

# UNDERGRADUATE STUDIES

MAIN CAMPUS, SUAKOKO  
BONG COUNTY, LIBERIA



ACADEMIC CATALOG  
REVISED MARCH 2017

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## 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,

Herman B. Browne, BA.Th, B.D, AKC, Ph.D  
**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.

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. 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 struggle in coming thus far.

Theodore T. Brown, Sr., B. Sc, M.A, LHD  
**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, Cuttington University reserves the right to make changes as required regarding other rules and regulations affecting students to be effective whenever determined by the University. However, policies regarding course offerings, curricular programs, course of study and academic policies remain in force and are binding on all students who matriculate to the University until upon 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	-----	Finance Office

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 that competency demonstrated at that specific time when appropriate academic evaluative measures were taken to certify course or program completion.

The institution, of course, cannot guarantee that all students who complete a course or program will necessarily acquire skills or knowledge, or will be able to successfully pass any specific examination for course, degree, or license. Cuttington University provides opportunities for learning and encourages learning, but it is only the student who can effect the learning.

### 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, and it assumed the name, Cuttington Collegiate and Divinity School when 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 a 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. In 1929 the College was forced to close down for disciplinary and financial reasons. It played an important role in providing classical education along with agricultural, industrial, theological and preparatory training.

### **New Cuttington: Suakoko**

In 1949, Cuttington Collegiate and Divinity School was reopened through the obstinate 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. In the early 1970's it was renamed Cuttington University College.

Dr. Baker continued to uphold this philosophy by establishing a linkage between Cuttington and the Association of Episcopal Colleges and 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, and Nursing & Theology with plans to add more academic programs. Rev. Johnson was followed in 1981 by Dr. Stephen M. Yekeson, the first alumnus to head the college. He became the fourth president, after serving as Professor of Science and Dean of Academic Affairs. 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). During the civil crisis, when Dr. Mason established the Cuttington-In-Exile program (the college had officially closed as of May 1990 because of the civil war). 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 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, the first female President of Cuttington.

### **One University, One History, One President, Three Schools, Three Sites**

The University's undergraduate program is located on the University's main Campus in Suakoko, 120 miles northwest of Monrovia. The campus covers 1,500 acres, seven miles from Gbarnga, the capital of Bong County. 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. This 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. The fact exists that Cuttington University must at all cost maintain "academic excellence," improve the quality of the educational programs to meet the challenges of the manpower development needs of the nation and simultaneously expand the scope and depth of said programs. This expectation seems farfetched and unrealistic in that it anticipates quality education and the expansion of academic programs in the midst of financial constraints. 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 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 in the liberal arts tradition: 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 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, The campus covers 1,500 acres The University is seven miles from Gbarnga, the capital of Bong County. 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 Dormitory 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 and the first Liberian to be president of Cuttington.

The Margaret Sherman Dormitory, which was built in 1954 and used to house nursing students, was burnt down in 1994 during the civil crisis. 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.

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 dormitory, was built in 1975 with funds donated by President William R. Tolbert's National Fund Raising Rally. The dormitory 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 training for new volunteers. The University then remolded the building to serve as training site during vacations and as a dormitory during the school year. The building was named "Peace Corps Dormitory."

Cummings Hall, which was named after Minister of Education, Mr. Alexander B. Cummings Sr., formerly served as the library, 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, was named after a Missionary Bishop of the Episcopal Church of Liberia. His name was Walter Henry Overs (December 24, 1919-1925)

Ferndun Alumni Hall, once a dream of the Cuttington University Faculty, Staff and Alumni, is named after outstanding alumni, two of whom served as President of the Alumni Association: William Fernandez and Cecil Dundas. 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, the Guest House was thus named Ferndun Hall.

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 Administration and Academic Affairs 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 to the University. Its primary purpose is to provide materials, books, periodicals, pamphlets, and microfilm equipments 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.

### **Cuttington Campus School**

The Campus School, located on Cuttington's grounds, was once only a kindergarten school for many years. 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 managed by an association of parents and teachers. The school classes range from kindergarten to grade 6.

### **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 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.

### **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 and 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 assists 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**

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.”

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 core courses) 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 or 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. If a student does not complete the requirements for a degree within the maximum limit he/she may petition the ASC for extension. **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 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.cuttingtonuniversity.edu.lr](http://www.cuttingtonuniversity.edu.lr)  
Email: [admissions@cuttingtonuniversity.edu.lr](mailto:admissions@cuttingtonuniversity.edu.lr)  
Telephone: 231 (0) 880510970

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.

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 for 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.

Students who apply for transfer from these institutions must have minimum transferable credits of 25 and maximum transferable credits of 60. Students transferring from the Cuttington University 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-year 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. The periods for registration are stated in the calendar. Students should 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**

No 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 students.



## **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** 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 21 hours if they have both a GPA of 3.00 or better for previous semester and an overall GPA of 3.00 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).

## **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 withdraw form, the student is assigned a W, or Withdraw.

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

Letter Grade	Description	Quality Points
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 four weeks after the conditions for the absences are no longer there or within four 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 formerly 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 not withdraw more than two times during his/her stay at Cuttington. 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 should bring a letter from his parents/sponsor to justify his/her withdrawal to the ASC, although the Registrar may consult the Vice President for Academic Affairs or the ASC in case of any doubt.

A student who fails to withdraw officially from the University as stated above will be given a failing “F” 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.

### **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 five (5) days 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 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 one (week) 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 two week to provide enough lead-time to expedite the request. Emergency requests will be handled on a 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 4 or more 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.

### **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 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 employees, 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 au courant 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

At least a C in all courses. No honor will be given to a student who received a D or an F grade during their sojourn at the university.

## GENERAL UNDERGRADUATE REQUIREMENTS

The following are the general undergraduate requirements:

<b>Language (9 credits)</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
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 (6 credits)</b>		
MAT 101	General Mathematics	3
MAT 102	Pre-Calculus	3
<b>Social Science (9 credits) – Select any three</b>		
PSY 101	Principles of Psychology	3
SOC 201	Introduction to Sociology	3
HIS 101	History of Africa up to 1800	3
HIS 103	A 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 Values/Comparative Religion	3
SVL 300	Service Learning	3
PHI 101	Introduction to Philosophy	3
<b>Science (3/4 credits) – Select any</b>		
BIO 100/101	Principles of Biology I	4
PHY 100/101	Introductory Physics I	4
CHE 100/101	Principles of Chemistry I	4
ENV 120	Introduction to Environmental Science	3
<b>Research (6 credits)</b>		
	Research Methods	3
	Senior Paper/Project	3

## 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, 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 [1].

The Ministry of Agriculture has proposed the "Back-to-the-County" initiative, where several constraints to agricultural programs have been identified including, land and land rights, land use for farming and irrigation, and low incomes and inadequate consumption levels. The Ministry of Agriculture has also decided to provide offices of the ministry in each county to provide greater outreach to rural communities. For the government of Liberia, agriculture is a high priority with a special focus on small farmers who represent the potential to ensure Liberian food security, particularly since 90% of the population is categorized as food insecure [2].

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 [2].

The FAO document "Climate-Smart Agriculture" has stated that agriculture in developing countries must undergo a significant transformation in order to meet the challenges of food security and climate change [3]. The Commission on Sustainable Agriculture and Climate Change has proposed several priority actions to address these issues including [4]: (a) the integration of food security and sustainable agriculture into national policies, (b) increased investment in sustainable agriculture and food systems, (c) sustainable and intensified food production while reducing environmental impacts, (d) Reshaping food access and consumption to ensure basic nutritional needs and to foster healthy nutrition, and (e) reducing food loss and waste across supply chains.

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 [5]. 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.
- Develop human capital that is able to transform rural and agricultural systems in sustainable and equitable manner that results in poverty reduction.
- Foster leadership, critical thinking skills, and information literacy, while facilitating students' personal and professional development for lifelong learning.
- Prioritize education in agricultural extension and outreach to address local and global challenges of economic, health, social, and environmental sustainability for agricultural and rural development.

## **TITLE OF PROGRAM:**

The College of Agriculture and Sustainable Development offers the following four-year undergraduate degrees:

- Bachelor of Science in Plant and Soil Science
- Bachelor of Science in Animal Science and Health
- 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 (15 credits each). Students may also minor in another department within the University such as peace studies, education, and more.

Minors Available:

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

(III) A signed 'Declaration Support' statement from the parent/sponsor of the applicant.

**ASSESSMENT REQUIREMENTS**

There shall be formal examinations in all programs of study at the end of each semester. The examination (40% of total marks) in each course shall not be less than two hours in duration. In addition, there shall be a system of continuous assessment (60% of total Marks) based on any or a combination of the following: mid-semester examination, quizzes/class tests, essays, tutorials, 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, a candidate must have completed course work totaling not less than 138 credit hours of which thirty-nine (39) 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 one hundred and thirty-eight (138) credit hours required for graduation are distributed as follows:

Course Distribution	Credits	
	ASH/PS	NRM
a. Common courses to be completed for the four (4) year programs CASD (includes Independent Project Study and Writing with Presentations and Experience Learning On-the-Job-Training)	50	41
b. Courses in Major area of Discipline	36	45
c. University required courses	40	40
d. Minor area of study (optional) plus elective (s)*	12	12
Total Credit Hours Required for Graduation		138
138		

\*To have a minor area of study, students must complete a series of courses that meet or exceed 15 credits within that specialized area of focus. With the required cross cutting courses that are required, students will find that they will have already taken two classes (for 6 credits) that can be used toward the completion of a minor.

CASD courses that cross departments including independent project study and

experience learning*		
CASD 101	Introduction to Agriculture and Natural Resource Management	3
CASD 103	Rural Development, Gender, and Society	3
CASD 102	Rural Sociology, Gender, and Culture	2
CASD 104	Introduction to Geology, Soil and Environmental Sciences	3
CASD 201	Population, Food Security, and Sustainable Development	3
CASD 202	Human Nutrition	3
CASD 204	Agricultural Economics	3
CASD 206	Agricultural Physics and Meteorology	3
CASD 301	Entrepreneurship and Microenterprise	3
CASD 303	Environmental and Social Impact Assessment	3
CASD 305	Experimental Design and Statistics	3
CASD 307	Farm Mechanization and Technology	3
CASD 302	Gender Relations in Extension	3
CASD 304	Information Use and Technology	3
CASD 306*	Internship and Field Experience	3
CASD 401*	Research Methods and Proposal Development	3
CASD 402*	Senior Project and Presentation	3
Total hours		50

Extension and educational outreach courses though considered cross-department are listed in the respective majors (Animal Sciences and Health: Gender Relations in Extension, Extension and Food Safety. Animal and Plant Sciences and Natural Resource Management: Crop and Soil Management Extension, Natural Resources Management Extension and Gender Relations in Extension).

Consequently, students who qualify for graduation are required to take 81 credits in the fundamental sciences, basic agriculture, natural resources, gender studies and sustainable development and in fulfilling general university requirements; leaving an additional 60 credits from which 45 credits are required to complete their Major Discipline. Candidates have the option of selecting one of the following minors (15 credits): *Plant and Soil Sciences, Animal Science and Health, Natural Resources Management, Gender, Culture, and Agriculture, Agribusiness, 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. These courses will be combined with the cross cutting courses in the CASD general course listing that all CASD students are required and contribute toward the completion of the 15 credit hour requirement. 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. This program utilizes a business approach to agriculture as economic growth is important for poverty reduction. 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. For this reason, programs in each of the three majors include strong components of extension and outreach (3 courses) to give graduates the competencies to transfer technical knowledge to farmers and communities and to ensure student exposure to applied and practical experiences. Students majoring in the three Departments will be required to take courses in agribusiness and outreach. Students learn to apply the concepts, principles and terminologies of economics and business (management, finance, marketing and others) to real world issues and opportunities in areas related to agriculture, natural resource management, and related industries.

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 (6-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.

## 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 131 credit hours of which thirty-nine (39) 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.

### \*COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
<b>Science</b>	<b>Select one from the pool</b>	3/4	CHE 101	Principles of Chemistry	4

	<b>of science</b>				
CASD 101	Introduction to Agriculture and Natural Resource Management	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MAT 101	General Mathematics	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	CASD 104	Introduction to Geology, Soil & Env. Sciences	3
CASD 103	Rural Development, Gender and Society	3			
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ASH 201	Introduction to Animal Production and Health	3	ASH 202	Animal Anatomy and Physiology	3
CASD 201	Population, Food Security and Sustainable Dev.	3	REL 321/491	Moral Ethics/Comparative Religion	3
ENG 201	Advanced Composition	3	ASH 204	Animal Nutrition and Growth	3
MAT 102	Pre-Calculus	3	CASD 202	Human Nutrition	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	CASD 204	Agricultural Economics	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	CASD 206	Agriculture Physics and Meteorology	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
ASH 301	Animal Genetics and Breeding	3	ASH 302	Ruminant Production	3
ASH 303	Animal Reproduction and Lactation	3	ASH 304	Swine and Poultry Production	3
CASD 301	Entrepreneurship and Microenterprise	3	ASH 306	Aquaculture and Fisheries	3
CASD 303	Environmental and Social Impact Assessment	3	CASD 302	Gender Relations in Extension	3
CASD 305	Experimental Design and Statics	3	CASD 304	Information Use and Technology	3
CASD 307	Farm Mechanization and Technology	3	CASD 306	Internship and Field Experience	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
ASH 401	Animal Health and Disease	3	ASH 402	Extension and Food Safety	3
ASH 403	Animal Products and Technology	3	ASH 404	Non-Traditional Animal Production	3
CASD 401	Research Methods and Proposal Development	3	CASD 402	Senior Project and Presentation	3
MINOR	Minor 1 or Elective	3		Minor 2 or elective	3
SVL 300	Service Learning	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

**\*Note: Tentative, revised course was not available**

## DEPARTMENT OF PLANT AND SOIL SCIENCES

### 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 plant science degrees. Plant science provides the background for a number of science-related careers, including plant and soil science, agronomy, grounds maintenance, farm management, and food science.

### GRADUATION REQUIREMENTS

To qualify for a B.Sc. in Plant and Soil Sciences, a candidate must have completed course work totaling not less than 131 credit hours of which thirty-nine (39) 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.

### \*COURSE GUIDE

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
Science	Select one from the pool of science	3/4	CHE 101	Principles of Chemistry	4

CASD 101	Introduction to Agriculture and Natural Resource Management	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
FRE/KPE 101	Fundamental of French/Kpelleh I	3	MAT 101	General Mathematics	3
CASD 103	Rural Development, Gender and Society	3	CASD 104	Introduction to Geology, Soil & Env. Sciences	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
CASD 201	Population, Food Security and Sustainable Dev.	3	PSS 202	Principles of Crop Production I	3
ENG 210	Advanced Composition	3	REL 321/491	Moral Ethics/Comparative Religion	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	PSS 204	Crop & Soil Management Extension	3
MAT 112	Principles of Mathematics II	3	CASD 202	Human Nutrition	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	CASD 204	Agricultural Economics	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	CASD 206	Agriculture Physics and Meteorology	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
PSS 301	Principles of Crop Production II	3	PSS 302	Horticultural Crop Production and Management	3
SVL 300	Service Learning	3	PSS 304	Fertility Management and Plant Nutrition	3
CASD 301	Entrepreneurship and Microenterprise	3	PSS 306	Soil-Crop Management Systems	3
CASD 303	Environmental and Social Impact Assessment	3	CASD 302	Gender Relations in Extension	3
CASD 305	Experimental Design and Statics	3	CASD 304	Information Use and Technology	3
CASD 307	Farm Mechanization and Technology	3	CASD 306	Internship and Field Experience	3

<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>
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<b>SENIOR YEAR</b>					
<b>FRIST 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>
PSS 401	Principles of Pest Management I: Diseases and Weeds	3	PSS 402	Principles of Pest Management II: Insects and Vertebrate Pests	3
PSS 403	Plantation Crop Production and Management	3	PSS 404	Staple Crop Production and Management	3
CASD 401	Research Methods and Proposal Development	3	CASD 402	Senior Project and Presentation	3
PSS 405	Plant Genetics and Breeding	3	MINOR	Minor 2 or elective	3
PSS 407	Post-Harvest Handling and Processing	3			
MINOR	Minor 1 or elective	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>12</b>

**\*Note: Tentative, revised course guide was not available**

## 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 134 credit hours of which thirty-nine (39) 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.

### \*COURSE GUIDE

FRESHMAN YEAR			SECOND SEMESTER		
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours

ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Literature	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	CHE 101	Principles of Chemistry	4
CASD 101	Introduction to Agriculture and Natural Resource Management	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	MAT 101	General Mathematics	3
CASD 103	Rural Development, Gender and Society	3	CASD 104	Introduction to Geology, Soil & Env. Sciences	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1			
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
CASD 201	Population, Food Security and Sustainable Dev.	3	NRM 202	Natural Resources Economics	3
ENG 201	Advanced Composition	3	REL 321/491	Moral Ethics/Comparative Religion	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	NRM 204	Natural Resource Management Extension	3
MAT 102	Pre-Calculus	3	CASD 202	Human Nutrition	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	NRM 206	Ecosystems and Biodiversity	3
NRM 201	Introduction to Agro-Forestry	3	NRM 208	Water Resource Management and Hydrology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
NRM 301	Principles of Community Dev	3	NRM 302	Ecology, Land Use, and Environmental Quality	3
SVL 300	Service Learning	3	NRM 304	Climate Change Impact on Natural Resources	3
CASD 301	Entrepreneurship and Microenterprise	3	NRM 306	Forest Ecology and Management	3
CASD 303	Environmental and Social Impact Assessment	3	CASD 302	Gender Relations in Extension	3



CASD 305	Experimental Design and Statics	3	CASD 304	Information Use and Technology	3
			CASD 306	Internship and Field Experience	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
NRM 401	Urbanization and Sustainable Dev	3	NRM 402	Natural Resource Use and Public Policy	3
NRM 403	Regional Development	3	PSS 404	Staple Crop Production and Management	3
CASD 401	Research Methods and Proposal Development	3	MINOR	Minor 1 or elective	3
NRM 405	Land Rights, Natural Resources and Benefits Distribution	3	MINOR	Minor 2 or elective	3
NRM 407	Non Timber Forest Products	3	CASD 402	Senior Project and Presentation	3
NRM 409	Project Dev and Implementation	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

**\*Note: Tentative, revised course guide not available**

## **MINORS AVAILABLE IN THE COLLEGE OF AGRICULTURE AND SUSTAINABLE DEVELOPMENT**

### **Gender, Culture and Agriculture**

#### **Mission**

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 15 credits of approved gender courses. The *Rural Sociology*, *Gender and Culture*; and *Gender Relations in Extension* courses serve as introductory courses for this minor (and would fulfill 6 credits):

Additional courses can be taken from a selection of approved social science courses in addition to an internship, field experience or a research project specifically focused on women in the final semester.

Choose three courses (9 credits) of the following approved courses for this minor:

		<b>Gender, Culture, and Agriculture</b>	<b>Credit Hours</b>
1	GCS 305	Gender and Society	3
2	GCS 403	Woman and Social Change	3

3	GCS 408	Environmental Justice	3
4	GCS 409	Agroforestry and Gender Politics	3
5	SOC 300	Introduction to Social Work	3

### Minor in Plant and Soil Sciences

This minor is introduced by cross cutting courses of *Introduction to Geology and Soil Science* and *Population, Food Security and Sustainable Development* that count towards the minor (6 credits). To graduate with a minor in Plant and Soil Sciences students are required to choose 3 of the following approved courses (15 credits for the minor):

		Plant and Soil Sciences Minor	Credit Hours
1	PSS 202	Principles of Crop Production I	3
2	PSS 301	Principles of Crop Production II	3
3	PSS 304	Fertility Management and Plant Nutrition	3
4	PSS 401	Principles of Pest Management I: Diseases and Weeds	3
5	PSS 402	Principles of Pest Management II: Insects and Vertebrate Pests	3
6	PSS 405	Plant Genetics and Breeding	3

### Minor in Natural Resource Management

This minor is introduced by *Introduction to Agriculture and Natural Resource Management* and *Population Food Security and Sustainable Development* in the CASD general course listing (6 credits used toward the minor).

To graduate with a minor in Natural Resource Management students are required to choose additional 3 courses (9 credits, 15 credits for the completion of the minor) of approved courses:

		Natural Resources Management	Credit Hours
1	NRM 306	Forest Ecology and Management	3
2	NRM 401	Urbanization and Sustainable Development	3
3	NRM 405	Land Rights, Natural Resources and Benefit Distribution	3
4	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 Agriculture and Natural Resource Management* and *Population Food Security and Sustainable Development*. (6 credits used toward the minor).

To graduate with a minor in Animal Science and Health students are required to choose additional 3 courses (9 credits, 15 credits for the completion of the minor) of approved courses:

		Animal Science and Health	Credit Hours
1	ASH 201	Introduction to Animal Production and Health	3
2	ASH 202	Animal Anatomy and Physiology	3
3	ASH 204	Animal Nutrition and Growth	3
4	ASH 303	Animal Reproduction and Lactation	3
5	ASH 403	Animal Products and Technology	3

### Minor in Agricultural Education and Extension

This minor is introduced to some CASD majors by *Gender Relations in Extension*, *Extension and Food Safety and Agriculture and Resource Management Extension* courses (6 credits counting towards the minor). In addition, all CASD students are required to take Information Use and Technology. To graduate with a minor in Agricultural Education and Extension students are required to choose additional 3 or more courses (15 credits for the minor) of approved courses or other classes in service learning, communication, sociology and/or psychology offered in another college at CU, subject to pre-approval by the Dean of the CASD.

#### Course Guide

		Agricultural Education and Extension	Credit Hours
1	AEE 301	Educational Psychology and Extension	3
2	AEE 303	Extension Methods	3
3	AEE 402	Public Policy and Agricultural Extension	3
4	AEE 404	Leadership Impact in Agricultural Extension	3

### Minor in Agribusiness

This minor is introduced by the following courses: *Agricultural Economics*, and *Agricultural Entrepreneurship and Micro-Franchising* (6 credits counting towards the minor). To graduate with a minor in Agribusiness students are required to choose additional 3 courses (9 credits) (15 credits for the completion of the minor) of approved courses.

#### Course Guide

		Agribusiness	Credit Hours
1	AGB 301	Farm Production and Management	3
2	AGB 303	Agricultural Finance	3
3	AGB 402	Value Chain Analysis in Commercial Agriculture	3
4	AGB 404	Economics of Agricultural Sustainability	3

## Minor in Agricultural Mechanization

### Mission

This minor is introduced by the following courses: *Agricultural Physics and Meteorology*, and *Farm Mechanization and Technology* (6 credits counting towards the minor). To graduate with a minor in Agricultural Mechanization students are required to choose additional 3 courses (9 credits) (15 credits for the completion of the minor) of approved courses.

### Course Guide

		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	PSS 407	Postharvest Handling and Processing	3

### COURSE DESCRIPTIONS (COLLEGE OF AGRICULTURE & SUSTAINABLE DEVELOPMENT)

#### **AEE 301 Educational Psychology and Extension 3 credits**

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.

#### **AEE 303 Extension Methods 3 credits**

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.

#### **AEE 402 Public Policy and Agricultural Extension 3 credits**

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.

**AEE 404 Leadership Impact in Agricultural Extension 3 credits**

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.

**AGB 301 Farm Production and Management 3 credits**

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.

**AGB 303 Agricultural Finance 3 credits**

The objective of this course is to present principles and procedures in managing financial and credit resources. Financial 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.

**AGB 402 Value Chain Analysis in Commercial Agriculture 3 credits**

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.

**AGB 404 Economics of Agricultural Sustainability 3 credits**

This course introduces students to theories and principles of the economics of sustainability. Primary course objectives are to provide students with basic understanding of the economic theory that can be used in decision making and to provide a good understanding of microeconomic agricultural sustainability issues. Several topics are covered including agricultural intensification, population growth, market efficiency, agricultural policy, trade, and consumer awareness.

**AGM 301 Farm Structures and Environmental Control 3 credits**

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.

**AGM 303 Farm Machinery and Power 3 credits**

The objective of this course is to introduce students to farm machinery and power in the animal and plant sciences. Successful implementation of farm mechanization; 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.

**AGM 401 Irrigation Technologies 3 credits**

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.

**ASH 201 Introduction to Animal Production and Health 3 credits**  
This is an Animal Science foundational course providing an introduction to diversity of livestock and fish and their uses, animal behavior, basic animal production systems, introductory concepts in animal health and disease, and an introduction to animal products and processing.

**ASH 202 Animal Anatomy and Physiology 3 credits**  
This course provides fundamental concepts of anatomy and physiology of livestock, poultry and fish. This course is necessary for understanding the organization and functions of the animal body systems and their impact on animal productivity, health and well-being to maximize its productivity while also maintaining environmentally sound production practices.

**ASH 204 Animal Nutrition and Growth 3 credits**  
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 foodstuffs, feeds and feeding, ration formulation and nutrient requirements.

**ASH 301 Animal Genetics and Breeding 3 credits**  
Basic principles of inheritance in animals of agricultural and aquaculture significance, transmission genetics and its effects on the usefulness of animals, and basic principles of animal improvement through the application of genetic selection will be discussed in this course.

**ASH 303 Animal Reproduction and Lactation 3 credits**  
This course outlines the basic concepts in reproduction of livestock, poultry and fish 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, seasonality, reproductive management and application of reproductive technologies in the effort to increase animal productivity and ensure food security.

**ASH 302 Ruminant Production 3 credits**  
This course will discuss the management principles associated with meat (beef, sheep and goat) and dairy (cattle and goat) production. The content includes integration of technical 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 in developed and developing countries.

**ASH 304 Swine and Poultry Production 3 credits**  
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.

**ASH 306      Aquaculture and Fisheries      3 credits**

The 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.

**ASH 401      Animal Health and Diseases      3 credits**

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.

**ASH 402      Extension and Food Safety      3 credits**

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.

**ASH 403      Animal Products and Technology      3 credits**

This course focuses on Livestock and carcass evaluation, meat and dairy products processing, egg products, aquaculture products, animal and fish by-products, and value-added product technologies.

**ASH 404      Non-Traditional Animal Production      3 credits**

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.

**CASD 101      Introduction to Agri and Natural Resource Management      3 credits**

The objective of this course is to introduce students to the significance of Agriculture and Natural Resources (Forests) to the total national economy. The content will include: Employment creation and contribution to GDP; Linkages between industry, agriculture and natural resources; Current agricultural and natural resource management methods and practices in most developing countries in West Africa; Input distribution systems; Production systems; Marketing systems; Agricultural and natural resource-based consumer products; How to improve the agricultural and natural resources value-chain through agricultural and natural resource business enterprises; Micro-credit/finance in agriculture and natural resource; Small-scale processing; Storage and distribution enterprises; Input acquisition and distribution enterprises; Value creation and addition enterprises.

**CASD 102      Rural Sociology, Gender, and Culture      2 credits**

The 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.

**CASD 103 Rural Development, Gender, and Society 3 credits**

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. Topics will include: 1) experimental design and statistics. Gender, cultural relations and democracy, 2) relationships of gender equity, human development with social and economic development, 3) importance of appreciation of cultural diversity as the first step in the promotion of equal opportunities for men and women in agriculture and 4) gender equity and sustainable livelihoods.

**CASD 104 Introduction to Geology, Soil and Environmental Sciences 3 credits**

The objective of this course is to introduce students to the geology and the origin and formation of soils. Introduction to the mineral, energy and water resources of Liberia and impacts of geological engineering in sustainable development will be discussed. Concepts will include chemical and physical properties of soils, fundamentals of soil survey and classification, and interactions of soil colloids and other soil constituents to mineral nutrition. Fundamentals of soil biology, organic matter development and dynamics of nitrogen, phosphorous and sulfur nutrition will be discussed. Soil conservation and improvement, erosion prevention strategies, drainage, tillage and irrigation will be addressed.

**CASD 201 Population, Food Security, and Sustainable Development 3 credits**

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.

**CASD 202 Human Nutrition 3 credits**

This course studies the importance of food choices for a healthy and adequate diet to human growth and development. Risks and benefits of foods will be a major component of the course. Nutrients in foods and the body, the science of nutrition, dietary intake and nutritional assessments will be emphasized. An essential focus is the link between diet and health. Details on digestion, absorption and transport will be discussed in detail. The



This course studies the effects of agricultural productivity (animal and crop production systems), agro-forestry and the industrial commercialization of Liberian natural resources on the environment. The course will provide a primer as to how environmental and social factors need to be monitored, measured and assessed to understand the impact of such activities and then for the development of measures to reduce their impact or footprint. Impacts of these systems on environmental degradation will be discussed.

**CASD 304 Information Use and Technology 3 credits**

This course focuses on up to date technologies used for information access and dissemination. Advanced use of information resources available on the Internet and their effective use is also stressed in helping students to have extensive literature reviews as part of their senior project in their final semester of study. Information resources include full-text journals and indexing and abstracting tools available on AGORA from FAO as well as other resources to unique materials, including data, available on the Internet. New technologies, particularly those involving mobile devices will be emphasized for having information on hand to take into the field, to transmit information to cell phones and other mobile devices, other communications channels including multimedia, radio, and voice over the Internet, and effective techniques for providing information as part of extension. A major focus of the course will be on the development of using resources for both workplace literacy and ongoing lifelong learning. This course may be taught through the use of webinars and distance learning and involves a hands-on approach to accessing information in today's world.

**CASD 305 Experimental Design and Statistics 3 credits**

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.

**CASD 306 Internship and Field Experience 3 credits**

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 students' personal and professional development and fosters the connections not only of the student but of the CASD faculty to working toward the improvement of Liberian society.

**CASD 307 Farm Mechanization and Technology 3 credits**

This course will include characterization and adoption of mechanization and technology used in plant and animal production systems. Economic performance of the total machine



decision-making process, accessing resources equitably and holding positions in the political and economic arena of agroforestry. A critical perspective will be placed on, a) how forested open space is defined, b) who controls the spaces (large scale vs. small scale; international vs. domestic ownership), c) what kinds of crops (export vs. domestic consumption) and non-crop (e.g. watershed management) uses are engaged; d) what is the cultural political economy of land ownership; e) can women own and manage forestry space; and f) can women borrow money to buy land or make improvements, among other topics.

**NRM 201 Introduction to Agro-Forestry 3 credits**

This course will cover concepts of the systems, practices, and technologies of agroforestry, including its origin and evolution, structure and function, and its dynamics and manipulation. Students will gain insight into the ecology of agroforestry systems and in the possibilities and limitations of application of agroforestry systems. Specific topics covered will include an overview and the identification of multipurpose trees and shrubs and 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. Students will develop an ecological understanding of the basis for sound agroforestry as well as plantation management.

**NRM 202 Natural Resource Economics 3 credits**

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.

**NRM 204 Natural Resources Management Extension 3 credits**

Providing essential information on managing natural resource systems is important in developing new enterprises and increasing efficiency and economy of scale of traditional agricultural production systems. This course will include key concepts associated with managing production systems and extending information to end users including farmers and allied industry, GMO, and government agencies. Other extension will include strategies for natural resource management, conservation and restoration.

**NRM 206 Ecosystems and Biodiversity 3 credits**

This course will study the main ecosystems in the world with emphasis on the West African region and the relationship of ecosystems and biodiversity. This course also provides a basic foundation for understanding evolutionary and ecological processes. Natural selection, evolutionary theories, human evolution, population ecology, community ecology, biodiversity, biogeochemical cycling, global climate, and conservation biology will





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.

**NRM 409 Project Development and Implementation 3 credits**

This course will expose students to a series of case studies involving natural resources. Students will learn how to develop and hypothesis, design experiments to test the hypothesis and arrive to valid conclusions and write a report. Students will be introduced and trained in conducting quality and quantitative interviews. Students will be exposed to internal/external sources of funding, and grant writing and application process. Student will learn to a) generate inventory of Liberian plants, develop germplasm banks and vegetative propagate important Liberian plants, and development of mitigation plans.

**PSS 202 Principles of Crop Production I 3 credits**

Students will learn basic anatomical and physiological processes associated with plant growth, development, and reproduction. This course will be 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.

**PSS 204 Crop & Soil Management Extension 3 credits**

Providing essential information on managing crop and soil systems is important in developing new enterprises and increasing efficiency and economy of scale of traditional agricultural production systems. This course will include key concepts associated with managing production systems and extending information to end users including farmers and allied industry, NGO, and government agencies.

**PSS 301 Principles of Crop Production II 3 credits**

Students will learn basic practices associated with establishment, protection, maintenance, and harvest of major crops grown in Liberia including rice, rubber, maize, cassava, and other staple and cash crops vital to the Liberian economy. General principles of harvesting, post-harvest handling, marketing and storage of crop plants will be discussed.

**PSS 302 Horticultural Crop Production and Management 3 credits**

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.

**PSS 304 Fertility Management and Plant Nutrition 3 credits**

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.

**PSS 306      Soil-Crop Management Systems      3 credits**

Understanding interactions of production and pest management practices in the context of a farming enterprise will be essential for sustainable crop production in Liberia. Students will learn how to develop and successfully implement a farm plan that includes protection of soil resources, incorporation of improved genetics, developing effective rotation systems, implementing irrigation systems, and understanding the economic impact of overall crop production and managerial expertise.

**PSS 401      Principles of Pest Management I: Diseases and Weeds      3 credits**

Disease and weeds can reduce yield and quality dramatically in all crop production systems. Managing these pests requires an understanding of interactions of pests with crop production systems. Students will learn key elements in pest management including identification of weeds and diseases, recognizing relationships between pest damage, pest populations, and yield and quality loss assessments; fundamental concepts associated with the biology and development of pests; and development and implementation of approaches and techniques designed to avoid or suppress pests and their impact on crop production.

**PSS 402      Principles of Pest Management II: Insects and Vertebrate Pests      3 credits**

Insects and vertebrate pests such as rodents and birds can reduce yield and quality dramatically in all crop production systems. Managing these pests requires an understanding of interactions of pests with crop production systems. Students will learn key elements in pest management including identification of insects and nematodes, recognizing relationships between pest damage, pest populations, and yield and quality loss assessments; fundamental concepts associated with the biology and development of pests; and development and implementation of approaches and techniques designed to avoid or suppress pests and their impact on crop production.

**PSS 403      Plantation Crop Production and Management      3 credits**

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 and marketing.

**PSS 404      Staple Crop Production and Management      3 credits**

This course will cover production methods, harvesting and postharvest handling to increase production of staple crops such as rice, 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.

**PSS 405      Plant Genetics and Breeding      3 credits**

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.

**PSS 407      Post-Harvest Handling and Processing      3 credits**

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.

## COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

### INTRODUCTION

The College of Liberal Arts and 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, English, psychology, cum distinct degree and diploma programs in the humanities and social sciences such as

Criminal Justice and Law Enforcement, Sociology and Social Work, Mass Communication, History and International Relations, English and Literature, and French Language Studies. The college 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 forward to making their study here at Cuttington a worthwhile experience.

## **VISION**

The vision of the College of Liberal Arts and 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, philosophy, 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 College of Liberal Arts and 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.
- Playing 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 Sociology and Social Work

- Department of French Language
- Department of English and Literature
- Department of History and International Relations
- DEPARTMENT OF MASS COMMUNICATION

## PROGRAMS

The College of Liberal Arts and Social Sciences offers the following degree programs:

1. B.A. in Sociology
2. B.A. in Sociology and Social Work
3. B.A. in French Language
4. B.A. in English and Literature
5. B.A. History and International Relations
6. B.A. Mass Communication

### Short Term Programs

Two departments in the College also offer short term programs. These are **Ordinary Diploma** and **Advanced Diploma** in the French Language and Mass Communication.

### Part-Time Program

Due to the vastness and the uniqueness of **International Relations** as a discipline for the working class members of the Liberian society, especially, in professions like teaching, immigration, police force, international business, NGO, culture and tourism, theology, and humanitarianism and social welfare, the College runs a degree program in History and International Relations on both full-time and part-time basis. To accommodate the said working categories, the part-time program is run on weekends (Friday and Saturday). Therefore, students admitted into the part-time program will be required to take maximum credit hours of 15 and minimum credit hours of 6 at a time. Part-time program is also available for those that major in Criminal Justice and Law Enforcement. Details of the program can be found under the section of the Department of History and International Relations and Criminal Justice and Law Enforcement in this catalog.

### 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:

- In any disciplines within the College of Liberal Arts and Social Sciences;
- Education
- Peace Studies/ Conflict Resolution
- Development Studies
- Management
- Public Administration

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 deem 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 list of 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 college of Liberal Arts and Social Sciences is expected to have completed a minimum of 130 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 133 credit hours.

### **College Required Course**

All students Major in the College of Liberal Arts and Social Sciences are expected to take and pass with a minimum of ‘C’ grade in **Introduction to Philosophy (PHI. 101)**. This course is designed to expose students to the history and formation of ideas, logic/critical thinking, as well as ethics among other things from a philosophical 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.

## DEPARTMENT OF ENGLISH AND LITERATURE

### INTRODUCTION

Words help us understand our world; stories shape it. Thus, when somebody masters a language, the person does not only understand the words and the expressions, but the culture and the people that produced them. Once you understand the literature of a people, you understand the people themselves. It is the aim of the Department of English and Literature to help students achieve mastery of the English language, so that their lives are full of meaning and they can help shape the Liberia of the future.

### CAREER OPPORTUNITIES

- Writers
- Journalists
- Marketing
- Media
- Communication
- Teaching (primary and high school)
- Publicists
- Public relations
- Human resources

### GRADUATION REQUIREMENTS

In order to graduate, students must complete a minimum of **130** academic credit hours, with a minimum average of C on a four-point scale. For a Bachelor of Arts degree in English and Literature, students must satisfy departmental requirements, requirements of their minor subject, college and university requirements.

### COLLEGE REQUIREMENTS

All students majoring in any of the discipline within the College of Liberal Arts and Social Sciences are to satisfactorily complete **Introduction to Philosophy (PHY 101)**. This is a three (3) unit credits course that students must pass alongside other university required courses in order to graduate.

### DEPARTMENTAL REQUIREMENTS

Departmental requirements include fifty (51) credits require in core English and Literature courses, while the remaining 15 credits are both compulsory and free English and Literature requirements that are to be selected from an approved list of courses. Included among the core English and Literature requirements is a Thesis (Long Essay).

### English and Literature required courses

Course Code	Course Title	Credits
ENG 211	Elements of the Expository Style	3
ENG 215	Creative Writing	3
ENG 223	Contemporary Grammar of English	3
ENG 305	Linguistics	3
ENG 311	Introduction to British Literature	3
ENG 321	Introduction to American Literature	3
ENG 331	Anglophone West African Literature	3
ENG 332	Francophone West African Literature	3

ENG 334	East African Fiction	3	
ENG 336	African Poetry		3
ENG 337	Liberian Literature	3	
ENG 449	Senior Research Paper	3	
ENG 450	World Literature	3	
ENG 463	Modern Novel		3
ENG 473	Literary Criticism	3	
ENG 491	Independent Topic	3	
ENG 492	Advanced Topic	3	

**TWO FREE ELECTIVES (to be selected within English course)** 6

### English and Literature elective courses

The Department of English and Literature offers additional instruction in English writing for specific purposes and study in a wider scope of fields in Literature. The following are elective courses for students majoring in English:

Course Code	Course Title	Credit	
ENG 333	North African Literature	3	
ENG 334	East African Literature	3	
ENG 335	South African Literature	3	
ENG 360	Medical Writing in English	3	
ENG 361	Legal Writing in English	3	
ENG 362	Technical Writing in English		3
ENG 363	Business Writing in English	3	
ENG 364	Scientific Writing in English		3

### Requirements for minor subject in English and Literature majors

A minimum of eighteen (18) credit hours of course work or whatever the credit hours required in the department of the student's chosen minor (preferably in French, mass communication, a social science, management or education) is required of all English and Literature majors.

It is advisable for students majoring in English and Literature to minor in the following areas with a minimum requirement of eighteen (18) credits.

- French
- Mass Communication
- Development Studies
- Education
- Public Administration
- History and International Relations
- Peace Studies
- Sociology

### Requirements for minor subjects for non-English and Literature majors

Non-English and Literature majors who wish to minor in English and Literature are required to satisfactorily complete the following six courses:

Course Code	Course Title	Credits
ENG 211	Elements of the Expository Style	3
ENG 215	Creative Writing	3

ENG 223	Contemporary Grammar of English	3
ENG 331	Anglophone West African Literature	3
ENG 332	Francophone West African Literature	3
ENG 337	Liberian Literature	3
<b>TOTAL</b>		<b>18</b>

**NOTE:**

Students must fill in their grades that are received every semester from the office of the registrar to be presented to the departmental head as evidence of courses done per semester. All students majoring in English are required to satisfactorily complete the stated courses as the requirement for graduation. Please note that certain courses are PREREQUISITE for others and, therefore, a PASSING GRADE of “C” in them is a requirement to doing the continuation. Failure to abide by the above regulations will definitely result in cancellations of wrong course/courses chosen/done.

**COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MAT 102	Pre-Calculus	3
PHI 101	Introduction to Philosophy	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15/16</b>
<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	REL 321/491	Moral Ethics/Comparative Religion	3
ENG 211	Elements of Expository Style	3	ENG 215	Creative Writing	3
MINOR	Minor Course	3	ENG elective	Eng. (Compulsory)	3
MINOR	Minor Course	3	ENG elective	Eng. (Compulsory)	3
ENG 222	Contemporary Grammar of English	3	MINOR	Minor Course	3
ENG 201	Advanced Composition	3	SVL 300	Service Learning	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>



<b>JUNIOR YEAR</b>					
<b>FRIST 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>
ENG 311	British Literature	3	ENG 305	Linguistics	3
ENG 321	American Literature	3	ENG 336	African Poetry	3
ENG 331	Anglophone West African Literature	3	ENG 334	East African Literature	3
ENG 332	Francophone West African Literature	3	ENG 350	Liberian Literature	3
ENG elective	Eng. ( Free Elective)	3	ENG elective	Eng. (Compulsory Elective)	3
MINOR	Minor course	3	MINOR	Minor course	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
SVL 300	Service Learning	3	ENG 463	Modern European Novel	3
ENG 449	Senior Research Paper	3	ENG 450	World Literature	3
ENG 473	Literary Criticism	3	ENG 491	Independent Topic	3
ENG elective	Eng. (Free Elective)	3	ENG 492	Advanced topics (Thesis)	3
MINOR	Minor course	3			
MINOR	Minor course	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>12</b>

## DEPARTMENT OF FRENCH LANGUAGE

### INTRODUCTION

The Department of French Language is a degree granting department within the College of Liberal Arts and Social Sciences, Cuttington University – Liberia. Established in the early seventies, the department has since grown from strength to strength, excelling from the level of a unit to that of a full blown department. The department is equipped with a pleasant mix of well qualified expatriates and indigenous lecturers and professors.

### CAREER OPPORTUNITIES

1. Business and career -Speaking more than one language is a skill which will increase your marketability. Schools and employers tend to prefer candidates who speak one or more foreign languages.
2. Career relevance - In this increasingly globalized economy, Liberia businesses and politics can no longer afford to rely on English as the only international lingua franca. French is needed, because it opens the door to a wide range of economic, political, social and personal opportunities.

### GRADUATION REQUIREMENTS

The course of study for the degree of Bachelor of Arts in French Language takes four (4) years. A candidate for a course of study for the degree of Bachelor of Arts in French Language must complete his/her general education requirements as prescribed by Cuttington University-Liberia.

He/she is required to have completed a minimum of 130 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).

### DEPARTMENTAL REQUIREMENTS

Students majoring in French are not allowed to do upper level courses without having completed the pre-requisite, for example, French 101 should be cleared before doing French 102 and so on. However, students who do well in the placement test are exempted from taking French 101-102. French 103 – Intermediate French I & II is offered for these students.

### French Core Required Courses

FRE 101	Introduction to French I
FRE 102	Introductory French.
FRE 305/306	(Prerequisite Placement Test). French Grammar & Composition I & II
FRE 103	Intermediate French I
FRE 104	Intermediate French II
FRE 201/202	Intermediate Conversation I/II
FRE 203/204	Grammar and Composition I & II: Prerequisite: French 104 or 202)
FRE 212	Main Trend in French Literature
FRE 301/302	French Civilization and Grammar I & II
FRE 303/304	French Phonetics/Linguistics: Prerequisite French 203 or 204).
FRE 301/302	Main Trend in French Civilization I/II
FRE 402	Civilization of the French Speaking Countries
FRE 403	French Literature of the 18 <sup>th</sup> Century. Prerequisite (French 212).

- FRE 404 French Literature of the 19<sup>th</sup> Century: Pre-requisite to (French 212 & 403)
- FRE 405 African Francophone Caribbean Literature
- FRE 406 Advanced Language Course (Translation): Pre-requisite Senior Standing.
- FRE 407 Senior Research Paper

**Electives**

- FRE 307 La Francophonie
- FRE 308 Initiation au Latin
- FRE 309 Littérature négro africaine

**MINOR REQUIREMENTS FOR FRENCH MAJORS**

A minimum of fifteen credit hours in the department of the student`s chosen minor is required of all French majors.

**MINOR REQUIREMENTS FOR NON-FRENCH MAJORS**

Students minoring in French must do the following courses:

FRE 101; FRE 102; FRE 103; FRE 104; FRE 201 and FRE 231. **Total Credits: 15**

**Certificate and Diploma in French Language Studies**

Also, we have designed certificate and diploma programs for adult learners (and motivated students as well) who want to take on French as a new foreign language, those with little exposure to French, and those who are trying to brush up on some long-forgotten French language skills.

The Certificate or Diploma corresponds to a formation of two or four semesters and is delivered with the mention of the level reached. The DELF is composed of 4 independent diplomas or certificates corresponding to the first four levels of the European Framework of Reference for Languages.

- |         |  |
|---------|--|
| FRE 205 | French Certificate (Level 1)                 |
| FRE 206 | French Certificate (Level 2)                 |
| FRE 207 | French Certificate (Level 3)                 |
| FRE 208 | Diploma in French Studies (Level 4)          |
| FRE 209 | Advanced Diploma in French Studies (Level 5) |

## **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.

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.

### **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 127 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 sixty “60” Credit hours of History and International Relations courses. Forty five (45) of these requirements are core History and International Relations courses, while the remaining 15 credits are both compulsory and free departmental requirements that are to be selected from an approved list of courses. Included among the core departmental requirements is a Project Writing (Thesis).

### DEPARTMENTAL CORE REQUIRED COURSES

Course Code	Course Title	Credit
HIR 206	Africa and European Imperialism in the 19 <sup>th</sup> & 20 <sup>th</sup> Centuries	3
HIR 204	Introduction to International Relations	3
HIR 205	Liberia 1400-1900	3
HIR 226	North Africa from Earliest Times to the Arab Conquest	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 300	Evolution of the International System since 1815	3
HIR 301	Liberia 1900-1990	3
HIR 310	Issues in International Relations I	3
HIR 311	Issues in International Relations II	3
HIR 315	Historiography	3
HIR 401	Diplomatic History of Liberia	3
HIR 405	Problems and Prospects of Regional Integration in Africa	3
HIR 408	Global/Continental/Commonwealth Organizations	3
HIR 418	Terrorism, Counter-Terrorism & Global Security	3
HIR 420	Liberian Historiography	3
HIR 421	Project Writing (Thesis)	3
<b>Sub-Total</b>		<b>54</b>
<b>Select Five (three credits) HIST &amp; Int’l Relations Elective Courses</b>		<b>15</b>
<b>Total Credits</b>		<b>69</b>

### Elective Courses

Students majoring in History and International Relations are expected to select three compulsory electives and two free electives from the list of courses below:

#### (Compulsory Electives)

HIR 244	American History: A Survey	3
HIR 245	African Diaspora	3
HIR 309	Women and Power in African History	3
HIR 310	Economic History of Liberia 1400-2003	3
HIR 408	Global/Continental/Commonwealth Organizations	3

HIR 414	Issues in Contemporary Africa
3	
HIR 417	Concept and Theories of Cultural Diplomacy
HIR 418	Terrorism, Counter-Terrorism and Global Security
3	

**Minor Requirements for History and International Relations Majors**

Minimum of eighteen credit hours of course work or whatever the credit hours required in the department of the student’s chosen minor (specifically in any of the following disciplines: Liberal Arts (Language), Peace and Conflict Resolution, Development Studies and Education) is required of all History and International Relations majors.

**\*COURSE GUIDE**

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MAT 102	Pre-Calculus	3
PHI 101	Introduction to Philosophy	3	ENG 102	Fundamentals of Literature	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15/16</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	REL 321/491	Christian Ethics/Comparative Religion	3
ENG 201	Advanced Composition	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	MINOR	Minor Course	3
HIR 204	Introduction to International Relations	3	HIR 232	Europe from the French Revolution up to the Second World War	3
HIR 231	Europe up to the French Revolution	3	HIR 244	American History: A Survey	3

MINOR	Minor Course	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>
<b>JUNIOR YEAR</b>					
<b>FRIST 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>
SVL 300	Service Learning	3	HIR 311	Issues in International Relations II	3
HIR 300	Evolution of the International System Since 1815	3	HIR 315	Historiography	3
HIR 301	Liberia 1900-1990	3	Minor	Minor Course	3
HIR 310	Issues in International Relations I	3	HIR Elective	His (Compulsory Elective)	3
Minor	Minor course	3	HIR Elective	His (Compulsory Elective)	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
HIR 401	Diplomatic History of Liberia	3	HIR 405	Problems and Prospects of Regional Integration in Africa	3
HIR 420	Liberian Historiography	3	HIR 421	Project Writing (Thesis)	3
HIR Elective	HIR Compulsory Elective	3	HIR Elective	HIR (Free Elective)	3
HIR 408	Global/Continental/Commonwealth Organizations	3	HIR 418	Terrorism, Counter-Terrorism and Global Security ( <b>Seminar</b> )	3
Minor	Minor Course	3			
HIR Elective	HIR (Free Elective)	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

**\*Note: Tentative, revised course guide was not available**

**NOTE:**

Students must fill in their grades that are received every semester from the office of the registrar to be presented to the departmental head as evidence of courses done per semester. All students majoring in History and International Relations are required to satisfactorily complete the stated courses as the requirement for graduation. Students are also strongly advised that **Introduction to Philosophy (PHI 101)** for (History & International Relations majors only), **Africa from Earliest Times Up to 1800 (HIS 101)** and **A Survey of World History (HIS 103)** for both majors and minors are the prerequisites to all History and International Relations courses. Therefore, no History & Int'l Relations core course/courses should be done together with PHI 101, 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.

**Elective Courses**

Students majoring in History and International Relations are expected to select two compulsory electives and two free electives from the list of courses below:

**(Compulsory Electives)**

HIR 245	African Diaspora	3
HIR 309	Women and Power in African History	3
HIR 310	Economic History of Liberia 1400-2003	3
HIR 413	Evolution of International Borderland in Africa	3
HIR 414	Issues in Contemporary Africa	3
HIR 417	Concept and Theories of Cultural Diplomacy	3

**Minor Requirements History & International Relations Majors**

Minimum of eighteen credit hours of course work or whatever the credit hours required in the department of the student’s chosen minor (preferably in Liberal Arts, Education, and Peace and Conflict Resolution) is required of all History and International Relations majors. 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
- English and Literature
- Development Studies
- Peace and Conflict Resolution

**For Those Wishing to Minor in History**

Non-History and International Relations majors who wish to minor in History are required to satisfactorily complete the following six courses:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HIR 204	Introduction to International Relations	3
HIR 206	Africa and European Imperialism in the 19 <sup>th</sup> & 20 <sup>th</sup> Centuries	3
HIR 301	Liberia 1900-1990	3
HIR 315	Historiography	3
HIR 401	Diplomatic History of Liberia	3
HIR 414	Issues in Contemporary Africa	3
<b>TOTAL</b>		<b>18</b>

**For Those Wishing to Minor in International Relations**

Non-History and International Relations majors who wish to minor in International Relations only are required to satisfactorily complete the following six courses:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HIR 204	Introduction to International Relations	3
HIR 300	Evolution of the International System since 1815	3
HIR 310	Issues in International Relations I	3
HIR 311	Issues in International Relations II	3
HIR 401	Diplomatic History of Liberia	3
HIR 405	Problems and Prospects of Regional Integration in Africa	3
<b>TOTAL</b>		<b>18</b>



## DEPARTMENT OF MASS COMMUNICATION

### HISTORY

The Department of Mass Communication was established in the 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.

### 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 Grammar and Composition.

## BREAKDOWN OF CORE COURSES

### FIRST YEAR

University required courses

### SOPHOMORE YEAR

Course Prefix and Number	Title	Cr./Hrs. (3)
MACO 230	Introduction to Mass Media	3
MACO 231	Introduction to Radio Production	3
MACO 233	Introduction to Television Production	3
ENG 222	Advanced Grammar and Composition	3

MACO 233	Humanities Seminar	3
ENG 201	Fundamentals of Literature	3
MACO 202	Academic Enrichment Program	1
MACO 209	Oral Book Review	5
MACO	Three Electives	9

### JUNIOR YEAR

MACO 232	News Writing and Reporting	3
MACO 236	Public Relations and Message Design	3
MACO 332	Announcing Laboratory	3
MACO 334	Advertising	3
SSC 311	Social Science Statistics	
SSC 301	Social Science Research Methods	3
MACO 308/309	Oral Book Review	5
MACO 311	Academic Enrichment	1
MACO 312	One African Language Course	3
MACO	Three Electives	9

### SENIOR YEAR

MACO 330	Communication Law	3
MACO 431	Advanced Radio Production	3
SSC 401	Social Science Seminar	3
MACO 433	Advanced Television Production	3
MACO 434	Research in Communication	3
MACO 460	Internship	6
MACO	Three Elective	6
Total hours required for graduation		130

## REQUIRED COURSES FOR THE B.A. DEGREE IN COMMUNICATION WITH PRINT JOURNALISM CONCENTRATION

### FIRST YEAR

See first year (freshman) experience for details

### SOPHOMORE YEAR

Course prefix and number	Title	CR/Hr (3)
MACO 230	Introduction to Mass Media	3
MACO 230	Introduction to Journalism	3
MACO 233	Humanities Seminar	3
ENGL 222	Advanced Grammar and Composition	3
MACO 211	Academic Enrichment Program	1
MACO 208	Oral Book Review	5
	Three Electives	9

### JUNIOR YEAR

JOUR 232	News Writing and Reporting	3
MACO 236	Public Relations and Message Design	3
MACO 330	Intermediate Journalism	3

MACO 334	Advertising	3	
MACO 335	Newspaper Graphics and Design	3	
MACO	Social Science Research Methods	3	
SSC 311	Social Science Statistics	3	
MACO 311	Academic Enrichment		1
MACO 208	Oral Book Review	5	
FOREIGN LANGUAGE	Two courses	6	
	Three Electives	9	

## SENIOR YEAR

MACO 332	Copy Reading and Editing	3	
MACO 430	Advanced Journalism		3
MACO 330	Communication Law	3	
MACO 434	Research in Communication	3	
MACO 460	Internship	6	
MACO	Electives	9	

**Total hours required for graduation** **130**

## 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	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 Kpelle Language	3
Jour 027	Fundamentals of Sociology	3

Depending on the area of concentration, a student can select from the list of these other required courses:

Course prefix and number	Course Title	Cr/Hrs.
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:

Course prefix and number	Title	Cr/Hrs
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 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.

### CAREER OPPORTUNITIES

The discipline of sociology and social work is highly functional for our graduates to effectively work in almost every aspect of job prescriptions 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 127 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 Bachelor of Arts degree in Sociology and Social Work, students must satisfy departmental requirements, minor requirements, college and university requirements.

### COLLEGE REQUIREMENTS

All students majoring in any of the discipline within the College of Liberal Arts and Social Sciences are to satisfactorily complete **Introduction to Philosophy (PHI 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 SOW 411 (Field Training/Internship). Students are required to have completed all university, college and departmental required courses before registering for SOC 410 and SOW 411.

## SOCIOLOGY AND SOCIAL WORK CORE REQUIRED COURSES

Course Code	Course Title	Credit
SOC 201	Introduction to Sociology	3
SOC 204	Social Psychology	3
SOC 208	Social Problems and Social Policy	3
SOC 209	Sociology of Crime and Delinquency	3
SOC 300	Introduction to Social Work	3
SOC 301	Marriage and the Family	3
SOC 305	Gender and Social Change	3
SOC 402	Organization/Community Project Writing	3
SOC 406	Medical Sociology	3
SOC 407	Industrial Sociology	3
SOC 408	Social Justice	3
SOC 410	Practical Research (Thesis)	3
SSC 301	Soc. Sci. Research Methods	3
SWK 207	Social Case Work	3
SWK 302	Social Work Practice in Post-Conflict Society	3
SWK 303	Social Welfare Policy and Issues in Liberia	3
SWK 304	Social Work Practice in Community Service	3
SWK 307	Social Work Project	3
SWK 309	Non-Governmental Organization and Social Work	3
SWK 404	Practice in Liberia Leadership in Human Service Organizations	3
SWK 411	Field Training/Internship	3
<b>Total Required Credits for Departmental Core Courses</b>		<b>66</b>

## MINOR REQUIREMENTS FOR SOCIOLOGY AND SOCIAL WORK MAJORS

Minimum of eighteen credit hours of course work or whatever the credit hours required in the department of the student's chosen minor (preferably in a social science, Management or Peace Studies) is required of all Sociology and Social Work majors.

It is advisable for students majoring in sociology and social work to minor in the following areas with a minimum requirement of eighteen (18) credits.

- Criminal Justice and Law Enforcement
- Development Studies
- Public Administration
- Management
- Peace Studies

## 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:

COURSE CODE	COURSE TITLE	CREDITS
SOC 201	Introduction to Sociology	3
SWK 207	Social Theory	3
SOC 209	Sociology of Crime and Delinquency	3
SOC 208	Social Problems and Social Policy	3
SOC 301	Marriage and the Family	3
SWK 307	Social Work Project	3
	<b>TOTAL</b>	<b>18</b>

**\*COURSE GUIDE FOR SOCIOLOGY & SOCIAL WORK**

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MAT 112	Pre-Calculus	3
PHI 101	Introduction to Philosophy	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15/16</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	REL 321/491	Moral Ethics/Comparative Religion	3
ENG 201	Advanced Composition	3	SOC 208	Social Problems & Social Policy	3
SOC 201	Introduction to Sociology	3	SOC 209	Sociology of Crime and Delinquency	3
SOC 204	Social Psychology	3	Minor	Minor Course	3



Minor	Minor Course	3	Minor	Minor Course	3
SWK 207	Social Theory	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
SOC 300	Introduction to Social Work	3	SWK 302	Social Work Practice in Post-Conflict Society	3
SVL 300	Service Learning	3	SOC 305	Gender and Social Change	3
SOC 301	Marriage and the Family	3	SWK 309	Non-Governmental Organization and Social Work Practice in Liberia	3
SSC. 301	Soc. Sci. Research Method	3	SWK 307	Social Work Project	3
SWK 303	Social Welfare Policy and Issues in Liberia	3	Minor	Minor Course	3
Minor	Minor course	3	SWK 304	Social Work Practice in Community Service	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
SOC 402	Organization/Community Project Writing	3	SOC 410	Practical Research (Thesis)	3
SWK 404	Leadership in Human Service Organization	3	SWK 411	Field Training	6
SOC 406	Medical Sociology	3			
Minor	Minor Course	3			
SOC 407	Industrial Sociology	3			
SOC 408	Social Justice	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>9</b>

**\*Note: Tentative, revised course guide was not available**

**(B.A) SOCIOLOGY MAJOR CORE REQUIRED COURSES**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
SOC 201	Introduction to Sociology	3
SOC 209	Sociology of Crime and Delinquency	3
SOC 204	Social Psychology	3
SOC 208	Social Problems and Social Policy	3
SOC 303	Social Stratification	3
SOC 300	Introduction to Social Work	3

SOC 301	Marriage and the Family	3
SSC 301	Soc. Sci. Research Methods	3
SOC 305	Gender and Social Change	3
SOC 308	Urban Sociology	3
SOC 309	Social Movement and Collective Behavior	3
SSC 401	Social Science Seminar	2
SOC 401	Community Development Studies	3
SOC 402	Organization/Community Project Writing	3
SOC 405	Classical Sociological Theory	3
SOC 410	Thesis (Long Essay)	3
SOC 411	Field Training/Internship	3
<b>Sub-Total Credits</b>		<b>50</b>
<b>Select Five (three credits) Sociology Elective Courses</b>		<b>15</b>
<b>Total Credits</b>		<b>65</b>

### Approved (Compulsory and Free Elective) Courses

Students majoring in Sociology are expected to select three compulsory electives and two free electives from the list of courses below:

#### (Compulsory Electives)

SSC 302	Social Statistics	3
SOC 409	Sociology of Law	3
SOC 407	Industrial Sociology	3
SOC 408	Social Justice	3

#### (Free Electives)

SOC 403	Sociology of Religion	3
SOC 400	Social Networking	3
SOC 406	Medical Sociology	3
SOC 404	Globalization and Global Justice	3

### MINOR REQUIREMENTS FOR SOCIOLOGY MAJORS

Minimum of fifteen credit hours of course work or whatever the credit hours required in the department of the student's chosen minor (preferably in a social science, Management or Education) is required of all sociology majors.

It is advisable for students majoring in sociology to minor in the following areas with a minimum requirement of eighteen (18) credits.

- Development Studies
- Publication Administration
- Management
- Peace Studies
- Criminal Justice and Law Enforcement
- International Relations

### MINOR REQUIREMENTS FOR NON-SOCIOLOGY MAJORS

Non-Sociology majors who wish to minor in Sociology are required to satisfactorily complete the following six courses:

COURSE CODE	COURSE TITLE	CREDIT
SOC 201	Introduction to Sociology	3

SOC 209	Sociology of Crime and Delinquency	
3		
SOC 208	Social Problems and Social Policy	3
SOC 301	Marriage and the Family	3
SOC 307	Urban Sociology	3
SOC 405/SOC 207	Classical Sociological Theory/Social Theory	
3		
<b>TOTAL</b>		<b>18</b>

**\*COURSE GUIDE (SOCIOLOGY ONLY)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	FRE/KPE 101	Fundamental of French/Kpelleh I	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	ENG 102	Fundamentals of Literature	3
PHI 101	Introduction to Philosophy	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
MAT 101	General Mathematics	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15/16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	REL 321/491	Moral Ethics/Comparative Religion	3
ENG 201	Advanced Composition	3	SOC 208	Social Problems & Social Policy	3
SOC 201	Introduction to Sociology	3	SOC 209	Sociology of Crime and Delinquency	3
SOC 204	Social Psychology	3	Minor	Minor Course	3
Minor	Minor Course	3	SOC 305	Gender and Social Change	3
SOC 300	Introduction to Social Work	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

**JUNIOR YEAR**

FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MINOR	MINOR	3	SOC	Soc. (Compulsory Electives)	3
SVL 300	Service Learning	3	SOC 401	Community Development Studies	3
SOC 301	Marriage and the Family	3	SOC 309	Social Movement and Collective Behavior	3
SSC 301	Soc. Sci. Research Method	3	SOC 307	Urban Sociology	3
SOC 303	Social Stratification	3	Minor	Minor Course	3
Minor	Minor course	3	SOC Elective	Soc. (Compulsory Elective)	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
SOC 402	Organization/Community Project Writing	3	SOC Elective	Soc. (Compulsory Elective)	3
SOC 405	Classical Sociological Theory	3	SOC 410	Practical Research (Thesis)	3
SOC 401	Social Science Seminar	2	SOC 411	Field Training/Internship	3
Minor	Minor Course	3			
SOC Elective	Soc. (Free Elective)	3			
SOC Elective	Soc. (Free Elective)	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>9</b>

**\*Note: Tentative, revised course guide was not available**

**NOTE:**

Students must fill in their grades that are received every semester from the office of the registrar to be presented to the departmental head as evidence of courses done per semester. All students majoring in sociology are required to satisfactorily complete the stated courses as the requirement for graduation. You are also strongly advised that **INTRODUCTION TO PHILOSOPHY (Phi.101)** (for sociology majors only) and **Soc. 201-INTRODUCTION TO SOCIOLOGY** (for both majors and minors) are the prerequisites for all sociology courses. Therefore, no sociology course/courses should be done together with **Phi.101** and **SOC. 201**. **SOC.401-Community Development Studies** is also the prerequisite to **SOC. 402 - Community/Organizational Project Writing**. **SSC 301** should be done before **SOC 410 Thesis Writing**. 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.

**Elective Courses**

Students majoring in Sociology are expected to select three compulsory electives and two free electives from the list of courses below:

**(Compulsory Electives)**

SOC 309	Social Movement and Collective Behavior	3
SSC 302	Social Statistics	3
SOC 407	Industrial Sociology	3
SOC 409	Sociology of Law	3
SOC 408	Social Justice	3

**(Free Electives)**

SOC 403	Sociology of Religion	3
SOC 400	Social Networking	3
SOC 406	Medical Sociology	3
SOC 404	Globalization and Global Justice	3

**Minor Requirements for Sociology Majors**

Minimum of fifteen credit hours of course work or whatever the credit hours required in the department of the student’s chosen minor (preferably in a social science, Management or education) is required of all sociology majors.

It is advisable for students majoring in sociology to minor in the following areas with a minimum requirement of eighteen (18) credits.

- History and International Relations
- Development Studies
- Education
- Publication Administration
- Management
- Peace Studies
- Agriculture

**Minor Requirements for Non-Sociology Majors**

Non-Sociology majors who wish to minor in Sociology are required to satisfactorily complete the following six courses:

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
SOC 201	Introduction to Sociology	3
SOC 209	Sociology of Crime and Delinquency	3
SOC 208	Social Problems and Social Policy	3
SOC 301	Marriage and the Family	3
SOC 308	Urban Sociology	3
SOC 405/SWK 207	Classical Sociological Theory /Social Theory	3
	<b>TOTAL</b>	<b><u>18</u></b>

## CRIMINAL JUSTICE AND LAW-ENFORCEMENT

### INTRODUCTION

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 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 years.

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 elective internship opportunities available to upper-level students. Measures should be taken to insure internships are meaningful, relevant, and related to educational objectives.

### 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 will create. It is in this light that College of Liberal Arts and Social Sciences, Cuttington University deems 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 Service
2. Police Force
3. United Nation Services
4. Community Development Programs
5. Private Security and Consultancy Services
6. Civil Service
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 is required to earn an Associate degree in the same discipline.

### COLLEGE REQUIREMENT

All students majoring in any of the disciplines within the College of Liberal Arts and Social Sciences are to satisfactorily complete **Introduction to Philosophy (PHI 101)**. This is a three (3) hour credit 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 202	Criminology and Criminal Law	3
SOC 201	Introduction to Sociology	3
SOC 209	Sociology of Crime and Delinquency	3
CJL 211	Introduction to Law Enforcement	3
CJL 300	Human Right and Law Enforcement	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 310	Liberian Law Enforcement Agencies	3	
SSC 301	Social Science Research Methods	3	
CJL 405	Internship	6	
CJL 408	Senior Seminar	3	
CJL 409	Contemporary Criminal Justice System	3	
CJL 410	Victimology	3	
CJL 412	Project (Thesis Writing)	3	
<b>Sub-total credits</b>		<b>60</b>	
<b>Select two (three) CJL Electives</b>		<b>6</b>	
<b>Total</b>		<b>66</b>	

### Electives

Students majoring in Criminal Justice and Law Enforcement are expected to select 2 electives from the list of courses below:

CJL 205	Introduction to Social Organization	3
SOC 408	Social Justice	3
CJL 302	Behavior Modification	3
CJL 309	Gender and Criminal Justice	3
CJL 411	Applied Statistics for Social Research Methods	3

### Minor Requirement for Criminal Justice and Law Enforcement Major

Minimum of fifteen credit hours of course work or whatever the credit hours required in the department of the student's chosen minor (preferably in arts or social sciences) is required of all CJL majors.

Students majoring in CJL can only minor in the following areas with a minimum requirement of eighteen (18) credits.

- History and International Relations
- Management
- Development Studies
- Public Administration
- Peace Studies
- Sociology and Social Work

### 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 six courses (18 credits hours):

Course Code	Course Title	Credits
CJL 201	Introduction to Criminal Justice	3
CJL 211/CJL 202	Introduction to Law Enforcement/ Criminology and Criminal Law	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 409	Contemporary Criminal Justice System	3
<b>Total</b>		<b>18</b>

**\*COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	ENG 102	Fundamentals of Literature	3
PHI 101	Introduction to Philosophy	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
MAT 101	General Mathematics	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15/16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	REL 321/491	Christian Ethics/Comparative Religion	3
ENG 201	Advanced Composition	3	CJL 202	Criminology and Criminal Law	3
CJL 201	Introduction to Criminal Justice	3	CJL 205	Introduction to Social Organization	3
SOC 201	Introduction to Sociology	3	SOC 209	Sociology of Crime and Delinquency	3
MINOR	Minor Course	3	CJL 211	Introduction to Law Enforcement	3
CJL elective	CJL (Elective)	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
SVL 300	Service Learning	3	CJL 305	Deviance and Law Enforcement	3
CJL 301	Legal Aspect of Criminal Justice	3	CJL 307	Sociological Theories of Corrections	3
CJL 310	Liberian Law Enforcement Agencies	3	Minor	Minor Course	3
CJL 302	Liberian Criminal Law and Enforcement	3	SSC 301	Social Science Research Methods	3
Minor	Minor course	3	Minor	Minor course	3
Elective	CJL ( Elective)	3	CJL 306	Globalization and Criminology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
HIR 418	Terrorism, Counter-Terrorism and Global Security	3	CJL 405	Internship	6
Minor	Minor Course	3	CJL 412	Project (Thesis Writing)	3
CJL 408	Senior Seminar	3			
CJL 409	Contemporary Criminal Justice System	3			
Minor	Minor Course	3			
CJL 410	Victimology	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>9</b>

**\*Note: Tentative, revised course guide not available**

## COURSE DESCRIPTIONS (COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES)

**CJL 211 Introduction to Law Enforcement 3 credits**  
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 300 Human Right and Law Enforcement 3 credits**  
This course will examine the concept/principle of human right in relation to law enforcement. This will afford students to learn and understand why the idea of the protection of human right should be emphasized in law enforcement processes.

**CJL 301 Legal Aspect of Criminal Justice 3 credits**  
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**  
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**  
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**  
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**  
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 309**                      **Gender and Criminal Justice**                      **3 credits**  
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 310**                      **Liberian Law Enforcement Agencies**                      **3 credits**  
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 408**                      **Senior Seminar**                      **3 credits**  
This is a senior level course. The course will afford students to tap into wealth of experience of scholars that will be invited to discuss pertinent issues relating to criminal justice and law enforcement in Liberia. Areas that will be focused on will include: public administration, crime prevention, correction, prison reforms, international terrorism policy formulation and execution on security matters etc.

**CJL 409**                      **Contemporary Criminal Justice System**                      **3 credits**  
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**  
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**  
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**  
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.

**ENG 101**                      **Fundamentals of College Composition I**                      **3 credits**  
This course focuses on reinforcing the writing skills already acquired during high school, with a comprehensive review of basic grammar points. Students are expected to write grammatically correct English at the end of this course.

**ENG 102**                      **Fundamentals of College Composition II**                      **3 credits**  
**Prerequisite: ENG 101**  
The main purpose of this course is to give students all the tools necessary to be able to write a 4-page library research paper at the end of it. To this aim, it clarifies the process of writing, guides students through the process of research and puts them in contact with the main guidelines to write academic papers.

**ENG 201**                      **Fundamentals of Literature**                      **3 credits**  
**Prerequisite: ENG 102**  
This course gives an overview of, and exposure to, the different genres in fiction, i.e., poetry, drama and other prose.

**ENG 210**                      **Advanced Composition**                      **3 credits**  
**Prerequisite: ENG 102**  
This course is focused on improving the organization and the final, polished texts of students. A variety of texts are read, while different reviews and practical exercises improve the different techniques for prewriting, reviewing and editing the texts.

**ENG 211**                      **Elements of Expository Style**                      **3 credits**  
**Prerequisite: ENG 201**  
This course is designed to provide an analytical study of various forms of expository writing, followed by intensive practice of the various models and stylistics features studied.

**ENG 215**                      **Creative Writing**                      **3 credits**  
**Prerequisite: ENG 210**  
A course designed to encourage non-academic writing, with emphasis on the different modes of literary expression (poetry, drama and other prose).

**ENG 223**                      **Contemporary Grammar of English**                      **3 credits**  
**Prerequisite: ENG 210**  
The purpose of this course is to provide an advanced study of the syntactic systems of the English language and their semantic implications.

**ENG 305**                      **Linguistics**                      **3 credits**  
**Prerequisite: ENG 223**  
This course provides an introductory overview to the nature and structure of language through the lens of modern linguistics.



A general survey of Liberian literature, including poetry, drama and more general fiction, from its origin to the current days.

**ENG 360                      Medical Writing                      3 credits**

**Prerequisite: ENG 210**

An in-depth look to the vocabulary, style and format of medical documents written in English. The course is designed to enhance students' knowledge of medical vocabulary and abbreviations, together with the analysis and clarification of the different formats medical texts can take: medical histories, medical charts, prescriptions, drug leaflets, informed consents for medical trials, clinical study protocols and others. Attention shall also be paid to the different varieties used, depending on the intended audience of the texts (other doctors and health personnel, the general public...).

**ENG 361                      Legal Writing                      3 credits**

**Prerequisite: ENG 210**

Legal writing in English is currently undergoing a major shift from obscurity to clarity in the exposing of ideas. Although the vocabulary is highly specialized, the syntax is being revamped to adapt to current times. An overview of different legal texts (such as contracts, court documents and others) will be carried out, and characteristics (such as vocabulary, syntax and specific punctuation and format) shall be analysed.

**ENG 362                      Technical Writing                      3 credits**

**Prerequisite: ENG 210**

An approach to writing technical documents: user manuals, maintenance and repair manuals, books on processes and technical reports. Students will analyse the characteristics of such texts and try to prepare their own.

**ENG 363                      Business Writing                      3 credits**

**Prerequisite: ENG 210**

This course intends to focus on everyday business documents, so that students can follow the style required for a good performance at a business activity. Memos, professional e-mails, reports and other business documents will be analysed and understood, and practical activities will be carried out to achieve well-written final texts.

**ENG 364                      Scientific Writing                      3 credits**

**Prerequisite: ENG 210**

Students shall be encouraged to analyse different scientific texts so that their characteristics are well understood. Different texts for different audiences shall be analysed and clarified, and students will be encouraged to finally write their own texts on subjects such as agriculture, environment, biology, chemistry or math.

**ENG 449                      Senior Research Paper                      3 credits**

**Prerequisite: ENG 210 & Senior Standing**

Every student must write a paper researching a topic of interest to her/him within the fields of English, Literature and Literary Criticism. Papers should follow MLA style guidelines both in format and for citation purposes.

**ENG 450                      World Literature                      3 credits**

**Prerequisite: ENG 201 & Senior Standing**





enlarges oral skills and gives a degree of complete in written expression through exposure to tests of medium complexity.

**FRE 201/202                    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 203/204                    Grammar and Composition I & II                    3 credits**

**Prerequisite: FRE 104 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 as the works of major French authors which reflect the literacy pre-occupations of each period. It also highlights those social and political developments in the French society which influenced and shaped literacy 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 301/302                    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 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 301/302    Main Trend in French Civilization I/II                    3 credits**

This course provides a comprehensive study of the essential elements of French civilization. The approach is historical and it follows the progress of French civilization from gothic period to the present. Emphasis is placed on historical and political developments and their influence on art and culture.

**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 305/306 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 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 403 French Literature of the 18<sup>th</sup> Century****3 credits****Prerequisite: FREN 212 (Required for French majors)**

This course is designed to introduce students to the essential features of French literature of the 18<sup>th</sup> century. The Age of Enlightenment. It highlights the gradual movement away from the age of classicism to the one of philosophical ideas and pre-romanticism. Attention is given to the development of philosophical and political thought and its influence on literature. Major writers whose selected works are studied include Rousseau, Montesquieu, Voltaire, Chenier etc.

**FRE 404 French Literature of the 19<sup>th</sup> Century****3 credits****Pre-requisites: FREN 212 & 403 (Required for French majors)**

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 Camara Laye, Aimé Césaire, Sedar Senghor, among others, are studied.

**FRE 406 Advanced Language Course (Translation)****Pre-requisite: Senior Standing (Required for French majors)**

This course provides an opportunity for students to become proficient in translation and perfect their written French. It offers theoretical instructions as well as practical training in the act of translation. Students are introduced to various registers, literary, social-political, economic and scientific and made aware of specific problems of translation. The second part of this course (406) is more practical. The class is conducted as continuous workshop where students are exposed conference situation. A wide range of reading material including magazines and newspaper is required.

**FRE 407 Senior Research Paper****6 credits**

Student is expected to conduct an independent an 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.

**HIR 206 Africa and European Imperialism in the 19<sup>th</sup>&20<sup>th</sup> Centuries 3 credits**

**Prerequisite: HIST 101**

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 204 Introduction to International Relations 3 credits**

**Prerequisite: HIST 101**

The course analyzes 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 226 North Africa from Earliest Times to the Arab Conquest 3 credits**

**Prerequisites: HIST 101&103**

The course is a discussion of Egypt and the beginning of its civilization, its occupation by foreign powers including Libya, the Greeks and the Romans. It also analyses the spread of Islam, the North African States, and their relations with West Africa.

**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 analyzes 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 1900-1990 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 Economic History of Liberia before 1400-2003 3 credits**  
**Prerequisite:** HIR 301  
 This course traces the history, nature and dynamics of economic activities of the indigenous people in what is now known as Liberia. The course also discusses international trade networks that were established during this period of the study.
- HIR 315 Historiography 3 credits**  
**Prerequisites:** HIST 101&103  
 The course analyzes the sources of history, origins and developments of European and African historiography. Other topics discussed include research methods of historical investigations and explanations.
- HIR 401 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 405 Problems and Prospect of Regional Integration in Africa 3 credits**  
**Prerequisites:** HIST 101,103 & HIR 204



politics of counter-terrorism initiatives and their impacts on reducing or even increasing terrorist acts.

**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 emphasize 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.

**HIS 101                      African History and Civilization up to 1800                      3 credits**

This course examines the history of the African people and the civilizations 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 the failures of the people of African people in the past.

**HIS 103                      A Survey of World History                      3 credits**

**Prerequisite:** HIS 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.

**JOUR 230                      Introduction to Journalism                      3 credits**

This course introduces the basic forms and concepts of journalistic writing and reporting of news. Emphasis is on newspaper writing including an introduction to understanding how and where decisions are made in American society.

**JOUR 232                      Newswriting and Reporting                      3 credits**

**Prerequisite:** JOUR 230

This course concentrates on the gathering, processing, and reporting of information, including interviewing, investigative reporting, and beat systems. It involves a lab experience and field work.

**JOUR 330                      Intermediate Journalism                      3 credits**

This course examines journalistic principles of writing and reporting for the print media with an emphasis on specialized reporting for print media and specialized reporting techniques. Laboratory experiences will consist of writing news copy for the Restorian.

**JOUR 332                      Copy Reading and Writing                      3 credits**

**Prerequisite:** MACO 232

This course examines the practices of copy reading and editing, including headlining and layout of newspapers. Lab required.

**JOUR 335**                      **Newspaper Graphics and Design**                      **3 credits**  
This course provides students with a solid base of knowledge of desktop publishing. It utilizes both lectures and laboratory to create text and graphics, combine text and graphics, layout and design newspapers and other publications.

**JOUR 430**                      **Advanced Journalism**                      **3 credits**  
**Prerequisites:** JOUR 230 & 330  
This course examines advanced principles of investigative and freelance writing and reporting for the printing media. Laboratory experience includes writing news stories and features for publication in regional newspapers.

**JOUR 431**                      **School Publications**                      **3 credits**  
This course addresses principles and practices of school publications including the school newspaper and the yearbook and the functions and responsibilities of the teacher as an advisor for school publications. It is recommended for secondary school teachers.

**JOUR 432**                      **Advanced Copy Editing**                      **3 credits**  
**Prerequisite:** JOUR 332  
This course examines advanced principles and practices of copying reading and editing, headlining and layout of newspapers and magazines.

**MACO 230**                      **Introduction to Mass Media**                      **3 credits**  
This course introduces a variety of media forms such as radio, newspaper, television, magazine, advertising, etc., with emphasis on their history, but also examines the present state of the media and the outlook of the future.

**MACO 231**                      **Introduction to Radio Production**                      **3 credits**  
This course introduces the fundamentals of radio production elements, including equipment, techniques and methods. Laboratory experience includes producing PSAs, sound beds, sound Ids, and other radio production formats for WCUR-FM or CU-TV.

**MACO 232**                      **Newswriting and Reporting**                      **3 credits**  
This course focuses on the gathering, processing and reporting of news, including interviewing, investigative reporting, and understanding of the beat systems. It involves a lab experience and field work.

**MACO 233**                      **Introduction to Television Production**                      **3 credits**  
This course introduces basic production elements, including equipment, techniques and methods. Laboratory experience includes live and videotaped projects with CU-TV.

**MACO 234**                      **Introduction to Photography**                      **3 credits**  
This course introduces the fundamentals of photograph with emphasis on basic photographic techniques of 35 mm cameras, darkroom techniques, and methods for producing quality prints and slides for new publications.

**MACO 236**                      **Public Relations and Message Design**                      **3 credits**  
**Prerequisite:** MACO 230  
This course introduces and investigates elements of effective communication, including the dimensions of perception, meaning, environment, attitude and technology. Students will be able to apply theoretical concepts to practical problems of individual groups of people.

- MACO 238**                    **Introduction to Audio Production**                    **3 credits**  
This course introduces basic audio production elements including equipment, techniques, and methods. Laboratory experience includes recording live events and editing them for broadcast on WCUR-FM.
- MACO 330**                    **Communication Law**                    **3 credits**  
This course examines the laws, regulations and policies governing the field of communication, such as Liberia’s FCC rules and regulations, current laws, etc., for print and non-print media, as well as other factors such as unions and personal relations.
- MACO 331**                    **Media Ethics**                    **3 credits**  
The course deals with legal and ethical problems journalists face in routine gathering and dissemination of information.
- MACO 334**                    **Advertising**                    **3 credits**  
This course analyzes advertising in the print and broadcasting media from the point of view of the broadcasting agency, the advertiser, and the customer. Covers basic concepts of advertising with much emphasis on how these concepts affect the LIBERIAN consumer and the Liberia advertiser.
- MACO 336**                    **Communication Theory**                    **3 credits**  
This course examines the principles and theoretical framework which describe various forms of communications phenomena: Interpersonal communication, group interaction, symbolism, non-verbal communication, etc.
- MACO 337**                    **Announcing Laboratory**                    **3 credits**  
This course emphasizes attainment of oral skills required for proper techniques and styles of announcing.
- MACO 430**                    **Television Documentary**                    **3 credits**  
This course examines techniques in planning and executing an informative feature – length cultural and public affairs programs.
- MACO 431**                    **Advanced Radio Production**                    **3 credits**  
**Prerequisite: MACO 231**  
This course emphasizes the technical aspect of radio production, including radio station management and operation. Laboratory experiences involve regular on-air shifts with WCUR-FM radio.
- MACO 432**                    **World Communication System and Culture**                    **3 credits**  
This course compares and analyzes the media institutions in various countries. Students will learn how political, cultural, economic, and religious peculiarities of countries effect media institutions and media practices, as well as the flow of information within and beyond national borders.
- MACO 433**                    **Advanced Television Production**                    **3 credits**  
**Prerequisite: MACO 233**  
This course emphasizes perfecting of television production skills, with increased attention to the technical aspects of TV production. Individual and class projects of broadcast quality are expected in connection with a CU-TV laboratory experience
- MACO 432**                    **Research in Communication**                    **3 credits**





how human thinking and behavior is influenced by the social context, from interpersonal relationships to groups, to society and culture.

**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 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 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





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.

**SWK 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 Martineau, Frank Dubois, August Comte, Emile Durkheim, Karl Marx, Max Weber, Herbert Spencer, Parson, Malinowski, and others. This course also emphasizes the applications of sociological theory to African developmental processes.

**SWK 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.

**SWK 303 Social Welfare Policy and Issues in Liberia 3 credits**

**Prerequisite:** SOC 201

This course exposes students to various government welfare policies and critically assesses 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.

**SWK 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.

**SWK 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.

**SWK 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.

**SWK 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.

**SWK 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.

## COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

### INTRODUCTION

The College of Business and Public Administration was originally a part of the College of Liberal Arts and the Social Sciences until July 2005 when it gained full college status with Mr. Charles Mattia, BSc, MSc, being its first Dean who served from then until July of 2013. The College is now headed by Mrs. Barbara W. Kpan-Kennedy, Bsc., MSc. Accounting/Finance. The College Comprises of four degree granting departments: The Department of Accounting, 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

With the qualified, skillful and committed faculty and staff that the college recruits and maintains, we seek to be the college of first preferment by majority of the students enrolling in the undergraduate program of the university, attracted by the quality, relevant and demandable education offered in the college by our qualified, competent, committed and influential faculty and staff.

### MISSION

The Mission of the college is to prepare qualify 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 Fridays, 7:00 AM to 7:00PM weekly. However, degree programs may be offered on Saturdays 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, as contained in the existing or current catalog 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 Academic Standing Committee (The ASC) of the university upon request by the applicant.

### DIRECT ENTRY

Upon the completion of all University requirements of Cuttington University with a minimum of "C" in each course, students are then required to formally apply through registration or pre-registration forms with courses offered by the college for the advisement



of any of the assigned advisors of 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.

## **GRADUATION REQUIREMENTS**

Students must complete a minimum of 135 credit hours with a minimum GPA of 2.0 in each program within 8 semesters to be eligible for graduation. The 135 credit hours include all university requirements, all college requirements, electives, minor courses and departmental requirements, but exclude remedial or zero-credit courses. Students staying more than 7 years without completing any of the degree programs for whatever reason (s) would stand the risk of being expelled or be compelled to do and complete any new amendment (s) in the catalog before graduation.

### **Graduating with honor requirements.**

To graduate with honor, a student must have a cumulative GPA of 3.25 with no “C” grade in major program.

### **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 their **minor** areas to complete their required 135 credits for graduation.

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

#### **Department of Accounting (BBA)**

Total credits for graduation (135, revised)

#### **Department of Economics (BSc)**

Total credits for graduation 135 credits (revised)

#### **Department of Management (BBA)**

Total credits for graduation 135credits (revised)

#### **Department of Public Administration (BPA)**

Total credits for graduation 135 credits (revised)

## DEPARTMENT OF PUBLIC ADMINISTRATION

### INTRODUCTION

Public administration is the pillar of contemporary statehood. No public policy can imaginably be implemented without it. The nature and the performance of public administration are thus key to both the understanding and the improvement of any government activity. The field, Public Administration, emphasizes the basic properties and roles of public administrators. This is done through both a systematic overview and readings of classic contributions to the field. The chosen approach takes into account that, on the one hand, public administration is a crucial tool of government regardless of the nature of the political system but that, on the other hand, some of its key-functions do require robust state structures and standards of transparency that are inseparably connected to constitutional democracy and the rule of law. Dependability, efficiency, professionalism or law-based routines can only flourish in a corruption-free and non-arbitrary political environment, let alone impartiality, responsiveness, responsibility, neutral auditing and independent court control. Both those normative standards and how to manage administrative bodies in an imperfect environment are topics to be addressed. Subjects include public administration as a tool of government and a political integrator, autonomy and responsiveness, accountability and responsibility, public ethics, public administration as an arena and as organized anarchy or as a learning and unlearning organization, variants of external and internal politicization as well as types of bureaucrats and bureaucratization and the problem of organizational complexity.

### CAREER OPPORTUNITIES

As there is a popular expression which states that “Life is when preparation meets opportunity”, we shall propagate career opportunities for students to be fully developed educationally, intellectually, and socially; so as to enable them assess, analyze, and make rational opportunistic choices in the ordinary progression of business. Besides, students majoring in this area of study will be provided the proper requisite skills not only in the class room, but also through seminars, internships, and effective symposiums in order to help mold their minds and broaden their scope of thinking in terms of being service-oriented.

### GRADUATION REQUIREMENTS

Students majoring in Public Administration must have completed the required courses or credit hours as prescribed by the course guide below. Credits required for **Graduation** 135 Cr. Hrs.

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ACC 101	Basic Accounting	3	ACC 102	Basic Accounting Processes	3

	Processes & Systems I			& Systems II	
CASD 103	Rural Development, Gender, and Society	3	PHI 101	Philosophy	3
ENG 101	Composition	3	ENG 102	Fundamentals of Literature	3
MAT 101	Pre-Calculus I	3	MAT 102	Pre-Calculus II	3
FRE/KPE 101	Fundamental of French/Kpelle I	3	FRE/KPE 102	Fundamental of French/Kpelle II	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	<b>Social Science</b>	<b>Select one from the pool of science</b>	3
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
PAD 201	Principles of Public Administration I	3	PAD 202	Principles of Public Administration II	3
ENG 201	Advanced Composition	3	PAD 212	Politics and Public Administration	3
MGT 201	Principles of Management I	3	ECO 202	Principles of Economics II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MGT 202	Principles of Management II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	REL 321	Christian Ethics & Moral Value	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	3	<b>Minor</b>	<b>Select one minor (1)</b>	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
PAD 303	Inter-Governmental Relations	3	PAD 316	Administrative Law	3
PAD 307	Organizational Communication & Diplomacy	3	PAD 318	Public Organizational Structure & Behavior	3
PAD 309	Government Budgetary Process	3	PAD 339	Research Methods in Business	3
PAD 310	Administration Theory & Practice	3	SVL 300	Services Learning	3
PAD 314	Development Planning & Administration	3	<b>Minor</b>	<b>Select one minor (2)</b>	3
SSC 311	Social Science Statistics	3	<b>Minor</b>	<b>Select one minor (3)</b>	3

<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>
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<b>SENIOR YEAR</b>					
<b>FRIST 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>
PAD 401	Administrative Skills Training Seminar	3	PAD 426	Public & Multinational Corporations	3
PAD 404	Comparative Public Administration	3	PAD 427	Public Policy Analysis	3
PAD 415	Public Personnel Administration	3	PAD 428	Senior Research Paper	3
ECO 413	Public Finance	3			
<b>Minor</b>	<b>Select one minor (4)</b>	3			
<b>Minor</b>	<b>Select one minor (5)</b>	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>9</b>

**MINOR IN PUBLIC ADMINISTRATION**

Students minor in Public Administration must do PADM 201, 202, 318, 307, 401 and two (2) other courses: one (1) course in the 300 series and one (1) course in the 400 series.

Graduation (Total Cr. Hrs: 135)

## DEPARTMENT OF MANAGEMENT

### INTRODUCTION

Management is a total system of planning, leading, controlling and organizing within an organization for the sole purpose of effective and efficient operations of that organization in order to achieve its objectives. This field of study is intended to train and develop future top and chief executives, supervisors and directors to adequately manage organizations. It is the expectation of this department that students enrolling in this area of study complete the courses that have been designed in order to meet this competitive task. Marketing, personnel and operations managers as well as entrepreneurs all gain the basic training skills during this course of study.

### CAREER OPPORTUNITIES

Some career opportunities in Management are as follows: Human Resource, Administrative Services, Public Relations, Financial Management, Construction Management, etc.

### GRADUATION REQUIREMENTS

Students majoring in Management must have completed the required courses or credit hours as prescribed by the course guide below. Credits required for **Graduation** 132 Cr. Hrs.

**Note:** the internship program is extended to all departments. To go for internship, students should complete all their courses in the first semester of their senior year. For this reason, the second semester courses will be offered during the first semester to give students the opportunity to go on internship. Students are therefore advised to plan their courses well in order to meet this requirement. The second semester will be used for the internship and thesis defense. However, if the thesis defense is completed in the first semester, then it will be an added advantage.

### COURSE GUIDE

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Composition	3	PHI 101	Philosophy	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	ENG 102	Fundamental of literature	3
MAT 101	Pre-calculus I	3	MAT 102	Pre-calculus II	3
ACC 101	Basic Accounting Processes & System I	3	FRE/KPE102	Fundamentals of French/Kpelle II	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	ACC 102	Basic Accounting Processes & System II	3
<b>Sciences</b>	<b>Select one from the pool of</b>	3/4	MGT 201	Principles of Management	3

	science			I	
Social Science	Select one from the pool of science	3			
<b>Total</b>		<b>19/20</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
MGT 202	Principles of Management II	3	Minor	Select minor (1)	3
MGT 200	Career Planning & Development in management	2	ECO 202	Principles of Economics II	3
Social Science	Select one from the pool of science	3	MGT 204	Production/Operation management	3
ENG 201	Advanced Composition	3	MGT 205	Marketing Management	3
Social Science	Select one from the pool of science	3	MGT 208	International Business	3
MGT 203	Management information system	3	MGT 209	Purchasing & Material Management	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
Minor	Select minor (2)	3	Minor	Select one minor(3)	3
SVL 300	Service Learning	3	MGT 310	Organizational Behavioral	3
MGT 304	Business Law	3	MGT 313	Quantitative Method	3
MGT 306	Human resource Management	3	MGT 314	Corporate Social Responsibility	3
MGT 307	Advertising Management	3	REL 321	Christian Ethics	3
SSC 311	Social Science Statistics	3	PAD 339	Research Methods/Methodology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
PAD 404	Project Management	3	Minor	Select one minor(5)	3
MGT 403	Strategic Management	3	MGT 406	Small Business Management	3
MGT 404	Financial Management	3	MGT 405	Senior Research Paper	3
PAD 401	Administrative Skills	3			

	Training Seminar			
Minor	Select one minor(4)	3		
<b>Total</b>		<b>15</b>	<b>Total 9</b>	

### Minor in Management

Students minor in Management must do: Mgt 201, MGT 202, Mgt 310, Mgt 303, Mgt 406 and any other course in the 400 series.

## DEPARTMENT OF ECONOMICS

### INTRODUCTION

This department is one of the four degree granting departments in the College of Business and Public Administration at Cuttington University. Economics is regarded as the queen of all social sciences related disciplines worldwide.

### CAREER OPPORTUNITIES

Some career opportunities in Economics are as follows: Statistician, Financial Risk Analyst, Investment Analyst, Economist, etc.

### GRADUATION REQUIREMENTS

Students majoring in Economics must have completed the required courses or credit hours as prescribed by the course guide below. Credits required for **Graduation** 135 Cr. Hrs.

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Literature	3
ACC 101	Basic Accounting Processes and Systems I	3	MAT 102	Pre-Calculus II	3
PHI 101	Philosophy	3	ACC 102	Basic Accounting Processes and Systems I II	3
MAT 101	Pre -calculus I	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
FRE/KPE 101	Fundamentals of French/Kpelle I	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Social Science</b>	<b>Select one from the pool of science</b>	3	FRE /KPE 102	Fundamentals of French /Kpelle II	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>16/17</b>
SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit	Course #	Course Title	Credit

		Hours			Hours
ENG 201	Advanced Composition	3	ECO 202	Principles of Economics II	3
ECO 201	Principles of Economics I	3	ECO 212	Mathematics for Economists II	3
MGT 201	Principles of Management	3	Minor	Select one minor (1)	3
PAD 201	Principles of Public Administration	3	<b>Social Science</b>	<b>Select one from the pool of science</b>	3
ECO 211	Mathematics for Economists I	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
SVL 300	Service Learning	3	ECO391	Urban Economics	3
SSC 311	Social Science Statistics	3	ECO 332	Intermediate Microeconomic Theory	3
ECO 331	Intermediate Macroeconomic Theory	3	Minor	Select one Minor (4)	3
ECO 341	Survey of the Liberian Economy	3	PAD339	Research Methods in Business	3
Minor	Select one minor (2)	3	Minor	Select one minor (5)	3
Minor	Select one minor (3)	3	REL 321	Moral Ethics	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ECO 440	Economic Data Processing	3	ECO 413	Public Finance	3
ECO 411	International Trade Theory	3	ECO 490	Development Economics	3
ECO 412	Money & Banking	3	ECO 433	Managerial Economics	3
ECO 495	Labor Economics	3	ECO 493	Econometrics	3
PAD 401	Leadership Skills Training Seminar	3	ECO 498	Senior Research Paper	3
PAD 404	Project Management	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

Electives:

- a. PAD 201 Principles of Public Administration or
- b. COM 101 Introduction to Computer Science

#### MINOR IN ECONOMICS

1. **Education Major:** Econ 201,202, 211,331,332,341,391, 411,412, 490,and 495
2. **Accounting Major:** Econ 331,332,341/391,412, and413



3. **Management Major:** Econ 331,332,391,433, and 495
4. **Public Administration:** Econ 331, 332, 341, 413, and 495
5. **Agriculture:** Econ 201,202,331,332,341,411, and 490
6. **Mathematics:** Econ 201,202,331, 332, 341,490, 433, and 493

Minimum credit hours required for Graduation: **(Total Cr. Hrs: 132)**

## DEPARTMENT OF ACCOUNTING

### INTRODUCTION

The Accounting department’s new program offers skill training in professional courses come 2017/2018 semester one. Successful beneficiaries of the new program will graduate with four academic awards: Accounting Technicians Scheme West Africa (**ATSWA**) Certificate, making the beneficiary a Certified Accounting Technician (**CAT**); the Liberia Institute of Certified Public Accountants (**LICPA**) Certificate , which makes the holder a Certified Public Accountant (**CPA**), the institute of Chartered Accountants of Ghana (**ICAG**) Certificate, which makes the holder a Chartered Accountant in Ghana (**CA, Gh.**); and the Bachelor of Science (**B. Sc.**) Degree in Applied Accounting, which shall increase candidates’ employment opportunities in industries in and out of Liberia. Besides, a successful candidate may become member of such professional bodies as the LICPA, and ICAG.

### CAREER OPPORTUNITIES

After successfully completing the program, graduates may be absorbed in the public and private sectors in the areas of accounting, banking, Finance, investment, auditing, taxation, consultancies, etc. Successful candidates will automatically be pronounced and carry the title of Certified Accounting Technician (**CAT**), Chartered Accountant (**CA**) in Ghana, and Certified Public Accountant (**CPA**) in Liberia.

### GRADUATION REQUIREMENTS

For candidates to be eligible for the Bachelor of Science degree in Applied Accounting, she/he must have passed and earned a minimum of 135 credits hours in all course prescribed for the program, including all required university and college courses as stipulated on the course guide. Eligibility for the ATSWA Certificate requires the candidate to pass all exams in parts 1, 2, and 3. Eligibility for the CA (Ghana) and CPA (Liberia) certificates requires the candidate to pass LICPA/ICAG CPA/CA Certification examinations parts 3 and 4 (including passing Liberia tax exams).

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit	Course #	Course Title	Credit

		Hours			Hours
ACC 101	Basic Accounting Processes & Systems I	3	ACC 102	Basic Accounting Processes & Systems II	3
BUS 103	Business and Corporate Law	3	PHI 101	Philosophy	3
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	Pre-Calculus I	3	MAT 102	Pre-Calculus II	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	FRE/KPE 102	Fundamentals of French/Kpelle II	3
<b>Social Sciences</b>	<b>Select from the pool of sciences</b>	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
			<b>Sciences</b>	<b>Select from the pool of sciences</b>	3/4
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>19/20</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ACC 211	Principles and Practices of Financial Accounting	3	ACC 204	Quantitative Analysis II	3
ACC 203	Quantitative Analysis I	3	ACC 205	Public Sector Accounting	3
COM 201	Information Technology I	3	COM 202	Information Technology II	2
ENG 201	Advanced Composition	3	ECO 202	Principles of Economics II	3
MGT 201	Principles of Management I	3	MGT 202	Principles of Management II	3
<b>Social Sciences</b>	<b>Select from the pool of social sciences</b>	3	<b>Social Sciences</b>	<b>Select anyone in the 100 level series</b>	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
ACC 301	Cost Accounting I	3	ACC 302	Cost Accounting II	3
ACC 307	Principles of Auditing I	3	ACC 308	Principles of Auditing II	3
ACC 309	Preparing Tax Computation & Returns I	3	ACC 310	Preparing Tax Computation & Returns II	3
MGT 312	Functional Areas of Management	3	ACC 313	Corporate Strategy, Ethics & Governance I	3
REL 321	Christian Ethics & Moral Value	3	PAD 339	Research Methods in Business	3
SVL 300	Service Learning	3			

<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>
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<b>SENIOR YEAR</b>					
<b>FRIST 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>
ACC 402	Managerial Accounting	3	ACC 414	Corporate Reporting	3
ACC 403A	Financial Management	3	ACC 415	Advanced Audit & Assurance	3
ACC 408	Accounting Data Processing	3	ACC 416	Advanced Financial Management	3
ACC 411	Financial Reporting	3	ACC 417	Taxation & Fiscal Policy	3
ACC 413	Corporate Strategy, Ethics & Governance II	3	ACC 497	Senior Research Paper	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

**CERTIFICATION EXAMS**

**ATSWA Part I Exam**

1. Basic Accounting Processes & Systems
2. Economics
3. Business Law
4. Communication Skills

**TIMING**

After Freshman

**ATSWA Part II Exam**

1. Principles and Practices of Financial Accounting
2. Government Accounting
3. Quantitative Analysis
4. Information Technology

After Sophomore

**ATSWA Part III Exam**

1. Preparation & Audit of Financial Statements
2. Cost Accounting & Budgeting
3. Preparing Tax Accounting Computation & Returns
4. Management

After Junior

**LICPA CPA/CA Certification Exams Level**

1. Advanced Financial Management
2. Advanced Audit & Assurance
3. Corporate Reporting
4. Taxation & Fiscal Policies

After Senior

**AND**

**LICPA CPA/CA Certification Exams Level II**

1. Financial Reporting
2. Public Sector Accounting & Finance
3. Management Accounting
4. Financial Management
5. Corporate Strategy, Ethics & Governance







**ACC 414                      Corporate Strategy & Governance                      3 credits**

**Prerequisite: ACC 411**

This course is designed to give a candidate basic skills in Strategy and the process of strategy formulation; Determine the general and unique characteristics, opportunities and challenges facing a business through its life-cycle, etc. the course content covers: Nature of Strategy; Environmental analysis; Strategy Analysis and Choice; Functional Strategies; Management Issues; Strategy Evaluation and Control; Change Management; Overview of Corporate Governance; Governance and Management; Code of Best practice in Corporate Governance; Director and Officers; The Role of Internal Control in Corporate Governance, and Legislation relating to Fraud.

**ACC 415                      Advanced Audit & Professional Ethics                      3 credits**

**Prerequisite: ACC 306**

The basic skills a candidate is expected to achieve from this course include: Concepts and approaches to audit; investigations and assurance services; developing skills to apply the underlying concepts and approaches to professionals services; changes in audit environment and new approaches to auditing and examining the concepts related to auditing, etc. The content covers: Concept of Auditing Legal and Professional Environment; Planning Audit and Assurance Engagement; Reporting on Audit and Assurance Engagement; audit of Financial Statements; Performance of Audit; Auditing Under a Computerized Environment; Sundry and Specialized Audit; Completion Procedures; Forensic Audits and Money Laundering, and Professional Ethics.

**ACC 410                      Senior Research Paper                      3 credits**

**Prerequisite: ACC 497**

This course is a continuation of ACC 497. It helps to guide a student throughout the thesis writing process on to defense.

**COM 201                      Information Technology I                      3 credits**

**Prerequisite: None**

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. It is divided in to two parts, with the first being theoretical and the second practical. 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, spreadsheet, power point and other accounting packages; work practices for monitoring and maintaining the security of the computer environment; recent development in information and communication technologies; and how accounting functions are affected by information and communication technologies.

**COM 202                      Information Technology II                      3 credits**

**Prerequisite: COM 201**

This course is designed to help students develop practical skills in the use of accounting software packages such as Microsoft word, Excel, power point, Access, etc.

**ECO 201                      Principles of Economics I                      3 credits**

**Prerequisite: Sophomore Standing**

As a first in the introductory series in Economics, it is designed to provide the student with a basic knowledge of several major areas in Economics preparatory to upper level courses. Topics include Concept of Demand and Supply, Elasticity of Demand and Supply, Production Function, Cost Analysis and Market Structures. The applicability of all topics to developing nations and the global community will be emphasized.

**ECO 202 Principles of Economics II 3 credits**

As a second in the introductory series in Economics, it is designed to provide the student with a basic knowledge in several major areas in Economics preparatory to upper level courses. Topics include: General Equilibrium Theory, National Income Accounting, CPI calculation, Business cycle, Inflation and unemployment, Income Distribution, Money and Banking, and International Trade Theory. Additional related macroeconomics topics will be emphasized. Pre-requisites: Math 102, Econ 201, and sophomore standing.

**ECO 311 Mathematics for Economists 3 credits**

**Prerequisites: MAT 211 & 212**

Economics 311 is the bedrock for understanding the quantitative analysis of economics representing the core of mathematical economics required for undergraduate students in economics. The objective of this course is to prepare the students for most 400 level economics courses. Topics include functions, multivariate calculus, constrained and unconstrained optimization of n-variables, comparative statics and the Envelope Theorem, integration, and techniques for solving first order linear and non-linear difference and differential equations - all developed within the context of economic theory.

**ECO 314 Statistical Methods in Economics 3 credits**

This course is the second part of the social science statistical methods. It begins with a discussion on sampling techniques used to collect survey data. It introduces the notion of sampling distributions that act as a bridge between probability theory and statistical inference. It then covers topics in inference that include point estimation, statistical intervals and hypothesis testing. It concludes with a discussion of the simple linear regression model.

**ECO 331 Intermediate Macroeconomic Theory II 3 credits**

**Prerequisite: ECO 202**

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 332 Intermediate Microeconomic Theory I 3 credits**

**Prerequisites: ECO 201 & MAT 211**

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







department (Economics). While the subject matter is up to the student, he is encouraged to formulate topic focusing on some major economic problems arising in the Liberian economy as major development issues.

**MGT 101 Introduction to Business 3 credits**

Students that are coming to the college of business need to understand issues that surround the practice and the conduct of businesses. The world of business is basically unique in term of expected results. Therefore the strategy, tools and methods that are used to operate it are different from other discipline. It is therefore important for students who are entering the business college to understand issues that are associated with the world of business. This course is a compulsory course for students in the business college and is expected to provide a general and broad knowledge to students concerning what, why and how a business can be operated. Topics that will be taught include definition of business, objectives of business, stakeholders in business, types of business, environment of business, roles of government agencies in the operation of business, regional economic institutions that influence the conduct of business, business social responsibility, business information system and ethical issues in business.

**MGT 201 Principles of Management 3 credits**

This is a preparatory course in the area of management. This course is designed to equip the students with rudimentary principles that characterize the hold of management students will be expose to various tools, concepts, terminologies and basic ideas that can be used to manage an organization. Topics that will be taught include meaning, nature and purpose of management, levels and skills associated with management, managerial roles, evolution of management thing, pre-scientific management theories, scientific management theory, administrative theory, bureaucratic theory, human relation theory, system theory and contingency theory. In addition students will be taught meaning, nature, purpose, types of planning, meaning nature, purpose and controlling.

**MGT 202 Principles of Management II 3 credits**

**Pre-requisite: MGT 201**

This is the second part of the course principle of management. The broad nature of principle of management made it imperative to be taught in two phases. In the first part, general explanations were given to the rudimentary part of the course. Out of the four basic function of management only two (planning and organizing) were taught in detail. Here other issues and functions relating to the principles of management will be taught. This includes formulation of goals and objectives, leading, staffing, motivating, communicating and controlling. All these will be taught in detail in a way that the students will know their relevance to effective and efficient management of organizations.

**MGT 204 Management Information System 3 credits**

This course develops the knowledge and skills of the student in analyzing 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



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 assist achieve the organizational goal. The course will also expose students to various concepts, theories, principles and techniques that can be used to achieve the above submission. 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 310      Organizational Behaviour      3 credits**

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 understand the nature, essence, reasons and consequences of individual behavior with a view to know what to do to channel these individuals in the goal directed manner. 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 401      Purchasing and Material Management      3 credits**

The basic goal of any industrial activities is the development and manufacturing of product that can be marketed at a profit. This goal is accomplished by the appropriate blending of what management authorities historically called the five (5) M's (Machines, manpower, materials, money and management). This course focuses on materials and the control of material costs in business and institutions. Further, this course views the purchasing and material function in the context of a total business operation. It relates the functions to relevant activities in engineering, production, marketing, finance etc, function as well as to the business as a whole. Also this course will provide the students with an overview of the material management aspect of purchasing and the initial knowledge required to effectively perform more advanced functions of purchasing.

**MGT 402      Quantitative Methods      3 credits**

Quantitative method is also known as mathematics for Economics. It is simply the application of mathematics and statistics to solve economics or managerial problems. It is an approach to economic or managerial analysis in which the economist or manager makes use of mathematics symbols in statement of problems and analysis and interpret result as related to management. It also examines current issues in quantitative modeling and planning for management.

**MGT 403      Business Policy and Strategy Management      3 credits**  
**Pre-requisite: Junior or Senior Standing**



**MGT 407 Advertising Management****3 credits**

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. The topics to be covered include 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 408 International Business****3 credits**

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 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.

**PAD 201 Principles of Public Administration I****3 credits****Pre-requisite: Sophomore Standing**

In this course emphasis is upon the relationship among the three branches of government, the rise of big government, the elements, functions, and processes of public administration, the principles and methods of administration, simple decision-making models, financial and personnel administration, organization theories and leadership concepts.

**PAD 202 Principles of Public Administration II****3 credits****Pre-requisite: PAD 201**

This course concentrates on the evolution of public administration as an academic discipline, representative schools, of thought, decision-making models, Organizational Charts, and Hierarchies, Civil Servants and Collective Bargaining, Spoils and Merit Systems. New Trends in Public Administration.

**PAD 307 Organization Communication & Diplomacy****3 credits****Pre-requisite: PAD 202 & ENG 201**

This course will analyze organizational communication theories and methods and a study of organizational culture and communication patterns and how they relate to

diplomacy. This course examines classical diplomacy and its evolution in the West, the “integration” of regional diplomatic cultures through the League of Nations and United Nations, the establishment of foreign ministries and bilateral embassies, the Vienna Convention on Diplomatic Relations (1961), the professionalization of diplomatic services, “summit” diplomacy and the use of special envoys, diplomatic ceremony and protocol, the nuances of diplomatic language, public diplomacy and social media, educational exchanges and intercultural dialogues, engagement with non-state actors, and the question of the future of formal diplomacy in a networked global society. This course will shed light on the working-level design and execution of U.S. foreign policy, specifically focusing on the operations of Liberian Missions abroad, while also featuring the impact of non-state actors. Working in groups, students will write and defend a selected Embassy’s strategic plan and engage in simulations of normal diplomatic activities, such as election monitoring, high-level visits, commercial advocacy, and American citizen services.

**PAD 309      Government Budgetary Process      3 credits**

**Pre-requisite: PAD 202**

A course principally on the Liberian Government Budget as an important instrument of economic and social policy and a tool for efficient management and coordination, with emphasis on the four basic phases of the budgetary process; Executive, and Post-Audit, and on the functions of the budget to: check inflation, reverse trade recessions, improve the balance of payments when adverse and redistribute incomes.

**PAD 310      Administration Theory & Practices      3 credits**

**Pre-requisite: PAD 202**

The nature of public executive/administrative leadership in government, 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 & Admin      3 credits**

**Pre-requisite: PAD 202**

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 further covers organizational development, 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 credits**

**Pre-requisite: PAD 202**

This study of public administrative practices in its legal environment examines the 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.

**PAD 318      Public Org. Structure & Behavior      3 credits**

**Pre-requisite: PAD 202**

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 is like an introduction to organizational behavior especially public organizations, and covers diverse topics ranging from employee selection and socialization to group dynamics and organizational culture. Understand the fundamentals propelling individual and collective behavior in organizations through an interactive blend of lectures, reading, discussion, and your own case studies. Focus on what it takes to spark performance in others while at the same time developing their confidence, skills, and abilities.

**PAD 401 Leadership Skills Training Seminar 3 credits**

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.

**PAD 404 Project Management 3 credits**

**Pre-requisite: PAD 314**

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.

**PAD 409 Comparative Public Administration 3 credits**

**Pre-requisites: PAD 314 & PAD 318**

The course provides a comparative study of institutions, processes, and behaviors in many contexts (or environments in comparative analysis general refers to all external influences that affect management, such as societal values, norms, religion, political culture, and economy. Comparative public Administration (PAD 409) 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 credits**

**Pre-requisites: PAD 316 & PAD 310**

A study of 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 programme has a multi-disciplinary structure and draws on the teaching and research strengths of Public Personnel Administration of the United States.

**PAD 427 Public Policy Analysis 3 credits**

**Pre-requisites: PAD 202**

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

**PAD 425 Internship (Internship Report) 3 credits**

**Requisite: Graduating seniors only**

This course involves off-campus work with a participating public agency, public interest group, or industry, combined with academic work under a Cuttington University faculty member. The intern must have junior or senior [preferred] standing in one of the program tracks or individualized options and permission of the Department of Public Administration.

The student will preferably register for the course only when they are a senior standing. Students are not permitted to register for this course as a junior and below, but in the last two semesters their studies. It will be especially perfect to register for this course during the last semester of the prospective graduate academic calendar. The sponsoring agency or industry selects an intern following screening interviews of prospective interns. Students are strongly encouraged to develop their own contacts with prospective sponsors, much the same way as you would initiate contacts for a regular position. To help you get started there is a list of internship sponsors available in the Department of Public Administration.

**PAD 426 Public & Multi-National Corporations 3 credits**

**Prerequisite: PAD 310 & PAD 318**

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 programme aims to prepare students for a variety of roles in government departments, regulatory agencies, international organizations (such as the OECD or WTO) industry bodies, NGOs, as advisors, managers, researchers or project professionals with multinational corporations, trade unions and advocacy organizations.

**PAD 428 Senior Research Report/Thesis 3 credits**

**Pre-requisite: PAD 310 and Senior Standing**

Identification, discussion and analysis of major administrative problems in such areas of the discipline as The Policy Process, Reorganization of Bureaucracy, The Public Debt and Socio-Economic Development, Crime and Public Personnel Procedures.

**PSC 201 Politics and Administration 3 credits**

**Pre-requisite: Sophomore Standing**

This course is designed to conscientize students from the very beginning of their career in Public administration on the parent-offspring relationship between politics and administration, as well as the dichotomy between politicians and public administrators with respect to ideologies, approaches and methodologies in decision/policy making and implementation

## THE COLLEGE OF NATURAL SCIENCES

### INTRODUCTION

The college offers degrees in three areas: Biology, chemistry and mathematics with the hope of establishing a physics department in the near future. Our curricula are essentially pre-medical and pre-engineering in design and our trained and qualified faculty members are committed to work with students to develop or improve 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 fulfill 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 ensures an in-depth coverage of course content. Additionally the regular and continuous assessment of our students coupled with the monitoring of their academic progress, with the help of experienced and professional academic advisors makes successful students be able to demonstrate high performance in their respective fields of specialized instructional programs; hence they are also capable of pursuing postgraduate or professional studies.

## 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 fundamental Biology courses (Bio. 101 and Bio 102). Students who do not meet these criteria but are still desirous of reading Biology will be allowed to repeat said courses.

### 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.

1. Medicine
2. Botany
3. Environment Science
4. Wildlife conservation
5. Epidemiology
6. Public Health
7. Community Health
8. Biotechnology

### GRADUATION REQUIREMENTS

Biology students wanting to apply for graduation must have completed at least one hundred and thirty (130) credit hours.

#### Divisional Requirements

Course No.	Course Title	Hours
BIO 101	Principles of Biology I	4
BIO 102	Principles of Biology II	4
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
MAT 211	Calculus I	3
PHY 101	Introduction to Physics	4
MAT 170	Introduction to probability and Statistics	3
		<b>26</b>

#### Minor Requirements

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>15</b>

### Major Requirements

BIO 202	Microbiology	4
BIO 209	General Botany	4
BIO 212	Comparative Chordate Anatomy	4
BIO 321	Applied Ecology	4
BIO 322	General Physiology	4
BIO 311	Vertebrate Embryology	4
BIO 331	Genetics	4
BIO 341	Parasitology	4
BIO 342	Immunology	3
BIO 362	General Human Anatomy	4
BIO 372	Hematology	4
	<b>Total</b>	<b>43</b>

(Elective) Choose any one

Course No.	Course Title	Hours
BIO 421	Molecular Biology	3
BIO 322	General Physiology	4
BIO 401	Conservation Biology	4
		<b>3/4</b>

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
PHI 101	Introduction to Philosophy	3	CHE 101	Principles of Chemistry	4
MAT 101	General Mathematics	3	BIO 102	Principles Biology II	4
<b>Science</b>	<b>Select one from the pool of science</b>	<b>3/4</b>	MAT 102	Pre-Calculus	3
PHY101	Introductory Physics I	4	FRE/KPE 101	Fundamentals of French/Kpelle I	3
			<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	<b>1</b>
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Advanced Composition	3	BIO 212	Invertebrate Chordate Anatomy	4
BIO 202	Microbiology	4	BIO 321	Ecology	4
BIO 209	General Botany	4	BIO 322	General Physiology	4
CHE102	Principles of Chemistry	4	<b>Social</b>	<b>Select one from the pool of</b>	<b>3</b>

			<b>Science</b>	<b>social science</b>	
FRE/KPE 102	Fundamentals of French/Kpelleh II	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### JUNIOR YEAR

FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
BIO 311	Vertebrate Embryology	4	CHE 232	Organic Chemistry II	4
SVL 300	Service Learning	3	MAT 211	Calculus I	3
MAT 170	Introduction to probability and Statistics	3	BIO 342	Immunology	3
CHE 231	Organic Chemistry I	4	REL 321	Christian Ethics/Comparative Religion	3
CHE 231	Organic Chemistry I	4	BIO 341	Parasitology	4
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

### SENIOR YEAR

FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
BIO 362	General Human Anatomy	4	BIO 372	Hematology	4
CHEM 371	Biochemistry I	4	SRM 393	Senior Project/paper	3
CHEM 341	Physical Chemistry for Biology	3	One Elective Bio Course (401/421/332)	Conservation biology/molecular /332	3/4
SRM 392	Science Research Methods	3			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>10/11</b>

## DEPARTMENT OF CHEMISTRY

### INTRODUCTION

The Chemistry Department offers Chemistry as major and minor for students studying Chemistry itself and other science courses. A student who wants to be a major in Chemistry must score an A or B in Chemistry 101 and at worst a C in Mathematics 101 and 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.

### CAREER OPPORTUNITIES

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

Analytical Chemistry  
Chemical Engineering  
Forensic Science  
Research  
Toxicologist  
Optics and photonics

### GRADUATION REQUIREMENTS

Students of Chemistry require for graduation the completion of a minimum of 133 credit hours if their minor is Biology and 130 credit hours if their minor is Mathematics

### CHEMISTRY (PRE-MEDICAL)

**DEPARTMENT REQUIREMENTS – (Grade of ‘C’ or above required for all courses listed here except CHEM 101 for which the student must score at least “B”)**

Course No.	Course Title	Hours
BIO 101	Principles of Biology I	4
BIO 102	Principles of Biology II	4
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
MAT 170	Introduction to Probability and Statistics	3
MAT 211	Calculus I	3
PHY 101	Introductory Physics I	4
	<b>SUB-TOTAL</b>	<b>26</b>

**MINOR REQUIREMENTS- (Grade of ‘C’ or above required for all courses listed here) 15 Credit Hours**

Course NO	Course Title	Hours
BIO 202	Microbiology	4
BIO 311	Vertebrate Embryology	4
BIO Elective	Invertebrate Zoology or Comparative Chordate Anatomy/ Genetics/Histology/Parasitology/Hematology	4
BIO 322	General Physiology	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)**

**39 hours**

Course No.	Course Title	Hours
MAT 212	Calculus II	3
MAT 221	Mathematical Statistics I	3
MAT 311	Calculus III	3
CHE 231	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 241	Inorganic Chemistry I	3
CHE 251	Electrochemistry	4
CHE 322	Industrial Chemistry	4
CHE 351	Physical Chemistry I	3
CHE 352	Physical Chemistry II	3
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)	3
<b>SUB-TOTAL</b>		<b>52</b>

**COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communications	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	CHE 102	Principles of Chemistry II	4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>14</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MAT 170	Introduction to Probability and Statistics	3	ENG 201	Advanced Composition	3
MAT 211	Calculus I	3	MAT 212	Calculus II	3
CHE 231	Organic Chemistry I	4	CHE 360	Spectroscopy & Structure	3
BIO 101	Principles of Biology I	4	BIO 102	Principles of Biology I	4
CHE 241	Inorganic Chemistry I	3	CHE 232	Organic Chemistry II	4

<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
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<b>JUNIOR YEAR</b>					
<b>FRIST 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>
PHY 101	Introductory Physics I	4	BIO 202	Microbiology	4
SL 300	Service Learning	3	CHE 390	Natural Product Chemistry	3
MAT 221	Mathematical Statistics I	3	BIO	ELECTIVE	4
CHE 251	Electrochemistry	4	PHI 101	Introduction to Philosophy	3
MAT 311	Calculus III	3			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>14</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
CHE 371	Biochemistry I	4	CHE 352	Physical Chemistry II	3
CHE 351	Physical Chemistry I	3	CHE 402	Analytical Chemistry II	4
CHE 401	Analytical Chemistry I	4	BIO 421	Molecular Biology	3
SRM 392	Science Research Methods	3	SRM 393	Senior Paper/Project	3
CHE 371	Biochemistry I	4	CHE 352	Physical Chemistry II	3
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>13</b>

### CHEMISTRY (PRE-ENGINEERING)

**DEPARMENTAL REQUIREMENTS - (Grade of "C" or above required for all courses listed here except CHE 101 for which the student must score at least "B") 26 Credit Hours**

<b>Course No</b>	<b>Course Title</b>	<b>Hours</b>
BIO 101	Principles of Biology I	4
BIO 102	Principles of Biology II	4
CHE 101	Principles of Chemistry I	4
CHE 102	Principles of Chemistry II	4
MAT 211	Calculus I	3
PHY 101	Introductory Physics	4
PHY 102	Introductory Physics	4
	<b>SUB- TOTAL</b>	<b>27</b>

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

<b>Course No</b>	<b>Course Title</b>	<b>Hours</b>
MAT 170	Introduction to Probability and Statistics	3
MAT 212	Calculus II	3
MAT 221	Mathematical Statistics I	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 322	Differential Equations	3
MAT 341	Linear Algebra	3
	<b>SUB - TOTAL</b>	<b>21</b>

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

**26 Hours**

Course No	Course Title	Hours
PHY 201	General Physic I	4
CHE 231	Organic Chemistry I	4
CHE 232	Organic Chemistry II	4
CHE 241	Inorganic Chemistry	3
CHE 251	Electrochemistry	4
CHE 351	Physical Chemistry I	3
CHE 352	Physical Chemistry II	3
CHE 371	Biochemistry I	4
CHE 401	Analytical Chemistry	4
CHE 402	Analytical Chemistry II - Instrument Analysis	4
	<b>SUB - TOTAL</b>	<b>37</b>

**COURSE GUIDE**

<b>FRESHMAN YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
CHE 101	Principles of Chemistry	4	CHE 102	Principles of Chemistry II	4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16/17</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 102	Fundamentals of Communications II	3	MAT 212	Calculus II	3
MAT 211	Calculus I	3	BIO 102	Principles of Biology II	4
PHY 101	Introductory Physics I	4	CHE 232	Organic Chemistry II	4
MAT 170	Introduction to Probability and Statistics	3	FRE/KPE 101	Fundamentals French/Kpelleh I	3
CHE 231	Organic Chemistry I	4	PHI 101	Introduction to Philosophy	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours

MAT 311	Calculus III	3	CHE 360	Spectroscopy and Structure	3
FRE 102	Conversational French II	3	MAT 312	Calculus IV	3
CHE 241	Inorganic Chemistry	3	MAT 322	Differential Equations	3
PHY 102	Introductory Physics II	4	REL 321/491	Moral Ethics/Comparative Religion	3
MAT 221	Mathematical Statistics I	3	CHE 251	Electrochemistry	4
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHE 351	Physical Chemistry I	3	CHE 352	Physical Chemistry II	3
PHY 201	General Physics I	4	CHE 402	Analytical Chemistry II	4
SRM 392	Science Research Method	3	SVL 300	Service Learning	3
CHE 401	Analytical Chemistry I	4	SRM 393	Senior Thesis	3
MAT 341	Linear Algebra	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>13</b>

**Courses required by students in the College of Natural Sciences whose minor is Chemistry**

Course #	Course Title	Credit Hours
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 341/351*	Physical Chemistry	3
(* Courses with asterisk are not to be taken by Biology majors )		<b>Total</b> 26 Crd. Hrs.

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

A Bachelor of Science in Education with concentration in Chemistry requires 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 221	Mathematical Statistics	3
MAT 341	Linear Algebra	3

Total	18 credit hours
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**(B) Chemistry Concentration Requirements for education majors**

Course #	Course Title	Credit Hours
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	3
<b>Total</b>		<b>29 Credit Hours</b>

## DEPARTMENT OF MATHEMATICS

### INTRODUCTION

The Department of Mathematics offers an exciting and enriched four years course of study embedded with critics, actuary science education economics and philosophy. The level of critical analysis and student engagement also drives our students to venture into the study of law. Our lecturers have diverse background which is supplemented by visiting lecturers. To be a major in mathematics, a student must first either have a pass in Mathematics at WAEC and or in the University's entrance examination and the Mathematics Department's placement test and must earn a minimum grade of B in all mathematics courses up to the end of their sophomore year. A student who fails the placement test will be advised to do Developmental Mathematics (Math 010 and 011). The Department's placement test will however be conducted before the start of classes for proper placement.

### 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 127 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
CHEM 101 / BIO 101	Principles of Chemistry I / Principles of Biology	4

I		
CHEM 102 / BIO 102	Principles of Chemistry II / Principles of Biology II	4
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 209	Discrete Mathematics	3
MAT 211	Calculus I	3
MAT 212	Calculus II	3
MAT 221	Mathematical Statistics I	3
<b>SUB-TOTAL</b>		<b>39</b>

## II. MATHEMATICS MAJOR REQUIREMENTS

Course No.	Course Title	Hours
MAT 222	Mathematical Statistics II	3
MAT 302	Numerical Analysis	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 322	Differential Equations	3
MAT 341	Linear Algebra	3
MAT 371	Real Analysis	3
MAT 401	Abstract Algebra	3
MAT 405	Vector Mechanics	3
MAT 411	Introduction to Topology	3
MAT 441	Complex Variables /Analysis	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 209, MAT 211, MAT 212, 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 204	Geometry for Teachers	3
MAT 210	Mathematics & Technology/Computer Programming	3
MAT 403	Number Theory	3
MAT 420	Modern Geometry	3
MAT 422	History of Mathematics	3
MAT 471	Independent Study	3
<b>SUB-TOTAL</b>		<b>18</b>

## IV. MATHEMATICS MINOR REQUIREMENTS

Course No	Course Title	Hours
MAT 302	Numerical Analysis	3

MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 322	Differential Equations	3
MAT 341	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 209, MAT 211, MAT 212, and MAT 221) with a minimum grade of B and the mathematics minor requirements mentioned in IV above with a minimum grade of C.

#### V. MATHEMATICS CONCENTRATION REQUIREMENTS

Course No.	Course Title	Hours
MAT 204	Geometry for Teachers	3
MAT 222	Mathematical Statistics II	3
MAT 302	Numerical Analysis	3
MAT 311	Calculus III	3
MAT 312	Calculus IV	3
MAT 322	Differential Equations	3
MAT 341	Linear Algebra	3
MAT 371	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 209, MAT 211, MAT 212, and MAT 221) with a minimum grade of B and the mathematics concentration requirements mentioned in V above with a minimum grade of C.

#### COURSE GUIDE FOR MATHEMATICS

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	CHE 102/ BIO 102	Principles of Chemistry II/ Principles of Biology II	4
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/ KPE 101	Fundamentals of French/ Kpelleh I	3	FRE / KPE 102	Fundamentals of French/ Kpelleh II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
			<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>17</b>



SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
PHY 101	Introductory Physics I	4	PHI 101	Introduction to Philosophy	3
MAT 170	Introduction to Probability & Statistics	3	PHY 102	Introductory Physics II	4
ENG 201	Advanced Composition	3	MAT 209	Discrete Mathematics	3
MAT 211	Calculus I	3	MAT 212	Calculus II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	REL 321 / REL 491	Moral Ethics & Social Values / Comparative Religion	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

JUNIOR YEAR					
FRIST 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 302	Numerical Analysis	3	MAT 341	Linear Algebra	3
MAT 311	Calculus III	3	MAT 312	Calculus IV	3
SVL 300	Service Learning	3	MAT 322	Differential Equations	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
SRM 392	Research Methods	3	MAT 411	Introduction to Topology	3
MAT 371	Real Analysis	3	MAT 441	Complex Variables/Analysis	3
MAT 401	Abstract Algebra	3	ELECTIV E	Mathematics Elective	3
MAT 404	Vector Mechanics	3	SRM 393	Research Project/Paper	3
ELECTIV E	Mathematics Elective	3			
ELECTIV E	Mathematics Elective	3			
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>16</b>

## 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.

### 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

### GRADUATION REQUIREMENTS

Environmental Science students wanting to apply for graduation must have completed at least one hundred and thirty-five (135) credit hours.

### Departmental Requirements

Course No.	Course Title	Credit Hrs.
EVN 120	Introduction To Environmental Science	3
ENV 140	Oceanology/ Oceanography	3
ENV 218	Weather And Climate	4
ENV 225	Fundamental of Geology	4
CHE. 311	Environmental Chemistry	4
ENV 312	Water Quality And Management	4
ENV 315	Forest Management	4
ENV 320	Environmental Pollution And Control	4
BIO. 321	Applied Ecology	4
ENV 323	Environmental Economic Analysis	3
ENV 325	Environmental Micro Biology	4
ENV 335	Environmental Policy And Analysis	3
ENV 340	Fundamental Method For Environmental Analysis	3
ENV 342	Field Attachment	4
ENV 410	Applied Statistic For Environmental Scientists	3
ENV 415	Environmental Impact Analysis EIA	4
ENV 422	Principle of Environmental Management	3
ENV 440	Environmental Occupational Health and Hazards	4
<b>Total</b>		<b>66</b>

### Divisional Requirements

Course No.	Course Title	Credit Hrs.
BIO. 101	Principle Of Biology I	4
PHY 101	Introduction to Physical	4
CHE. 101	Principle of Chemistry I	4
CHE. 102	Principle of Chemistry II	4
MAT 170	Introduction to Probability	3
<b>Total</b>		<b>19</b>

### Elective (To Choose One )

Course No.	Course Title	Credit Hrs.
ENV 461	Entomology Principle of Plant Pathology	4
ENV 462	Biodiversity And Endangered	4
ENV 463	Species Management	4
ENV 464	Waste Management	4
<b>Total</b>		<b>16</b>

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours

ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
PHI 101	Philosophy	3	CHE 101	Fundamentals of Chemistry I	4
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	ENV 120	Introduction To Environmental Science	3
MAT 101	General Mathematics	3	ENV 140	Oceanology/Oceanography	4
PHY 101	Introduction to Physics	4	MAT 102	Pre-Calculus	3
			<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	ENV 225	Fundamentals of Geology	4
ENV 218	Weather And Climate	4	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	ENV 325	Environmental Microbiology	4
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	FRE/KPE 102	Fundamentals of French/Kpelle II	3
CHE 102	Principle of Chemistry II	4	MAT 170	Introduction to Probability And Statistics	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
BIO 321	Applied Ecology	4	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
ENV 312	Water Quality And Management	4	ENV 320	Environmental Pollution And Control	4
ENV 315	Forest Management	4	CHE 311	Environmental Chemistry	4
REL 321	Christian Ethics and Moral Values	3	ENV 335	Environmental Policy And Analysis	3
SVL300	Service Learning	3	ENV 410	Statistics For Environmental Scientists	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
ENV 340	Fundamental Methods For	3	ENV 440	Fundamental Occupational	4

	Environmental Scientists			Health Ant Hazard	
ENV 323	Environmental Economic Analysis	3	ENV 422	Principle Of Environmental Management	3
ENV 415	Environmental Impact Assessment EIA	4	SRM 393	Senior Project/Paper	3
SRM 392	Science Research	3	ELECTIV E		4
ENV 342	Seminar And Field Attachment	4			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>14</b>

## COURSE DESCRIPTIONS (COLLEGE OF NATURAL SCIENCES)

### BIO 101 & 102 Basic Biology

**4 credits**

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 106

#### Human Anatomy and Physiology

**4 credits**

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 articular 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 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 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.

### BIO 211

#### Invertebrate Zoology

**3 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. **3 hours lecture and 3 hours laboratory**

**BIO 212                      Comparative Chordate Anatomy                      4 credits**

This course is comparative study of chordates.

**BIO 202                      Microbiology                      4 credits**

**Prerequisite: BIO 102 or BIO 106**

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 32I                      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.

**BIO 33I                      Genetics                      4 credits**

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. **3 hours lecture and 3 hours laboratory**

**BIO 41I                      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 31I                      Embryology                      4 credits**

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 34I                      Parasitology                      4 credits**

**Prerequisite: Bio 21I - 3 hours lecture and 3 hours laboratory.**

This is study of the structure, life history and identification of the more important parasites included under protozoa. Platyhelminthes and Nematoda. Laboratory work includes collection of parasites from various hosts and their detailed study.

**BIO 342**                      **Immunology**    **3 credits**

**Prerequisite:** BIO 312

History of Immunology, initiators of immunological responses; antigens and haptens; immunochemical properties of immuno-globulins; serologic reactions; precipitation; agglutination; immuno chemistry of complement, phagocytosis; in vivo aspect of immunology; natural and acquired immunity; the immediate of immunoglobulin dependent hypersensitivity; cell mediated hypersensitivity; tissue transplantation and tumor immunology.

**BIO 322**                      **General Physiology**    **4 credits**

This course of General Physiology is a 4 credit hour course that will cover 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 basic principles and concepts.

**BIO 372**                      **Basic Hematology**    **3 credits**

**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 332**                      **Histology and Microtechnique**    **4 credits**

**Prerequisite:** BIO 102

Types of Tissues; Microscopes. Tissue extraction, preservation; Tissue processing and slide preparation. Staining procedure and Microphotography.

**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.

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

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 electrochemistry.

**CHE 103 Introduction to Clinical Chemistry I 4 credits**

**Prerequisite: CHE 102**

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 biomolecules. The study of these principles will have application in medicine.

**CHE 104 Introduction to Clinical Chemistry II 4 credits**

**Prerequisite: CHE 101**

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 103**

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 meet the requirements of organic II. Laboratory work includes identification of compounds and tests on functional groups.

**CHE 232 Organic Chemistry II 4 credits**

**Prerequisite: CHE 231**

This is a study of the important types of organic reaction with emphasis upon the reaction mechanisms. Laboratory work includes synthesis and study of reactions of different types of organic compounds and their identification by chemical tests.

**CHE 241 Inorganic Chemistry I 3 credits**

**Prerequisite: CHE 232**

**CHE 241** Is a three (3) credit hour course and the first of two (2) inorganic courses. It is a required core course for students majoring in Chemistry; an elective for Biology and Science Education majors. This course deals primarily with fundamental structural quantum properties of the atom of elements and principally the theoretical and empirical aspects of the periodic table whereby a thorough survey of the properties of the elements in terms of groups, trends and relationship are covered. Related theories of acids, bases, complexes, and ligands are entrenched, in addition ligand and crystal field theories are included.

**CHE 311 Environmental Chemistry 3 credits**

In general this course applies the fundamental principles of chemistry to gain an understanding of the source, fate, and reactivity of compounds in natural and polluted





**CHE 360****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 231 & 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****Prerequisite: CHE 232**

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: CHE 232, 241 & 242**

The treatment of the theory of modern chemical analysis: the topics include acid-base, redox and complexomericequilibria, 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).

**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, environments policies, laws and planning. It also involves landscape ecology, importance and branches of environmental science, specie interactions.

**ENV 140****Oceanology/ Oceanography****4 credits****Prerequisite: BIO 101**

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

**ENV 218** **Wealth and Climate** **3 credits**

**Prerequisites: ENVS 120 & 140**

Explanation of climatic and atmosphere events that impact human activities, biodiversity etc. it also introduces and examines those atmosphere 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 and Soil Science** **3 credits**

**Prerequisite: ENVS 218**

This course 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. 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 312** **Water Quality and Management** **3 credits**

**ENV 315** **Forest Management** **3 credits**

This includes studies processes in forest ecosystems which effect management decisions. It emphasizes the interactions between the physiological processes of plants and system-level functions such as the cycling of nutrients and the flow of energy water. Examples of current and projected uses of forest systems 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 and Control** **3 credits**

**Prerequisite: ENV 218**

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

**ENV 321** **Appiled Ecology** **3 credits**

**Prerequisites: ENV 315 & 320**

This course lays the foundation for students, those fundamental concepts in ecological studies with reference to basic understanding of our natural environment. This may include but not limited to; basic ecological problem, ecosystem ecology, community ecology and



sampling methods for analysis; application of necessity as relevant to statistical arrangement.

**ENV 415 Environmental Impact Assessment 3 credits**

**Prerequisites:** ENV 320 & 323, BIO 321

This course introduces to the students techniques that could 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, what are 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.

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

**Prerequisites:** 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 ensure the efficacy of the any recommended mitigation measures for environmental sustainability and enhancement, provides data base against 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 environmental management system and plans, monitoring a management guideline in area such as pollution, air quality, water quality, waste management, cultural heritage etc.

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

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

This course introduces to the students general approaches to the management of environmental occupational health and safety issues at the facility or project level. This includes identifying environmental 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.

**MAT 010 Basic Mathematics 1 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 enroll in MAT 101 or MAT 111. 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 goal. Student will be required to sign up for mandatory tutorial classes. If unable to pass this course after two attempts the student shall be dropped from the University with the option to re-apply.

**MAT 101 General Mathematics 3 credits**

This course covers topics in mathematics that every educated person needs to know to process, evaluate, and understand the numerical and graphical information in our society. Topics include, but are not limited to, intermediate algebraic concepts, geometry,















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 but 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 College of Allied Health Sciences (CAHS) programs reflect both General Education requirements for all students and the requirements of the Para-medical Training Programs approved by the Ministry of Health and Social Welfare (MOHSW), National Commission on Higher Education (NCHE), and the Liberian Board for Nursing and Midwifery (LBNM) which accredits the Nursing and Midwifery Programs in Liberia.

The College of Allied Health Sciences (CAHS) 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 two programs (**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 College of Allied Health Sciences. Three of the six (6) concentration areas (**Medical Radiography, Physician Assistant, Nursing**) have already begun.

General admission criteria for enrollment to the College of Allied Health Sciences (CAHS):

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 CAHS
4. Specific requirements for each training program are indicated under each relevant department.

## VISION

To be the premier University of Allied 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
- 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 College of Allied Health

Sciences 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 College of Allied Health Sciences (CAHS): 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 R. Dev. 101 & 102 and Fren. 101 & 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 College and must maintain a grade point of 2.5. The Post Basic Nursing or RN program is five to six semesters plus two semesters of vacation schools between the second and third semesters and the fourth and fifth semesters. During the first semester (of full time status) Post Basic students must write challenging examinations in Medical-Surgical, Community Health Nursing, Maternity, Pediatrics, Psychiatric Nursing, and communicable and Tropical diseases. Students who have not taken the above courses during basic training will be required to do them as prescribed by the Nursing College 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.

### **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 125 credit hours is required to obtain a B.Sc. in nursing (Basic Plan), while a minimum total of 90 credit hours is required to earn an 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 January, 2008. Once admitted, the students must maintain a GPA of 2.75.
- e. Students who fail to obtain a GPA of 2.75 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 gray trousers
- 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
- 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 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
- b. An 8"x4" note pad
- g. Wrist watch with second hand for recording pulse and respiration rates, etc
- h. Hair styled not below ear lobe (NO ATTACHMENT, COLORED HAIR, DADA, RASTA FUNNY HAIR Dos)
- i. 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 not be permitted to do clinical orientation until she delivers and becomes strong enough to work. Student must receive approval from the Department Chair or Dean before registration.

## COURSE GUIDE FOR BASIC PLAN

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	BIO 106	Anatomy and Physiology I	3

<b>Social Science</b>	Select one from the pool of social science	3	AHC 100	Medical Terminology	2
<b>Arts/Humanities</b>	Select anyone in the 100 level series	1	FRE/KPE 101	Fundamentals of French/ Kpelle I	3
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>17</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	BIO 202	Microbiology	4
PHI 101	Philosophy	3	NSG 102	Fundamentals of Nursing II	5
BIO 107	Anatomy and Physiology II	3	AHC 205	Clinical Pharmacology	3
NSG 101	Fundamentals of Nursing I	4	REL 321	Christian Ethics & Social Values	3
AHC 101	Prof. Ethic & Law in Health	2	SSC 301	Research Methods	2
FRE/KPE 102	Fundamentals of French/Kpelle II	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
AHC 201	Communicable and Tropical Dis.	2	AHC 309	Principles of Nutrition	2
NSG 303	Obstetrics/Maternity Nursing	3	NSG 304	GYN Nursing & BLSS	2
NSG 305	Medical Nursing	4	NSG 306	Surgical Nursing	4
NSG 307	Pediatric Nursing I	3	NSG 308	Pediatric Nursing II	2
AHC 301	Psychiatric Mental Health Care I	3	AHC 401	Primary Health Care I	2
AHC 204	Health Assessment	2	NSG 304	Geriatric (Elderly) Nursing	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
NSG 404	Curriculum and Instruction	3	AHC 408	Professional Development (Affil.)	8
NSG 405	Nursing Administration & Mgt.	3			
AHC 406	PHC/Community Health Nursing II & Epidemiology	2			
NSG 403	Senior Nursing Project	3			
AHC 302	Psychiatric Mental Health	2			

	Care II			
SEL 100	Service Learning	3		
<b>Total</b>		<b>16</b>	<b>Total</b>	
			<b>8</b>	

**Total credits for graduation = 125**

**COURSE GUIDE FOR POST BASIC PLAN**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	MATH 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
PSY 101	Principles of Psychology	3	PHI 101	Philosophy	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
CHE 103	Clinical Chemistry	3	FRE/KPE 102	Fundamentals of French/Kpelle II	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	NSG 205	Clinical Pharmacology I	3
AHC 309	Principles of Nutrition	2	REL 321	Christian Ethics & Social Values	3
SEL 100	Service Learning	3	BIO 202	Microbiology	4
BIO 202	Microbiology	4	AHC 401	Primary Health Care I	2
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	SSC 301	Research Methods	2
AHC 101	Prof. Ethic & Law in Health	2	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>17/18</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
NSG 404	Curriculum and Instruction	3	AHC 408	Professional Development (Affil.)	8
AHC 204	Health Assessment	3			
AHC 406	PHC/Community Health Nursing II & Epidemiology	2			
NSG 405	Nursing Administration	3			

	& Mgt.			
NSG 403	Senior Nursing Project	3		
<b>Total</b>		<b>14</b>	<b>Total</b>	
				<b>8</b>

**Total credits for graduation = 90**

**CHALLENGED AND IF PASSED EXEMPTED WITH CREDIT HOURS: 33**

1. Medical Nursing
2. Surgical Nursing
3. Obstetrics Nursing
4. Gynecological Nursing
5. Communicable and Tropical Disease
6. Nursing of Infants and Children I & II
7. Psychiatric Nursing I & II

**EXEMPTED WITHOUT CREDITS:**

Fundamentals I & II need to do 9 credits elective to fulfill requirements for graduation.

**Electives:**

- a. NSG 410 Community Health Empowerment
- b. NSG 411 Reproductive Health
- c. EDU 221 Child Development

**Total Credits Hours: 125**

**PRE-REQUISITES FOR COURSES INSCRIBED IN THE NURSING BASIC PLAN**

<b>COURSE #</b>	<b>PRE-REQUISITE(S)</b>
ENG 101	Admissions Letter or Remedial English
MATH III or 101	Admissions Letter of Remedial Math
HIST 101, BIO 101, PSY 101, EDU III, RDEV 101, MATH 180, CHEM 103*, FREN 101*	Admissions Letter or Remedial Letter
ENG 102	ENG 101
MATH 112	MATH III or 101
BIO 106	BIO 101
BIO 107	BIO 106
ENG 210	ENG 102
RDEV 102	RDEV 101
CHEM 104	CHEM 103
BIO 202	BIO 106
REL 321	Concomitant enrollment into, or completion of ENG 210
NSG 101	BIO 106, CHEM 103, and all Freshman Courses $\geq 2.5$ Cum. Ave.
NSG 102	NSG 101, CHEM 104, BIO 202
AHC 204 & 309	NSG 101
NSG 201, 303, 305 & 307	NSG 102, NSG 205 and all Freshman and Sophomore courses
NSG 301*	NSG 201, 303, 305, 307, 309
NSG 304	NSG 303
NSG 306	NSG 305
NSG 308	NSG 307
NSG 302	NSG 301

AHC 401	NSG 201, and any three of these: NSG 303, 305, 307, 309
AHC. 404	Completion of any three: NSG 304, 306, 308, 301
NSG 405	NSG 304, 306, 308, 301
AHC. 406	AHC 401
SSC 301	Concomitant enrollment into, or completion of NSG 405 Completion of all Freshman, Sophomore, and Junior courses
EDU 221	NSG 307
NSG 410	AHC 401
NSG 411	NSG 303
AHC 408	Completion of all courses with the exception of NSG 403 Concomitant enrollment into NSG 403
NSG 403	Completion of all courses with the exception of NSG 408 Concomitant enrollment into NSG 408
AHC 100	Admissions Letter or Remedial Letter
AHC 101	BIO 106, CHEM 103, and all Courses $\geq$ 2.5 Cum. Ave

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
- Clinical Pharmacology - NSG 205

**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 ASSISTANT

### 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 College of Allied Health Science (CAHS), Cuttington University with a Bachelor of Science (B Sc.) in Physician Assistance.

### CAREER OPPORTUNITIES

Graduates from the Physician Assistants (PAs) Program are prepared to serve as professional nursing 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 128 credit hours is required to obtain a B.Sc. in Physician Assistance.

### COURSE GUIDE - PA

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
Social Science	Select one from the pool of social science	3	BIO 106	Anatomy and Physiology I	3
Science	Select one from the pool of science	3/4	CHEM 103	Clinical Chemistry I	3
Social Science	Select one from the pool of social science	3	FREN/KPE 101	Fund. of French / Kpelle I	3
Arts/Humanities	Select anyone in the 100 level series	1	PHI 101	Philosophy	3
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours

ENG 201	Advanced Composition	3	AHC 205	Clinical Pharmacology	3
AHC 100	Medical Terminology	2	AHC 204	Health Assessment	2
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	BIO 202	Microbiology	4
PHA 205	Fundamentals of Medicine	3	AHC 201	Communicable & Tropical Disease	2
SEL 100	Service Learning	3	AHC 101	Professional Ethics & Law in Health	2
AHC 106	Introduction To Epidemiology & Demography	3	REL 321	Christian Ethics & Social Values	3
			PHA 306	Dentistry	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
PHA 300	Clinical Pharmacology	3	PHA 305	Basic Pathology	2
PHA 304	Health Assess./Diagnosis	3	PHA 302	Gynecology & Obstetric Emergencies	3
AHC 309	Principles of Nutrition	3	PHA 310	Medical/Surgical/Emergency	4
PHA 307	Pediatrics I	3	PHA 308	Pediatric II	3
PHA 301	Obstetrics – ANC, delivery & Reproductive Health.	3	AHC 301	Psychiatric Mental Health I	3
PHA 303	Ophthalmology	3	SSC 301	Research Methodology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
PHA 402	Health Facility Management		AHC 408	Professional Development (Affiliation)	8
PHA 406	Senior Project	3			
AHC 403	Health Education	3			
PHA 405	PHC & Community Development	2			
PHI 101	Philosophy	3			
		3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>8</b>

**Total graduation requirement = 128**

## 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

### 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.

### COURSE GUIDE - Radiography

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
Science	Select one from the pool of science	3/4	SVL 101	Service Learning	3
Social Science	Select one from the pool of social science	3	MAT 102	Pre-Calculus	3
ENG 101	Fundamentals of communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	FRE/KPE 102	Fundamentals of French/Kpelle II	3
MATH 101	General Mathematics	3	Social Science	Select one from the pool of social science	3
Social Science	Select one from the pool of social science	3	BIO 106	Anatomy & Physiology I	3
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>18</b>
SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
RAD 101	Fundamentals of Radiologic Science & Health Care	2	RAD 201	Radiographic Exposure II	3
RAD 102	Radiographic Exposure I	3	RAD 202	Radiographic Procedures II	3
RAD 103	Patient Care and Management	3	RAD 203	Rad Biology & Protection	3
RAD 104	Radiographic Procedures I	3	REL 321	Christian Ethics & Social Values	3
AHC 101	Ethics and Law in Health	2	RAD 204	Radiographic Anatomy I	3
AHC 100	Medical Terminology	2	RAD 205	Computers in Radiologic Sciences	2
RAD 105	Imaging Equipment	3	Arts/Hu	Select anyone in the 100 level	1

			manities	series	
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
RAD 301	Radiographic Production and Characteristics	3	RAD 308	Advanced Imaging Modalities	4
RAD 302	Radiation Physics I	3		National Registry Review Seminar	2
RAD 303	Imaging and Processing	2	RAD 311	Quality Assurance	2
RAD 304	Radiographic Exposure III	2	RAD 312	Intro. to CT Scan & MRI	3
RAD 305	Image Analysis	2	SSC 301	Research Methods	3
RAD 306	Pediatric and Trauma Radiography	2			
SVL 100	Service Learning	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>14</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
RAD 400	Radiographic Pathology	3	RAD 405	Clinical Affiliation	8
RAD 401	Introduction to Cross Sectional Anatomy	2			
RAD 402	Pharmacology and Drug Classification	3			
RAD 403	Radiation Physics II	3			
PHI 101	Philosophy	3			
RAD 404	Senior Project	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>8</b>

**Graduation Requirement: 128 Credit Hours**

## DEPARTMENT OF ENVIRONMENTAL 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.

### 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 D0s)
- j. No dangling ear rings

### 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.

### COURSE GUIDE - EHT

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
Science	Select one from the pool of science	3/4	AHC 100	Medical Terminology	2
Social Science	Select one from the pool of social science	3	MAT 102	Pre-Calculus	3
ENG 101	Fundamentals of communication	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	FRE/KPE 101	Fundamentals of French/ Kpelle I	3
Social Science	Select one from the pool of social science	3	BIO 106	Anatomy & Physiology I	3
AHC 101	Professional Ethics & Law in Health	2	SVL 100	Service Learning	3
<b>Total</b>		<b>17/18</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
AHC 401	Primary Health Care I	3	REL 321	Christian Ethics & Social Values	3
ENG 201	Advanced composition	3	ENV 245	Introduction to Oceanography	3
Social Science	Select one from the pool	3	BIO 321	Fundamentals of Ecology	4

	<b>of social science</b>				
FRE/KPE 102	Fundamentals of French/Kpelle II	3	ENV 242	Occupational Health & Safety	3
ENV 240	Environmental Chemistry & Toxicology	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>14</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
AHC 309	Principles of Nutrition	3	ENV 306	Entomology	3
ENV 303	Community Structure, Health & Safety	3	AHC 203	Epidemiology, Disease Surveillance and Emergency Preparedness	3
ENV 304	Health Education	3	ENV 341	Waste Management and Control (Human/solid/chemical wastes)	3
AHC 201	Tropical & Communicable Diseases	3	ENV 342	Principles of Environmental Health Management	3
ENV 335	Environmental Policy and Analysis	3	ENV 343	Drinking Water Supply and Protection	3
ENV 340	Food and Safety Management	3	SSC 301	Research Methodology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
ENV 401	Senior EHT Project	3	ENVS 450	Internship (8 weeks)	8
ENV 415	Environmental microbiology/microbial Ecology	3			
ENV 431	Air Pollution	3			
ENV 452	International Port and Health Regulations	3			
PHI 101	Philosophy	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>8</b>

## 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.

### 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 “C” grade or better and minimum overall GPA of 2.5 or higher on a 4.0 scale.

### COURSE GUIDE - MLT

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of	3	ENG 102	Fundamentals of	3

	Communication			Literature	
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
Social Science	Select one from the pool of social science	3	Social Science	Select one from the pool of social science	3
Science	Select one from the pool of science	3/4	FRE/KPE 102	Fundamentals of French/Kpelle II	3
Arts/Humanities	Select anyone in the 100 level series	1	CHE 103	Introduction to Clinical Chem. I	3
FRE/KPE 101	Fundamentals of French/Kpelle I	3	Social Science	Select one from the pool of social science	3
<b>Total</b>		<b>16/17</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
MLT 101	Fundamentals of medical Lab. Tech.I	4	MLT 103	Fundamentals of medical Lab. Tech.II	3
ENG 201	Advanced Composition	3	BIO 202	Microbiology	4
MLT 104	Medical microbiology	4	REL 321/ 491	Moral Ethics or Comparative Religion	3
MLT 102	Phlebotomy	3	CHE 105	Advanced Clinical Chemistry	3
PHI 101	Philosophy	3	MLT 105	Laboratory Mathematics	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
BIO 372	Hematology	4	MLT 107	Urinalysis	4
BIO 341	Parasitology	4	BIO 342	Immunology	3
SVL 100	Service Learning	3	BIO 411	Histology/Cytology	4
MLT 106	Introduction to Epidemiology and Demography	3	MLT 108	Immunoematology	3
SSC 301	Research Methods	3	MLT 109	Laboratory Management	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
MLT 110	Clinical Affiliation	11	MLT 112	Clinical Affiliation	8
Arts/Humanities	Select anyone in the 100 level series	1			
MT111	Senior Medical Laboratory Project	3			

<b>Total</b>	<b>15</b>	<b>Total</b>	<b>8</b>
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**Graduation Requirement: 125**

## 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).

### 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 127 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.

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours



ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Literature	3
MATH 101	General Mathematics	3	MATH 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	BIO 106	Anatomy and Physiology I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	CHE 103	Introduction to Clinical Chem. I	3
			FRE/KPE 101	Fundamentals of French/Kpelleh I	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMRE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	NSG 205	Clinical Pharmacology	3
MWF 101	Fundamentals of midwifery I	4	BIO 202	Microbiology	4
BIO 107	Anatomy and Physiology I	3	NSG 204	Principle of Nutrition	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MWF 102	Fund. of Mw II-introd. to Rep. Health, Family planning and Antenatal care	4
NSG 301	Psychiatric Nursing	3	REL 321	Moral Ethics & Social Values or Comparative Religion	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
NSG 201	Tropical & Communicable Disease	3	NSG 308	Pediatric Nursing II	2
AHC 204	Health Assessment	2	NSG 304	OB/GYN I	3
NSG 307	Pediatric Nsg.	3	SSC 301	Research Method	3
NSG 303	Maternity Nursing	3	NSG 401	PHC I	3
PHI 101	Philosophy	3	NSG 302	Psychiatric Nursing II	2
	(ELECTIVE)	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
NSG 405	Administration (Leadership & Mgt)	4	NSG 408	Rural affiliation/PD	8
NSG 403	Midwifery Senior Project	3			
NSG 404	Curriculum	3			



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.

**AHC 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.

**AHC 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.

**AHC 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.

**AHC 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.

**AHC 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.

**AHC 406 Primary Health Care/Community Health Care II & Epidemiology      2 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.

**AHC 408                      Professional Development                      3 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

**ENVS 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 405                      Primary Health Care/Community Health Development      3 credits**

This Community Health (CHN)/Primary Health Care – 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.

**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. Pediatric 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 centers. 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, audiovisual 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                      Pediatric and Trauma Radiography                      3 credits**

Pediatric 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, pediatric 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**

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 x-ray film critique sessions

**RAD 312                      Quality Assurance                      3 credits**

This course provides an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The student will be given instruction on radiographic quality in a progressive and structured manner. Students will be required to perform laboratory experiments utilizing all of the components of a quality assurance system. Evaluation of these components will be discussed. The objectives of this course will be accomplished through the use of lectures, demonstrations, audiovisual aids and self-instruction.

**RAD 400                      Radiographic Pathology                      2 credits**

Many disease conditions can be readily demonstrated radiographically. The student radiographer must first have a working knowledge of common pathologic terms in order to understand specific pathologic conditions. The course is designed to introduce the student to the concepts of monitoring disease trends and health care resources. The course will also cover disease classifications such as congenital and hereditary diseases; inflammatory, degenerative, metabolic, traumatic, neoplastic diseases, and the staging cancer.

**RAD 401                      Cross-Sectional Anatomy                      3 credits**

This course is designed to identify imaging modalities that utilize transverse anatomy. Diagrams and computed tomography scans of the head, thorax, abdomen, and pelvis will be reviewed. Abdominal, pelvic, thoracic and OBGYN ultrasound images will also be reviewed.

**RAD 402                      Pharmacology and Drug Classification                      3 credits**

In this course, the student will study drug nomenclature, methods of drug classification, general pharmacologic principles and the 5 rights of drug safety. It includes drug categories of relevance to radiology (side effects, uses, and impacts on medical imaging). Classification of contrast agents, routes of drug administration, and Intravenous drug administration will also be included.

**RAD 403                      Introduction to Ultrasonography                      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.

**RAD 405                      Senior Thesis                      3 credits**

## COLLEGE OF EDUCATION

### INTRODUCTION

The College of Education is one of nine degree granting colleges of the university. The College of Education 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 AND MISSION**

The primary mission of the College of Education at Cuttington University is to serve the human person and society, by offering each student an intensive educational experience in the selected core subject concentration, professional education core courses, and research. It 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 and effectively; understand the meaning of life and finally, to develop competencies in planning, organizing, implementing, directing, leading, assessing and evaluating educational programs in diverse educational settings that require transformational systematic change. The college is further dedicated to engaging students, educators and community members by through the establishment of an environment that is conducive for learning, training and research; reflective of interdisciplinary collaboration, and responsive to the needs of Liberia, Africa and the global community.

## **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,
- Equip individuals with skills to teach in the Primary and Secondary Schools of Liberia.

## **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, technical professional knowledge skills
- To nurture dispositions needed to teach and assess students with a full range of abilities
- To evaluate and improve teaching
- To develop creative standards-based curricula
- To contribute as effective teachers and leaders in their schools and communities

## **DEPARTMENTS AND INSTRUCTIONAL PROGRAMS**

The College of Education core curriculum is informed and guided by “The belief that education is the world’s great equalizer, and that all human beings desire the same opportunities to learn and to achieve their fullest potential”.

The College has three (3) departments:

### **DEPARTMENT OF PRIMARY EDUCATION**

The Primary Education Department offers a Bachelor of Science Degree with either a Mathematics-Science combination or Language Arts-Social Studies combination.

- Language Arts – Social Studies Education Program
- Mathematics – Science Education Program

### **DEPARTMENT OF SECONDARY EDUCATION**

The Secondary Education Department offers a Bachelor of Science Degree in English Education, History Education, Peace Education, Sociology Education, Mathematics Education, Agriculture Education, Business Education – Accounting, Economics & Public Administration, Science Education - Biology, Chemistry and Physics.

### **DEPARTMENT OF SPECIAL EDUCATION**

The Special Education Department established during semester I, 2009-2010 assists visually and physically challenged students to enroll, adjust and remain in the regular programs of the University.

### **ENTRANCE REQUIREMENTS**

To enroll in the College of Education, a student must be a registered student in the university who expressed interest in being a teacher, and must be a people person. He must register and complete an introductory course in teaching with a B grade, submit an application, and sit an interview in the college.

### **GRADUATION REQUIREMENTS**

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 130 (one hundred thirty) credit hours with a GPA of 2.0 as follows: General university requirements 46 Cr. Hrs. Professional education requirements 42 Cr. Hrs. teaching subject concentration requirements 30 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 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:

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. Pre-requisite: EDU 211 – Introduction to Teaching

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 Thesis

**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

**Note:** Senior students who are registered in EDU 441 and 461 should also be registered in Senior Research Thesis.

## DEPARTMENT OF PRIMARY EDUCATION

### INTRODUCTION

The Primary Education Department offers a Bachelor of Science in Primary Education Degree with either a Mathematics-Science combination or Language Arts-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.

**GRADUATION REQUIREMENTS**

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 130 (one hundred thirty) credit hours with a GPA of 2.0 as follows: General university requirements 48 Cr. Hrs. Professional education requirements 55 Cr. Hrs. Teaching subject concentration requirements 30 Cr. Hrs. This revised curriculum does not have electives; however, students may take courses in areas of discipline interest to deepen their knowledge.

**PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 43 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 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: School and Society	2
Education 492, Senior Research Paper	3

**43**

**TEACHING FIELD/CONTENT COURSES**

	<b># of Cr. Hrs.</b>
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

**24**

**ELECTIVES: 15 CREDIT HOURS FOR PRIMARY EDUCATION**

The student has the freedom of selecting one or two areas of discipline according to his/her interest to buttress his/her academic career.

**COURSE GUIDE FOR CONCERNTRATION IN LANGUAGE ARTS & SOCIAL STUDIES**

<b>FRESHMAN YEAR</b>	
<b>FRIST SEMESTER</b>	<b>SECOND SEMESTER</b>

Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FR/KPE 101	Fundamentals of French or Kpelleh I	3	FR/KPE 102	Fundamentals of French/ Kpelleh II	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
Science	Select one from the pool of science	3/4	Social Science	Select one from the pool of social science	3
Social Science	Select one from the pool of social science	3	PHIL 101	Philosophy	3
			Social Science	Select one from the pool of social science	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Advanced Composition	3	HIR 206	African & European imperialism in the 19-20 <sup>th</sup>	3
EDU 109	Introduction to Library Science	2	ENG 211	Elements of Expository Writing	3
EDU 211	Introduction to Teaching	3	EDU 221	Child Development	3
HIR 205	Liberia Since 1400 to 1900	3	EDU 250	Philosophy and Foundation of Education	3
REL 321/491	Moral Ethics	3	EDU 251	Psychology of learning and Instruction	3
Arts/Humanities	Select anyone in the 100 level series	1	EDU 254	Instructional Methods	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
EDU 262	Teaching Social Studies in	3	SSC 301	Research Methodology	3
EDU 333	Teaching Language Arts in Primary School	3	ENG 331	Anglophone West African Literature	3
EDU 336	Music in the Primary School	3	EDU 374	Tests and Measurement	3
EDU 355	Curriculum Development and Innovation	3	EDU 337	Art in Primary School	3
ENG 215	Creative Writing	3	EDU 342	Children Literature	3
	Elective	3	EDU 372	Teaching Reading in Primary School	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>
SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		

Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
EDU 472	Guidance and Counseling	3	EDU 441	Student Teaching in Primary School	9
EDU 480	School Administration	3	EDU 492	Senior Research Thesis	3
EDU 490	Education Seminar: School and Society	2			
ENG 332	Francophone West African Literature	3			
HIR 301	Liberia 1900-1990 or Diplomatic History of Liberia	3			
HIR 401	Diplomatic History of	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

### COURSE GUIDE FOR CONCENTRATION IN MATHEMATICS & SCIENCE

FRESHMAN YEAR					
FIRST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FR/KPE 101	Fundamentals of French or Kpelleh I	3	FR/KPE 102	Fundamentals of French or Kpelleh I	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
<b>Science</b>	<b>Select one from the pool of science</b>	<b>3/4</b>	<b>Social Science</b>	<b>Select one from the pool of social science</b>	<b>3</b>
<b>Social Science</b>	<b>Select one from the pool of social science</b>	<b>3</b>	<b>Social Science</b>	<b>Select one from the pool of social science</b>	<b>3</b>
			PHIL101	Philosophy	3
<b>Total</b>		<b>15/16</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	Advanced Composition	3	BIO 202	Microbiology	4
EDU 109	Introduction to Library Science	2	PHY 101	Physics	3
EDU 211	Introduction to Teaching	3	MAT 103	Discrete Mathematics	3
CHE 101	General Chemistry	3	EDU 250	Philosophy and Foundation of Education	3
BIO 102	Basic Principles of Biology	4	EDU 251	Psychology of learning and Instruction	3
REL 321/491	Moral Ethics	3	<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	<b>1</b>

<b>Total</b>			<b>18</b>	<b>Total</b>			<b>17</b>
<b>JUNIOR YEAR</b>							
<b>FRIST 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>Credit Hours</b>	
EDU 260	Teaching Science in Primary	3	SSC 301	Research Methodology	3		
EDU 254	Instructional Methods and Media	3	MATH 204	Geometry for School Teacher	3		
EDU 355	Curriculum Development and Innovation	3	EDU 374	Tests and Measurement	3		
BIO 209	General Botany	4	BIO 322	General Physiology	4		
MAT 170	Introduction to Probability and Statistics	3	MAT 211	Calculus I	3		
<b>Total</b>			<b>Total</b>			<b>16</b>	

<b>SENIOR YEAR</b>						
<b>FRIST 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>Credit Hours</b>
EDU 472	Guidance and Counseling	3	EDU 441	Student Teaching in Primary School	9	
EDU 480	School Administration	3	EDU 492	Senior Research Thesis	3	
EDU 490	Education Seminar: School and Society	2				
EDU 334	Teaching mathematics in the Primary School	3				
MAT 212	Calculus II	3				
<b>Total</b>			<b>Total</b>			<b>12</b>

## DEPARTMENT OF SECONDARY EDUCATION

### INTRODUCTION

The Department of Secondary Education offers a Bachelor of Science Degree in:

- English Education
- History Education
- Sociology Education
- Mathematics Education
- Agriculture Education
- Science Education
  - ✓ Biology Education
  - ✓ Chemistry Education
- Peace Education
- Business Education
  - ✓ Accounting
  - ✓ Economics
  - ✓ Public Administration (Public and Private Sector)

### 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. Educational planning
11. Research in education
12. Career counseling

### GRADUATION REQUIREMENTS

To complete the requirements and be eligible for graduation, a prospective graduate must have earned a minimum of 128 (one hundred twenty-eight) credit hours with a GPA of 2.0 as follows: General university requirements = 48 Credit Hours; Professional education requirements = 55 Credit Hours; Teaching subject concentration requirements = 30 Credit Hours. The curriculum of the Department of Secondary of the College of Education is designed to cover several field – based experience courses that give the student a good feel for the practical experiences that exist in the real school setting.

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION  
WITH CONCERNTRATION IN ENGLISH EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	PHIL 101	Philosophy	3
			<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	ENG 215	Creative Writing	3
EDU 109	Introduction Library Science	2	EDU 250	Philosophy and Foundation of Education	3
EDU 211	Introduction to Teaching	3	EDU 251	Psychology of Learning and Instruction	3
ENG 211	Elements of Expository Style	3	ENG 223	Contemporary Grammar of English	3
REL 321/491	Moral Ethics	3	ENG 331	Anglophone West African Literature	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	EDU 355	Curriculum Development and Innovation	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 374	Tests and Measurements	3	EDU 353	Teaching of English in Secondary Schools	3
EDU 254	Instructional Methods and Media	3	SSC 301	Research Methodology	3
ENG 233	Contemporary English Grammar	3	ENG 332	Francophone West African Fiction	3

ENG 311	English Literature	3	ENG 336	African Poetry	3
ENG 331	Anglophone West African Fiction	3	ENG 350	Shakespeare (English Literature)	3
EDU 374	Tests and Measurements	3	Elective		3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
ENG 463	Modern Novel	3	EDU 461	Student Teaching in Secondary Schools (Internship)	9
EDU 472	Guidance and Counseling	3	EDU 492	Senior Research Thesis/Paper	3
EDU 480	School Administration	3			
EDU 490	Education Seminar: School and Society	2			
ENG 335	Linguistics	3			
Elective		3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCERNTRATION IN SOCIAL STUDIES EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	PHIL 101	Philosophy	3
			<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>



ENG 201	Advanced Composition	3	EDU 250	Philosophy and Foundation of Education	3
EDU 109	Introduction to Library Science	2	EDU 251	Psychology of Learning and Instruction	3
EDU 211	Introduction to Teaching	3	HIR 203	Introduction to International Relations	3
HIR 201	Africa and European Imperialism in the 19 <sup>th</sup> & 20 <sup>th</sup> centuries	3	HIR 205	Liberia 1400-19000	3
REL 321/491	Moral Ethics	3	HIR 206	Africa and European Imperialism	3
Arts/Humanities	Select anyone in the 100 level series	1		Elective	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 254	Instructional Methods and Media	3	HIR 231	Europe up to the French Revolution	3
EDU 339	Teaching of Social Science in Secondary Schools	3	HIR 232	Europe up to the French Revolution	3
EDU 355	Curriculum Development and Innovation	3	HIR 301	Liberia 1900-1990	3
EDU 374	Tests and Measurements	3	HIR 315	Historiography	3
	Elective	3	HIR 401	Diplomatic History of Liberia	3
	Elective	3	SSC 301	Research Methodology	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
HIR 414	Issues in Contemporary Africa	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
HIR 420	Liberian Historiography	3	EDU 492	Senior Research Thesis/Paper	3
EDU 472	Guidance and Counseling	3			
EDU 480	School Administration	3			
EDU 490	Education Seminar: School and Society	2			
Elective		3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION  
WITH CONCERNTRATION IN ECONOMICS EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	PHIL 101	Philosophy	1
			<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Fundamentals of Literature	3	MAT 211	Calculus II	3
EDU 109	Introduction to Library Science	2	EDU 250	Philosophy and Foundation of Education	3
EDU 211	Introduction to Teaching	3	EDU 251	Psychology of Learning and Instruction	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	ECO 202	Principles of Economics II	3
ECO 201	Principles of Economics I	3	ECO 211	Mathematics for Economic	3
REL 321/491	Moral Ethics	3	MAT 212	Calculus II	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 254	Instructional Methods	3	ECO 411	International Trade Theory	3
EDU 355	Curriculum Development and Innovation	3	ECO 412	Money and Banking	3
ECO 332	Intermediate Macro-Economic Theory II	3	ECO 490	Development Economics	3
ECO 341	Survey of Liberian Economy	3	EDU 374	Tests and Measurements	3

ECO 331	Intermediate Macro Economics Theory I	3	EDU 472	Guidance and Counseling	3
	Elective	3		Elective	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
SSC 301	Research Methodology	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
EDU 480	School Administration	3	EDU 492	Senior Research Thesis/Paper	3
EDU 490	Education Seminar: School and Society	3			
ECO 495	Labor Economics	3			
	Elective	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCERNTRATION IN AGRICULTURE EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
CASD 101	Introduction to Agriculture and Natural Resource Mgt	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
MAT 101	Pre Calculus I Algebra	3	MAT 102	Pre Calculus II Trigonometry	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	CASD 102	Rural Sociology Gender & Culture	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	EDU 250	Philosophy and Foundation of Education	3
EDU 109	Introduction to Library Science	2	EDU 251	Psychology of Learning and Instruction	3

EDU 211	Introduction to Teaching	3	CASD 201	Population food Security and Technology	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	CASD 202	Human Nutrition	3
REL 321/491	Moral Ethics	3	PSS 202	Principles of Crop Production	3
PHIL 101	Philosophy	3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 254	Instructional Methods and Media	3	SSR 301	Social Science Research Methodology	3
EDU 335	Teaching of Science in Secondary Schools	3	ASH 201	Introduction to Animals Production and Health	3
EDU 355	Curriculum Development and Innovation	3	ASH 302	Rumen Production	3
EDU 374	Tests and Measurements	3	ASH 304	Swim and Poultry	3
AEE 303	Extension Method	3	AGR 408	Accounting System and Control	3
			Elective		3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
EDU 472	Guidance and Counseling	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
EDU 480	School Administration	3	EDU 492	Senior Research Thesis/Paper	3
EDU 490	Education Seminar: School and Society	2			
PSS 401	Principles of Pest Management, Diseases and weed	3			
Elective		3			
Elective		3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCERNTRATION IN ACCOUNTING EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		

Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRR/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh I	3
ECO 101	Basic Aco Processes & System I	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
MAT 101	General Mathematics	3	MAT 102	Pre-calculus	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	ECO 102	Basic Aco Processes & System II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Advanced Composition	3	EDU 250	Philosophy and Foundation of Education	3
EDU 109	Introduction to Library Science	2	EDU 251	Psychology of Learning and Instruction	3
EDU 211	Introduction to Teaching	3	REL 321/491	Moral Ethics	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	ACO 211	Principles & Practices of Financial Accounting	3
ACO 205	Public Sector Accounting	3		Elective	3
PHI 101	Introduction to Philosophy	3		Elective	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>18</b>

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
EDU 254	Instructional Methods and Media	3	SSC 301	Social Science Research Methodology	3
EDU 355	Curriculum Development and Innovation	3	EDU 374	Tests and Measurements	3
EDU 339	Teaching of Social Science in Secondary Schools	3	ACO 302	Cost Accounting II	
ACO 301	Cost Accounting I	3	EDU 472	Guidance and Counseling	3
REL 321/491	Christian Ethics and Moral Values or Comparative Religion	3	EDU 480	School Administration	3
Elective		3	Elective		3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ACO 402	Managerial Accounting	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
ACO 408	Accounting Data and Processing	3	EDU 492	Senior Research Thesis/Paper	3
EDU 490	Education Seminar: School and Society	2			
ACO 411	Financial Reporting	3			
Elective		3			
Elective		3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCERNTRATION IN MATHEMATICS EDUCATION)**

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	MAT 102	Pre-calculus II	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	MAT 254	Geometry for Teachers	3
			<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>18</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Advanced Composition	3	PHI 101	Philosophy	3
EDU 109	Introduction to Library Science	2	EDU 250	Philosophy and Foundation of Education	3
EDU 211	Introduction to Teaching	3	EDU 251	Psychology of Learning and Instruction	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	EDU 254	Instructional Methods	3
REL 321/491	Moral Ethics	3	MAT 222	Mathematical Statistical	3

			MAT 302	Numerical Analysis	3
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 338	Teaching of Mathematics in the Secondary Schools	3	SSC 301	Research Methodology	3
EDU 355	Curriculum Development and Innovation	3	MAT 322	Differential Equation	3
MAT 311	Calculus III	3	MAT 341	Linear Algebra	3
MAT 312	Calculus IV	3	MAT 371	Real Analysis	3
EDU 374	Test and Measurement	3	Elective		3
	Elective	3	Elective		3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
EDU 472	Guidance and Counseling	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
EDU 480	School Administration	3	EDU 492	Senior Research Thesis/Paper	3
EDU 490	Education Seminar: School and Society	2			
MAT 401	Abstract Algebra	4			
Elective		3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>12</b>

**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION WITH CONCERNTRATION IN BIOLOGY EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FR/KPE 101	Fundamentals of French or Kpelleh I	3	FR/KPE 102	Fundamentals of French or Kpelleh I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	BIO 102	Basic Biology	4

MAT 101	General Mathematics	3	MAT 102	Pre-calculus	3
Science	Select one from the pool of science	3/4	Social Science	Select one from the pool of social science	3
Social Science	Select one from the pool of social science	3			
<b>Total</b>		<b>18/19</b>	<b>Total</b>		<b>16</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	PHIL 101	Philosophy	3
EDU 109	Introduction to Library Science	2	EDU 250	Philosophy and Foundation of Education	3
REL 321/491	Christian Ethics & Moral Values	3	EDU 251	Psychology of Learning and Instruction	3
EDU 211	Introduction to Teaching	2	BIO 209	General Botany	4
Arts/Humanities	Select anyone in the 100 level series	1	BIO 211	Invertebrate Zoology	4
BIO 202	Microbiology	4			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>17</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
EDU 254	Instructional Methods and Media	3	SSC 301	Research Methodology	3
EDU 355	Curriculum Development and Innovation	3	BIO 331	Genetic	4
EDU 338	Teaching of Science in Secondary Schools	3	BIO 362	Anatomy	4
EDU 374	Tests and Measurements	3	Elective		4
BIO 311	Embryology	4			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>15</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
EDU 472	Guidance and Counseling	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
EDU 480	School Administration	3	EDU 492	Senior Research Thesis/Paper	3
EDU 490	Education Seminar: School and Society	2			
Elective		4			
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>12</b>



**COURSE GUIDE (BACHELOR OF SCIENCE IN SECONDARY EDUCATION  
WITH CONCERNTRATION IN CHEMISTRY EDUCATION)**

<b>FRESHMAN YEAR</b>					
<b>FRIST 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>
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	FRE/KPE 102	Fundamentals of French/Kpelleh I	3
MAT 101	General Mathematics	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Science</b>	<b>Select one from the pool of science</b>	3/4	MAT 102	Pre-calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	CHE 102	Principles of Chemistry II	4
			<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Total</b>		<b>15/16</b>	<b>Total</b>		<b>19</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	PHI 101	Philosophy	3
EDU 109	Introduction to Library Science	2	EDU 250	Philosophy and Foundation of Education	3
EDU 211	Introduction to Teaching	3	EDU 251	Psychology of Learning and Instruction	3
REL 321/491	Moral Ethics	3	MAT 212	Calculus II	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	CHE 231	Organic Chemistry I	4
MAT 211	Calculus I	3			
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>16</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>

EDU 254	Instructional Methods and Media	3	EDU 355	Curriculum Development and Innovation	3
BIO 202	Microbiology	4	CHE 241	Inorganic Chemistry I	4
MAT 221	Mathematical Statistics	3	CHE 351	Physical Chemistry I	4
CHE 232	Organic Chemistry II	4	EDU 338	Teaching of Science in Secondary Schools	3
CHE 251	Electro Chemistry	4			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>17</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
SSC 301	Research Methodology	3	EDU 461	Student Teaching in Secondary Schools/Internship	9
EDU 472	Guidance and Counseling	3	EDU 492	Senior Research Thesis/Paper	3
EDU 480	School Administration	3			
EDU 490	Education Seminar: School and Society	2			
CHE 375	Biochemistry	4			
Elective		3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>12</b>

**PROFESSIONAL EDUCATION REQUIREMENTS/MAJOR: 43 Credit Hours**

	<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 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>43</b>

**TEACHING FIELD/MINOR: 27 CREDIT HOURS**

	<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  
27 credit hours for 3 credit hour courses; and 36 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.

**COURSE DESCRIPTIONS (COLLEGE OF EDUCATION)**

**EDU 109 Introduction to Library Science 3 credits**  
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: Health & Physical Education 1 credit**  
One lecture period and one practical period per week. An introduction to personal hygiene and mental health; physical training and development.

**EDU 211 Introduction to Teaching 3 credits**  
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 credits**  
The social, mental, and emotional development of the young child with implications for learning are explored.

**EDU 250 Philosophy and Foundations of Education 3 credits**  
**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 credits**  
**Prerequisites: 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 credits**  
**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 credits**  
**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 credits**

**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 credits**

**Prerequisites:** EDU 51 & 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 credits**

**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 credits**

**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 credits**

**Prerequisites:** EDU 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 credits**

**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                      3 credits**

**Prerequisites:** EDU 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 credits**

**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 credits**

**Prerequisite:** EDU 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 credits**

**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 credits**

**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 credits**

**Prerequisite:** EDU 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 374 Tests and Measurements 3 credits**

**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 credits**

**Prerequisites:** Must complete 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 Cutting ton staff. Seminars are held to recap and share experiences in the schools. Self-inquiry of the student teacher's behavior is stressed.



## COLLEGE OF THEOLOGY

### INTRODUCTION

The emphasis of the 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 fulfill all the departmental requirements as spelled out in the program of study.

### VISION

The 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 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 128 (one hundred twenty-eight) credit hours with a GPA of 2.0.

### COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamental of Communication I	3	ENG 102	Fundamentals of Literature	3
MAT 101	General Mathematics	3	PHIL 101	Introduction to Philosophy	3

Science	Select one from the pool of science	3/4	FRE/KPE 101	Fundamentals of French/Kpelleh II	3
FRE/KPE 101	Fundamentals of French /Kpelleh I	3	Social Science	Select one from the pool of social science	3
Social Science	Select one from the pool of social science	3	MAT 102	Pre-Calculus	3
Total		15/16	Total		15

SOPHOMRE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
REL 201	Early Church History	3	Arts/Humanities	Select anyone in the 100 level series	1
Social Science	Select one from the pool of social science	3	REL 301	New Testament Greek I	3
REL 310	Introduction to the Old Testament	3		Elective	3
REL 312	Introduction to the New Testament	3	REL 303	Philosophy of Religion	3
ENG 201	Advanced Composition	3	REL 321	Christian Ethics & Moral Values	3
REL 241	Christian Education	3	REL 335	Church History-Africa-Liberia	3
Total		18	Total		16

JUNIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
REL 314	Old Testament Exegesis	3	REL 401	Systematic Theology I	3
REL 315	New Testament Exegesis	3	REL 430	Old Testament Theology	3
REL 340	Sociology of Religion	3	SVL 300	Service Learning	3
REL 350	Homiletics	3	REL 421	Liturgy of Worship I	3
REL 425	Denominational Polity	3	REL 431	New Testament Theology	3
REL 302	New Testament Greek II	3	SSC 301	Research Methodology	3
Total		18	Total		18

SENIOR YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
REL 402	Systematic Theology II	3	REL 491	Comparative Religion	3
REL 493	Pastoral Theology	3	REL 494	Clinical Pastoral Edu./HIV/AIDS	3



	Electives	3		Electives	3
REL 463	Missiology (Mission/Evangelism)	3	REL 492	Seminar Thesis	3
	Electives	3	REL 422	Liturgy & Worship II	3
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>15</b>

### COURSE DESCRIPTIONS (COLLEGE OF THEOLOGY)

**REL 202 Church History I-Early Church Until 800 A.D. 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.

**REL 203 Church History II-800 A.D. to Present 3 credits**

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 241 Church 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 303 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 310 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 311 Introduction to the Old Testament II 3 credits**

This course will cover the Prophets and the Psalms and Wisdom literature. Special emphasis will be placed on the understanding of the Prophetic nature of the Church's ministry.

**REL 312 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 313 Introductory to the New Testament II 3 credits**

This is an overview of the history and teachings of the early Church contained in acts-Revelation with special attention to content. The theological contribution of each book and the critical issues each raises will be discussed.

**REL 314 Biblical Interpretation 3 credits**

The course offers students review and practice in the techniques of studying, interpreting, and applying the vernacular Bible. Hermeneutical practice (rather than the history or

theology of Biblical interpretation) receives major emphasis in the course. Students will refine their skills both in private or individual Bible study, and leading small-group Bible discussions.

**REL 315**                      **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 316**                      **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**                      **Moral Ethics and Social 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 335**                      **Church History of Africa and Liberia**                      **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 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 credal 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**                      **Seminar Thesis**                      **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 offers students a study of the history, Biblical foundation, and theology of pastoral work. Although some developmental theories are explored, the focus is on the actual counseling situation often encountered by a parish priest.

**HIV/AIDS 101**                      **HIV/AIDS EDUCATION**                      **3 credits**  
This course is designed to provide the students with the knowledge of a new plague that is affecting so many people all over the world. It is to educate the students so that they can disseminate the effect and control of it.

## INSTITUTE FOR PEACE AND CONFLICT RESOLUTION

*“...Peace is a network of cohesive social relationships—involving differences, disagreements, and concessions.”*



Side view of the Institute's premises: Reconditioned with assistance from Bradford University (UK), 2008

### INTRODUCTION AND BACKGROUND: Establishment of the Institute

The need for durable peace and sustainable development has never been so great in Liberia and Africa than it is today. Since independence in 1960 the continent continues to experience acute instability and underdevelopment. Thus, the need to build capacity to investigate and proffer alternative solutions to the continent's problems is urgent. Like societies everywhere, Liberia has undergone spirals of conflicts since its inception as a state. Occasionally these conflicts have become violent with untold impact on the nation and its people. One of these violent conflicts erupted in December 1989 and came to a shaky end in 1997. Another erupted in 1999 and came to an end in 2003. Both of these crises reduced Liberia to a failed state. What is equally critical is that the crisis of 1989-1998 was transported to neighboring Sierra Leone. A number of fundamental questions therefore arise. What were the sources of these conflicts? How were they managed and resolved? Could the conflict have been prevented? Now that peace has returned to Liberia, how can that peace be sustained? Indeed, how can the West African sub-region prevent conflicts and sustain durable peace? These questions among many constitute the imperatives for the establishment of the Institute for Peace and Conflict Resolution at Cuttington University through the auspices and support of the United States Agency for International Development (USAID) in 2004.

### VISION

“Building capacities 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

The objectives of the Institute include the following:

1. Determining the root causes of conflicts in Liberia and Africa;
2. Identifying the relevant methodologies in the management and resolution of conflicts in Liberia and Africa;
3. Encouraging collaborative research among Liberian and African scholars in order to improve their understanding of the causes of conflict in Liberia and Africa, develop relevant and appropriate strategies for their prevention, management and resolution and map the way forward in sustaining and promoting the culture of peace;
4. Encouraging the participation and appreciating the contribution of policy makers and other experts in the prevention of conflict as well as post conflict peace-making (conflict transformation);

5. Training teachers how to teach courses on peace and conflict resolution;
6. Training civic leaders including junior judges and justices of the peace in fostering peace in Liberia; and
7. Providing for the prevention of inter and intra tribal conflicts in Liberia and the transformation of the Liberian conflict (1979/1989 – 2003).

## CAREER OPPORTUNITIES

### GRADUATION REQUIREMENTS

Total credit hours required for completion of the Bachelor of Arts in Peace & Development Studies is **130 credit hours** with a **“C” grade** or better and minimum overall GPA of 2.0 or higher on a 4.0 scale.

### \*COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	PDS 101	African History & Institutions	3
FRE/KPE 101	Fundamentals of French/Kpelleh I	3	ENG 102	Fundamentals of Literature	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
MATH 101	General Mathematics	3	PDS 102	Intro to Peace & Development Studies - I	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
<b>Arts/Humanities</b>	<b>Select anyone in the 100 level series</b>	1	FRE/KPE 102	Fundamentals of French/Kpelleh II	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18/19</b>

SOPHOMORE YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Advanced Composition	3	SVL 300	Service Learning	3
PDS 201	The Liberian Civil War	3	PDS 209	Intro to Political Economy	3
PDS 202	Intro to Peace & Development Studies – II	3	PDS 210	Conflict, Natural Resources & Sustainable Development	3
PDS 203	Conflict Mgt., Res. & Prevention	3	PDS 300	Media, Conflict & Peace	3
PDS 206	Post – Conflict Peace-building	3	REL 321	Moral Ethics & Social Values	3
PDS 208	Problems & Prospects of Peace in West Africa	3	PHI 101	Introduction to Philosophy	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
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 (200L)	3
PDS 303	Intro to Political Science	3	Minor 4	Select Minor Course (300L)	3
SSC 311	Social Science Research Methods	3	PDS 400	Intro. to International Humanitarian Law	3
PDS 211/311/312 2 Majors (Comp. Elective)	Compulsory Elective: Ethnic & Religious Dimensions of Conflict / Intro to Psychosocial Counseling / Diplomacy	3	PDS 402	Transitional Justice Systems: Restorative, Retributive and Indigenous Practices	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
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	6
PDS 406	Theories in Peace and Development Studies (Peace and Development Theories)	3			
PDS 407	Human Rights, Security & Development	3			
SSC 401	Social Science Seminar	2			
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>9</b>

**\*Note: Tentative, revised course guide was not available**

### **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.

### **MINOR REQUIREMENTS FOR PEACE AND DEVELOPMENT STUDIES MAJORS**

A minimum of fifteen credit hours of course work or whatever the credit hours required in the department of the student's chosen minor (preferably in the Social Sciences, Liberal Arts or Education) is required of all Peace and Development Studies majors. It is advisable for students majoring in Peace and Development Studies to minor in either of the following areas with a minimum requirement of eighteen (18) credits or as may be advised by the given college or department hitherto.

- Education
- Publication Administration
- Management
- Sociology
- Theology
- Economics

### **MINOR REQUIREMENTS FOR NON-PEACE MAJORS**

Non-Peace majors who wish to minor in Peace and Development Studies are required to complete a minimum of 18 credit hours (6 courses) and an optional elective (3 credits). They can choose from the following 10 core courses based on the regulations for minor options obtaining in their department, college, and at the Institute, which may be revised from time-to-time based on local relevance and realisms:

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
PDS 102	Introduction to Peace Studies	3
PDS 201	The Liberian Civil War	3
PDS 208	Theories in Peace and Dev. Studies	3
PDS 202	Problems and Prospects of Peace in West Africa	3
PDS 210	Post Conflict Peacebuilding	3
PDS 203	Conflict Management, Resolution & Prevention	3
PDS 300	Community Based Peace-building/Comm. Development	3
PDS 302	Intro to Development Studies	3
PDS 309	International Organizations	3
PDS 310	Gender, Conflict & Peace/Development	3
<b>TOTAL</b>		<b>30</b>

#### **Notes: Breakdown/Structure of Program**

##### **I. BA in Peace and Development Studies**

**Total: 25 Courses X 3 Cr/Hrs + All College/University Requirements (42 Cr/Hrs) + Internship (3 Cr/Hrs) + Independent Research Project/Thesis (6) + Elective (2 Cr/Hrs)= 128 Cr/Hrs.**

##### **II. Minor Option (in Peace & Development Studies): 6 Courses X 3 Cr/Hrs + 3 Cr/Hr (Elective) = 21 Cr/Hrs.**

##### **III. Minimum Requirement for Graduation: 117 Cr/Hrs + 11 Cr/Hrs**

**TOTAL: 128 CR/HRS.**

## MAJOR REQUIREMENTS FOR BA IN PEACE AND DEVELOPMENT STUDIES

COURSE CODE	COURSE TITLE	CR HRS.
PDS 101	African History & Institutions	3
PDS 102	Introduction to Peace & Dev. Studies I	3
PDS 202	Introduction to Peace & Dev. Studies II	3
PDS 201	The Liberian Civil War	3
PDS 202	Problems & Prospects of Peace in West Africa	3
PDS 203	Conflict Management, Resolution & Prev.	3
PDS 206	Post Conflict Peace-building	3
PDS 208	Problems & Prospects of Peace in West Africa	3
PDS 209	Intro to Political Economy	3
PDS 210	Conflict, Natural Resources, & Sus. Dev.	3
PDS 300	Media, Conflict & Peace	3
PDS 301	Community Based Peace Building: (Field Practicum/Project)	3
PDS 302	International Organizations	3
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 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	3
PDS 406	Theories in Peace and Development Studies (Peace and Development Theories)	3
PDS 406	Conflict, Natural Resources, & Sustainable Dev.	3
PDS 407	Human Rights, Security & Development	3
PDS 408	Internship	3
PDS 410	Independent Research Project (Thesis)	3
<b>Compulsory Electives (Any one):</b>		
PDS 211	Ethnic & Religious Dimensions of Conflict	2
PDS 311	Intro to Psychosocial Counseling	2
PDS 312	Diplomacy	2
<b>Total Credit Hours</b>		<b><u>80</u></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

A minimum of five (5) core courses totaling fifteen (15) credit hours, plus one (1) elective totaling sixteen (16) 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	Gender, Conflict & Development (Gender & Dev.)	3
PDS 208	Theories in Peace and Dev. Studies	3

### Advanced Diploma

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.

### BA Degree

A minimum of twenty-three to twenty-four (23 – 24) courses totaling sixty-nine to seventy-two credit hours are required for successful completion.

## COURSE DESCRIPTIONS OF THE INSTITUTE OF PEACE & CONFLICT RESOLUTION

**PDS 101      African History & Institutions      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 Economy 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 210 Conflict, Natural Resources, & Sustainable Development 3 credits**

**Prerequisite:** PDS 209

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 mother 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 knowledge 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 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 402      Transitional Justice Systems: (Restorative, Retributive & Indigenous Practice)      3 credits**

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      3 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.

## INSTITUTE FOR ENTREPRENEURSHIP

### BACKGROUND

Every community in the world strive for economic and social independence through access to sustainable income and livelihood. Entrepreneurship is perceived as a means of acquiring economic and social independent through which individuals become masters of their creation, positively impact their society by providing and creating jobs/employment for themselves and other members of the society, increase output and income, access to basic needs and services, leading to improvement in living standards and reduction in poverty level. This indicates that the role of entrepreneurship has positive consequences that impact overall development of the nation and society. This role has accounted for the development of most societies and their economies in Africa. In Liberia, embarking on entrepreneurship is viewed as a sustainable method of enhancing employment in the Liberian society and its overall impact on promoting economic development on one hand and the social well being of the nation on the other hand..

**Aim:** The institute aim at building the capacity of individuals to become entrepreneurs. This is achieved through the following specific objectives. To develop and conduct programs that will lead to the award of certificate and degree to individuals preparing for an entrepreneurial career To promote research geared towards the needs of small businesses and entrepreneurship. To undertake the writing of project proposals that will provide access to funding.

### VISION

**Our Vision is** “To Position Cuttington University as a Premier Source for Developing an Entrepreneurship Workforce”

### MISSION

**Our Mission** is to build a dynamic community of entrepreneurs and an intellectual capacity in helping Liberia realize the nation’s economic aspirations through research.

### CORE VALUE

**Core Value:** The Institute believes in producing Entrepreneurs capable of exhibiting the following competencies:

Exploring and Transforming Opportunities in their Environment into Business

Capable of Developing Business Plan

Undertake Research in Business and its related fields  
Use Business Skills to market their ideas  
Capable of searching for jobs and fit into the labor market  
Set up and manage business  
Contribute to Policy decisions on Entrepreneurship

### **Benefits**

The expected benefits will be in the form of the proliferation of entrepreneurs and businesses that will move the economy forward. A readily source of available data to help government and other institutions in formulating policies. Consultation with the research consortium will aid in implementing appropriate projects to achieve national development goals. Increase enrollment and income for the institution. Enhance the provision of jobs for Cuttington graduates.

### **The Components of the Institute**

**The ALU –Entrepreneurship Awareness Program.** This is an initiative of the Association of the Liberia Universities to sensitize students in tertiary institutions on entrepreneurship. That is to choose between becoming job seekers (paid employment) and job creators (self employment).

**The Business Start Up Center** sponsored by the Ministry of Foreign Affairs, Netherlands is another component of the institute. The Start Up Center provides training programs to enable students to develop business ideas, use computer software to develop the idea into a business plan. The center provides internet facilities to enable students to conduct research to aid them develop their business plans.. The center encourages and promotes business plan competition that allow winners access to soft loans to enable them undertake start ups or expand existing businesses for those who already have businesses.

**The First Avenue International (FAI) Entrepreneurship program** is another component. The program focuses on agro business and targets agriculture students and the community. It has short training and practical oriented programs, business plan development and providing access to loans for these business ideas, a processing hub or local processing unit for local community producers or SMEs (Small Medium Enterprises). The program undertakes other projects such as Bred fruit production, Cassava and Poultry production.

**Entrepreneurship Research/Grant writing:**



Research in Entrepreneurship and its related field form part of the activities of the institute. Research is done to investigate problems, solutions to problems which serve as an entrepreneurial opportunity.

### Certificate Program

- **Module I**
  - ENT 101
  - ENT 102
- **Module II**
  - ENT 103
- **Module III**
  - ENT 104
- **Module IV**
  - ENT 105
- **Module V**
  - ENT 106
- **Module VI**
  - ENT 107
- **Module VII**
  - ENT 108
- **Module VIII**
  - ENT 109

### CAREER OPPORTUNITIES

Graduates in this degree can work as a business consultant or management analyst. The Graduates could work for an independent business, major corporation or non-profit agency.

### 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 better and minimum overall GPA of 2.0 or higher on a 4.0 scale.

### \*COURSE GUIDE

FRESHMAN YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication	3	ENG 102	Fundamentals of Literature	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Social Science</b>	<b>Select one from the pool of social science</b>	3
MAT 101	General Mathematics	3	MAT 102	Pre-Calculus	3
<b>Social Science</b>	<b>Select one from the pool of social science</b>	3	<b>Science</b>	<b>Select one from the pool of science</b>	3/4
CASD103	Rural Development, Gender & Society	3	FRE/KPE 101	Fundamentals of French/Kpelleh I	3
PHI 101	Introduction to Philosophy	3	<b>Arts/Huma</b>	<b>Select anyone in the 100</b>	1

			nities	level series	
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>16/17</b>

<b>SOPHOMORE YEAR</b>					
<b>FRIST 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>
ENG 201	Advanced Composition	3	ACC 202	Principles of Accounting II	3
MAT 211	Calculus I	3	ECO 202	Principles of Economics II	3
ECO 201	Principles of Economics I	3	REL 491/321	Comparative Religion/Christian Ethics	3
ACC 201	Principles of Accounting I	3	Elective	Select by Advisement	3
MGT 201	Principles of Management	3	MAT 212	Calculus II	3
FRE/KPE102	Fundamentals of French /Kpelleh II	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

<b>JUNIOR YEAR</b>					
<b>FRIST 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>
ENTR 310	Entrepreneurial Experience(Introduction)	3	ENT 312	Entrepreneurial Finance	3
SSC 311	Social Science Statistics	3	SSC 301	Social Science Research Methods	3
ENT 311	New Venture Feasibility	3	Minor	Select one minor(3)	3
SVL 300	Service Learning	3	Minor	Select one minor(4)	3
ENT 407	Promotion Management	3	ENT 313	Growing and Managing an Entrepreneurial Firm	3
ENT 320	Accounting for Decision and Control	3	ENT 403	Marketing Research	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

<b>SENIOR YEAR</b>					
<b>FRIST 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>
ENT 421	Fundamentals of Human Resource Management	3	ECO 415	Developing a Marketing Plan	3
ENR 423	Financial Management I	3	ENT 450	Developing a Successful Business Plan	3
ENT 440	Financial Management II	3	ENT 460	Internship in Entrepreneurship	3
ENT 425	Technology Entrepreneurship	3	ENT 426	New Product and Technology Development	3
ENT 424	Business Law	3	SSC 401	Social Science Seminar	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

**\*Note: Tentative, revised course guide was not available**

### **MINOR IN ENTREPRENEURSHIP**

Students minoring in entrepreneurship and are not business majors must do Ent.160, Ent.310, Ent.311, Ent.312, Ent.313 Ent. 407, Ent.450 and one additional 400 level course

For students minoring in entrepreneurship and are business majors must do Ent.310, Ent.311, Entr.312, Ent.313 Ent. 407, Entr.450 and one additional 400 level course

### **REQUIRED ENTREPRENEURSHIP COURSES INCLUDING DIRECTED AND APPROVED ELECTIVES OR CORE COURSES**

1. ENT 310---Introduction and Entrepreneurial Experience
2. ENT 311---New Venture Feasibility Analysis
3. ENT 312---Entrepreneurial Finance
4. ENT 313---Growing and Managing an Entrepreneurial Firm
5. ENT 320---Accounting for Decision Making and Control
6. ENT 450—Developing a Successful Business Plan
7. ENT 424---Law of Business Association
8. ENT 415—Developing a Marketing Plan
9. ENT 460—Internship in Entrepreneurship
10. ENT 425—Technology Entrepreneurship
11. ENT 426--New Product and Technology Development
12. ENT 423--- Short-term Financial Management I
13. ENT 440—Financial Management II
14. ENT 420—Fundamentals of Human Resource Management
15. ENT 403--- Marketing Research
16. MAT.211—Calculus I
17. MAT 21—Calculus II
18. ENT 407—Promotion Management
19. ENT 405---Selling and Sales Force Management

#### **ELECTIVES (Select By Advisement)**

1. ENT 404—Retail Management
2. ENT 406—International Marketing
3. ENT 421—Leading and Motivation
4. ENT 409—Principles of Re-estate

### **SUMMARY**

1. All University Requirements---52 Credit Hours
2. Business College Requirements---17 Credit Hours
3. Required Entrepreneurship and Approved Electives (Core Courses)---51 Credit Hours
4. Elective to be selected by advisement (one, two etc)
5. Number of Credit Hours in Minor Discipline---(15---21) Credit Hours depending on what the department stipulates

6. Total Credit Hours for Graduation = Add 1, 2, 3, 4, and 5 = 137 credit Hours

### COURSE DESCRIPTIONS (INSTITUTE OF ENTREPRENEURSHIP)

**ENT 101 Introduction to Entrepreneurship 3 credits**

This course examines the characteristics of effective small business operations; basic accounting practices, costs and inventory controls; how to develop and assess goals; developing product or service; marketing; operations; and funding. Visits from business operators and local experts in fields of finance, banking, marketing, taxation, etc. will be embedded into the class.

**ENT 102 Entrepreneurship and the Small Business 3 credits**

Examines the main characteristics of effective small business operations; skills and characteristics of the successful entrepreneur; forms of ownership; location; financing; organization; supervision; and marketing.

**ENT 103 Financial Controls for Small Businesses 3 credits**

Examines basic accounting practices and tax issues, emphasizing applications for small business; purpose, design and use of various financial documents, costs and inventory controls, creation and use of financial statements; tax liability and consequences; forms of revenue, costs, depreciation and investments; daily operations; and tax planning.

**ENT 104 Starting Your Business 3 credits**

Learn about the issues that entrepreneurs face when setting up a business. This course teaches individuals how to develop and assess their business concepts and short and long-term goals. Topics include choosing a legal business structure, licensing, obtaining permits and special certifications for business. Participants will also be introduced to the elements required in a business plan.

**ENT 105 Developing Your Product or Service Idea 3 credits**

This module will help the participant further develop the scope of their product or service. Participants will learn how to determine their market niche and what makes their product or service different or special. The module will also cover issues around manufacturing and service delivery. Trademarks, patents, and other types of protection will also be covered.

**ENT 106 Marketing for Success 3 credits**

This module will help students define their marketing strategy, identify their markets and segments, develop effective marketing communications and explore their competitive environment. Other topics to be covered are market research, product development, pricing,



business enterprise. Covers short-term financial planning and control, creation of pro forma financial statements, and business valuation techniques. Presents how and where to seek financing via a variety of debt and equity sources.

**ENT 313                      Growing and Managing an Entrepreneurial Firm                      3 credits**

Focuses on the organization, operation, marketing, and financial management of an ongoing entrepreneurial firm. Emphasizes the strategic management of growth associated with a rapidly changing business, as distinguished from "small business management," which could include small enterprise units that are static. Teaches the practical aspects of managing a growing business on a day-to-day basis. Practical application to "intrapreneurship," such as growing a division or department within a larger organization.

**ENT 320                      Accounting for Decision Making and Control                      3 credits**

The use of accounting information to assist management in planning, analyzing, and implementing processes for decision making and control. Focus is on operational control in contemporary business contexts.

**ENT 403                      Marketing Research                      3 credits**

Studies the design and implementation of research procedures that support systematic and objective decision making for marketing planning and strategy development.

**ENT 405                      Selling and Sales Force Management                      3 credits**

Analysis of current behavioral concepts of personal selling and the problems and policies involved in managing a sales force. Business ethics etc.

**ENT 404                      Retail Management                      3 credits**

An examination of the essential principles and practices of retail business management, including site selection, store design and department layout, merchandise management, sales promotion, and customer services. Also considers the broad issues of modern marketing and financial strategies as they affect retail distribution. Clarifies new influences at work in the retailing environment.

**ENT 406                      International Marketing                      3 credits**

Problems and procedures of marketing in foreign countries. Includes the effects of foreign cultures and marketing systems on the design of marketing programs.

**ENT 407                      Promotion Management                      3 credits**

An analysis of all issues involved with the promotion of an organization and its products or services. Students develop coordinated marketing strategies in the areas of advertising, personal sales, public relations, and special promotional activities such as direct marketing, interactive media, and sales promotions.

**ENT 409                      Principles of Real Estate                      3 credits**

Provides a practical introduction to real estate markets and decision making for students who want to make estate marketing as career goals. Special emphasis is placed on how individuals and businesses interact with real estate on a daily basis. Topics include urban development and growth patterns, zoning and other restrictions on land use, the real estate sales process, mortgage finance, appraisal, business location decisions, and the basics of real estate investment.

- ENT 415                      Developing a Marketing Plan                      3 credits**  
**Prerequisite: ENTR 403**  
 Emphasizes the analysis and tools required in the development of a marketing plan for a new or existing organization. With extensive use of traditional and web-based research, students develop a marketing plan that positions the firm to achieve a competitive advantage in the marketplace.
- ENT 420                      Fundamentals of Human Resource Management                      3 credits**  
 An analysis of the functions of human resource management, including human resource planning, recruiting, selection, appraisal of performance, training, compensation systems, employee/labor relations, and workplace health, safety, and security. Ethical issues in these functions are included. Covers relevant economic, regulatory, and global influences on human resource management.
- ENT 421                      Leading and Motivating                      3 credits**  
 Studies theories of human motivation and adaptation of these theories to programs in organizations. Probes concepts of authority and delegation and analyzes leadership styles.
- ENT 423                      Short-term Financial Management                      3 credits** An  
 introduction to short-term financial management. Includes bank balances, compensation and payment systems, cash management systems, corporate liquidity, receivables, and payables management, inventories, and international short-term finance.
- ENT 424                      Law of Business Associations                      3 credits**  
 Law of agency, partnerships, and corporations. Considers the organizational and relational aspects of both small, closely held businesses and large corporate enterprises.
- ENT 425                      Technology Entrepreneurship                      3 credits**  
 An exploration of the transformation of knowledge into useful products and services. Students assess property for its commercial potential in terms of venture development. Students gain familiarity with concepts in the commercialization process and are provided hands-on experiences applying the concepts to current intellectual property, technology, and inventions. Opportunity recognition, and intellectual property protection patents, copyright, and other trade-issues. Students are exposed to these concepts and will employ them in the commercial-potential evaluation process. This generally looks at improvement in existing technology to aid production.
- ENT 426                      New Product & Technology Development                      3 credits**  
 The innovative transformation of knowledge into commercial products and services. Students will assess real technologies for their commercial potential in terms of licensing and for venture development. Examines concepts associated with new product and technology commercialization. Concepts are introduced that improve and accelerate the commercialization process, from decisions made by scientists at the research bench, through the development, patenting, and licensing of new technologies, to the formation of entrepreneurial enterprises. This is basically developing the new product in line with the technology to enhance its production.
- ENT 440                      Financial Management II                      3 credits**

Studies long-term financing decisions and financial planning. Also includes working capital management, mergers and acquisitions, and international financial management.

**ENT 450                      Developing a Successful Business Plan                      3 credits**

Emphasizes the development of a comprehensive business plan which incorporates financial and organizational principles associated with entrepreneurial finance including financial structuring of the firm, pro forma development of financial statements and the capitalization of the firm. Explains and illustrates strategies for exiting and harvesting the business.

## DEPARTMENT OF SERVICE LEARNING

### A Certificate Program in Service-Learning

#### Introduction

As Liberia strives to awaken from the debris of bloodbath and a multi-faced decadence, it is indeed important for citizens to exhibit a transformed behavior towards the development of their communities, as this will in turn go a long way in boosting the efforts of national government and paving the way towards sustainable development. This renewed way of doing things can be fully realized through the institutionalization of Service-Learning, a program that promotes the concept of serving and learning at the same time, with students having the privilege to come in contact and subsequently interact with inhabitants of their immediate environment. Meanwhile, not only does Service-Learning afford students the opportunity to volunteer, but it also enables them to utilize their personal skills and knowledge to effect changes. Service-Learning is an academic program that provides opportunities for students to acquire leadership qualities and a democratic attitude as well as help them understand the community in which they work and themselves in relation to their community through a process of preparation, voluntary action and reflection.

#### Program Description

As a non-degree program, the certificate program, among other things, is aimed at producing students who will be deeply rooted in the concepts of Service-Learning, people who will possess requisite training sufficient enough to facilitate the introduction and adoption of Service-Learning concepts to as low as primary school students. The pillars of the program are serving, learning, and effecting change, which in themselves have the potential to propel Liberia and Liberians to holistic sustainable growth and development.

#### Program Objectives

The program seeks to achieve the following:



1. To provide beneficiaries with requisite knowledge and skills relevant to the ideals of Service-Learning;
2. To teach students the basics of team building and group dynamics;
3. To institute a new approach towards teaching and learning from primary school level through university;
4. To train young students who will assist in changing the minds of other Liberians regarding taking on the spirit of reciprocity;
5. To foster the spirit of volunteerism as a new strategy and the way forward for rebuilding the fabrics of a war-affected country such as Liberia.

**Duration of the Program** - Students in all categories will be enrolled until they can fully complete the course requirements as prescribed by the Department of Service-Learning and emphasized herein.

**Requirements for certification** - A minimum of six core courses (18 Cr. Hrs) are required to earn the certificate for students in category one. Students in category two and high school graduates in category three will be required to do seven courses (18 credits hrs.)

### **COURSE DESCRIPTIONS (DEPARTMENT OF SERVICE LEARNING)**

**SVL 101                      Introduction to Service-Learning                      3 credits**

This course is the foundation for all courses in the Service-Learning Program, and it focuses on introducing the concepts of Service-Learning to students. It is pivotal in integrating the academic study with the community exposure and the academic learning. Time in the classroom and the field teaches the students why it functions as it does, by testing theory with practice. It will teach students how to serve and learn, and enlighten them on how to get prepared as worthy citizens for the world over. As part of the course activities, students will write scholarly papers, make presentations, and go on several excursions during the course of the semester. Journaling will also be an integral part of the course work.

**SVL 102                      Introduction to Liberian Society                      2 credits**

This course introduces students to the Liberian society, culture and tradition. It introduces a systematic study of the geographic, religious, historical, political and economic foundation of Liberian society, looking at the relationship between social structures and values and how they contribute to the uniqueness of the Liberian culture and society. It is sad to note that Liberian students know little or nothing about their own history and origin, needless to mention their own responsibilities and duties as citizens. Introduction to Liberian Society will introduce students firstly to their immediate society, and then to the cultural and traditional practices of different ethnic backgrounds in Liberia. Students will visits to all political sub-divisions of Liberia; they will be required to write papers on contemporary issues in the Liberian society. Journaling and field excursions will form part of major course activities during the semester.

**SVL 103                      Gender, Leadership & Development                      3 credits**

Gender has become a crosscutting and very controversial issue today, especially in developing societies. Thus, the need to mainstream gender in education cannot be overemphasized. Gender mainstreaming is critical to building a wholesome and inclusive society. This course focuses on the importance of gender and its role and centrality in leadership and development processes. The course also explores the cultural assumptions or

attributes of gender and the linkages or implications for (governance) leadership and development, and strategies on how the gender gaps can be addressed, for example in the context of Liberia.

**SVL 104                      Project Cycle Mgt.                      2 credits**

This course will introduce students to the basics of projects design, implementation and evaluation. In a quest to transform the lives of locals, it would be best if students know how to do write-ups soliciting funds that will help boost the economic and social status of local people. Students enrolled in this course will work closely with several communities and (if need be) agencies to develop project proposals and see to it that these proposals are funded and subsequently implemented in areas of need. Students will conduct field visits to inspect ongoing projects in different settings and engage in various forms of project evaluation. They will also write papers and journals.

**SVL 105                      Community Development & Peace-building                      3 credits**

This course takes a revolutionized approach to peacebuilding and community development. It focuses on the relationship between peacebuilding and development, how these can be fostered at the community level and the different actors involved in these processes. It seeks to promote peace and development in different communities in the wake of the 14 year war in Liberia, which left communities fragmented and devastated. The course exposes students to the roots of conflict (communal conflict), the disadvantages of conflict, conflict resolution techniques, and useful tips for maintaining peace, highlighting the role of civil society and other actors, the relationship between state and non state peace-building and development actors, the importance of community based approaches to an effective peace building program, among others. The course will be for the most part practical, involving several group exercise such as field trips and assessment visits, trainings (seminars & workshops), which will all form part of the course activities; students will also write and submit professional papers, journals, etc and develop a final core group project (CGP), which will focus on peace building at the community level. The project will be presented before a live audience and documented (video recording, documentary, radio presentation, leaflets, etc).

**SVL 106                      Introduction to Counseling & Trauma Management                      2 credits**

When people become traumatized, their abilities to participate in and respond adequately to development initiatives tend to be impaired. And in such cases, work is retarded, thus restraining eminent changes that should occur. The focus of this course, therefore, is to train students in the basics of counseling, so that they are properly equipped to manage traumatized, stressful services in various communities. The course will afford students an opportunity to acquire skills that will equip to train people on basic concepts in counseling, so that they can be able to assist in restoring sanity to their community members when the need arises. During the conduct of the course, students will work in collaboration with organizations and other agencies that have counseling program; they will visit correction centers, schools, medical facilities, etc. in an effort to acquire counseling skills and services. Additionally, students will write papers and do excursions.

**SVL 300                      Service-Learning                      3 credits**

This course is required for all students of junior or senior standing (except nursing majors). It exposes and help students to imbibe the vision and values of Service-Learning through voluntary services to the community, thus understanding and appreciating what it (Service-

Learning) really entails. Field activity is a major component of the course. Students will identify through a rigorous community needs assessment process problems or challenges that are endemic to post-conflict Liberia and be guided through the development of projects to address those challenges or needs, which will be implemented by themselves (students) in various communities in collaboration or partnership with other local civil society actors and community dwellers. The course is divided into three key phases (classroom lecture, community service, and reflection/reporting) and involves three key components leadership, governance and voluntarism (community service) each of which focuses on shaping students' character holistically and developing values that are essential in working with others and in the community including such human values as tolerance, volunteerism, selflessness, team-spirit (team work), leadership, group dynamics, etc. This will be the final requirement for the completion of the Service-Learning certificate, and it is compulsory for Cuttington University students enrolled for the certificate in Service-Learning & Community Development and optional for non Cuttington University students enrolled in the program.

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