YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
FRE 102 or KPE 102	Fundamental of French II or Fundamental of Kpelleh II	3	FRE/KPE 101
ENG 102	Fundamentals of Communication II	3	ENG 101
AGRO 102	Introduction to Agronomy & Farming Systems	3	CASD 101
BIO 112	General Science II	3	BIO 111
CASD 103	Rural Sociology, Gender & Culture	3	CASD 102
MAT 101	General Mathematics	3	None
	<b>Total</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
ENG 201	Fundamentals of Literature	3	ENG 101 & 102
AGRO 203	Principles of Crop Production & Climate Smart Agriculture	3	AGRO 102
CASD 206	Agricultural Meteorology	3	AGRO 102
MAT 102	Pre-Calculus	3	MATH 101
PSY 101	Principles of Psychology	3	None
COM 101	Introduction to Computer	3	MAT 101, ENG 102
	<b>TOTAL</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
AGRO 204	Principles of Horticultural (Vegetable ) crop Production	3	AGRO 203
CASD 203	Agricultural Extension	3	AGRO 203
ENG 202	Advanced Composition	3	ENG 201

CASD 204	Agricultural Economics	3	MAT 102, AGRO 203
REDU 321/REDU 49I	Christian Ethics/Comparative Religion	3	Sophomore Standing
AGRO 208	Plant Physiology, Weed Science & Management	2	MAT 102, AGRO 203
	<b>TOTAL</b>	<b>17</b>	

### JUNIOR YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
AGRO 301	Agricultural Entomology	3	AGRO 208
AGRO 303	Root and Tuber Crops Production	2	AGRO 208
CASD 307	Farm Mechanization & Technology	3	AGRO 208
SVL 300	Service Learning	3	Sophomore Standing
CASD 305	Agricultural Statistics	3	MAT 102, COM 101
Minor	Minor 1	3	
	<b>TOTAL</b>	<b>17</b>	

### JUNIOR YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
CASD 304	Information Use and Technology	3	MATH 102, COM 101, ENG 202
AGRO 302	Crop Pathology	3	AGRO 303
AGRO 304	Soil Science & Water Management	3	AGRO 303
AGRO 306	Rice Production and Management	3	AGRO 303
Minor	Minor 2	3	
Minor	Minor 3	3	
	<b>TOTAL</b>	<b>18</b>	

### SENIOR YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
CASD 401	Research Methods & Proposal Development	3	MAT 102, COM 101, CASD 305
AGRO 401	Plantation Crop Production	3	AGRO 304
AGRO 403	Genetics Evolution & Plant Breeding	3	AGRO 304
AGRO 405	Crop Storage, Processing and Post-Harvest Handling	3	AGRO 304
Minor	Minor 4	3	
EDUC 401	Professional Ethics	2	Senior Standing
ENTR 401	Entrepreneurship in Education I	1	Senior Standing
	<b>TOTAL</b>	<b>18</b>	

**SENIOR Year Semester II**

<b>Course No</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
AGRO 404	Principles Pests and Integrated Pest Management	3	BIO 112, AGRO 304
CASD 402	Senior Project and Presentation (Thesis)	3	CASD 305, CASD 401
CASD 404	Internship and Field Experience	3	Senior Standing
AGRO 406	Soil Fertility Management and Plant Nutrition	3	AGRO 304
ENTR 402	Entrepreneurship in Education II	1	ENTR 401
	<b>TOTAL</b>	<b>13</b>	

**Total Required for Graduation: 135 credits\***

## AGRONOMY COURSE DESCRIPTION

<b>AGRO 102</b>	<b>Introduction to Agronomy &amp; Farming Systems</b>	<b>3 credits</b>
<p>Principles in agronomic practices will be emphasized and evolution of Farming System (from seed collection to present intensive systems). Farming system and cropping patterns – differences and similarities; various cropping patterns – definitions, characteristics, constraints and suggestions of interventions for greater productivity. Organic Farming – concept, merits and demerits. Sustainable farming – concept, indicators, and merits. Impact of cropping system on the environment. Tillage – types, characteristics, merits and demerits.</p>		
<b>AGRO 203</b>	<b>Principles of Crop Production &amp; Climate Smart Agriculture</b>	<b>3 credits</b>
<p>This course introduces students to basic anatomical and physiological processes associated with plant growth, development, and reproduction. This course is foundational in understanding more complicated topics associated with crop production systems. In addition to classification of crops, topics will also include discussions of the role of climate and weather on crop growth and development and approaches to minimizing and avoiding crop stress.</p> <p>Moreover, students will be exposed to climate smart best practices and how these practices affect crop production.</p>		
<b>AGRO 204</b>	<b>Principles of Horticultural (Vegetable ) crop Production</b>	<b>3 credits</b>
<p>Improved diets are a function of diversity of food available, especially vegetable and fruits. Students will learn about the major horticultural crops, their associated production and pest management systems that protect yield and quality.</p>		
<b>AGRO 206</b>	<b>Plant Anatomy &amp; Physiology</b>	<b>3 credits</b>
<p>This course introduces students to basic anatomical and physiological processes associated with plant growth, development, and reproduction. Students will be able to: 1. Identify key anatomical structures of major crops grown in Liberia including roots, stems and leaves, and both flowers and asexual reproductive structures. 2. Describe the role of each of the following morphological features associated with plant growth, development, and reproduction. Environmental and physiological control of growth and yield. Influence of Plant hormones and growth regulators growth (Auxins, Giberrellins, Cytokinins, Ethylene and Abscisic acid). Influence on plant and their uses in agriculture.</p>		
<b>AGRO 208</b>	<b>Weed Science &amp; Management</b>	<b>2 credits</b>
<p>This course will help to understand the biology and ecology of weeds and weed communities in plant production systems; the principles of weed management practices and how they can be applied in Liberian cropping systems in a holistic and sustainable way. Students will learn concept; deleterious and beneficial effects of weeds; classification of weeds, Propagation and</p>		

dissemination of weed; weed biology and ecology; crop-Weed association, competition and allelopathy; management practices used to control weeds; examples for different types of Liberian crops; herbicides for weed control; weed Management (Managing weeds in sustainable systems with all other agronomic and pest management needs considered); weed shift in cropping systems and new weed problems and future challenges in weed management.

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**AGRO 302      Crop Pathology      3 credits**

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Disease can reduce yield and quality dramatically in all crop production systems. Managing these pests requires an understanding of interactions of them with crop production systems. Students will learn how to identify economically important pathogens and their life cycles, environmental conditions influencing development of epidemics, and their impact on major agronomic and horticultural crops in Liberia.

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**AGRO 303      Root and Tuber Crops Production      2 credits**

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Students will learn about the botany, varieties and methods of propagation of roots and tuber crops. Intercultural Operations such as use of Plant Growth Regulators, Water Management, Micro Irrigation, Drip Irrigation/Fertigation methods involved in their cultivation. Their involvement in Cropping Systems such as prominent Intercropping Systems, Harvesting and Post-harvest handling and storage of produced will be emphasized.

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**AGRO 304      Soil Science & Water Management      3 credits**

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Providing essential information on managing water, crop and soil systems is important in developing new enterprises and increasing efficiency and economy of scale of traditional agricultural production systems.

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**AGRO 306      Rice Production and Management      3 credits**

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This course will cover production methods, harvesting and postharvest handling to increase production of staple crops such as rice, corn, cassava, and legumes, essential in daily caloric and nutrient input for Liberians. The course is focused on increasing yields and quality through improved genetic materials and high quality germplasm, improved production technologies, proper harvest and postharvest handling.

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**AGRO 401      Plantation Crop Production      3 credits**

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Rubber and other crops that generate income but are not considered staple crops can generate significant economic income for communities. Students will learn production and pest management practices associated with these large-scale crops including infrastructure, transportation, marketing and postharvest handling.



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<b>AGRO 403</b>	<b>Genetics Evolution &amp; Plant Breeding</b>	<b>3 credits</b>
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Incorporation of improved genetics is essential in increasing crop yield and efficiency of production either through the inherent ability of crops or through ability to resist biotic and abiotic stress. Students will learn the role of crop improvement through cultivar and hybrid development and methodologies designed to determine performance of promising plant material of major crops in Liberia. Students will be exposed to the techniques and issues associated with genetically modified (GM) crops in the context of agriculture in Liberia. Students will also be introduced to the importance of germplasm collection, maintenance and evaluation and the ways in which varieties and advanced genetic lines are comparatively evaluated for possible introduction and commercialization.

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<b>AGRO 405</b>	<b>Crop Storage, Processing and Post-Harvest Handling</b>	<b>3 credits</b>
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Ability to deliver quality products to the market will influence economic value. Students will learn factors that affect loss of yield and quality after harvest during the handling, storage, and transportation steps in the agricultural production and delivery system and practices that can minimize loss in these areas. Handling of fresh products for processing (control of enzymatic and non-enzymatic changes), grading, sorting, cleaning, peeling, sampling and size reduction will be discussed. Appropriate processing of fruits and vegetables including canning, dehydration processes including freeze-drying, spray-drying and sun-drying will be included in the course as well as chemical, physical and physiological changes in cereals and tubers during storage and handling and methods of preservation. Low-cost systems of affordable cooling and storage of fresh produce will be reviewed. Principles of packaging, characteristics of packaging materials, packaging requirements for fresh and processed foods for local, regional, and international markets will be component of the course.

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<b>AGRO 404</b>	<b>Principles Pests and Integrated Pest Management</b>	<b>3 credits</b>
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Student will know what a Pest is and what is IPM? Basic four principles of pest management will be discussed along with the Components of IPM Program. Monitoring practices often used in preventing pest, pest diagnostic guidelines and questions, Patterns for pest infestation and sampling, Critical Weed-free Period (CWFP) for Horticultural Crops.

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<b>AGRO 406</b>	<b>Soil Fertility Management and Plant Nutrition</b>	<b>3 credits</b>
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Improving soil fertility and understanding the relationship of soil fertility with crop growth and development are essential in optimizing crop yield and protecting soil resources. Students will learn essential elements and interactions of these elements and how they influence yield. Students will also learn how to calculate rates for soil amendments and the potential impact of fertility practices on the environment. This course will expose students to deficiency symptoms observed in key crops grown in Liberian and methods to correct nutrient deficiencies observed in these crops.

## DEPARTMENT OF ANIMAL SCIENCE AND HEALTH

### INTRODUCTION

Productive animal agricultural systems are dependent on the successful management of animal growth, development and reproduction in the context of their interaction with the environment. Sustainable animal agriculture systems must function to promote the health and well-being of the animal to maximize its productivity while also maintaining environmentally sound production practices. Animal Science is the study of the biology and management of domestic animal species. Animal health is a growing field that serves not only the agricultural community but also our human society. Animal Science serves as a starting point of entry into various animal and human health-related careers that benefit Liberian society through the efficient and environmentally responsible use of animals for food, companionship and recreation. Graduates of the Department of Animal Science and Health will become knowledgeable of livestock production as a business enterprise leading to an increase in national agricultural productivity and alleviating poverty at the grassroots level. The courses offered by the Department are structured to produce work-oriented professionals trained as service providers in the Animal Industry or ready for self-employment opportunities. Courses in this curriculum provide broad-based knowledge essential aspects of agriculture, with emphasis on environmentally sound and sustainable methods of animal production, a knowledge of animal health issues associated with economically important animal production systems, and human-animal interactions.

### CAREER OPPORTUNITIES

Some of the careers that graduates of an animal science degree program can pursue include jobs in farm management, animal science, and veterinary medicine.

### GRADUATION REQUIREMENTS

To qualify for a B.Sc. in Animal Science and Health, a candidate must have completed course work totaling not less than 135 credit hours of which fifty-six (46) credit hours should be in the student's major area of study and should have passed all required courses (at least a C) with a GPA of not less than 2.00.

Major in Animal Science & Health

**FRESHMAN YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
BIO 111	General Science I	3	None
CASD 101	Introduction to Agriculture	3	None
CASD 102	Introduction to Rural Development & Society	3	None
ENG 101	Fundamentals of Communication I	3	None
FRE 101/ KPE 101	Fundamentals of French I/ Kpelleh I	3	None
EDU 111	Physical Education	1	None
	<b>Total</b>	<b>16</b>	

**FRESHMAN YEAR SEMESTER II**

Course No	Course Title	Credits	Prerequisites
CASD 103	Rural Sociology, Gender and Culture	3	CASD 102
ASH 101	Intro to Animal Production and Health	3	CASD 101
ENG 102	Fundamentals of Communication II	3	ENG 101
PSY 101	Principles of Psychology	3	None
MAT 101	General Mathematics	3	None
BIO 112	General Science II	3	BIO 111
	<b>Total</b>	<b>18</b>	

**SOPHOMORE YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
ASH 201	Animal Anatomy and Physiology	3	ASH 101
MAT 102	Pre-Calculus	3	MAT 101
CASD 201	Population, Food Security and Human Nutrition	3	ASH 101
COM 101	Introduction to Computer Science	3	MAT 101, ENG 102
ENG 201	Fundamentals of Literature	3	ENG 102
FRE 102 or KPE 102	Fundamental of French II OR Fundamental of Kpelleh II	3	FRE 101/KPE 101
	<b>TOTAL</b>	<b>18</b>	

**SOPHOMORE YEAR SEMESTER II**

Course No	Course Title	Credits	Prerequisites
ASH 202	Ruminant Production	3	ASH 201
ASH 204	Animal Nutrition and Growth	3	ASH 201
SVL 300	Service Learning	3	Sophomore Standing
ASH 203	Animal Health and Welfare I	3	201
ENG 202	Advanced Composition	3	ENG 201
CASD 204	Agricultural Economics	3	MAT 102, CASD 101
	<b>TOTAL</b>	<b>18</b>	

**JUNIOR YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
ASH 301	Animal Genetics and Breeding	3	ASH 204
ASH 303	Animal Reproduction and Lactation	3	ASH 204
ASH 304	Swine & Poultry Production	3	ASH 204
CASD 305	Agricultural Statistics	3	MAT 102, COM 101
ASH 305	Animal Health and Welfare II	3	ASH 203
Minor	MINOR 1	3	
	<b>TOTAL</b>	<b>18</b>	

**JUNIOR YEAR SEMESTER II**

Course No	Course Title	Credits	Prerequisites
ASH 302	Hatchery Technology & Management	3	ASH 305
ASH 307	Epidemiology, Surveillance & Disease Controls	3	ASH 305
ASH 306	Aquaculture and Fisheries	3	ASH 305
CASD 304	Information Use and Technology	3	MATH 102, COM 101, ENG 202
Minor	MINOR 2	3	
REL 321 or REL 491	Christian Ethics or Comparative Religion	3	Sophomore Standing
	<b>TOTAL</b>	<b>18</b>	

**SENIOR YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
ASH 401	Animal Health and Disease	2	ASH 307
ASH 403	Animal Products and Technology	2	ASH 306
CASD 401	Research Methods & Proposal Development	3	CASD 305
Minor	MINOR 3	3	
EDUC 401	Professional Ethics	2	Senior Standing
ENTR 401	Entrepreneurship in Education I	1	Senior Standing
	<b>TOTAL</b>	<b>13</b>	

**SENIOR Year Semester II**

Course No	Course Title	Credits	Prerequisites
ASH 402	Extension and Food Safety	3	ASH 306
ASH 404	Non-Traditional Animal Production	3	ASH 307
CASD 402	Senior Project and Presentation	3	CASD 305, CASD 401
CASD 404	Internship and Field Experience	3	Senior Standing
Minor	MINOR 4 or ELECTIVE	3	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401
	Total	16	

**Total Required for Graduation: 135 credits\***

## Animal Science & Health Course Description

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<b>ASH 101</b>	<b>Introduction to Animal Production and Health</b>	<b>3 credits</b>
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Animal Science is the study of the biology and management of domestic animal species. Animal health is a growing field that serves not only the agricultural community but also our human society. This introductory course provides foundational knowledge pertaining to the variety of livestock species, animal behavior, basic livestock and aquaculture production systems, introductory concepts in animal health and disease, and an introduction to animal products and processing.

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<b>ASH 201</b>	<b>Animal Anatomy and Physiology</b>	<b>3 credits</b>
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Understanding fundamental concepts of anatomy and physiology of livestock, poultry and fish is necessary for understanding the organization and functions of the animal body systems and their impact on animal productivity, health and well-being. A solid understanding of animal body systems is also necessary to support development of management methods that can maximize productivity while also maintaining animal health, well-being and environmentally sound production.

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<b>ASH 202</b>	<b>Ruminant Production</b>	<b>3 credits</b>
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Managing livestock operations for meat and milk production is a key part of animal agriculture. This course will discuss the management principles associated with meat (beef, sheep and goat) and dairy (cattle and goat) production. The course will integrate information on nutrition, genetics, reproduction and health with production systems, operations management, record keeping systems, product marketing, business practices, and decision-making processes as applied to beef cattle, dairy cattle, sheep, meat goat and dairy goat operations.

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<b>ASH 204</b>	<b>Animal Nutrition and Growth</b>	<b>3 credits</b>
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Basic concepts in nutrition of livestock, poultry and fish will be discussed in this course. Topics will include anatomy and physiology of the digestive tract, nutrients and their metabolism, digestion, absorption, animal growth and development, introduction to feedstuffs, feeds and feeding, ration formulation and nutrient requirements.

<b>ASH 203</b>	<b>Animal Health &amp; Welfare I</b>	<b>3credits</b>
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The current animal welfare module at the University and college will be designed to address animal welfare issues around animal production productivity. The animal welfare topics will then be adjusted to include the animal health component to make change to the animal welfare module. Students will be able to perform veterinary science assessment, explain the link between One Health and veterinary aspects and link various clinical practice/methodologies with veterinary aspects.

<b>ASH 301</b>	<b>Animal Genetics and Breeding</b>	<b>3 credits</b>
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Understanding basic principles of inheritance in animals of agricultural and aquaculture significance is important for the long-term improvement of livestock and aquaculture production. In addition, understanding of genetic transmission and its effects on the usefulness of animals, the application of basic principles of animal improvement through genetic selection, the use of mating systems and the application of biotechnology are keys to improving the performance of livestock and other animals used in agricultural production.

<b>ASH 303</b>	<b>Animal Reproduction and Lactation</b>	<b>3 credits</b>
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Understanding basic concepts of reproduction of livestock, poultry and fish is necessary for utilization of reproductive management techniques and the application of reproductive technologies to increase animal productivity and ensure food security. Reproductive concepts including endocrine control of reproduction, anatomy and physiology of the male and female reproductive tract, mammary anatomy and physiology, milk and egg production, breeding cycles and seasonality will be addressed.

<b>ASH 304</b>	<b>Swine and Poultry Production</b>	<b>3 credits</b>
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The course is aimed at helping students to understand the management principles associated with swine and poultry production. Emphasis will be placed on interactions of physiology, health, equipment, nutrition, reproduction and genetics applied to the nursery (starting), growing, finishing, farrowing and breeding phases of swine production and to the broiler and egg layer segments of poultry production. Incorporation of waste management practices and alternatives, development of marketing strategies and economic evaluation of management practices as applied to swine and poultry operations in developed and developing countries.

<b>ASH 305</b>	<b>Animal Health &amp; Welfare II</b>	<b>3 credits</b>
<p>This Course is an extension to Animal Health &amp; Welfare I. In this course, students will be able to research animal health issues and solutions and present their findings, apply animal health science for multiple species, assess the health of animals in a variety of settings using science-based methods and reasoning, and know common definitions and applications of animal health and also know the role of veterinarians to ensure animal health in the wild.</p>		
<b>ASH 302</b>	<b>Hatchery Technology &amp; Management</b>	<b>3 credits</b>
<p>This course helps ASH Students to efficiently and effectively plan and manage hatchery activities in the poultry industry and provides knowledge required to establish and manage hatcheries and incubation processes.</p> <p>Students will be taught how to produce high quality chicks for livelihood improvement. Students will be taught how to setup and manage hatcheries by practicing layout, housing, installation and incubators management and purchase of quality eggs.</p>		
<b>ASH 307</b>	<b>Epidemiology, Surveillance &amp; Disease Controls</b>	<b>3 credits</b>
<p>The foundation for immediate and long-term strategies for combating infectious animal diseases is epidemiological surveillance. Students will be exposed to assessing, identifying causative organisms and compiling data for public information. Students will be drilled through surveillance types, laboratory diagnostics and incidence estimate</p>		
<b>ASH 306</b>	<b>Aquaculture and Fisheries</b>	<b>3 credits</b>
<p>This course introduces students to the management principles associated with aquaculture and fishery production. Biological and general principles of aquaculture and fisheries management, species involved, techniques employed, and problems encountered will be discussed.</p>		
<b>ASH 401</b>	<b>Animal Health and Diseases</b>	<b>2 credits</b>
<p>The objective of this course is to provide basic health concepts and disease processes. This course focuses on external and internal parasites of livestock and fishes, as well as key diseases affecting livestock production and aquaculture, public health and zoonotic diseases</p>		
<b>ASH 403</b>	<b>Animal Products and Technology</b>	<b>2 credits</b>
<p>Basic concepts in the principles of conformation and quality of animal carcasses and products including milk and eggs. This course focuses on livestock and carcass evaluation, meat and</p>		



dairy products processing, egg products, animal by-products, and value-added product technologies.

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<b>ASH 402</b>	<b>Extension and Food Safety</b>	<b>3 credits</b>
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The objective of this course is to teach extension principles to transfer expertise to farmers in food safety and quality of animal products. This course will include topics related to appropriate sanitation and handling to obtain safe livestock-based products entering the food chain to generate a safe and secure food supply for consumers.

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<b>ASH 404</b>	<b>Non-Traditional Animal Production</b>	<b>3 credits</b>
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While traditional livestock and aquaculture production systems form the majority of animal systems, production systems that include animals such as rabbits and other game or bush animals will be included in this course. Integrated systems that include interactions of multiple animals will also be a component of this course.

## **DEPARTMENT OF NATURAL RESOURCES MANAGEMENT**

### **INTRODUCTION**

The role of natural resources in the economics and environmental stability of countries is expanding. Today, resource use covers a wide range of recognized products and services from various ecosystems that exist in Liberia and the rest of Africa. Natural resource management is faced with wider stakeholder interests and more demands especially at a time when resource deposits and ecosystems are experiencing pressure and the potential declines in both cover and quality at rates higher than any other period in history. The work of the natural resources manager needs to also apply a wide range of skills to respond to a diversity of interests and expectations of stakeholders, conflict management, global and local influence on policy issues that result in competing demands on the environment and its resources. The Department of Natural Resources Management thus aims to develop competencies for students in the economic, social and cultural issues related to natural resources management while ensuring strong training in the basic environmental sciences. In addition, students will be equipped to handle the complex multifaceted and multidisciplinary challenges in the sustainable management of natural resources while having a strong appreciation of the countries indigenous plants, timber and non-forest timber species.

### **CAREER OPPORTUNITIES**

Degree programs in natural resource management train students to work in the fields of resource conservation and environmental management.

### **GRADUATION REQUIREMENTS**

To qualify for a B.Sc. in Natural Resource Management, a candidate must have completed course work totaling not less than 135 credit hours of which forty-three (43) credit hours should be in the student's major area of study and should have passed all required courses (at least a C) with a GPA of not less than 2.00.

## Major in Natural Resources Management

### FRESHMAN YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
CASD 101	Intro. to Agriculture	3	None
ENG 101	Fundamentals of Communication I	3	None
FRE/ KPE 101	Fundaments of French I/Kpelleh I	3	None
MAT 101	General Mathematics	3	None
CASD 102	Intro to Rural Development and Society	3	None
BIO 111	General Science I	3	None
EDU 111	Physical Education	1	None
	<b>Total</b>	<b>19</b>	

### FRESHMAN YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
NRM 104	Fundamental of Soil Science	3	CASD 101
ENG 102	Fundamentals of Communication II	3	ENG 101
BIO 112	General Science II	3	BIO 111
NRM 101	Intro to Natural Resource Management	3	CASD 101
FRE/ KPE 102	Fundaments of French II/Kpelleh II	3	FRE/KPE 101
PSY 101	Principles of Psychology	3	None
	<b>Total</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER I

Course No	Course Title	Credits	Prerequisites
ENG 201	Fundamentals of Literature	3	ENG 102
SVL 300	Service Learning	3	Sophomore Standing
NRM 203	Intro to Geo Information System (GIS)	3	NRM 101, MAT 101
NRM 201	Intro. to Agro-Forestry	3	BIO 112, NRM 101,
NRM 205	Natural Resource Economics	3	BIO 112, RM 101,
COM 101	Introduction to Computer	3	MAT 101, ENG 102
	<b>TOTAL</b>	<b>18</b>	

### SOPHOMORE YEAR SEMESTER II

Course No	Course Title	Credits	Prerequisites
MAT 102	Pre-Calculus	3	MATH 101
NRM 204	Advanced Geographic Information System	3	NRM 203
NRM 206	Ecosystems and Biodiversity	2	NRM 205
NRM 208	Water Resource Management	3	NRM 205
ENG 202	Advanced Composition	3	ENG 201
CASD 203	Agricultural Extension	3	CASD 103, NRM 203
	<b>TOTAL</b>	<b>17</b>	

**JUNIOR YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
CASD 301	Entrepreneurship and Microenterprise	3	CASD 204, MAT 102
CASD 303	Environmental and Social Impact Assessment	3	NRM 205
CASD 305	Agricultural Statistics	3	MAT 102, COM 101
NRM 301	Principles of Community Development	3	CASD 103, NRM 205
NRM 303	Forest Taxonomy	3	NRM 206
	MINOR 1 or ELECTIVE	3	
	<b>TOTAL</b>	<b>18</b>	

**JUNIOR YEAR SEMESTER II**

Course No	Course Title	Credits	Prerequisites
REL 321/ 491	Christian Ethics or Comparative Religion	3	Junior Standing
CASD 304	Information Use and Technology	3	MATH 102, COM 101, ENG 202
	MINOR 2 or ELECTIVE	3	
NRM 302	Land Use Planning	3	NRM 205
NRM 304	Climate Change Impact on Natural Resources	2	NRM 205
NRM 306	Forest Ecology and Management	3	NRM 303
	<b>TOTAL</b>	<b>17</b>	

**SENIOR YEAR SEMESTER I**

Course No	Course Title	Credits	Prerequisites
CASD 401	Research Methods & Proposal Development	3	CASD 305
NRM 401	Regional and Sustainable Development	3	NRM 301
NRM 405	Natural Resource Policy	3	NRM 306
NRM 407	Non-Timber Forest Products	3	NRM 306
	MINOR 3 or ELECTIVE	3	
ENTR 401	Entrepreneurship in Education I	1	Senior Standing
	<b>TOTAL</b>	<b>16</b>	

**SENIOR Year Semester II**

Course No	Course Title	Credits	Prerequisites
CASD 402	Senior Project and Presentation (Thesis)	3	CASD 401
CASD 404	Internship and Field Experience	3	Senior Standing
	MINOR 4 or ELECTIVE	3	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401
EDUC 401	Professional Ethics	2	Senior Standing
	<b>Total</b>	<b>12</b>	

**Total Required for Graduation: 135 credit**

## NATURAL RESOURCE MANAGEMENT COURSE DESCRIPTION

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<b>NRM 101</b>	<b>Introduction to Natural Resource Management</b>	<b>3 credits</b>
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This course helps students provide them basic introduction to natural resources management such as renewable resources like soil, forests, water, and wildlife, and nonrenewable resources such as oil, metals and minerals. Students will also be taught how to conserve and manage wildlife. Basic natural resource management processes and the interaction between natural and social systems will be highlighted.

The course will also focus on concepts dealing with natural (e.g., ecology) and social (e.g., economics, politics, and planning) processes.

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<b>NRM 203</b>	<b>Introduction to Geo Information System (GIS)</b>	<b>3 credits</b>
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For a long time, people have studied the world using models such as maps and globes. In the past thirty years or so, it has become possible to put these models inside computers-more sophisticated models into smaller computers every year. These computer models, along with the tools for analyzing them, make up a geographic information system (GIS).

In a GIS, you can study not just this map or that map, but every possible map. With the right data, you can see whatever you want-land, elevation, climate zones, forests, political boundaries, population density, per capita income, land use, energy consumption, mineral resources, and a thousand other things-in whatever part of the world interests you.

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<b>NRM 201</b>	<b>Introduction to Agro-Forestry</b>	<b>3 credits</b>
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This course introduces students to the concepts of the systems, practices, and technologies of agroforestry, including its origin and evolution, structure and function, and its dynamics and manipulation; the ecology of agroforestry systems and in the possibilities and limitations of application of agroforestry systems. Specific topics covered include an overview and the identification of multipurpose trees, shrubs, products and services available and their interactions; pests, diseases and weed management in these systems; socio-economic issues in agroforestry; diagnosis and design of agroforestry systems; and the utilization and enhancement of local knowledge in agroforestry. The course also embraces an ecological understanding of the basis for sound agroforestry and plantation management.

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<b>NRM 202</b>	<b>Natural Resource Economics</b>	<b>3 credits</b>
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This course introduces students to economic issues specific to the use and management of natural resources. It explores the economic principles for the efficient allocation of resources over time. Topics covered include the economic classification of natural resources; scarcity, growth and sustainability; ownership, access systems and rent dissipation; and principles of optimal depletion and use. Policies and mechanisms to foster greater economic efficiency in economic systems dependent on natural resources will be examined. Key social and demographic factors will be evaluated in the context of the demand for environmental assets and amenities. Course objective includes familiarizing students with the applications of

economic principles to public and private management of natural resources and the environment; to understand the economic justification for collective action in allocating, managing, and protecting the environment; and to develop the analytical skills and concepts that will enable the student to critically evaluate private actions and public policy influencing environmental and natural resource management.

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<b>NRM 204</b>	<b>Advanced Geographic Information System</b>	<b>3 credits</b>
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The Advanced GIS is an extension to Introduction to GIS. This course will help students to apply GIS techniques on forest management and monitoring, managing water resource (watershed delineation, surface and ground water modeling), selection of potential mining areas, weather forecasting and climate change analysis, land use and land cover change analysis (more than 30 years satellite data), land capability and land use suitability analysis, plant (crop) health and production modeling, urban planning and transportation management, civil engineering works, and many more applications.

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<b>NRM 206</b>	<b>Ecosystems and Biodiversity</b>	<b>2 credits</b>
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Importance of Biodiversity conservation and ecosystem and their losses will be discussed. In this course, students will survey the patterns of global diversity within various biomes and learn the most pressing threats leading to declines in biodiversity. Students will be familiarized to the theory and principle involved in conservation and meaning of biodiversity and threat. Basic concepts of conservation practices and relevant laws will be highlighted. Protected areas of Liberia and those opportunities and challenges surrounding these areas will be dealt with.

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<b>NRM 208</b>	<b>Water Resource Management</b>	<b>3 credits</b>
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Course will cover the principles and practices of watershed management and hydrology, including the management of forests, rangelands, and other areas, for the protection, maintenance, and improvement of water resource values. Course will cover hydrological and biological methods used to manage watersheds and assess watershed health. Ecology, management, and basic aspects of wetland ecosystems including the issues surrounding the utilization of wetlands and problems of wetlands management and use will be examined.

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<b>NRM 210</b>	<b>Forest Taxonomy</b>	<b>3 credits</b>
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The course is designed to examine the identification and classification of forest species. Students will be taught the procedures for determining forest stand volumes and key concepts of tree parameters using manual and digital forest measuring tools. Mapping of forest areas using GPS/GIS.

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<b>NRM 301</b>	<b>Principles of Community Development</b>	<b>3 credits</b>
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This course discusses the processes involved in active and sustainable communities based on social justice, equality and mutual respect. Theories and practices of community development. Social dynamics and human ecology will be linked with strategies of

community and individual empowerment through skill development and capacity building to overcome poverty, generate economic opportunities and preserve the environment. Approaches to community development will be examined in the context of Liberian society.

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<b>NRM 302</b>	<b>Land Use Planning</b>	<b>3 credits</b>
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The aim of this course is to provide students with knowledge of the principles of land use planning and the importance of appropriate land use planning for sustainable environmental management. This course deals with land use planning, urban growth and sustainable development. Land tenure/division and conversion. The environmental and human impacts of urban development on land use. Land use issues at the urban-rural fringe. Land capability assessment as a planning tool. Land use planning and regulation at Liberia Land Authority. Non-regulatory means of resolving land use conflicts. Planning for sustainable environments. It also covers the land use systems in Liberia.

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<b>NRM 304</b>	<b>Climate Change Impact on Natural Resources</b>	<b>2 credits</b>
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This course will cover the history and impact of climate change on natural resources. Other topics to be discussed include: Analysis of the major global climate changes based on principles of ecosystems ecology; carbon, nutrient, and pollution cycling mechanisms and budgets; the methods used to study these phenomena. Climate change will also be explored in relationship to agro-forestry, tropical diseases, food production, food security, environmental impact of agricultural and industrial systems and how such changes can impact the biological and social underpinnings of conservation.

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<b>NRM 306</b>	<b>Forest Ecology and Management</b>	<b>3 credits</b>
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This course is designed to cover ecology as applied to the management of natural resource ecosystems including biological diversity and conservation biology in natural resource ecology. The course will cover studies on the plant life histories, populations, communities, and plant animal interactions (pollination, dispersal, and herbivore) and evolutionary basis for plant ecological traits will be included. The students will be taught basic principles of forest, fish, and wildlife management, which are components of the forest ecosystem. It will also cover history, ecology, economics, and policy. Students will be introduced to the fundamentals of measuring and quantifying natural resources including cruising and scaling timber, quantifying wildlife and fisheries habitat, measuring and estimating forage production for wildlife and livestock, and sampling wildlife populations. The course will also introduce basic statistical concepts and their applications in resource management. Nomenclature, identification, ranges, and habitats of important native and naturalized trees of Liberia will be examined. Shrubs, vines and Non-Timber Forest Species, important as wildlife food and cover will be discussed.

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<b>NRM 401</b>	<b>Regional and Sustainable Development</b>	<b>3 credits</b>
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This course introduces students to regional development in several ways. First, as a process within the context of the development of Liberia and West Africa. Second, as a vehicle for constructive change; and third, as a process with unintended consequences to the natural resources and communities living in the forests. The course will provide an opportunity to

foster ideas and discussion about environmental and scientific impacts that are associated with regional development in the context of natural resources. Case studies examining specific regional development initiatives will be examined. Students will be introduced and exposed to the world of the nongovernmental agencies, international donors and others in research, advocacy relative to the protection, preservation and conservation of the natural resources; and to those invested in the commercialization of natural resources for regional development.

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<b>NRM 405</b>	<b>Natural Resource Policy</b>	<b>3credits</b>
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This course provides an overview to the national rules and regulations governing the use, extraction and commercialization of natural resources of Liberia. The course will compare public policies from other African countries and international treaties. Students will be able to explain how Liberian law, policies and regulations affect the extraction and commercialization of natural resources and be familiar with the consequences of forest loss and habitat loss using examples from Liberia/West Africa. The course is also designed to help students describe the role of Liberian government institutions and ministries in regulating natural resource use and propose policies that protect Liberian natural resources in a context of social and economic growth

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<b>NRM 407</b>	<b>Non-Timber Forest Products</b>	<b>3 credits</b>
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The forests occupy a massive land mass in Liberia and yet few have studied the non-timber species (flora and fauna) that provide and hold aesthetic, ecological, environmental and economic value. This course will provide an overview and inventory of Non-Timber Forest Species (NTFS) in Liberia and West Africa. Quantitative analysis and understanding of the ecology, management, and conservation of game and non-game wildlife (terrestrial and aquatic). Population dynamics, harvesting, habitat requirements and fragmentation, conservation genetics, and managing of protected areas all will be explored as case studies focusing on botanicals, spices and medicinal plants from the forests. Using the World Health Organizational Guide to Good Agricultural and Collection Practices, students will be exposed to strategies to sustainably collect and extract high value plant products from the forests while ensuring the protection of the indigenous plant and associated ecosystem. The use of NTFS as a vehicle to provide income generating activities will be explored



## MINORS AVAILABLE

### Gender, Culture and Agriculture

The minor in Gender, Culture and Agriculture highlights the importance of gender issues in agriculture and the roles of women in agricultural production and food systems.

To graduate with a minor in Gender, Culture and Agriculture, students are required to take at least 12 credits of approved gender courses.

The following are approved courses for this minor/electives:

	Course Code	Gender, Culture & Agriculture	Credit Hours
1	SOC 300	Introduction to Social Work	3
2	GCS 305	Gender and Society	3
3	GCS 403	Woman and Social Change	3
4	GCS 408	Environmental Justice	3
5	GCS 409	Agroforestry and Gender Politics	3

### Minor in Agronomy

To graduate with a minor in Agronomy, students are required to do at least 4 of the following approved courses (12 credits for the minor/electives):

	Course Code	AGRONOMY	Credit Hours
1	AGRO 102	Introduction to Agronomy & Farming Systems	3
2	AGRO 203	Principles of Crop Production	3
3	AGRO 304	Soil Science & Water Management	3
4	AGRO 302	Crop Pathology	3
5	AGRO 404	Principles Pests and Integrated Pest Management	3
6	AGRO 403	Genetics Evolution & Plant Breeding	3

### Minor in Natural Resource Management

This minor is introduced by *Introduction to Natural Resource Management*. To graduate with a minor in Natural Resource Management students are required to do at least 4 of the following approved courses (12 Credit Hours):

	Course Code	Natural Resources Management	Credit Hours
1	NRM 304	Climate Change Impact on Natural Resources	3
2	NRM 306	Forest Ecology and Management	3
3	NRM 401	Regional and Sustainable Development	3
4	NRM 405	Natural Resource Policy	3
5	NRM 407	Non-Timber Forest Products (NTFPs)	3

### Minor in Animal Science and Health

This minor is introduced by the cross cutting courses: *Introduction to Animal Science & Health*. To graduate with a minor in Animal Science and Health students are required to do at least 4 of the approved courses (12 credit hours):

	Course Code	Animal Science and Health	Credit Hours
1	ASH 201	Animal Anatomy and Physiology	3
2	ASH 202	Ruminant Production	3
3	ASH 203	Animal Health and Welfare I	3
4	ASH 303	Animal Reproduction and Lactation	3
5	ASH 403	Animal Products and Technology	3

### Minor in Agricultural Education and Extension

To graduate with a minor in Agricultural Education and Extension students are required to do at least 4 of the following approved courses (12 Credit Hours).

	Course Code	Agricultural Education and Extension	Credit Hours
1	EDU 211	Introduction to Teaching	3
2	AEE 301	Educational Psychology and Extension	3
3	AEE 303	Extension Methods	3
4	AEE 402	Public Policy and Agricultural Extension	3
5	AEE 404	Leadership Impact in Agricultural Extension	3

### Minor in Agribusiness Management

To graduate with a minor in Agribusiness students are required to do at least 4 of the following approved courses approved courses (12 Credit Hours).

	Course Code	Agribusiness Management	Credit Hours
1	BUS 101	Basic Accounting Processes and Systems I	3
2	AGB 308	Farm Production and Management	3
3	AGB 307	Agricultural Price Analysis	3
4	AGB 402	Value Chain Analysis in Commercial Agriculture	3
5	AGB 404	International Agricultural Markets, Trade & Development	3

### Minor in Agricultural Mechanization

To graduate with a minor in Agricultural Mechanization students are required to do at least 4 of the following approved courses (12 Credit Hours).

	Course Code	Agricultural Mechanization	Credit Hours
1	AGM 301	Farm Structures and Environmental Control	3
2	AGM 303	Farm Machinery and Power	3
3	AGM 401	Irrigation Technologies	3
4	AGRO 405	Crop Storage, Processing and Post-Harvest Handling	3
5	ENV 422	Principles of Environmental Management	3
6	ENV 320	Environmental Pollution Control	4

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<b>AEE 301</b>	<b>Educational Psychology and Extension</b>	<b>3 credits</b>
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This course focuses on theories of learning, development and motivation applied to Agricultural Extension and Outreach. It examines theories that explain how the clientele in agriculture adopts new technologies, considering the social, moral, and emotional dimensions. It highlights case studies of socio-economic impact of successes and failures in agricultural extension. The course also explores methods of identifying how the clientele in

agriculture develops and learns; how one clientele is different from every other clientele; and how the theory and practice of extension and outreach come together to inform the delivery of sound agricultural extension and outreach programs. Key subjects: Concepts of psychology; personality development; concept of intelligence; concept of measurement in psychology; extension teaching & learning and motivation; classification and description of extension methods. Agricultural clientele psychology, extension agent-clientele relations, socio-economic barriers to agricultural technology transfer will be included.

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<b>AEE 303</b>	<b>Extension Methods</b>	<b>3 credits</b>
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This course examines the basic principles of cooperative extension. It defines diffusion and adoption; processes of diffusion and adoption; adopter categories and diffusion curves. It describes the organization of governmental and non-governmental extension services in Liberia; explains the roles and qualities of different categories of extension personnel; compares selected extension methods and techniques. It also deals with the meaning and elements of communication process; methods and strategies in extension; education and entertainment education in social change; extension learning & teaching situations and experiences; preparation and use of communication development models; news gathering techniques; mechanisms and techniques of writing agricultural news for the media; news evaluation and copy editing, organization of twilight, town hall and other community meetings. The course also covers the principles and practices of using audio-visual equipment such as projectors, digital and video cameras; tape recorders, public address system, cartoon and graphics; information and communication technologies. Key subject: Cooperative Extension: Principles and Practices.

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<b>AEE 402</b>	<b>Public Policy and Agricultural Extension</b>	<b>3 credits</b>
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This is a senior level course which purpose is to clarify to the student the relationship between public policy and agricultural development and the role of agricultural extension. It discusses government policies that directly or indirectly impact agricultural development in Liberia. Public policy on urban, peri-urban and rural development in relation to agricultural practices will be discussed. The challenges of development in Liberia and how a good agricultural extension program may minimize such challenges are considered. Strategic options for implementing effective agricultural extension methods in a given public policy scenario are explored. Students also debate how to influence public policy for the advancement of effective agricultural extension services in Liberia. Key subjects: Public Policy, Agricultural Development, Cooperative Extension.

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<b>AEE 404</b>	<b>Leadership Impact in Agricultural Extension</b>	<b>3 credits</b>
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This is a senior level course which focuses on the impact of strong leadership in successful cooperative agricultural extension. It teaches the student the basic principles of effective leadership in cooperative extension, the relationship between leadership qualities and success in agricultural development at individual, group and community levels. The student is taught how to identify, evaluate and train leaders for agricultural development at the community level; it distinguishes between professional/technical and local leaders, explains the patron-

client relationships and value systems. It discusses the principles and procedures for community organizations and types of organizations that advance agricultural development at the community level. As tools for strong leadership, the course teaches the student elements of the planning process, principles and concepts of program planning; steps in planning; concept of monitoring and evaluation; and evaluation approaches. As additional tools for strong leadership qualities, the course also teaches the concept, theories, principles and guidelines of administration; organization and supervision of agricultural extension services in Liberia; staff recruitment, selection, placement and supervision; and assessment of extension work accomplishments. Key subjects: Leadership Qualities, Organizational Ability, Community Knowledge, Effective Planning, Administration.

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<b>AGB 308</b>	<b>Farm Production and Management</b>	<b>3 credits</b>
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The purpose of this course is to develop an understanding of the various business management decisions involved in the organization and operation of a farm firm for continuous profit and production cost efficiency. Each farm, like any other agribusiness firm, is a complex business. Most farms are organized as sole proprietorships or as family businesses, like many other small businesses, but farmers must understand a broader array of management activities including, managing biological productive processes, evaluating and adopting new technology, devising and carrying out marketing strategies, arranging financing, dealing with personnel, and using communication technology to their advantage. The rapid pace of new institutional developments and of evolving government programs, of changing market environments brought about by more open and competitive markets, and of new technology place, the modern producer is under constant pressure to adapt and change.

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<b>AGB 307</b>	<b>Agricultural Price Analysis</b>	<b>3 credits</b>
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The objective of this course is to present principles and procedures in Agricultural Price Analysis. Price analysis of agricultural businesses such as liquidity, capital structure, and growth of agricultural firms, risk and return, capital budgeting methods, analysis of land investments, leasing, and costs of credit, financial intermediation and major financial institutions for agriculture, credit scoring, loan pricing, and asset-liability management techniques by financial intermediaries will be covered. Specific learning outcomes for students taking this course include: be able to construct a set of integrated financial statements for an agricultural business, be able to analyze financial condition and performance using financial criteria and measures, be able to evaluate and analyze financial information for management and credit decisions, discuss the interrelationship between business and financial risk and demonstrate how risk management tools can be used to manage risk.

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<b>AGB 402</b>	<b>Value Chain Analysis in Commercial Agriculture</b>	<b>3 credits</b>
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The objective of the course is to assist the students understand value chain concepts and competitiveness and be able to assess risks and identify strategic opportunities to strengthen value chains, recognize how cohesive value chains can be used to reduce risks and facilitate access to finance and learn how to apply value chain financial products to meet the needs of

various actors in the value chain. The students will learn about the mapping these commodity value chains to demystify and quantify the associated risks and costs. The result of this should facilitate the introduction of focused, viable and sustainable agriculture finance products within institutions that stretch beyond the bounds of production finance.

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<b>AGM 301</b>	<b>Farm Structures and Environmental Control</b>	<b>3 credits</b>
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Students will be exposed to environmental and structural requirements of farm structures; planning of plant and livestock houses; water supply and waste disposal (biogas as a means of utilizing waste). Specifications and selection of farm building materials, environmental control for plants and livestock, farm planning and layout, and use of psychometric charts will be discussed.

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<b>AGM 303</b>	<b>Farm Machinery &amp; Power</b>	<b>3 credits</b>
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The objective of this course is to introduce students to farm machinery and power in the animal and plant sciences. Successful implementation of farm machinery in crop production, operation, repair and maintenance; and selection of machines and machine systems in conservation agriculture will be discussed. Additional topics will include use and maintenance of horticultural equipment, machinery in the animal sciences; and alternative sources of energy for the farms under Liberian conditions which may include solar, wind, hydroelectric, biomass (biogas) energy systems.

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<b>AGM 401</b>	<b>Irrigation Technologies</b>	<b>3 credits</b>
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The objective of this course is to highlight the interrelation of irrigation and conservation agriculture, hydrological cycle, soil/plant relationships, infiltration, evapotranspiration, and assessment of irrigation and drainage systems construction and management. A major emphasis of this course will be to preserve soil resources and the environment.

## **COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION INTRODUCTION**

The College comprises four degree granting departments: The Department of Accounting & Finance, The Department of Economics, The Department of Management and The Department of Public Administration. Each of these departments is headed by a chairperson with a minimum qualification of Master's degree or its equivalence.

### **VISION**

Our vision is to promote academic excellence through rebranding and Reengineering our Business Process as we strive towards greatness, creative and innovative technology, scholastic excellence, in our bid to be the college of first choice in training Accountants, Economists, Managers, and Public Administrators in Liberia and the sub region.

### **MISSION**

The Mission of the college is to prepare qualified and competent Accountants, Economists, Managers and Public Administrators to serve as indispensable contributors to the growth and development of their respective communities, counties, countries and the world at large.

### **CORE VALUES**

We uphold and cherish as core values tidiness, exactitude, honesty, intelligence and integrity.

### **PROGRAM TYPE**

The college degree programs are offered on a full-time basis, Mondays through Saturdays, 7:00 AM to 6:00PM weekly. However, some programs may also be on part-time (online or distance through modules) as may be deemed appropriate and approved by the office of the Vice President for Academic Affairs and the Academic Standing Committee of the University.

### **GENERAL ENTRY REQUIREMENTS**

Students seeking admission into any degree program of the college, either as a freshman or a transfer student must satisfy the admission and enrollment requirements of Cuttington University, at the time of entry. However, the college may consider admitting candidates on an independent studies basis under conditions as may be seen and deemed appropriate,

feasible, acceptable, and approved by the relevant authorities – the Academic Standing Committee (The ASC) of the university upon request by the applicant.

## **DIRECT ENTRY**

Upon successfully passing the Cuttington University entrance and placement test, the successful candidate wishing to pursue degree program in the college of Business and Public Administration is required to formally apply through the office of Admissions and Records (CU Registry), and issued with CU admission letter on filling in all required documents. The candidate then obtains a registration or pre-registration form and proceeds for advisement through an assigned advisor in the college. Students must obtain a minimum cumulative GPA of 2.0 or above in all the university requirements, to be eligible to do courses offered by the college. Once admitted, the student must maintain a GPA of 2.0. Students failing to maintain the GPA of 2.0 will be warned to improve during the following semester. If a student fails to improve the following semester, he/she will be asked to discontinue his/her current program of study. Second degree entry will depend on the completion of first degree program requirements, and double major admission requests must be referred to and approved by the Academic Standing Committee of the University, or follow the policy in the existing student hand book regarding same.

### **Accepted GPA and Credit Hours for Students in the College**

- 0.00 to 0.99 - 8 credit hours (Warning Letter for possible suspension) - Probation/Suspension
- 1.00 to 1.99 - 9-11 credit hours (Warning Letter for possible suspension)- Probation/Suspension
- 2.00 to 2.49 - 12-16 credit hours (Based on number of credits earned) - Regular
- 2.50 to 2.99 - 17-18 credit hours (Based on number of credits earned) - Regular
- 3.00 to 3.49 - 19-20 credit hours (Based on number of credits earned) - Dean's List
- 3.50 to 4.00 - Up to 21 credit hours (Based on number of credits earned)- High Honor

## **GRADUATION REQUIREMENTS**

Students must complete a minimum of 133 and maximum of 135 credit hours with a minimum GPA of 2.0 in each program to be eligible for graduation. The credit hours include all university requirements, all college requirements, and departmental requirements.



### **Graduating with honor requirements**

To graduate with honor, a student must have a cumulative GPA of 3.25 with no previous “D” or “F” grade in major program. The honors are as follows:

3.80-4.00 Summa Cummalade (with no ‘D’ or ‘F’ in the candidate’s major or minor course)

3.50- 3.79 Magna Cummalade (with no ‘D’ or ‘F’ in the candidate’s major or minor course)

3.25-3.49 Cummalade (with no ‘D’ or ‘F’ in the candidate’s major or minor course)

### **Visually Impaired Students**

Visually impaired students wishing to enroll in the college shall be exempted from doing courses that require computations, drawings and computer operations, but shall be required to choose additional non-quantitative courses in other areas to complete their required number of credits for graduation.

### **Breakdown of total minimum credits required for graduation from each department/program**

**Department of Accounting Finance (B. Sc.):** Total credits for graduation 135 credits (revised) [*Not sure why this is here*]

**Department of Economics (B. Sc.):** Total credits for graduation 133 credits (revised)

**Department of Management (B. Sc.):** Total credits for graduation 135 credits (revised)

**Department of Public Administration (BA):** Total credits for graduation 133 credits (revised)

### **INTERNSHIP OPPORTUNITIES**

The Business College is geared towards training professionals. Students will complete at least a three month internship program in different business sectors including banking, auditing, taxation, finance, and other private or public sector entities to help them with practical experiences in their career of choice. At least one month of every student’s internship has to be under the guidance of a professional in their main field of studies (Professional Accountant, Economist, Manager, or Public Administrator), who would send a special evaluation of the student to the department concerned. The college will facilitate internship opportunities through organizations and must be completed in the student’s final semester of studies. It is to give students the opportunity to gain practical knowledge in the field of study and to increase their chances for job prospects. Internship involves off-campus

work and as such advisors and students must ensure all taught courses are completed with only BUS 440 – Senior Research paper left to complete alongside internship.

### **College Required Courses (General and Specific)**

The College of Business and Public Administration will take into consideration students doing courses generic to the college and specific to some departments. These courses have been coded as “BUS” and totals forty-four (44). The object is to reduce the duplication of courses in individual departments thus creating human resources challenges. On this note, each student is to complete a minimum of twenty-six (26) credit hours and a maximum of thirty-nine (39) credit hours based on the courses listed on the departmental course guide (This means a minimum of eighteen (18) credit hours for courses common to all departments, and it may exceed up to maximum of thirty-nine (39) credits hours depending on the department.

**General Courses** (common to all departments - 21 credits): ECO 201- Principles of Economics I; BUS 101 – Basic Accounting Processes and Systems I; BUS 201 – Principles of Management I; BUS 311 – Social Science Statistics; BUS 339 – Research Methods in Business; BUS 408- Internship; BUS 440- Senior Research Paper.

**Specific Courses** (common to some departments -26 credits): BUS 102 - Basic Accounting Processes and Systems II; BUS 103 – Business & Corporate Law I; BUS 104- Business and Corporate Law II; BUS; BUS 205- Information Technology; BUS 206- Economics for Accounting Technicians; BUS 313 – Quantitative Techniques; BUS 401- Leadership skills seminar; BUS 403- Financial Management; BUS 404- Project Management.

## ALL UNIVERSITY REQUIREMENTS

Course No.	Course Title	Hours
COM 101	Introduction to Computer Science	3
MAT 101	General Mathematics	3
MAT 102	Pre-calculus	3
ENG 101	Fundamentals of Communication I	3
ENG 102	Fundamentals of Communication II	3
ENG 201	Fundamentals of Literature	3
ENG 202	Advanced Composition	3
FRE 101/KPE 101	Fundamentals of French I/Fundamentals of Kpelleh I	3
FRE 102/KPE 102	Fundamentals of French II/ Fundamentals of Kpelleh II	3
EDU III	Physical Education	1
REL 321/REL 491	Christian Ethics & Moral Values/ Comparative Religions	3
SVL 300	Service Learning	3
BIO III	General Science I	3
BIO III	General Science II	3
BUS 339	Research Methods in Business	3
BUS 440	Senior Research Paper	3

PSY 101	Principles of Psychology	3
HIS 101	History of Liberia and Africa up to 1800	
SOC 201	Introduction to Sociology	
ENTR 401	Entrepreneurship in Education I	1
ENTR 402	Entrepreneurship in Education II	1
EDUC 401	Professional Ethics	2
<b>GRAND TOTAL</b>		<b>53</b>
<b>Please conform to NCHE Requirements</b>		

### **Short Term Courses**

The college runs short term courses in partnership with other institutions and Professional Bodies from Certificate to Advanced Diploma in the following fields:

#### **Certificate /Advanced Diploma Programs**

1. Banking Operations
2. Financial Management for non-Finance Professionals
3. Micro Finance
4. Insurance
5. Procurement and Supply Chain Management
6. Digital Marketing
7. Entrepreneurship
8. Business Plan Development
9. Local government Administration & Decentralization
10. Waste Management
11. Certified Accounting Technical (CAT) - ATSWA
12. Software /Application Packages:
  - Excel
  - QuickBooks
  - SPSS
  - E-Views

- STATA and many more.

**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION, CUTTINTONG  
UNIVERSITY**

**BACHELOR OF SCIENCES (B. Sc.) IN ACCOUNTING & FINANCE – COURSES**

<b>FRESHMAN YEAR - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
BUS 101	3	Basic Accounting Processes & Systems I	None	
BUS 103	3	Business and Corporate Law I	None	
ENG 101	3	<b>Fundamentals of Communication I</b>	None	
FRE 101	3	<b>Fundamentals of French I</b>	None	
KPE 101		<b>Fundamentals of Kpelleh I</b>		
MAT 101	3	<b>General Mathematics</b>	None	
BIO 111	3	<b>General Science I</b>	None	
<b>Total</b>	<b>18</b>			

**Electives:** FRE 101 Fundamentals of French I; KPE 101 Fundamentals of Kpelleh I

<b>FRESHMAN YEAR - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
BUS 102	3	Basic Accounting Processes & Systems II	BUS 101	
BUS 104	2	Business and Corporate Law II	BUS 103	

BIO 112	3	General Science II	BIO 111	
ENG 102	3	Fundamentals of Communications II	ENG 101	
FRE 102	3	Fundamentals of French II	FRE 101	
KPE 102		Fundamentals of Kpelleh II	KPE 101	
MAT 102	3	Pre - Calculus	MAT 101a	
EDU 111	1	Physical Education		
<b>Total</b>	<b>18</b>			

**Electives:** FRE 102 Fundamentals of French II; KPE 102 Fundamentals of Kpelleh II

**ATSWA Part I Exam.** 1. Basic Accounting Processes & Systems; 2. Economics; 3. Business Law; 4. Communication Skills

<b>SOPHOMORE YEAR- FIRST SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
ACC 211	3	Principles and Practices of Financial Accounting I	BUS 102	
BUS 201	3	Principles of Management I	None	
ECO 201	3	Principles of Economics I	None	
ENG 201	3	Fundamentals of Literature	ENG 102	
Social Sciences	3	Select any one (1) from the pool of Social Sciences	None	
COM 101	3	Introduction to Computer	None	
<b>Total</b>	<b>18</b>			

**Social Sciences Electives:** PSY 101- Principles of Psychology/ SOC 201- Introduction to Sociology/HIS 101- History of Liberia and Africa up 1800

<b>SOPHOMORE YEAR - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>

ACC 205	3	Public Sector Accounting	BUS 102	
ACC 212	2	Principles and Practices of Financial Accounting II	ACC 211	
BUS 206	2	Economics for Accounting Technicians	ECO 201	
BUS 205	2	Information Technology	COM 101	
BUS 312	3	Functional Areas of Management	BUS 201	
REL 321	3	Christian Ethics & Moral Value	None	
REL 491		Comparative Religions		
ENG 202	3	Advanced Composition	ENG 201	
<b>Total</b>	<b>18</b>			

**Elective:** REL 321 Christian Ethics & Moral Value; REL 491 Comparative Religions

**ATSWA Part II Exam** 1. Principles and Practices of Financial Accounting 2. Public Sector Accounting 3. Quantitative Analysis 4. Information Technology

<b>JUNIOR YEAR -FIRST SEMESTER</b>				
<b>Course #</b>	<b>Credit Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
ACC 301	3	Cost Accounting I	BUS 102	
ACC 307	3	Principles of Auditing I	ACC 211	
ACC 309	3	Preparing Tax Computation & Returns I	ACC 211	
BUS 311	3	Social Science Statistics	MAT 102	
BUS 313	3	Quantitative Techniques	MAT 102	
SVL 300	3	Service Learning	None	
ENTR 401	1	Entrepreneurship in Education I	None	
<b>Total</b>	<b>19</b>			

<b>JUNIOR YEAR - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
ACC 302	3	Cost Accounting II	ACC 301	
ACC 308	3	Principles of Auditing II	ACC 307	
ACC 310	3	Preparing Tax Computation & Returns II	ACC 309	
<b>BUS 339</b>	<b>3</b>	<b>Research Methods in Business</b>	<b>BUS 311</b>	
ACC 408	3	Accounting Data Processing	ACC 211; BUS 205	
ACC 411	3	Financial Reporting	ACC 211	
<b>ENTR 402</b>	<b>1</b>	<b>Entrepreneurship in Education II</b>	<b>ENTR 401</b>	
<b>Total</b>	<b>19</b>			

**ATSWA Part III Exam:** 1. Principles of Auditing; 2. Cost Accounting; 3. Preparing Tax Computation & Returns; 4. Management

<b>SENIOR YEAR - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Credit Hrs.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
ACC 402	3	Managerial Accounting	ACC 302	
BUS 403	3	Financial Management	Senior Standing	
ACC 414	3	Corporate Reporting	ACC 411	
ACC 415	3	Advanced Audit & Assurance	ACC 308	
ACC 417	3	Taxation & Fiscal Policy	ACC 310	
ACC 418	2	Strategic Case Study	ACC: 308, ACC 411	



EDUC 401	2	Professional Ethics	None	
<b>Total</b>	<b>19</b>			

**LICPA CPA/CA Certification Exams Level II** 1. Financial Reporting; 2.Public Sector Accounting & Finance (for Ghana); 3.Management Accounting; 4.Financial Management; 5. Audit & Assurance (Waved for ATSWA); Principle of Taxation (Waved for ATSWA)

<b>SENIOR YEAR -SECOND SEMESTER</b>				
<b>Course #</b>	<b>Credit Hours</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
BUS 408	3	Internship	Completion of all taught courses	
BUS 440	3	Senior Research Paper	BUS 339	
<b>Total</b>	<b>6</b>			

**LICPA CPA/CA Certification Exams Level III** 1. Corporate Reporting; 2.Advanced Audit & Assurance; 3.Advanced Taxation 4.Strategic Case Study

**GRADUATION REQUIREMENT: 135 CREDIT HOURS**

**ACCOUNTING MINOR: BUS 102; ACC 205; ACC 211; ACC 301; ACC 408; and ACC 411.**

**(Note: ACC 211 and ACC 301 can be done together).**

**Secondary Education: BUS 101; BUS 102; ACC 205; ACC 211; ACC 301; ACC 302; ACC 402; ACC 408; ACC 411**

**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION, CUTTINTONG  
UNIVERSITY BACHELOR OF SCIENCES (B. Sc.) IN ECONOMICS-COURSES**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
BUS 101	3	Basic Accounting Processes and Systems I	None	
ENG 101	3	Fundamentals of Communication I	None	
MAT 101a	3	General Mathematics	None	
FRE 101/KPE 101	3	Fundamentals of French I/Fundamentals of Kpelleh I	None	
BIO 111	3	General Science I	None	
Social Sciences	3	Select any one (1) from the pool of Social Sciences	None	
<b>Total</b>	<b>18</b>			

**Freshmen Year First Semester**

**ELECTIVE- (chose one):** FRE 101- Fundamentals of French I; KPE 101- Fundamentals of Kpelleh I

**Social Sciences Electives:** PSY 101- Principles of Psychology/ SOC 201- Introduction to Sociology/HIS 101- History of Liberia and Africa up 1800

**Freshmen Year Second Semester**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
COM 101	3	Introduction to Computer	None	
ENG 102	3	Fundamentals of Communication II	ENG 101	
BIO 112	3	General Science II	BIO 111	
FRE 102	3	Fundamentals of French II	FRE101	

KPE 102		Fundamentals of Kpelleh II	KPE101	
MAT 102	3	Pre-calculus	MAT 101a	
BUS 201	3	Principles of Management I	None	
<b>Total</b>	<b>18</b>			

**Elective- (Chose one):** FRE 101- Fundamentals of French I; KPE 101- Fundamentals of Kpelleh

**Sophomore Year - First Semester**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
EDU III	1	Physical Education	None	
ENG 201	3	Fundamentals of Literature	ENG 102	
EDUC 401	2	Professional Ethics	None	
ECO 201	3	Principles of Economics I	None	
ECO 211	3	Mathematics for Economists I	MAT 102	
Minor	3	Select one minor (1)	None	
Minor	3	Select one minor (2)	None	
<b>Total</b>	<b>18</b>			

**Sophomore Year - Second Semester**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
ECO 202	3	Principles of Economics II	ECO 201	
ECO 212	3	Mathematics for Economists II	ECO 211	
Minor	3	Select one minor (3)		
ENG 202	3	Advanced Composition	ENG 201	

SVL 300	3	Service Learning	None	
REL 321	3	Christian Ethics & Moral Values	None	
REL 491		Comparative Religions		
<b>Total</b>	<b>18</b>			

**Elective: (Chose one) REL 321 Christian Ethics & Moral Value; REL 491 Comparative Religions**

**Junior Year First Semester**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
BUS 311	3	Social Science Statistics	MAT 102	
ECO 315	3	Intermediate Microeconomic Theory	ECO 202	
ECO 316	3	Intermediate Macroeconomic Theory	ECO 202	
ECO 341	3	Survey of the Liberian Economy	ECO 202	
ECO 391	3	Urban Economics	ECO 202	
Minor	3	Select one minor (4)		
ENTR 401	1	Entrepreneurship in Education I	None	
<b>Total</b>	<b>19</b>			

**Junior Year Second Semester**

Course No	Cr. Hrs.	Course Title	Prerequisite e/s	Grade
BUS 339	3	Research Methods in Business	BUS 311	
BUS 401	2	Leadership Skills Training Seminar	Senior Standing	
BUS 404	3	Project Management	Senior Standing	

ECO 411	3	International Trade Theory	ECO 316	
ECO 412	3	Money & Banking	ECO 316	
Minor	3	Select one minor (5)		
ENTR 402	1	Entrepreneurship in Education I	ENTR 401	
<b>Total</b>	<b>18</b>			

**Senior Year First Semester**

Course No	Cr. Hrs.	Course Title	Prerequisite	Grade
ECO 413	3	Public Finance	ECO 316	
ECO 433	3	Managerial Economics	ECO 316	
ECO 440	3	Economic Data Processing	BUS 311	
ECO 490	3	Development Economics	ECO 316	
ECO 493	3	Econometrics	ECO 316	
ECO 495	3	Labor Economics	ECO 316	
<b>Total</b>	<b>18</b>			

**Senior Year Second Semester**

Course No	Cr. Hrs.	Course title	Prerequisite	Grade
BUS 408	3	Internship	Completion of all taught courses	
BUS 440	3	Senior Research Paper	BUS 339	
<b>Total</b>	<b>6</b>			

## STUDENTS MINORING IN ECONOMICS

1. **Education Major:** ECO : 201; 202; 211; 315; 316; 341; 391; 411; 412.
2. **Management Major:** ECO: 202; 315; 316; 341; 433; and 495
3. **Public Administration:** ECO: 202; 315; 316; 341; 433; 490

**Minimum credit hours required for Graduation: (Total Cr. Hrs: 133)**

## COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION, CUTTINTONG UNIVERSITY

### BACHELOR OF SCIENCES (B.Sc.) IN MANAGEMENT - COURSES

#### Freshmen Year- First Semester

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
ENG 101	3	Fundamentals of Communication	None	
FRE 101	3	Fundamentals of French I	None	
KPE 101		Fundamentals of Kpelleh I		
MAT 101a	3	General Mathematics	None	
BIO 111	3	General Science I	None	
COM 101	3	Introduction to Computer	None	
BUS 101	3	Basic Accounting Processes & Systems I	None	
<b>Total</b>	<b>18</b>			

**ELECTIVE- (chose one):** FRE 101- Fundamentals of French I; KPE 101- Fundamentals of Kpelleh I

**Freshmen Year- Second Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 201	3	Principles of Management I	None	
ECO 201	3	Principles of Economics I	None	
ENG 102	3	Fundamentals of Communication II	ENG 101	
FRE 101	3	Fundamentals of French II	FRE101	
KPE 102		Fundamentals of Kpelleh II	KPE101	
BIO 112	3	General Science II	BIO 111	
MAT 102	3	Pre-calculus	MAT 101	
<b>Total</b>	<b>18</b>			

**ELECTIVE (chose one):** FRE 102- Fundamentals of French II; KPE 102- Fundamentals of Kpelleh

**Sophomore Year -First Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 103	3	Business and Corporate Law I	None	
MGT 202	3	Principles of Management II	BUS 201	
MGT 203	3	Management Information System	COM 101	
Minor	3	Select minor (i)		
Social Sciences	3	Select any one (i) from the pool of Social Sciences	None	
EDU 111	1	Physical Education		
ENG 201	3	Fundamentals of Literature	ENG 102	
<b>Total</b>	<b>19</b>			

**Social Sciences Electives:** PSY 101- Principles of Psychology/ SOC 201- Introduction to Sociology/

HIS 101- History of Liberia and Africa up 1800

**Sophomore Year -Second Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 104	2	Business and Corporate Law II	BUS 103	
MGT 204	3	Production and Operations Management	MGT 202	
MGT 208	3	International Business	MGT 202	
MGT 212	3	Procurement and Supply Chain Management	MGT 202	
ENG 202	3	Advanced Composition	ENG 201	
REL321	3	Christian Ethics and Moral values	None	
REL 491		Comparative Religions		
EDUC 401	2	Professional Ethics	None	
<b>Total</b>	<b>19</b>			

**Elective (Chose one): REL 321 Christian Ethics & Moral Value; REL 491 Comparative Religions**

**Junior Year- First Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
MGT 301	3	Marketing Management	MGT 202	
Minor	3	Select one minor (2)		
MGT 306	3	Human Resources Management	MGT 202	
MGT 307	3	Advertising Management	MGT 202	
BUS 311	3	Social Science Statistics	MAT 102	
BUS 313	3	Quantitative Techniques	MAT 102	



ENTR 401	1	Entrepreneurship in Education I	None	
<b>Total</b>	<b>19</b>			

**Junior Year- Second Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
Minor	3	Select one minor (3)		
Minor	3	Select one minor (4)		
MGT 310	3	Organizational Behavior	MGT 202	
MGT 314	3	Corporate Social Responsibility	MGT 202	
SVL 300	3	Service Learning	None	
BUS 339	3	Research Methods in Business	BUS 311	
<b>Total</b>	<b>18</b>			

**Senior Year- First Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 401	2	Leadership Skills Training Seminar	Senior Standing	
BUS 403	3	Financial Management	Senior Standing	
BUS 404	3	Project Management	Senior Standing	
MGT 403	3	Strategic Management	Senior Standing	
MGT 406	3	Small Business Management	Senior Standing	

Minor	3	Select one minor (5)		
ENTR 402	1	Entrepreneurship in Education II	ENTR 401	
<b>Total</b>	<b>18</b>			

**Senior Year Second Semester**

Course No	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 408	3	Internship	Completion of all taught courses	
BUS 440	3	Senior Research Paper	BUS 339	
<b>Total</b>	<b>6</b>			

**Course offering for Minor Students**

BUS 201, MGT 202, MGT 301, MGT 306, MGT 403, BUS 403 and MGT 406.

**Graduation Requirement:** The minimum requirement for B. Sc. Management is **135 Credit Hours**.

**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION, CUTTINTONG  
UNIVERSITY**

**BACHELOR OF ARTS (B.A) IN PUBLIC ADMINISTRATION COURSES**

<b>FRESHMAN YEAR- FIRST SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hours</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
BUS 101	3	Basic Accounting Processes & Systems I	None	
ENG 101	3	Fundamentals of Communications	None	
MAT 101	3	General Mathematics	None	
FRE 101	3	Fundamental of French I	None	
KPE 101		Fundamental of Kpelleh I		
BIO 101	3	General Sciences I	None	
COM 101	3	Introduction to Computer	None	
<b>Total</b>	<b>18</b>			

**Electives – (chose one):** FRE 101-Fundamentals of French I; KPE 101 - Fundamentals of Kpelleh I

<b>FRESHMAN YEAR -SECOND SEMESTER</b>				
<b>Course #</b>	<b>Cr. Hours</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 102	3	Fundamentals of Communication II	ENG 101	
MAT 102	3	Pre-calculus	MAT 101	
FRE 102	3	Fundamental of French II	FRE 101	

KPE 102		Fundamental of Kpelleh II	KPL 101	
BIO 112	3	General Sciences II	BIO 111	
Social Sciences	3	Select any one (1) from the pool of Social sciences	None	
EDU111	1	Physical Education	None	
<b>Total</b>	<b>16</b>			

**Electives - (chose one):** FRE 102 Fundamentals of French II; KPE 102 Fundamentals of Kpelleh II

**Social Sciences Electives:** PSY 101- Principles of Psychology/ SOC 201- Introduction to Sociology/

HIS 101- History of Liberia and Africa up 1800

SOPHOMORE YEAR- FIRST SEMESTER				
Course #	Cr. Hrs	Course Title	Prerequisite	Grade
BUS 201	3	Principles of Management I	None	
PAD 201	3	Principles of Public Administration I	None	
ECO 201	3	Principles of Economics I	None	
ENG 201	3	Fundamentals of Literature	ENG 102	
REL 321	3	Christian Ethics & Moral Value	None	
REL 491		Comparative Religion		
Minor	3	Select one minor (1)		
<b>Total</b>	<b>18</b>			

**Elective - (chose one):** REL 321 Christian Ethics & Moral Value; REL 491 Comparative Religions

SOPHOMORE YEAR -SECOND SEMESTER				
Course #	Credit Hours	Course Title	Prerequisite	Grade
PAD 202	3	Principles of Public Administration II	PAD 201	
PAD 212	3	Politics and Public Administration Relations	PAD 201	
PAD 214	3	Public Speaking and Diplomacy	ENG 202	
Minor	3	Select one minor (2)		
Minor	3	Select one minor (3)		
ENG 202	3	Advanced Composition	ENG 201	
ENTR 401	1	Entrepreneurship in Education I	None	
<b>Total</b>	<b>19</b>			

JUNIOR YEAR -FIRST SEMESTER				
Course #	Credit Hours	Course Title	Prerequisite	Grade
PAD 303	3	Inter-Governmental Relations	PAD 212	
PAD 309	3	Government Budgetary Processes	PAD 202	
PAD 310	3	Administrative Theory & Practices	PAD 202	
BUS 311	3	Social Science Statistics	MAT 102	
Minor	3	Select one minor (4)		
BUS 401	2	Leadership Skills Training Seminar		
EDUC 401	2	Professional Ethics	None	
<b>Total</b>	<b>19</b>			

JUNIOR YEAR -SECOND SEMESTER				
Course #	Credit Hours	Course Title	Prerequisite	Grade
PAD 314	3	Development Planning & Administration	PAD 309	
PAD 316	3	Administrative Law	PAD 303	
PAD 318	3	Public Organizational Structure & Behavior	PAD 310	
Minor	3	Select one minor (5)		
BUS 339	3	Research Methods in Business	BUS 311	
SVL 300	3	Service Learning	None	
ENTR 402	1	Entrepreneurship in Education II	ENTR 401	
<b>Total</b>	<b>19</b>			

SENIOR YEAR -FIRST SEMESTER								
Credit H	Course #	Credit Hours	Course #	Course #	Credit Hours	GradeG	Grade	
	BUS 404	3	Project Management			Senior standing		
	PAD 409	3	Comparative Public Administration			PAD 318		
	PAD 415	3	Public Personnel Administration			PAD 310		
	PAD 426	3	Public & Multinational Corporations			PAD 316		
	PAD 427	3	Public Policy Analysis			PAD 316		
	ECO 495	3	Labor Economics			Senior Standing		
	<b>Total</b>	<b>18</b>						

SENIOR YEAR -SECOND SEMESTER				
Course #	Credit Hours	Course Title	Prerequisite	Grade
BUS 408	3	Internship	Completion of all taught courses	
BUS 440	3	Senior Research Paper	BUS 339	
<b>Total</b>	<b>6</b>			

**MINOR IN PUBLIC ADMINISTRATION-** PAD: 201, 202, 309; 310, 318, 409

**Total Credits Hours Required for Graduation: Minimum 133 Credit Hours**

**COURSE DESCRIPTIONS - COLLEGE OF BUSINESS & PUBLIC  
ADMINISTRATION**

**ACC 205: Public Sector Accounting 3 credits**

**Prerequisite: BUS 102**

This course is designed to help students understand the roll and application of accounting principles and practices in the public sector for effective and efficient management of government funds in accordance with constitution, laws, rules, and regulations. The course is a comparative study of how government accounting systems operate in Liberia. It covers the constitutional, legal, and administrative frame work of government accounting; Government Accounting Theory and Practices; The constitutional and financial responsibilities of principle officers of government; managing finances of Government; Ministerial Accounting Systems; Stores Accounting; Boards of Survey and Boards of Enquiry; Treasury Final Accounts; Pension and Gratuity Accounting; Ethical considerations in government accounting; and Value for Money Audits.

**ACC 211 Principles and Practices of Financial Accounting I 3 credits**

**Prerequisite: BUS 102**

This course is designed to enable candidates acquire and apply fundamental accounting knowledge in an organization. It reviews the accounting process discussed in BUS 101 & 102, and builds on the knowledge acquired to prepare final accounts including adjustments, for Sole Proprietorship Business, Manufacturing Accounts, Extraction and adjustment of Extended Trial Balance (to include accrual prepayment, provision for depreciation and doubtful debt, etc.); Accounting for Value Added Tax/Goods and Services Tax; Accounting treatment of fixed assets; Accounts for not-for-profit organizations; Single Entry and Incomplete Records; Accounting for Partnership.

**ACC 212 Principles and Practices of Financial Accounting II 2 credits**

**Prerequisite: ACC 211**

This course is a continuation of what has been learnt in ACC 211 and designed to enable candidates acquire and apply fundamental accounting knowledge in an organization. It reviews what has been learnt in ACC 211, and builds on the knowledge acquired to discuss the Conceptual and Regulatory Framework of Accounting (including the theory of



accounting standards); preparation of accounts of Limited Liability Companies; Accounting for specialized transactions such as Branch Accounts, Hire Purchase, Consignments, Goods on sale or Returns, Royalties, Containers' account, Farmers' account, Joint venture accounts, accounting for stock losses and defalcations, and accounting for the effect of cut-off point on stock valuation.

**ACC 301 Cost Accounting I 3 credits**

**Prerequisite: BUS 102**

This course is designed to give students understanding of costing concepts and their application in the design, implementation and operation of costing systems and lead them into a wider field of management accounting. As such it therefore concentrates mainly on: Nature, Purpose and Scope of cost Accounting; Cost Classification and Behavior; Elements of cost (Materials, Labor, Expenses, and overheads); Integrated Accounts/Cost Book keeping; and Costing Methods.

**ACC 302 Cost Accounting II 3 credits**

**Prerequisite: ACC 301**

This course is the second part in a two course sequences of Cost Accounting designed to build on what has been learned in ACC 301. It reviews costing methods and furthers with Standard Costing Techniques and Variance Analysis; Costing Techniques and Decision Making Tools; Budgeting and Budgetary Control; Recent Developments in Cost Accounting; Cost Reduction and Control Techniques.

**ACC 307 Principles of Auditing I 3 credits**

**Prerequisite: ACC 211**

This course is the first in a two-course sequence of principles of Auditing geared towards helping students to acquire knowledge and skills required to practice as junior auditors in the auditing of financial statements. The course covers topics such as: Auditing Principles and Theory, Rights, Duties and Responsibilities of Auditors, Regulatory Framework and Ethical Issues in Auditing, Professional Ethics, Auditors Liability; and internal controls.

**ACC 308 Principles of Auditing II****3 credits****Prerequisite: ACC 307**

This is a continuation of ACC 307 and thus focuses on helping students acquire the knowledge and skills required to practice as auditors in auditing the types of financial statements prepared in the preceding course (**ACC: 411 & 414**). It covers such topics as: Audit Tests and Sampling Techniques; Audit Planning, evidence and verification procedures; Audit Practice; Audit of computerized systems; Public sector Audit; Assurance reporting; Audit report and Audit Completion.

**ACC 309 Preparing Tax Computation & Returns I****3 credits****Prerequisite: ACC 211**

This course is designed to help students gain comparative knowledge and understanding of income tax administration and computations in accordance with the tax laws of ABWA member countries. The knowledge gained will help students with comparative understanding in the applications of the tax laws of Liberia, Nigeria, Ghana and other ABWA member countries in the preparation and computations of tax returns. The first part of the course covers the general background to income tax; Administration of Income tax; Personal income tax; partnership and companies' income tax; income tax of Trustees and estate.

**ACC 310 Preparing Tax Computation & Returns II****3 credits****Prerequisite: ACC 309**

This course is designed to build on the knowledge and understanding gained from the first part of the course and expands on all issues relating to filing of tax returns to appropriate tax authorities of (ABWA) member countries. The topics covered include: Agricultural and Renewable resources income tax; Natural Resources Income tax; compute income of non-resident (Administration of income tax) withholding tax; special taxes (Good and services tax, excise tax, custom duties, property tax).

**ACC 402 Managerial Accounting****3 credits****Prerequisite: ACC 302**

The course is designed to ensure that students develop knowledge and understanding of the various budgeting and cost accounting principles, concepts and techniques appropriate for

planning, decision-making and control, and the ability to apply these techniques in the generation of management accounting reports. Students are introduced also to key management accounting concepts applied in the public sector. The course thus reviews cost accounting principles, methods and techniques, and furthers with specialized cost and management accounting techniques. It then looks at Budgeting and Budgetary Control; Standard costing and variances analysis; Short term Decision-Making Techniques; Long Term Decisions (Investment Appraisal Techniques); and Performance management systems, measurements and control

**ACC 408 Accounting Data Processing**

**3 credits**

**Prerequisite: ACC 211 & BUS 205**

This course introduces students to systems analysis and design with a strong emphasis on accounting information systems. Generating and organizing data in a useful way that will make an accountant work easy. The emphasis of systems analysis and design will be on gaining an understanding of how one goes about developing an accounting information system. The course takes students in a practical work-lab environment and guide them in using excel to set-up payroll, budgeting, bank reconciliation statement, and other financial statements. In addition, the quick books package and other relevant accounting software packages will be taught so that students can have knowledge and skills on how to use an already in-built system for service or merchandise businesses thereby enhancing their horizons in response to the way businesses are conducted.

**ACC 411 Financial Reporting**

**3 credits**

**Prerequisite: ACC: 211**

This course is designed to develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyze and interpret those financial statements. The coverage will include: The Regulatory, legal and ethical Framework of Financial Reporting; The IASB Conceptual Framework for Financial Reporting; Application of accounting and financial reporting standards and other Regulatory Requirements; preparation of single entity Financial Statements; Business Combinations; Analysing and interpreting financial statements.

**ACC 414 Corporate Reporting****3 credits****Prerequisite: ACC 411**

This course is designed to help students apply the appropriate judgment and technical competence in the preparation and interpretation of financial statements for complex business entities. It also helps student to be able to evaluate and communicate the impact of current issues and developments in corporate reporting to those who may not have that technical expertise to apply knowledge, skills and exercise professional judgment in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations. Topics center on: The Application of International Financial Reporting Standards; Preparation of financial statements, notes and extracts for groups that comply with IFRSs; Evaluating entity position, performance and prospects using a range of financial and other data; specialized entities and specialized transactions; Assessing ethical issues and appropriate ethical responses.

**ACC 415 Advanced Audit & Assurance****3 credits****Prerequisite: ACC 308**

This course is designed to provide students with the necessary knowledge and higher-level skills to perform the responsibilities of a registered auditor within the framework of relevant legislation in Liberia and international standards. The outcomes are based on the requirements of the International Standards on Auditing (ISAs). Further work is then developed to investigate the requirements of public sector audits. This course helps students to reach a competency sufficient to be able to: Evaluate and advise on ethical and legal issues for specified audit and assurance engagements; Evaluate a specified audit and assurance engagement and prepare an engagement plan; Apply audit and assurance methods, for a specified engagement, to gather evidence; Evaluate, for a specified engagement, audit and assurance evidence and conclude and report on the engagement; Outline the statutory role of government external audit internationally and in Liberia and explain the concepts and mechanisms of public accountability in Liberia; Describe, explain and apply appropriate audit methods to public sector audits; Analyze contemporary issues. Key topics include: Ethical and legal issues, acceptance and managing engagements; Engagement plan; Audit and assurance methods to gather evidence; Concluding and reporting on an engagement; Statutory role of government external audit & public accountability in Liberia; Public sector audits; and Contemporary issues.

**ACC 417      Taxation & Fiscal Policy****3 credits****Prerequisite: ACC 310**

This course is designed to help students apply relevant knowledge, skills, and exercise professional judgment in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations in Liberia and abroad. The course builds on the knowledge gained from principles of taxation and further develops aspects of tax related competencies which allow students to ensure tax compliance and identify opportunities for tax planning, where appropriate. Both Liberia and further international dimensions of taxation will be considered with skills being developed from analysis and evaluation of complex scenarios. Students will be able to demonstrate skills of communication by conveying appropriate levels of advice to a wide range of clients, all applied to a high ethical standard. Key focus will be to help students: Compute and advise on opportunities for optimal tax outcomes for complex situations in a legitimate and ethical manner; Compute and advise on the corporate tax liabilities of entities and groups for complex situations including taxation of specialized areas such as mining and mineral operations, petroleum operations, trusts, financial services and exempt organizations; Prepare appropriate communications with clients and tax authorities including interpretation of tax statutes.

**ACC 418      Strategic Case Study****2 credits****Pre-requisite: ACC 411**

The course is designed to enable students to understand and apply tools and models to develop skills in strategic analysis, choice and implementation. It helps students to become competent in the use of management information to measure and monitor strategic performance. The course ensures comprehensive review be undertaken of good governance practice, all developed within applicable ethical frameworks; the course will focus on evaluating complex scenarios, based on complex data, financial and stakeholder analysis including making recommendations. This course expects students to apply concepts, principles and theories already learnt throughout the program, more so on strategic management issues, business plans, financial objectives and strategies and corporate governance.

**BUS 101      Basic Accounting Processes and Systems I****3 credits****Prerequisite: None**

This is an introductory study of the Basic Accounting Processes & Systems. It is mainly designed as a first accounting course to help students develop and appreciate the role of accounting information. It focuses on knowledge and understanding of the basic concepts, methods and procedures followed in keeping financial records. It specially emphasizes on the Nature and Significance of Accounting; Forms and Structures of Business Organizations; Accounting Concepts and Conventions; Accounting Processes on to the completion, with the preparation of simple final accounts for a sole trader.

**BUS 102      Basic Accounting Processes and Systems II****3 credits****Prerequisite: BUS 101**

The course is a continuation of BUS 101. This course covers some subject areas, including: Control Accounts; Accounting for Cash Transactions; Bank Transactions, and preparation of Bank Reconciliation Statement and types of Bank Accounts; Payroll Accounting; Preparing Financial Statement with adjustments for a sole trader; Manufacturing accounts; Accounts of not-for-profit organizations; and the Use of Application Packages in the: Sales and purchases ledger, Control accounts, Payroll, inventory, and Bank reconciliation.

**BUS 103      Business and Corporate Law I****3credits****Prerequisite: None**

This is the first of a two-tier course designed to develop the knowledge and skills of students, relating to the legal aspects of business and the extent to which they can operate. It takes the student through the laws in given ABWA countries and their impact on businesses. Students are expected to learn, apply and understand the nature of law, the functions of law and techniques used by judges in interpreting the law that facilitate and restrict the operation of businesses. Successfully passing the course will help build an understanding of the legal environment and its impact on the organization for which they work in the future. Topics to be covered include: The Legal System of Liberia - Sources of Law (Common law, equity and statutes of general application; Judicial Precedent, Legislation, Customary Law and International treaties); The Court System; Forms of Legal Liability; Professional Ethics (Negligent misstatements); Law of Contract; Special Contracts (Agency, Sales of Goods, Hire Purchase and Equipment Leasing, Contract of Employment, Insurance).

**BUS 104: Business and Corporate Law II****2 credits****Prerequisite: BUS 103**

This course is the second of the two-tier course designed to develop the knowledge and skills of students relating to the legal environment in which organizations in general and the accountancy profession in particular operate, and the legal implications of business relationships and the relevance of legal rules to business sector, commerce and industry. It builds on the understanding gained from part one of the course. Key focus will be on the Law of Business Associations (Partnership, Companies, and other Incorporated Trustees and Unit trusts); Banking and Negotiable Instruments. In working through the materials, they will build an understanding on their legal environment and its impact on the organization for which they work.

**BUS 201 Principles of Management I****3 credits**

This is a preparatory course in the area of management. It helps students to acquire knowledge and understanding of business and non-business organizations as well as the managerial knowledge attitude and skills required to achieve efficient and effective operations of such organization in a dynamic environment. BUS 201 is thus designed as the first course in the two tier course to equip the students with rudimentary principles that characterize the hold of management. Students will be exposed to various tools, concepts, terminologies and basic ideas that can be used to manage an organization. Topics that will be taught include: Meaning and the nature of business and non-business organizations; the nature of business environment and its relevance for policy decisions of management; the concept of corporate social responsibility and ethics in business and their relevance in business environment; Definition and explanation of the basic concepts of management, principles and theories; Management functions, techniques of management and their application to management problems

**BUS 205 Information Technology****2 credits****Prerequisite: COM 101**

This course is designed to help students develop a practical knowledge and understanding of the role of information and communication technologies in an organization with special reference to the accounting functions. The course requires understanding of the roles of information technology to an organization; the communication support systems; the hardware and software systems of micro-computers; main features of integrated packages

with reference to word processing, database, excel spreadsheet, power point and other accounting packages; Programming.

**BUS 206      Economics for Accounting Technicians**

**2 credits**

**Prerequisite: ECO 201**

This course is designed specifically for accounting students to help expand their knowledge and understanding of micro and macroeconomics. It is designed to provide the student with knowledge in understanding: basic economic concepts and principles in the analysis of economic issues; features of the general economic environment in which individual, firm, government and other economic units operate; basis for rational economic decisions; activities of regional and international economic organizations with reference to their impact on the domestic economy; and economic implications of the increasing inter-connections among nations of the world. Key topics include: An introduction to Economics and Economy; Theory of Value; Theory of Consumer Behavior; Theory of Production; Market Structures; National Income; Money and Banking; Fundamentals of Public Finance; Inflation and Unemployment; International Trade and Finance; International and Regional Organizations; Economic Growth and Development

**BUS 311      Social Science Statistics**

**3 credits**

**Prerequisite: MAT 102**

This course is designed to provide candidates with a sound foundation in Business and social science statistics which will assist understanding and competence in business decision making processes that are encountered in practice. It focuses on helping students have a thorough understanding in statistical context and developing competence in the collection, collation, manipulation and presentation of statistical data for decision making. It covers wider areas in the field of statistics (handling statistical data: collection of statistical data, sampling methods, errors and approximations, tabulations and classifications; measures of location; measures of variations/spread/dispersion; measures of relationships; Time series; index numbers; probability; estimation and significance testing)

**BUS 312      Functional Areas of Management**

**3 credits**

**Prerequisite: BUS 201**

This course is designed specifically for accounting students to help their knowledge and understanding of business and non- business organizations as well as the managerial



knowledge attitude and skills required to achieve efficient and effective operations of such organization in a dynamic environment. The course builds on prior knowledge and understanding acquired in principles of management I and expanding on that knowledge to help in understanding the nature, role, functions, procedures and the inter-relationships of the organic business functions of marketing, production, personnel and accounting; managing people for effective working relationships; applying strategic management principles in modern organizations; understanding the importance and application of the principles of health and safety; and providing knowledge and understand of the elements of office practices and procedures.

**BUS 313- Quantitative Techniques**

**3 credits**

**Prerequisite: MAT 102**

This course is designed to help students with sound foundation in quantitative techniques to understand business, mathematical and operational research techniques useful in ensuring competence in business decision making process, business research, and solving problems of optimization and rational choice among alternatives. Focus will be on the review of: Concepts of sets, functional relationships, matrix algebra, differential and integral calculus and their application to Business and Economics, and widen its path into Operational Research (stages and relevance of operational research, linear programming, inventory and production control, Network Analysis, Replacement Analysis, Transportation Model, and Queuing Model).

**BUS 339 Research Methods in Business**

**3 credits**

**Pre-requisite BUS 311**

Research Method is an introductory hand on course in research with emphasis in the social sciences designed to impact education in the fundamental methods and techniques of academic research from a business management perspective. Student researchers would examine and be critically exposed to the main components of the research framework: problem definition, developing a literature review, research design, data collection, ethical issues, and presentation and data analysis. Once equipped with this knowledge, participants will be well placed to conduct disciplined research under supervision in an area of the discipline of their choice. Most of the methodologies employed and discussed in this course are fairly similar to those deployed in professional research environments. The student is expected to produce a research proposal at the end of the course.

**BUS 401 Leadership Skills Training Seminar**

**2 credits**

**Pre-requisite: Senior Standing**

This course exposes students to the practical aspects of leadership through workshop, seminars where experienced personalities in leadership are invited to present papers and share their experiences with the students. On completion of taught topics on leaderships, personalities will be invited on a weekly basis to deliver public lectures.

**BUS 403 Financial Management**

**3 credits**

**Prerequisite: Senior standing**

The course is mainly designed to help develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions. The course therefore, starts by introducing the role and purpose of the financial management function within a business, and furthers with the three key financial management decisions of investing, financing, and dividend policy. The course further explores the economic environment in which such decisions are made. The course examines in details investing decisions in two stages - investment in (and the management of) working capital and the appraisal of long-term investments. It continues with the financing decisions, examining the various sources of business finance, including dividend policy and how much finance can be raised from within the business. Cost of capital and other factors that influence the choice of the type of capital a business will raise then follows. The principles underlying the valuation of business and financial assets, including the impact of cost of capital on the value of business, is also covered. The course ends with an introduction to, and examination of, risk and the main techniques employed in the management of such risk.

**BUS 404 Project Management**

**3 Credits**

**Pre-requisite: Senior Standing**

This course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Students participate in structured workshops where simulated project plans are designed. At the end of the course, students will understand why project management requires a high degree of professionalism, and how to achieve that end in reality.

**BUS 408 Internship****3 Credits****Prerequisite: Senior Standing**

This course is designed to give opportunity to students to have direct contact with various employing organizations at work places to apply theories to practice. It will improve the marketability and employability of our graduates at work places based on their performances on the job training. It will be mandatory for students to spend a full three months at the work place. Thus, eligibility for the course will be completion of all courses scheduled on the course guide with **ONLY BUS 440 - Senior Research Paper** left to be completed. In a nutshell **ONLY BUS 408 and BUS 440** are done together.

**BUS 440 Senior Research Paper****3 Credits****Prerequisite: BUS 339**

This course is a continuation of BUS 339. It helps to guide students throughout the thesis writing process on to defense. This course is designed to expose students to knowledge in the area of conducting business and social research. It is a course designed to help students understand how to practically identify problem in social science discipline and effectively define the problem area, conduct scientific inquiry in to problem, write a report on the problem and be able to proffer probable solutions to the problem. In working through the materials, students will build upon the understanding they already have of accounting, business, mathematics, statistics, and operational research. The focus of this course is on solving practical social and business problems similar to those encountered in the workplace, through research. A five-chapter thesis/dissertation is expected to be written by the student under supervision, the contents of which will include: Introduction/Background; Review of Related Literature; Research Methodology; Data Presentation, Analysis, and Interpretation; Summary, Conclusion and Recommendations.

**ECO 201 Principles of Economics I****3 Credits**

This course is designed as a first in the introductory series in economics, to provide students with basic knowledge of several major areas in economics as preparatory to upper level courses. It helps to provide the student with knowledge in understanding: basic economic concepts and principles in the analysis of economic issues; features of the general economic environment in which individual, firm, government and other economic units operate; basis for rational economic decisions; activities of regional and international economic organizations with reference to their impact on the domestic economy; and economic implications of the increasing inter-connections among nations of the world. Key topics

include: An introduction to Economics and Economy; Theory of Value; Theory of Consumer Behavior; Theory of Production; Market Structures.

**ECO 202 Principles of Economics II 3 Credits**

**Prerequisites: ECO 201**

This course is a second in the introductory series in Economics, designed to provide the student with a basic knowledge in several major areas in economics preparatory to upper level courses. Topics include: National Income Accounting, Money and Banking; Fundamentals of Public Finance; Inflation and unemployment, International Trade and Finance; International and Regional Organizations; Economic Growth and Development, will be emphasized.

**ECO 211 Mathematics for Economists I 3 Credits**

**Prerequisites: MAT 102**

ECO 211 is one of the bedrocks for understanding the quantitative analysis of economics representing the core of mathematical economics required for undergraduate students in economics. This course is meant to prepare the students for most upper level courses in economics and to strengthen their mathematical background for postgraduate quantitative courses. Topics include functions, multivariate calculus, constrained and unconstrained optimization of n-variables, comparative statics and the Envelope Theorem and techniques for solving first order linear and non-linear difference and differential equations - all developed within the context of economic theory.

**ECO 212 Mathematics for Economists II 3 Credits**

**Prerequisite: MAT 211**

The course is a continuation of the first ECO 211. It focuses on matrix algebra (determinant, rank, matrix inverse, Cramer's rule, eigenvalues and eigenvectors); multivariate functions and partial derivatives as well as unconstrained and constrained optimization; Homogeneous and homothetic properties of multivariate functions; advanced integral calculus. Economic applications are emphasized throughout the course.

**ECO 315 Intermediate Microeconomic Theory 3 Credits**

**Prerequisites: ECO 201 & 202**

In this course, students will examine the basic models that economists use to study the choices made by people in their roles as consumers, employees, investors, business owners and managers, and government officials, and how these individual choices affect markets. You will learn how a consumer chooses among different goods when constrained by the budget, how firms allocate resources when constrained by costs or production capabilities, and how these decisions change with economic conditions. The course focuses on both policy applications as well as business strategies. This course builds the analytical foundation upon which nearly all economic models and predictions are based. The analytical approach will be grounded in numerous real world examples to demonstrate the importance of understanding the basic economics that underpins the workings of our daily lives. Topics include Economic model, consumer theory, demand and supply elasticity, firm production and costs, and price and production strategies in perfectly competitive markets, monopoly markets and duopoly markets, game theory, constrained optimization, equilibrium analysis, efficiency and welfare, comparative statics, consumer's surplus, compensated demand curves, marginal revenue and value of marginal products, externalities; public goods and markets. These concepts are presented both graphically and mathematically.

**ECO 316      Intermediate Macroeconomic Theory      3 Credits**

**Prerequisite: ECO 202**

This course is an intermediate level course in Macroeconomics. Topics include: Introduction to macroeconomics (Growth and GDP, The business cycle, Macroeconomic Schools of thought), National income accounting, aggregate demand and supply, Income and spending, Consumption and saving, Investment spending, Aggregate supply, wages, prices and unemployment, money, interest rate and income, IS-LM framework: Closed economy model, Monetary and fiscal policy, IS-LM-BP model: Open economy, Fiscal policy in the open economy, Monetary policy in the open economy, Growth economics.

**ECO 341      Survey of the Liberian Economy      3 Credits**

**Prerequisites: ECO 202**

This course will attempt to utilize the results of past studies and published statistical data to present the patterns and trends of the Liberian Economy; the Structure of Liberia's economy, growth, development and structural change, and income distribution. The labor market, investment and savings, a review of the various sectors as monetary sector, public



agenda namely revenue generation, corresponding expenditure and national debt management. It identifies and analyses the rationality for government spending in the economy. It explains the problems faced by the public sector in the collection of lawful revenue and the corresponding spending pattern (budgeting expenditures) among the various government sectors and agencies. It examines the fiscal functions of government, the theory of government spending, and the fiscal instruments used. The course also explores policy measures to correct for market failure and other issues that need policy intervention.

**ECO 433      Managerial Economics      3 Credits**

**Prerequisites: ECO 316**

Managerial economics is the application of economic theories and methodologies to managerial decision making and finding solutions to problems within various organizational settings such as firm or a government agency. The emphasis on this course will be on tools of economic analysis such as optimization techniques, marginal analyses, demand and supply analyses, regression analysis, production and cost theory, market structures, project decisions (investment appraisal analysis), evaluating the value of existing businesses at a particular time, preparation of a business plan and regulating the market economy.

**ECO 440      Economic Data Processing and Analysis      3 Credits**

**Prerequisite: BUS 311**

This course is highly a laboratory related course, which enables students in the practical application of technology to research in economics and other research related disciplines. It involves the practical application of econometric software packages such as e-views, stata, SPSS, PC give and Mintab in micro and macroeconomic data processing and analysis as well as in other fields. The course work includes construction, estimation, and testing of econometric models as a process, from theory to model formulation to estimation and testing, and back again to theory.

**ECO 490      Development Economics      3 Credits**

**Prerequisite: ECO 316**

This course is concerned with the problems facing developing nations such as measuring economic development and income distribution, obstacles to development, sustainable development, and current strategies to enhancing economic development and planning,

United Nations Agencies of assistance, and foreign aid. It also focuses on varying development theories and growth models such as Smith's, Ricardian, and Malthusian, Mill's, Classical and Keynesian theories. Some models to be reviewed are the Horrod-Domar and Solow growth models.

**ECO 493      Econometric Theory**

**3 Credits**

**Prerequisites: BUS 311**

The course focuses on the formulation and specification of econometric models, estimation of population parameters, and statistical tests of the significance of estimated parameters. The course covers the methods of ordinary least-squares estimation techniques and highlights some of the problems of estimation like multicollinearity, heteroscedasticity, and autocorrelation testing and analysis. The course will venture into concepts and methods of time series analysis and their application to economics, the construction, estimation and testing of econometrics models as a process from theory to model formulation to estimation and testing and back again to theory.

**ECO 495      Labor Economics**

**3 Credits**

**Prerequisites: ECO 202**

The course explores how labor markets operate and how institutions shape labor market performance and outcomes from theoretical and empirical perspectives. The course deals with theories and methods used by labor economists and current events on global issues relating to labor. Topics to be covered include: an overview of labor market, the demand for labor, the supply of labor, determination of wage, the theory of human capital, employment and unemployment, discrimination in the labor market, unions, poverty and the distribution of income.

**ENTR 401      Entrepreneurship in Education I**

**1 Credit**

**Pre-requisite - None**

This is the first of a two-tier course in Entrepreneurship designed for student at Cuttington University. The course is designed to imbibe into students the concept of self-employment with a view to inspiring them to be able to create jobs for themselves and for other people rather than depend on job seeking from others. It equips students with the business skills to be able to transform and commercialize their creative talent that can be made useful through exploiting opportunities in their environments that can be transformed into money to support livelihood. Students from diverse academic disciplines can use entrepreneurial



initiative to transform ideas from their discipline into business, which eventually serves as a permanent source of livelihood. The ENTR 401 focuses on Entrepreneurship Awareness and Development with a view to empowering students with the basic skills to be able to develop their ideas and transform them into business, thus making them self-employed. Key topics would include: Entrepreneurship, Creativity and Innovation; Transforming Innovation Into Business; Developing your Product or Service; Operations and Building Professional Support Team (Organization And Management); skills development; Funding a Start-Up and Financial Management; Marketing for Success; Law relating to Business in Liberia. The course requires networking and interfacing with successful entrepreneurs for sharing of success stories.

**ENTR 402 Entrepreneurship in Education II**

**1 Credits**

**Pre-requisite – ENTR 401- Entrepreneurship in Education I**

This is the second tier- course in entrepreneurship. It gives students a deeper understanding of the elements of a business plan. Through the process of developing a realistic plan, students will evaluate their ideas to determine whether they are good business opportunities. At this stage, students will integrate the knowledge acquired through ENTR 401- Entrepreneurship in Education I, to produce a final business plan, inclusive of all major components expected of a Business plan. Students/Participants will present their plans to the class and a panel of experts for feedback and critique. Successful Business Plans may be qualified for funding by interested parties. Key areas of focus in the business plan would include the following components: Table of Contents, Executive Summary, Business Description & Strategies, Market Analysis & Strategy, Marketing & Sales Plan, Description of Products and Services, Description of Organization & Management, Competitive Analysis, Operating Plan, Financial Projections & Management, Exhibits & Appendices, etc.

**MGT 202 Principles of Management II**

**3 Credits**

**Prerequisite: BUS 201**

This is the second part of the course principle of management. The broad nature of principle of management makes it imperative to be taught in two phases. This second part help students understanding of the nature, role, functions, and procedures of Management; the inter-relationships of the organic business functions of management relating to: Human Resources, Production, Marketing, production, and Accounting; the management of people for effective working relationships; Applying strategic management principles in modern

organization; the importance of health and safety; identifying and understand the elements of office practice and procedures.

**MGT 203      Management Information System**

**3 Credits**

**Prerequisite: MGT 202**

This course develops the knowledge and skills of the student in analysing and managing the flow of information within and across the organization's business process effectively. It takes students through the management, acquisition and utilization of information technology and how a given organization can use both information and information technology to enhance its strategic advantage. Students will learn how information system gives a business a competitive edge by providing technologies that help managers plan, control and make decisions. The topics covered in this course examine the development, organization, management, control and evaluation of information systems and how such system facilitates business transactions and decision-making at all levels of management. Topics to be covered include: The definition, nature and importance of information system, the challenges of information system, the strategic role of information systems and organization, Information management and decision making, Ethical and social impact of information system, Computers and information processing. Others include: Information system software and managing data resources and Telecommunications, Enterprise-wide computing and networking, redesigning the organization with information system and Alternative system-building methods, ensuring quality with information system, System success and failure implementation and Enhancing management decision making.

**MGT 204      Productions and Operations Management**

**3 Credits**

**Prerequisite: MGT 202**

The course is designed to equip the students with the skills and tools that can be used in taking effective decisions in the area of production. As we know that there is no organization that can survive without production. For any organization to survive in both the short run and long turn, it must offer something of value to the people at the right quantity, right quality, right time, and right price and in the right place. This course will afford the students to have basic knowledge on the tools, methods and approach that can be used to manage production and operation related matters effectively and efficiently. They will be taught the theories and applications of variables production and operation management topics including meaning and differences between production, manufacturing

and operation management, history of production and operation management, objective of production management, meaning and processes involved in production planning and control, Inventory analysis and control, tools needed to control inventory, determination of Economic order quantity, lead time, minimum ordering point, break-even analysis, linear programming , simplex algorithmic, transportation problem, decision tree analysis and network analysis

**MGT 208 International Business**

**3 Credits**

**Prerequisite: MGT 202**

The world has become a global village due to tremendous development witnessed in the world of technology. Commercial activities have become so wide in scope and operation as a result of the impact that technology has on the conduct of business. In fact economic activities have become more open that creates room for business activities to be conducted beyond a country's territorial boundary. Therefore, as a business student, it is important that one is equipped with the knowledge of how to operate successful businesses across frontiers. This course is designed to acquaint students with a broad knowledge on how to conduct businesses between countries. They will be taught topics that will expose them to the nature, processes, concepts, strategies, terminologies and other issues that are associated with the conduct of businesses across the frontiers. Various topics to be taught include: meaning, nature and characteristics of international business, reasons for the conduct of international business, ways of entering international business, different environmental factors associated with the conduct of international business, challenges facing the conduct of international business, strategy and tools that can be used in the conduct of international business, the role of multinational corporations in the conduct of international business.

**MGT 212 Procurement and Supply Chain Management**

**3 Credits**

**Prerequisite: MGT 202**

This course has been introduced to fill in the gap in the emerging world of procurement and supply chain. Officers of purchasing and supply cadre need to be fully conversant with new techniques to manage the purchasing and supply function so that delivery of the service is done in a more effective and efficient manner thereby reducing cost and increasing productivity. Moreover, the public sector as well as the private sector requires officers with high calibre to operate in a dynamic environment where transparency, accountability and good governance are the norms of the day. In particular, much emphasis is placed on

production and excellence, Consequent, in order to meet these requirement and level up the purchasing and supply cadre, learners will provide with knowledge, understanding and intellectual skills relating directly to the subject matter and a range of transferable skills that will equip learners to serve in purchasing and supply chain management, either in the public sector or private sector.

**MGT 301      Marketing Management**

**3 Credit Hours**

**Prerequisite: MGT 202**

This course intends to introduce and strengthen student in the area of marketing management, it incorporates relevant topics in marketing management. Further, this course is geared towards giving an instructional impact to students who want to pursue marketing management as a career. Topics to be taught in this course include: Definition of Marketing, Assessing the Marketplace, Targeting the Marketplace, Value Creation and Branding, packaging and other product feature, Value Capturing, The Evolution of Market Orientation, Value Delivery, Value Communication, Consumer Behavior, Business to Business Marketing, Global Marketing. Students are expected to learn and practice the marketing concept in a practical business situation

**MGT 306      Human Resource Management**

**3 Credit Hours**

**Prerequisite: MGT 202**

This course is designed to expose the student to the role that people play in the organization to assist the organization to gain a sustainable competitive advantage. Since organization is not building, machine or any other physical resource that are present in the organization but people that take decision on how these resources can be used to achieve organizational goal. It is therefore important for organization to understand how people can be managed effectively to meaningfully contribute to achieving organizational goal. This course is expected to expose students to various concepts, theories, principles and techniques that can be used to achieve organizational goal. The topics that will be taught include: meaning and importance of human resource management, evolution of H.R.M, differences between personnel management and H.R.M, objectives of H.R.M, human resource planning, recruitment and selection, the environment of H.R.M, meaning and types of training and development, employee appraisal, meaning and forms of reward system and so on.

**MGT 307      Advertising Management**

**3 Credit Hours**

**Prerequisite: MGT 202**

This is a practical advertising course covering the advertising theories and applications from both agency and in house marketing perspectives. The course is designed to equip students with a deep understanding of the advertising industry in the rapid changing global market. Topics to be covered include: the nature and definition of advertising, evolution of advertising, ethical issues in advertising, consumer audience, accounting planning and research, creative and message strategies, media planning, online advertising, design and production elements of print and TV advertisements etc. In order to facilitate the learning process, real world's advertising strategies, techniques and examples are being applied or demonstrated throughout the whole course.

**MGT 310                      Organizational Behavior                      3 Credit Hours**

**Prerequisite: MGT 202**

This course deals with understanding the behavior of people as they interact at group and individual levels. Managers deal with quite a number of people in an organization and managers responsibility to influence the efforts of these diverse individuals require that the manager understands the nature, essence, reasons and consequences of individual behavior with a view to knowing what to do to channel these individuals in the goal directed manner. This course is designed to expose the students to different behaviors that may be exhibited by people in the organization and how such behaviors can be influenced in a manner that will help the organization achieve its goal. Students are expected to understand the behavioral diversity among people working in the organization and thereby equipped with what to do to cope with the behavioral diversity as the organization tries to achieve its goal. Topics that will be taught include: meaning of organization behavior (O.B) importance of O.B, various disciplines that contribute to the field of O.B source of behaviors, factors influencing behaviors theories and meaning of personality, theories and meaning of attitude, value and perception, theories of motivation, leadership and stress management.

**MGT 314                      Corporate Social Responsibility                      3 Credit Hours**

**Prerequisite: MGT 202**

Businesses must take into consideration the environment in which they operate. They must not in any way cause harm to the communities in which they operate. And must see it their business to give back to society what they receive from the society. This course examines the responsibilities that businesses owe to its stakeholders and how society can benefit from

the actions of a business. It goes on to reveal the manager as the key player in carrying on corporate social responsibility. Topics to be covered include: Nature and definition of corporate social responsibility, the background of CSR, social responsibility to stakeholders, types of social responsibility, international ethics and social responsibility, the role of the manager in corporate social responsibility and system of ethical decisions and behaviors. Students are expected to apply what learnt in this course in a practical business situation.

**MGT 403**

**Strategic Management**

**3 Credit Hours**

### **Senior Standing**

The ground that Business Strategy Management covers is challenging, wide ranging and exciting. The center of attention is the total enterprise. That is, the environment in which it operates, the direction management intends to move in, management strategic plans for getting the enterprise moving in this direction, and the managerial tasks of implementing and executing the chosen strategy successfully. This course examines the foremost issues in running a business enterprise. That is, what managers do and do well, to make the company or organization a winner rather than a loser in the game of business. This course is a “capstone” seminar in general management and can be only taken upon successful completion of management related courses. The knowledge, theories, skills and techniques derived from all previous courses are integrated. Analysis and diagnosis of business problems will be applied in order to formulate strategies, tactics, plans and policies for the improvement of organizational performance. The aim of this course is to develop a well-defined approach to solving the technical, economic and human problems of management.

**MGT 406**

**Small Business Management**

**3 Credit Hours**

### **Senior Standing**

This course is designed to provide knowledge to the students on how to conserve, think, nurse and operate successfully on economic ideal that will empower them, since private initiatives are the bedrock upon which a country economic survive, it is important that student are equipped with basic knowledge that will help them to start a small business and operate it for their economic survival. Various topic that will be taught will include: meaning and importance of small business, micro and macro levels of small business, role demand of small business, characteristics of small business, factors that make individuals to enter small business, ways of starting small business, causes of small business failure, business planning, how to prepare a good business plan meaning and sources of small

business financing, marketing in a small business, human resource management in small business and meaning, importance and types of record keeping in small businesses

**PAD 201                      Principles of Public Administration I                      3 Credit Hours**

This course is a first of a two-tier course in principles of public administration. It concentrates on the evolution of public administration as an academic discipline, scholastic contributions and definitions, representative schools of thoughts, decision-making models, relationship among the three branches of government, the elements, functions, and processes of public administration.

**PAD 202                      Principles of Public Administration II                      3 Credit Hours**

**Pre-requisite: PAD 201**

This course is a continuation of PAD 201. It focuses on the principles and methods of administration, decision-making models, Organizational Charts and Hierarchies, Civil Servants and Collective Bargaining, Spoils and Merit Systems, and new trends in Public Administration.

**PAD 212                      Politics and Public Administration Relations                      3 Credit Hours**

**Prerequisite PAD 201**

This course presents an overview of the study of Political Science. It deals with the political actors in government and their roles in national, state and local government. It includes but not limited to the definition, branches of government, evaluation of theories and the study of those political actors who contributed and/or contributing to the field of Political Science. Moreover, it places emphasis in the area of evaluation and comparison of those members of the three branches of government.

**PAD 214- Public Speaking and Diplomacy                      3 Credit Hours**

**Pre-requisite: ENG 202**

This course is designed to help students in preparing various speeches for different classes of audience and facing same for effective presentation, having regards to administrative and diplomatic relations. It will place students in better positions among their peers at the work places, both locally and internationally. Key focus will be on speech writing paying attention to the type of audience; Delivering public speeches; and understanding diplomatic protocols and relations.

**PAD 303                      Intergovernmental Relations                      3 Credit Hours**

**Prerequisite PAD 212**

This course presents a detailed study of the basic structure and the management context of the work of public managers in national, state and local government. It examines the relationship between national, state and local government. It places more emphasis on the functions and interactions among the three branches of government and the relationships among the ministries, agencies and commissions of the executive. In this course students will be exposed to field trips

**PAD 309                      Government Budgetary Process                      3 Credit Hours**

**Pre-requisite: PAD 202**

**This** course principally describes the Liberian Government Budgetary Process as an important instrument of economic and social policy and a tool for efficient management and coordination, of the economy, with emphasis on the components of the budget and four basic phases of the budgetary process (Preparation, Authorization, Implementation/Execution, and Audit).

**PAD 310                      Administrative Theories & Practices                      3 Credit Hours**

**Pre-requisite: PAD 202**

This course deals with nature of public executive/administrative leadership in public, private, and non-governmental institutions, including its basic constitutional and legal powers and constraints, its traits, functions, and styles used in the exercise of its social power, problems, and situational forces.

**PAD 314                      Development Planning & Administration                      3 Credit Hours**

**Pre-requisite: PAD 309**

This course explores the application of environmental and economic development planning, policy and administrative approaches to urban neighborhood community development, and some aspect of rural development. The course further covers organizational development, the planning process, change and innovation, models of organization, structure and design; social values. Context of public organization development; legal structure, political issues, public organization innovation; political and executive leadership characteristics.

**PAD 316                      Administrative Law                      3 Credit Hours**



**Pre-requisite: PAD 303**

This course describes the public administrative practices in its legal environment and examines the legislative acts establishing government functionaries and mandates, administrative process in terms of relationships between administrative actions and the legal process; the advantages of administrative law; grievance, including ombudsman and appeal systems, theories of administrative rule-making and adjudicating by civil servants, or regulatory agencies; and relevant constitutional doctrines. Students are taken on field trips for practical experience.

**PAD 318                      Public Organizational Structure & Behavior                      3 Credit Hours**

**Pre-requisite: PAD 310**

This course concentrates on offering a survey and discussion of the emerging management problems of the various levels of government, and of the application of management principles and practices in public administration. It analyzes the elements that make up complex organizations and the factors that affect human behavior within them, with emphasis on the processes of interpersonal and group communication. This course further focuses on organizational behavior especially public organizations, and covers diverse topics ranging from employee selection and socialization to group dynamics and organizational culture, understanding the fundamentals propelling individual and collective behavior in organizations.

**PAD 409                      Comparative Public Administration                      3 Credit Hours**

**Pre-requisites: PAD 318**

The course provides a comparative study of institutions, processes, and behaviors in many contexts or environments. Comparative analysis generally refers to all external and internal influences that affect management, such as societal values, norms, religion, political culture, and economy. Comparative public Administration is designed to familiarize students with some of the concepts, contents and methods of public Administration in a comparative fashion: The role of public bureaucracies in both the contemporary world as well as in its historic context; comparative analysis of different areas or system, different governments and their political systems. The course will focus on the differences between the common attributes in developed and underdeveloped countries; with special emphasis on comparing how public administration and the political system operate, coupled with the behaviors of

those bureaucracies. The course will describe the supranational governments and what gave rise to their formations. The course will compare past public administrative practices with the present in those same countries for a student understanding of what has changed and why.

**PAD 415                      Public Personnel Administration                      3 Credit Hours**

**Pre-requisites: PAD 310**

This course focuses on a study of the general public personnel organization and administration, with special reference to the Liberian Civil Service Agency and its functions of Recruitment, Examination, Selection, Position Classification, Pay Plan, Discipline, Grievance System, Retirement, and coordinating agency personnel procedures. The program has a multi-disciplinary structure and draws on the teaching and research strengths of Public Personnel Administration of the Republic Liberia.

**PAD 426                      Public & Multi-National Corporations                      3 Credit Hours**

**Prerequisite: PAD 316**

This course will introduce students to the multinational corporation as object and source of law and legal regulation, and the role of multinational corporations in world affairs. Globalization is central to the study of the regulatory and policy framework of multinational corporations, and their relationships with states and other non-state actors. The course specifically addresses the requirements of those seeking a comprehensive theoretical and practical understanding of the role and dynamics of large corporations in the global economy and international affairs. The program aims to prepare students for a variety of roles in government departments, regulatory agencies, international organizations [such as the Organization for Economic Cooperation and Development (OECD) or World Trade Organization (WTO)] industry bodies, NGOs, as advisors, managers, researchers or project professionals with multinational corporations, trade unions and advocacy organizations. This course will require field trips.

**PAD 427                      Public Policy Analysis                      3 Credit Hours**

**Pre-Perquisite: PAD 316**

This course provides an introduction to public policy and the professional practice of policy analysis. The course is designed to make students understand how public policies are created, why public policies are created and where public policies are deployed. Students will learn the basis of particular public policies analysis to present all aspect of an issue, so that they can draw their own conclusion on the merits and demerits of the policies. Through this means, students will develop the skills required to define and critically analyze policy problem, articulate relevant decision making criteria for policy analysis, and evaluate alternate policy options.

# DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

## INTRODUCTION

The College of Education is one of eight degree granting colleges of the university. The College prepares individuals for professional service in the country's educational system, and it is the starting point for careers in teaching, school administration, instructional supervision, teacher education, curriculum development, educational planning, educational research, and other professional roles.

## VISION STATEMENT

The College of Education is to serve the human person and society, offering each student an intensive education educational experience in the selected core subject concentration, professional education core courses and research to become professional educators in the Republic of Liberia school system, Africa, and Global community..

## MISSION

The college of education affords the students the opportunity to obtain a Christian Education Training that enables them to think critically, evaluate the thoughts of others; express thoughts clearly; precisely planning, organizing, implementing, directing, leading assessing and evaluating educational programs in diverse educational settings that require transformational systematic change. Portray of a country's citizen for growth and development.

## BASIC AIMS

The College of Education is committed to:

- Christian education training and critical thinking
- Clear, precise, and effective expression of thoughts,
- Understanding the meaning of life,
- Development of competencies in planning, organizing, implementing, directing, leading, assessing and evaluating educational programs in diverse educational settings that require transformational systematic change,
- Enhances knowledge of individuals with skills to teach in the Primary and Secondary Schools of Liberia, and other English speaking countries.

## VALUES

The core values include:

- Commitment to serve
- Professionalism, the desire to continue learning
- Moral rectitude and respect for the human person
- Academic excellence

## OBJECTIVES

The below broad objectives are intended to enable students of the College of Education:

- To develop as reflective professional teachers
- To acquire conceptual, human, and technical professional knowledge skills
- To nurture dispositions needed to teach and assess students with full range of abilities
- To evaluate and improve teaching
- To develop creative standards - based curricula
- To contribute as effective teachers, leaders in their schools and communities
- Train students to become school counselors

## **DEPARTMENTS AND INSTRUCTIONAL PROGRAMS**

The College of Education core curriculum is informed and guided by the beliefs that education is the world's greatest equalizer. All human beings desire the same opportunities to learn and to achieve their fullest potential.

**The College of Education has Three Departments and they are as follows:**

Secondary Department has Distinct Sub-Departments, and offers Bachelor of Science, (B.Sc.) Degree.

### **DEPARTMENT OF PRIMARY EDUCATION**

The Primary Education Department offers a Bachelor of Science Degree with either a Mathematics and Science combination or Language Arts and Social Studies combination.

- Language Arts and Social Studies Education Program
- Mathematics and Science Education Program

## **DEPARTMENT OF SECONDARY EDUCATION**

The Secondary Education Department offers a Bachelor of Science Degree in;

- ✓ English Education
- ✓ History Education
- ✓ Agriculture Education
- ✓ Business Education:
  - Accountant Education
  - Economics Education
- ✓ Science Education:
  - Mathematics Education
  - Biology Education
  - Chemistry Education

## **DEPARTMENTS OF GUIDANCE AND COUNSELING**

### **CAREER OPPORTUNITIES**

Some career opportunities in Primary Education are as follows: Primary School Teacher, Special Education Teacher, DEO, School Principal and/or Administrator

A student must be a registered student in the university who expressed interest in being a teacher, and he or she must cherish education and be people person. He or she must register and complete an introductory course in teaching with a B grade, submit an application, and sit an interview with the college.

### **GRADUATION REQUIREMENTS**

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 130 to 134 (one hundred thirty-four to one hundred thirty-five) credit hours with a GPA of 2.50 as follows: General university requirements 46 Cr. Hrs. Professional education requirements 67 Cr. Hrs. Teaching subject concentration requirements 30-32 Cr. Hrs. Electives = 12 Cr. Hrs.

The College of Education curriculum is designed to cover several field-based experience courses that give the students a good feel for the practical experiences that exist in the real school setting.

Examples:

EDU 260: Teaching Science in the Primary School

EDU 262: Teaching Social studies in the Primary School

EDU 335: Teaching Science in the Secondary School

EDU 338: Teaching Mathematics in the Secondary School

EDU 339: Teaching Social Studies in the Secondary School

EDU 353: Teaching English in the Secondary School etc., (There are additional courses as outlined in the curriculum). These practical experienced courses are climaxed by a full semester of Internship for Primary and Secondary Education Departments:

- a. EDU 441: Internship: Student Teaching in The Primary School and
- b. EDU 461: Internship Student Teaching in The Secondary School

EDU 250: Philosophy and Foundation of Education,

EDU 355: Curriculum Developments and Innovation

EDU 472: Guidance and Counseling

EDU 480: School Administration

EDU 490: Education Seminars, School and Society

EDU 492: Senior Research Paper/ Theses

Prerequisites:

- a. EDU: 333, 334, 335, 338, 339, 342, 353, 372, 374, & 355 FROM
- b. EDU: 211, 251, 254
- c. EDU: 336, & 337 from EDU211 to EDU 250, 251 & 254
- d. EDU: 441, prerequisite: Must complete the professional courses in the Junior year and first semester senior (EDU 333, 334, 336, 337, 342, 472, 480, & 490, in senior year)
- e. EDU: 461, , prerequisite: Must complete the professional courses in the Junior year and first semester senior (EDU 333, 334, 336, 337, 342, 472, 480 & 490, in senior year)
- f. EDU: 492 Senior Last semester

NOTE: Seniors who are registered in EDU 441 and 461 should also be registered in Senior Research paper or Thesis.(these course should not be registered along with other courses).

## DEPARTMENT OF PRIMARY EDUCATION

### INTRODUCTION

The primary Education Department offers a Bachelor of Science Degree in Primary Education with either a Mathematics and Science or Language Arts and Social Studies combination.

- Language Arts – Social Studies Education Program
- Mathematics – Science Education Program

### Career Opportunities

Some career opportunities in Primary Education are as follows: Primary school Teacher, Special Education Teacher, School Principal and/or Administrator, etc.

PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 46 Credit Hours

PRIMARY EDUCATION	Number of Cr. Hrs.
Other College of Education Courses	
Education 109: Introduction to Library Science	2
Education 211: Introduction to Teaching	3
Education 221: Child Development	3
Education 250: Philosophy and Foundations of Education	3
Education 251: Psychology of Learning and Instruction	3
Education 254: Instructional Methods	3
Education 355: Curriculum Development & Innovation	3
Education 374: Tests and Measurements	3
Education 441: Student Teaching in the Primary School (Internship)	9



Education 472: Guidance and Counseling	3
Education 480: School Administration	3
Education 490: Education Seminar	2
Education 492: Senior Research Paper	3
Education 491: Educational Research Methodology	3

**Required Credit Hours 46**

### **TEACHING FIELD/CONTENT COURSES**

Education 260: Teaching Science in the Primary School	3
Education 262: Teaching Social Studies in the Primary School	3
Education 333: Teaching Language in the Primary School	3
Education 334: Teaching Arithmetic in the Primary School	3
Education 336: Teaching Music in the Primary School	3
Education 337: Teaching Art in the Primary School	3
Education 342: Children's Literature	3
Education 372: Teaching of Reading	3

**Number of Cr. Hrs    24**

COURSE GUIDES FOR MAJOR IN PRIMARY EDUCATION AND EMPHASISES IN LANGUAGE ARTS AND SOCIAL SCIENCE AND MATHEMATIC AND SCIENCE.

DR. MELVIN J. MASON COLLEGE OF EDUCATION  
DEPARTMENT OF PRIMARY EDUCATION COURSE GUIDE  
CONCENTRATION IN LANGUAGE ARTS & SOCIAL STUDIES  
REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG. 101	Fundamentals of Communication I	3	None	
FRE/KPE 101	Fundamental of French /Kpelleh I	3	None	
MATH 101	General Mathematics	3	None	
PEDU 101	Introduction to Primary Education	3	None	
HIS 101	History of Africa up to 1800	3	None	
EDU 111	Physical Education	1	None	
EDU 109	Introduction to Library Science	2	None	
<b>Total</b>		<b>18</b>		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG 101	
FR/KPE 102	Fundamental of French or Kpelleh II	3	FR/KPE 101	
MAT 102	Pre-Calculus	3	MAT 101	

COM 101	Introduction to Computer Science	3	None	
HIS 103	Survey of the World History	3	HIS 101	
PSY 101	Principles of Psychology	3	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR- FIRST SEMESTER</b>				
ENG 201	Fundamentals of Literature	3	ENG 101&102	
BIO 111	General Science I	3	None	
EDU 250	Foundations of Liberian Education	3	PEDU 101	
HIS 205	Liberia Since 1400 to 1900	3	HIS 101 & 102	
EDU254	Instructional methods / materials and Media	3	PEDU 101	
EDU 251	Psychology of Learning and Instruction	3	PEDU 101& PSY 101	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR- SECOND SEMESTER</b>				
ENG 202	Advanced Composition	3	ENG 101, 102 & 201	
EDU 221	Child Development	3	None	
EDU 262	Teaching Social Studies in Primary School	3	EDU 251, 254	
BIO 112	General Science II	3	BIO 111	
REL321	Christian Ethics & Moral Values Comparative Religion	3	None	
ENG 337	Liberian Literature	3	ENG 201	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - FIRST SEMESTER</b>				

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 211	Elements of Expository Style	3	ENG 202	
SSC 301	Research Methods	3	Junior	
EDU 336	Music in the Primary School	3	EDU 250,251 &254	
EDU 355	Curriculum Development and Innovation	3	EDU2 50, 251&254	
ENG 215	Creative Writing	3	ENG 202	
ENG 222/223	Contemporary Grammar	3	ENG 202	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - SECOND SEMESTER</b>				
EDU 333	Teaching Language Arts in Primary School	3	EDU 251,& 254	
EDU 374	Tests and Measurement	3	EN EDU 251& 254	
EDU 337	Art in Primary School	3	EDU 251 & 254	
EDU 342	Children Literature	3	EDU 251 &254	
HIR 301	Liberia 1900-1990	3	HIS 101 &103	
EDUC 401	Professional Ethics	2	Senior Standing	
ENTR 401	Entrepreneurship in Education I	1		
<b>Total</b>		<b>18</b>		
<b>SENIOR YEAR - FIRST SEMESTER</b>				
EDU 472	Guidance and Counseling	3	Senior	
EDU 480	School Administration	3	Senior	

EDU 490	Education Seminar School and Society,	2	Senior	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
EDU 372	Teaching Reading in Primary School	3	EDU 211, 251, 254,	
<b>Total</b>		<b>14</b>		
<b>SENIOR YEAR - SECOND SEMESTER</b>				
EDU 441	Student Teaching in Primary School (Internship)	9	Senior	
EDU 492	Senor Research Paper/ Thesis	3	SSC 301 senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 133**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. MASON COLLEGE OF EDUCATION  
DEPARTMENT OF PRIMARY EDUCATION COURSE GUIDE  
MATHEMATICS AND SCIENCE COMBINATION  
REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication	3	None	
FE/KPE 101	Fundamental French or Kpelleh I	3	None	
MAT 101	General Mathematics I	3	None	
BIO 111	General Science	3	None	
PEDU 101	Introduction to Primary Education	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>		
FRESHMAN YEAR -SECOND SEMESTER				
ENG 102	Fundamental of Literature	3	ENG 101	
FR/KPE 102	Fundamental of French or Kpelleh II	3	FR/KPE 101	
MAT 102	Pre-Calculus	3	MAT 101	
BIO 112	General Science	3	BIO 111	
PSY 101	Principles of Psychology I	3	None	

COM 101	Introduction to Computer Science	3	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR- FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG. 201	Fundamental of Literature	3	ENG 102	
MAT 204	Geometry for Teachers	3	MAT 101 & 102	
CHE 101	General Chemistry	4	None	
BIO 202	Microbiology	4	BIO 101 & 102	
EDU 250	Foundations of Liberian Education	3	PEDU101	
<b>Total</b>		<b>17</b>		
<b>SOPHOMORE YEAR- SECOND SEMESTER</b>				
EDU 221	Child Development	3	EDU 211, 251, & PSY 101	
BIO 209	General Botany	4	None	
EDU 254	Instructional Methods	3	EDU 251 & 254	
Teaching Field	Math	3		
EDU 251	Psychology of learning and Instruction	3	PSY 101 & EDU211	
EDU 109	Introduction to Library Science	2	None	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 260	Teaching Science in Primary School	3	EDU211	

SSC 301	Research Methods	3	JUNIOR	
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251&254	
Teaching Field	MATH	3	MAT102&102	
REL 321	Moral Ethics	3	None	
EDU 334	Teaching Mathematics in the Primary School	3	EDU251,254,355	
<b>Total</b>		<b>18</b>		

**JUNIOR YEAR - SECOND SEMESTER**

CHE 102	Principles of Chemistry II	4	CHEM101	
Teaching Field	MATH	3	MAT 101&102	
EDU 374	Tests and Measurement	3	EDU250,251&254	
BIO 211	Invertebrate Zoology	4	BIO102	
Teaching Field	MATH	3	MAT 101 & 102	
ENTR 401	Entrepreneurship in Education I	1	None	
<b>Total</b>		<b>18</b>		

**SENIOR YEAR - FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 472	Guidance and Counseling	3	Senior	
EDU 480	School Administration	3	Senior	
EDU 490	Education Seminar School and Society	2	Senior	
BIO 321	Ecology	4	BO102	



EDU 401	Professional Ethics	2	None	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>15</b>		
<b>SENIOR YEAR - Second Semester</b>				
EDU 441	Student Teaching in Primary School (Internship)	9	Senior	
EDU 492	Senior Paper/ Project	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

### **DEPARTMENT OF SECONDARY EDUCATION**

The Secondary Education Department offers a Bachelor of Science Degree in:

- English Education
- History Education
- Agriculture Education
- Business Education:
  - ✓ Accounting Education
  - ✓ Economics Education
- Peace Education
- Science Education
  - ✓ Biology Education
  - ✓ Chemistry Education
- Mathematics Education

### **CAREER OPPORTUNITIES**

Teachers are having a greater impact in decision related professional career opportunities and skills around relevance issues in Liberia and African education development. The College of Education prepares individuals, (pre-service and in-service teachers) with professional knowledge and skills in teacher's education for services. Some of these professional services besides teaching are;

1. School Administrator
2. District Education Officer, (MEO)
3. Instructional Supervisor
4. Teacher's Evaluation
5. In-service Training Content
6. Hiring Full Time Teachers
7. Curriculum Development
8. Establishing Standards for Education
9. Setting Discipline Policy
10. School Budget preparation
11. Educational Planning
12. Research in Education
13. Career Counseling

## **GRADUATION REQUIREMENTS**

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 132/135, (one thirty-four or one hundred thirty-five) credit hours with a GPA of 2.5 as follows: General University requirements = 40 Credit Hours; Professional Education requirements = 43 Credit Hours, Teaching subject concentration requirements = 30 Credit Hours. Elective is 12 credit hours.

**DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION**

**DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE**

**CONCENTRATION IN ACCOUNTING EDUCATION**

**REVISED AS OF SEMESTR I, 2022/2023**

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/ KPE 101	Fundamentals of French/Kpelleh I	3	None	
BUS 101	Basic Accounting Processes & System I	3	None	
MAT 101	General Mathematics	3	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FRE/KPE 102	Fundamentals of French/Kpelleh II,	3	FRE/KPE 101	
MAT 102	Pre-calculus	3	MAT 101	
BUS 102	Basic Accounting Processes & System II	3	BUS 101	
BIO 111	General Sciences I	3	None	
PSY 101	Principles of Psychology	3	None	
<b>Total</b>		<b>18</b>		
SOPHOMORE YEAR - FIRST SEMESTEER				
ENG 201	Fundamentals of Literature	3	ENG 101 & 102	

BIO 112	General Science II	3	BIO 112	
ACC 205	Public Sector Accounting	3	BUS 102	
Elective		3		
EDU 109	Introduction to Library Science	2	None	
EDU 250	Foundations of Liberian Education	3	EDU 211	
<b>Total</b>		<b>17</b>		

**SOPHOMORE YEAR - SECOND SEMESTER**

ENG 202	Advance Composition	3	ENG 101, 102, & 201	
COM 101	Introduction Computer Science	3	None	
EDU 251	Psychology of Learning and Instruction,	3	EDU 211& PSY 101	
EDU 254	Instructional method and Media,	3	EDU 211	
ACO 211	Principles & Practices of Financial Accounting	3	BUS 102	
ACC 301	Cost Accounting I	3	ACO 102	
<b>Total</b>		<b>18</b>		

**JUNIOR YEAR- FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251 & 254	
EDU 338	Teaching of Mathematics in Secondary Schools	3	EDU 211, 250, 251 254 & 355	
ACC 302	Cost Accounting II	3	ACO 301	
Elective		3		

SSC 301	Social Science Research Methods	3	JUNIOR	
REL 321/491	Christian ethics & Moral Values/ Comparative Religion	3	None	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - SECOND SEMESTER</b>				
Elective		3		
EDU 374	Tests and Measurements,	3	EDU 211, 251 & 254	
ENTR 401	Entrepreneurship in Education	1	None	
Elective		3		
ACO 411	Financial Reporting	3	ACO 211& 205	
ACC 402	Managerial Accounting,	3	ACO 302	
EDUC 401	Professional Development	2	None	
<b>Total</b>		<b>18</b>		
<b>SENIOR YEAR- FIRST SEMESTER</b>				
ACC 408	Accounting Data and Processing	3	ACO 211, BUS 205	
EDU 490	Education Seminar: School and Society,	2	Senior	
ACC 414	Corporate Reporting,	3	ACO 411	
EDU 472	Guidance and Counseling, Prerequisite	3	Senior	
EDU 480	School Administration,	3	Senior	
ENTR 402	Entrepreneurship in Education	1		
<b>Total</b>		<b>15</b>		

SENIOR YEAR- SECOND SEMESTER				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION IN CHEMISTRY EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR - FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
CHE 101	Principles of Chemistry I	4	None	
EDU 211	Introduction to Teaching	3	None	
EDU 109	Introduction to Library Science	2	None	
<b>Total</b>		<b>18</b>		
FRESHMAN YEAR - SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG 101	
FRE/KPE 102	Fundamentals of French / Kpelleh II	3	FR/KPE 101	

COM 101	Introduction to Computer Science	3	None	
MAT 102	Pre-calculus	3	MAT 101	
CHE 102	Principles of Chemistry II	4	CHE 101	
BIO 111	General Science I	3	None	
<b>Total</b>		<b>19</b>		

**SOPHOMORE YEAR - FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 201	Introduction to Literature	3	ENG 101&102	
CHE 231	Organic Chemistry I	4	CHE 101&102	
EDU 250	Philosophy and Foundation of Education	3	None	
PSY 101	Principles of Psychology	3	EDU 211	
BIO 112	General Science II	3	BIO 111	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>17</b>		

**SOPHOMORE YEAR - SECOND SEMESTER**

ENG 202	Advance Composition	3	ENG 201	
EDU 251	Psychology of Learning and Instruction	3	EDU211&PSY101	
EDU 254	Instructional Methods and Media	3	EDU 211	
CHE 232	Organic Chemistry II	4	CHEM231	
Elective		4		
<b>Total</b>		<b>17</b>		



JUNIOR YEAR - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251 & 254	
SSC 301	Social Science Research Methods	3	JUNIOR	
CHE 241	Inorganic Chemistry I	4	CHE 101 & 102	
Elective		4		
CHE 351	Physical Chemistry I	3	CHE 101 & 102	
<b>Total</b>		<b>17</b>		
JUNIOR YEAR - SECOND SEMESTER				
Elective		4		
CHE 242	Inorganic Chemistry II	4	CHE 241	
REL 321/ 491	Christian Ethics & Moral Values/Comparative Religion	3	None	
CHE 352	Physical Chemistry II	3	CHE 351	
EDU 374	Tests and Measurements	3	EDU 251 & 254	
ENTR 401	Entrepreneurship in Education I	1	None	
<b>Total</b>		<b>18</b>		
SENIOR YEAR - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade

EDU 338	Teaching of Science in Secondary Schools	3	Senior	
EDU 472	Guidance and Counseling,	3	Senior	
EDU 480	School Administration,	3	Senior	
EDU 490	Education Seminar	2	Senior	
EDUC 401	Professional Ethics	2	None	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>14</b>		
<b>SENIOR YEAR - SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School (Internship)	9	Senior	
EDU 492	Senior Research Paper/ Thesis	3	SSC 301 senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION IN MATHEMATICS EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/KPE 101	Fundamentals of French/Kpelle I	3	None	
MAT 101	General Mathematics	3	None	
BIO111	General Science I	3	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FRE/KPE 102	Fundamentals of French/Kpelle II	3	FRE/KPE 101	
MAT 102	Pre-calculus	3	MAT 101	

BIO112	General Science II	3	BIO 111	
COM101	Introduction to Computer	3	None	
PSY 101	Principles of Psychology	3	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR - FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 201	Fundamentals of Literature	3	ENG 101 & 102	
EDU 250	Philosophy and Foundation of Education	3	EDU 211	
EDU 251	Psychology of Learning and Instruction	3	EDU 211	
EDU 254	Instructional Methods and Media	3	EDU 211	
Teaching Field	MATH	3	MAT 101 & 102	
EDU 109	Introduction to Library Science	2	None	
<b>Total</b>		<b>17</b>		
<b>SOPHOMORE YEAR - SECOND SEMESTER</b>				
ENG202	Advance Composition	3	ENG 101, 102 & 201	
Teaching Field	MATH	3	MAT 101 & 102	
REL 321/491	Christian and Moral Ethics/ Comparative Religion	3	None	
Teaching Field	MATH	3	MAT 101 & 102	
Teaching	MATH	3	MAT 101 &	

Field			102	
Elective		3		
<b>Total</b>		<b>18</b>		

**JUNIOR YEAR- FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation,	3	EDU 250, 251 & 254	
SSC 301	Research Methodology	3	JUNIOR	
Teaching Field	MATH	3	MAT 101 & 102	
Elective		3	None	
Teaching Field	MATH	3	MAT 101 & 102	
Teaching Field	MATH	3	MAT 101 & 102	
<b>Total</b>		<b>18</b>		

**JUNIOR YEAR - SECOND SEMESTER**

EDU 338	Teaching of Mathematics in the Secondary Schools,	3	EDU 211, 250, 251 & 254	
Elective		3		
Teaching Field	MATH	3	MAT 101 & 102	
EDU 374	Tests and Measurements,	3		

Teaching Field	MATH	3	MAT 101 & 102	
Elective		3		
ENTR 401	Entrepreneurship in Education	1	None	
		<b>19</b>		
<b>SENIOR YEAR- FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 472	Guidance and Counseling	3	Senior	
EDU 480	School Administration,)	3	Senior	
EDU 490	Education Seminar: School and Society	2	Senior	
EDUC 401	Professional Ethics	2	Senior	
Teaching Field	MATH	3	MAT 101 & 102	
ENTR 402	Entrepreneurship in Education	1	ENTR 401	
<b>Total</b>		<b>14</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION ECONOMICS IN EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication	3	None	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
BIO 111	General Science I	3	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	FRE/KPE 101	
PSY 101	Principles of Psychology	3	None	

EDU 250	Foundations of Liberian Education	3	EDU 211	
MAT 102	Pre- Calculus	3	MAT 101	
COM 101	Introduction to Computer	3	None	
<b>Total</b>		<b>18</b>		

**SOPHOMORE YEAR - FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 201	Fundamentals of Literature	3	ENG 101 & 102	
BIO 112	General Science II	3	BIO 111	
EDU. 109	Introduction to Library Science	2	None	
ECO 201	Principles of Economics I	3	MAT 102	
ECO 211	Mathematics for Economists I	3	MAT 101 & 102	
Elective		3		
<b>Total</b>		<b>17</b>		

**SOPHOMORE YEAR - SECOND SEMESTER**

ENG 202	Advance Composition	3	ENG 101, 102, & 201	
EDU 251	Psychology of Learning & Instruction	3	EDU 211 & PSY 101	
EDU 254	Instructional Methods	3	EDU 211	
BUS 203	Principles of Economics II	3	ECO 201	
ECO 212	Mathematics for Economists II	3	ECO 211	
REL 321/491	Christian Ethics & Moral Values/Comparative Religion	3	None	
<b>Total</b>		<b>18</b>		



<b>JUNIOR YEAR- FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251 & 254	
ECO 341	Survey of Liberian Economy	3	BUS 203& ECO 211	
ECO 331	Intermediate Macro Economics Theory I	3	BUS 203 & ECO 211	
ECO 391	Urban Economics	3	ECO 201 & BUS 203	
EDU 374	Tests and Measurements	3	EDU 251 & 254	
SSC 301	Research Methods	3	Junior	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - SECOND SEMESTER</b>				
Elective		3		
ECO 332	Intermediate Macro-Economic Theory II,	3	ECO 331	
EDU 339	Teaching of Social Science in Secondary School	3	EDU 211, 250, 251& 254	
ECO 411	International Trade Theory	3	ECO 211	
ECO 412	Money and Banking	3	ECO 331	
ENTR 401	Entrepreneurship in Education I	1	None	
EDUC 401	Professional Ethics	2	None	
		<b>18</b>		
<b>SENIOR YEAR- FIRST SEMESTER</b>				

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 472	Guidance and Counseling	3	Senior	
EDU 480	School Administration,	3	Senior	
EDU 490	Education Seminar: School and Society,	2	Senior	
ECO 433	Managerial Economics	3	ECO 211 & 212	
ECO 495	Labor Economics	3	ECO 201 & BUS 203	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>15</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION IN ENGLISH EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
EDU 211	Introduction to Teaching	3	None	
PSY 101	Principles of Psychology	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>	None	
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG 101	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	FRE/KPE 101	
BIO 111	General science I	3	None	
EDU 109	Introduction to Library Science	2	None	
EDU 250	Foundations of Liberian Education	3	EDU 211	
MAT 102	Pre-Calculus	3	MAT 101	
<b>Total</b>		<b>17</b>		
SOPHOMORE YEAR - FIRST SEMESTEER				

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 201	Fundamental of Literature	3	ENG 101 & 102	
EDU 251	Psychology of Learning and Instruction	3	EDU 211	
COM 101	Introduction to Computer Science	3	None	
EDU 254	Instructional Methods and Media	3	EDU 211	
Elective		3		
BIO 112	General Science II	3	BIO 111	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR - SECOND SEMESTER</b>				
ENG 202	Advance Composition	3	ENG 101, 102, & 201	
ENG 331	Anglophone West African Fiction	3	ENG 201	
ENG 332	Francophone West African Fiction	3	ENG 201	
ENG 311	English Literature	3	ENG 201	
EDU 353	Teaching of English in Secondary Schools	3	EDU 251, & 254	
Elective		3		
<b>Total</b>		<b>18</b>		

### JUNIOR YEAR- FIRST SEMESTER

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251 & 254	
ENG 211	Elements of Expository Style	3	ENG 202	
ENG 215	Creative Writing	3	ENG 202	
SSC 301	Research Methods	3	SEM. I Junior	
Elective		3		
ENG 223/222	Contemporary English Grammar	3	ENG 202	
<b>Total</b>		<b>18</b>		

### JUNIOR YEAR - SECOND SEMESTER

EDU 374	Tests and Measurements	3	EDU 251 & 254	
ENG 305	Linguistics	3	ENG 202	
ENG 336	African Poetry	3	ENG 201	
ENG 337	Liberian Literature	3	ENG 201	
REL 321/491	Christian Ethics Moral Values/ Comparative Religion	3	None	
ENTR 401	Entrepreneurship in Education I	1	Senior Standing	
Elective		3		
<b>Total</b>		<b>19</b>		

### SENIOR YEAR- FIRST SEMESTER

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 472	Guidance and Counseling	3	Senior	

EDU 490	Education Seminar: School and Society	2	Senior	
EDU 480	School Administration	3	Senior	
ENG 463	Modern Novel	3	Senior	
EDUC 401	Professional Ethics	2	Senior	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>14</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School/Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION IN HISTORY EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
HIS 101	History of Liberia and Africa up to 1800	3	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
Total		16		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FRE/KPE 102	Fundamentals of French/Kpelleh II,	3	FRE/KPE 101	
HIS 103	Survey of World History	3	HIS 101	

MAT 102	Pre- Calculus	3	MAT 101	
PSY 101	Principles of Psychology	3	None	
BIO 111	General Science I	3	None	
<b>Total</b>		<b>18</b>		

**SOPHOMORE YEAR - FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 201	Fundamental of Literature	3	ENG 101 & 102	
BIO 112	General Science II	3	BIO 111	
HIR 205	Liberia 1400-1900	3	HIS 101 & 103	
HIR 206	Africa and European Imperialism	3	HIS 101	
Elective		3		
EDU 250	Foundations of Liberian Education	3	EDU 211	
<b>Total</b>		<b>18</b>		

**SOPHOMORE YEAR - SECOND SEMESTER**

ENG 202	Advanced Composition	3	ENG 101, 102, & 201	
EDU 251	Psychology of Learning and Instruction,	3	EDU 211 & PSY 101	
EDU 109	Introduction to Library Science	2	EDU 211	
Elective		3		
EDU 254	Instructional Methods/Materials and Media	3	EDU 211	
Elective	,	3		
<b>Total</b>		<b>17</b>		



<b>JUNIOR YEAR- FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Pre-requisite</b>	<b>Grade</b>
EDU 339	Teaching of Social Science in Secondary Schools,	3	EDU 251 & 254	
Elective		3		
EDU 355	Curriculum Development and Innovation,	3	EDU 250, 251 & 254	
HIR 301	Liberia 1900-1990	3	HIR 205	
SSC 301	Research Methods	3	Junior first Sem.	
COM 101	Introduction to Computer Science	3	None	
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - SECOND SEMESTER</b>				
REL 321/491	Christian Ethics & Moral Values/Comparative Religion	3	None	
EDU 374	Tests and Measurements,	3	EDU 251 & 254	
HIR 312	Economic History of Liberia 1400 - 2003	3	HIR 301	
HIR 315	Historiography	3	HIS 101 & 103	
EDUC 401	Professional Ethics	2	Junior	
HIR 401	Diplomatic History of Liberia,	3	HIR 301	
ENTR 401	Entrepreneurship in Education I	1	Junior	
<b>Total</b>		<b>18</b>		
<b>SENIOR YEAR- FIRST SEMESTER</b>				
HIR 420	Liberia Historiography	3	HIS 101& 103, HIR 301 & 315	

HIR 414	Issues in Contemporary in Africa	3	HIS 101 & 103	
EDU 472	Guidance and Counseling,	3	Senior	
EDU 480	School Administration,	3	Senior	
EDU 490	Education Seminar: School and Society	2	Senior	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>15</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF SECONDARY EDUCATION COURSE GUIDE

CONCENTRATION IN AGRICULTURE EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication I	3	None	
FRE/KP 101	Fundamentals of French/Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
BIO 111	General Science I	3	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
<b>Total</b>		<b>16</b>		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	FRE/KPE 101	
BIO 112	General Science II	3	MAT 101	
MAT 102	Pre-Calculus	3	MAT 101	

CASD 101	Introduction to Agriculture	3	None	
ASH 101	Introduction to Animal Production and Health	3	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR - FIRST SEMESTER</b>				
ENG 201	Fundamental of Literature	3	ENG 101 & 102	
CASD 201	Population, Food Security and Human Nutrition	3	CASD 101 & ASH 101	
EDU 250	Foundations of Liberian Education	3	EDU 211	
PSY 101	Principles of Psychology	3	None	
AGRO 102	Introduction to Agronomy and Farming System	3	CASD 101	
COM 101	Introduction to Computer	3	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR - SECOND SEMESTER</b>				
ENG 202	Advance Composition	3	ENG 101, 102, & 201	
ASH 202	Ruminant Production	3	CASD 101 & ASH 201	
EDU 251	Psychology of Learning and Instruction	3	EDU 211 & PSY 101	
EDU 254	Instructional Methods,	3	EDU 211	
Elective		3		
EDU 335	Teaching of Science in Secondary Schools,	3	EDU 211, 250, 251 254	
<b>Total</b>		<b>18</b>		

JUNIOR YEAR- FIRST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 109	Introduction to Library Science	2	None	
EDU 355	Curriculum Development and Innovation,	3	EDU 211, 250, 251 254	
EDU 374	Tests and Measurement	3	EDU 211, 250, 251 254	
Elective		3		
ASH 203	Animals Health and Welfare	3	CASD 101	
SSC 301	Educational Research Methods	3	None	
<b>Total</b>		<b>17</b>		
JUNIOR YEAR - SECOND SEMESTER				
REL 321/491	Christian Ethics & Moral Values/Comparative Religion	3		
AGRO 204	Animal Nutrition and Growth	3	CASD101 & ASH 201	
AGRO 308	Farm production and management	3	CASD 101	
AGRO 304	Soil Science and Water Management	3	ACO 211& 205	
EDUC 401	Professional Ethics	2	JUNIOR	
ENTR 401	Entrepreneurship in Education I	1	Senior Standing	
Elective		3	None	
<b>Total</b>		<b>18</b>		
SENIOR YEAR- FIRST SEMESTER				
EDU 472	Guidance and Counselling Prerequisite	3	SENIOR	
EDU 480	School Administration,	3	SENIOR	

EDU 490	Education Seminar: School and Society,	2	Senior	
AGRO 406	Soil Fertility Management and Plant Nutrition	3	BIO 112, CASD 204, AGRO 304	
AGRO 403	Plant Genetics and Breeding	3	BIO 112, CASD 204, AGRO 304	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
<b>Total</b>		<b>15</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

DR. MELVIN J. & MRS. MARIE MASON COLLEGE OF EDUCATION

DEPARTMENT OF PRIMARY EDUCATION COURSE GUIDE

CONCENTRATION IN BIOLOGY EDUCATION

REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENG 101	Fundamentals of Communication	3	None	
FR/KPE 101	Fundamentals of French or Kpelleh I	3	None	
MAT 101	General Mathematics	3	None	
BIO 101	Principles of Biology I	4	None	
EDU 211	Introduction to Teaching	3	None	
EDU 111	Physical Education	1	None	
Total		17		
FRESHMAN YEAR- SECOND SEMESTER				
ENG 102	Fundamentals of Communication II	3	ENG. 101	
FR/KPE 102	Fundamentals of French or Kpelleh II	3	FRE/KPE 101	
MAT 102	Pre- Calculus	3	MAT 101	

BIO102	Principles of Biology II	4	BIO 101	
PSY 101	Principles of Psychology	3	None	
EDU 109	Introduction to Library Science	2	None	
<b>Total</b>		<b>18</b>		
<b>SOPHOMORE YEAR - FIRST SEMESTER</b>				
ENG 201	Fundamental of Literature	3	ENG 101 & 102	
BIO 202	Microbiology	4	BIO 102	
BIO 209	General Botany	4	BIO 101 & 102	
EDU 250	Philosophy and Foundation of Education	3	EDU 211	
EDU 251	Psychology of Learning and Instruction	3	EDU 211	
<b>Total</b>		<b>17</b>		
<b>SOPHOMORE YEAR - SECOND SEMESTER</b>				
ENG 202	Advanced Composition	3	ENG 101,102,& 201	
BIO 211	Invertebrate of Zoology	4	BIO 102	
BIO 231	Ecology	4	BIO 102	
MAT 170	Introduction to probability and statistics	3	MAT 102	
EDU 254	Instructional Methods and Media	3	EDU 211 & PSY 101	
<b>Total</b>		<b>17</b>		
<b>JUNIOR YEAR- FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 355	Curriculum Development and Innovation	3	EDU 250, 251 &	



			254	
BIO 361	General Human Anatomy	4	BIO 102	
BIO 311	Vertebrate Embryology	4	BIO 102	
BIO 331	Genetics	4	MAT 170	
REL 321/491	Christian Ethics & Moral Values	3	None	
<b>Total</b>		<b>18</b>		

### JUNIOR YEAR - SECOND SEMESTER

BIO 362	General Physiology	4	BIO 361	
EDU 374	Tests and Measurements,	3	EDU 251 & 254	
ENTR 401	Entrepreneurship in Education	1	Senior Standing	
Elective	Biology/Chemistry	4		
EDU 335	Teaching of Science in Secondary School	3	EDU 251& 254	
COM 101	Introduction to computer	3	None	
<b>Total</b>		<b>18</b>		

### SENIOR YEAR- FIRST SEMESTER

Course #	Course Title	Credit Hours	Pre-requisite	Grade
EDU 472	Guidance and Counseling,	3	Senior	
EDU 480	School Administration,	3	Senior	
EDU 490	Education Seminar: School and Society	2	Senior	
Elective	Biology/Chemistry	4		
ENTR 402	Entrepreneurship	1	Senior	

EDUC 401	Professional Ethics	2	Senior	
<b>Total</b>		<b>15</b>		
<b>SENIOR YEAR- SECOND SEMESTER</b>				
EDU 461	Student Teaching in Secondary School /Internship	9	Senior	
EDU 492	Senior Research Thesis/Paper	3	Senior	
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 132**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 47 Credit Hrs.**

**SECONDARY EDUCATION**

**# of Cr. Hrs.**

Civics 101, Introduction to Rights & Duties of Citizens 3

Education 109, Introduction to Library Science 2

Education 211, Introduction to Teaching 3

Education 250, Philosophy and Foundations of Education 3

Education 251, Psychology of Learning and Instruction 3

Education 254, Instructional Methods 3

Education 301 Educational Research Methodology 3

Education 335 or 338 or 339 or 353, Teaching of Science or Mathematics	
Or Social Science or English	3
Education 355 Curriculum Development & Innovation	3
Education 461, Student Teaching in Secondary School (Internship),	9
Education 472, Guidance and Counseling	3
Education 480 School Administration	3
Education 490 Education Seminar/ School and Society	3
Education 492 Thesis	3
	49

**TEACHING FIELD/MINOR: 27/31 credit hours** **# of Cr. Hrs.**

1 course, first semester, sophomore year	3/4
2 courses, second semester, sophomore year	6/8
1 course, first semester, junior year	3/4
3 courses, second semester, junior year	9/12
2 courses, second semester, senior year	6/8

30-32 credit hours for 3 credit hour courses, and credit hours for 4 credit hour courses.

**ELECTIVES: 12 CREDIT HOURS**

The students have the freedom of selecting one or more or two areas of discipline according to his or her interest to buttress his/her academic career.

**GRADUATION REQUIREMENTS**

The requirements and eligibility for graduation are as a prospective graduate, students must have earned 134/135 (one hundred thirty-Four or one hundred thirty-five) credit hours with a GPA of 2.50. The 130-134 credit hours are manifested as; general university requirements 48

credits hours, professional education requirements 42 credits hours, teaching subject concentration requirements 30-32 credits hours, and electives 12 credits hours.

The College of Education curriculum is designed to cover several field, which are based experience courses giving the students a good intellect for the practical experiences that exist in the real school setting. The curriculum is inclusive of EDU III, Physical Education.

Examples of course inclusive of the Curriculum

EDU III, physical Education

EDU 260 – Teaching Science in the Primary School

EDU 334 – Teaching Mathematics in Primary School

EDU 262 – Teaching Social Studies in the Primary School

EDU 333 – Teaching Language Arts in Primary School

EDU 334 – Teaching Reading in the Primary School

EDU 335 – Teaching Science in the Secondary School

EDU 338 – Teaching Mathematics in the Secondary School

EDU 339 – Teaching Social Science in the Secondary School

EDU 353 – Teaching English in The Secondary School etc. (There are additional courses as outlined in the Curriculum). These practical experience courses are climaxed by a full semester of Internship for the Primary and the Secondary Education Departments:

EDU 441 – Internship: Student Teaching in The Primary School and

EDU 461 – Internship: Student Teaching in The Secondary School

EDU 250 – Philosophy and Foundation of Education, (pre-requisite EDU 211 – Introduction to Teaching)

EUD 254 – Instructional Methods

EDU 355 – Curriculum Development & Innovation

EDU 472 – Guidance and Counseling

EDU 480 – School Administration (**should be done before Educ. 441 & 461**)

EDU 490 - Education Seminar, School & Society

EDU 492 – Senior Research Paper

**Pre-requisites:**

- a. EDU 333, 334, 335, 338, 339, 342, 353, 372, 374, and 355 from
- b. EDU 211 to EDU 251 and 254
- c. EDU 336 & 337 from EDU 211 to EDU 250, 251 & 254
- d. EDU 441 pre-requisite: Must complete the professional courses in the Junior year (EDU 333, 334, 336, 337, 342, 480 in Senior year)
- e. EDU 461 pre-requisites are: 7 Teaching field courses/minor or 27 credit hours (3 credit hour courses) and 28 credits for 4 credit hours' courses
- f. EDU 492 - pre-requisites are: EDU 441 or 461

**Last Semester in the College of Education- all seniors need to adhere to policy that Senior Students registered in EDU 441 and 461 should be registered in EDU 492.**

## **SECONDARY EDUCATION DEPARTMENT**

Guidance and Counseling Department is to become an autonomous discipline with leadership of a chairperson. A Four Years Degree Program will offer, Bachelor of Arts Degree in School Guidance Counseling, Psychosocial Counseling and Mental Health Counseling.

This department is indented to have trained professionals who will go out to become helpers for people with disabilities. It is aspired that students will be able to counsel their clients in career paths, vocational choices, and help people with disabilities to become a part of their society again.

The primary objective of this program is intended for students who plan to provide services in the community, agency, clinic, hospital and private practice providing mental health services. It is evident, that everywhere one goes in Liberia individuals with mental

VISION is students will become professional helpers to provide services for individuals with various challenges such as disability, mental illness, make choice of a career, and assist people to be able to develop and grow in society.

**PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 48 credit hours**

<b>Primary Education</b>	<b># of Cr. Hrs.</b>
Education 109, Introduction to Library Science	2
Education 211, Introduction to Teaching	3
Education 221, Child Development	3
Education 250, Philosophy and Foundations of Education	3
Education 251, Psychology of Learning and Instruction	3
Education 254, Instructional Methods	3
Education 491 Educational Research Methodology	3
Education 355, Curriculum Development & Innovation	3
Education 374, Tests and Measurements	3
Education 441, Student Teaching in the Primary School (Internship)	9
Education 472, Guidance and Counseling	3
Education 480, School Administration	3
Education 490, Education Seminar	2
Education 492, Senior Research Paper	3
<b>Total</b>	<b>46 Cr.</b>
<b>Hrs.</b>	

## **TEACHING FIELD/CONTENT COURSES # of Cr. Hrs. 24**

Education 260, Teaching Science in the Primary School	3
Education 262, Teaching Social Studies in the Primary School	3
Education 333, Teaching Language in the Primary School	3
Education 334, Teaching Arithmetic in the Primary School	3
Education 336, Teaching Music in the Primary School	3
Education 337, Teaching Art in the Primary School	3
Education 342, Children's Literature	3
Education 372, Teaching of Reading	3

## **ELECTIVES: 12 CREDIT HOURS FOR PRIMARY EDUCATION**

The student has the freedom of selecting four in areas of discipline according to his/her interest to buttress his/her academic career.

## **DEPARTMENT OF SECONDARY EDUCATION**

### **INTRODUCTION**

The Department of Secondary Education offers a Bachelor of Science Degree in:

- English:
  - ✓ English Education
- Social Science Education:
  - ✓ History Education,
- Agriculture:
  - ✓ Agriculture Education
- Science:

- ✓ Biology Education
- ✓ Chemistry Education
- ✓ Mathematics **Education**
- Business:
  - ✓ Accounting Education
  - ✓ Economics Education

## CAREER OPPORTUNITIES

At school throughout the country teachers are having a greater voice in decision relating to professional career opportunities and skills around relevance issues in Liberian and African education development.

The College of Education therefore prepares individuals (pre-service and in-service teachers) with professional knowledge and skills in teacher's education for services. Among many of these services, besides professional services of teaching, are;

1. School administration.
2. Instructional supervision.
3. Teacher's evaluation.
4. In-service training content.
5. Hiring full-time teachers.
6. Curriculum development.
7. Establishing standards for education
8. Setting disciplines policy
9. School budget preparation
10. Research in education

## GRADUATION REQUIREMENTS

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a 130/135 (one hundred thirty-three or one hundred thirty-five with a GA of 2.5 as follows: General university requirements 46 Credit Hours; Professional education requirements 42 Credit Hours; Teaching subject concentration requirements 30-32 Credit Hours and Elective 12 credit hours.



**PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 49 CreditsHrs.**

<b>SECONDARY EDUCATION</b>	<b># of Cr. Hrs.</b>
Education 109, Introduction to Library Science	2
Education 211, Introduction to Teaching	3
Education 250, Philosophy and Foundations of Education	3
Education 251, Psychology of Learning and Instruction	3
Education 254, Instructional Methods	3
Education 301 Educational Research Methodology	3
Education 335 or 338 or 339 or 353, Teaching of Science or Mathematics Or Social Science or English	3
Education 355 Curriculum Development & Innovation	3
Education 374, Tests and Measurements	3
Education 461, Student Teaching in Secondary School (Internship),	9
Education 472, Guidance and Counseling	3
Education 480, School Administration	3
Education 490, Education Seminar: School and Society	2
Education 492, Senior Research Paper	3
	<b>46</b>
<b>TEACHING FIELD/MINOR: 30-32 CREDIT HOURS</b>	<b># of Cr. Hrs.</b>
1 course, first semester, sophomore year	3/4
2 courses, second semester, sophomore year	6/8
1 course, first semester, junior year	3/4
3 courses, second semester, junior year	9/12
2 courses, second semester, senior year	6/8

30-32 credit hours for 3 credit hour courses, and credit hours for 4 credit hour courses.

### **ELECTIVES: 12 CREDIT HOURS**

The student has the freedom of selecting one or two areas of discipline according to his or her interest to buttress his/her academic career.

### **COLLEGE OF EDUCATION COURSE DESCRIPTIONS;**

Course Code                      Course Title

**EDU 109:      Introduction to Library Science      3 Cr. Hrs.**

This is a basic course. It covers the historical background, organization, types of libraries, the use of libraries, and the role of the library as an institution that preserves culture.

**EDU 111:      Physical Education:                      1 Cr. Hr.**

The course introduces the students to both theoretical and practical experiences to enhance their retentive physical, mental and psychological health. The course will focus on developing proficient movement skills in the areas of gymnastic, cardiovascular activities, personal fitness, and team sports at various levels. The latter will be demonstrated through theory and practical. The course will encompass some emphasis on Football, Basketball and Volley ball and consideration of other sports activities. Students are required to complete the requirements in theory in the classroom and practical on the court or field. Students are required to complete this one credit hour course to meet graduation requirement.

**EDU 211: Introduction to Teaching**

**3 Cr. Hrs.**

A prerequisite for admission to the professional education sequence, the course is designed to survey the implications of a career in education. Focus is on the role of the professional educator in national development efforts in Liberia and other developing countries. The “philosophy of education of Liberia,” teaching strategies, and contemporary pedagogical methods are included. A problem approach is used and input from in-service educators at all levels is sought.

**EDU 221 Child Development**

**3 Cr. Hrs.**

The social, mental, and emotional development of the young child with implications for learning are explored, (I.E. students registered for PD is not to register for this course and PD).

**EDU 250 Philosophy and Foundations of Education**

**3 Cr. Hrs.**

**Prerequisite: EDU 211**

History of education in Liberia and other selected countries. A brief history of early education since 400 B.C. is given and an overview of philosophers and philosophies that have influenced education from 400 B.C. to the present are treated.

**EDU 251 Psychology of Learning and Instruction**

**3 Cr. Hrs.**

**Prerequisites: EDU/G & C 200, EDU 211 & PSY 101**

Knowledge of human behavior, learning theories and general psychology relevant to the teaching-learning process are considered. Included are socio-cultural factors in the psychological development with reference to African and indigenous education.

**EDU 254 Instructional Methods**

**3 Cr. Hrs.**

**Prerequisite: EDU 211**

Intended to give all education majors a repertoire of teaching skills, styles, strategies, methods, and techniques in various subject areas and for a cross section of students

**EDU 260 Teaching Science in the Primary School                    3 Cr. Hrs.**

**Prerequisite: EDU 211**

This course deals with the objective of science in the primary school, the relationship of science to curriculum planning and methods of teaching science. It presents new approaches to teaching elementary science as well as science content, and focuses on science units based on the local environment with curriculum project approaches emphasized by the Liberian education curriculum.

**EDU 262 Teaching Social Studies in the Primary School 3 Cr. Hrs.**

**Prerequisite: EDU 211**

Methods of teaching Social Studies survey concepts, principles and procedures in elementary social studies are presented. Geographical, historical, environmental, and group interaction processes are emphasized. Goals from the ASSP (African Social Studies Program) are presented.

**EDU 333 Teaching Language Arts in the Primary School    3 Cr. HRS.**

**Prerequisites: EDU 221, 251 & 254**

Focuses on processes of language development in children, including speech, handwriting, spelling, reading and language usage, methods of teaching language arts which include the linguistic approaches to grammar and diagnostic techniques. Ways to encourage expression and foster imagination for development of language skills are emphasized.

**EDU 334 Teaching Mathematics in the Primary School   3 Cr. Hrs.**

**Prerequisites: EDU 251& 254**

Provides methods of teaching mathematics concepts including sets, bases, numeration systems, number operations, informal geometry, problem solving and the metric system for primary through middle grades.

**EDU 335 Teaching of Science in the Secondary School      3 Cr. Hrs.**

**Prerequisites: EDU 251 & 254**

The study of objectives and methods of teaching at the secondary level with stress on development of appropriate scientific attitudes, procedures for carrying on scientific activities in the classroom, and the use of equipment and teaching aides.

**EDU 336 Music in the Primary School      3 Cr. Hrs.**

**Prerequisites: EDU 221, 250, 251 & 254**

A study of curricular plans and materials needed for the sequential development of music learning in children. Includes skills for teaching music classes, chorus, and music appreciation.

**EDU 337 Art in the Primary School      3 Cr. Hrs.**

**Prerequisites: EDU 250, 251 & 254**

Problems and materials for art teaching are treated, and media appropriate to art experiences of children are introduced. Methods of stimulating creative art expression, development of activities and visual materials for teaching art to children are also areas of attention.

**EDU 338: Teaching of Mathematics in the Secondary School      3Cr. Hrs.**

**Prerequisites: EDU 221, 251 & 254**

A study of the basic ideas and concepts of secondary school mathematics and the technique for their organization and presentation in the classroom are stressed.

**EDU 339: Teaching of Social Science in the Secondary School    3 Cr. Hrs.**

**Prerequisites: EDU 250, 251 & 254**

This is a methods course which considers the integration of history, geography and civics and the development of the student's appropriate emotional and intellectual reactions to social problems and issues. Emphasis is placed on selecting, organizing, and presenting materials in history, civics, geography, and other social sciences taught at the secondary level.

**EDU 342: Children's Literature (Primary School)                                3 Cr. Hrs.**

**Prerequisite: EDU 221 & 333**

A study of children's literature from early oral and written sources to the present day. Emphasis upon the creative use of prose and poetry to meet the needs and interests of children at various levels of development.

**EDU 353: Teaching of English in the Secondary School                    3 Cr. Hrs.**

**Prerequisites: EDU 251 & 254**

Methods of selecting, organizing, and presenting materials in composition and literature in the secondary schools are the main areas of focus.

**EDU 355: Curriculum Development & Innovation                                3 Cr. Hrs.**

**Prerequisites: EDU 250, 251 & 254**

Adapting a national curriculum to local conditions is emphasized. Teacher courses planning from scope and sequence charts, and curriculum change processes on national and local levels are covered. National community and individual needs are examined as a basis for curriculum in the schools.

**EDU 372:Teaching of Reading in the Primary School 3 Cr. Hrs.**

**Prerequisite: EDU 254, 333**

The course stresses the selection of reading content for the primary school and ways of teaching reading. There will be emphasis on new trends in reading instruction, the diagnosis and improvement of reading skills in the elementary school as well as remedial instruction.

**EDU 374Tests and Measurements 3 Cr. Hrs.**

**Prerequisites: EDU 251 & 254**

An overview of the field of tests and measurements with emphasis on test construction, scoring, analysis of results and their interpretation and report.

**EDU 441 Student Teaching/Internship in the Primary School 9 Cr. Hrs.**

**Prerequisites: Must complete University & the professional courses in the junior year (EDU 333, 334, 336, 337, 342, 355, 372 & 374)**

Prospective primary teachers participate directly in work of classroom teaching in local schools. Methods and teaching-learning principles are applied with guidance from classroom teachers and staff assign from the College of Education. Seminars are held to recap and share experiences in the schools. Self-inquiry of the student teacher's behavior is stressed. The course is divided into two components A. the Class work/theory three (30)credit hours. B. Practical and Supervision (6 credit hours).

**EDU 461 Student Teaching/Internship in the Secondary Schools 9 Cr. Hrs.**

**Prerequisites: completed all other college required courses 10/7 Teaching Fields/Minor or 30 credits (3 cr. hr. courses) & 32 credits (4 cr. hr. courses)**

Prospective secondary teachers participate directly in work of classroom teaching in local schools. Methods and teaching-learning principles are applied with guidance from classroom teachers and Cuttington staff. Seminars are held to recap and share experiences in the schools. Self-inquiry of the student teacher's behavior is stressed. The course is

divided into two components A. the Class work/theory three (3) credit hours. B. Practical and Supervision (6 credit hours).

**EDU 472 Guidance and Counseling**

**3 Cr. Hrs.**

**Prerequisites: Senior Standing.**

This course is designed to assist the student to understand the environmental factors that affect school achievement.

**EDU 480: School Administration**

**3 Cr. Hrs.**

**Prerequisite: Senior Standing**

Organization of educational administration in Liberia and other selected countries is dealt with. The role of the administrator and administrative processes in elementary and secondary schools are emphasized. Organizational function, and relationships of guidance in secondary education plus the study of guidance problems in Liberia are included.

**EDU 490: Education Seminar/School & Society**

**2 Cr. Hrs.**

**Prerequisite: Senior & Completed all other University and College require courses**

In this seminar, student will analyze current issues relevant to African and Third-World countries, especially those which deal with economic development, social demand, and manpower needs as related to educational planning. The impact of such issues on schools and professional educators and their role in social, cultural, and political planning is stressed.

**EDU 491: Educational Research Methodology**

**3 Cr. Hrs.**

This course introduced students to historical, experimental, descriptive and action research methodology as they relate to identifying and seeking solutions to problems pertinent to the field of education and in classrooms. Student will be guided through research processes that include problem identification, review of Literature, data collection methodologies, data



reporting and the analysis of research results. Use of the APA documenting style will be promoted. Each student will choose a focus topic or question based on an issue germane to the Liberian educational system for his/her research proposal, which is required for a senior research paper.

**EDU 492: Thesis/Project**

**3 Cr. Hrs.**

**Prerequisite Senior & Completed all other University and College require courses**

Conducted as an independent research on existing problems in Liberian or African education. Preferably original research is required where a student gathers data on a problem conceptualized by his or her. Research methods and processes are undertaken in consultation with the instructor.

## **Early Childhood and Primary Education Associate and BA Programs Courses Description**

### **ECED 101: Intro to Early Childhood Education**

**3 Credit Hrs.**

This is an introductory level course designed to introduce teacher-aspirants or students to the philosophical foundations of early learning; the Liberian early childhood development and education context, including relevant Ministry of Education Liberia frameworks, policies, and recommended practices; inclusive early childhood learning environments; and play-based approaches to learning.

### **ECED201: Children's Literature**

**3 Credit Hrs.**

This course is an introduction, selection, presentation, and utilization of a variety of children's literature in the early childhood classroom with an emphasis on current global theories and methods using an integrated approach that highlights inclusion, diversity, and representational literature for the Liberian student population served.

### **ECED 202: Natural and Life Sciences in Early Childhood**

**3Credit Hrs.**

This course covers methods and materials for effectively teaching natural and life sciences in the early childhood grades including evidence-based practices for teaching basic science concepts and the importance of inquiry-based approaches in the teaching of nature and living systems. This includes hands-on exploration and application of Liberia National Early Childhood Development (ECD) natural and life sciences curriculum.

### **ECED 203: Speech, Language, and Learning**

**3Credit Hrs.**

This course presents current theory and research on speech development, language acquisition, and language learning that should guide speaking and listening activities in the early childhood classroom, with an emphasis on the five components of language. Issues of equity related to multilingual students and students with disabilities are also addressed.

### **ECED 204: Content-Specific Methods for Early Childhood Math**

**3Credit Hrs.**

The course covers the content and process of mathematics instruction in the early childhood grades including mathematics teaching principles, mathematical tools, and assessment of student progress within the content learning trajectories of Quantity & Number Recognition; Counting; Comparing, Ordering & Estimating; Adding & Subtracting; Composition, Decomposition, Place Value & Multi-Digit Arithmetic; Spatial Thinking; Shapes; and Measurement.

### **ECED 205: Creativity and Play in the Early Childhood Classroom**

**2Credit Hrs.**

This course examines and explores equipment, materials, and activities that promote creativity and play through developmentally appropriate practice, child-centered learning, and programmatic planning for ages three (3) to five (5).

**ECED 206: Practicum in Early Childhood Education** **2Credit Hrs.**

This course is a practical experience in an early childhood educational setting that includes working directly with young children; emphasis is on Liberia's national teacher standards, early learning standards, and programmatic planning for ages 3 to 6.

**ECED 301: Appropriate Technology in ECE** **3Credit Hrs.**

This course will examine the appropriate use of technology in the early childhood classroom, providing teacher aspirants or students with hands-on opportunities to explore, learn, and apply their knowledge and skills in support of early childhood students' developmental needs.

**ECED 302: Advanced Practices & Processes for teaching Early Childhood Math** **3Credit Hrs.**

This course covers pedagogical issues and perspectives of teaching culturally relevant and inclusive mathematics in the early childhood grades through research-based practices and the processes of Problem Solving, Communication, Connections, Reasoning and Proof, and Representation.

**ECED 303: Emotional and Cognitive Development of the Child** **3Credit Hrs.**

This course focuses on social-emotional and cognitive development with emphasis on the early years, contextual influences on growth and development, and implications for care and guidance.

**ECED 401: Creative Arts (Music, Visual, Performance)** **3Credit Hrs.**

This course covers foundational knowledge and skills in visual art, music, drama, and media, and how to integrate them into the early childhood and primary education language arts, math, science, and social studies curriculum.

**ECED 403: Social Sciences in Early Childhood Education** **3Credit Hrs.**

This course explores the Liberian early childhood education standards of social science in everyday life focusing on learning theory, social science themes, and planning for young learners in the early childhood classroom.

**ECED 405: Literacy-Focused Practicum** **3Credit Hrs.**

This course is a practical experience in fostering early language, communication, and literacy skills within an early childhood educational setting. Emphasis is on working directly with young children, ages 3 to 6 to support mastery of Liberia's early learning standards through programmatic planning and teacher-student engagement.

**ECED 402: Internships in Early Childhood Education**                      **9Credit Hrs.**

Internships in Early Childhood Education is the culminating Professional Experience course that is a supervised student teacher experience during which the teacher aspirant or student gradually assumes full responsibility of managing, planning, teaching, and assessing in an early childhood learning environment.

**EDUC 101: Universal Design for Learning**    **3Credit Hrs.**

This course provides students with an introduction to the concept of Universal Design for Learning (UDL) as a foundational strategy to support inclusive education for students with and without disabilities. The course focuses on the use of multiple means of engagement, representation, and action and expression. It also explores the use of assessment strategies that support a UDL approach, the use of teaching and learning materials, and the application of UDL strategies in large class sizes.

**EDUC 102: Classroom Management**    **3Credit Hrs.**

Introduction to positive and inclusive classroom climate and culture through an equity lens. Topics include healthy and safe productive learning environments and planning for and managing behaviors and physical spaces for interactive teaching and learning. Teacher-aspirants will apply research and theories to advance and promote best classroom management practices and develop individual approaches to structured, effective, and inclusive learning environments.

**EDUC 103: Foundations of Liberian Education**    **3Credit Hrs.**

Examines the historical and philosophical foundations of Liberia and the Liberian school system to help future teachers develop a clear understanding of the purpose and importance of Liberian education and articulate a clear understanding of the teaching profession.

**EDUC 104: Inclusive Education for All Students**    **1Credit Hr.**

**Prerequisite: EDUC 101**

This course provides students with an in-depth look at the meaning of inclusive education and strategies to create an inclusive classroom environment for all students. The course covers topics such as Universal Design for Learning (UDL), the creation of individualized education plans, and educational accommodations. It also explores the use of classroom strategies such as peer supports and person-first language that help to create a welcoming environment in which all students can safely learn. As this course is intended for general educators and is focused on the broad inclusion of all students, this course will not cover specialized educational services for specific disabilities, such as the use of braille or sign language.

**EDUC 201: Child Development****3Credit Hrs.**

This course covered the developmental characteristics of children from birth to 11 years; overview of current theory and research; environmental factors and their effects on attachment, learning, and development of cognitive, physical, emotional, and social abilities; the influences of disabilities and risk factors; and implications for care and guidance.

**EDUC 202: Planning and Evaluation****2Credit Hrs.**

This course introduces learners to planning for instruction and evaluation of teacher aspirant or student learning with an emphasis on writing measurable and observable learner objectives. Additional emphasis is placed on creating daily and weekly lesson plans, unit plans (refer to Key Terms and Definitions), and developing and using appropriate traditional and performance-based evaluation methods that align with course objectives and instruction in the early childhood and primary grades learning environments.

**EDUC 203: Early Literacy Foundational Skills****3Credit Hrs.**

This course covers concepts, materials, and teaching strategies for early systematic reading and writing instruction specific to phonological and phonemic awareness, concepts of print, letter-sound correspondence, emergent writing, and listening and reading comprehension.

**EDUC 301: Guidance and Counseling****3Credit Hrs.****EDUC 302: Educational Statistics****3Credit Hrs.****EDUC 303: Sociology of Education and Working with Families & Communities 3Credit Hrs.**

This course examines the interwoven structures of society and of school with a focus on topics related to learning, schools, socialization processes, educational systems, and social inequality. This is accomplished by critically examining theoretical perspectives and investigating the ways in which family, culture, and society influence school systems to gain a better understanding of education as a social institution.

**EDUC 304: Understanding Students with Exceptionalities****2Credit Hrs.**

The purpose of this course is to introduce Liberian pre-service teachers to understanding students with exceptionalities – the challenges they face in the classroom, opportunities for inclusion and belonging, and strategies for supporting students with exceptionalities to thrive and succeed at school.

**EDUC 306: Issues of Gender Equity, and Access in Education**                      **2Credit Hrs.**

This course provides students with an in-depth look at gender responsive teaching and strategies to promote gender equity in class and school. The course covers topics such as the meaning of gender, how ideas about gender can lead to stereotypes and bias, and how gender bias appears in classroom materials. The course will also explore methods for how teachers can recognize and overcome their own gender biases.

**EDUC 308: Action Research Methods in the Classroom**    **3Credit Hrs.**

This course explores how action research methodology can be used to investigate changes to educational practices in early childhood and primary classrooms. Each teacher aspirant or student will develop an action research plan that allows for implementation, observation, and reflection upon that change.

**EDUC 401: Professional Ethics**    **2Credit Hrs.**

This course provides a model of best practices to help in equipping students with professional and ethical understanding and decision making at the workplaces. It specifically focuses on the ethical theories and practices in various professions. It also emphasizes ethical dilemmas and conflict of interest, reporting procedures of an unethical conducts as well as challenges associated in reporting.

**EDUC 403: Educational Research Methods**    **3Credit Hrs.**

**PEDU 101: Intro to Primary Education**    **3Credit Hrs.**

Exploration of curriculum and programming for students in kindergarten through sixth grade with emphasis on children's developmental, social, physical, emotional, and cognitive needs as related to appropriate learning experiences.

**PEDU 201: Social Studies in the Primary Classroom**    **3Credit Hrs.**

This course is the selection, organization, and presentation of social studies content for grades 1-6, assessment of learning, and general effectiveness of instruction.

**PEDU 202: Natural & Life Science in Primary Grade Math + General Methods for Primary Math**    **3Credit Hrs.**

This course covers the methods and materials for effectively teaching natural and life sciences in the primary grades including evidence-based practices for teaching basic science concepts and the importance of inquiry-based approaches in the teaching of nature and living systems through experimentation and the scientific process. This includes hands-on exploration and application of Liberian Primary Education curriculum.

**PEDU 203: Literacy and Social Studies Practicum****2Credit Hrs.**

This course is a practical experience integrating literacy skills and materials into the social studies curriculum in 1-6 education, selection and use of learning experiences, and development of lesson plans and/or teaching unit.

**PEDU 204: Content-Specific Methods in Primary Grades Math + General Methods for Math Education****3Credit Hrs.**

This course covers the content and process of culturally-relevant mathematics instruction in the primary grades including mathematics teaching principles, mathematical tools, and assessment of student progress within the content learning trajectories of Counting & Cardinality; Comparing, Ordering & Computational Estimating; Adding, Subtracting, Multiplying & Dividing; Composition, Place Value & Multi-Digit Computation; Spatial Visualization & Location; Properties of Shapes; Measurement; Algebraic Reasoning; and Data Analysis.

**PEDU 206: Teaching Reading Comprehension & Writing****3Credit Hrs.**

Demonstrate knowledge and understanding to develop literacy at each stage in the primary education classroom, including concepts, materials, and teaching strategies for reading fluency, reading comprehension, and writing and speaking to support diverse students.

**PEDU 208: Math and Science Practicum****2Credit Hrs.**

This course is a practical experience in planning, teaching, and assessing mathematics and science content in the primary grades classroom using integrated and culturally relevant inclusive pedagogy.

**PEDU 301: Adolescent Development****3Credit Hrs.**

This course focuses on physical, physiological (e.g., nutrition, health), social, and emotional development with emphasis on the adolescent years; contextual influences on development; and implications for education and support.

**PEDU 303: Technology in the Classroom****3Credit Hrs.**

This course will examine the appropriate use of technology in the primary grades' classroom, providing teacher aspirants or students the opportunities to explore, learn, and apply their knowledge and skills to support primary students' cognitive development.

**PEDU 302: Diagnostic & Prescriptive Advanced Methods for Primary Grades Math**  
**3Credit Hrs.**

Diagnostic and prescriptive mathematics teaching in the primary grades with an emphasis on research-based practices and processes for identifying error patterns and misconceptions and implementing age-appropriate remediation.

**PEDU 401: Creative Arts (Music, Visual, Performance)**

**3Credit Hrs.**

This course covers foundational knowledge and skills in visual art, music, drama, and media, and how to integrate them into the early childhood and primary education language arts, math, science, and social studies curriculum.

**PEDU 403: Language Arts, K-6**

**3Credit Hrs.**

This course presents an integrated approach to teaching English language arts based on current research of best practices, instructional methodologies, materials, and assessment techniques. Course content is based on developmental processes and assessment that focuses on the interrelatedness of all English language arts areas, including reading, writing, listening, speaking, viewing, and producing texts, broadly defined.

**PEDU 405: Literacy and Creative Arts Practicum**

**3Credit Hrs.**

This course is a practical experience working with students in the primary grades, helping them develop basic language arts and reading skills through arts integration and engagement with different types of texts, writing forms and structures. This practicum is completed concurrently with PEDU 401 Creative Arts (Music, Visual, Performance) and PEDU 403 Language Arts, K-6.

**PEDU402: Internships in Grades K- 6<sup>th</sup>**

**9Credit Hrs.**

Internship in Kindergarten-6<sup>th</sup> Grade is the culminating Professional Experience course that is a supervised teacher aspirant or student experience during which the teacher aspirant or student gradually assumes full responsibility of managing, planning, teaching and assessing in a primary grades classroom

**EDUC 404: Thesis/ project**

**3Credit Hrs.**



MELVIN J. MASON COLLEGE OF EDUCATION  
DEPARTMENT OF EARLY CHILDHOOD EDUCATION COURSE GUIDE  
ASSOCIATE  
REVISED AS OF SEMESTR I, 2022/2023

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Local Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

FRESHMAN YEAR- FRIST SEMESTER				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENGL 101	English I	3	None	
MATH 101	Math I	3	None	
COMP 101	Computer Literacy	3	None	
EDUC 103	Foundations of Liberian Education	3	None	
EDUC 101	Universal Design for Learning	3	None	
ECED 101	Intro to Early Childhood Education	3	None	
<b>Total</b>		<b>18</b>	None	
FRESHMAN YEAR- SECOND SEMESTER				
ENGL 102	English II	3	ENGL 101	
MATH 102	Math II	3	MAT 101	

FREN 101	French I	3	None	
SOSC 101	Social Science	3	None	
EDUC 102	Classroom Management	3	EDUC101	
PHED 101	Physical Education/ROTC	1	None	
EDUC 104	Inclusive Education for All Students	1	EDUC 101	
<b>Total</b>		<b>17</b>		

**SECOND YEAR - FIRST SEMESTEER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENTR 201	Entrepreneurship in Education I	1	None	
	HETTI specific course	3		
EDUC 201	Child Development	3		
EDUC 203	Early Literacy Foundational Skills	3	None	
ECED 201	Children's Literature	3		
ECED 203	Speech, Language, and Learning	3		
ECED 205	Creativity & Play in the ECE Classroom	2		
<b>Total</b>		<b>18</b>		

**SECOND YEAR - SECOND SEMESTER**

ENTR 202	Entrepreneurship in Education II	1	ENTR 201	
EDUC 204	Professional Ethics	2		

EDUC 202	Planning and Evaluation	2		
ECED 202	Natural & Life Sciences in Early Childhood Education	3		
ECED 204	Content-Specific Methods for Early Childhood Math	3		
ECED 206	Practicum in Early Childhood Education	2		
<b>Total</b>		<b>13</b>		

<b>JUNIOR YEAR- FIRST SEMESTER</b>				
Course #	Course Title	Credit Hours	Pre-requisite	Grade
FREN 102	French II	3	FRE 101	
BIO 111	General Science I	3	NONE	
EDUC 301	Guidance & Counseling	3		
ECED 301	Appropriate Technology in ECE	3		
ECED 303	Emotional & Cognitive Development of the Child	3		
EDUC 303	Sociology of Education and Working with Families & Communities	3		
<b>Total</b>		<b>18</b>		
<b>JUNIOR YEAR - SECOND SEMESTER</b>				
EDUC 302	Educational Statistics	3		
BIO 112	General Science II	3	BIO 111	
EDUC 304	Understanding Students with Exceptionalities	2		
EDUC 306	Issues of Gender, Equity, and	2	ENG 201	

	Access in Education			
ECED 302	Advanced Practices & Processes for Teaching Early Childhood Math	3		
EDUC 308	Action Research Methods in the Classroom	3		
ENTR 401	Entrepreneurship in Education I	1	Senior Standing	
<b>Total</b>		<b>17</b>		

**SENIOR YEAR- FIRST SEMESTER**

Course #	Course Title	Credit Hours	Pre-requisite	Grade
ENTR 402	Entrepreneurship in Education II	1	Senior	
EDUC 401	Professional Ethics	2	Senior	
ECED 401	Creative Arts (Music, Visual, Performance)	3	Senior	
ECED 403	Social Sciences in Early Childhood Education	3	Senior	
EDUC 403	Educational Research Methods	3	Senior	
ECED 405	Literacy-Focused Practicum	3	ENTR 401	
<b>Total</b>		<b>15</b>		

**SENIOR YEAR- SECOND SEMESTER**

ECED 402	Internships in Early Childhood Education	9	Senior	
EDUC 404	Thesis/Project	3		
<b>Total</b>		<b>12</b>		

**TOTAL CREDIT HOURS 130**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES (HMDCHS)



### INTRODUCTION

The Herbert and Marion Donovan College of Health Sciences Complex was built in 2012-2013. It is the only auxiliary health complex of any University in Liberia. The Program will offer Baccalaureate Degrees. The College was established to serve as a training ground for the professional and vocational development of rural medical practitioners and para-medical practitioners to effectively cope with the increasingly challenging demands imposed on the fragile and tenuous health care delivery system in all geographic locations of Liberia. It is acutely needed in the rural and remote areas of the country. Additionally, the location of Cuttington University in Bong County/central Liberia makes it an ideal place in that the health complex will be accessible to a greater portion of the population in the country.

The curricula for the Cuttington University Herbert and Marion Donovan College of Health Sciences programs reflect both General Education requirements for all students and the requirements of the Para-medical Training Programs approved by the Ministry of Health (MOH), National Commission on Higher Education (NCHE), the Liberian Board for Nursing and Midwifery (LBNM) which accredits the Nursing and Midwifery Programs in Liberia, and the Liberian Board for Physician Assistant (LBPA).

The Herbert and Marion Donovan College of Health Sciences (HMDCHS) has six program departments including the following:

1. Professional Nursing (Basic and Post-basic) Program
2. Physician Assistant Program
3. Radiography Program
4. Environmental Health Technology Program
5. Midwifery Program

## 6. Medical Laboratory Technology Program

The last three programs (**Environmental Health Technology, Midwifery and Medical Laboratory Technology**) will commence following the training of faculties to be identified. The University is aspiring to offer the above six (6) concentration areas as departments in the Herbert and Marion Donovan College of Health Sciences. Two of the six (6) concentration areas, Physician Assistant and Nursing are already operating as basic programs.

General admission criteria for enrollment to the Herbert and Marion Donovan College of Health Sciences (HMDCHS):

1. Applicant must sit and pass the Cuttington University entrance examinations
2. Submission of all admission requirements as per the University's admission policies/criteria
3. Applicant must sit and pass an Aptitude Test and Interview administered by the HMDCHS
4. Specific requirements for each training program are indicated under each relevant department.

## VISION

To be the premier University of Health Sciences in Liberia through the provision of instruction of the highest caliber to health care practitioners and the provision of quality health care to the citizens that is based on international medical ethics, professional principles and standards. The graduates will acquire competence in the delivery of quality health care services in the followings areas:

- Radiographic Technology
- Physician Assistant Studies
- Nursing
- Environmental Health Technology
- Midwifery

## MISSION

To provide students of the college with the knowledge, counseling and professional skills so as to achieve their academic, professional and personal goals as competent and efficient health care practitioners in Liberia and the world-at-large.

## CORE VALUES

- **Service** – we strongly believe in providing service to mankind through educational, moral, spiritual and medical programs.
- **Learning** – we value learning principles and prioritize student-centered learning/teaching environment and the offering of opportunities of optimum quality thus focusing on the students as our highest priority.
- **Excellence** – excellence is our ultimate goal. We are considered the pace setter and citadel of academic excellence in Liberia. We are consciously aware that excellence is expensive and hence put out our best to achieve it. We achieve excellence by setting high goals and benchmarks specifying the performance indicators in all we do and constantly conduct assessments. We tactfully seek continuous improvement strategies while refusing to accept the status quo.
- **Accountability** – Cuttington upholds the principles of check and balance. We believe that accountability is the foundation of institutional excellence, ethical resource management and the root of public trust. We believe that all persons are responsible for their actions and the outcome of those actions.
- **Transparency** – We believe, uphold and advocate a strong principle of transparency.
- **Morality** – We are committed to the development of strong moral principles.
- **Inclusiveness & Diversity** – We value the inclusiveness and diversity of the students, faculty and staff. We respect their individual differences and uniqueness, cultural diversity, religious practices and ideas. We feel honored and committed to reflect the cultural diversity of the communities we serve.
- **Collaboration** – We value the establishment and existence of mutually beneficial partnerships with all of our stakeholders that collaborate with us in addressing the educational, economic, social, medical and cultural needs of our communities. We believe that the principles and concepts of civic responsibility, community involvement and volunteerism are critical in achieving peace and harmony in society. This ideology or principle is strongly reflected in our Service Learning and Peace and Conflict Resolution Curricula/programs.

## THE CURRICULUM

The Curriculum is a modified version of the approved National Paramedical Training Curriculum designed for three years diploma courses. Cuttington has adopted the curriculum to meet the Baccalaureate degree requirements for the Herbert and Marion Donovan College of Health Sciences (HMDCHS) Program. A tremendous amount of work has been placed into the planning for the purpose of ensuring that quality and high standards are adhered to.

## DEPARTMENT OF NURSING (BASIC AND POST-BASIC)

### INTRODUCTION

The Department of Nursing at the Cuttington University is the oldest baccalaureate Program in Liberia. Over the years, it has been known for its excellence in nursing education. It has provided qualified manpower for Liberia and other countries. There are two categories of Nursing Program for students enrolled in the Nursing Department of the Herbert and Marion Donovan College of Health Sciences (HMDCHS):

**Basic and Post Basic Nursing.** Basic Nursing students are enrolled at Cuttington University for their first courses in Nursing. They are admitted as freshmen and must comply with the General Education Requirements (except for Fren.102) for admission upon completion of the third semester (after the freshmen year). A student who desires to remain in the program must make a formal application to the Nursing Department and must maintain a grade point of 2.5. **The Post Basic Nursing or RN program** is five to six semesters. Vacation schools are optional where a student may choose to do courses as desire to reduce academic workloads. During the first semester (of full time status) Post Basic students must write challenging examinations in **Medical-Surgical Nursing, Obstetrical/Gynecological Nursing, Pediatrics, Psychiatric/Mental Nursing, and Tropical and Communicable Diseases.** Students who have not taken the above courses during basic training will be required to do them as prescribed by the Nursing Department faculty. Students who do not score a grade of “C” or better in the challenging examinations must enroll in that course. Students scoring a grade of “C” or better will be granted an exemption with credit for each course with the approval of the Academic Standing Committee (A.S.C.). The total number of credit hours obtained from the challenging examination is 33.



Basic Nursing students are enrolled at Cuttington University for their first courses in Nursing. They are admitted as freshmen and must comply with the General Education Requirements for admission upon completion of the third semester (after the freshmen year). A student who desires to remain in the program must make a formal application to the Nursing Department and must maintain a grade point of 2.5. **The Post Basic Nursing or RN program** is five to six semesters. Vacation schools are optional where a student may choose to do courses as desire to reduce academic workloads. During the first semester (of full time status) Post Basic students must write challenging examinations in **Medical-Surgical Nursing, Obstetrical/Gynecological Nursing, Pediatrics, Psychiatric/Mental Nursing, and Tropical and Communicable Diseases**. Students who have not taken the above courses during basic training will be required to do them as prescribed by the Nursing Department faculty. Students who do not score a grade of “C” or better in the challenging examinations must enroll in that course. Students scoring a grade of “C” or better will be granted an exemption with credit for each course with the approval of the Academic Standing Committee (A.S.C.). The total number of credit hours obtained from the challenging examination is 33.

## **VISION**

The Vision of the Nursing Department is to prepare nurse leaders to meet the unique health care needs of communities through excellence in education and evidenced-based practice.

## **MISSION**

The Mission of the Nursing Department is to prepare highly qualified nurse leaders to serve multicultural populations.

## **CAREER OPPORTUNITIES**

Graduates from the professional Nursing Program (Basic & Post Basic), are prepared to serve as professional nursing service providers, supervisors, administrators and managers. They will develop knowledge and skills in health communication to provide client and community education.

## **GRADUATION REQUIREMENTS**

A minimum of 128 credit hours is required to obtain a B.Sc. in nursing (Basic Plan), while a minimum total of 70 credit hours is required to earn a B.Sc. (Post-Basic Plan) in the same discipline.

### **Student Nurses' Standard Operation Procedure - Introduction**

The Department of Nursing at the Cuttington University is the oldest baccalaureate Program in Liberia. Over the years, it has been known for its excellence in nursing education. It has provided qualified manpower for Liberia and other countries. It was not until the just ended Liberian civil crisis that the performance of products of the school started to drop, especially during the public examination conducted for nurses by the Liberian Board for Nursing and Midwifery. As we are all aware, the Liberian Civil war affected all fabrics of the Liberian society including the academic setting. This was evidenced by the destruction and looting of the University's properties; and the frequent relocation of the University to and from Monrovia. In addition, many of the well-qualified staff that taught at this University prior to the civil war had to run for their lives, some of whom are yet to return. As a result of the brain drain in the University, a serious shortage of manpower was posed on the institution leading to the hiring of some part time workers who were not regular. Some of the students who were academically weak, and could not cope with the ward assignment ran away from clinical. This therefore created a vacuum in their learning, especially in their clinical experience, which is often tested in the state board examination. Besides, the moral behavior of most of the students has deteriorated as a result of the war. Most of them have no respect for constituted authority, and are not willing to be controlled. Considering the uniqueness of the Nursing Profession, and being cognizant to the negative impact of the war that plagued this profession during the past fifteen years, the Nursing Department has devised this document as a tool to help prepare these future nurses.

### **Admission Criteria**

- a. All students (with the exception of transferred students and graduates from Cuttington Junior Colleges) must sit the Cuttington University entrance examination and make a pass.
- b. All students desirous of entering the Department of Nursing must complete their required courses.
- c. The candidates must apply formally to the Department of Nursing upon completing their university required courses.
- d. The candidates must obtain a Cumulative GPA of 2.5 or above in the all university required courses, excluding the remedial program, to be admitted in the Nursing Program effective September, 2022. Once admitted, the students must maintain a GPA of 2.5 and above.
- e. Students who fail to obtain a GPA of 2.5 will be warned to improve during the following semester. If a student does not improve, he/she will not be allowed to continue in the program.
- f. Students who have been warned for the first time but failed to obtain a GPA of 2.5 will be removed from the program.
- g. All Post Basic candidates must sit and pass the Challenging Exams in the Five Core Nursing courses (Med/Surg, OB/GYN, Ped, T&C, PSYCH).
- h. All student nurses transferring from other health training institutions must redo the five core nursing courses with a minimum of 52 credit hours at CU.
- i. All students entering the program will be interviewed by the department.

**Dress Code: Official dress code:**

➤ **Male**

- a. A pair of white trousers
- b. Short sleeve blue & white cotton shirt with breast pocket and two side pockets for holding BP cuff, stethoscope, etc,
- c. A pair of black shoes
- d. White socks
- e. Name tag
- f. Badge for upper class students
  - a. An 8"x4" note pad
  - g. Wrist watch with second hand for recording pulse and respiration rates, etc.
  - h. Low hair cut

➤ **Female:**

- a. A pair of blue & white dress stopping below the knees (free dress)
- b. White cotton apron with chest pocket for holding BP cuff, stethoscope, etc,
- b. A pair of white shoes
- c. White socks
- d. Name tag
- e. Badge for upper class students
- b. An 8"x4" note pad
- f. Wrist watch with second hand for recording pulse and respiration rates, etc
- g. Hair styled not below ear lobe (NO ATTACHMENT, COLORED HAIR, DADA, RASTA FUNNY HAIR Dos)
- h. No dangling ear rings

**Behavior/Conduct**

- a. All students are required to abide by the rules and regulations of the institutions in which they practice.
- b. All students are required to respect their instructional, clinical and other staff of the institution in which they work.
- c. All students are required to respect each other.

**Absenteeism**

- a. All students who absent themselves from clinical with no genuine excuse will be required to triple each day missed.
- b. All students who absent themselves with genuine excuses will be required to make-up only the days missed.

**Lateness** - All students arriving thirty minutes after the start of clinical will be sent home and considered absent without excuse for that day.

**University Requirement** - All students are encouraged to complete their university required courses before doing their clinical courses.

**Reprimand**

- a. All corporal punishment will be executed by the Office of Student Affairs.

- b. All students who violate the dress code will be sent home for that day and be required to make up for the day missed.
- c. Students who refuse to make up the missed days will be given a Grade “F” in that course
- d. All make-up grades must be completed by the end of the semester in which they occurred.
- e. All students who misbehave either in clinical settings (in or outside of our traditional clinical site-Phebe) or in the Department will be sent to the Office of Student Affairs for appropriate action.

**Pregnancy-** For health and safety reasons and to minimize risk to mother and child, any student who becomes pregnant while in the program will have to sign a waiver form before she can be permitted to do clinical orientation. Student must receive approval from the Department Chair or Dean before registration.



HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES

CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY

DEPARTMENT OF NURSING BASIC PLAN COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FRESHMAN YEAR (YR. I) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication I	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	CU Admission	
BIO 101	Principle of Biology I	4	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
			CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

FRESHMAN YEAR (YR. I) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I courses)	Grade
ENG 102	Fundamentals of Communication II	3	ENG 101	
MAT 102	Pre-calculus	3	MAT 101	
BIO 102	Principle of Biology II	4	BIO 101	
CHE 103	Clinical Chemistry I	3	BIO 101	
CHS 101	Prof. Ethic & Law in Health	2	N/A	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	FRE/KPE	
EDU 111	Physical Education	1	N/A	

	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	
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<b>SOPHOMORE YEAR (YR. 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (completion of semester II year I courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3	ENG 102	
CHS 102	Human Structure & Functions	4	BIO 102	
NSG 101	Fundamentals of Nursing I	4	CHE 103	
CHS 205	Clinical Pharmacology I	2	CHEM	
CHS 104	Psycho-sociology	3	N/A	
REL 321	Christian Ethics & Social Values	3	CHS 101	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YR 2) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (completion of semester I year II courses)</b>	<b>Grade</b>
CHS 105	Medical Microbiology	4	CHS 103	
NSG 102	Fundamentals of Nursing II	5	NSG 101	
CHS 206	Clinical Pharmacology II	2	CHS 205	
CHS 204	Health Assessment	3	NSG 101	
ENG 202	Advanced Composition	3	ENG 201	

CLN 001	Fundamentals clinical	RR	NSG 101 LAB	
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YR. 3) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (completion of semester II year II courses)</b>	<b>Grade</b>
CHS 201	Communicable and Tropical Dis.	3	CHS 206	
NSG 303	Obstetrics/Maternity Nursing	3	NSG 102	
NSG 305	Medical Nursing	4	NSG 102	
NSG 307	Pediatric Nursing I	3	NSG 102	
CHS 301	Psychiatric Mental Health Care I	3	NSG 102	
NSG 304	Geriatric (Elderly) Nursing	2	NSG 102	
CLN 002	Junior clinical I	RR	CLN 001	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YR. 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (completion of semester I year III courses)</b>	<b>Grade</b>



CHS 302	Psychiatric/Mental Health Care II	2	CHS 301	
NSG 304	GYN Nursing	2	NSG 303	
NSG 306	Surgical Nursing	4	NSG 305	
NSG 308	Pediatric Nursing II	2	NSG 307	
CHS 401	Primary Health Care I	3	NSG 306	
CHS 309	Principles of Nutrition	3	NSG 201	
ENTR 401	Entrepreneurship in Education	1	N/A	
CLN 003	Junior clinical II	RR	CLN 002	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

**SENIOR YEAR (YR. 4) - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (completion of semester II year III courses</b>	<b>Grade</b>
NSG 404	Curriculum and Instruction	3	CHS 401	
NSG 405	Nursing Administration & Mgt.	4	CHS 401	
CHS 406	PHC/Com Health NSg II & Epidemiology	5	CHS 401	

CHS 107	ICT/ Research Methods	3	N/A	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
CLN 004	Senior clinical	RR	CLN 003	
	<b>Total</b>	<b>16</b>	<b>Semester GPA</b>	

SENIOR YEAR (YR 4) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (completion of semester I year IV courses)	Grade
CHS 408	Professional Development (Affiliation/Clinical)	6	Completion of all courses	
CHS 403	Senior Research Project	3	CHS 107	
	<b>TOTAL</b>	<b>9</b>	<b>Semester GPA</b>	

Total Graduation Requirement: 133 Credits

Note: CHS 104 is the same as PSY 101

CHS 101 is the same as EDUC 401

### GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.

2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **“C”** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **“C”** or above.
6. That a grade less than **“C”** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **“D”** in a third allied health course will automatically result in dismissal from the college.

HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES

CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY

DEPARTMENT OF NURSING POST BASIC COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile

#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FIRST YEAR (YR. 1) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication I	3	CU Admission	
MAT 101	General mathematics	3	CU Admission	
BIO 101	Principle of Biology I	4	CU Admission	
EDU 221	Child Development	3	CU Admission	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

FIRST YEAR (YR. 1) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year I courses)	Grade

ENG 102	Fundamentals of communication II	3	ENG 101	
CHS 104	Psycho-sociology	3	N/A	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	FRE/KPE 101	
BIO 102	Principle of Biology II	4	BIO 101	
MAT 102	Pre-calculus	3	MAT 101	
CHS 101	Professional Ethics & Law	2	N/A	
EDU III	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SECOND YEAR (YR. 2) – FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year I courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3	ENG 102	
CHS 207	IDSR	2	BIO 102	
CHS 105	Medical Microbiology	4	BIO 102	
REL 321	Christian Ethics & Social Values	3	CHS 101	
NSG 404	Curriculum & Instruction	3	CHS 104	
NSG 410	Community Health Empowerment	3	CHS 104	
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

SECOND YEAR (YR. 2) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year II courses)	Grade
NSG 406	PHC/Community Health Nursing II & Epidemiology	5	NSG 410	
NSG 405	Nursing Administration & Mgt.	4	CHS 105	
ENG 202	Advanced Composition	3	ENG 201	
CHS 107	ICT/ Research Methods	3	COM 101	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
	<b>Total</b>	<b>16</b>	<b>Semester GPA</b>	

THIRD YEAR - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of all required courses)	Grade
CHS 408	Professional Development (Affiliation)	6	NSG 405	
CHS 403	Senior Research Project	3	CHS 107	
	<b>Total</b>	<b>9</b>	<b>Semester GPA</b>	

Total Graduation Requirement: 82 Credits

**CHALLENGED AND IF PASSED EXEMPTED WITH CREDIT HOURS: 33**

1. Medical Nursing-Surgical Nursing
2. Obstetrics Nursing-Gynecological Nursing
3. Communicable and Tropical Disease
4. Nursing of Infants and Children I & II
5. Psychiatric Nursing I & II

#### **EXEMPTED WITHOUT CREDITS:**

Fundamentals of Nursing I & II

**Total Credits Hours for Graduation: 109**

#### **GRADE POINT AVERAGE**

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **“C”** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **“C”** or above.
6. That a grade less than **“C”** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **“D”** in a third allied health course will automatically result in dismissal from the college.

Both the academic advisor and advisee MUST ensure that these pre-requisites are met and maintained throughout the semester, even during the ADD/DROP period. Any deviation from this document, whenever discovered, will be gravely reprimanded; it shall result into a grade of “F”, while a second offense may result into a change of major. Courses bearing the asterisk (\*) should be registered according to their placements on the Basic Plan.

### **Pre-requisite Nursing Courses**

The following courses are core nursing courses that must be completed to allow a student to advance into higher courses:

- Fundamentals of Nursing I- NSG 101
- Fundamentals of Nursing II- NSG 102

**Note:** Any student who fails in any of these courses will be required to clear the failing grade before proceeding with higher nursing courses.

## **DEPARTMENT OF PHYSICIAN ASSSISTANT (BASIC AND POST-BASIC)**

### **INTRODUCTION**

Physician Assistants (PAs) are “physician extenders” or “physician substitutes” who practice modern medicine under the supervision of physicians and surgeons. PAs are formally trained to provide diagnostic, therapeutic, and preventive healthcare services, as delegated by a physician. Working as members of a healthcare team, they take medical histories, examine and treat patients, order and interpret laboratory tests and X-rays, and make diagnoses. They also treat minor injuries by suturing, splinting, and casting. In some developing countries they do routine surgical procedures such as C-sections and herniorrhaphies. The Physician Assistant Program covers 8 semesters of academic works involving theories and clinical practices. Upon completion of this training, the student is then qualified for graduation from the Herbert and Marion Donovan College of Health



Sciences (HMDCHS), Cuttington University with a Bachelor of Science (B Sc.) in Physician Assistance.

Basic PA students are enrolled at Cuttington University for their first courses in Physician Assistant training. They are admitted as freshmen and must comply with the General Education Requirements for admission upon completion of the third semester (after the freshmen year). A student who desires to remain in the program must make a formal application to the **Physician Assistant** Department and must maintain a grade point of 2.5. **The Post Basic Physician Assistant Program** is five to six semesters. Vacation schools are optional where a student may choose to do courses as desire to reduce academic workloads. During the first semester (of full time status) Post Basic students must write challenging examinations in **Medical-Surgical Care, Obstetrical/Gynecological Care, Pediatrics, Psychiatric/Mental Health Care, and Tropical and Communicable Diseases**. Students who have not taken the above courses during basic training will be required to do them as prescribed by the **Physician Assistant** Department faculty. Students who do not score a grade of “C” or better in the challenging examinations must enroll in that course. Students scoring a grade of “C” or better will be granted an exemption with credit for each course with the approval of the Academic Standing Committee (A.S.C.). The total number of credit hours obtained from the challenging examination is 33.

## **MISSION**

The vision of the physician assistant program at Cuttington University is providing premier baccalaureate education in physician assistant science in Liberia through quality physician assistant training to prepare graduates to provide efficient health care services to the citizens and residents of Liberia.

## **VISION**

To provide students of the program with the knowledge, counseling and professional skills in the physician assistant science to competent and efficient health care practitioners in Liberia and the world-at-large.

## **CAREER OPPORTUNITIES**

Graduates from the Physician Assistants (PAs) Program are prepared to serve as professional healthcare service providers, supervisors, administrators and managers. Working as members of a healthcare team, they take medical histories, examine and treat patients, order and interpret laboratory tests and x-rays, and make diagnoses. They also treat minor injuries by suturing, splinting, and casting. They will develop knowledge and skills in health communication to provide client and community education.

## GRADUATION REQUIREMENTS

A minimum of **136** credit hours is required to obtain a B.Sc. in Physician Assistance.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

**DEPARTMENT OF PHYSICIAN ASSISTANT BASIC COURSE GUIDE**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

**FRESHMAN YEAR (YEAR I) - FIRST SEMESTER**

Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General mathematics	3	CU Admission	
FRE/KPE 101	Fundamentals of French / Kpelleh I	3	CU Admission	
BIO 101	Principle of Biology I	4	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

FRESHMAN YEAR (YEAR I) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year I courses)	Grade
ENG 102	Fundamentals of communication II	3	ENG 101	
CHE 103	Clinical Chemistry I	3	BIO 101	
MAT 102	Pre-calculus	3	MAT 101	
BIO 102	Principle of Biology II	4	BIO 101	
FRE/KPE 102	Fundamentals of French / Kpelleh II	3	FRE/ KPE 101	
CHS 101	Professional Ethics & Law in Health	2	N/A	
EDU III	Physical Education	1	CU Admission	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year I courses)</b>	<b>Grade</b>
CHS 103	Human Structure & Functions	4	BIO 102	
ENG 201	Fundamentals of Literature	3	ENG 102	
CHS 104	Psycho-sociology	3	N/A	
PHA 101	Fundamentals of Medicine I	3	BIO 102	
REL 321	Christian Ethics & Social Values	3	CHS 101	
CHS 205	Clinical Pharmacology I	2	CHE 103	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
CHS 105	Medical Microbiology	4	CHS 103	
CHS 204	Health Assessment	3	PHS 101	
ENG 202	Advanced Composition	3	ENG 201	
PHA 102	Fundamentals of Medicine II	4	PHA 101	
PHA 106	Introduction To Epidemiology & Demography & IDSR	3	PHA 101	

CHS 206	Clinical Pharmacology II	2	PHA 205	
CLN 001	Fundamentals clinical	RR	PHA 101	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
CHS 309	Principle of Nutrition	3	PHA 102	
PHA 304	Health Assess. & Diagnosis	3	PHA 204	
CHS 201	Communicable & Tropical Disease	3	PHA 206	
PHA 307	Pediatrics I	3	PHA 102	
PHA 301	Obstetrics – ANC, delivery & RH	3	PHA 102	
PHA 310	Medical Emergency	4	PHA 102	
CLN 002	Junior clinical I	RR	CLN 001	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>

PHA 305	Basic Pathology	2	CHS 201	
PHA 302	Gynecology & Obstetrics Emg. II	3	PHA 301	
PHA 311	Surgical Emergency	4	PHA 310	
PHA 308	Pediatrics II	3	PHA 307	
PHA 306	Dentistry	2	PHA 304	
CHS 301	Psychiatric Mental Health I	3	N/A	
ENTR 401	Entrepreneurship in Education	1	N/A	
CLN 003	Junior Clinical II	RR	CLN 002	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4) FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 3 courses)	Grade
PHA 400	Ophthalmology	3	PHA 305	
PHA 402	Health Facility Management	3	PHA 311	
PHA 403	Health Education	3	N/A	
CHS 401	Primary Health Care I	3	N/A	
CHS 107	ICT/Research Methodology	3	COM 101	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
CLN 004	Senior clinical I	RR	CLN 003	

	<b>Total</b>	16	<b>Semester GPA</b>	
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SENIOR YEAR (YEAR 4) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (completion of all required courses)	Grade
CHS 408	Professional Development (Affiliation)	6	CLN 004	
CHS 403	Senior Research Project	3	CHS 107	
CLN 005	Senior clinical II	RR	CLN 004	
	<b>TOTAL</b>	<b>11</b>		

Total graduation requirement = 136

Note: RR = Regular Clinical

### GRADE POINT AVERAGE

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5. That a grade less than **"C"** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **"C"** or above.
6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.

7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a “D” in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

**DEPARTMENT OF PHYSICIAN ASSISTANT POST BASIC COURSE GUIDE**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile

#: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile #: \_\_\_\_\_

FIRST YEAR (YEAR I) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
Fr/Kpe 101	Fundamentals of French/Kpelleh I	3	CU Admission	
CHS 104	Psycho-sociology	3	CU Admission	
BIO 101	Principle of Biology I	4	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
		19	<b>Semester GPA</b>	

**FIRST YEAR (YEAR I) - SECOND**



<b>SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>P Prerequisite (Completion of semester I year I courses)</b>	<b>Grade</b>
ENG 102	Fundamentals of Communication	3	ENG 101	
Fre/Kpe 102	Fundamentals of French/Kpelleh II	3	FRE/KPE 101	
REL 321	Christian Ethics & Social Values	3	N/A	
MAT 102	Pre-calculus	3	MAT 101	
CHS 101	Professional Ethics and Law in Health	2	N/A	
BIO 102	Principle of Biology II	4	BIO 101	
EDU III	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SECOND YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year I courses)</b>	<b>Grade</b>
ENG 201	Fundamental of Literature	3	ENG 102	
CHS 105	Medical Microbiology	4	BIO 102	
PHA 201	Pathophysiology	3	BIO 102	
CHS 304	Health Education	3	N/A	
CHS 207	IDSR	2	BIO 102	
CHS 107	ICT/ Research Methods	3	COM 101	
ENTR	Entrepreneurship in	1	N/A	

401	Education			
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SECOND YEAR (YEAR 2) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
PHA 332	Anesthesiology	3	PHA 201	
PHA 401	Radiology	3	PHA 201	
PHA 402	Dermatology	3	PHA 201	
PHA 403	Health System Management	3	CHS 304	
ENG 202	Advanced Composition	3	ENG 201	
ENTR 402	Entrepreneurship in Education	1	ENTR 401	
	<b>Total</b>	<b>16</b>	<b>Semester GPA</b>	

<b>THIRD YEAR - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
CHS 408	Professional Development (Affiliation)	6	Completion of all required courses	
CHS 403	Senior Research Project	3		
	<b>Total</b>	<b>9</b>	<b>Semester GPA</b>	

Total Credits for Graduation: 82 Credits

**CHALLENGED AND IF PASSED EXEMPTED WITH CREDIT HOURS: 33**

- a. Medical-Surgical Care I & II
- b. Obstetrics-Gynecological Care I & II
- c. Communicable and Tropical Disease
- d. Pediatric Care I & II
- e. Mental Health Care I & II

**EXEMPTED WITHOUT CREDITS:**

Fundamentals of Medicine I & II

**Total Credits Hours for Graduation: 115**

**GRADE POINT AVERAGE**

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2. That once admitted the student must maintain a GPA of **2.5**.
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6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.

7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a “D” in a third allied health course will automatically result in dismissal from the college.

## DEPARTMENT OF MEDICAL RADIOGRAPHY

### INTRODUCTION

The Medical Radiography department provides direction and guidance to radiography majors regarding the regulations, procedures, activities, and services unique to the program at CU. The Program reserves the right to add, revise, or repeal policies and requirements at any time. Students are responsible for using these public documents to enhance their academic experiences and are held accountable for policy adherence. Every effort has been made to ensure that the information in this catalog is accurate and current. The program policies are subject to modification as program and/or curriculum revisions occur. The program faculty reserves the right to make curriculum revisions and policy changes provided these changes will not impact negatively on accepted students by lengthening the projected period of time required to complete the course of study.

The Medical Radiography Program requires 38 hours of general education courses, followed by six (6) semesters or 100-credit hours in the professional (clinical) curriculum. All prerequisite courses must be completed within five (5) years with a “C” grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scale. Successful completion of the prerequisites qualifies a candidate to submit an application for admission into the professional phase of the program. Only 30 successful applicants are admitted into the professional phase of the program annually. Transfer students are accepted in the clinical phase based on space availability only. To be considered for admission into the professional phase of the program, all candidates must be enrolled at Cuttington University for a minimum of one academic semester and complete the application process. Preference is given to candidates who enroll at and complete all prerequisite courses at CU. For more information on enrollment at Cuttington University, please contact the office of enrollment at the Suakoko campus

### VISION

The vision of the Medical Radiography Program is to provide outstanding clinical care through expertise in medical imaging and interpretation, through innovation and advances in imaging research, and through excellence in teaching and mentoring.

## **MISSION**

The Medical Radiography Program is housed within the Herbert and Marion Donovan College of Health Sciences (HMDCHS) building. The mission of the department is to produce well-educated, autonomous, competent, and resourceful graduates who are well prepared to live and work in the multi-ethnic, global, and technological society of the 21<sup>st</sup> century. The program strives to provide exemplary educational experiences to an ethnically diverse population with a particular emphasis on the needs in the Republic of Liberia. The program provides an intellectually challenging and nurturing environment that fosters the development of competent and compassionate practitioners who will assist individuals on the continuum from wellness/illness, dying, death, and care of human remains. Students are assisted in the development of critical thinking, problem solving, communication, social and technical skills through active participation in classroom and practical experiences. The program's mission is to prepare competent x-ray technologists who will meet the healthcare needs of the citizens of the Republic of Liberia and the society at large.

## **CAREER OPPORTUNITIES**

Graduates the Medical Radiography Program are prepared to serve as competent X-ray technologists who will meet the healthcare needs of the citizens of the Republic of Liberia and the society at large. Graduates are prepared to enter the medical radiography profession competent in the theory and practice of medical radiography as medical radiographers or x-ray technologists.

## **GRADUATION REQUIREMENTS**

Total credit hours required for completion of the Bachelor of Science in Medical Radiography is 128 credit hours. All prerequisite courses must be completed within five (5) years with a "C" grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scale.

## **Admission Policy**

1. To be considered for admission to a program, all candidates must:
  - Apply and be interviewed for admission to the program.

- Have a High School diploma and WAEC certificate
  - Be 18 years old to qualify for clinical education assignment.
  - In good academic standing if transferring from another program of study or another institution.
  - Must attend all pre-clinical orientation sessions, and pass the orientation assessment tests - this is a requirement to qualify for continuation and progression through the program.
2. Completion of the application, obtaining supporting documents and assuring timely delivery by the established deadlines are the responsibilities of the applicant.
  3. Application packages not completed and returned with all supporting documents by the established deadline will **not** be considered.
  4. Applicants who qualify for sitting the entrance examination will be contacted via the bulletin at CIMR or by phone.
  5. A physical exam is required of all applicants after selection into the program.
  6. Final acceptance into the radiography program is contingent upon passing the physical exam, and meeting the Standards of Ethics requirements.

HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES

CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY

DEPARTMENT OF RADIOGRAPHY BASIC COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FRESHMAN YEAR (YEAR 1) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamental of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principle of Biology I	4	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
FRE/KPE 101	Introduction to French/Kpelleh I	3	CU Admission	

CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>FRESHMAN YEAR (YEAR 1) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year I courses)</b>	<b>Grade</b>
ENG 102	Fundamental of Communication II	3		
CHE 103	Clinical Chemistry I	3		
BIO 102	Principle of Biology II	4		
MAT 102	Pre-Calculus	3		
CHS 101	Professional Ethics & Law in Health	2		
FRE/KPE 102	Introduction to French/Kpelleh II	3		
EDU 111	Physical Education	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year I courses)</b>	<b>Grade</b>
CHS 205	Clinical Pharmacology I	2		
ENG 201	Fundamental of Literature	3		
RAD 102	Radiographic Exposure I	2		
CHS 104	Psycho-sociology	3		



RAD 101	Fundamentals of Radiologic Science & Health Care	2		
CHS 103	Human Structure & Function	4		
REL 321	Christian Ethics & Social Values	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

**SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
ENG 202	Advanced Composition	3		
RAD 201	Radiographic Exposure II	3		
RAD 104	Radiographic Procedures I	3		
RAD 203	Radiation Protection	3		
RAD 206	Radiographic Anatomy I	3		
RAD 207	Computers in Radiologic Sciences	2		
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

**JUNIOR YEAR (YEAR 3) - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
RAD 301	Radiographic Production & Characteristics	3		

RAD 302	Radiation Physics and Equipment	3		
RAD 303	Imaging and Processing	2		
RAD 304	Radiographic Exposure III	2		
RAD 305	Image Analysis	2		
RAD 306	Pediatric & Trauma Radiography	2		
RAD 202	Radiographic Procedures II	3		
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
RAD 308	Advanced Imaging Modalities	4		
RAD 309	Image Analysis (Model)	2		
ENTR401	Entrepreneurship in Education	1		
CHS 107	ICT/ Research Methodology	3		
RAD 311	Quality Assurance	2		
RAD 312	Introduction to CT Scan	3		
RAD 307	Radiation Biology	2		

	<b>Total</b>	17	<b>Semester GPA</b>	
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<b>SENIOR YEAR (YEAR 4) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 3 courses)</b>	<b>Grade</b>
RAD 400	Radiographic Pathology	3		
RAD 401	Introduction to Cross Sectional Anatomy	2		
RAD 402	Pharmacology and Drug Classification	3		
RAD 403	Radiation Physics	3		
ENTR402	Entrepreneurship in Education II	1		
RAD 404	Senior RAD Project	3		
	<b>Total</b>	<b>15</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of all required courses)</b>	<b>Grade</b>
CHS 408	Professional Development (Affiliation)	6		
	<b>TOTAL</b>	<b>6</b>	<b>Semester GPA</b>	

**Total Graduation Requirement: 128 Credits**

## GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **“C”** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **“C”** or above.
6. That a grade less than **“C”** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **“D”** in a third allied health course will automatically result in dismissal from the college.

## DEPARTMENT OF ENVIORNMENTAL HEALTH TECHNOLOGY

### INTRODUCTION

The scope of work of an environmental health technician is to assist the community in identifying environmental health needs and problems, and supports them in implementing appropriate strategies of prevention and intervention to reduce risk and promote a more healthy and safe environment. These goals are achieved primarily through health education and the delivery of environmental health services.

### VISION

The vision of the environmental health technology program at Cuttington University is providing premier baccalaureate education in environmental health technology in Liberia

through quality training to prepare graduates to provide efficient health care services to the citizens and residents of Liberia.

## **MISSION**

To provide students of the program with the knowledge, counseling and professional skills in the environmental health technology **program** to become competent and efficient health care practitioners in Liberia and the world-at-large.

## **CAREER OPPORTUNITIES**

A graduate from the Department of Environmental Health Technology will be qualified to engage in professional practice and provide services as an Environmental Health Technician and to serve as a respected and trusted authoritative source within the community for information and expertise in all areas relating to environmental health and safety. His/her responsibilities include but not limited to mobilizing and organizing the community to form/activate a community development committee (CDC) and trains the CDC and assists it in implementing their role in promoting community health and safety. The graduate of the program will be qualified to conduct periodic home and community health and safety surveys, including schools, food establishments and markets, industrial and agricultural enterprises, and other community facilities governed by National health and safety regulations, and assist the community in prioritizing major community environmental health (EH) needs. The graduate will be trained to motivate the community to adopt positive health and safety attitudes and behaviors. As a trained EHT, the graduate will be prepared to serve as a representative of the environmental health profession in cooperative activities with other Ministries, , governmental and NGO agencies, Private Volunteer Organization (PVO) and Community Base organizations (CBO) to promote and further environmental health practice in Liberia.

### **Dress Code: official dress code:**

#### **➤ Male**

- a. A pair of Navy blue trousers
- b. Short sleeve white cotton shirt with breast pocket and two side pockets for holding note pad, pens, etc,
- c. A pair of black shoes
- d. White socks

- e. Name tag
- f. Badge for upper class students
- c. An 8"x4" note pad
- g. Clipboard with a A4 size writing pad
- h. Wrist watch with second hand for recording pulse and respiration rates, etc.
- i. Low hair cut

➤ **Female:**

- a. A pair of gray skirt stopping below the knees (free skirt)
- b. Short sleeve white cotton shirt with breast pocket and two side pockets for holding BP cuff, stethoscope, etc,
- c. A pair of black shoes
- d. White socks
- e. Name tag
- f. Badge for upper class students
- d. An 8"x4" note pad
- g. Clipboard with a A4 size writing pad
- h. Wrist watch with second hand for recording pulse and respiration rates, etc
- i. Hair styled not below ear lobe (NO ATTACHMENT, COLORED HAIR, DADA, RASTA FUNNY HAIR Dos)
- j. No dangling ear rings

## **GRADUATION REQUIREMENTS**

Total credit hours required for completion of the Bachelor of Science in Environmental Health Technology is 125 credit hours. All prerequisite courses must be completed within five (5) years with a "B" grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scales

HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES

CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY

DEPARTMENT OF ENVIRONMENTAL HEALTH BASIC PLAN COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester:

\_\_\_\_\_ Local address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Advisor:

\_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FRESHMAN YEAR (YEAR I) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamental of communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principle Biology I	4	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

FRESHMAN YEAR (YEAR I) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year I courses)	Grade
ENG 102	Fundamental of Communication II	3		

MAT 102	Pre-calculus	3		
CHS 101	Professional Ethics & Law in Health	2		
CHE 103	Clinical Chemistry I	3		
FRE/KPE 102	Fundamentals of French/Kpelleh II	3		
BIO 102	Principle Biology II	4		
EDU III	Physical Education	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

**SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year I courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3		
CHS 104	Psycho-sociology	3		
REL 321	Christian Ethics & Social Values	3		
CHS 103	Human Structure & Function	3		
ENV 241	Fundamentals of Environmental Health	3		
CHS 205	Clinical Pharmacology I	2	CHE 103	
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

**SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER**

	<b>Course Title</b>	<b>Credit</b>	<b>Prerequisite (Completion of</b>	<b>Grade</b>
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Course #		Hours	semester I year 2 courses)	
ENG 202	Advanced composition	3		
ENV 245	Introduction to Oceanography	3		
CHS 105	Medical Microbiology	4		
ENV 242	Occupational Health & Safety	3		
ENV 241	Environmental Chemistry & Toxicology	3		
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

### JUNIOR YEAR (YEAR 3) - FIRST SEMESTER

Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 2 courses)	Grade
CHS 309	Principles of Nutrition	3		
ENV 303	Community Structure, Health & Safety	3		
ENV 304	Health Education	3		
CHS 201	Tropical & Communicable Diseases	3		
ENV 335	Environmental Policy and Analysis	3		
ENV 340	Food and Safety Management	3		

ENTR 401	Entrepreneurship in Education I	1		
<b>Total</b>		<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
CHS 203	Epidemiology, Disease Surveillance and Emergency Preparedness	3		
ENV 341	Waste Management and Control (Human/solid/chemical wastes)	3		
ENV 342	Principles of Environmental Health Mgt	3		
BIO 321	Fundamentals of Ecology	4		
ENTR 401	Entrepreneurship in Education I	1		
<b>Total</b>		<b>17</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 3 courses)</b>	<b>Grade</b>
CHS 107	ICT/Research Methodology	3		

ENV 415	Environmental Microbiology/Microbial Ecology	3		
ENV 431	Air Pollution	3		
CHS 401	Primary Health Care I	3		
ENV 452	International Port and Health Regulations	3		
ENV 343	Drinking Water Supply and Protection	3		
ENTR 402	Entrepreneurship in Education II	1		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of all required courses)</b>	<b>Grade</b>
ENV 450	Internship (8 weeks)	6		
CHS 403	Senior Research Project	3		
	<b>TOTAL</b>	<b>9</b>	<b>Semester GPA</b>	

**Total Graduation Requirement: 133 Credits**

**GRADE POINT AVERAGE**

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **“C”** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **“C”** or above.
6. That a grade less than **“C”** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **“D”** in a third allied health course will automatically result in dismissal from the college.

## DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY

### INTRODUCTION

The scope of responsibility includes sampling, testing, measuring, recording and analyzing results in the medical laboratory. Lab Techs perform tests on stool, tissue, blood and body fluids that help in diagnosing and treating illnesses and are responsible for providing all the required technical support to ensure that the lab will function effectively, while adhering to correct procedure and quality assurance, as well as all health and safety guidelines.

### VISION

The vision of the medical laboratory technology program at Cuttington University is providing premier baccalaureate education in medical laboratory technology program in Liberia through quality training to prepare graduates to provide efficient health care services to the citizens and residents of Liberia.

## MISSION

To provide students of the program with the knowledge, counseling and professional skills in the **medical laboratory technology** to become competent and efficient health care practitioners in Liberia and the world-at-large.

## CAREER OPPORTUNITIES

A graduate from the program will be awarded a Bachelor of Science Degree in Medical Laboratory Technology and shall be responsible to the County Health Officer/Medical Director, Pathologist or Officer-In-Charge of the health facilities and laboratory; supervises all activities in the laboratory. The following shall include in the duties of the trained Laboratory Technician:

- Collect specimens for analysis
- Prepare samples for testing
- Prepare and standardize reagents and use properly
- Ensure a functional laboratory
- Perform basic and specialized laboratory tests and microscopic examinations
- Perform urine and body fluids analysis
- Perform bacteriological tests
- Perform clinical chemistry tests
- Perform serological tests
- Perform hematological tests
- Perform parasitological tests, including malaria smears
- Perform immune-hematological tests
- Process and record data

## GRADUATION REQUIREMENTS

Total credit hours required for completion of the Bachelor of Science in Medical Laboratory Technology is 134 credit hours. All prerequisite courses must be completed within five (5) years with a “B” grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scale.

HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES  
 CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY  
 DEPARTMENT OF MEDICAL LABORATORY BASIC COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FRESHMAN YEAR (YEAR I) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
FRE/KPE 101	French/ Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

FRESHMAN YEAR (YEAR I) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 3 courses)	Grade
ENG 102	Fundamental of	3	ENG 101	

	Communication			
MAT 102	Pre-calculus	3	MAT 101	
BIO 102	Principle of Biology II	4	BIO 101	
CHS 101	Professional Ethics & Law in Health	2	N/A	
CHE 103	Introduction to Clinical Chem. I	3	N/A	
FRE/KPE 102	Fund. Of French/Intro. To Kpelleh II	3	FRE/KPE 101	
EDU III	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3	ENG 102	
CHS 103	Human Structure & Function	4	BIO102	
REL 321	Christian Ethics & Social Values	3	CHS 101	
MLT 103	Phlebotomy	3	CHE 103	
MLT 101	Fundamentals of Medical Lab. Tech. II	3	BIO 102	
CHS 104	Psycho-sociology	3	N/A	

	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	
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<b>SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
MLT 102	Fundamentals of Medical Lab. Tech. II	3	MLT 103	
ENG 202	Advanced Composition	3	ENG 201	
CHS 205	Clinical Pharmacology I	2	CHE 103	
CHE 105	Advanced Clinical Chemistry	3	CHE 103	
MLT 104	Laboratory Mathematics	3	MAT 102	
CHS 105	Medical Microbiology	4	CHS 103	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
BIO 372	Hematology	4	CHS 105	
BIO 341	Parasitology	4	CHS 105	
CHS 206	Clinical Pharmacology II	2	CHS 205	
CHS 207	IDSR	2	MLT 102	
CHS 301	Psychiatric Mental Health I	3	MLT 102	



CHS 107	ICT/Research Methodology	3	COM 101	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
MLT 105	Urinalysis	4	MLT 104	
BIO 342	Immunology	4	BIO 341	
BIO 411	Histology/Cytology	4	BIO 372	
MLT 106	Laboratory Management	3	MLT 104	
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>16</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
MLT 107	Clinical Affiliation I	6	MLT 106	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
MLT 108	Medical Laboratory Research Project	3	MLT 106	
	<b>Total</b>	<b>10</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of all required courses)	Grade
MLT 109	Clinical Affiliation II	6	MLT 107	
MLT 110	Lab Tech Seminars	3	MLT 108	
	<b>TOTAL</b>	<b>9</b>	<b>Semester GPA</b>	

**Total Graduation Requirement: 127 Credits**

### GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **"C"** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **"C"** or above.
6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **"D"** in a third allied health course will automatically result in dismissal from the college.

## **DEPARTMENT OF MIDWIFERY**

### **INTRODUCTION**

A graduate from this Midwifery Program shall become a Registered Midwife/Certified Midwife upon successful passing in the Liberian Board for Nursing and Midwifery (LBNM) examinations for graduate nurses and midwives. The graduate is trained in management, clinical teaching, reproductive health and research to provide maternal and child health service planning in the hospital, health center, and clinic or in the community/home.

The duties of a graduate from the Midwifery Program include but not limited to participating fully as a member of the health care team, implementing PHC activities in his/her area of assignment, counseling mothers/clients as necessary, especially in FP/RH, providing preventative services to individuals, families, groups, and communities in malaria, family planning, ANC, PNC, adolescent reproductive health, mental health, EPI, IMNCI, KMC, nutrition, STI, HIV, and TB, and providing secondary prevention measures and treatment to patients, families, groups and communities with malaria, med/surgical concerns, malnutrition, STI, HIV or AIDS, Obstetrical emergencies, including, PPH and pre-eclampsia, infections, wounds, adverse reactions to immunizations, asthma, burns, TB and other opportunistic and emerging diseases in accordance with protocols and standards at each level of health care(Community, clinic, health center and hospital).

### **VISION**

The vision of the Midwifery Program at Cuttington University is providing premier baccalaureate education in Midwifery in Liberia through quality training to prepare graduates to provide efficient health care services to the citizens and residents of Liberia.

### **MISSION**

To provide students of the program with the knowledge, counseling and professional skills in the Midwifery to become competent and efficient health care practitioners in Liberia and the world-at-large.

### **CAREER OPPORTUNITIES**

The graduate will be trained to manage midwifery services including, prenatal, labor and delivery, postpartum and neonatal services on the OB/maternity ward, clinics and health

centers, and apply principles of management and leadership skills in his/her day-to-day activities.

## **GRADUATION REQUIREMENTS**

Total credit hours required for completion of the Bachelor of Science in Medical Laboratory Technology is 125 credit hours. All prerequisite courses must be completed within five (5) years with a “C” grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scale.

HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES

CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY

DEPARTMENT OF MIDWIFERY BASIC COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

FRESHMAN YEAR (YRAR I) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamental of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
FRE/KPE 101	Fundamentals of French / Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
		1		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

FRESHMAN YEAR (YEAR I)- SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 1 courses)	Grade
ENG 102	Fundamental of Literature	3	ENG 101	

MAT 102	Pre-calculus	3	MAT 101	
BIO 101	Principles of Biology I	4	BIO 101	
CHS 101	Professional Ethics & Law in Health	2	N/A	
CHE 103	Introduction to Clinical Chemistry	3	N/A	
FRE/KPE 102	French / Kpelleh II	3	FRE/KPE 101	
EDU 111	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3	ENG 102	
MW 101	Fundamentals of Midwifery I	4	BIO 102	
CHS 103	Human Structure & Functions II	3	BIO 102	
REL 321	Christian Ethics & Social Values	3	CHS 101	
CHS 205	Clinical Pharmacology I	2	CHE 103	
CHS 104	Psycho-sociology	3	N/A	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 2 courses)	Grade
CHS 206	Clinical Pharmacology II	2	CHS 105	
CHS 105	Medical Microbiology	4	CHS 103	
AHC 204	Health Assessment	3	MW 101	
MW 102	Fundamentals of Midwifery II	4	MW 101	
ENG 202	Advanced Composition	3	ENG 201	
EDU 221	Child Development	3	MW 101	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

JUNIOR YEAR (YEAR 3) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 2 courses)	Grade
CHS 201	Tropical & Communicable Disease	3	MW 102	
CHS 204	Principle of Nutrition	3	MW 102	
NSG 307	Pediatric Nursing.	3	MW 102	
NSG 303	Maternity Nursing	3	MW 102	
CHS 301	Psychiatric Mental Health I	3	MW 102	
NSG 411	Reproductive Health	3	MW 102	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
NSG 305	Medical/Surgical Nursing	4	CHS 201	
NSG 308	Pediatric Nursing II	2	NSG 307	
NSG 304	OB/GYN	2	NSG 303	
CHS 107	ICT/Research Methodology	3	COM 101	
CHS 401	Primary Health Care I	3	CHS 201	
CHS 302	Psychiatric Nursing II	2	CHS 301	
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 3 courses)</b>	<b>Grade</b>
NSG 405	Nursing Administration & Mgt.	4		
NSG 403	Midwifery Senior Project	3		
NSG	Curriculum	3		



404				
NSG 403	Research Paper	3		
NSG 406	Community Health Nursing	5		
ENTR 402	Entrepreneurship in Education II	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
CHS 408	Professional Development	6	Completion of all required courses	
	<b>TOTAL</b>	<b>6</b>	<b>Semester GPA</b>	

**Total Graduation Requirement: 124 Credits**

### GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.

5. That a grade less than “C” in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of “C” or above.
6. That a grade less than “C” on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a “D” in a third allied health course will automatically result in dismissal from the college.

## **HMDCHS Post Basic Programs – Way Forward**

### **1. Introduction**

This document presents the way forward for the Herbert and Marion Donovan College of Health Sciences (HMDCHS). Focus is placed on innovative program activities intended to elevate the health training programs to higher levels. Innovations in the following areas are considered: post basic training programs in nursing, physician assistant and medical imaging, medical emergencies and emergency obstetric care.

### **2. Post Basic Training Programs**

This program is intended for health care professionals with practicing licenses in the areas of nursing, physician assistants, midwifery, ex-ray technicians, etc. It is planned for a maximum of four (4) academic semesters or two years. Applicants for enrollment will follow the CU admission procedure. They must do the followings: (a) sit and pass the CU entrance examinations, (b) apply to the Herbert and Marion Donovan College of Health Sciences (HMDCHS), (c) sit and pass the aptitude test (basically an interview) conducted by the college, and submit all relevant admission requirements.

#### **a. Post Basic Nursing**

The post basic nursing training which is already ongoing will be directed at providing tracks or specializations in:

- (i) Obstetric/gynecologic nursing care,

- (ii) Pediatric nursing care.

Students who are already in the program will continue their training to its completion while those intending to enroll into the new programs will begin with the tracked trainings. Post basic midwives (those with midwifery licenses) will be encouraged to enroll into the obstetric/gynecologic nurse/midwifery care.

**b. Post Basic Physician Assistant Training**

The post basic physician assistant training will begin with specializations in:

- (i) Pediatric Care
- (ii) Obstetric-Gynecologic Care

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Nursing Program (Bachelor of Science with a Major in Nursing Basic Plan with  
specialization in Pediatrics/Basic Plan (Proposed))

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>FRESHMAN YEAR (YEAR 1) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Funds. of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
FRE/KPE 101	French/ Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>FRESHMAN YEAR (YEAR 1) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 1 courses)</b>	<b>Grade</b>
ENG 102	Fundamentals of Communication II	3	ENG 101	

MAT 102	Pre-calculus	3	MAT 101	
BIO 102	Principle of Biology II	4	BIO 101	
CHE 103	Clinical Chemistry I	3	BIO 101	
CHS 101	Prof. Ethics & Law in Health	2	N/A	
FRE /KPE.102	Fund of French II	3	FRE/KPE 101	
EDU III	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
CHS 103	Human Structure & Functions I	4	BIO 102	
ENG 201	Fundamentals of Literature	3	ENTR 102	
CHS 205	Clinical Pharmacology I	2	CHE 103	
NSG 101	Fundamentals of Nursing I	4	BIO 102	
REL 321	Christian Ethics & Social Values	3	CHS 101	
CHS 104	Psycho-sociology	3	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
CHS 201	Tropical & Communicable Disease	2	NSG 101	
NSG 102	Fundamentals of Nursing II	5	NSG 101	
CHS 401	Primary Health Care I	2	NSG 101	
CHS 202	Medical Microbiology	4	CHS 103	
ENG 201	Advanced Composition	3	ENG 201	
CHS 309	Principles of Nutrition	3	NSG 101	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
NSG 303	OB/Maternity Nursing	3	NSG 102	
NSG 305	Medical Nursing	4	NSG 102	
NSG 307	Pediatric Nursing I	3	NSG 102	

CHS 301	Psychiatric Mental Health Care I	3	NSG 102	
PED 302	Pediatric Emergency Med.	3	NSG 102	
PED 303	Pediatric Pharmacology	2	NSG 102	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
NSG 304	GYN Nursing	2	NSG 303	
NSG 306	Surgical Nursing	4	NSG 305	
NSG 308	Pediatric Nursing II	2	NSG 307	
PED 304	Pediatric Intensive Care Medicine	3	NSG 307	
PED 305	Pediatric Cardiology Medicine	3	NSG 307	
PED 306	Pediatric Respiratory Medicine	3	NSG 307	
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) - FIRST SEMESTER</b>
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Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 3 courses)	Grade
NSG 404	Curriculum and Instruction	2	N/A	
NSG 405	Nursing Adm. & Management.	3	NSG 306	
NSG 406	PHC/CHN II & Epidemiology	2	CHS 401	
PED 401	Pediatric Nephrology	3	PED 305	
CHS 302	Psychiatric/ Mental Health Care II	2	CHS 301	
PED 403	Pediatric Gastroenterology	3	PED 306	
CHS 107	ICT/ Research Methods	3	COM 101	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
CHS 408	Prof. Development (Affiliation)	6	Completion of all required courses	
CHS 403	Senior Research Project	3	CHS 107	
	<b>TOTAL</b>	<b>9</b>	<b>Semester GPA</b>	

**Total Graduation Requirement: 139 Credits**



## GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **"C"** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **"C"** or above.
6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **"D"** in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Professional Nursing Program for Post Basic with Specialization in Pediatrics (Proposed)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>YEAR ONE - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
CHS 104	Psycho-sociology	3	CU Admission	
Fr/Kpe 101	French/Kpelleh I	3	CU Admission	
PED 303	Pediatric Pharmacology	3	CU Admission	
CHS 202	Medical Microbiology	3	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>YEAR ONE - SECOND SEMESTER</b>				
<b>Course</b>	<b>Course Title</b>	<b>Credit</b>	<b>Prerequisite (Completion of</b>	<b>Grade</b>

#		Hours	semester I year 1 courses)	
ENG 201	Advanced Composition	3		
PED 304	Pediatric Intensive Care Medicine	3		
PED 302	Pediatric Emergency Medicine	3		
PED 403	Pediatric Gastroenterology and Nutrition	3		
PED 306	Pediatric Respiratory Medicine	3		
RAD 101	Fundamental of Radiography	3		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

YEAR TWO - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 1 courses)	Grade
PED 402	Neonatal Medicine	3		
PED 305	Pediatric Cardiology Medicine	3		
PED 401	Pediatric Nephrology	3		
PED 403	Pediatric Endocrinology	3		
PED	Pediatric Neurology	3		

404				
PED 405	Pediatric Oncology	3		
ENTR 402	Entrepreneurship in Education II	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

YEAR TWO - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 2 courses)	Grade
PED 406	Pediatric infectious Diseases	3		
PED 407	Pediatric Allergy and immunology	2		
PED 408	Pediatric Inherited Metabolic Diseases	3		
PED 409	Community Child & Mental Health	3		
CHS 107	ICT/Research Methodology	3		
ENTR 402	Entrepreneurship in Education II	1		
	<b>Total</b>	<b>17</b>	<b>Semester GPA</b>	

YEAR THREE - FIRST SEMESTER			
	Course Title	Credit Hours	Prerequisite (Completion of semester II year I courses)
PED 500	Clinical Affiliation	4	
CHS 403	Senior Research Project	3	
	<b>Total</b>	<b>7</b>	<b>Semester GPA</b>

**Total Graduation Requirement: 79 Credits**

### GRADE POINT AVERAGE

1. That student enrolling into any of the HMDCHS programs must obtain a Cumulative GPA of **2.5 or above** in all the university required courses, hereby referred to as **pre-requisite courses**, excluding the remedial program or courses.
2. That once admitted the student must maintain a GPA of **2.5**.
3. That student who fails to obtain a GPA of **2.5** during a semester will be warned to raise their GPAs during the following semester. If a student does not improve the GPA to **2.5** during the subsequent semester, he/she will **not** be allowed to continue matriculation in any program within the HMDCHS.
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6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **"D"** in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Physician Assistant Program (Bachelor of Science with a Major in Physician Assistant  
Science with specialization in Pediatrics/Basic Plan (Proposed))

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>FRESHMAN YEAR (YEAR 1) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Fundamental of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>FRESHMAN YEAR (YEAR 1) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 1 courses)</b>	<b>Grade</b>

ENG 102	Fundamentals of Communication II	3		
MAT 102	Pre-calculus	3		
BIO 102	Principle of Biology II	4		
CHE 103	Clinical Chemistry I	3		
CHS 101	Professional Ethics and Law in Health	2		
FRE./kPE 102	Fundamentals of French/Kpelleh II	3		
EDU III	Physical Education	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
ENG 201	Fundamentals of Literature	3		
CHS 103	Human Structure & Functions	4		
PHA. 101	Fundamentals of Medicine I	3		
CHS 104	Psycho-sociology	3		
REL 321	Christian Ethics & Social Values	3		
Fre./kpe 102	Fundamentals of French/Kpelleh II	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

SOPHOMORE YEAR(YEAR 2) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 2 courses)	Grade
PHA 102	Fundamentals of Medicine II	4		
CHS 205	Clinical Pharmacology	2		
PHA. 304	Health Assessment and Diagnosis	3		
CHS 202	Medical Microbiology	4		
PHA. 106	Introduction to Epid and Dem	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

JUNIOR YEAR (YEAR 3) - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 2 courses)	Grade
CHS 201	Tropical & Communicable Disease	3		
PHA 301	Obstetrics-ANC, Delivery & RH	3		
PHA 306	Dentistry	2		
PED 303	Pediatric Pharmacology	2		
PHA 303	Ophthalmology	3		



CHS 301	Psychiatric Mental Health I	3		
CHS 309	Principles of Nutrition	2		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
PED 304	Pediatric Intensive Care	3		
PED 305	Pediatric Cardiology Medicine	3		
PED 306	Pediatric Respiratory Medicine	3		
PHA 305	Basic Pathology	2		
PHA 302	OB/GYN Emergency	3		
PHA 310	Medical-Surgical Emergency	4		
ENTR 401	Entrepreneurship in Education I	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) FIRST SEMESTER</b>
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<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 3 courses)</b>	<b>Grade</b>
PHA 303	Ear, Nose and Throat (ENT)	3		
PHA 402	Health Facility Management	3		
CHS 401	Primary Health Care I	3		
PED 401	Neonatology	3		
PED 402	Pediatric Gastroenterology	3		
CHS 107	ICT/Research Methodology	3		
ENTR 402	Entrepreneurship in Education II	1		
	<b>Total</b>	<b>19</b>		

<b>SENIOR YEAR(YEAR 4) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
CHS 408	Professional Development (Affiliation)	6	Completion of all required courses	
CHS 403	Senior Research Project	3		

	TOTAL	9	Semester GPA	
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**Total Graduation Requirement: 140 Credits**

### GRADE POINT AVERAGE

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2. That once admitted the student must maintain a GPA of **2.5**.
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4. That student who has been warned for the first time but failed to raise GPA to **2.5 or above** will be asked to change from a HMDCHS major to another.
5. That a grade less than **"C"** in any course will result in a denial of progression of said student (s) in an allied health program course sequence until such time as the course is offered and passed with a grade of **"C"** or above.
6. That a grade less than **"C"** on the second attempt of an allied health course will result in **automatic dismissal** of that student from the college.
7. That **no more than (2) courses** may be repeated in the above fashion. Thus, any subsequent grade below a **"D"** in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Physician Assistant Program (Bachelor of Science with a Major in Physician Assistant  
Science with specialization in Pediatrics/Post Basic Plan (Proposed))

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>YEAR ONE - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
CHS 104	Psycho-sociology	3	CU Admission	
Fr/Kpe 101	French/Kpelle I	3	CU Admission	
CHS 303	Pediatric Pharmacology	3	CU Admission	
CHS 202	Medical Microbiology	3	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>YEAR ONE - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 1 courses)</b>	<b>Grade</b>
ENG 201	Advanced Composition	3		

CHS 304	Pediatric Intensive Care Medicine	3		
CHS 302	Pediatric Emergency Medicine	3		
CHS 403	Pediatric Gastroenterology and Nutrition	3		
CHS 306	Pediatric Respiratory Medicine	3		
COM 101	Introduction to Computer	3		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

**YEAR TWO - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
CHS 402	Neonatal Medicine	3		
CHS 305	Pediatric Cardiology Medicine	3		
PED 401	Pediatric Nephrology	3		
PED 403	Pediatric Endocrinology	3		
PED 404	Pediatric Neurology	3		
PED 405	Pediatric Oncology	3		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

**YEAR TWO - SECOND SEMESTER**

	<b>Course Title</b>	<b>Credit</b>	<b>Prerequisite (Completion of</b>	<b>Grade</b>
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Course #		Hours	semester I year 2 courses)	
PED 406	Pediatric infectious Diseases	3		
PED 407	Pediatric Allergy and immunology	2		
PED 408	Pediatric Inherited Metabolic Diseases	3		
PED 409	Community Child and Mental Health	3		
CHS 107	ICT/Research Methodology	3		
PED 500	Clinical Affiliation	4		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

Total Graduation Requirement: 72 Credits

### GRADE POINT AVERAGE

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6. That a grade less than “C” on the second attempt of an allied health course will result in automatic dismissal of that student from the college.
7. That no more than (2) courses may be repeated in the above fashion. Thus, any subsequent grade below a “D” in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Professional Nursing Program (Bachelor of Science with a Major in Nursing/ *Basic Plan*) (With Specialization in Obstetrics and Gynecology) (Proposed)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Advisor: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>FRESHMAN YEAR (YEAR 1) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
FRE/KPE 101	French/Kpelle I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>FRESHMAN YEAR (YEAR 1) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 1 courses)</b>	<b>Grade</b>
ENG 102	Fundamentals of Communication	3		



MAT 102	Pre-calculus	3		
BIO 102	Principle of Biology II	4		
CHS 101	Professional Ethics & Law in Health	2		
CHE 103	Clinical Chemistry I	3		
Fr/Kpe 102	French/Kpelle II	3		
EDU III	Physical Education	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
CHS 103	Human Structure & Functions	4		
ENG 201	Fundamentals of Literature	3		
CHS 205	Clinical Pharmacology	2		
NSG 101	Fundamentals of Nursing I	4		
REL 321	Christian Ethics & Social Values	3		
CHS 104	Psycho-sociology	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>SOPHOMORE YEAR (YEAR 2) - SECOND SEMESTER</b>
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<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
CHS 107	ICT/Research Methodology	3		
NSG 102	Fundamentals of Nursing II	4		
CHS 401	Primary Health Care I	2		
ENG 202	Advanced Composition	3		
CHS 105	Medical Microbiology	4		
CHS 309	Principles of Nutrition	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

**JUNIOR YEAR (YEAR 3) - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
NSG 303	OB/Maternity Nursing	3		
NSG 305	Medical Nursing	4		
NSG 307	Pediatric Nursing I	3		
CHS 301	Psychiatric/Mental Health Care I	3		
CHS 201	Tropical & Comm. Diseases.	2		

OBG 300	Reproductive Health Care	3		
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 3 courses)</b>	<b>Grade</b>
NSG 304	GYN Nursing	2		
NSG 306	Surgical Nursing	4		
NSG 308	Pediatric Nursing II	2		
OBG 301	Obstetrical Emergencies	3		
OBG 302	Family Planning and fertility Issues	3		
OBG 303	Neonatology	3		
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) FIRST SEMESTER</b>
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<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 3 courses)</b>	<b>Grade</b>
NSG 404	Curriculum and Instruction	2		
NSG 405	Nursing Adm. & Management	3		
NSG 406	PHC/CHN II & Epidemiology	2		
OBG 400	Obstetric Anesthesia & Analgesia	3		
NSG 302	Psychiatric/Mental Health Care II	2		
OBG 401	Instrumentation & Procedures in OB/GYN	3		
OBG 402	Vital statistics in OB/ GYN	3		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

<b>SENIOR YEAR (YEAR 4) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
CHS 408	Prof. Development (Affiliation)	6	Completion of all required courses	
CHS 403	Senior Research Project	3	CHS 107	
	<b>Total</b>	<b>9</b>		

**Total Graduation Requirement: 139 Credits**

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**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Physician Assistant Program (Bachelor of Science with a Major in Physician Assistant  
Science with Emphasis in Obstetrics and Gynecology (Proposed))

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

<b>FRESHMAN YEAR (YEAR 1) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite</b>	<b>Grade</b>
ENG 101	Fundamental of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
BIO 101	Principles of Biology I	4	CU Admission	
CHS 100	Medical Terminology	2	CU Admission	
Fre./kpe 101	Fundamental of French/Kpelleh I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
EDU 111	Physical Education	1	CU Admission	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>FRESHMAN YEAR (YEAR 1) - SECOND SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 1 courses)</b>	<b>Grade</b>

ENG 101	Fundamental of Communication	3		
MAT 102	Pre-calculus	3		
BIO 102	Principles of Biology II	4		
CHE 103	Clinical Chemistry I	3	N/A	
CHS 101	Professional Ethics & Law in Health	2		
FRE /KPE 102	Fundamental of French/Kpelleh II	3		
EDU III	Physical Education	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

**SOPHOMORE YEAR (YEAR 2) - FIRST SEMESTER**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 1 courses)</b>	<b>Grade</b>
PHA. 106	Introduction to EPI and Demography	3		
PHA. 205	Fundamentals of Medicine I	3		
CHS 205	Clinical Pharmacology	3		
CHS 105	Medical Microbiology	4		
CHS 104	Psycho-Sociology	3		
ENG 201	Fundamentals of Literature	3	ENG 102	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

**SOPHOMORE YEAR (YEAR 2)- SECOND SEMESTER**

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<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester I year 2 courses)</b>	<b>Grade</b>
PHA 206	Fundamentals of Medicine II	4		
PHA. 306	Dentistry	2		
CHS 201	Tropical & Communicable Disease.	2		
ENG 202	Advanced Composition	3		
CHS 309	Principles of Nutrition	2		
PHA 307	General Pediatrics	3		
PHA. 304	Health Assessment and Diagnosis	3		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

<b>JUNIOR YEAR (YEAR 3) - FIRST SEMESTER</b>				
<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Prerequisite (Completion of semester II year 2 courses)</b>	<b>Grade</b>
PHA 306	Dermatology	3		
PHA 301	Obstetrics-ANC & Delivery	3		
OBG 300	Medical Conditions in OB/GYN	2		
OBG 301	Reproductive Health Care	3		
PHA	Ophthalmology	3		



303				
CHS 301	Psychiatric Mental Health	3		
ENTR 401	Entrepreneurship in Education I	1		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

JUNIOR YEAR (YEAR 3) - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 3 courses)	Grade
OBG 302	Obstetrical Emergencies	3		
OBG 303	Family Planning and Fertility Issues	3		
OBG 305	Neonatology	3		
PHA 305	Basic Pathology	2		
PHA 302	OB/GYN Emergency	3		
PHA 310	Medical-Surgical Emergency	4		
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4) FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year 3 courses)	Grade
PHA 303	Ear, Nose and Throat (ENT)	3		
PHA 402	Health Facility Management	3		
CHS 401	Primary Health Care I	3		
OBG 400	Obstetric Anesthesia and Analgesia	3		
OBG 401	Instrumentation and Procedures in OB/GYN	3		
OBG 402	Vital statistics in OB/ GYN	3		
CHS 107	ICT/Research Methodology	3		
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

SENIOR YEAR (YEAR 4)- SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
CHS 408	Professional Development (Affiliation)	6	Completion of all required courses	
	<b>TOTAL</b>	<b>6</b>	<b>Semester GPA</b>	

Total Graduation Requirement: 137 Credits

## GRADE POINT AVERAGE

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7. That no more than (2) courses may be repeated in the above fashion. Thus, any subsequent grade below a "D" in a third allied health course will automatically result in dismissal from the college.

**HERBERT AND MARION DONOVAN COLLEGE OF HEALTH SCIENCES**

**CUTTINGTON UNIVERSITY, SUAKOKO, BONG COUNTY**

Physician Assistant Program for Post Basic with Emphasis in OB/GYN(Proposed)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Entry Semester: \_\_\_\_\_

Local address: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile #: \_\_\_\_\_

YEAR ONE - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite	Grade
ENG 101	Fundamentals of Communication	3	CU Admission	
MAT 101	General Mathematics	3	CU Admission	
CHS 104	Psycho-sociology	3	CU Admission	
Fr/Kpe 101	French/Kpelle I	3	CU Admission	
COM 101	Introduction to Computer	3	CU Admission	
BIO 101	Principle of Biology I	4	N/A	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

YEAR ONE - FIRST SEMESTER				
Course	Course	Credit	Prerequisite	Grade

#	Title	Hours		
ENG 102	Fundamentals of Communication	3	ENG 101	
MAT 102	Pre-Calculus	3	MAT 101	
Fr/Kpe 102	French/Kpelle II	3	FRE/ KPE 101	
OBG 300	Medical Conditions in OB/GYN	2	BIO 101	
OBG 301	Reproductive Health Care	3	BIO 101	
CHS 202	Medical Microbiology	4	BIO 101	
	<b>Total</b>	<b>18</b>	<b>Semester GPA</b>	

YEAR ONE - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 1 courses)	Grade
ENG 201	Fundamentals of Literature	3	ENG 102	
CHS 107	ICT/ Research Methods	3	COM 101	
OBG 305	Neonatology	3	OBG 301	
OBG 302	Obstetrical Emergencies	3	OBG 301	
OBG	Family Planning and	3	OBG 301	

303	fertility Issues			
OBG 304	Obstetric Ultrasonography	3	OBG 301	
ENTR 401	Entrepreneurship in Education I	1	N/A	
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

YEAR TWO - FIRST SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester II year I courses)	Grade
ENG 202	Advanced Composition	3		
OBG 400	Obstetric Anesthesia and Analgesia	3		
OBG 401	Instrumentation and Procedures in OB/GYN	3		
OBG 402	Vital statistics in OB/ GYN	3		
OBG 403	Operative Obstetrics & Gynecology	3		
OBG 404	Pediatric and Adolescent Gynecology	3		
ENTR 402	Entrepreneurship in Education I	1		
	<b>Total</b>	<b>19</b>	<b>Semester GPA</b>	

YEAR TWO - SECOND SEMESTER				
Course #	Course Title	Credit Hours	Prerequisite (Completion of semester I year 2 courses)	Grade
OBG 405	Gynecology Oncology	3		
OBG 406	Medical Legal Problems in Obstetrics and Gynecology	3		
CHS 107	Research Methodology and Writing in Health	3		
OBG 500	Clinical Affiliation	4		
	<b>Total</b>	<b>13</b>	<b>Semester GPA</b>	

Total Graduation Requirement: 87 Credits

### GRADE POINT AVERAGE

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**Note : CHS 104 is the same as PSY 101 and CHS 101 is the same as EDUC 401**

### **COURSE DESCRIPTIONS (Herbert & Marion Donovan College Health Sciences)**

**CHS 100                      Medical Terminology    2 credits**

This course is designed to introduce the learner to the effective use of medical language for appropriate and accurate communication in patient care. In this course, learners acquire a medical vocabulary, knowledge of medical terminology and terminology reference material.

**CHS 101                      Professional Ethics & Law in Health    2 credits**

This course provides an opportunity for nursing and allied health students to assess ethical and legal issues confronting them in a variety of health care delivery systems. It focuses on the identification and analysis of legal and ethical concepts and principles underlying nursing and health care. The course also examines concepts, theories, and values applied in ethical decision-making that are related to a variety of ethical dilemmas in nursing and allied health practice and health care. It promotes a review of legal concepts and regulations under which paramedical professionals practice and notes that ethical and legal issues are often not mutually exclusive.



**CHS 201                      Tropical & Communicable Diseases                      3 credits**

This course is designed to present the disease patterns, treatment and methods of prevention of communicable and tropical diseases which affect both adults and children. It is expected that students will apply knowledge already gained in their basic science and nursing courses to understand this and advanced nursing courses.

**CHS 204                      Health Assessment                      3 credits**

This course is designed for senior student in health care who is learning to talk with patients, examine them and to understand and assess their problems. It introduces the student to the hospital, clinic and community setting. It covers the skills related to interviewing and the Health History, assessing and evaluating the health status of various clients. The student is also introduced to the extended role of the nurse in screening clients in any primary care setting. The student should have had basic courses in human anatomy and physiology and related courses.

**PHA 106    Epidemiology, Disease Surveillance and Emergency Preparedness    3 credits**

This course is designed to explain epidemiologic methods and approaches that can be used to investigate the potential causal relationships between:

- 1) The presence of disease in a defined group of individuals, and
- 2) The environmental conditions or exposures that the group has experienced that may be responsible.

**CHS 205                      Clinical Pharmacology                      3 credits**

This course deals with the exploration of the bioavailability of drugs as well as the assessment of their use in each body system. Action, side action, contraindication, adverse reactions, genetic and trade names as well as socio-cultural economic use of drugs will be explored. Assessment will also be made of the bio-availability of drugs during the life span: Newborn, mothers, children, adolescents, adults and aged.

**CHS 301                      Psychiatric Mental Health Care I                      3 credits**

This is a 1<sup>st</sup> part subsequent course that provides the study of fundamental theory of Psychiatric/mental health care. It is concerned with the dynamics of human behavior and

the therapeutic interpersonal relationship of the nurse and the client individually and in groups.

**NSG 302                      Psychiatric Mental Health Care II                      2 credits**

Psychiatric Mental Health Care II is a continuation of Psychiatric Mental Health Care I, and is a study of fundamental theory and practice of Psychiatric/Mental Health Care. The practice is concerned with the dynamics of human behavior and the therapeutic interpersonal relationship of the nurse and the client individually and in groups. Guided clinical experiences with hospitalized and non-hospitalized persons with a wide range of emotional responses to life situations are provided.

**CHS 309                      Principles of Nutrition                      3 credits**

This course is a study of normal nutrition as well as psychosocial, cultural and economic needs of clients and families. Emphasis will also be placed on maintenance of nutrition, prevention of diseases as well as nursing care of persons with pathology due to a problem in nutrition during the life span: Mothers, newborn, children, adolescents, adults and aged persons. Special attention is given to cultural nutritional habit, or taboos that affect the health of the family and community growth and development. Attempts are made to answer questions relating to food production, storage, marketing and family use.

**CHS 401                      Primary Health Care I                      3 credits**

This course, a two-part Community Health/Primary Health Care sequence offers the student discussion of key issues to partnerships that need to be formed in order to promote health and welfare of communities in Liberia and globally. Guided clinical experiences in the community are correlated with classroom instruction. This course introduces the concept principles and strategies of primary health care (PHC), with emphasis on community involvement and the use of locally available resources. It presents the parameters, which must be assessed to determine the health status of a community and the community's ability to deal with its own health problems. The course will also introduce the concepts and application of epidemiology in health programming and service delivery.

**NSG 406 Primary Health Care/Community Health Care II & Epidemiology      5 credits**

This Community Health Nursing (CHN)/Primary Health Care – II Course introduces the students to current concepts and developments in Community Health Care, using the PHC

concepts. It will assist the students to gain knowledge and skills in working with the community to identify and resolve community health problems. The course will consider community aggregates, structures and dynamics. The students will also be provided with the opportunity to be exposed to current trends in global health problems.

**CHS 408                      Professional Development                      6 credits**

The first part is designed to give students the specialized knowledge and skills needed and their application in a Hospital setting. Clinical times will be worked out with students and Phebe hospital staff. Faculty of the Nursing Department will be informed about interest of students and progress. Part II gives the students the opportunity to conduct workshops, presentations, demonstration labs and seminars. This will enable students practice the skills and knowledge and provide a starting point for their professional.

**ENV 240                      Environmental Chemistry & Toxicology                      3 credits**

This course is designed to develop understanding of the fundamental interactions that occur between toxic agents (chemical toxicants and biologically derived toxins) in the external environment and biological systems that lead to chemical and biological poisoning.

**ENV 240                      Fundamentals of Environmental Health                      3 credits**

This course is designed to introduce the student to the concepts that drive the environmental health paradigm and to ensure that the student understands the interactions that occur among the various disciplines that compose this interdisciplinary field.

**ENV 242                      Occupational Health and Safety                      4 credits**

This course is designed to enable students to become knowledgeable about the Occupational Health and Safety Laws, Regulations and Guidelines, as specified by the Ministry of Health and Social Welfare. The focus will be on reviewing the content of the inspection checklist provided by the Ministry, and guidelines and protocols for inspecting work facilities to confirm compliance with all regulations.

**ENV 303                      Community Structure, Health and Safety                      3 credits**

This course is designed to introduce the student to the elements, both physical and psychosocial, that make up the typical small, rural community or village. Discussions and exercises will center on the role of the EHT in helping to organize and direct community-

wide activities to improve the health and safety of residents and the importance of community groups in fostering resident acceptance of behavioral change. The methods and focus of community-wide and home health and safety surveys will be discussed. Methods for accurate depiction of a community by mapping and the usefulness of community maps in directing growth and developing a community health profile will be considered.

**ENV 306                      Entomology    3 credits**

This course will primarily examine the insect pests indigenous to Liberia and Western Africa that are primarily responsible for human health and safety concern, damage to crops and other environmental resources, and nuisances within the living and working environment. Topics will include the identification of these insect pests, their habitats and life cycles. Emphasis will be placed on the methods by which they can be effectively and safely controlled to reduce their negative impacts on health, safety and the environment. Use and maintenance of control equipment and the use of personal protective equipment will be highlighted.

**ENV 304                      Health Education    3 credits**

This course is designed to provide students with an understanding of learning and its influence by teaching approaches. Various methods useful in health and safety education will be discussed and the effects of the educational environment on the efficiency of the learning process will be presented. Educational venues from the home to mass media and their resource requirements will be considered. The course will also prepare the student to work effectively in a leadership role to develop and carry out behavior change communication (BCC) and health education programs in health and safety education at the community and school levels.

**ENV 340                      Food and Safety Management    3 credits**

This course is designed to prepare students to provide guidance in the proper handling, preparation, and storage of food in home and retail environments. The application of Hazard Analysis and Critical Control Points approaches will be studied in the context of food production in Liberia. Common causes of food contamination, the biological and chemical agents typically responsible, and the resulting illnesses will be discussed. Methods to reduce risk associated with food-borne disease will be presented and discussed.

**ENV 341                      Waste Management and Control (Solid/Chemical Wastes)    4 credits**

This course is designed to develop in students a comprehensive understanding of the primary sources of solid and chemical wastes resulting from human residential, business, industrial and agricultural, and medical activities in urban and rural settings. Focus will be

on the health risks associated with these forms of waste and the available means by which they can be minimized, controlled, and safely disposed of.

**ENV 343                      Drinking Water Supply and Protection                      3 credits**

This course is designed to prepare students to be responsible parties and principal participants in the provision and maintenance of safe water sources within rural and urban settings. It will include presentation and in-depth discussion of the development and protection of potable water sources, laboratory activities to enable mastery of function and repair of the equipment used in accessing and distributing potable water, and the testing necessary to confirm water quality. Standards and guidelines for drinking water in Liberia and internationally will be presented and discussed in the context of current conditions.

**ENV 431                      Air Pollution                      2 credits**

This course is designed to develop understanding of the nature, sources, characteristics and health hazards associated with specific airborne pollutants in indoor and outdoor environments. The basis for and examples of national standards will be discussed.

**ENV 450                      Internship/PD                      8 credits**

The student will spend eight weeks as an apprentice EHT imbedded within a structured learning environment in which mentoring will be provided by the experienced EHT resident in that position. The internship will not be a sampling of different positions, but focused on one role that EHTs play within the broad activities of providing health services to the Liberian population. This will provide adequate time for the true sense and full range of activities involved in that setting to be experienced by the student. As much as possible, the position will be one of special interest to the student, within the range of available options. The internship position might be in a rural or urban setting and, if the latter, might focus on industrial, municipal, national or other positions focusing on water treatment, sanitation, waste, food, disease surveillance, ports of entry, or other segments of EHT involvement

**ENV 452                      International Port Health Regulations                      3 credits**

This course is designed to familiarize the student with the activities necessary to provide dock, railway, roadway and airport health security protection against the entry of infectious persons or animals, insects or other biological agents that may threaten the health of the nation's population or its indigenous animal, insect or plant species. Required inspections, documentation and procedures will be discussed.

**NSG 101                      Fundamentals of Nursing I                      4 credits**

This course is a general introduction of Nursing including its history and principles, the present status of the profession, nursing ethics, nursing arts and nursing theories and assumptions of the Nursing Science. It provides the student with the knowledge that will assist/him/her in making decision as to the necessary actions needed to provide holistic care. The concepts of health vs. illness prevention vs. cure are explored as the student begins to practice basic techniques.

**NSG 102                      Fundamentals of Nursing II                      5 credits**

This course as a foundation of Nursing Courses is part a part two which starts with elimination and introduces the nursing pleasures with concentration on the common elimination disorders and basic measures, concentration and administration of medication, nursing responsibilities in assisting physician for therapeutic procedures, safety measures in administering oxygen and nurse's responsibilities for a patients approaching death. The learning processes will include the use of classroom, demonstrations, and available hospitals.

**NSG 303                      Maternity Nursing                      3 credits**

This course focuses on the care of women during wellness and the management of pregnancy, labor, delivery, postpartum and the newborn. Guided clinical experience on the OB/GYN units is correlated with classroom instruction.

**NSG 304                      Gynecological Nursing                      2 credits**

This course focuses on the conditions that place the woman, fetus, infant and family at risk. It includes high risk assessment of pregnancy complication, preexisting and gestational conditions, labor, birth complications, postpartum and newborn complications, care management and loss and grief. A guided clinical experience in the units is correlated with classroom instruction.

**NSG 305                      Medical Nursing                      5 credits**

This is the first of two courses which focus on nursing care of adults who have illnesses requiring medical and / or surgical intervention. Students develop skills in detecting signs and symptoms of illness and planning nursing care for patients with common medical and surgical conditions.

**NSG 306                      Surgical Nursing                      5 credits**

This is the 2<sup>nd</sup> part of this course which focuses on nursing care of adults who have illnesses requiring medical and/or surgical intervention. Students develop skills in detecting signs and symptoms of illness and planning nursing care for patients with common medical and surgical conditions.

**NSG 307                      Pediatric Nursing I                      3 credits**

This course is part one of the Nursing Care of Children. It introduces the students to the concept of family-centered care of children. The course also gives an opportunity to the student to explore the various methods of child health promotion and maintenance. In addition, the course prepares the students to meet the developmental needs of childhood. Guided clinical experience on the children's ward is correlated with classroom instruction.

**NSG 308**                    **Pediatric Nursing II**                    **2 credits**

**Prerequisite:** NSG 307

This is the continuation of Pediatrics Nursing part one, NSG 307, emphasizing nursing needs of children with complex and critical health care problems. Guided clinical experience on the children's ward is correlated with classroom instruction.

**NSG 403**                    **Senior Nursing Research**                    **3 credits**

This course is a continuation of Research Method I, which guides the student while writing a Research Paper through the various steps of the research process and at the end prepares the student to present Research finding to instructors, peers, etc.

**NSG 404**                    **Curriculum and Instruction**                    **3 credits**

The course introduces the concepts, principles and theories of curriculum development, teaching strategies and evaluation of learning and educational programs in nursing. The students carry out practical teaching to develop the teaching skills in the hospital, health center, community and school of nursing settings.

**NSG 405**                    **Nursing Administration & Management**                    **4 credits**

This course is designed to teach students about the management process and leadership and to supply the practicing nurse with practical information about nursing administration. Students will also be engaged in planning workshops, seminars and writing a proposal.

**NSG 410**                    **Community Health Empowerment**                    **3 credits**

This course will give the students greater insights into the process of empowering community aggregates to take full responsibility for their health, through decision making process. The students will learn about the process of community entry, social mobilization and organization, community action planning, implementation and evaluation.

**NSG 411**                    **Reproductive Health**                    **3 credits**

This course is designed to teach nursing students about Reproductive Health Care services. It lays emphasis on the health of women before, during and after the birth of a child.

**PHA 205**                    **Fundamentals of Medicine**                    **3 credits**

This course is the first in a three term sequence of courses. It serves as an introduction to clinical medicine, and includes the following topics: cardiovascular medicine, pulmonology, gastroenterology, and nephrology. History, clinical presentation, evaluation, differential diagnoses, management, patient education, and disease prevention will be emphasized.

**PHA 300                      Clinical Pharmacology                      3 credits**

As a follow-up to part I, this course provides additional study of physical and chemical properties, physiological and biochemical actions, absorption, distribution, metabolism, excretion & therapeutic use of drugs. Lectures provide the student with insight into both practical & theoretical implications of complex physiological and biological responses to drugs.

**PHA 301                      Obstetrics/Gynecology Emergency & Reproductive Health 3 credits**

This course focuses on the care of women during wellness and the management of pregnancy, labor, delivery, postpartum and the newborn, and on the conditions that place the woman, fetus, infant and family at risk. It includes high risk assessment of pregnancy, preexisting and gestational conditions, labor, birth complications, postpartum and newborn complications, care and management including loss and grief. The foundation of Reproductive Health care and its relationship to obstetrics will be discussed. Guided clinical experience on the OB/GYN units is correlated with classroom instruction.

**PHA 304                      Health Assessment and Diagnosis                      3 credits**

This course is designed for senior PA student in health care who has gained basic knowledge and skills in patient interview, history taking, and making simple diagnosis. The course provides opportunity for decision-making skills in patient management and care, and health facility management and administration. This course is a follow-up to PA 307 - Health Assessment and Diagnosis I.

**PHA 307                      Pediatric Care I                      3 credits**

This course is part one of the health Care of Children. It introduces the students to the concept of family-centered care of children. The course also gives an opportunity to the student to explore the various methods of child health promotion and maintenance. In addition, the course prepares the students to meet the developmental needs of childhood. Guided clinical experience on the children's ward is correlated with classroom instruction.

**PHA 308                      Pediatric Nursing II                      2 credits**

This is the continuation of Pediatrics Care part I (PA 307), emphasizing health needs of children with complex and critical health care problems. Guided clinical experience on the children's ward is correlated with classroom instruction.



**PHA 310                      Medical/Surgical Emergency I                      5 credits**

During the Emergency Medicine clinical rotation students will be assigned to an Emergency Room **and/or** Ambulatory Care and given the opportunity to deal with patients on an acute outpatient basis. Depending on location, students will also attend daily rounds and special clinical conferences. This is the first of two courses which focus on health care of patients who have illnesses requiring medical /surgical or emergency intervention. Students develop skills in detecting signs and symptoms of illness and planning care for patients with common medical and surgical conditions.

**PHA 400                      Medical/Surgical Emergency II                      5 credits**

This course is part II of PA 310. It will focus on care of patients with critical medical/surgical emergencies appropriate interventions. Students develop skills in determining emergencies and how to appropriately respond to them.

**PHA 402                      Health Facility Management                      3 credits**

This course is designed to teach students about the management process and leadership and to supply the practicing physician assistant with practical information about health facility administration. Students will also be engaged in planning workshops, seminars and writing a proposal.

**PHA 407                      Senior PA Research                      3 credits**

This course is a continuation of Research Method I, which guides the student while writing a Research Paper through the various steps of the research process and at the end prepares the student to present Research finding to instructors, peers, etc.

**RAD 101                      Fundamentals of Imaging and Health Care                      2 credits**

This course presents basic science terminology involving matter, mass, measurement standards, atomic structure, electricity and magnetism. Equipment operation is also presented, including conditions for x-ray production. X-ray machine circuitry, rectification, electron-target interaction and x-ray production mechanism including digital, mobile, and radiographic units are also presented.

**RAD 102                      Radiographic Exposure I                      3 credits**

The course presents technical factors involved with the production of the radiographic image. The basics of processing radiographic film and the automatic film processor including density, contrast recorded detail, distortion, film-screen combinations, grids, technique charts and manual versus automatic exposures are presented. The evaluation of diagnostic quality radiographs, causes of poor radiographic quality and steps needed for improvement of suboptimal images are included in this course.

**RAD 103      Patient Care and Management****3 credits**

This course will provide students with laboratory exercises and demonstrations in the basic practice and concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine as well as emergency patient care procedures will be demonstrated, along with infection control procedures utilizing universal precautions. The role of the radiographer in patient care will be practiced. This course presents basic patient care and medical terminology related to the radiography profession. Topics include: Legal and professional responsibilities, patient education, prevention and infection control, patient monitoring, and contrast media. Other topics included for discussion in this course are patient confidentiality, communication, patient assessment, medical emergency and equipment monitoring.

**RAD 104      Radiographic Procedures I****3 credits**

This course is the first in a sequence of courses in radiographic positioning. It will provide basic instructions and practice in radiographic anatomy and positioning of the extremities, bony thorax and abdomen. This provides the student with a basic understanding of the practices required to perform these procedures prior to starting clinical education. This course objective will be accomplished through lectures, demonstrations, and self-instruction. Additionally, this course presents general procedural considerations required in positioning patients for x-ray examination during certain specific imaging procedures.

**RAD 201      Radiographic Exposure II****3 credits**

This course is a continuation of exposure I. It concludes with the technical factors required to produce high-quality diagnostic radiographs. It includes the kinds of radiographic assessor equipment used in radiology. The course involves the mathematical principles used in producing a radiograph. Digital and computerized image formation methods and principles will be discussed.

**RAD 202      Radiographic Procedures II****3 credits**

This course is the second in the sequence of radiographic positioning courses. It is designed to provide instruction and practice in radiographic anatomy and positioning of those areas of the trunk and abdomen requiring the use of contrast media. In addition, contrast media, its indications and contraindications will be discussed. Included will be advanced instruction and practice in radiographic examinations of the skull, spine, and pelvis, bony thorax and the

extremities. Paediatric radiographic practices will be included. The course contents will be accomplished through the use of lectures, demonstrations and self-instruction.

**RAD 203      Principles of Radiation Protection      3 credits**

This course will provide the students with an overview of the principles of radiation protection. Radiation protection responsibilities of the radiographer for patients, personnel and the general public are presented. The concepts of As Low As Reasonably Achievable (ALARA), and stochastic and non-stochastic effects will be discussed and compared with the concept of Absorbed Dose Equivalent. Pending regulatory agencies will be identified and agency and national government involvement in the radiation protection of patients, radiation workers and the general public will be discussed.

**RAD 204      Imaging and Equipment      3 credits**

The course describes the process of radiographic image production and the specific equipment needed to produce the radiographic image. It assists the student to understand how radiation works, radiation interaction with matter, and the physical properties of radiation. It includes how radiation is produced, measured, and its use in the medical environment. In addition, information about electrostatics, electric safety, x-ray tubes and transformers, and x-ray circuits and equipment will be covered.

**RAD 205      Radiographic Anatomy I      3 credits**

In this course the student will complete specific clinical performance objectives in the areas of routine radiography of the chest, abdomen and the osseous system by supervised clinical instructors at clinical education centres. Four (4) hours per week is used as seminar in which the students will learn to critique their radiographs for proper positioning, technique and patient protection.

**RAD 206      Computer Applications in Imaging Sciences      2 credits**

This course will introduce the student to the fundamental principles of computer technology as it relates to x-ray technology. The application of computer and its function in tomography, digital radiography, computed radiography and ultrasonography is presented. Course objectives will be met through lectures, demonstrations, audio-visual aids and self-instructional techniques.

**RAD 301      Radiographic Production and Characteristics      3 credits**

In this course, the student will be introduced to the structure of atom, nature of radiation, x-ray production and interaction of photons with matter.

**RAD 302      Radiation Physics and Equipment      3 credits**

This course is designed to convey a working knowledge of radiologic physics, and to provide the base of knowledge from which practicing radiographers can make informed decisions about technical exposure factors, diagnostic image quality, and radiation management for both patients and personnel

**RAD 303      Imaging and Processing      3 credits**

The student will study radiographic image qualities such as radiographic contrast, recorded detail, definition, and exposure latitude. Manual and automatic processing of images, digital processing, exposure calculations, technique formulation, and beam limiting devices will be discussed.

**RAD 304      Radiographic Anatomy II      3 credits**

This course covers the human anatomy and physiology. Knowledge of the location and function of all body parts is necessary. It will cover radiographic anatomy of the cervical, thoracic and lumbar spines; sacrum and coccyx. Also to be discussed are the facial bones, skulls, pelvis and hip, sacro-iliac joints.

**RAD 305      Image Analysis      3 credits**

This course will provide the student with a working knowledge of evaluating and critiquing radiographs. As the student progresses through the curriculum, the complexity of radiographs to be evaluated and critiqued will increase. Some radiographic pathology discussion will be included during the sessions.

**RAD 306      Paediatric and Trauma Radiography      3 credits**

Paediatric radiography requires knowledge that sees children as special persons who need to be handled with care and understanding. In addition to the radiographer's attitude and approach to a child, paediatric radiography requires knowledge of the technical preparation in the radiographic room, which includes certain essential immobilization devices. The second portion of this course requires introducing the student to the radiography of the ill, weak, or trauma patient who requires adaptation in patient positioning and care. This course covers theory and application of techniques required for trauma (accident) patients, mobile or portable radiographic imaging, and surgical radiography.

**RAD 307      Radiation Biology      3 credits**

This course is a survey of the use of radio nuclides in medicine, the therapeutic use of radiation, radiation therapy instrumentation, nuclear medicine and the biological effects of ionizing radiation. In addition, the student will study the effects of ionizing radiation on human cells; evaluate those effects in terms of radio-sensitivity and radio-resistance. The student will also study the major subdivisions of the cell, DNA, RNA, genetic mutation, etc.

**RAD 308      Introduction to Digital Imaging Techniques      3 credits**

The arrival of digital imaging on the diagnostic imaging scene is a bit of surprise to most imaging technologists. This course explores digital imaging techniques used in computed tomography, magnetic resonance imaging, and ultrasound. The use of digital imaging techniques in diagnostic radiography is relatively new. Digital imaging has expanded and changed forever the way radiographic examinations are viewed. Prerequisites: First and second year courses; first semester junior courses. Co-requisites: Second semester junior courses.

**RAD 309      Special Procedures Techniques      3 credits**

Special procedures radiography involves the introduction of certain substances into various organs of the body to provide an amazing demonstration of their anatomic features. This course will introduce the student to the methods of demonstrating certain anatomic features that lack natural contrast with surrounding structures by the installation of a substance to produce structural contrast. Radiography of the gallbladder, esophagus, stomach, intestines, and genitourinary tract requires knowledge of special procedures radiography, radiography of the central nervous system, blood vessels, lymphatic system, and the female reproductive system.

**RAD 310      National Registry Review      3 credits**

This course is designed as a qualifying work for the board examination in medical radiography. It will prepare students to master the material and be fully prepared for certification. The course also serves as a career planner, providing students the opportunity to inventory their interests and set goals for professional development.

**RAD 311      Image Analysis      2 credits**



In order to obtain the best images possible, basic fundamentals of ultrasound wave physics must be understood and applied. The course provides comprehensive information about the principles of ultrasound, the nature of blood flow and essentials of ultrasound physics.

**RAD 404 Introduction to Computed Tomography (CT) 3 credits**

This course is intended for radiographers who are interested in learning about computed tomography (CT). In the introduction, the generations of CT scanners will be discussed, including the basic physics of scanners. Session I introduces CT scans, and looks at the technology behind volume scanning, including single-slice CT scans, multi-scan CT scans and dual-source CT scans. Session II looks at the technical aspects behind the production of images by CT scanners.

**CHS 106 Introduction to Epidemiology and Demography 3 Credits**

This course emerged from both demography and epidemiology. It is designed to provide students with the requisite knowledge and skills in collecting, analyzing, and interpreting data in an effective way. Additionally, the students will have the opportunity to apply skills in clinical and community medicine using the epidemiological measures. The course will also prepare the graduate Physician Assistant, nurse and midwife to be competent in their reporting of the incidence and prevalence of disease from every health facility and, as much as possible, from the catchment area.

**PHA 304 Health Assessment and Diagnosis 3 Credits**

Health assessment and physical examination provides the students with knowledge of a holistic assessment, including physical assessment skills, clinical examination techniques and patient teaching guidelines. This course provides the beginning nursing student an introduction to the skills of history taking, physical assessment, clinical examination techniques, patient teaching, and documentation. The student will acquire needed skills to conduct a comprehensive health assessment including the physical, psychological, social, functional and environmental aspects of health.

**PHA 205 Fundamentals of Medicine I 3 Credits.**

This course is a prerequisite for all the courses in the semesters that follow in the physician assistant school and is designed to teach the beginning students how to perform basic skills and procedures such as vital signs and measurements. The skills are taught in a progression from simple to complex throughout the course. Much emphasis is placed on the student's mastery of skills and procedures. The student will acquire knowledge through practicing

and mastering all skills and procedures in the course, which is designed to help the student progress safely and gradually in carrying out these skills most effectively.

**CHS 205 Clinical Pharmacy**

**3 Credits.**

This course will orient the student to the basics of preparing, measuring and giving medications for illnesses or their prevention. It will also describe the various classifications of medications, but the individual medications and their properties and uses will be taught in Pharmacology II. By the end of this course, the student will be able to: (a) Understand the general principles of drug administration and pharmaceutical preparation, (b) Understand the differences between the various systems of measurement, (c) Calculate dosages of drugs, (d) Understand the different classifications of drugs.

**3 Cr. Hrs.**

**CHS 105 Medical Microbiology**

**4 Cr.**

**Hrs.**

This course is designed to assist the learner in acquiring knowledge of the names, structure, mode of living, effects and control of various microorganisms that affect the health of individuals within their internal and external environment. Emphasis will be placed on common pathogenic microorganisms in West Africa with particular reference to Liberia. Laboratory experiments will enable the learner to apply the principles of microbiology.

By the end of the course, the student will be able to: (a) Understand the evolution of microbiology, (b) Use a simple light microscope for examination of microorganisms, (c) Understand bacterial morphology and physiology, (d) Understand the system of classifying microorganisms of medical importance, with the diseases which they cause and their general classification, and (e) Utilize the knowledge of characteristics of microorganisms including parasites to prevent infections, and promote and maintain the health of self and others.

**PHA 306 Dentistry/Dental Care**

**2 Cr.**

**Hrs**

The course is designed to help the student to know the factors that promote dental health or contribute to oral disease, and will be able to recognize dental emergencies and treat and refer correctly. By the end of this course, the student will be able to: (a) Understand body



systems as related to dentistry, (b) Have knowledge of head and neck anatomy and physiology, (c) Have knowledge of dental arches and dentition periods, (d) Recognize abnormalities of the head and neck, (e) Recognize common oral diseases, provide basic treatment, (f) Recognize and perform emergency dental techniques, (g) Promote oral health education and dental preventive measures to all populations, (h) Refer patients for: i) Sub-gingival debris removal and ii) Fillings and extractions.

**PHA 206 Fundamentals of Medicine II**

**4 Cr.**

**Hrs.**

This course is a follow-up to PHA 205. It is intended to strengthen and climax knowledge and skills acquired in PHA 205. The clinical part of this course introduces the student to direct patient care in the health care settings. It begins with history-taking, physical assessment/examination, diagnosis, management/prescription and discharge

**PHA 405 Primary Health Care and Community Development**

**3 Cr.**

**Hrs.**

This is a first semester core course for all disciplines. It is designed to acquaint the student with the concepts of primary health care, especially as it relates to the rural setting in Liberia, and how the various disciplines relate to it and to each other. Also this course is design to increase awareness of students about basic principles of working with community for community based/directed activities as well.

## JOHN AND JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

### INTRODUCTION

The John and Judy Gay College of Liberal Arts & Social Sciences, Cuttington University, historically, and by the virtue of its academic orientation towards knowledge acquisition and dissemination qualifies to retain the title: **“The Seat of All knowledge”** as it is now known. The college plays a central role in offering college required courses such as History 101 & 103, English 101, 102, 201, & 202, Service-Learning 300, Psychology 101, cum distinct degree and diploma programs in the humanities, Arts and social sciences such as Criminal Justice and Law Enforcement, Sociology and Social Work, History and International Relations and Mass Communication. The college is now headed by Mr. Chris J. Boyd, Sr.-Dean, and is blessed with dedicated faculty and non-faculty members, as we all aspire to train and retrain students that will build Liberia and the world at large. We encourage fresh high school graduates to take advantage of our academic programs, and we all look forwards making their study here at Cuttington a worthwhile experience.

### VISION

The vision of the John and Judy Gay College of Liberal Arts & Social Sciences is to emerge as the pace-setter in the promotion of creative thinking and innovative ideas through quality teaching and systematic research in arts, humanities, social sciences and inter-disciplines in Sub-Saharan Africa, Africa and beyond. The College seeks to provide the core intellectual and engaged learning experiences that prepare students for their role as active citizens and everyday leaders.

### MISSION

The College has as its central mission to serve as harbinger of innovative and qualitative instruction that empowers students to become nation-builders by instilling in them arts of patriotism, pursuit of truth and promotion of social justice as practical ways to enduring peace and sustainable development. Coursework and other teaching means have been

carefully structured to expose students to broad-based understanding of dynamics of humankind and its environment with quality instructions in the fields of Social Sciences, Arts, History, Literature, Mass Media, International Studies, Language and Sociology. The College is also determined to promote revival of African cultural heritage through academic and non-academic methods and ensure that it produces African scholars that respect other cultures. The College hopes to achieve the latter through research and cultural exchange programs with external institutions.

## **STRATEGIC GOALS**

The John and Judy Gay College of Liberal Arts & Social Sciences is committed to:

- Creating, preserving, transmitting and utilizing knowledge;
- Preparing our students not only for fulfilling careers and lives, but making them patriotic citizens that uphold and promote truth and social justice;
- Supporting our faculty and fostering excellence in their work as teachers and scholars;
- Promoting African cultural heritage through research, socio-cultural activities and discussion forum;
- Promoting collaborations that transcend the boundaries of disciplines, departments, colleges, and beyond with the ultimate goal to exchange expertise and ideas;
- Linking the University with the immediate communities through an out-reach programs.
- To play active role in the development and sustenance of public policies that can bring about progress and development of the human and the physical elements of the society.

## **DEPARTMENTS WITHIN THE COLLEGE**

- Department of Criminal Justice & Law Enforcement
- Department of Sociology and Social Work
- Department of History and International Relations
- Department of Service-Learning
- Department of Mass Communication
- Department of French Language

## **PROGRAMS**

The John and Judy Gay College of Liberal Arts & Social Sciences offer the following degree programs:

1. B.A. in Criminal Justice & Law Enforcement
2. B.A. in Sociology and Social Work
3. B.A. in History and International Relations
4. B.A. in Mass Communication
5. B.A. in French

### **Short Term Programs**

The department of Mass Communication in the College offer short term programs. The **Certificated Programs** and **Advanced Diploma**.

**The department of Service-Learning in the College offer certificate at the end of the course. Not a certificate program, but as appreciation to students for their work.**

### **Minors Available**

Students majoring in any of the disciplines in the College of Liberal Arts and Social Sciences can only minor in the following disciplines:

- Education
- Peace Studies/ Conflict Resolution
- History and International Relations
- Management
- Sociology
- Social Work
- Criminal Justice & Law Enforcement
- French

However, students majoring in **History and International Relations** are strongly advised to prioritize minoring in French Language, Peace Studies/Conflict Resolution or English Language.

### **Minors for Non-Liberal Arts and Social Sciences Students**

Students who seek to minor in any discipline in the College of Liberal Arts and Social Sciences are expected to fulfill a minimum of 18 credit hours of course load (or credit hours as deemed required by the department concern). The nature of courses to be offered by students minoring shall be determined by the respective department.

### **Entry Requirements**

Students seeking admission into degree programs in any of the departments in the College, either as “Fresher” or as “Transfer” student, must satisfy the Cuttington University admission and enrolments requirements as contained in the existing University Catalog as at the time of entry. The college may however consider substituting corresponding courses for transfer student from the listed courses already done and passed from the previous university.

### **Graduation Requirements**

In addition to other requirements that must be met before any student can be eligible for graduation as shall be determined by the University Authority, each student in the John and Judy Gay College of Liberal Arts and Social Sciences is expected to have completed a maximum of 132 credit hours (including University required courses listed below, core required courses in Major area of discipline, Minor area of study as well as compulsory electives. However, the actual credit hours requirement for graduation may vary from department to department, but shall not be less than 127 credit hours.

<b>Course Code</b>	<b>Course Title</b>	<b>Crd. Hrs</b>
<b>ENG 101</b>	Fundamentals of Communication I	<b>3</b>
<b>ENG 102</b>	Fundamentals of Communication II (pre-requisite ENG 101)	<b>3</b>
<b>ENG 201</b>	Fundamentals of Literature (pre-requisite ENG 102)	<b>3</b>
<b>ENG 202</b>	Advanced Composition (pre-requisite ENG 201)	<b>3</b>
<b>PSY 101</b>	Principles of Psychology	<b>3</b>

COM 101	Introduction to Computer Studies	3
MAT 101	General Mathematics	3
MAT 102	Pre-Calculus	3
BIO 111	General Science I	3
BIO 112	General Science II	3
EDU 111	Physical Education	1
FRE/KPE 101	Fundamentals of French/KPE I	3
FRE/KPE 102	Fundamentals of French/KPE II (pre-requisite FRE/KPE 101)	3
SVL 300	Service-Learning	3
REL 321/491	Christian Ethics/Comparative Religion	3
ENTR 401	Entrepreneurship in Education I	1
ENTR 402	Entrepreneurship in Education II (pre-requisite Entrep Eng I)	1
EDUC 401	Professional Ethics	2
SSC 301	Social Science Research Method	3
	Thesis (pre-requisite SSC 301)	3
<b>Total</b>		<b>53</b>

### College Required Course

All students Major in the John and Judy Gay College of Liberal Arts & Social Sciences are expected to take and pass with a minimum of 'C' grade in **Introduction to Psychology (PSY. 101)**. This course is designed to expose students to logic/critical thinking, as well as ethics among other things from a psychological perspective. The rationale for this course is to serve as a good foundation for students towards appreciating and understanding the position of Liberal Arts in the development of all forms of knowledge, be it science or non-science.

# CRIMINAL JUSTICE AND LAW ENFORCEMENT

## PURPOSE/GENERAL INFORMATION

The Law Enforcement-Criminal Justice Program at Cuttington University is designed to ensure that students acquire the knowledge and skills necessary to understand and undertake an independent and critical thinking investigation of issues relative to crimes in societies, specifically in post conflict Liberia; with a higher global village effects and interconnectivities.

The Program intends to expose students to contemporary social issues regarding the relationship between law and society, the patterns, and causes of crimes, the operation of the justice system and the public debates; and ethical issues surrounding justice, policies and practices with specific concentration on Liberia, Africa, and the global community in general.

The Program will lead to the award of Bachelor of Arts (B.A) in Criminal Justice and Law Enforcement. The Department of Criminal Justice and Law Enforcement, C.U through the Cuttington University Junior College in Kakata will also offer Associate Degree in similar area.

While the former is a three-four-year program, the latter will run for minimum of two months.

Internships provide a useful mechanism for students to assess their interest and apply their classroom knowledge in an area of criminal justice and law enforcement. All programs should have selective internship opportunities available to upper-level students. Measures should be taken to ensure internships are meaningful, relevant, and related to educational objectives.

## MISSION

Cuttington University's Criminal Justice Program is a Post-Conflict behavioral and scientific study of crimes, criminals, society and the effective understanding and practice of the criminal justice system, in the context of post-conflict Liberian dynamics. The curriculum provides students with quality education to apply their knowledge and skills in meaningful ways to real-life social problems in a multi-cultural environment and the global community in general.

## **VISION**

The vision of the Department of Criminal Justice and Law-Enforcement, Cuttington University is to be a forerunner in training qualified law enforcement personnel as well as those that will promote and uphold the tenet of social justice in the context of promoting a peaceful and orderly post-conflict society like Liberia.

## **CAREER OPPORTUNITIES**

The introduction of this program at this point in time is not unconnected to the huge job opportunities that will open up as the UNMIL winds up its mission in Liberia. One key area that Liberia will require well trained and qualified graduates is the security sector. Undoubtedly, the UNMIL has helped a great deal to address security challenges in the country. Therefore, in the absence of UNMIL, well trained criminal law and law enforcement personnel will be in high demand to fill the gap its departure has created. It is in this light that the College of Liberal Arts and Social Sciences, Cuttington University deem it expedient to train Liberians in this professional field. The program will also afford already serving law enforcement personnel in the country to develop their skills by enrolling for either Associate Degree or Bachelor Degree in Criminal Justice and Law Enforcement at Cuttington University.

Graduates of this program can be gainfully employed in the following areas:

1. Immigration Services
2. Police Force
3. United Nation Services
4. Community Development Programs
5. Private Security and Consultancy Services
6. Civil Services
7. Teaching
8. Research Firm

## **GRADUATION REQUIREMENTS**



A minimum of 127 credit hours is required to obtain a B.A. in Criminal Justice and Law Enforcement, while a minimum total of 69 are required to earn an Associate degree in the same discipline.

## COLLEGE REQUIREMENT

All students majoring in any of the discipline within the College of Liberal Arts and Social Sciences are to satisfactorily complete **Introduction to Psychology (PSY 101)**. This is three (3) credits course that students must pass alongside other university required courses in order to graduate.

### Departmental Core Required Courses

Course Code	Course Title	Credits
CJL 201	Introduction to Criminal Justice	3
CJL 203	Introduction to Criminology	3
CJL 204	Introduction to Social Organization	3
CJL 205	Human Right & Law Enforcement	3
CJL 211	Introduction to Law Enforcement	3
CJL 212	Introduction to Correction	3
CJL 301	Legal Aspect of Criminal Justice	3
CJL 302	Liberian Criminal Law and Enforcement	3
CJL 305	Deviance and Law Enforcement	3
CJL 306	Globalization and Criminology	3
CJL 307	Sociological Theories of Corrections	3
CJL 308	Drug Abuse Prevention	3
CJL 309	Contemporary Criminal Justice System	3
CJL 310	Liberian Law Enforcement Agencies	3
CJL 401	Criminalistics	3
CJL 402	Juvenile Delinquency	3
CJL 405	Internship	6

CJL 407	Police Administration	3
CJL 410	Victimology	3
CJL 417	Private Security Administration	3
<b>Sub-total credits</b>		<b>63</b>
<b>College-requisite Courses</b>		<b>6</b>
<b>CJL Electives</b>		<b>6</b>
<b>Required Courses</b>		<b>53</b>
<b>Total</b>		<b>128</b>

### **Minor Requirement for Criminal Justice and Law Enforcement Major**

There will be no minor requirements for students majoring in Criminal Justice & Law Enforcement.

### **Required Minor Courses for Non-Criminal Justice and Law-Enforcement Major**

Non-Criminal Justice and Law Enforcement majors who wish to minor in Criminal Justice and Law Enforcement are required to satisfactorily complete the following eighteen courses (18 credits hours):

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
CJL 201	Introduction to Criminal Justice	3
CJL 211	Introduction to Law Enforcement	3
CJL 301	Legal Aspect of Criminal Justice	3
CJL 302	Liberian Criminal Law & Enforcement	3
CJL 400	Drug Abuse and Prevention	3
CJL 409	Contemporary Criminal Justice System	3
<b>Total</b>		<b>18</b>

### **Electives**

Students majoring in Criminal Justice and Law Enforcement are expected to do two (2) electives:

		<b>Credits</b>
CJL 202	Gender and Criminal Justice	3
CJL 304	Behavior Modification	3

JOHN & JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

CUTTINGTON UNIVERSITY UNDERGRADUATE program

DEPARTMENT OF CRIMINAL JUSTICE & LAW ENFORCEMENT

COURSE GUIDE

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Load Per Semester**

**Freshman Year First Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 101	3	Fundamental of Communication I	NONE	
PSY 101	3	Principle of Psychology	NONE	
MAT 101	3	General Mathematics	NONE	
FRE/KPE 101	3	Fundamental of French / Kpelleh	NONE	
HIS 101	3	History of Liberia and Africa up to 1800	NONE	
BIO 111	3	General Science I	NONE	
TOTAL	18			

**Freshman Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 102	3	Fundamental of Communication II	ENG 101	
BIO 112	3	General Science II	BIO 111	
FRE/KPE 102	3	Fundamental of French / Kpelleh	FRE/KPE 101	

HIS 103	3	A Survey of World History	HIS 101	
MAT 102	3	Pre-Calculus	MAT 101	
COM 101	3	Introduction to Computer	NONE	
TOTAL	18			

**Sophomore Year First Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 201	3	Fundamentals of Literature	ENG 102	
CJL 201	3	Introduction to Criminal Justice	NONE	
CJL 202	3	Gender & Criminal Justice (Elective)	CJL 201	
CJL 203	3	Introduction to Criminology	CJL 201	
CJL 204	3	Introduction to Social Organization	CJL 201	
EDU III	1	Physical Education	NONE	
TOTAL	16			

**Sophomore Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 202	3	Advanced Composition	ENG 201	
Rel. 321 / 491	3	Christian Ethics / Comparative Religion	NONE	
CJL 211	3	Introduction to Law Enforcement	CJL 201	
CJL 212	3	Introduction to Corrections	CJL 201	
CJL 205	3	Human Right & Law Enforcement	CJL 201	
TOTAL	15			

### Junior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
SVL 300	3	Service-Learning	Junior/Senior	
CJL 301	3	Legal Aspect of Criminal Justice	CJL 201	
CJL 302	3	Liberian Criminal Law & Enforcement	CJL 201	
CJL 304	3	Behavior Modification ( <b>Elective</b> )	CJL 201	
CJL 310	3	Liberian Law Enforcement Agencies	CJL 201	
SSC 301-1	3	Social Science Research Method	NONE	
<b>TOTAL</b>	<b>18</b>			

### Junior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
CJL 305	3	Deviance and Law Enforcement	CJL 201	
CJL 306	3	Globalization and Criminology	CJL 201	
CJL 307	3	Sociological Theories of Corrections	CJL 201	
CJL 308	3	Drug Abuse Prevention	CJL 201	
CJL 309	3	Contemporary Criminal Justice System	CJL 201	
ENTR 401	1	Entrepreneurship in Education I	NONE	
<b>TOTAL</b>	<b>16</b>			

### Senior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENTR 402	1	Entrepreneurship in Education II	ENTR 401	
EDUC 401	2	Professional Ethics	NONE	

CJL 401	3	Criminalists	CJL 201	
CJL 402	3	Juvenile Delinquency	CJL 201	
CJL 407	3	Police Administration	CJL 201	
CJL 410	3	Victimology	CJL 201	
CJL 417	3	Private Security Administration	CJL 201	
TOTAL	18			

**Senior Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
CJL 405	6	Internship	NONE	
CJL 412	3	Senior Research Paper / Project	SSC 301-1	
TOTAL	9			

**Total Credits you should earned before graduation: 128**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

**Note:**

A copy should always be in the student's folder and the student should have a spare for his/herself

## DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK

### INTRODUCTION

Department of Sociology, established in 2006 was transformed into the Department of Sociology and Social Work in 2016. This decision was predicated on the need to expand the knowledge and skills of our students so as to competently handle diverse and complex social issues confronting Liberia in contemporary time. More importantly, it offers our graduates better opportunity in the ever-tightening employment market, considering the depth of the combined course contents in sociology and social work requirement to earn a Bachelor degree.

### **Degree Offered**

The Department of Sociology and Social Work offers Bachelor Degree: B.A. Sociology and Social Work.

### VISION

With our highly skilled and dedicated faculty cum administrative staff, we work to be a top class Department for the pursuit of excellence in knowledge through learning and research, as well as in character and service to humanity.

### MISSION

The Department has as its mission to provide a conducive teaching, learning, research and development environment where staff and students can interact and compete effectively with their counterparts both nationally and internationally in terms of intellectual competence and dexterity to appraise appropriate national and international social policies.

### CORE VALUE

The Department's core value is to produce students who appreciate the Liberian /African heritage and have an in-depth understanding of contemporary social structures, cultures and

values, and intellectually grounded to solving many intractable social problems facing the Liberian society and the world over.

## **CAREER OPPORTUNITIES**

The discipline of Sociology and Social Work is highly functional for our graduates to effectively work in almost every aspect of job prescription in institutions and organizations. The discipline focuses intensely on social interactions which of course, any society will not effectively function by ignoring such components.

There are therefore numerous job and academic opportunities available for trained graduates in Sociology and Social Work in the world in which Liberia is not an exception. Sociology and Social Work is a good starting point for post-graduate studies in Law, Development Studies, Business Administration, Public Administration, Industrial Relations and Personnel Management, Peace and Conflict Resolution and among others. Graduates in this discipline can be gainfully employed in the teaching profession, from the very elementary up to the highest levels; they are high in demand in many specialized areas in the United Nations Organizations, International and local Non-governmental organizations, civil societies, companies, consultancy agencies, research institutes, hospitals, prisons, immigration, judicial system, community service, correction centers and entrepreneurial undertaken.

## **GRADUATION REQUIREMENTS**

Students must complete minimum of 128 academic credit hours, with a minimum average of C on a four point scale in order to graduate. For a Bachelor of Arts degree in Sociology and Social Work, students must satisfy departmental requirements, minor requirements, college and university requirements.

## **COLLEGE REQUIREMENT**

All students majoring in any of the discipline within the John and Judy Gay College of Liberal Arts and Social Sciences are to satisfactorily complete **Introduction to Psychology (PSY 101)**. This is three (3) credits course that students must pass alongside other university required courses in order to graduate. In addition, student majoring in Sociology and Social Work cannot do any other course(s) together with SOC 410 (Thesis) and SOC 411 (Field



Training/Internship). Students are required to have completed all University, College and Departmental required courses before registering for SOC 410 and SOC 411.

### **SOCIOLOGY AND SOCIAL WORK CORE REQUIRED COURSES**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
SOC 201	Introduction to Sociology	3
SOC 204	Social Psychology	3
SOC207	Social Theory	3
SOC 208	Social Problem & Policy	3
SOC209	Sociology of Crime & Delinquency	3
SOC 210	Introduction to Social Work	3
SOC 301	Marriage and Family	3
SOC 302	Social Institutions	3
SOC 305	Gender and Social Change	3
SWK 309	Non-Governmental Organization & Social Work Practice in Liberia	3
SWK. 303	Social Welfare Policy & Issues in Liberia	3
SWK. 307	Social Work Practice in Community & Post Conflict Society	3
SOC. 308	Community Development	3
SOC 310	Medical Sociology	3
SOC. 401	Organizational/Community Project Writing	3
SWK. 402	Social Work Project	3
SWK.404	Leadership in Human Service Organization	3
SOC. 407	Industrial Sociology	3
SOC. 408	Social Justice	3
SOC. 409	Sociology of Law	3

<b>SWK. 411</b>	<b>Field Training / Internship</b>	<b>6</b>
<b>Sub-total credits</b>		<b>66</b>
<b>College Pre-requisite Courses</b>		<b>9</b>
<b>Required Courses:</b>		<b>53</b>
<b>Total Required Credits for Graduation</b>		<b>128</b>

### **MINOR REQUIREMENTS FOR SOCIOLOGY AND SOCIAL WORK MAJORS**

There will be no minor requirements for students majoring Sociology & Social Work.

### **MINOR REQUIREMENTS FOR NON-SOCIOLOGY AND SOCIAL WORK MAJORS**

Non-Sociology majors who wish to minor in Sociology and Social Work are required to satisfactorily complete the following six courses:

#### **MINOR IN SOCIOLOGY ONLY**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
SOC 201	Introduction to Sociology	3
SOC 208	Social Problem & Policy	3
SOC 209	Sociology of Crime & Delinquency	3
SOC 301	Marriage and Family	3
SOC 305	Gender and Social Change	3
SWK 207	Social Theory	3
	<b>TOTAL</b>	<b>18</b>

## MINOR IN SOCIAL WORK ONLY

SWK 300	Introduction to Social Work	3
SOC 208	Social Problem & Policy	3
SWK 302	Social Work Practice in Post Conflict Society	3
SWK 303	Social Welfare Policy & Issues in Liberia	3
SWK 309	Non-Governmental Organization & Social Work Practice in Liberia	3
SWK 404	Leadership in Human Service Organization	3
	<b>TOTAL</b>	<b>18</b>

### **DEPARTMENTAL PREREQUISITES:**

SOC 201      **Introduction to Sociology is a prerequisite to all sociology courses.**

SWK 300      **Introduction to Social Work is a prerequisite to all social work courses.**

SOC 401      **Organizational / community Project Writing is a prerequisite to SWK 402**

SSC 301      **Social Science Research Methods is a prerequisite to SOC 410 Practical Research**

**NOTE: Absolutely no student (Major or Minor) will graduate with a “D in any of the department courses including English Language. No student will also graduate with 2 or more Ds in any required courses.**

**JOHN & JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES**

CUTTINGTON UNIVERSITY UNDERGRADUATE

DEPARTMENT OF sociology and social work

COURSE GUIDE

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Load Per Semester**

**Freshman Year First Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 101	3	Fundamental of Communication I	NONE	
PSY 101	3	Principle of Psychology	NONE	
MAT 101	3	General Mathematics	NONE	
FRE/KPE 101	3	Fundamental of French / Kpelleh I	NONE	
HIS 101	3	History of Liberia and Africa up to 1800	NONE	
BIO 111	3	General Science I	NONE	
<b>TOTAL</b>	<b>18</b>			

**Freshman Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENG 102	3	Fundamental of Communication II	ENG 101	
BIO 112	3	General Science II	BIO 111	

<b>FRE/KPE 102</b>	<b>3</b>	<b>Fundamental of French / Kpelleh II</b>	<b>FRE/PKE 101</b>	
<b>HIS 103</b>	<b>3</b>	<b>A Survey of World History</b>	<b>HIS 101</b>	
<b>MAT 102</b>	<b>3</b>	<b>Pre-Calculus</b>	<b>MAT 101</b>	
<b>COM 101</b>	<b>3</b>	<b>Introduction to Computer</b>	<b>NONE</b>	
<b>TOTAL</b>	<b>18</b>			

### Sophomore Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
<b>ENG 201</b>	<b>3</b>	<b>Fundamentals of Literature</b>	<b>ENG 102</b>	
<b>SOC 201</b>	<b>3</b>	<b>Introduction to Sociology</b>	<b>NONE</b>	
<b>SOC 204</b>	<b>3</b>	<b>Social Psychology</b>	<b>SOC 201</b>	
<b>SOC 205</b>	<b>3</b>	<b>Social Movement Collective Behavior</b>	<b>SOC 201</b>	
<b>SOC 207</b>	<b>3</b>	<b>Social Theory</b>	<b>SOC 201</b>	
<b>EDU III</b>	<b>1</b>	<b>Physical Education</b>	<b>NONE</b>	
<b>TOTAL</b>	<b>16</b>			

### Sophomore Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
<b>ENG 202</b>	<b>3</b>	<b>Advanced Composition</b>	<b>ENG 201</b>	
<b>REL. 321 / 491</b>	<b>3</b>	<b>Christian Ethics / Comparative Religion</b>	<b>NONE</b>	
<b>SOC 208</b>	<b>3</b>	<b>Social Problems &amp; Policy</b>	<b>SOC 201</b>	
<b>SOC 209</b>	<b>3</b>	<b>Sociology of Crime and Delinquency</b>	<b>SOC 201</b>	
<b>SOC 210</b>	<b>3</b>	<b>Introduction to Social Work</b>	<b>SOC 201</b>	
<b>TOTAL</b>	<b>15</b>			

### Junior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
SVL 300	3	Service-Learning	Junior/Senior	
SOC 301	3	Marriage and the Family	SOC 201	
SOC 302	3	Social Institutions	SOC 201	
SWK 303	3	Social Welfare Policy & Issues in Liberia	SWK 210	
SOC 308	3	Community Development	SOC 201	
SSC 301-1	3	Social Science Research Method	NONE	
<b>TOTAL</b>	<b>18</b>			

### Junior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENTR 401	1	Entrepreneurship in Education I	NONE	
EDUC 401	2	Professional Ethics	NONE	
SOC 305	3	Gender and Social Change	SOC 201	
SWK 307	3	Social Work Practice in community & Post conflict Society	SWK 210	
SWK 309	3	Non-Governmental organization & Social Work Practice in Liberia	SWK 210	
SOC 310	3	Medical Sociology	SOC 201	
SOC 401	3	Organization / Community Project Writing	SOC 201	
<b>TOTAL</b>	<b>18</b>			

### Senior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
ENTR 402	1	Entrepreneurship in Education II	ENTR 401	

SOC 407	3	Industrial Sociology	SOC 201	
SOC 408	3	Social Justice	SOC 201	
SOC 409	3	Sociology of Law	SOC 201	
SWK 402	3	Social Work Project	SOC 401	
SSC 401	3	Social Science Seminar	SSC 301 - I	
TOTAL	16			

**Senior Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
SOC 410	3	Practical Research (Thesis)	SSC 301-I	
SOC 411	6	Internship	NONE	
TOTAL	9			

**Total Credits you should earned before graduation: 128**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

**Note:**

A copy should always be in the student's folder and the student should have a spare for his/herself

## DEPARTMENT OF HISTORY AND INTERNATIONAL RELATIONS

### INTRODUCTION

The Department of History and International Relations offers a full-time three-four-year B.A degree in History and International Relations for students admitted by the University entrance examination. In the program, International Relations means aspects of inter-country/inter-regional/continental and global diplomatic relations in areas of politics, economy, religion, culture and security and its implications for individual and collective development across the globe. The program also covers issues in globalization and its effect on the developing countries. Combining program of this nature with history is to provide students with adequate historical understanding and appreciation of important themes in International Relations/Studies. The course also exposes students to important themes in world history with special attention on Africa and Liberia in particular.

Creating program of this nature at this particular time, although overdue, hinges on (i) the fact that the world has become a global village making the component parts increasingly inter-dependent or inter-related and (ii) the knowledge that a meaningful history course must emphasize the events and trends of the past while remaining relevant to the current problems, needs and aspirations of the immediate and future reality in the world. Specifically, this course is necessary in the case of Liberia, for the country is now gaining the attention of the world, who seek economic opportunities from its vast, yet untapped natural resources. Thus, with the influx of foreign investors and immigrants, Liberian society needs to provide a solid training platform for its citizens to become well-schooled leaders and policy makers that understand the dynamics of international diplomacy and orientation in order for the country to profit from such interaction(s).

The program covers the political, economic, social, cultural, religious, security and international border life aspects of African History in particular and the Wider World in general. The program adopts a concentric approach with Liberia as the epicenter. Courses on African historical experience and relations with those of the world beyond are also included. This is to enable the students, not only to compare and contrast African historical experiences with those of the world beyond, but also to understand the dynamics of the constantly changing relationships between Africa and other countries.



## **VISION**

With our highly skilled and dedicated faculty cum administrative staff, we work to be a top class Department for the pursuit of excellence in knowledge through learning and research, as well as in character and service to humanity.

## **MISSION**

The Department has as its mission to provide a conducive teaching, learning, research and development environment where staff and students can interact and compete effectively with their counterparts both nationally and internationally in terms of intellectual competence and dexterity to appraise appropriate national and international development policies.

## **CAREER OPPORTUNITIES**

The program is designed to equip students for careers in education (teaching and research), administration and external affairs; immigration, customs, police and prison services, information, public relations and personnel management, archival and museum services, cultural and religious affairs, advertising, international business and related professions. The program will also afford students to further their study at the graduate level in related field in Liberia since University of Liberia offers related program at post-graduate level. It also sets the stage for students to confidently match-up in post-graduate study abroad in the same line or other cognate disciplines. For the working class members of the society, this study offers wider opportunities in terms of capacity building, exposure, and skills to critically analyze and effectively handle more challenging national and international issues in many vast areas.

## **GRADUATION REQUIREMENTS**

Students must complete minimum of 130 academic credit hours, with a minimum average of C on a four point scale in order to graduate. For a Bachelor of Arts degree in History and International Relations, students must satisfy departmental requirements, minor requirements, college and university requirements.

## **DEPARTMENTAL REQUIREMENTS**

Departmental requirements include a minimum of seventy two (72) Credit hours of History and International Relations code courses, while the remaining fifty three “53” credits hours for University Required course. Included among the core departmental requirements is a Project Writing (Thesis) and Internship.

## DEPARTMENTAL CORE REQUIRED COURSES

Course Code	Course Title	Credit
HIR 204	Introduction to International Relations	3
HIR 205	Liberia 1400-1900	3
HIR 206	Africa and European Imperialism in the 19 <sup>th</sup> & 20 <sup>th</sup> Centuries	3
HIR 207	Introduction to Diplomacy & Crisis Management	3
HIR 231	Europe up to the French Revolution	3
HIR 232	Europe from the French Revolution to the Second World War	3
HIR 244	American History: A Survey	3
HIR 245	African Diaspora	3
HIR 300	Evolution of the International System since 1815	3
HIR 301	Liberia 1900-2000	3
HIR 309	Women & Power in African History	3
HIR 310	Issues in International Relations I	3
HIR 311	Issues in International Relations II	3
HIR 312	Economic History of Liberia 1800 – 2022	3
HIR 313	Diplomatic History of Liberia	3
HIR 315	Historiography	3
HIR 318	Terrorism, Counter-Terrorism & Global Security	3
HIR 405	Problems and Prospects of Regional Integration in Africa	3
HIR 408	Global/Continental/Commonwealth Organizations	3
HIR 413	Evolution of International Borderland in Africa	3

HIR 414	Issues in Contemporary Africa	3
HIR 420	Liberian Historiography	3
HIR 422	Internship	6
<b>Sub-Total</b>		<b>72</b>
<b>College Pre-requisite Course</b>		<b>6</b>
<b>Required Courses</b>		<b>53</b>
<b>Total Credits</b>		<b>131</b>

#### **Required Minor Courses for Non-History & International Relations Majors**

Non-History & International Relations Majors who wish to minor in History & International Relations are required to satisfactorily complete the following six courses (18 credits hours):

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HIR 204	Introduction to International Relations	3
HIR 205	Liberia 1400 – 1900	3
HIR 310	Issues in International Relations I	3
HIR 309	Women & Power in African	3
HIR 414	Issue in Contemporary Africa	3
HIR 405	Problems and Prospects of Regional Integration in Africa	3
	<b>TOTAL</b>	<b>18</b>

#### **NOTE:**

**No History & Int'l Relations core course/courses should be done together with His. 101 and His. 103. HIR 315 – Historiography is also prerequisites to Project Writing (Thesis).** The two courses cannot be done simultaneously. Failure to abide by the above regulations will definitely result in cancellations of wrong course/courses chosen/done.

#### **Minor Requirements for History & International Relations Majors**

There will be no minor requirements for students majoring History & International Relations.

It is advisable for students majoring in History & Int'l Relations to minor in the following areas with a minimum requirement of eighteen (18) credits.

- Criminal Justice and Law Enforcement
- French Studies
- Peace and Conflict Resolution
- Management
- Public Administration
- Sociology

JOHN & JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

CUTTINGTON UNIVERSITY UNDERGRADUATE

DEPARTMENT OF history and international relations

COURSE GUIDE

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Load Per Semester**

**Freshman Year First Semester**

Course No.	Cr. Hrs.	Course Title	Pre- requisite	Grade
ENG 101	3	Fundamental of Communication I	NONE	
PSY 101	3	Principle of Psychology	NONE	
MAT 101	3	General Mathematics	NONE	
FRE/KPE 101	3	Fundamental of French / Kpelleh I	NONE	
HIS 101	3	History of Liberia Africa up to 1800	NONE	
BIO 111	3	General Science I	NONE	
TOTAL	18			

### Freshman Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre- requisite	Grade
ENG 102	3	Fundamental of Communication II	ENG 101	
BIO 112	3	General Science II	BIO 111	
FRE/KPE 102	3	Fundamental of French / Kpelleh II	FRE/KPE 101	
MAT 102	3	Pre-Calculus	MAT 101	
HIS 103	3	A Survey of World History	HIS 101	
EDU 111	1	Physical Education	NONE	
TOTAL	16			

### Sophomore Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre- requisite	Grade
ENG 201	3	Fundamentals of Literature	ENG 102	
COM 101	3	Introduction to Computer	NONE	
HIR 204	3	Introduction to International Relations	HIS 101/103	
HIR 206	3	Africa and European Imperialism in the 19 <sup>th</sup> & 20 <sup>th</sup> centuries	HIR 204	
HIR 231	3	Europe up to the French Revolution	NONE	
HIR 207	3	Introduction to Diplomacy in crisis Management	HIR 204	
TOTAL	18			

### Sophomore Year Second Semester

Course No.	Cr. rs.	Course Title	Pre- requisite	Grade
ENG 202	3	Advanced Composition	ENG 201	
REL 321/491	3	Christian Ethics / Comparatives Religions	NONE	

HIR 205	3	Liberia 1400 – 1900	HIR 204	
HIR 232	3	Europe from French Revolution up to the Second World War	HIR 231	
HIR 244	3	American History: A Survey	HIR 204	
HIR 245	3	African Diaspora	HIR 204	
TOTAL	18			

### Junior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
SVL 300	3	Service-Learning	Junior/Senior	
HIR 300	3	Evolution of the International System Since 1815	HIR 204	
HIR 301	3	Liberia 1900 – 2000	HIR 205	
HIR 310	3	Issues in International Relations I	HIR 204	
SSC 301-1	3	Social Science Research Method	NONE	
HIR 309	3	Women & Power in African History	NONE	
TOTAL	18			

### Junior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre-requisite	Grade
HIR 311	3	Issues in International Relations II	HIR 310	
HIR 312	3	Economic History of Liberia 1800 - 2022	HIR 204	
HIR 313	3	Diplomatic History of Liberia	HIR 204	
HIR 315	3	Historiography	HIR 204	
HIR 318	3	Terrorism, Counter-Terrorism & Global Security (Seminar)	HIR 204	
ENTR 401	1	Entrepreneurship in Education I	NONE	
TOTAL	16			

### Senior Year First Semester

Course No.	Cr. Hrs.	Course Title	Pre- requisite	Grade
ENTR 402	1	Entrepreneurship in Education II	ENTR 401	
EDUC 401	2	Professional Ethics	NONE	
HIR 405	3	Problems & Prospects of regional Integration in Africa	HIR 204	
HIR 408	3	Global/Continental/Commonwealth Organization	HIR 204	
HIR 413	3	Evolution of International Borderland in Africa	HIR 204	
HIR 414	3	Issue in Contemporary Africa	HIR 204	
HIR 420	3	Liberian Historiography	HIR 315	
TOTAL	18			

### Senior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Pre- requisite	Grade
HIR 421	3	Project Writing (Thesis)	SSC 301-1	
HIR 422	6	Internship	NONE	
	9			

Total Credits you should earned before graduation: 131

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Stamp: \_\_\_\_\_

Note: A copy should always be in the student's folder and the student should have a spare for his/herself

## DEPARTMENT OF MASS COMMUNICATION

### INTRODUCTION

The Department of Mass Communication was established in the John and Judy Gay College of Liberal Arts and Social Sciences of Cuttington University in 2013, for the training of professional journalists. The successful launch was Cuttington University Administration's swift move to respond to the nation's yearning for good, responsible, and professional journalism, which is possible only through an efficient training program, propelled by a team of well-trained and experienced professionals in the field. Thus, in the formative years of the program, two professors with profound and unmatched backgrounds in mass communication took up the challenge of training and graduating the first batch of the nation's best journalists, right here at Cuttington University. It is predicted that enrollment into the program will grow by leaps and bounds annually, as determined by the number of enquiries we continue to receive about the program. We leave our doors wide open to enthusiasts, including practicing journalists who would like to take advantage of a great opportunity fortify their knowledge base.

### MISSION

The primary mission of the Department of Mass Communication is to prepare students who declare majors and minors in departmental curricular offerings for entry into the workforce. A secondary mission is to ensure that all students matriculating through the university have an understanding of the impact of communication skills upon all aspects of society. A third mission is to fill the vacuum that has been created in the national media by the acute shortage, if not an absolute lack of qualified personnel needed to steer the nation's media houses.

The Department of Communication at Cuttington University offers courses in two professional disciplines: Journalism (Jour), and Radio and Television (RTV). These are studied at the Baccalaureate level. Certificate and Diploma Programs are also available to practicing journalists seeking further enlightenment in the discipline. Students pursuing a degree in Journalism may select from three concentrations: Print Journalism (minor required), Advertising- Public Relations (minor required), and Broadcast Journalism (no minor required). Selecting a concentration is not required by students seeking a degree in Radio and Television.



## **CORE VALUES**

There are three distinct core values. Firstly, the department values its commitment to professionalism in its broadest definition. Secondly, the Mass Communication department values its will to maintain an educational philosophy of student centeredness, and diversity, which are approaches that have proved practically and theoretically feasible elsewhere in the world. Thirdly and finally, the department's obligation to a tradition of excellence in learning through a prolific delivery system that is principally, technology-based. These are core values that are achievable only through teamwork, hard work, and the will to succeed. The Mass Communication Department of Cuttington University is determined to make a difference in the speed, at which information is disseminated in the country, improve the quality of news and broaden the news coverage.

## **PROGRAM TYPES**

Currently, three program areas of study are available in the Department of Mass Communication. There is the four-year degree (baccalaureate) program in which a student may enroll either as a full-timer or a part-timer. A student is considered a full-timer if the number of credit hours that he or she attempts per semester is at least, 12. On the other hand, if the number of credit hours that a student attempts per semester is at most, 6, that student is considered a part-timer. Enrollment in any course is strictly by permission of an advisor in the department. A new entrant who already has his or her first degree in the Liberal Arts and other cognate disciplines can enroll as a Direct Entry student, and will be exempted from all freshman courses. Also offered at Cuttington University is a certificate program in Print Journalism, which is completed in 2 semesters, all courses selected by a student in this program must be approved by the student's advisor in the Department of Mass Communication. A student who is transferring from any of the programs in this department will have his or her transcript or academic record evaluated for proper placement and selection of courses. A diploma program in Print and Broadcast Journalism is another area of study at Cuttington University. The program is of a three-year duration, and requires the completion of 90 credit hours for graduation. The maximum number of credit hours attempted by a student in this program in any given semester is 18, for non-probationary students.

## **CAREER OPPORTUNITIES**

The mass communication programs are designed to equip students for careers in the following fields:

1. Advertising
2. Public Relations
3. News gathering and Reporting ( in Print and Electronic Journalism)
4. Editing
5. Broadcast Journalism
6. Book/Movie/Music Critique
7. Station Manager
8. Talk Show Host
9. Teaching
10. Photojournalism
11. The Diplomatic Service
12. Politics
13. Entrepreneurship
14. Salesmanship

## **ENTRY REQUIREMENTS**

A student seeking admission into a degree program in any of the departments in the college either as a fresh person or transfer student must satisfy the Cuttington University admission and enrollment requirements as indicated in the existing university catalogue. The college may however consider substituting corresponding courses for transfer students from the list of courses already attempted and passed at the previous university. Candidates for the certificate and Diploma programs are subject to program entry requirements set forth by the department, including the fulfillment of prerequisites for a program.

## **GRADUATION REQUIREMENTS**

Students in a four-year degree program must complete 130 semester credit hours, with a minimum average grade of C on a four-point scale in order to graduate. For a Bachelor of Arts degree in communication, students must satisfy departmental requirements, minor requirements, and college and university requirements.

Students enrolled in the certificate program in Print Journalism must complete 36 semester credit hours of course work, with a minimum grade of “C” or better in all required courses; they must satisfy departmental, college and university requirements. Diploma candidates in Print/Broadcast Journalism must complete a maximum of 90 semester credit hours. To be awarded a diploma, a student must pass satisfactorily with a grade of “C” or better in all required courses.

## DEPARTMENTAL REQUIREMENTS

**Bachelor of Arts (B.A.) Communication/Broadcast Journalism:** To earn the degree of Bachelor of Arts in Communication with a concentration in Broadcast Journalism, a student must: Complete a maximum of 90 semester credit hours outside of Mass Communication Complete a minimum of 6 semester hours of internship Complete a minimum of 3 hours per week, or 50 hours per semester; these hours are beyond the regular class-oriented laboratories. Complete an approved, relevant, final project in the senior year. A student will not graduate if this requirement is not successfully completed.

Score a minimum grade of “C” in all required courses in Mass Communication, as well as in ancillary writing courses such as basic grammar and composition, and Advanced Composition (ENG. 201).

## DEPARTMENTAL CORE REQUIRED COURSES

Course Code	Course Title	Credit
MACO 209	Oral Book Review I	3
MACO 230	Introduction to Mass Media	3
MACO 231	Introduction to Radio Production	3
MACO 232	News Writing and Reporting	3
MACO 233	Introduction to Television Production	3
MACO 234	Humanities Seminar	3
MACO 236	Public Relations and Message Design	3
MACO 308	Oral Book Review II	3
MACO 330	Intermediate Journalism	3
MACO 332	Copy Reading and Editing	3
SSC 311	Social Science Statistics	3
MACO 334	Advertising	3

MACO	335	Newspaper Graphics and Design	3
MACO	336	Announcing Laboratory	3
MACO	430	Advance Journalism	3
MACO	431	Advance Radio Production	3
MACO	400	Oral Book Review I	3
MACO	432	Communication Law	3
MACO	433	Advance Television Production	3
MACO	434	Research in Communication	3
MACO	460	Internship	6
<b>Sub-Total</b>			<b>66</b>
<b>College Pre-requisite Courses</b>			<b>9</b>
<b>Required Courses</b>			<b>53</b>
<b>Total Credits</b>			<b>128</b>

JOHN & JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

CUTTINGTON UNIVERSITY UNDERGRADUATE

DEPARTMENT OF MASS COMMUNICATION

COURSE GUIDE

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Load Per Semester**

**Freshman Year First Semester**

Course No.	Cr. Hrs.	Course Title	Grade
ENG 101	3	Fundamental of Communication I	
PSY 101	3	Principle of Psychology	
MAT 101	3	General Mathematics	
FRE/KPE 101	3	Fundamental of French / Kpelleh	
HIS 101	3	History of Liberia Africa up to 1800	
BIO 111	3	General Science I	
<b>TOTAL</b>	<b>18</b>		

**Freshman Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Grade
ENG 102	3	Fundamental of Communication II	
BIO 112	3	General Science II	
FRE/KPE 102	3	Fundamental of French / Kpelleh	
MAT 102	3	Pre-Calculus	
HIS 103	3	A Survey of World History	
COM 101	3	Introduction to Computer	
<b>TOTAL</b>	<b>18</b>		

**Sophomore Year First Semester**

Course No.	Cr. Hrs.	Course Title	Grade
ENG 201	3	Fundamentals of Literature	
MACO 230	3	Introduction to Mass Media	
MACO 231	3	Introduction to Radio Production	
MACO 233	3	Introduction to Television Production	
MACO 234	3	Humanities Seminar	
EDU III	1	Physical Education	
<b>TOTAL</b>	<b>16</b>		

### Sophomore Year Second Semester

Course No.	Cr. Hrs.	Course Title	Grade
ENG 202	3	Advanced Composition	
REL 321/491	3	Christian Ethics / Comparatives Religions	
ENG 222	3	Contemporary Grammar of English	
MACO 232	3	News Writing and Reporting	
MACO 236	3	Public Relations and Message Design	
MACO 239	3	Oral Book Review I	
<b>TOTAL</b>	<b>18</b>		

### Junior Year First Semester

Course No.	Cr. Hrs.	Course Title	Grade
SVL 300	3	Service-Learning	
MACO 308	3	Oral Book Review II	
MACO 330	3	Intermediate Journalism	
MACO 332	3	Copy Reading and Editing	
SSC 301	3	Social Science Research Method	
<b>TOTAL</b>	<b>15</b>		

### Junior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Grade
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SSC 311	3	Social Science Statistics	
MACO 334	3	Advertising	
MACO 335	3	Newspaper Graphics and Design	
MACO 336	3	Announcing Laboratory	
MACO 400	3	Oral Book Review I	
ENTR 401	1	Entrepreneurship in Education I	
<b>TOTAL</b>	<b>16</b>		

**Senior Year First Semester**

Course No.	Cr. Hrs.	Course Title	Grade
MACO 430	3	Advance Journalism	
MACO 432	3	Communication Law	
MACO 431	3	Advance Radio Production	
MACO 433	3	Advance Television Production	
MACO 444	3	Oral Book Review II	
ENTR 402	1	Entrepreneurship in Education II	
EDUC 401	2	Professional Ethics	
<b>TOTAL</b>	<b>18</b>		

**Senior Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Grade
MACO 434	3	Research in Communication	
MACO 460	6	Internship	
<b>TOTAL</b>	<b>9</b>		

**Total Credits you should earned before graduation: 128**

**NB:Please obtain College Stamp from the Dean of the College:**

## CERTIFICATE AND DIPLOMA PROGRAMS IN JOURNALISM

### Introduction

This curriculum, a model adopted from UNESCO, is designed for training institutions or organizations that provide training programs leading to the awarding of certificates and diplomas in journalism and communication. It is designed in such a way that it can be modified to suit the history, culture, environment, and national policies of the home country, especially Africa.

### Entry Requirements

Students entering the certificate or diploma program at Cuttington must be high school graduates or the equivalent, or practicing journalists seeking higher education to supplement their practice of journalism.

### Program of Study

#### Fundamental Courses

All students, regardless of areas of concentration are required to choose from the below-listed fundamental courses:

Course	Title	Credit hours
Jour 011	Writing for Mass Media	3
Jour 012	Media Management	3
Jour 013	New Information and Communication Technologies	3
Jour 014	Computer Literacy	3
Jour 015	Media and the Internet	3
Jour 016	Intro to Communication Research Methods	3
Jour 017	Introduction to Mass Communication	3
Jour 018	Fundamentals of Communication	3
Jour 019	Communication and the African Society	3
Jour 020	Development Communication/Com for Dev	3
Jour 021	Communication Law and Human Rights	3
Jour 022	History of the Mass Media	3
Jour 023	Media and Gender	3
Jour 024	Ethics in Communication	3
Jour 025	Project	3
Jour 026	Use of the Kpelleh Language	3



Jour 027	Fundamentals of Sociology	3
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Depending on the area of concentration, a student can select from the list of these other required courses:

<b>Course prefix and number</b>	<b>Course Title</b>	<b>Cr/Hrs.</b>
Jour 028	Feature Writing	3
Jour 029	Editing, Design and Desktop Publishing	3
Jour 030	Script Writing	3
Jour 031	Writing for Broadcasting	3
Jour 032	Writing and Reporting for Print Media	3
Jour 033	Radio Production	3
Jour 034	Television and Video Production	3
Jour 035	Public Relations and Advertising	3
Jour 036	Investigative Reporting	3
Jour 037	Community/Rural Reporting	3
Jour 038	Introduction to Marketing	3
Jour 039	News Agency Reporting	3

### **Elective Courses**

Electives are a part of the wide range of courses available to students, whether or not they are four-year degree candidates. The maximum number of electives a student in the diploma program may choose is 15(fifteen), and 6(six) for the candidate of the certificate program. Students in both programs (Certificate and Diploma), may choose their electives from among the courses in the following list:

<b>Course prefix and number</b>	<b>Title</b>	<b>Cr/Hrs</b>
Jour 040	Photojournalism and Digital Processing	3
Jour 041	Specialized Reporting	3
Jour 042	Community Radio Operations & Management	3
Jour 043	Community Newspaper Ops & Management	3
Jour 044	Social Psychology	3
Jour 045	Communication and Politics/Political Com	3

Jour 046	Media and Peace	3
Jour 047	Media Entrepreneurship	3
Jour 048	Language and Linguistics	3
Jour 049	Media Economics	3

## **DEPARTMENT OF FRENCH LANGUAGE CERTIFICATE PROGRAM**

### **Description of the Program:**

With more than 200 million people speaking French on the five continents and in 68 states and governments, French is the second most widely learned foreign language after English, and the ninth most widely spoken language in the world. The French Language Certificate offers Cuttington University students a valuable credential for their proficiency in French; it gives learners the tools to be able to communicate in French in non-specialized settings. The program also develops familiarity with the contemporary French-speaking world, its cultures, and literatures. As students engage in interactive communicative activities, they learn to participate in a French-speaking environment, preparing them for travel and work in French-speaking countries.

The program is practical and learner-centered. All courses are offered on Cuttington University main campus. Students in the program acquire language and cultural competence through dynamic courses that incorporate multimedia and online teaching tools and real-time classroom interactions. All courses are three credits hour.

### **French Language Certificate Goals and Activities**

#### **Program Goals**

French Language Certificate students will be able to:

- Narrate in the past, present and future
- Express preference and opinion
- Understand and give instructions; understand and ask questions
- Understand French-speakers in different conversational settings
- Understand a variety of written texts

- Talk and write about a wide range of topics such as describing themselves and others, daily life and activities, relationships, city life, the work place (job interviews, office life), cinema, or the media in French-speaking countries, etc.
- Make travel arrangements (hotel reservations, transportation, restaurants, etc.)
- Discuss basic environmental, social, and cultural issues

### **Program Activities**

Students learn to participate in a French-speaking environment as they engage in interactive communicative activities in class such as the following:

- Holding short conversations on current issues
- Recording short videos to discuss given topics
- Role-playing a variety of situations (meeting new people, job interview, making travel arrangements, ordering in a restaurant, etc.)
- Writing one- to two-page compositions
- Giving an oral presentation on a chosen topic of interest

## CORE DEPARTMENTAL COURSES

Course Code	Course Title	Credit Hours
1. Fre 101	Fundamentals of French I	3
2. Fre 102	Fundamentals of French II	3
3. Fre 103a	Intermediate Conversation I	3
4. Fre 103b	Intermediate Conversation II	3
5. Fre 301	Translation I	3
6. Fre 203	Contemporary French Grammar	3
7. Fre 302	Translation II	3
8. Fre 303	Phonology of French	3
9. Fre 305	Textual Studies	3
10. Fre 307	Francophonie	3
11. Fre 318	Latin	3
12. Fre 324	General Linguistics	3
13. Fre 408	Research Methods	3
14. Fre 314	Socio-Linguistics	3
15. Fre 446	Theories of Universal Grammar	3
16. Fre 403	Civilization of French-Speaking Countries	3
17. Fre 405	The Classics of French Literature	3
18. Fre 406	Francophone African-Caribbean Literature	3
19. Fre 431	Literary Criticism	3
20. Fre 400	Field Training / Internship	6
<b>Total Courses:</b>		<b>63</b>
<b>Elective Courses:</b>		<b>18</b>
<b>Required Courses:</b>		<b>48</b>
<b>Total Credits</b>		<b>129</b>

JOHN & JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

CUTTINGTON UNIVERSITY UNDERGRADUATE

DEPARTMENT OF FRENCH

**COURSE GUIDE**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Load Per Semester**

**Freshman Year First Semester**

Course No.	Cr. Hrs.	Course Title	Grade
ENG 101	3	Fundamental of Communication	
PSY 101	3	Principle of Psychology	
MAT 101	3	General Mathematics	
FRE/KPE 101	3	Fundamental of French / Kpelleh	
HIS 101	3	History of Liberia Africa up to 1800	
BIO 111	3	General Science I	
<b>TOTAL</b>	<b>18</b>		

**Freshman Year Second Semester**

Course No.	Cr. Hrs.	Course Title	Grade
ENG 102	3	Fundamental of Communication I	
BIO 112	3	General Science II	
FRE/KPE 102	3	Fundamental of French / Kpelleh	
HIS 103	3	A Survey of World History	
MAT 103	3	Pre-calculus	
COM 101	3	Introduction to Computer	
<b>TOTAL</b>	<b>18</b>		

### Sophomore Year First Semester

Course No.	Cr. Hrs.	Course Title	Grade
ENG 201	3	Fundamentals of Literature	
FRE 201	3	Intermediate French I	
FRE 202	3	Intermediate Conversation I	
FRE 203	3	Grammar and Composition I	
FRE 212	3	Main Trend in French Literature	
EDU 111	1	Physical Education	
<b>TOTAL</b>	<b>16</b>		

### Sophomore Year Second Semester

Course No.	Cr. Hrs.	Course Title	Grade
ENG 202	3	Advanced Composition	
REL 321/491	3	Christian Ethics / Comparatives Religions	
FRE 204	3	Intermediate French II	
FRE 205	3	Intermediate Conversation II	
FRE 206	3	Grammar and Composition II	
	3		
<b>TOTAL</b>	<b>18</b>		

### Junior Year First Semester

Course No.	Cr. Hrs.	Course Title	Grade
SVL 300	3	Service-Learning	
FRE 301	3	French Civilization & Grammar I	
FRE 303	3	Phonology of French	
SSC 301	3	Social Research Method	
FRE 305	3	French Grammar and Composition I	
FRE 306	3	Linguistics	
<b>TOTAL</b>	<b>18</b>		

### Junior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Grade
FRE 314	3	Socio-Linguistics	
FRE 304	3	French Civilization & Grammar II	
FRE 307	3	French Grammar and Composition II	
FRE 308	3	Theories of Universal Grammar	
FRE 309	3	Civilization of French Speaking Countries	
ENTR 401	1	Entrepreneurship in Education I	
<b>TOTAL</b>	<b>16</b>		

#### Senior Year First Semester

Course No.	Cr. Hrs.	Course Title	Grade
ENTR 402	1	Entrepreneurship in Education II	
EDUC 401	2	Professional Ethics	
FRE 404	3	The Classics of French Literature	
FRE 405	3	Francophone African-Caribbean	
FRE 431	3	Literary Criticism	
FRE 441	3	Speech & Creative Writing	
<b>TOTAL</b>	<b>15</b>		

#### Senior Year Second Semester

Course No.	Cr. Hrs.	Course Title	Grade
FRE 400	6	Field Training / Internship	
FRE 477	3	Senior Research Paper (Thesis)	
<b>TOTAL</b>	<b>9</b>		

**Total Credits you should earned before graduation: 128**

**NB:**

**Please obtain College Stamp from the Dean of the College:**

**DEPARTMENTAL PREREQUISITES:**

**FRE 101:** Fundamentals of French I is a pre requisite to all French Major Students

**FRE 102:** all French major students are required to do Fundamentals of French II.

**NOTE: ABSOLUTELY** no student (**Major or Minor**) will graduate with a “**D**” in any of the **departmental courses including English Language**. No student will also graduate with **2** or more **Ds** in any required courses.

MINOR IN FRENCH			
Course Code	Course Title	Credit Hours	Grade Score
FRE. 101	Fundamentals of French I	3	
FRE. 102	Fundamentals of French II	3	
FRE. 103	Intermediate French I	3	
FRE 104	Intermediate French II	3	
FRE 201	Intermediate Conversation I	3	
FRE 203	Contemporary French Grammar	3	
TOTAL CREDIT HOURS		18	

**DEPARTMENTAL PREREQUISITES:**

**FRE 101:** Fundamentals of French I is a pre requisite to Fundamentals of French II

**FRE 102:** Fundamentals of French II is required by all French major students.

**NOTE: ABSOLUTELY** no student (**Major or Minor**) will graduate with a “**D**” in any of the **departmental courses including English Language**.

No student will also graduate with **2** or more **Ds** in any required courses



## COURSE DESCRIPTIONS (JOHN AND JUDY GAY COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES)

**CJL 202                      Gender and Criminal Justice                      3 credits**

**Prerequisites: CJL 201**

Mainstreaming gender within the context of criminal justice across the world has gained special attention among scholars and policy makers. This course seeks to expose students to gender perspective in explaining and dealing with crime and justice within the Liberian society and the world at large.

**CJL 203                      INTRODUCTION TO CRIMINOLOGY                      3 CREDITS**

**Prerequisites: CJL 201**

The beginning of a SCIENTIFIC study of CRIMINALS/CRIME as a social idea of criminal INVESTIGATION of criminal and of penal treatment

**CJL 211                      Introduction to Law Enforcement                      3 credits**

**Prerequisites: CJL 201**

Introduction to Law Enforcement examines the concepts and theories of law enforcement. This course will expose the students to the socio-cultural and economic factors that play significantly in the process of law enforcement, especially within the post-conflict Liberian society.

**CJL 212                      INTRODUCTION TO CORRECTIONS                      3 CREDITS**

**Prerequisites: CJL 201**

At the end of this introductory subject, the student would have known how corrections came into being, its theory and how it is practiced today.

**CJL 301                      Legal Aspect of Criminal Justice                      3 credits**

**Prerequisites: CJL 201**

This course provides students with vivid legal understanding of the principles of criminal justice system. The course also in detail captures various procedures that should be followed and maintained in the practice and application of criminal laws within the frame-work of

international best practice. This course will be localized to the Liberian context and the African society in general.

**CJL 302                      Liberian Criminal Law and Procedures                      3 credits**

**Prerequisites: CJL 201**

This course articulates the theories and applications of the Liberian criminal law since independence. The course will look at issues that surround the contents of the Liberian criminal laws and however they have been dealt with through executive pronouncement and legislative enactment. The course will compare and contrast the procedures in the Liberian criminal law with what is obtainable elsewhere.

**CJL 305                      Deviance and Law Enforcement                      3 credits**

**Prerequisites: CJL 201**

This course examines various deviant behaviors within and outside the Liberian society. Special attention will be paid to the nature, causes and consequences of socially disapproved behaviors on the socio-economic aspect of the Liberian society. In relation to this, the course will make students to understand how best the law can be enforced to address deviant behaviors in a manner that it does not jeopardize the smooth functioning of the society.

**CJL 306                      Globalization and Criminology                      3 credits**

**Prerequisites: CJL 201**

Happenings across the world show clearly that globalization has significant impacts in our lives; while some are positive, some are negative. One area where inter-connectedness of nations across the globe has become a source of worry is security. This course internationalizes crimes and criminology by explaining how and why crimes have become a global concern. The course examines various dimensions of international crimes and their implications on the socio-economic development of Africa. The course will also discuss how nations are teaming-up to address international crimes.

**CJL 307                      Sociological Theories of Corrections                      3 credits**

**Prerequisites: CJL 201**

Modern criminal justice system pays more attention to correction than punishment. This course seeks to provide sociological theories to explain the role of corrections in criminal justice system, particularly in the contemporary period. The course will touch on the

concept/principle of corrections in relation to criminal justice. The course will also address various traditional and modern methods of corrections.

**CJL 310**                      **Liberian Law Enforcement Agencies**                      **3 credits**

**Prerequisites: CJL 201**

This course critically examines the history and composition of the Liberian law enforcement agencies. The course will also examine the successes and challenges confronting law enforcement agencies in the country.

**CJL 400**                      **DRUG ABUSE PREVENTION**                      **3 CREDITS**

**Prerequisites: CJL 201**

The student will learn about DRUGS in general. What is the difference between DRUGS and SUBSTANCE ABUSE. Drugs for medical use and what can be referred to as drugs Abuse. NARCOTICS. They can be SOLID or LIQUID. DRUG ABUSE and the danger to the world.

**CJL 401**                      **CRIMINALISTICS**                      **3 CRDITS**

**Prerequisites: CJL 201**

Instrumental analysis as applied to criminal/crimes will be studied by students. An evaluation of all ALTERNATIVE instrumental methods will also be studied. Laboratory via scientific approach to the solving of the crime will be studied.

**CJL 407**                      **POLICE ADMINISTRATION**                      **3 CREDITS**

**Prerequisites: CJL 201**

The Administration of Criminal Justice has been concerned about mainly three branches, the **Police, Courts and Corrections**. They forget about the other Social Institutions that could help the system work. Student will however, deal with or one aspect of the three branches; **The Police Administration**. They will look at the Administration itself of the police, the management, line support, Budget and the technical Services. Police is one of the first lines of defense in this system.

**CJL 409**                      **Contemporary Criminal Justice System**                      **3 credits**

**Prerequisites: CJL 201**

This course examines the nature and components of modern times criminal justice administration within and outside Liberia. For clarity and appreciation, the course will chronicle the steps and achievements made in an effort to reform archaic criminal justice systems in Africa and beyond. The students will also understand areas that need urgent and special attention in criminal justice delivery especially in Africa, and Liberia in particular.

**CJL 410**                      **Victimology**    **3 credits**

**Prerequisites: CJL 201**

Victimology is a new concept and area of focus in criminal justice and law enforcement. This concept suggests that in the advent of criminal occurrence such as rape, child abuse, theft etc, victims of such crimes rather than the perpetrators should be given more attention. The whole idea of the concept of Victimology is shifting the attention of crimes on the victims rather than the perpetrators. This course examines the concept and evolution of Victimology in modern times criminal justice system.

**CJL 411**                      **Applied Statistics for Social Research**    **3 credits**

**Prerequisites: CJL 201**

The focus of this course is to expose students to the application of social sciences statistical knowledge and applications to analysis crime related cases. The course will also assist students in data entering, analysis and interpretation using an applied statistical tool.

**CJL 405**                      **Internship**    **3 credits**

A 6-credit internship is required for all CJL Majors. CJL Internship program is designed to provide the intern with an educational experience and to serve as a transition into the professional work world. The goal of the internship is to extend the student's investigative knowledge and skill-base and to facilitate the application of this knowledge and skill-base on real world setting. The course requires students to complete three months attachment at an organization or agency that relates to their major. Students are expected to keep records of their daily activities of their internship experience and activities, and to prepare a comprehensive report on them upon completion of the specified period of time.

**CJL 412**                      **Project (Thesis Writing)**                      **3 credits**

**Prerequisites: SSC 301-1**

This involves the application of research techniques to particular social problems and social situations. This course which is a senior year course, shall be an exhaustive field research patterned towards affording students to identify area of interest specifically within the Liberian society and proffer some practical solutions.

**CJL 417**                      **Private Security Administration**                      **3 credits**

**Prerequisites: CJL 201**

Theories and Philosophy of Organization Management and Administration of Security Operations within the Public / Private Security. The Application of Law Enforcement "POLICE POWERS" principles within private enterprise. Different kinds of REQUIRED private security measures for different kinds of different private institutions are studied-viz industrial security. Supermarket security, Business place Security, Home/Private Security, Protection needed for these and many more institutions are studied.

**HIR 204**                      **Introduction to International Relations**                      **3 credits**

**Prerequisite: HIST 101**

The course analyses the concept and practice of world politics, including the politics of economy and security, dominance and dependence. Relevant theories of international relations and their practicality or non-practicality in the contemporary time will be examined.

**HIR 205**                      **Liberia 1400-1900**                      **3 credits**

**Prerequisites: HIST 101&103**

This course enquires into the origin in place and time of ethnic Liberians' to, and settlement in the Grain Coast, their intra action and interaction with the outside world, up to the founding of Liberia in 1822.

**HIR 206**                      **Africa and European Imperialism in the 19<sup>th</sup>&20<sup>th</sup>Centuries**

**Prerequisite: HIST 101**

**3 credits**

The course is a critical analysis of internal and external developments in Africa and Europe that promoted European imperialism and its impact on Africa and the world generally.

**HIR 207                      Introduction to Diplomacy**

**Perquisites: HIR 313**

**3 credits**

The course is a discussion that centers around the meaning, nature, functions and role of diplomacy in crisis management. It highlights the core process of relations among nations and how nations begin effective establishment of diplomatic relations among other nations. It analyses why diplomacy is an inevitable outcome of the coexistence of separate political units of the states.

**HIR 231                      Europe up to the French Revolution**

**3 credits**

**Prerequisites: HIST 101&103**

The course is a survey of European history, highlighting fundamental developments such as the early economic and social institutions. Themes in European history like Feudalism, the Renaissance, Reformation in the Christian Church, the Age of Discoveries, Mercantilism, the new scientific views of the Age of Enlightenment, the English and French Revolutions will be discussed.

**HIR 232                      Europe from the French Revolution to the Second World War 3 credits**

**Prerequisites: HIST 101,103& HIR 231**

The course analyses the causes and impact of the French Revolution on Europe and the subsequent developments leading to the First World War, the inter-war years and the Second World War and their impact.

**HIR 244                      American History: A Survey**

**3 credits**

**Prerequisites: HIST 101&103**

This course is a survey of historical developments in America including the background of colonial America, the War of Independence, post-independence developments, the Civil War and racial problem.

**HIR 245                      African Diaspora    3 credits**

**Prerequisites: HIST 101&103**

This course is a historical study of the black communities found outside Africa. It examines the origin of the Diaspora, the nature of the Black peoples' experiences and interactions in the Diaspora, race relations, social, cultural, economic and intellectual contribution of Blacks to world civilization. The underlying cultural unity or similarities among the Black people and their role in contemporary world affairs are also discussed.

**HIR 300                      Evolution of the International System since 1815    3 credits**

**Prerequisites: HIST 101,103& HIR 204**

The course examines the concept of balance of Power, the Conference, Congress and Concert System as well as the Monroe Doctrine and the breakdown of the Concert of Europe.

**HIR 301                      Liberia 1900-2000    3 credits**

**Prerequisites: HIST 101&103**

This course examines the imperatives, successes and challenges of state building and socio-economic development, from the founding of Liberia in 1822 to the end of European encroachment on Liberian territory in 1912.

**HIR 309                      Women and Power in African History    3 credits**

**Prerequisites: HIST 101&103**

This course surveys the social, economic and political roles of women before the colonial and after the colonial era in Africa. The course shall delve on factors that have shaped the involvement and contributions of the women-folk in nation-building in Africa. The course shall also discuss hindering factors to women access to position of authority in contemporary Africa.

**HIR 310                      Issues in International Relations I                      3 credits**

**Prerequisite: HIR 204**

The course is an analysis of major global problems during the Cold War, the Truman Doctrine, and the Non-Aligned Movement. It also discusses disarmament treaties, racism, drugs and the nature and complexities of international terrorism.

**HIR 311                      Issues in International Relations II                      3 credits**

**Prerequisite: HIR 410**

The course examines the end of the cold war, the collapse of the Soviet Union, the Gulf-War, and peace and security in the Middle East. It discusses also, environmental issues, population explosion, Foreign aids, poverty and brain drain and problem of asylum seekers from the third world countries to Europe.

**HIR 313                      Diplomatic History of Liberia                      3 credits**

**Prerequisite: HIR 301**

This course makes critical analyzes of the relations which have subsisted between Liberia and members of the international community as they relate to diplomatic recognition in the nineteenth century, territorial disputes with the colonial powers and the Cold War.

**HIR 315                      Historiography                      3 credits**

**Prerequisites: HIST 101&103**



The course analyses the sources of history, origins and developments of European and African historiography. Other topics discussed include research methods of historical investigations and explanations.

**HIR 318                      Terrorism, Counter-Terrorism and Global Security                      3 credits**

**Prerequisite: HIR 204**

This course provides an in-depth understanding on the concept and problems of local and international terrorism. The course examines the nature, spread and consequences of terrorism to global peace and socio-economic development. The course also discusses the politics of counter-terrorism initiatives and their impacts on reducing or even increasing terrorist acts.

**HIR 405                      Problems and Prospect of Regional Integration in Africa                      3 credits**

**Prerequisites: HIST 101,103& HIR 204**

The course examines the various regional organizations in Africa set up by the joint efforts of African States to facilitate socio-economic development. The problems encountered and the prospects of such efforts are also discussed.

**HIR 408                      Global/Continental/Commonwealth Organizations                      3 credits**

**Prerequisite: HIR 204**

The course examines the nature of international organizations, the principles, objectives and structure of the OAU/AU, EU, Arab League, OAS and ASEAN. Problems and prospects of the organizations are also discussed.

**HIR 413                      Evolution of International Borderland in Africa                      3 credits**

**Prerequisites: HIST 101&103**

This course discusses the emergence, nature, dynamics and problems of modern international borderland/boundaries in Africa. The course laid more emphasis on West Africa, and Liberia border areas in particular.

**HIR 414                      Issues in Contemporary Africa                      3 credits**

**Prerequisites: HIST 101&103**

This course examines general themes in post-colonial Africa such as the effects of colonial rule and the aftermath of the Cold War on the nature of political and economic structures of many African countries with their attendant implications on growth and development; the politics of liberalization and deregulation within the framework of the present World Order; problem of civil conflicts, environmental pollution, brain drain, foreign aid politics, poverty, corruption and democracy among other emerging issues in contemporary Africa.

**HIR 417                      Concept and Theories of Cultural Diplomacy                      3 credits**

**Prerequisites: HIST 101&103**

This course examines the power of culture in diplomatic relations. It stresses on how culture can be used to promote both internal and external relations in a more peaceful and respectable manners.

**HIR 420                      Liberian Historiography                      3 credits**

**Prerequisites: HIST 101 & 103, HIR 301 & 315**

This course discusses the ways and manners in which Liberia history has been written both within and without since its creation. The course specifically identifies and discusses sources of Liberian history, their merits and demerits, and provides a rationale as to why there is need to re-write the history of Liberia. Part of the orientation of this course is also to emphasis the importance of history in nation-building and national reconciliation after the devastating civil war.

**HIR 421                      Project Writing (Thesis)                      3 credits**

**Prerequisite: HIR 420 & 315**

This is an original project based on research. Topics are selected by students, guided by their supervisors and approved by the Department.

**HIR 422                      Internship    3 credits**

A 6-credit internship is required for all HIR Majors. HIR Internship program is designed to provide the intern with an educational experience and to serve as a transition into the professional work world. The goal of the internship is to extend the student's investigative knowledge and skill-base and to facilitate the application of this knowledge and skill-base on real world setting. The course requires students to complete three months attachment at an organization or agency that relates to their major. Students are expected to keep records of their daily activities of their internship experience and activities, and to prepare a comprehensive report on them upon completion of the specified period of time.

**HIST 101                      Liberia and African History up to 1800    3 credits**

This course examines the history of Liberia and other Africans and their civilizations; on how they built since the earliest times (time immemorial) up to the 1800. The course is designed to expose the students to the monumental achievements as well as their failures as people of Africa and people in the past.

**HIST 103                      A Survey of World History    3 credits**

**Prerequisite: HIST 101**

This course examines the diverse geography and the people of the world. In this course, the students will learn to appreciate the dynamics of every culture and civilizations from Western to Eastern Europe; from the Middle East to the Americas.

**SOC 201                      Introduction to Sociology    3 credits**

Introduction to Sociology is a foundation course that strengthens all sociology students in the study of sociology as a discipline. The course provides a vivid description of sociological

studies which encompasses definitions, founding fathers, sociological theories, sociological imagination, scientific study of sociology and other key components to sociological studies. It is therefore a compulsory course for both major and minor students.

**SOC 209                      Sociology of Crime and Delinquency                      3 credits**

**Prerequisite: SOC 201**

The development, definition, function and control of crime and delinquency emphasis on biological, cultural and social factors involve in the occurrence, diagnosis and treatment of criminal behavior. The course captures major theories of crime and delinquency, and their relevance to African situation. This course also covers studies in mental illness, juvenile delinquency.

**SOC 204                      Social Psychology                      3 credits**

**Prerequisite: SOC 201**

Human beings are social beings. Much of our psychology is geared towards social life and operates in a richly structured social movement. This course offers students a broad overview of social psychology, the scientific study of social thought and behavior. The examines the various ways by which people perceive, think and feel about the social world, and how these processes shape behavior towards others. In relation, the course discusses how human thinking and behavior is influenced by the social context, from interpersonal relationships to groups, to society and culture.

**SOC 207                      Social Theory                      3 credits**

**Prerequisite: SOC 201**

This course studies the classical foundation of sociology, focusing on the classical writings of Aristotle, Plato, Jane Adams. Harriet Matinee, Frank Dubois, August Comte, Emile Durkheim, Karl Marx, Max Webber, Herbert Spencer, Parson, Malinowski, and others. This course also emphasis the applications of sociological theory to African developmental processes.

**SOC 208      Social Problems And Social Policy**

**3 credits**

**Prerequisite: SOC 201**

Every society, be it traditional or modern face series of social problems. This in turn has propelled every society at one point or another to develop policies to counteract these problems. Social Problems and Social Policy as a course addresses some of the most compelling social problems in society and discusses the diverse contributions sociology as a discipline has made to the understanding of complex social issues. The course shall also examine social welfare policy issues and the significance of social, economic, and political factors that influence policymaking and implementation.

**SOC 300      Introduction to Social Work**

**3 credits**

**Prerequisite: SOC 201**

Social Work is a field that is based to a much greater degree on application and practical problem solving. The focus of the course is to introduce students to the profession of social work. The course examines the profession of social work, its value base, fields of practice, and societal role. Major social problems, philosophies of social welfare provision, program and policy initiatives, and the response of social work as a profession are addressed.

**SOC 301      Marriage and the Family**

**3 credits**

**Prerequisite: SOC 201**

The conceptual perspective of marriage and the family is of great importance to the study of sociology. The family on the one hand is a social institution that unites individual into cooperative groups that either oversee the bearing and rising of children or provide an acceptable platform for an intimate relationship between partners or blood relations. This course is a study of all kinds of relationships within the marriage and family experience, including pre-marital relationships. The course also examines differences among families and marriages, family structures and functions, and changes that occur throughout a family life cycle within the Liberian context.

**SOC 302      Social Work Practice in Post-Conflict Societies      3 credits**

**Prerequisite: SOC 201**

This course discusses the current trends and issues in social work practice and how they relate to social problems in post-conflict societies. Students examine selected social problems relevant to the Liberian society and discuss them within the context of a structural anti-oppressive social framework.

**SOC 303      Social Stratification      3 credits**

**Prerequisite: SOC 201**

Social Stratification refers to systematic social inequality in the access to opportunities, resources, and rewards. It involves the uneven distribution of people across social categories based upon achieved and ascribed characteristics. The course examines social stratification in terms of class, power and status, with a focus on Liberian society. The course captures the main classical and modern sociological explanations of the causes of social, economic and political inequality and their implications on individual and groups members of the society.

**SOC 303      Social Welfare Policy and Issues in Liberia      3 credits**

**Prerequisite: SOC 201**

This course exposes students to various government welfare policies and critically assess the functionality and practicality of such policies in mitigating wide-range of social problems in Liberia. In specific term, it prepares students how best policy can be analyzed within a view to proffering workable solution.

**SOC 304      Social Work Practice in Community Service      3 credits**

**Prerequisite: SOC 201**

This course focuses on working with communities. Students are exposed to contemporary theories and models of community organization practice as well as drawing on field experiences which students may have already had. The focus in the course is to integrate theory and field experiences as it relates to community organization practice; and discuss the challenges; strategies and benefits of working with communities.

**SOC 305      Gender and Social Change      3 credits**

**Prerequisite: SOC 201**

Gender refers to the socially constructed roles ascribed to either men or women and is not inherent in their biological sex, but culturally and historically constructed. This is closely related to the different distribution of power. Gender defines social roles and determines sexual division of labor within the family, the work-place and the state, and cut across sociological ordering principles such as class, caste, age and ethnic groups. On the other hand, social change should include theories, cultural and institutional change; implications of change for social behavior and for personality development; and for rural and urban industrial activities, with emphasis on such change in Africa and Liberia in specific term.

**SOC 307      Social Work Project      3 credits**

**Prerequisite: SOC 201**

This is a community/field-based course that explore the need for students to play an active role in identifying critical needs in any given community and make pragmatic effort to facilitate the execution of such project, either through self-help, group help or recommending such to appropriate authorities for immediate and sustained action.

**SOC 307      Urban Sociology      3 credits**

**Prerequisite: SOC 201**

Urban Sociology is the study of a special form of social organization known as cities- their origins, life, and future. This course offers students a study of the sociological development of modern cities and the impact of urbanization and urban problems on individuals, groups, and neighborhood or community formation. This course shall focus more on the social nature, dynamics and problems of urbanization in Liberia, especially after the war.

**SOC 309      Social Movement and Collective Behavior      3 credits**

**Prerequisite: SOC 201**

This course study human behavior as expressed through group behavior, especially the forces that precipitate change in the social order, such as crowds, mobs, mass behavior, public opinion, social movements, revolutions and social planning.

**SSC 302      Social Statistics      3 credits**

**Prerequisite: SOC 201**

This course exposes students to the intricacies of data analysis and interpretation in social sciences using statistical tools. Statistical methods of evaluating data are useful in two main areas: it helps to organize and summarize the data so the student can see what happened in the study and communicate the results to others; and its helps students to answer the general questions that initiated a research by determining exactly what conclusions are justified based on the results. Students will find it very useful in their research exercises, especially, their thesis writing.

**SOC 403      Sociology of Religion      3 credits**

**Prerequisite: SOC 201**

Sociology of Religion is a course that examines the nature and functions of religious beliefs and institutions in modern societies from a sociological perspective, with a primary emphasis on religious practices, customs, beliefs, and rituals in the context of social structures such as religious institutions, politics, education, community, and family. This course will offer students the understanding of the dialectical processes by which religion affects societies and societies affect religion.

**SOC 404      Globalization and Global Justice      3 credits**

**Prerequisite: SOC 201**

This course critically discusses the concept and theories of globalization and justice on a global scale. This course will afford the students the understanding of what constitutes global injustice, why it has endured, and its implications for African development, and how it can be addressed. The course also examines the role of international organizations such as the UN and its specialized agencies in promoting global justice.



**SOC 405      Classical Sociological Theory**

**3 credits**

**Prerequisite: SOC 201**

This course studies the classical foundation of sociology, focusing on the classical writings of Aristotle, Plato, Jane Adams. Harriet Matinee, Frank Dubois, August Comte, Emile Durkheim, Karl Marx, Max Webber, Herbert Spencer, Parson, Malinowski, and others. This course also emphasis the applications of sociological theory to African developmental processes.

**SOC 400      Social Networking**

**3 credits**

**Prerequisite: SOC 201**

The proliferation of social media-social networking websites, blogging and other forms of online interaction and content generation-has introduced a powerful tool for people to communicate and share information. This course will introduce students to methods for analyzing and understanding how people use these technologies to construct social relationships and identities as well as their societal implications for Africa and Liberia in particular.

**SOC 401      Community Development Studies**

**3 credits**

**Prerequisite: SOC 201**

The community is often perceived as a group of people in a locality who are actively involved in promoting better quality of life for their people. The idea of community development has been a major focus for development practitioners, change agents, government and international organizations because of its grass-root nature. This course therefore describes the detailed analysis of community structure and function; strains in the community leading to change; the role of change agent for community development, charismatic good leadership; the family and other institutions of developing the community, together with other community development components.

**SOC 402      Organization/Community Project Writing**

**3 credits**

**Prerequisite: SOSW 201**

Organizational and community project writing is of great importance to sociological studies. It involves the systematic project writing for organizational funding for community development purposes. This course shall expose the students to act of developing an acceptable project proposal for funding of community project by both government and non-governmental organizations.

**SOC 406 Medical Sociology**

**3 credits**

**Prerequisite: SOC 201**

Medical Sociology is a course that applies sociological principles to medicine, health, illness, and healthcare. This course is based on the assumption that we cannot understand the topics of health and illness simply by looking at biological phenomena and medical knowledge, but, instead, we must also consider a variety of social, political, economic, and cultural forces. This course will explore health, illness and healthcare from a sociological perspective by examining central topics such as how social structure influences the occurrence of illness and why some social groups suffer more sickness and disease than others; the nature and social effects of inter-personal interaction between a sick patient and the health practitioners; as well as other social challenges shaping the face of healthcare provision in a society. Therefore the role of medical sociologists is to analyze the relationship between society and health.

**SOC 407 Industrial Sociology**

**3 credits**

**Prerequisite: SOC 201**

Industrial Sociology is a field of applied sociology, and has grown mainly out of interests in such issues as productivity, motivation and unionization. This course discusses the importance and application of sociological principles and theories into industrial processes. The course will afford the students the understanding of the roles of a trained industrial sociologist in solving industrial disputes, promoting workers welfare, and linking the industrial life to the life in the larger society.

**SOC 408 Social Justice**

**3 credits**

**Prerequisite: SOC 201**

Social Justice as a concept is creating a just society, where 'justice' refers to more than the legal system but based on the idea of a society which gives all individuals and groups fair treatment and a just share of the benefits of society. This course discusses the origin and theories of the concept of social justice. Students are to be exposed to the elements of a just society, identifying factors that promote or hinder fairness among members of a given society. Strategies in terms of institutional policy and individual/collective behaviors to addressing social injustice are also examined.

**SOC 409      Sociology of Law**

**3 credits**

**Prerequisite: SOC 201**

This course is a sociological examination of law both as a mechanism of social regulation and as a field of knowledge. It explores classical and contemporary theoretical contributions to Sociology of law. Students will learn how laws are made; the workings of the legal system, the ways in which law interacts with the individual and society. Among issues to be analyzed include law and social control, law and social change, social reality of the law, the profession and practice of law, violence against women, and the influence of gender, ethnicity and social status in the outcome of legal decisions.

**SOC 409      Leadership in Human Service Organizations**

**3 credits**

**Prerequisite: SOC 201**

Human service organizations require strong and effective leadership. This course will provide students with an understanding of how to organize and lead human service agencies and programs in order to provide a healthy working environment that promotes effective service delivery that primarily focuses on client empowerment.

**SOC 410      Thesis (Practical Research)**

**3 credits**

**Prerequisites: SOC 201 & SSC 301**

This involves the application of research techniques to particular social problems and social situations. This course, which is a senior year course, shall be an exhaustive field research

patterned towards affording students to identify area of interest specifically within the Liberian society and proffer some practical solutions. At the beginning of the course, each student will be assigned a mentor (supervisor) that will guide in the selection of topics and as well as providing guidance to students throughout the research exercise.

**SSC 301 Social Science Research Methods**

**3 credits**

**Prerequisite: SOC 201**

Research is an academic activity that comprises defining and redefining problems, formulating hypothesis or suggested solutions; collecting and evaluating data; making deductions and reaching conclusions. This course exposes students to a comprehensive understanding of social research methods and methodologies such as the logic of topic selection, defining problem, literature review, designing a research method, data collection and data analysis.

**SOWK 411 Field Training/Internship**

**6 credits**

**Prerequisite: SOC 201**

A 6-credit internship is required for all Sociology and Social Work Majors. The Internship program is designed to provide the intern with an educational experience and to serve as a transition into the professional work world. The goal of the internship is to extend the student's sociological and social work knowledge/skill base and to facilitate the application of this knowledge and skill base on real world setting. The course requires students to complete at least three months attachment in an organization or agency that relates to their major. Students are expected to keep records of their daily activities of their internship experience and activities, and to prepare a comprehensive report of on them upon the completion of the specified period of time.

**FRE 101**

**Fundamentals of French I**

**3 credits**

**Prerequisite: FRE 001 or Elementary/Placement French**

This course is the first of all credit-bearing courses in French. It is basic French course which lays emphasis on developing, listening, reading and speaking skills through the

presentation of situation relevant to everyday life and oral exercises. Written exercises are gradually introduced to help student relate spoken French to the written word.

**FRE 102                      Fundamentals of French II                      3 credits**

**Prerequisite: FRE 101 or Placement Test**

This course is the continuation of French 101. It reinforces the skills acquired in French 101 and provides additional materials in terms of grammar and vocabulary. The emphasis, again is a developing, speaking, reading and written skills through the study of themes relevant to everyday life.

**FRE 201                      Intermediate French I                      3 credits**

**Prerequisite: FRE 102 or Placement Test**

This course is a continuation of French 102. It highlights the major difficulties in basic French Grammar and ensures that students have a respectable command of spoken French and written French.

**FRE 204                      Intermediate French II                      3 credits**

**Prerequisite: FRE 201**

This course is the continuation of French 103. The last of its series, it lays a firm foundation in the language for those students who may wish to take higher level courses in French. It enlarges oral skills and gives a degree of complete in written expression through exposure to tests of medium complexity.

**FRE 202/205                      Intermediate Conversation I/II                      3 credits**

**Prerequisite: FRE 202**

This course is aimed at developing oral skill through the study of a wide selection of passages, newspapers, articles, etc. The nature and content of the texts and topics are meant to develop the vocabulary of students who are expected to participate in group discussions.

This course gives firm competence in oral expression and enables the students to express themselves freely in public. This is a required course for French majors.

**FRE 203/206                      Grammar and Composition I & II                      3 credits**

**Prerequisite: FRE 204 or 202**

This is a required course for French majors and minors. It lays emphasis on the acquisition of a good command of French grammar through the reinforcement of already acquired skills, the study of new areas of grammar, vocabulary building and exposure to texts of medium complexity. Furthermore, students are introduced to techniques of summary and essay writing. As much as possible essay will be on topics relevant to the local/natural/international milieu.

**FRE 212                              Main Trend in French Literature                              3 credits**

This is a required course for French majors and minors. It is essentially a survey of French literature from its origin to the present. The course lays emphasis on the works of major French authors which reflect the literary preoccupations of each period. It also highlights those social and political developments in the French society which influenced and shaped literary production. Special attention will be given to the pre-classical and the classical periods as far as they constitute points of departure and relate to subsequent literary periods and movements namely: the Age of Enlightenment, Pre-romanticism, Romanticism, Realism, Naturalism, Symbolism, Surrealism and Existentialism.

**FRE 301/304                      French Civilization and Grammar I & II                      3 credits**

This is an introductory course in French civilization. It concentrates on the reading of excerpts of works related to French civilization, the French way of life and problems of the French people as a nation. Knowledge of essential parts of French grammar and vocabulary is deepened through the reading and explanation of texts. This is a required course for French majors and minors.

**FRE 303/304                      French Phonetics/Linguistics                      3 credits**

**Prerequisite: FRE 203 or 204 (Required for French majors only)**

This is a detailed study of French Phonetics, it includes a comprehensive survey of the French phonetics system – consonants, vowels, semi vowels, designed to improve the listening and speaking ability of students and exhibiting problems of phonetic interference to be examined.

**FRE 305/307 French Grammar and Composition I & II 3 credits**

**Prerequisite: Placement Test**

This first year honors course is designed for freshmen students who have a respectable command of the French language. It rapidly reinforces already acquired skills and provides instruction in correct French usage and introduces students to methods and techniques of writing short compositions.

**FRE 306 Linguistics 3 credits**

This course introduces students to the nature and structure of language as viewed by modern linguists. Emphasis is on descriptive linguistics in the light of phonology/phonetics.

**FRE 308 Theories of Universal Grammar 3 credits**

Emphasis here is on language analysis, functional grammar, text analysis, organization and usage techniques in communication and meaning.

**FRE 314 Socio-Linguistics 3 credits**

This course concentrates on language and society; pidgin, Creole, multilingualism, standardization and normalization of languages.

**FRE 431**                      **Literary Criticism**                      **3**  
**credits**

In this course, we show traditional and modern approaches to literary appreciation.

**FRE 402**                      **Civilization of the French Speaking Countries**                      **3 credits**

This is a survey of the French civilization of the French speaking world through the study of selected texts. Emphasis is placed on the similarities that bind these countries together as well as peculiarities which underscore national identity. Special attention will be given to linguistic differences that point to divergent.

**FRE 404**                      **The Classics of French**                      **3 credits**

This course is designed to acquaint students with and explain the complexities of the literary scene in 19<sup>th</sup> century France. It quickly provides an overview of the literary movements that pre-dominated the period of Romanticism, Realism/Naturalism and symbolism. Emphasis however is placed on Romantic Poetry and drama. Major writer whose selected works are studied include: Chateaubriand, Lamartine, Vigny, Musset et Victor Hugo.

**FRE 405**                      **African Francophone Caribbean Literature**                      **3 credits**

This course focuses on literature produced by francophone writers from Africa and West Indies from the 20<sup>th</sup> century to the present day. Major works by such writers as CamaraLaye, AiméCésaire, Sedar Senghor, among others, are studied.

**FRE 407**                      **Senior Research Paper /Project**                      **3 credits**

Student is expected to conduct an independent original research on any French literature, Francophone African Literature or linguistic topic of his/her choice. The paper must be in French typewritten and not more than 50 pages. Open only to French majors.



**FRE 405**

**Francophone African Literature**

**3 credits**

This course focuses on literature produced by African writers in Francophone Africa from the beginning of the 20<sup>th</sup> century to the present. The French West Indies is included.

**FRE 441**

**Speech and Creative Writing**

**3 credits**

This course is designed to encourage greater fluency in both spoken and written French. Emphasis is on conversation, dictation, composition, and the writing of poetry and prose.



# JOSEPH SAYE GUANNU INSTITUTE FOR PEACE AND CONFLICT RESOLUTION

*“...Peace is a network of cohesive social relationships—involving differences, disagreements, and concessions.”*

## INTRODUCTION AND BACKGROUND: Establishment of the Institute

The **Institute for Peace and Conflict Resolution** was established in 2004 with a take-off grant of from USAID through the Liberia Transitional Initiative (LTI) Program. The **Institute** is Cuttington University’s response to the perennial problems of instability, poverty, underdevelopment and spirals of conflicts which engulfed Liberia during the 1990s and beyond, the Mano River Basin, and West Africa at large. When officially launched in late 2004, the Institute had a total enrolment of five (5) students in its certificate program, the only teaching program offered at the time. Over the years, other programs have been added and there have been remarkable increase in student population in its different programs. Currently, the Institute is named after its founding director; Dr. Joseph Saye Gaunnu Institute for Peace and Conflict Resolution.

## VISION

Striving for academic excellence in peace research and building capacity and networks for sustainable peace and development in Liberia, Africa and beyond.

## MISSION

Contribute to peace and stability in Liberia, Africa and beyond through the pursuit of rigorous research in peace and development studies and by promoting integrity and excellence in teaching and learning.

## OBJECTIVES

Among many, the objectives of the Institute’s taught programs include the following:

1. Develop student’s knowledge and understanding of the theories and concepts of peace and conflict, and development and their application to global, regional and national and community contexts;

2. Develop student's knowledge and understanding of the nature and significance of development issues in the global south or the developing world;
3. Develop student's knowledge and understanding of the competing perspectives on the intricate relationship between development and peace or conflict on the one hand, and the assessing the connect or disconnect between development theories or policies to development practice in societies in the global south or developing world;
4. Aid students in examining, analyzing and addressing the causes of conflict and underdevelopment from different perspectives and frameworks or methodologies;
5. Equip student with the skills needed to take a critical and scholarly approach to evaluating the international debates and policy in the fields of peace, conflict and development; and to apply their knowledge to real-life situations;
6. Provide a curriculum supported by active scholarship, staff development and a research culture that promotes breadth and depth of intellectual enquiry and debate;
7. Encourage students to make progress towards becoming an ethical and reflective practitioner in the field of peace, conflict and development;
8. Enhance student's skills to critically question or interrogate different assumptions about peace, conflict, development or underdevelopment and offer logical explanations or analyses about these;
9. Help student to develop a valuable range of key skills and personal attributes for a wide variety of careers.

## **CAREER OPPORTUNITIES**

The Institute teaching activities are structured under four (4) distinct but interrelated programs that allows for students to matriculate from the certificate to diploma and towards the degree program in Peace and development studies. Peace and development studies as a discipline is a good career pathway for any student. The fourth part is a certificate in development studies. All of our programs are suitable for secondary school graduates, particularly those who have interests in the arts, freshmen students in the social sciences, as well as working professionals in the field of development studies and community development and who wish to diversify in today's competitive and very dynamic job market.

## **GRADUATION REQUIREMENTS**

Total credit hours required for completion of the Bachelor of Arts in Peace & Development Studies is **135 credit hours** with a **“C” grade** or minimum overall GPA of 2.0 or higher on a 4.0 scale.

### COURSE GUIDE

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication I	3	PDS 102	Intro Peace and Development Studies I	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	ENG 102	Fundamentals to Communication II	3
GSCI 101	General Science I	3	MAT 102	Pre -calculus	3
BIO 101					
MAT 101	General Mathematics	3	GSCI 102/ BIO 101	General Science II	3
COM 101	Introduction to Computer	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
EDU 101	Physical Education	1	PDS 103	Intro Peace & Development Studies II	3
PDS 101	African History & Institutions	2			
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>18</b>

### SOPHOMORE YEAR

FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Fundamentals of Literatures	3	Minor 1	Select minor course ( 100 L)	3
PDS 291	Liberian Civil War	2	ENG 202	Advance Composition	3
Soc 201	Introduction to sociology	3	PDS 210	Conflict, Natural Resources & Sustainable Development	3
PDS 203	Conflict Mgt., Res. & Prevention	3	PDS 300	Media, Conflict, & Development	3
PDS 206	Post – Conflict Peace-building	3	Minor 2	Select minor course (200L)	3
PDS 208	Problems & Prospects of Peace in West Africa	3	PDS 212	Dialogue, Mediation & Development	2
PDS 209	Intro to Political Economic of Conflict & development	3	PDS 201	Introduction to National Development Outlook	2
	<b>Total</b>	<b>20</b>		<b>Total</b>	<b>19</b>

JUNIOR YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours

PDS 301	Community Based Peace- building/Comm. Dev. (Field Practicum)	3	PDS 309	Peace Research Methodology & Pedagogy	3
SVL 300	Service Learning	3	PDS 310	Gender, Conflict and Peace/Development	3
PDS 302	International Organizations	3	Minor 3	Select Minor Course (300L)	3
PDS 303	Intro to Political Science	3	Minor 4	Select Minor Course (300L)	2
PDS 304	Globalization and Development	2	PDS 400	Intro. To International Humanitarian Law	3
PDS 311	<b>Compulsory Elective:</b>  Intro to Psychosocial Counseling	1	ENTR 402	Entrepreneurship in Education II	1
REL 321	Christian Ethics & Moral Values	3	PDS305	Introduction to Development Management	1
ENTR 401	Entrepreneurship in Education I	1	EDU 401	Professional Ethics	2
<b>Total</b>		19	<b>Total</b>		18

<b>SENIOR YEAR</b>					
<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>

		Hours			Hours
PDS 403	International Peace Keeping: Regionalism Vs Multilateralism	3	PDS 408	Internship( Compulsory )	3
PDS 404	Problems of Forced Migrants in Armed Conflicts	3	PDS 410	Independent Research Project/Thesis	3
PDS 406	Theories, Issues, & Concepts in Peace and Development Studies	3			
PDS 407	Human Rights, Security & Development	3			
Minor 5	Select Minor (400L)	3			
PDS 402	Transitional Justice Systems: Restorative, Retributive and Indigenous Practices	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>6</b>

#### NOTE TO STUDENTS

Students must fill in their grades that are received every semester from the office of the Registrar to be presented to the Institute as evidence of courses done per semester. All students majoring in **Peace & Development Studies** are required to satisfactorily complete the stated courses as the requirement for graduation. Every student in the Institute must follow the course guide or blame himself/herself for any anomaly. Failure to abide by the above regulations will definitely result in cancellations of wrong course/courses chosen/done.

#### Notes: Breakdown/Structure of Program

##### I. BA in Peace and Development Studies



Total: 25 X 3 Cr/Hrs + 2 X 2Cr + 5 minor courses X 3 + All the University Requirements (44) Cr/Hrs)= 135 Cr/Hrs.

II. Minimum Requirement for Graduation: 117 Cr/Hrs + 12 Cr/Hrs

TOTAL: 135 CR/HRS.

## MAJOR REQUIREMENTS FOR BA IN PEACE AND DEVELOPMENT STUDIES

COURSE CODE	COURSE TITLE	CR HRS.
PDS 101	African History & Institution	2
PDS 102	Introduction to Peace & Dev. Studies I	3
PDS 103	Introduction to Peace & Dev. Studies II	3
PDS 291	The Liberian Civil War	2
PDS 208	Problems & Prospects of Peace in West Africa	3
PDS 203	Conflict Management, Resolution & Prev.	3
PDS 206	Post Conflict Peace-building	3
PDS 201	Intro to National Development Outlook	2
PDS 209	Intro to Political Economy of Conft. & Dev.	3
PDS 210	Conflict, Natural Resources, & Sus. Dev.	3
PDS 300	Media, Conflict. & Development	3
PDS 301	Community Based Peace Building: (Field Practicum/Project)	3
PDS 302	International Organizations	2
PDS 303	Introduction to Political Science	3
PDS 309	Peace Research Methodology & Pedagogy	3
PDS 310	Gender, Conflict, Peace & Development	3
PDS 400	Intro to International Humanitarian Law (The Law of Armed Conflict)	3
PDS 212	Dialogue, Mediation & Development	2
PDS 402	Transitional Justice Systems: (Restorative, Retributive & Indigenous Practice)	3
PDS 404	Problems of Forced Migrants in Armed Conf.	3
PDS 403	International Peace Keeping: Regionalism vs. Multilateralism	2
PDS 406	Theories in Peace and Development Studies	3

(Peace and Development Theories)		
PDS 304	Globalization and Development	2
PDS 305	Introduction to Development Management	2
PDS 407	Human Rights, Security & Development	3
PDS 408	Internship	3
PDS 410	Independent Research Project (Thesis)	3
PDS 311	Intro to Psychosocial Counseling	1
<b>Total Credit Hours</b>		<b>75</b>

## THE INSTITUTE'S THREE - TIER PROGRAM IN PEACE AND DEVELOPMENT STUDIES

The Institute runs a three-tier program in Peace and Development Studies, which is tailored for regular and non-regular students. Considering the nature, structure and interconnected of the entire program, a student who completes one part of the program, say the certificate is eligible for admission to the diploma program and may also matriculate to the degree program so long as s/he meets the general admission requirements of the University.

### Advanced Certificate (in Peace studies)

A minimum of six (6) core courses totalling eighteen (18) credit hours, plus one (1) elective totalling twenty-one (21) credit hours are required for completion and certification. Students may also select elective courses from the list of optional modules (minor courses). A student must have a cumulative grade point average of 2.500 or above to graduate. The full list and categories/classification of courses for the certificate program are as follows:

#### A. Foundational Courses

Courses Code	Course Title	Credits
PDS 101	African History & Institutions	3
PDS 102	Introduction to Peace Studies	3

#### B. Compulsory Courses (Including PDS 101 & 102)

PDS 203	Conflict Management, Resolution & Prevention	3
PDS 300	Community Based Peace building/Comm. Development	3

#### C. Optional Courses (Student may select either one of these to complete Certificate Requirements)

PDS 302	Intro to Development Studies	3
PDS 210	Post-Conflict Peace-building	3

**D. Elective Courses** (Including Any of the Above and Other Courses)

NB. This is applicable to Peace and non-Peace and Development Studies majors and other students doing certificate and diploma in Peace and Development Studies.

PDS 309	International Organizations	3
PDS 310	Genders, Conflict & Development (Gender & Dev.)	3
PDS 208	Theories in Peace and Dev. Studies	3

**Advanced Diploma (in Peace & Development Studies)**

A total of fourteen (14) courses (42 Cr. Hrs) are required for successful completion. This must include foundational, compulsory and elective courses and optional modules in the certificate program and minor options. Students may select other courses from the comprehensive list of BA courses to complete their certification requirement for the advanced diploma. Students are advised to check and confirm with their respective advisors in the Institute which courses are applicable before proceeding beyond the certificate courses and other courses, which may be selected from the comprehensive list of courses in the BA program.

**Advanced Certificate (in Development Studies)**

The Peace Institute in 2022 introduced a certificate program in development studies. This program like any other program at the Cuttington University, accommodate student that have graduated from any of the accredited high school in Liberia and which to persuade a career path in development. A minimum of six (6) core courses totaling eighteen (18) credit hours, plus one (1) elective totaling twenty-one (21) credit hours are required for completion and certification.

<b>Courses Code</b>	<b>Course Title</b>	<b>Credits</b>
DVST 101	Introduction to Design Micro level	3
DVST 102	Introductions to Monitoring and Evaluation	3
DVST 201	Designing and Development	3
DVST 202	Monitoring and Evaluation in Public and Private sector	3
DVST 302	Introduction to Development management	3

**BA Degree**

A minimum of twenty-seven (27) courses totaling eighty-one hours are required for successful completion.

**COURSE DESCRIPTIONS FOR THE INSTITUTE OF PEACE & CONFLICT  
RESOLUTION****PDS 101      Culture, Conflict and Peace      3 credits**

This fundamental course explores the history of pre-colonial Africa with the view of highlighting the dynamics of socialization as well as explanation of sources, management resolution and prevention of conflict.

**PDS 102      Introduction to Peace & Development Studies I      3 credits**

This course takes students on a historical journey into the origins and development of the field of peace and development studies, the different thematic areas in the discipline as well as key contributors to the development of the discipline and the contemporary relevance of the field of peace and development studies.

**PDS 202      Introduction to Peace & Development Studies II      3 credits****Prerequisite: PDS 102**

Building on the knowledge from PDS 102, PDS 202 provides an encounter with the fundamental concepts in the discipline, proponents of these concepts, while also presenting more global perspectives on causes of conflict, and the processes of sustainable peace building and maintenance. The course provides the foundational knowledge that is required for the effective understanding and analysis of conflict and peace. The course therefore provides the fulcrum for the ideational scaffolding on which other courses in this program will be built.

**PDS 201      The Liberian Civil War      3 credits****Prerequisite: PDS 101 & 102**

The course is a critical inquiry into the Liberian Civil War in terms of its roots cause(s), management, resolution, and how it could have been prevented. The course identifies the key local and foreign actors, their interests and the impact of the War on Liberia and the sub-region.

**PDS 202      Problems & Prospects of Peace in West Africa      3 credits**

**Prerequisite: PDS 201**

This course focuses primarily on the issue of regional security and the challenges thereto, highlighting how security or the lack of it affects peace and development. The course takes a critical look at the problems and prospects of peace in West Africa with an emphasis on human rights and good governance. It highlights the role of the Global Human Right and the Universal Declaration of Human Right (UDHR), centralization of power as a cause of many conflicts in West Africa and how it can be curbed by decentralization and devolution.

**PDS 203      Conflict Management, Resolution & Prevention      3 credits**

**Prerequisite: PDS 201/202**

The course focuses on the nexus between conflict management, resolution and prevention. It addresses questions relating to the causes, escalation and de-escalation of conflict and methods of resolution ranging from grass root approaches to formal diplomacy. It examines existing legal and institutional frameworks for managing, resolving and preventing conflicts at national and international levels and advances some functional methods and strategies of resolving violent conflict for sustained development. The course will also focus on the different theories of conflicts, different conflict styles, tools and techniques for analyzing and understanding conflict.

**PDS 206      Post Conflict Peace-building      3 credits**

**Prerequisite: PDS 201/202**

This course underscores the need for peace-building as an essential component of post-conflict recovery and reconstruction. It identifies key actors and priorities, the need for sequencing of priorities, systematic and pragmatic approaches informed by local realisms in order to ensure effective and sustained peace-building processes, and the challenges thereto.

**PDS 209 Introduction to Political Econ of Con & Dev.      3 credits**

**Prerequisite: PDS 201/202**

The main goal of this course is to expose students to the concept and contemporary relevance of 'political economy' within the context of armed conflict. The course outlines and discusses the underlying philosophy or principle (s) of political economy and the applicability in the analysis and understanding of armed conflict in contemporary context

**PDS 201 Introduction to National Development outlook**

This course examines Liberia development path before the civil war. It allows students understands the trajectory of development in post conflict Liberia. Students will be introduced to those development instruments (Poverty Reduction Strategy PRS, Agenda for Transformation AfT & Pro-Poor Agenda for Prosperity and Development PAPD) and its impact on Liberia.

**Prerequisite: PDS 209 Conflict, Natural Resources, & Sustainable Development 3 credits**

This course examines the critical role of natural resources in conflict, the ramifications of natural resource conflicts particularly in developing societies and how these can be situated within the nexus of security and development. It discusses the role and impact of natural resources on conflict and its relationship with development: how for instance, natural resources can be used to foster development, or undermine it when used as a principal commodity for exchange of arms during a war as was the case in Liberia and Sierra Leone. The course is informed by the increased importance and dependence of developing countries on natural resources and the implications of the attendant conflicts to regional and global peace.

**PDS 211 Ethnic & Religious Dimensions of Conflict 3 credits**

**Prerequisite: PDS 201/202**

This course is one of three courses from which PDS majors must select one compulsory elective preferably in the first semester of their junior year. The course highlights the role of diversity in peace-building. It discusses how ethnic and religious diversities or differences can be serious sources of conflict and how these can be addressed in managing conflict and building peace.

**PDS 300 Media, Conflict & Peace 3 credits**

**Prerequisite: PDS 203**

This three (3) credit hour course explores the changing relationship, power dynamics and impact of media performance in contemporary conflict situations. It seeks to deepen students' understanding of various dimensions and dynamics, complexities and contingencies of media production and performance in national and international conflicts today. The course explores the role of the media in conflict prevention and peace building processes as well as the challenges of media intervention in conflict situations. Various case studies will be employed during the course to enhance the students' understanding on media influence and power dynamics in peace and conflict situation.

**PDS 301      Community Based Peace Building      3 credits**

**Prerequisite: PDS 206**

This is a compulsory course for all students in the three different teaching programs of the Institute. The course offers an opportunity for students to engage in understand the process of peace-building at the community level, requiring students to participate in core group projects focusing on different thematic areas in peace-building and presenting these projects in their chosen communities for evaluation. The course highlights substantive challenges to peace-building in post-conflict settings, how these challenges can be overcome, the importance of local ownership in peace-building and why a devolutionized or grassroots approaches to peace-building is most likely to succeed, especially in post-conflict contexts.

**PDS 302      International Organizations      3 credits**

**Prerequisite: PDS 301**

This course focuses on the rather intricate relationship or role of aid (i.e. donor funding or development assistance) on peace and development processes: how or whether it promotes peace and development or undermines these in some instances. The course looks more closely at the politics and governance of the larger civil society, highlighting the relationship of international development partners with themselves, on the one hand, and their relationship with governments on the other hand. The course discusses the importance of international organizations in peace and development processes.

**PDS 303      Introduction to Political Science      3 credits**

**Prerequisite: PDS 201/202/209**

This course is designed to introduce students to the discipline of political science and accordingly takes a panoramic view of its sub fields, shows how political science is related to other social sciences and why it is generally referred to as the mater science.

**PDS 309      Peace Research Methodology & Pedagogy      3 credits**

**Prerequisite: 203/300**

This course borders largely around peace pedagogy and methodology. It will expand students' understanding on conceptual, pedagogical, ethical and methodological issues and challenges relating to peace research and direct or guide them towards conducting their own independent research. It exposes students to the rudiments of peace research, key approaches and critical challenges to peace knowing creation. The course highlights some basic issues in the creation of knowledge for peace, outlines and seeks to examine methodological and ethical challenges confronting contemporary peace and conflict studies and research (in Africa) and how such challenges can be overcome in order to bridge the gap between theory and practice, making peace research and conflict studies culturally relevant and more utilitarian in the contexts of modern social science discourse.

**PDS 310      Gender, Conflict & Peace/Development      3 credits**

**Prerequisite: PDS 206**

This course borders essentially on the gender dimensions and implications of conflict and peace. It examines the relationship between and the role of gender in promoting conflict, development and peace and how different social constructions or interpretations of gender and other social variables can impact on our understanding of social concepts or phenomena and how our attitudes or responses to conflict are shaped among others by such constructions and interpretations. The course highlights the centrality of sociological paradigms and perspectives including culture, values, mores, norms, etc. and how experiences contribute to different conceptualization of conflict, peace (and development) across different spaces or contexts.

**PDS 304      Globalization and Development**

This course enable students understand the important characteristics of globalization that influence development. It introduces students to the global development and financial movements and different types of development investment by multinational institutions



the role of globalization in poverty reduction and job creation. It concludes with Liberia and globalization.

**PDS 311      Intro to Psychosocial Counseling / Trauma Management      2 credits**

**Prerequisite:** PDS 201/202

This two (2) credit course is one of three courses that PDS majors may select as compulsory elective. It focuses on the soft effects of conflict and focuses on deep seated psychosocial, emotional and relational issues in conflict and post conflict situations and how these can be factored in peace building processes. It aims to equip students with tools, techniques and skills in managing violent related trauma including 'war trauma.'

**PDS 312      International Diplomacy      2 credits**

**Prerequisite:** PDS 201/202

This optional course is one out of three courses, which may be taken as a compulsory elective by PDS majors. The course delves into the trends and/or characteristics of post-Cold War diplomacy in the present international state system, the role diplomacy can play in mitigating conflict and promoting peace and development at the international, regional and local levels, key international actors in the post-Cold War diplomacy, and challenges to international peace and security.

**PDS 400      Intro to Int'l Humanitarian Law (The Law of Armed Conflict)      3 credits**

This three (3) credit senior level course focuses on International Humanitarian Law (IHL). The course looks at the establishment of International Law and discusses classic principles on which regulation of the means and methods to warfare are generally based. It distinguishes between the different types of conflicts and familiarizes students with the treaties and provisions of IHL and their application in contemporary context. The course analyses non-international and international armed conflicts, and explores contemporary proliferation of non-international armed conflict and efforts to codify restrictions on the means and methods used in such conflicts.

**PDS 401      Dialogue & Mediation      3 credits**

This course emphasizes the rudiments of conventional or classic as well as alternative dispute resolution. It exposes students to the tools and techniques of dialogue and mediation as essential strategies for transformation of conflict through peaceful means and their applications in different contexts. The course highlights skills-building in the facilitation of

dialogue and mediation procedures and guides students through the different phases of such processes. The course includes elements of conflict analysis, process design, and the implementation of an agreement, and the challenges involved.

**PDS 402      Transitional Justice Systems: (Restorative, Retributive &      3 credits**  
**Indigenous Practice)**

This course focuses on the concept of transitional justice (TJ) and traces it back to the Second World War period in Europe with the establishment of the International Military Tribunal at Nuremberg. It also looks at the theoretical and operational frameworks upon which transitional justice is based. It explores the development of the concept of transitional justice – which has become a diverse field of study – and considers the expansion and diversification over the past twenty years, and its relationship with International Law. The course highlights four types of justice juxtaposed with TJ and the merits and demerits of each

**PDS 403      International Peacekeeping: Regionalism vs. Multilateralism      3 credits**

This course focuses on the classical role and necessity of peace keeping as a component of conflict management within the context of humanitarian intervention. It highlights the principles of no- state humanitarian intervention and assesses international and regional instruments relating to the use of force and balances these with the notions of sovereignty and collective security as enshrined in the United Nations Charter.

**PDS 404      Problems of Forced Migrants in Armed Conflict      3 credits**

This course examines the problem of forced displacement within the context of armed conflict, its ‘pull’ and ‘push’ focuses on two broad categories of forced migrants: refugees and internally displaced persons (IDPS). The course attempts to distinguish between different categories of forced displacement, key causes of forced migration, the problems of forced migrants or uprooted persons and interventions (solutions) to their problems. Importantly, the course will attempt to examine basic provisions (legal and institutional) for addressing the concerns of forced migrants in situations of generalized violence including armed conflict at the national, regional provisions.

**PDS 406      Theories in Peace and Development Studies      3 credits**

This course explores the phenomenon of social conflict from many different perspectives. It raises key questions and issues about the motivations and/or incentives for conflict formations, identifies and examines major theoretical foundations relating to the emergence, continuation or prolongation of conflict and tries to extrapolate and offer cogent explanations to challenge or support these. It critically examines the relationship between conflict and peace, and various assumptions, concerns and concepts in peace [and development] studies.

**PDS 407      Human Rights, Security & Development      3 credits**

This compulsory course provides an analytical and empirically informed treatment of the issues and linkages between human rights, security and development in the post-Cold War era.

**PDS 408      Internship      6 credits**

This senior, final year, second semester course constitutes a six (6) credit-course, which, like other courses, is graded at the end of the semester. The internship is intended primarily to be a useful learning experience that will expose students to the activities of key civil society actors in post-conflict reconstruction and the critical roles they play in peace-building and development.

**PDS 410      Independent Research Project (Thesis)      6 credits**

This course guides students through the completion and submission of their senior research dissertation. Discussions in the course are arranged between the student and dissertation supervisor (s), and focus around structure, contents and methodology or approach of student's dissertation, which is submitted to the Institute for evaluation at the end of the semester.

## **REV. DR. EMMANUEL W. JOHNSON COLLEGE OF THEOLOGY**

### **INTRODUCTION**

The emphasis of the Rev. Dr. Emmanuel W. Johnson College of Theology is upon the training of those who are seeking ordination, or serving as teachers of religious education, or as pastoral counselors in private or non-private institutions or agencies. In addition to the general education requirements, students in the college of Theology must fulfil all the departmental requirements as spelled out in the program of study.

### **VISION**

The Rev. Dr. Emmanuel W. Johnson College of Theology provides and offers high quality Christian theological training for the purpose of equipping people for effective professional and lay ministry in a rapidly changing environment.

### **MISSION**

The Rev. Dr. Emmanuel W. Johnson College of Theology's mission is to provide high quality, accredited education in theology; encourage theological scholarship and train future theological scholars; and to prepare leaders and ministers, both ordained and non-ordained for effective and efficient Christian Ministry.

### **CAREER OPPORTUNITIES**

Theology is the queen of all sciences that affects all human sectors; we believe that students who graduate from the Theological College will be able to do the following:

Generally, Pastor, counsel and conduct workshop effectively.

Specifically,

- Fully and adequately communicate the Gospel/saving grace of God as brought us through Christ,
- Able to interpret the biblical text as heard by the original hearers,
- Prepare and deliver sermons, mediations based on the text, occasion and season,
- Properly plan and conduct worship services according to their denomination,
- Provide holistic counseling to all people in need – that is, provide a step-step process in marriage and psycho-counseling,

- Understand Liturgy doctrine and history of the Church to which they belong and
- Serve the Church effectively

## GRADUATION REQUIREMENTS

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 137 (One Hundred Thirty-Seven) credit hours with a GPA of 2.0.

### Course Guide

#### FRESHMAN YEAR

##### First Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
ENG 101	Fundamentals of communication I	3	N/A	
MAT 101	General Mathematics	3	N/A	
BIO 111	General Science I	3	N/A	
FRE/KPE. 101	Fundamentals of French I/ Fundamentals of Kpelleh I	3	N/A	
EDU 111	Physical Education	1	N/A	
COM 101	Introduction to Computer	3	N/A	
<b>Total</b>		<b>16</b>		

##### Second Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
ENG 102	Fundamentals of communication II	3	ENG 101	

REL 101	Church History I	3	N/A	
PSY 101	Principles of Psychology	3	N/A	
FRE/KPE 102	Fundamentals of French II / Fundamentals of Kpelleh II	3	FRE/KPE. 101	
BIO 112	General Science II	3	BIO 111	
MAT 102	Pre-Calculus	3	MAT 101	
		<b>18</b>		

## SOPHOMORE YEAR

### First Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
ENG 201	Fundamentals of Literature	3	ENG 102	
REL 203	Philosophy of Religion	3	N/A	
REL 210	Introduction to the Old Testament	3	N/A	
REL 212	Introduction to the New Testament	3	N/A	
REL 207	Hebrew I	3	N/A	
REL 201	Church History II	3	REL 101	
<b>Total</b>		<b>18</b>		

### Second Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
ENG 202	Advance composition	3	ENG 201	

REL 241	Christian Education	3	N/A	
MINOR (1)	Minor ONE	3	N/A	
REL 240	Sociology of Religion	3	N/A	
REL 309	Hebrew II	3	REL 207	
REL 301	New Testament Greek I	3	N/A	
		<b>18</b>		

## JUNIOR YEAR

### First Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
REL 314	Old Testament Exegesis	3	REL 210	
REL 315	New Testament Exegesis	3	REL 212	
REL 321	Christian Ethics & Moral Values	3	N/A	
SVL 300	Service Learning	3	N/A	
REL 350	Homiletics	3	REL 210/212	
REL 302	New Testament Greek II	3	REL 301	
<b>Total</b>		<b>18</b>		

### Second Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
REL 401	Systematic Theology I	3	REL 210/212	
REL 430	Old Testament Theology	3	REL 314	

REL 421	Liturgy & Worship I	3	REL 210/212	
REL 425	Denominational Polity	3	REL 210/212	
REL 431	New Testament Theology	3	REL 315	
SSC 301	Research Methods	3	ENG 202/REL 210/212	
		<b>18</b>		

## SENIOR YEAR

### First Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
REL 494	Clinical Pastoral Theology	3	REL 210/212	
MINOR (2)	Minor TWO	3	N/A	
REL 463	Missiology (Mission/Evangelism)	3	REL 210/212	
REL 402	Systematic Theology II	3	REL 401	
MINOR (3)	Minor THREE	3	N/A	
ENTR 401	Entrepreneurship in Education I	1	N/A	
<b>Total</b>		<b>16</b>		

### Second Semester

Course #	Course Title	Credit Hours	Prerequisite (if any)	Grade
REL 491	Comparative Religion	3	REL 210/212	
REL 492	Senior Paper/Project	3	SSC 301	



REL 422	Liturgy & Worship II	3	REL 421	
MINOR (4)	Minor FOUR	3	N/A	
ENTR 402	Entrepreneurship in Education II	1	ENTR 401	
EDU 401	Professional Ethics	2	N/A	
		<b>15</b>		

**COURSE DESCRIPTIONS (REV. DR. EMMANUEL W. JOHNSON COLLEGE OF THEOLOGY)**

**REL 101      Church History I      3 credits**

A survey of the Church's growth and development from the apostolic age to the Seventh General Council. Particular consideration is given to the great Fathers of the early Church, the rise of monasticism and the development of the papacy. It also includes a study of the theological achievements of the Middle Ages and especially those thoughts and events that led up to the Reformation. "The age of discovery", rationalism, the rise of science and secularism, the emergence of modern schools of thought will be explored in their impact upon today's church and society.

**REL 201      Church History II      3 credits**

The history of the church in Africa and Liberia with special attention to ancient African Christianity (North Africa ), the influence in the Western missionary movement, and modern Church growth, especially in the Anglican Church.

**REL 203      Philosophy of Religion      3 credits**

It is to assist the students to understand and ably apply the basic concepts and principles of philosophy in their study of religion.

**REL 207      Hebrew I      3 credits**

It is to introduce the language that is given so that the student acquires an elementary knowledge of Hebrew. It is to also enable students to read intelligibly commentaries on the

Scriptures and to read simple Hebrew texts from the Bible with the help of an interlinear text.

**REL 210      Introduction to the Old Testament I      3 credits**

This course will cover the Pentateuch and historical books of the Old Testament. Special emphasis will be given to the mastery of content and the development of basic skills in applying literacy and form criticism.

**REL 212      Introduction to the New Testament I      3 credits**

An overview of the life and teachings of Jesus as contained in the four gospel traditions with special attention to content. The theological distinctive of each gospel will be mastered as well as introductory issues in gospel criticism.

**REL 241      Christian Education      3 credits**

This is a survey of basic educational and theological principles which affect communication of Christian dogma, tradition, and literature. Special consideration will be given to catechetical methods and approaches mentioned in the Bible.

**REL 301      New Testament Greek      3 credits**

This is an elementary course designed to provide the student with a knowledge of the characteristics and structure of Koine Greek.

**REL 302      New Testament Greek II      3 credits**

Continuation of Rel. 301. The student will be able to read, translate, and understand easy passages from the New Testament while focusing primarily on the more intricate problems of Greek grammar and syntax.

**REL 309      Hebrew II      3 credits**

Hebrew II is a continuation of Hebrew I, which is a prerequisite to Hebrew II and part two of the Hebrew's Language. It is to enable students to read intelligibly commentaries on the Scriptures and to read simple Hebrew texts from the Bible with the help of an interlinear text and assist Students of Biblical Exegesis.

**REL 314      Old Testament Exegesis      3 credits**

It is to provide the student with the Biblical knowledge and to theologially interpret the “Holy Bible” from Genesis to Malachi.

**REL 315      New Testament Exegesis      3 credits**

It is to provide the student with the Biblical of the New Testament from Matthew to Revelation and be able to interpret it.

**REL 321      Christian Ethics and Moral Values      3 credits**

An effort to understand the ethical position established in Christian tradition, to debate its validity, and to determine what application it may have to the current ethical issues in Africa. Students will learn to determine from the sources (Old and New Testament) how Biblical ethics developed and how it was interpreted in various ways by different churches. Consideration will be given to several modern attempts to make Christian ethics relevant to modern man.

**REL 240      Sociology of Religion      3 credits**

This Course will present students with the knowledge of Sociology of Religion, its meaning. Major views or issues affecting the society (ies), to know the effects of Religion and its beliefs, help us to know sociology of Region relate to society.

**REL 350      Homiletics      3 credits**

A formal approach is made to the sermon: its preparation using the skill of exegesis; its types and models meaningfully adapted to an African liturgical year; and delivery using the basic principles of communicating theory which will include those methods uniquely developed within African setting.

**REL 401      Systematic Theology I      3 credits**

The course is designed to acquaint the student with the major doctrines of the Christian faith, their scriptural basis and evangelical importance. Lectures will cover the themes of (1) knowledge of God, (2) Doctrine of God (3) Christian anthropology, and (4) the Doctrine of Sin.

**REL 402      Systematic Theology II      3 credits**

In this continuation of Rel. 401 the following themes will be discussed: (1) Doctrine of Person and Work of Christ, (2) doctrine of the Holy Spirit and Salvation, (3) Doctrine of the Church and Sacraments, and (4) Doctrine of the Consummation of Eschatology.

**REL 421      Liturgy and Worship I      3 credits**

An overview of the Rites of the Church, beginning and Jewish antecedents and tracing this development to the present. Special attention is given to the study of indigenous forms of liturgy.

**REL 422      Liturgy and Worship II      3 credits**

This course is an overview of the rites of the Church, beginning with Jewish antecedents and tracing this development to the present. Special attention is given to the study of indigenous forms of liturgy.

**REL 425      Denominational Polity      3 credits**

The ecclesiastical and political structure, in which the Church, functions are viewed. The constitution, canon and discipline with their developmental histories are studied. Special attention is given to the denominations represented by the students enrolled.

**REL 430      Old Testament Theology      3 credits**

The predominant themes of the Old Testament will be examined in the context of the development of the faith and history of Israel.

**REL 431      New Testament Theology      3 credits**

This is a study of the major concepts employed by the New Testament writers to express their faith in Jesus as Lord. The evidence of the beginning formation of the creedal statements will be studied.

**REL 463      Missiology      3 credits**

This course is an introduction to the history, theology and practice of evangelism. Special attention will be given to the study of Church growth models and their methodologies.

**REL 491      Comparative Religion      3 credits**

This a comparative study of African traditional religions, Christianity, and Islam. Presentations of classical theories as to the origin, history and literature of these faiths will be given.

**REL 492 Senior Paper/Project**

**3 credits**

Special aspects of areas of religious studies based upon particular interest and background are considered. Emphasis is given to phenomenology and hermeneutics.

**REL 493 Pastoral Theology**

**3 credits**

This course is conducted with clinical supervision during the semester within a hospital setting. The emphasis will be on the practice of pastoral skills. In addition to HIV/AIDS students will be provided knowledge of a new plaque that is affecting humanity. Although some developmental theories are explored, the focus is on the actual counselling situations often encountered by a parish priest.