

# ASSOCIATE STUDIES

CUTTINGTON JUNIOR COLLEGE  
BONG MINES ROAD, KAKATA  
MARGIBI COUNTY, LIBERIA



ACADEMIC CATALOG  
(REVISED DRAFT FOR 2017/2018)

## TABLE OF CONTENTS

President’s Message	i	
Vice President for Academic Affairs Message	ii	
Associate Vice President for CUJC Message		iii
Purpose of the CUJC Catalog		I
Historical Perspective Cuttington University		I
Mission Statement	4	
Goals	4	
Location	4	
Buildings and Grounds	4	
Other Campus Buildings	6	
The Administrative Building		6
The Library	6	
Agape Clinic	6	
Cuttington Campus School	6	
The Garden School	6	
National and International Linkages		7
Publication and Cultural Events	7	
Written Publications	7	
Culture		7
The University Choir		7
The Chaplaincy	8	
Student Activities	8	
The Office of Student Affairs		8
Student Campus-based Organizations	8	
Admissions and Enrollment	9	
Curriculum	9	
Degrees and Programs of Study	10	
General Requirements	10	
Curriculum Requirements	10	
Residence Requirements	10	
Triads	10	
Average Required	10	
Enrollment Procedures and Practices		10
Foreign Students	11	
Transfer Students	12	
Exemption and Transfer of Credits	12	
Students Attending Non-Degree Seminars & Workshops		12
Remedial Students	13	
Re-Admission	13	
Registration Procedures	13	

Financial Information		13
Pre-registration	13	
Registration	14	
Late Registration	14	
Matriculation	14	
Class Limitation	14	
Changes in Student Schedules	14	
Cancelled Classes	15	
Academic Guidance	15	
Full-Time Class Load		15
Course Overload and Under Load	15	
Classification of Students	15	
Continuous Attendance	15	
Vacation School	16	
Grading System	16	
Repeated Courses	17	
Withdrawal from course with notation of “W”	17	
Withdrawal from the Junior College		17
Correction of Final Grade	18	
Academic Standing	18	
Records	19	
Student Records	19	
Academic Record	19	
Categories of Students	19	
Regular Students	19	
Graduation	19	
Application for Degrees	19	
Transcripts	19	
Academic Standing Committee and Academic Regulations		20
Other Academic Matters	21	
Probation	21	
Rules Governing Probation, Suspension and Expulsion	22	
Other Acts of Academic Dishonesty		23
Procedure for Handling cases of Academic Dishonesty	23	
Other Disciplinary Matters	24	
Miscellaneous Information	24	
Honors at Graduation		24
Department of Science and Agriculture	25	
Introduction	25	
Vision	25	
Mission	25	
Career Opportunities	25	
Graduation Requirements	26	
Associate of Science Degree in General Agriculture		27

Introduction	27	
Vision	27	
Mission	27	
Career Opportunities	27	
Graduation Requirements	27	
Distribution of Courses and Credit Hours	27	
Course Guide	27	
Associate of Science Degree in Biology	29	
Introduction	29	
Vision	29	
Mission	29	
Career Opportunities	29	
Graduation Requirements	29	
Distribution of Courses and Credit Hours	29	
Course Guide	29	
Associate of Science Degree in Pure & Applied Chemistry		31
Introduction	31	
Vision	31	
Mission	31	
Career Opportunities	31	
Graduation Requirements	31	
Distribution of Courses and Credit Hours	31	
Course Guide	31	
Associate Degree in General Science		33
Introduction	33	
Vision	33	
Mission	33	
Career Opportunities	33	
Graduation Requirements	33	
Distribution of Courses and Credit Hours	33	
Course Guide	33	
Mathematics and Physics Program	35	
General Education Course Descriptions	35	
Course Descriptions	38	
Department of Nursing	45	
Introduction	45	
Vision	45	
Mission	45	
Career Opportunities	45	
Graduation Requirements	45	
Student Nurses' Standard Operation Procedure	45	

Course Guide	47
Course Descriptions	49
Department of Business & Public Administration	52
Introduction	52
Vision	52
Mission	52
Career Opportunities	52
Graduation Requirements	52
Associate Degree in Management	53
Introduction	53
Vision	53
Mission	53
Career Opportunities	53
Graduation Requirements	54
Course Guide	54
Associate Degree in Public Administration	56
Introduction	56
Vision	56
Mission	56
Career Opportunities	56
Graduation Requirements	56
Course Guide	56
Associate Degree in Economics	58
Introduction	58
Vision	58
Mission	58
Career Opportunities	58
Graduation Requirements	59
Course Guide	59
Associate Degree in Accounting	61
Introduction	61
Vision	61
Mission	61
Career Opportunities	61
Graduation Requirements	62
Course Guide	62
Course Descriptions	63
Department of Education	69
Introduction	69
Vision	69

Mission	69
Career Opportunities	69
Graduation Requirements	69
Course Descriptions	71
Associate Degree in Sociology & Social Work	73
Introduction	73
Vision	73
Mission	73
Career Opportunities	73
Graduation Requirements	73
Course Guide	74
Course Descriptions	75
Board of Trustees	77
Cuttington University Senior Administration	78
Cuttington University Junior College Administrative & Support Staff, & Faculty	78



My fellow Students

I am delighted to commend this catalog to anyone interested in what we offer in the training and molding of young minds that find their way into our Junior College.

It is my ardent hope that these pages reflect our core academic mission, desire and strategy for the unprepared to succeed, the prepared to advance, and the advanced to excel! We seek, in all that we do, to enhance the quality of instruction, develop exercises that provoke beneficial reflection, as well as sharpen literacy, analytical and practical skills in your various disciplines of choice.

Cuttington Junior College is a vital part of the University's service to the nation; and the courses of study reflected in the document you hold brings life to our desire to produce men and women of character, wisdom and skill. Congratulations on joining the family of emerging scholars.

May your journey be rewarding, and full of exciting discoveries.

Herman B. Browne, Ph.D.  
**PRESIDENT**

## PICTURE OF DR. TVK BROWN

### **Vice President for Academic Affairs, Cuttington University Message**

I feel highly honored to welcome all who are attracted to our academic standard and the rigor of College education that we provide and therefore come to Cuttington Junior College. Academic Affairs cherish your brilliance in selecting the Pace setter in higher education, the premier University and the Citadel of Academic Excellence in Liberia also known as the oldest Private tertiary institution in Africa Sub of the Sahara as your choice for seeking higher education. You made no mistake.

Your journey through the Associate degree program will be pleasant and seemingly short or unpleasant and long depending on how you chart your course along the way. The success of this historical, a very important part of your life history depends on how serious and determined you are to succeed.

The educational programs are designed to equip the Junior College student with the necessary tools 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 you to drink deep and well at the fountain of knowledge at the Junior College.

I am exceedingly overwhelmed by the level of success the Junior College 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(Hon)  
**Vice President for Academic Affairs**





### **Associate Vice President, Junior College Message**

Two-year Junior or community colleges were initially established in the 1800's to respond to specific professional, academic, racial or gender needs of communities. In the 21<sup>st</sup> century, the objectives of two-year junior or community colleges are shifting towards responding more to professional and less academic needs of communities. As a 21<sup>st</sup> century tertiary institution, the Cuttington Junior College seeks to pursue the latter objectives. In so doing, the Junior College places more emphasis on professional development without ignoring or underestimating the importance of academic development. The College therefore seeks to be a tertiary institution that adequately responds to the professional and academic needs and choices of high school graduates who seek advanced academic preparation for enrollment into baccalaureate programs, and those who may not seek enrollment into baccalaureate programs but seek professional development for quick employment,.

As an Episcopal institution, the Cuttington Junior college uncompromisingly upholds very high Christian standards highlighted in every aspect of our academic and professional programs to develop students spiritually, morally, ethically, academically and professionally, and remains committed to the doctrine and philosophy of the Episcopal Church, without compromising the constitution and the education laws of the Republic of Liberia. The junior college acknowledges that those who come to colleges and universities are more or less consenting adults; therefore, those who enroll at the Cuttington Junior college are expected to exhibit high levels of maturity and responsibility throughout their stay. Finally, we encourage students to take advantage of our professionally trained faculty and staff, our beautiful campus and facilities in pursuit of their respective goals for enrolling at this College.

Daniel N. Harmon, Sr., BPA, MSc  
**Associate Vice President**

## PURPOSE OF THE CUTTINGTON JUNIOR COLLEGE CATALOG

The course offerings and requirements of the Junior College 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. Students desire that the Cuttington Junior College continue its efforts to upgrade and improve its academic programs, thus changes are made with that in mind.

Although the catalog is a contract between the student and Cuttington, the Junior College 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 College until upon the completion of the students' course of study. A student who drops from the College will be subject to all changes in the academic policies upon his/her return to the College. Academic policy changes are not retroactive.

Current information is available from the following sources in Kakata:

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

Cuttington Junior College 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, it is dependent upon the student's desire to learn and his/her application of appropriate study techniques to any course or program. The Junior College 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 Junior College 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 studies* 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 studies* program.

The 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. The Administration continued 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 STATEMENT**

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**

The Junior College is an institution within the University of Cuttington whose goal it is to deliver quality tertiary education to all. The goal of our Associate studies program is to introduce students to the formal process of tertiary education, through which are acquired good literary, analytical and practical skills in their discipline of choice.

We strive to produce disciplined minds and virtuous character in the process and attempt to do this by establishing rigorous administrative and academic standards in this institution. We encourage critical thinking among our students, fulsome discussion, and independent study. We value the practical application of one's ever expanding understanding not merely in the classroom, but also in their daily life and work.

## **LOCATION**

The Junior College campus is located on the Bong Mines Road in Kakata, Margibi County, 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.

## **STUDENT AFFAIRS**

Please refer to the Student Handbook for matters related to campus activities.

## **HUMAN RESOURCE**

Please refer to the Employee handbook, for employee related matters.

## **ADMISSIONS AND ENROLLMENT-ASSOCIATE PROGRAMS**

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 Junior College 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 numbers of semester hours are 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**

Associate of Arts (AA)

Associate of Science (AS)

The below listed sections are intended to provide necessary information on departments, and degrees offered at the Cuttington Junior College, Kakata site.

## GENERAL REQUIREMENTS FOR THE ASSOCIATE'S DEGREE CURRICULUM REQUIREMENTS

Candidates for an associate degree must complete the required hours for the respective majors. This information is available from the current catalog or the respective departments (whichever is latest). Any substitution of a core course is to be approved by the Department Chairperson in consultation with the Academic Standing Committee.

## RESIDENCE REQUIREMENTS

The maximum residence requirement for the associate's degree is four (4) semesters. If a student does not complete the requirements for a degree within the maximum limit he/she may petition the ASC for extension.

## TRIADS

The Triads are a set of extramural examinations that are geared toward evaluating key competencies within the Associate degree program of the Cuttington Junior College. 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 the Associate degree must complete and pass the Triads (two sets of exams for the four major competencies) 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.

## 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 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  
Telephone: 231 (o) 880510970

Students seeking admission to the University for 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 advance level subjects are also recommended. WAEC (Liberia) candidates who score level 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.

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

Students who apply from these institutions are ensured maximum transferability of credits of up to 60 credits only. Students transferring from the Cuttington University Junior College have additional options for credit transfer. Transfer students must complete a minimum of 45 credit hours at Cuttington University to meet graduation requirements.

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. They must earn at least 45 hours of academic credit at CU and a minimum of fifteen credit hours in their major areas at CU to qualify 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 of 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 Chair of Department 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 Associate Vice President for Cuttington University Junior

College. 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 notified before the Add & Drop period is concluded, so that they can register for alternative or comparable courses without penalty

### **ACADEMIC GUIDANCE**

Cuttington University Junior College recognizes the importance of sound, consistent advice to students; to achieve their educational goals. Thus, the Junior College 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 and the Academic Standing Committee (ASC).

### **CLASSIFICATION OF STUDENTS**

Students are classified according to credit hours earned at Cuttington Junior College and completion of the aptitude exam known as Triads. To be classified as a freshman, a student must have less than 36 credit hours; and as a sophomore, must have passed at least 36 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 Junior College 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 Cuttington Junior College, and therefore all students must meet and follow the regulations and procedures that have been established by the Junior College.

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:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points</u>
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 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 Department Chair 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 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 JUNIOR COLLEGE**

A student is expected formerly to inform the Junior College 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 Associate Studies or the Registrar.

A student should bring a letter from his parents/sponsor to justify his/her withdrawal to the ASC, and the Registrar may consult the Vice President for Associate Studies or the ASC in case of any doubt.

A student who fails to withdraw officially from the College 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 Academic Coordinator of the Junior College, 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.

### **Probationary Restrictions**

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 Junior College who owe no financial obligations to the Junior College are entitled to transcripts of their academic record. The issuance of transcripts for the Cuttington Junior College 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 Junior College 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 Junior College, 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.

## **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 receive a degree the candidate must have completed all work required for graduation at least 48 hours prior to the scheduled meeting of the University Faculty Senate voting on the candidates for degrees. A candidate who fails to submit all required work for the degree as stipulated will be recommended for the following year. The university cannot be held responsible for adding to the official graduation list the name of any candidate who submits thesis, etc. after the list has been submitted to the Board of Trustees. All grades for graduating seniors must be tabulated and submitted to the Registrar's Office at least 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 credence must submit a formal request and wait for at least two weeks 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;
  - 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;
3. Formulation of policies, procedures, or recommendations to proper bodies in connection with all of the above maintained areas and in connection with:
  - a. Probation regulations and enforcement thereof;
  - b. Classification 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.

**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 Associate Vice President for Cuttington University Junior College in consultation with the Registrar.

**Remedial students** are not students of the university but are 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 JUNIOR COLLEGE**

**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 Junior College.
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 Junior College 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 test 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 Associate Vice President for Cuttington University Junior College.

### **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.

- a. 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
- b. 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.
- c. 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.

## DEPARTMENT OF SCIENCE AND AGRICULTURE

### INTRODUCTION

The Department of Science and Agriculture offers Associate of Science degrees in various disciplines, including Biology, Chemistry, General Science, and General Agriculture. The associate of Science degree program is a two year program tailored to give students the right balance of scientific awareness, problem solving skills and interest-driven scientific exploration. Students are trained and inspired to meet the ever increasing demands of our constantly changing society with strive towards making scientific breakthroughs and unraveling miseries in the field of Science. Curiosity is always the theme of virtually all our engagements. The rigorous nature of the programs requires students to infuse quite a lot of time into their study couple with critical thinking in order to cope and subsequently achieve academic success. The cross-cutting curriculum takes a tour of modern advances in science and technology and is being used as a tool to produced highly qualified graduates with attractive academic prowess and strong moral fiber.

### VISION

We are committed to providing relevant scientific knowledge and basic practical skills for future scientists, health care educators and researchers. The department ultimately seeks to provide interdisciplinary and collaborative educational experiences and global opportunities that inspire our students and faculty to contribute to nation building through active and productive scientific and educational engagements. We ascribes to training well-skilled professionals who will be absorbed by notable institutions and entities to affect innovative transformation for the growth and betterment of the outside world.

## **MISSION**

We endeavor to stimulate students' interest in science, thereby unleashing their inner creativity and potentials through exciting theoretical and practical scientific journeys. We strive to attain excellence in teaching, research and service provision to surrounding communities through a safe and supportive environment in which our students live, learn and succeed. We remain committed to improving the quality of life in the surrounding communities through comprehensive service learning projects, thereby bridging the already existing gap in the areas of Science, technology, industrialization and the likes.

## **CAREER OPPORTUNITIES**

Career opportunities for graduates of our programs are, without hesitation, enormous. Our programs are structured in ways that meet the demands of localization and globalization. In a highly competitive society like ours where opportunities in the field are limited, our graduates are thriving in their professional sojourns. They are among the leaders in the field in this part of the world. For students who wish to further their studies, the sky is your lower bond. Future career prospects include, but are not limited to: environmental science/engineering, geo science, petro-chemistry, medicine/biomedical science, materials science/engineering, pure and applied biology, theoretical and applied chemistry, and solid state science, botanical and soil science, astronomy and space science, statistical actuary science and research.

## **GRADUATION REQUIREMENTS**

The Department of Science and Agriculture considers hard work, diligence, commitment and perseverance as major criteria and skills one needs to succeed in the programs. The minimum number of credit hours required for graduate is seventy four (74). Since the college operates using a four-point grading skill, the minimum pass grade in any course is a "C" grade. Any student forfeiting this requirement in any course will be required to repeat said course. Students are however, advised to earn "A" and "B" grades, especially in content area courses. Under no condition shall a student with a cumulative grade point average (CGPA) of less than 2.00 be cleared for graduation by the Department. A CGPA of at least 3.00 is recommended for students who wish to pursue higher academic and research degrees.

## **ASSOCIATE OF SCIENCE DEGREE IN GENERAL AGRICULTURE**

### **INTRODUCTION**

The associate of science degree in general agriculture is one of the degree granting programs offered by the Department of Science and Agriculture at the Cuttington University Junior College. The degree prepares candidates for lifelong learning and career opportunities in agriculture.

### **VISION**

Our vision is to be the leader in developing middle level agriculture technicians to meet the agricultural, workforce demands and food security needs of Liberia.

### **MISSION**

Our mission is to promote the development of Liberia human resource capacity in agriculture.

### **CAREER OPPORTUNITIES**

Career opportunities include agriculture extension worker, environmental and climate change professional, agronomy, soil and animal science, food security officer among others.

### **GRADUATION REQUIREMENTS**

A minimum of 75 credit hours are required with at least a 2.00 cumulative grade point average shall be required for graduation. A student must maintain a minimum grade of “C “ or 2.00 in all courses in order to be eligible for graduation.



## DISTRIBUTION OF COURSES AND CREDIT HOURS

Description	Credit hours
Content Area courses	38
Divisional Requirements	11
All College Requirements	26
Minimum credit hours required for graduation	75

### COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CASD 101	Intro. to Agric. & Natural Resource Mgt (LAB)	3	CASD 103	Rural Development Gender & Society	3
BIO 101	Principles of Biology (LAB)	4	CHEM 101	Principles of Chemistry I (LAB)	4
CASD 102	Rural Sociology, Gender & Culture	2	MATH 112	Principles of Mathematics II	3
ENG 101	Fundamentals of Communication I	3	CASD 104	Intro. To Geology, Soil & Environmental Sci.	3
MATH 111	Principles of Mathematics I	3	ENG 102	Fundamentals of Communication II	3
COM 101	Introduction to Computer	3	CU 101	Introduction to University Studies	2
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### Vacation School

Course #	Course Title	Credit Hrs
PSY 101	Principles of Psychology	3
CASD 202	Human Nutrition	3
<b>Total</b>		<b>6</b>

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course#	Course Title	Credit Hours	Course #	Course Title	Credit Hours
AGRIC 202	Principles of Crop production & Soil MGT I	4	REL 221	Introduction to Moral Ethics	3
AGRIC 204	Principles of Pest MGT & Disease	3	AGRIC 216	Agriculture Extension	3

AGRIC 208	Post-Harvest Technologies	3	AGRIC 218	Plantation Crop Production	3
AGRIC 212	Farm Power	2	AGRIC 220	Principles of Animal Production	3
ECON 201	Principles of Economics	3	ENG 210	Advanced Composition	3
AGRIC 214	Farm Record & Account	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>15</b>

## ASSOCIATE OF SCIENCE DEGREE IN BIOLOGY

### INTRODUCTION

The associate of science degree in biology is one of the degree granting programs offered by the Department of Science and Agriculture at the Cuttington University Junior College. The degree prepares candidates for lifelong learning and career opportunities in biology. Students who do not maintain a grade point of 3.00 or “B” in all freshman chemistry and biology courses will not be admitted into the program.

### VISION

Our vision is to be a leader in biological sciences by preparing our students and providing relevant knowledge and skills coupled with creativity and innovation.

### MISSION

Our mission is to prepare students for exciting career opportunities and to fulfill their aspirations through state of the art practices.

### CAREER OPPORTUNITIES

Career opportunities include medicine/biomedical science, marine biology, environmental science, solid state science, botanical and soil science, and research.

### GRADUATION REQUIREMENTS

A minimum of 74 credit hours are required with a 2.00 cumulative grade point average shall be required for graduation. A student must maintain a minimum grade of “C “ or 2.00 in all courses in order to be eligible for graduation.

### DISTRIBUTION OF COURSES AND CREDIT HOURS

Description	Credit hours
Content Area courses	28
Divisional Requirements	15
All College Requirements	31
Minimum credit hours required for graduation	<b>74</b>

### COURSE GUIDE

1 <sup>ST</sup> 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 Communication II	3
BIO 101	Principles of Biology I	4	CHEM 102	Principles of Chemistry II	4
EDU 111	Physical Education	1	PSY 102	Principles of Psychology II	3
MATH 101	Pre-Calculus I	3	MATH 102	Pre-Calculus II	3
PSY 101	Principles of Psychology	3	BIO 102	Principles of Biology II	4
<b>Total</b>		<b>14</b>	<b>Total</b>		<b>17</b>

**Vacation School**

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hrs</b>
COM 101	Introduction to Computers	3
HIST 101	African History	3
<b>Total</b>		<b>6</b>

<b>2<sup>ND</sup> 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 209	General Botany	4	CHEM 231	Organic Chemistry	4
BIO 202	Microbiology	4	BIO 211	Invertebrate Zoology	4
ENG 210	Advanced Composition and Term Paper	3	BIO 221	Ecology	4
PHYS 101	Principles of Physics	4	BIO 262	General Anatomy	4
REL 221	Introduction to Moral Ethics	3	MATH 211	Calculus I	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>19</b>

## ASSOCIATE OF SCIENCE DEGREE IN PURE & APPLIED CHEMISTRY

### INTRODUCTION

The associate of science degree in pure and applied chemistry is one of the degree granting programs offered by the Department of Science and Agriculture at the Cuttington University Junior College. The degree prepares candidates for lifelong learning and career opportunities in chemistry. Students who do not maintain a grade point of 3.00 or “B’ in all freshman level chemistry and mathematics courses will not be admitted into the program.

### VISION

Our vision is to be a leader in field of chemistry by preparing our students and providing relevant knowledge, skill coupled with creativity and innovation.

### MISSION

Our mission is to prepare students for exciting career opportunities and to fulfill their aspirations through state of the art practices.

### CAREER OPPORTUNITIES

Career opportunities include pure and applied chemistry, petro-chemistry, environmental science/engineering, geo science, medicine/biomedical science, materials science/engineering

### GRADUATION REQUIREMENTS

A minimum of 74 credit hours are required with a 2.00 cumulative grade point average shall be required for graduation. A student must maintain a minimum grade of “C “ or 2.00 in all courses in order to be eligible for graduation.

### DISTRIBUTION OF COURSES AND CREDIT HOURS

Description	Credit hours
Content Area courses	27
Divisional Requirements	26
All College Requirements	21
Minimum credit hours required for graduation	74

### COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHEM 101	Principles of Chemistry I	4	CHEM 102	Principles of Chemistry II	4
MATH 101	Pre-calculus I	3	BIO 102	Principles of Biology II	4
BIO 101	Principles of Biology I	4	MATH 102	Pre-calculus II	3

ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Communication II	3
REL 221	Moral Ethics & Christian values	3	COM 101	Introduction to Computer	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

**Vacation School**

Course #	Course Title	Credit Hrs
CHEM 231	Organic Chemistry I	4

<b>2<sup>ND</sup> YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course#	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHEM 232	Organic Chemistry II (lab)	4	CHEM 222	Introduction to	4
PHYS 101	Introductory Physics I	4	CHEM 241	Inorganic Chemistry I	3
MATH 211	Calculus I	3	MATH 212	Calculus II	3
ENG 210	Advance Composition and Term Paper	3	CHEM 271	Biochemistry I	4
BIO 202/211	Microbiology/Invertebrate Zoology	4	PHYS102	General Physics II	4
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

## ASSOCIATE OF SCIENCE DEGREE IN GENERAL SCIENCE

### INTRODUCTION

The associate of science degree in general science is one of the degree granting programs offered by the Department of Science and Agriculture at the Cuttington University Junior College. The degree prepares candidates for lifelong learning and career opportunities in general science. Students who do not maintain a grade point of 3.00 or “B” in all freshman level chemistry, biology, physics and mathematics courses will not be admitted into the program.

### VISION

Our vision is to be a leader in the sciences by preparing our students and providing relevant knowledge and skills coupled with creativity and innovation.

### MISSION

Our mission is to prepare students for exciting career opportunities and to fulfill their aspirations through state of the art practices.

### CAREER OPPORTUNITIES

Career opportunities include pure and applied chemistry, petro-chemistry, environmental science/engineering, geo science, medicine/biomedical science, materials science/engineering, solid state science, botanical and soil science, astronomy and space science, statistical and actuary science and research.

### GRADUATION REQUIREMENTS

A minimum of 71 credit hours are required with at least a 2.00 cumulative grade point average shall be required for graduation. A student must maintain a minimum grade of “C “ or 2.00 in all courses in order to be eligible for graduation.

### DISTRIBUTION OF COURSES AND CREDIT HOURS

Description	Credit hours
Content Area courses	47
Divisional Requirements	3
All College Requirements	21
Minimum credit hours required for graduation	71

### COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
CHEM 101	Principles of Chemistry I	4	CHEM 102	Principles of Chemistry II	4

MATH 101	Pre-calculus I	3	BIO102	Principles of Biology II	4
BIO101	Principles of Biology I	4	MATH 102	Pre-calculus II	3
ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Communication II	3
REL 221	Moral Ethics & Christian values	3	COM 101	Introduction to Computer	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>17</b>

### Vacation School

Course #	Course Title	Credit Hrs
CHEM 231	Organic Chemistry I	4

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course#	Course Title	Credit Hours	Course #	Course Title	Credit Hours
BSI 202	Hygiene Health and Science of the	3	PSI 201	Physical Science/ Physics for Junior Secondary	3
PHYS 101	Introductory Physics I	4	PSI 202	Physical Science/Chemistry for Junior Secondary School	3
MATH 211	Calculus I	3	BIO 209	General Botany	3
ENG 210	Advance Composition and Term Paper	3	BSI 201	Biological Science for Junior Secondary Schools	3
BIO 202/211	Microbiology/Invertebrate Zoology	4	PHYS 102	General Physics II	4
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>



## MATHEMATICS AND PHYSICS PROGRAM – NON DEGREE GRANTING

The mathematics and Physics programs provide divisional support to faculties in the teaching, learning and competencies of mathematics as required. Students are provided skills in mathematics either as a college, divisional requirement or content area emphasis. 10 courses in mathematics are offered with a total contact hour of 30.

COURSE NO.	COURSE TITLE	CREDIT HOURS	PREREQUISITE
MATH 010	Developmental Math I/Remedial Math I	0	None
MATH 011	Developmental Math II/Remedial Math II	0	None
MATH 101	Pre-calculus I	3	None
MATH 102	Pre-calculus II	3	Mat 101
MATH 111	Principles of Mathematics I	3	Mat 111
MATH 112	Principles of Mathematics II	3	Mat 111
MATH 107	Geometry for Teachers	3	Math 101
MATH 109	Topics in Analytic Geometry/Trigonometry	3	Math 101
MATH 209	Discrete Mathematics	3	Math 101
MATH 211	Calculus & Analytic Geometry I	3	Mat 102
MATH 212	Calculus & Analytic Geometry II	3	Mat 211
MATH 221	Mathematical Statistics I	3	Mat 211

### GENERAL EDUCATION COURSE DESCRIPTIONS

#### **BIO 101 & 102 Basic Biology**

**4 credits**

A general introduction to living things, survey of animal and plant kingdoms, 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

#### **CHEM 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, salts, redox reactions, aqueous solutions, and stoichiometry, periodic table and periodicity, properties of solutions, etc

#### **CHEM 102 Principles of Chemistry II**

**4 credits**

**Pre-requisite: CHEM 101**

Chemistry 102 is 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 chemistry, the gas laws, chemical kinetics and chemical equilibrium, thermo chemistry, entropy and free energy, acids, bases and aqueous equilibria, and electrochemistry.



exam warrants refresher in concept of basic mathematics. Topics include the real number system, their properties and operations, fractions, decimals, ratios and proportions, rates and their practical applications, and word problems models after real world situations. The course places emphasis on manual computations therefore calculators are prohibited. Tutorial classes are mandatory and accounts for forty percent of the course grade. If unable to pass this course after two attempts the student shall be dropped from the University with the option to re-apply.

**MATH 011 Developmental /Remedial Mathematics II 0 credit**

One of two remedial and refresher courses offered by the Department that is intended to improve the skill levels of candidates whose performance on the entrance and placement exam warrants refresher in concept of basic mathematics. Topics include computing and using percents, discounts and commission, elementary statistics to include mean, median, mode, range, percentile, quartile, box and whisker plots, pie chart, line and bar graphs, literal equations, Unites States and metric systems of measurements and conversion, introductory algebra, word problems, computing, perimeters, areas and volume of plane and solid figures. If unable to pass this course after two attempts the student shall be dropped from the University with the option to re-apply.

**MATH 101 Pre-Calculus-I 3 credits**

This course is designed for all business and science majors. The course will place emphasis on Fundamentals, Functions to include Polynomial, Rational, Logarithmic and Exponential Functions as well as their applications to real world scenarios. Students must sign up for a mandatory tutorial class. A calculator is recommended for students to help with computations.

**MATH 102 Pre-Calculus-II 3 credits**

**Prerequisite: MATH 101**

This is the second course in the series of Pre-calculus courses designed for science majors only. The course will place emphasis on Exponential and Logarithmic functions, systems of Equations and Inequalities, Sequences and Series and their applications to real world scenarios. The course also covers Mathematical Induction and the Binomial Theorem. Optional tutorial classes would be available. Calculator is required for this course to help with computations.

**MATH 111 Principles of Mathematics I 3 credits**

This first of two mathematics courses designed for students in the humanities, social sciences, public administration, and peace studies. The course covers fractions, ratios, proportions, percent, decimals, systems of measurement, and graphs.

**MATH 112 Principles of Mathematics II 3 credits**

**Prerequisite: MAT 111**

This last of two mathematics courses designed for students in liberal arts, humanities, social sciences, public administration, and peace studies. Topics cover include: elementary statistics (finding mean, median, mode and standard deviation of a data set, and introductory



**AGRIC 212 Farm Power 3 credits**

**Pre-requisite: CASD 101**

This course includes the adoption of technology used in the production system of plants and animals. The functions of the machines to include performance, power performance and operation will be studied. Application to the usage of the machines will also be learned.

**AGRIC 214 Farm Record and Management 3 credits**

**Pre-requisite: CASD 101**

In agri-business, farmers and farm managers are increasingly required and expected to perform wide range of complex duties if they are to remain competitive in business. Today practicing managers and farmers require knowledge in keeping records and adopting modern techniques and method in business practices. Hence, this coursework is intended to prepare managers for these challenges and tasks. The course will build on materials covered in ECON 201. Emphasis of the course is on farm record keeping and financial management.

**AGRIC 216 Agriculture Extension 3 credits**

**Pre-requisite: CASD 101**

This course is intended to teach students on the organization as well as on the exchanging of agriculture information and the transfer of technology to farmers. Emphasis will be placed on the overview of extension in agriculture and community development, improving extension programs and process as well as extension management and current trend in rural development.

**AGRIC 218 Plantation Crop Production 3 credits**

**Pre-requisite: CASD 101**

Rubber and other crops that generate income but not considered staple crop which generate economic income for communities will also be studied. Students will learn production and pest management practices with these large scale crops.

**AGRIC 220 Principles of Animal Production 3 credits**

**Pre-requisite: CASD 101**

This course provides 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 production.

**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 articulatory system; the muscular system; the circulatory and lymphatic system; the respiratory system; the excretory system (urinary system); the endocrine system; the reproduction system.

**BIO 202 Microbiology 4 credits**

**Prerequisite: BIO 102 or 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, stems, 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 221      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.

**BSI 201      Biological Science for Junior Secondary School      3 credits**

**Prerequisite: BIO 101**

This course is designed to prepare teachers for Junior secondary schools biology. It covers the following topics. Earth science and the concepts of life, the cell theory, the chemistry of life, organic chemistry, classification of organisms, the protists, the plant kingdom, the animal kingdom invertebrates, vertebrates, nutrition, Transport, Respiration Excretion, Regulation, Sexual Reproduction, Basic Principles of Heredity.

**BSI 202      Hygiene, Health and Science for Junior Secondary School      3 credits**

**Prerequisite: BIO 101**

The course is structured to prepare JSS teachers to effectively teach hygiene and health related topics in the JSS curriculum. It also considers a number of environmental related factors. The following topics are sufficiently discussed during presentation sessions: personal hygiene, reproductive health, use of drugs and substances, health, diet and nutrition,

infectious, non-infectious and sexually transmitted diseases, viruses, first aid interventions. Other areas of concern include: the atmosphere, waste and pollution, water supply and treatment and global environmental challenges, weather and climate.

**CASD 101 Introduction to Agriculture 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 composition of foods, particularly the foods now consumed in Liberia will be featured along with their nutritional value components (carbohydrates, proteins, amino acids, vitamins, minerals, fats, water). Food safety issues will also be reviewed. Strategies to improve diet and human nutrition at the household and community level will be discussed.

**CHEM 103 Introduction to Clinical Chemistry 4 credits**

A terminal course intended for nursing students and it is designed to survey the essentials of general organic, and biochemistry and their applications to the field of medicine. Emphasis is placed on laboratory work that correlates the lecture.

**CHEM 231 Organic Chemistry 4 credits**

**Prerequisite: CHEM 102**

A study of the functional groups of organic compound with emphasis on reaction mechanism. Laboratory work includes synthesis and study of reaction of different types of organic compounds with and their identification by chemical test and spectroscopic methods.

**CHEM 241 Inorganic Chemistry I 4 credits**

**Prerequisite: CHEM 102**

This is the first of two courses on the study of inorganic chemistry with emphasis on the theoretical and empirical aspects of the periodic table, the structure and bonding in organic compounds and ligand field theory.

**CEHM 242 Inorganic Chemistry II 4 credits**

**Prerequisite: CHEM 102**

This is the second of two courses on the study of inorganic chemistry and focuses on the interpretation of bonding and reactivity, organometallic chemistry, synthesis, structure and



bonding, biochemical applications and solid states. Lecture is supported by laboratory work that includes inorganic preparation and separation of qualitative analysis.

**CHEM 222 Industrial Chemistry 4 credits**

**Prerequisite: CHEM 102**

An introduction to chemical process and fundamentals that are applicable in Liberian industries. The course surveys common chemicals and compounds used in Liberian industries, the ambient air quality and industrial hygiene. Industries focused on include the cement industry, oil fats, soap, sugar, paint, natural and synthetic rubber, petroleum and steel. For students who matriculate to the Cuttington University Suakoko Campus, this course will be accepted in lieu of CHEM 322.

**MATH 107 Geometry for Teachers 3 credits**

**Prerequisite: Math 101**

This course is designed to enrich prospective Teachers of Mathematics with in-depth concepts of Geometry for primary and secondary schools. Topics covered include Euclidean Geometry, polygons, properties and features of circles, arcs, tangent and secant lines, congruency theorem of triangles, bisecting lines and angles, computing volume and surface areas of geometric figures including trapezoids, investigate the faces, edges and vertices of polyhedra and prisms, compute surface areas and volumes of cylinders, cones, pyramids, and prisms.

**MATH 109 Topics in Analytic Geometry/Trigonometry 3 credits**

**Prerequisite: MATH 101**

This course covers selected topics in analytic geometry and trigonometry. It provides an in-depth appreciation of the conic sections and algebraic application of trigonometry including equations, identities and formulas, system of equations and inequalities, sequences and series.

**MATH 209 Discrete Mathematics 3 credits**

**Prerequisite: MATH 101**

This course provides an overview of the branch of mathematics commonly known as discrete mathematics. Topics include sets, logic, relations, functions, induction, propositional logic, matrix algebra, and other methods of proof, recursion, permutations, and combinations, graph theory, graphs, Boolean algebra, switching circuits, mathematical induction, elementary number theory and Boolean algebra and trees and algorithms. Emphasis is placed on the solution of problems and proofs. The use of graphing calculator is required. Students make informed decisions based on evidence and expectations, exercise critical judgment about conclusions drawn from data, and apply mathematical models to real world.

**MATH 211 Calculus – I 3 credits**

**Prerequisite: MATH 102**

This course is the first in the series of four courses (calculus I, II, III, & IV) and comprehending it will help students excel in the other three. Topics include limits, continuity, differentiation, maximum and minimum values of functions and applications of the derivative/differentiation to real world situations.

**MATH 212    Calculus II** **3 credits**

**Prerequisite: MATH 211**

This second course in the calculus series covers Integration and its applications to real world scenarios. It focuses on single variable calculus and topics include integration of algebraic, trigonometric, exponential and logarithmic functions, simple differential equations and probability.

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

**Prerequisite: MATH 211**

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

**PSI 201        Physical Science/ Physics for Junior Secondary School** **3 credits**

**Prerequisite: PHYS 102**

This course is designed to ensure teachers' proficiency in teaching Junior secondary school physics. The course focuses more on application of concepts to develop pupil skills and comprehension of the physical environment. Topics covered include, metric system, Electricity, magnetism, Heat, Energy, force (dynamic and static), and work, simple machines, Density, Wave dynamics (sound, and light), fluids, elasticity, mirror and lenses. Other topics include: introduction to the solar and cosmic systems are also highlighted.

**PSI 202        Physical Science/Chemistry for Junior Secondary School** **4 credits**

**Prerequisite: CHEM 102**

This course is designed to prepare teachers for junior secondary school chemistry. The course focuses more on application of concepts to develop pupil skills and comprehension of the physical environment. Topics covered include, measurement and units Elements, Atoms, Compounds, (classification of matter at the micro and macro scales), water and its properties, naming chemicals, Chemical bonds, Chemical reactions and rates, combustion, periodicity, Reactions of metal, Solutions, suspensions, Acids, bases, salts and ions.

## DEPARTMENT OF NURSING

### INTRODUCTION

The curriculum for the Cuttington University Junior College of Nursing Department program reflects 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.

This program provides instruction in basic nursing skills, medical/surgical nursing, mental health, and professional ethics and law in nursing. An intensive curriculum of mathematics, chemistry, anatomy, physiology and other related sciences gives students an essential academic foundation for clinical practice in various settings.

### VISION

The nursing department of the Cuttington university junior college will be a top reliance school recognized for excellence and innovation in education, leadership, research, advocacy and practice.

### MISSION

The mission of the Cuttington junior college in Kakata, Margibi County is to prepare nurses at all level of practice to advance the health of the people in Liberia with a focus on the underserved. This will be accomplished through innovation, high quality and accessible educational programs, clinical practices research and public service.

### CAREER OPPORTUNITES

After completing a 3years of study as per our curriculum prescribed by the Liberian board for nursing and midwifery for an associate degree in nursing students, graduating will have to write a state board examination and make a successful passed and obtaining a license. Giving you the opportunity to serve as a professional nurse to safe life and improved the quality of health services in our county and Liberia at larger.

### GRADUATION REQUIREMENTS

Students must complete a minimum of **96 academic credit hours**, with a minimum average of **“C”** on a four point scale in order to graduate. For an Associate degree in Nursing, students must satisfy departmental requirements, and Junior College requirements.

## **Student Nurses' Standard Operation Procedure**

### **Admission Criteria**

- a) All students 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.
- e) Once admitted, the students must maintain a GPA of 2.75.
- f) 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.
- g) Students who have been warned for the first time but failed to obtain a GPA of 2.5 will be removed from the program.
- h) 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).
- i) 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.
- j) All students entering the program will be interviewed by the department.

### **Dress Code: Official dress code:**

#### **▪ Male**

- a) Gray pants
- b) Short sleeve white cotton shirt with breast pocket and two side pockets for holding BP cuff, stethoscope, etc,
- c) Black shoes
- d) White socks
- e) Name tag
- f) Badge for upper class students
- g) An 8"x4" note pad
- h) Wrist watch with second hand for recording pulse and respiration rates, etc.
- i) Low hair cut

#### **▪ Female:**

- a) 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) Black shoes
- d) White socks
- e) Name tag
- f) Badge for upper class students

- g) An 8"x4" note 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, etc.)
- j) 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. Students must receive approval from the Department Chair or Dean before registration.

**COURSE GUIDE**

1 <sup>ST</sup> 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 Communication I	3
MATH 111	Principles of Mathematics	3	BIO 106	Anatomy & Physiology	3
BIO 101	Principles of Biology	4	CHEM 103	Introduction to Clinical Chemistry I	3
PSY 101	Principles of Psychology	3	AHC 100	Medical Terminology	2
REL 221	Introduction to Moral Ethics	3	NSG 101	Fundamentals of Nursing I	4
COM 101	Introduction to Computer Studies	3	CU 101	Introduction to University Studies	2
			EDU 111	Physical Education	1
	<b>Total</b>	<b>19</b>		<b>Total</b>	<b>18</b>

**Vacation School**

Course #	Course Title	Credit Hrs
BIO 202	Microbiology	4

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course#	Course Title	Credit Hours	Course #	Course Title	Credit Hours
NSG 102	Fundamentals of Nursing II	5	AHC 109	Principles of Nutrition	3
AHC 101	Professional Ethics & Law in Health	2	NSG 201	Medical Nursing	4
AHC 201	Tropical & Communicable Diseases	3	NSG 202	Obstetric Nursing	3
AHC 204	Health Assessment	3	NSG 203	Pediatric Nursing	3
AHC 205	Pharmacology & Drug Calculations	3	NSG 200	Psychiatric Nursing	3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

**Vacation School**

Course #	Course Title	Credit Hrs
NSG 300	Psychiatric Nursing II	3

3 <sup>RD</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course#	Course Title	Credit Hours	Course#	Course Title	Credit Hours
NSG 301	Surgical Nursing	5	NSG 306	Professional Development	8



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, generic and trade names as well as socio-cultural economic use of drugs will be explored.

**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 systems; the respiratory system; the excretory system (urinary system); the endocrine system; the reproduction system.

**CHEM 103      Introduction to Clinical Chemistry I      3 Credits**

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.

**CHEM 104      Introduction to Clinical Chemistry II      3 Credits**

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.

**NSG 101      Fundamentals of Nursing I      4 credits**

This course is a general introduction to 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 to Nursing Courses is part of two courses 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 physicians for therapeutic procedures, safety measures in administering oxygen and nurse's responsibilities for a patient approaching death. The learning processes will include the use of classroom, demonstrations, and available hospitals.

**NSG 205      Medical Nursing      4 credits**

This is the first of two courses 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 207      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 208      Psychiatric Mental Health Care I      3 credits**

This is a first part subsequent course that provides the study of fundamental theory of Psychiatric/mental health care. It is concerned with the dynamics of human behavior and the therapeutic interpersonal relationship of the nurse and the client individually and in groups.

**NSG 300      Psychiatric Mental Health Care II      3 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.

**NSG 301      Surgical Nursing      5 credits**

This is the second 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 302      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 303      Pediatric Nursing II      2 credits**

**Pre-requisite: NSG 207**

This is the continuation of Pediatrics Nursing part one, NSG 207, 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 304      Introduction to Primary Health Care      3 credits**

This course an introduction to Community Health/Primary Health Care sequence which offers the student the platform to discuss 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.

**NSG 305      Introduction to 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 306      Professional Development      8 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 an assigned 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 development.

## **DEPARTMENT OF BUSINESS & PUBLIC ADMINISTRATION**

### **INTRODUCTION**

The Department of Business and Public Administration provides an education that prepares students for the workforce in related business fields or to continue their studies in undergraduate school. Students who pursue majors in the department acquire an in-depth knowledge of the discipline and develop and strengthen their analytical, cognitive, speaking and writing skills, as well as build an awareness of and commitment business and public values and ethics.

### **VISION**

The vision of the Business & Public Administration Department is to create of a cadre of skilled professionals committed to public service careers in government, nonprofits, international organizations or the private sector, supported by high-quality, evidence-based research.

### **MISSION**

The mission of the Department of Business & Public Administration is to support and advance effective and efficient administration of government and nonprofit organizations, and better public governance by preparing professionals for careers in public service.

## CAREER OPPORTUNITIES

The programs in the department are designed to prepare students for the workforce upon graduation or for studies in graduate or professional school. Most graduates find work in their fields or related fields, including opportunities in accounting, public administration, economics, management, etc.

## GRADUATION REQUIREMENTS

Students must complete minimum of **78 academic credit hours**, with a minimum average of “C” on a four point scale in order to graduate. For Associate degrees in Management, Public Administration, Economics and Accounting, students must satisfy departmental requirements, and Junior College requirements.

## ASSOCIATE DEGREE IN MANAGEMENT

### INTRODUCTION

As one of the degree granting programs in the Department of Business and Public Administration at Cuttington University Junior College, the Associate Degree in Management is a two-year course of study program designed in a way that prepares students to become functional middle class/level trained Managers for both managerial and Leadership positions. In order to strengthen the competence of students to meet up with present modern age of technology and the job market, courses within the program don't only seek to give the theoretical knowledge; but also practical. As the name '**Management**' depicts, this program seeks not only to produce managers, and employees; but also produce leaders and employers, through some of the courses offered which include: Management Information System, Entrepreneurship, Human Resource Management, Procurement and Supply Chain Management, Financial management, etc.

### VISION

This department envisioned to build a 21<sup>st</sup> Century middle level managers, trained in a career-based way that they are able to take on middle and senior level managerial positions

and be able to effectively and efficiently perform in a competent manner that leads to organizational productivity.

## **MISSION**

As a result of the 14 years civil war in Liberia which decimated nearly every facet of our national fabric, the need for immediate trained middle and senior level managers cannot be overemphasized. Against this backdrop, the department of Management is focused and determined to build an “up – to – the – task” work force that will easily attract businesses, companies, and firms, (both public and private) in a way that promotes graduates of the management department of Cuttington University Junior College in Margibi and the Country at large. This, we believe, will be achieved through the kinds of courses structured and enshrined in the program; and the qualified, competent, and well experienced faculty who have the requisite expertise to transmit the required knowledge of the various courses in the Course guide of the program. This is why the courses are designed and organized in a way that will smoothly transition the students from the classroom into full career and potential enhancement as may be required by the job market.

## **CAREER OPPORTUNITIES**

After successfully completing the prescribed courses as enshrined in the course Guide for an Associate of Arts in Management, students/graduates will have opportunities in serving diverse managerial position such as:

- Human Resource Manager
- Marketing Manager
- Production Manager
- Operational Manager
- Financial Manager
- Procurement Manager/Officer etc.

This is because the program inculcates courses that give the students basic understanding of Accounting and Economics by enrolling them into some courses both in Accounting and Economics in addition to the regular Management courses.

## **GRADUATION REQUIREMENTS**

After carefully revising the program between May – July, 2016, the number of credit hours a student must complete to obtain an Associate of Arts degree is 78 Credit hours. Out of this figure, there are 10 general required courses which constitute 27 credit hours; 3 courses in Accounting amounting to 9 credit hours; while 2 courses in Economics which account for 6 credit hours and the rest of the 13 management courses which are the major courses represent 39 credit hours. The total is 78-81 Credit Hours required to obtain an Associate Degree in Management depending on the student desire to do REL 220 (Christian ethics) as a course.

## **COURSE GUIDE**

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MGT 101	Introduction to Business	3	MGT 201	Principles of Management I	3
ENG 101	Fundamentals of Communication I	3	ENG 102	Fundamentals of Communication II	3
ACCT 101	Principles of Accounting I	3	ACCT 102	Introduction to Accounting II	3
MATH 101	Pre-Calculus I	3	COM 101	Computer Science	3
PSY 101	Fundamentals of Psychology	3	FREN 101	Fundamentals of French I	3
CU 101	Introduction to University Studies	2	MATH 102	Pre-Calculus II	3
EDU 111	Physical Education	1	REL 221	Introduction to Moral Ethics	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

#### Vacation School

Course #	Course Title	Credit Hrs
ECON 201	Principles of Economics I	3
BCOM 201	Business Communication	3
<b>Total</b>		<b>6</b>

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course#	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MGT 202	Principles of Management II	3	ACCT 207	Introduction to Electronic Accounting Data	3
MGT 215	Organizational Behavior	3	MGT 209	Marketing Management	3
MGT 204	Entrepreneurship	3	MGT 208	Management Information System	3
MATH 211	Business Mathematics	3	MGT 216	Procurement and Supply Chain Management	3
ECON 202	Principles of Economics II	3	MGT 205	Production & Operational Management	3

MGT 212	Human Resource Management	3	MGT 220	Financial Management	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

## **ASSOCIATE DEGREE IN PUBLIC ADMINISTRATION**

### **INTRODUCTION**

Administrative theorists developed general guidelines of how to formalize organizational structures and relationships. They viewed the job as antecedent to the worker. The Associate degree program in Public Administration is one of three degree granting programs in the department of Business and Public Administration, which focus is to conscientize its students in this regard.

### **VISION**

Our vision is to be a department of first choice to more than 30% of the enrolment at the junior college.

### **MISSION**

Our Mission is to produce qualify and competent Public Administrators who would meet the global labor market demands, in the wake of the emergence of supranational

governments such as the UN, IMF, AU, ECOWAS, Manor River Union in the this 21<sup>st</sup> century.

### CAREER OPPORTUNITIES

1. Public Sector Management/Public Administration
2. Project Planning and management
3. Tax administration
4. Administrative and Business Law
5. Development Planning and Administration
6. Budget Preparation, Implementation and Analysis
7. Effective Leadership
8. Policy formulation, implementation and analysis

### GRADUATION REQUIREMENTS

Students must complete a minimum of **78 academic credit hours**, with a minimum average of “C” on a four point scale in order to graduate. For an Associate degree in Public Administration, students must satisfy departmental requirements, and Junior College requirements.

### COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ACCT 101	Principle of Accounting I	3	PADM 202	Principles of PADM II	3
ENG 101	Fundamentals of Comm. II	3	ENG 102	Fundamental of Comm. II	3
HIST 101	African History	3	MATH 112	Principles of Mathematics II	3
MATH 111	Principles of Mathematics I	3	BIO 113	Principles of Biology	3
CU 101	Intro. to University Studies	2	CCOM 101	Intro. To Computer	3
EDU 111	Physical Education	1	MGT 101	Introduction to Business	3
PADM 201	Principles of PADM I	3	REL 221	Introduction to Moral Ethics	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### Vacation School

Course #	Course Title	Credit Hrs
PSY 101	Principles of Psychology	3
FREN 101	Fundamentals of French	3

<b>Total</b>	<b>6</b>
--------------	----------

<b>2<sup>ND</sup> 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>
ACCT 102	Principles of Accounting II	3	PADM 210	Leadership Theory and Practice	3
ENG 201	Fundamentals of Literature	3	PADM 212	Politics & Admin. Relations	3
ECON 201	Principles of Economics I	3	PADM 213	Local Government Administration	3
PADM 203	Monitoring and Evaluation (M & E)	3	PADM 216	Introduction to Project Planning & Management	3
PADM 207	Organizational Structure and Communication	3	CASD 103	Rural Development Gender and Society	3
PADM 209	Introduction to Public Finance and Budgeting	3	ENG 210	Advance Composition/ Term Paper	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

## ASSOCIATE DEGREE IN ECONOMICS

### INTRODUCTION

With an associate degree in economics under your belt, you will be prepared for a number of entries – level economic jobs. The economic associate degree program at the Junior College in Kakata provides you the opportunity of two years courses that will give you an in depth specific economic skills which covers basic economics, money and banking, managerial economics, labor economics, development economics and public finance. Studying economics helps people to make sound and accurate decisions relative to available resources. Also, the



study of economics helps people make sense of their everyday activities, it helps consumers and workers make better buying and employment decisions, it aids government to develop programs that would be beneficial to the citizens and reduces to the barest minimum the wastages of scarce resources and the making of choices that will give the highest possible degree of satisfaction from the available limited resources.

## VISION

The department of economics promotes the development of professional skilled graduates with career in economics.

## MISSION

The Economic department curriculum is designed to educate students on various analytical skills which are in great demand for the work place. The department provides relevant lessons, and up to date information about our contemporary world along with computer skill. The department places a specific focus on improving students reading and writing skills.

## CAREER OPPORTUNITIES

1. Opportunities to work within various types of businesses:
  - a. Sole proprietorship
  - b. Partnership
  - c. Corporation
  - d. Government
  - e. Non – profit organizations
  - f. International companies
  - g. Banks
  - h. Medical Associations
  - i. Petroleum companies
  - j. Universities and others
2. Specific jobs you can get with an Associate degree in Economics
  - a. High school teacher
  - b. Economist Assistant
  - c. Planning supervisor
  - d. Assistant financial advisor
  - e. Assistant business analyst
  - f. Actuaries (analyze risks and create policies to reduce the cost associated with risk)
  - g. Assistant investment Advisor
  - h. Sales Agent
  - i. Insurance Agent
  - j. Customer service/ Personal Banker

## GRADUATION REQUIREMENTS

Students must complete a minimum of **78 academic credit hours**, with a minimum average of **“C”** on a four point scale in order to graduate. For an Associate degree in Economics, students must satisfy departmental requirements, and Junior College requirements.

## COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fund. Of Communication I	3	EDU 111	Physical Education	1
SCI 111/ 112/113	Sci. Physics/ Chemistry/Biology	3	CU 101	Intro. to Cuttington Studies	2
FREN 101	Fund. Of French I	3	ENG 102	Fund. Of Communication II	3
HIST 101	History of Africa	3	MATH 102	Pre - calculus II	3
MGT 101	Introduction to Business	3	PSY 101	Principles of Psychology	3
MATH 101	Pre-Calculus I	3	COM 101	Intro. To Computer Science	3
			ECON 201	Principles of Economics I	3
			REL 221	Introduction to Moral Ethics	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### Vacation School

Course #	Course Title	Credit Hrs
ACCT 101	Principles of Accounting I	3
ECON 202	Principles of Economics II	3
<b>Total</b>		<b>6</b>

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ECON 204	Business Statistics	3	ECON 206	Introduction to Managerial Economics	3
MGT 201	Principles of Management I	3	MATH 212	Calculus II	3
ENG 201	Fund. of Literature	3	ENG 210	Advanced Composition/Term Paper	3
ACCT 102	Principles of Accounting II	3	ECON 208	Labor Economics	3
ECON 205	Money & Banking	3	ECON 216	Development Economics	3
MATH 211	Calculus I	3	ECON 250	Public Finance	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

## **ASSOCIATE DEGREE IN ACCOUNTING**

### **INTRODUCTION**

Accounting is a significant career because it procedures involves identifying, recording, analyzing, interpreting and communicating the economic events of organizations to interested users. Obtaining an associate degree in accounting is one of the fastest routes you can take to an accounting career. The accounting associate degree program at the Junior College in Kakata provides you the opportunity to escape the traditional bachelor degree program; and instead take two years courses that will give you a solid base in career – specific

accounting skills which include basic accounting, cost accounting, governmental accounting, taxation, financial statements analysis and payroll accounting. As business today work in a fast moving market place that covers the world, another key component of accounting program is the accounting technology software program. Accountants today use more and more sophisticated accounting computer programs; our associate degree in accounting provides a modification to fit the trend by upgrading a course, introduction to computer and introducing a new course, electronic accounting data processing.

## **VISION**

The accounting department promotes the development of professional skilled graduates to perform ethically on job and to adhere to the fullest the accounting cycle and procedures generally accepted as indicated by the accounting professional bodies: Financial Accounting Standard Board (FASB), and others. By so doing, it improves or makes effective and efficient the Standard for Operating Procedures (SOP) in accountancy by businesses, entities, institutions, organizations, and churches that will employ the graduates of Cuttington Junior College. Also, the knowledge acquired will be used by the graduates to manage personal financial affairs.

## **MISSION**

The department of accounting provides relevant lessons, knowledge in analyzing and computing financial issues and up to date information about our contemporary world along with competent accounting skills such as computer knowledge. Also, a specific focus will be placed on improving the students reading and writing skills.

## **CAREER OPPORTUNITIES**

The below are some of the jobs opportunity for students pursuing career in accounting Associate degree.

1. Accounts Receivable Clerk
2. Accounting Assistant
3. Billing Clerk or Account Payable Clerk
4. Bookkeeper
5. Management Trainee
6. Payroll Clerk
7. Petty cash custodian and others.

## **GRADUATION REQUIREMENTS**

Students must complete a minimum of **78 academic credit hours**, with a minimum average of “C” on a four point scale in order to graduate. For an Associate degree in Accounting, students must satisfy departmental requirements, and Junior College requirements.

## **COURSE GUIDE**

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ACCT 101	Principles of Accounting I	3	BCOM 201	Business Communication	3
ENG 101	Fundamentals of Comm. I	3	COM 101	Introduction to computer	3
HIST 101	African History	3	FREN 101	Fundamentals of French I	3
MATH 101	Pre-Calculus I	3	MGT 101	Introduction to Business	3
PSY 101	Fundamentals of Psychology	3	MATH 102	Pre-calculus I	3
CU 101	Introduction to Univ. Studies	2	ENG 102	Fundamentals of Comm. II	3
EDU 111	Physical Education	1	REL 221	Introduction to Moral Ethics	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

**Vacation School**

Course #	Course Title	Credit Hrs
ECON 201	Principles of Economics I	3
ACCT 102	Principles of Accounting II	3
<b>Total</b>		<b>6</b>

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
MGT 201	Principles of Management I	3	ACCT 207	Introduction to Electronic Accounting data processing	3
ENG 201	Fundamentals of Literature	3	ACCT 204	Cost Accounting II	3
MATH 211	Calculus I	3	ENG 210	Advanced Composition, Term Paper	3
ECON 202	Principles of Economics II	3	ACCT 208	Introduction to Government Accounting	3
ACCT 201	Intermediate Accounting I	3	MGT 215	Introduction to Organization Behavior	3
ACCT 202	Cost Accounting I	3	ACCT 212	Intermediate Accounting II	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

**COURSE DESCRIPTIONS FOR THE ASSOCIATE DEGREES OF MANAGEMENT, PUBLIC ADMINISTRATION, ECONOMICS & ACCOUNTING**

**ACCT 101 Principles of accounting I 3 credits**

This is introductory study of the Basic Accounting Process & Systems. It is mainly designed as a first accounting course at college level with special emphasis on the nature and Significance of Accounting; Accounting Concepts and Conventions; Accounting Processes, Bank Transactions, Bank Reconciliation Statement and Types of Bank Accounts.

**ACCT 102 Principles of Accounting II 3 credits**  
**Prerequisite: ACC 101**

The course is a continuation of ACC 201. This course covers some subject areas, including: Payroll Accounting, Accounting for Cash Transactions. Understanding Various Forms and Structures of Business Organization, Incomplete records, Preparation of Simple Financial Statements and Use of Application Packages in the Sales and purchases ledger, Control accounts, Payroll, Stock, and Bank reconciliation.

**ACCT 201 Intermediate Accounting I 3 credits**  
**Prerequisite: ACC 102**

This course is designed to enable a candidate acquire and apply fundamental accounting knowledge in an organization. It covers such basic concepts as: Conceptual Framework of Accounting. Maintaining Financial Records, Principles of Double Entry & Books of Prime Entry, Adjustments to accounting Records & Financial Statements, Accounting for Non-current Assets, and Preparing Financial Statements of Sole Proprietor business.

**ACCT 202 Cost Accounting I 3 credits**  
**Prerequisite: ACC. 102**

This course is designed to give students understanding of costing concepts and their application in the design, implementation and operation of costing systems and lead them into a wider field of management accounting. As such it therefore concentrates mainly on: Nature, Purpose and Scope of cost Accounting; Cost Concepts, and Cost Classification; Elements of Cost, Costing Methods (Job, Batch, Contract and Process Costing); Budgets and Budgetary Control.

**ACCT 204 Cost Accounting II 3 credits**  
**Prerequisite: ACC 202**

This course is the part II of Cost Accounting, and is designed to accord a student understanding of Activity-based Costing (ABC); Costing Techniques (Absorption and Marginal costing); Standard Costing and Variance Analysis; Cost for Decision Making, and Performance Evaluation and Control of Responsibility Centers.

**ACCT 207 Introduction to electronic Accounting data Processing 3 credits**

After the completion of courses that involve manual Accounting procedure in processing and communicating economic event of organizations, this course introduces students to the accounting data processing with concentration on the preparation of electronic accounting

payroll, maintaining electronic subsidiary ledgers and general ledgers for electronic financial statements

**ACCT 212 Intermediate Accounting II 3 credits**

**Prerequisite: ACC 201**

This course is a continuation of ACC 203. It is designed to make possible that a candidate gain and affect fundamental accounting knowledge in an organization. This level of the course covers such concepts as: Preparation of Financial Statements of a Partnership Firm, a Company and Not-for-Profit organizations; Preparation of Financial Statements from Incomplete Records; Accounting for Specialized Transactions: Joint Venture, Investments, Royalties, Branch, and Introduction to Financial Statement Analysis.

**BCOM 101 Business Communication 3 credits**

**Prerequisite: ENG 101**

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.

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

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.

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

**Pre-requisite: ECON 201**

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.

**ECON 204 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.

**ECON 205 Money and Banking 3 credits**

**Pre-requisites: ECON 201 & 202, and Calculus knowledge will be required**

The course focuses on interactions between the financial system and the wider economy; examines financial markets, banking operations, Federal Reserve tools, and the conduct of

monetary policy; tracks a variety of economic indicators and analyses of economic, financial, and international data to predict the actions of the Federal Reserve in the near future.

**ECON 206 Managerial Economics** **3 credits**

**Pre-requisites: ECON 331, 332 & 311, and MATH 211**

Managerial economics is the application of economic theories and methodologies to managerial decision making and finding solutions to problems within various organizational settings such as firm or a government agency. The emphasis on this course will be on tools of economic analysis such as optimization techniques, marginal analyses, demand and supply analyses, regression analysis, production and cost theory, market structures, project decisions (investment appraisal analysis), evaluating the value of existing businesses at a particular time, preparation of a business plan and regulating the market economy.

**ECON 208 Introduction to Labor Economics** **3 credits**

**Pre-requisites: Econ 201 & Econ 202**

The course explores how labor markets operate and how institutions shape labor market performance and outcomes from theoretical and empirical perspectives. The course deals with theories and methods used by labor economists and current events on global issues relating to labor. Topics to be covered include: an overview of labor market, the demand for labor, the supply of labor, determination of wage, the theory of human capital, employment and unemployment, discrimination in the labor market, unions, poverty and the distribution of income.

**ECON 216 Introduction to Development Economics** **3 credits**

This course is concerned with the problems facing developing nations such as measuring economic development and income distribution, obstacles to development, sustainable development, and current strategies to enhancing economic development and planning, United Nations Agencies of assistance, and foreign aid. It also focuses on varying development theories and growth models such as Smith's, Ricardian, and Malthusian, Mill's, Classical and Keynesian theories. Some models to be reviewed are the Horrod-Domar and Solow growth models.

**ECON 250 Public Finance** **3 credits**

**Pre-requisites: Econ 201 & Econ 202**

This course details the rationality for government in the economy, analyzes the problems faced by the public sector in the collection of revenues and budgeting expenditures among the various governmental sectors and agencies, the fiscal functions of government, the theory of government spending, and the fiscal instruments and policy.

**MATH 211 Calculus – I** **3 credits**

**Prerequisite: MATH 102**

The first of course in the series of calculus courses designed for students majoring in economics. The course covers limits, continuity, differentiation, maximum and minimum values of functions and applications of the derivative/differentiation to real world situations.

**MATH 212 Calculus – II** **3 credits**

**Prerequisite: MAT 211**



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

**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 215 Introduction to Organizational Behavior 3 credits**

This course deals with understanding the behavior of people as they intact 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 divers individuals require that the manger 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 head 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.

**PADM 201 Principles of Public Administration I 3 credits**

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.

**PADM 202 Principles of Public Administration II 3 credits**

**Pre-requisite:** PADM 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.

**PADM 207 Organization Structure & Communication 3 credits**

**Pre-requisite** PADM 202 & ENG 201

This course will analyze organizational communication theories and methods and a study of organizational culture and communication patterns. 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

**PADM 209 Public Finance and Budgeting 3 credits**

**Pre-requisite:** PADM 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.

**PADM 210 Leadership Theory & Practice 3 credits**

**Pre-requisite:** PADM 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.

**PADM 212 Politics and Administration Relations 3 credits**

This course is designed to conscientize students from the very beginning of their career in Public admonition 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.

**PADM 216 Introduction to Project Planning & Management**

**3 credits**

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.

**PSC 201 Politics and Administration**

**3 credits**

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



## DEPARTMENT OF EDUCATION

### INTRODUCTION

The Department 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”. It has two categories; primary education and secondary education.

### VISION

The vision of the Department is to aspire to be the leading trainer of high core professionals who will transform the educational system of Liberia, there by preparing students who will cope with the challenges of the 21<sup>st</sup> Century.

### MISSION

The primary mission of the College of Education at the Junior College is to produce exemplary professionals who are informed, proactive, competent and reflective practitioners to serve in educational institutions across the country. Our college also seeks to promote students’ achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access to learning opportunities within the department.

Our new program is beautifully structured to ensure that students who graduate with a degree in education are full-fledged teachers who have the requisite knowledge and professional skills to deliver on their responsibilities in the teaching and learning environment. Our new program also prepares students for a dynamic and rewarding career in education.

### CAREER OPPORTUNITIES

The College of Education assumes leadership for the selection, guidance and professional preparation of teachers and practitioners who will serve in elementary and junior secondary schools and other related agencies in the Republic of Liberia and beyond. The College of Education also provides a substantial foundation for advanced study as students choose to extend their educational preparation and pursuits. These prospects will be met through a foundation of general education, a planned sequence in professional education and rigorous research programs providing excellent preparation for professional pursuits in graduate study and post-graduate work.

### GRADUATION REQUIREMENTS

Students must complete minimum of **78 academic credit hours**, with a minimum average of “C” on a four point scale in order to graduate for an associate degree in Primary Education.

## COURSE GUIDE

<b>1<sup>ST</sup> 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 I	3	ENG 102	Fundamentals of Communication II	3
HIST 101	African History	3	EDU 234	Teaching Math In Primary School	3
EDU 211	Introduction to Teaching	3	PSY 101	Principles of Psychology	3
EDU 111	Physical Education	1	EDU 244	Introduction to Testing	3
MATH 111	Principles of Mathematics I	3	EDU 260	Teaching Science in Primary School	3
COM 101	Introduction to Computer	3	EDU 242	Teaching Reading in Pri School	3
CU 101	Introduction to Univ. Studies	2			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### Vacation School

Course #	Course Title	Credit Hrs
ENG 210	Advanced Composition	3
MATH 112	Principles of Mathematics II	3
<b>Total</b>		<b>6</b>

<b>2<sup>ND</sup> YEAR</b>					
<b>FRIST SEMESTER</b>			<b>SECOND SEMESTER</b>		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
EDU 274	Introduction to Guidance and Counseling	3		Educational Portfolios	3
EDU 251	Psychology of Learning and Instruction	3	EDU 241	Student Teaching and Practice	3
REL 221	Introduction to Moral Ethics	3			
EDU 244	Curriculum and Innovation	3			
	Instructional Methods	3			







## **ASSOCIATE DEGREE IN SOCIOLOGY & 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 an Associate of Arts Degree.

### **VISION**

With our highly skilled and dedicated faculty cum administrative staff, we work to be a top class Department for the pursuit of excellence in knowledge through learning and research, as well as in character and service to humanity.

### **MISSION**

The Department has as its mission to provide a conducive teaching, learning, research and development environment where staff and students can interact and compete effectively with their counterparts both nationally and internationally in terms of intellectual competence and dexterity to appraise appropriate national and international social policies.

### **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 a minimum of **78 academic credit hours**, with a minimum average of **“C”** on a four point scale in order to graduate. For an Associate degree in Sociology & Social Work, students must satisfy departmental requirements, and Junior College requirements.

## COURSE GUIDE

1 <sup>ST</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 101	Fundamentals of Communication I	3	MATH 112	Principles of Mathematics II	3
PSY 101	Principle of Psychology	3	ENG 102	Fundamentals of Communication II	3
HIS 101	History of Africa up to 1800	3	HIST 103	A Survey of World History	3
MATH 111	Principles of Mathematics I	3	SCI 111/112 /113	Physics/Chemistry/Biology	3
FREN 101	Fundamentals of French	3	SOC 204	Social Psychology	3
SOC 201	Introduction to Sociology	3	SOC 207	Social Theory	3
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

### Vacation School

Course #	Course Title	Credit Hrs
SOC 203	Social Stratification	3
SOC 211	Urban Sociology	3
<b>Total</b>		<b>6</b>

2 <sup>ND</sup> YEAR					
FRIST SEMESTER			SECOND SEMESTER		
Course #	Course Title	Credit Hours	Course #	Course Title	Credit Hours
ENG 201	Fundamentals of Literature	3	ENG 210	Advanced Composition	3
SOC 208	Social Problems & Social Policy	3	SOW 205	Social Welfare Policy and Issues in Liberia	3
SOC 209	Sociology of Crime and Delinquency	3	SOW 206	Social Work Practice in Community Service	3
SOC 202	Introduction to Social Work	3	SOW 202	Social Work Project (Field-based)	6

SOW 210	Social Work Practice in Post-Conflict Society	3	SOC 213	Marriage and Family	3
REL 221	Introduction to Moral Ethic	3			
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>18</b>

## COURSE DESCRIPTIONS FOR THE ASSOCIATE DEGREE IN SOCIOLOGY & SOCIAL WORK

### **SOC 201 Introduction to Sociology 3 credits**

Introduction to Sociology is a foundation course that strengthens all sociology students in the study of sociology as a discipline. The course provides a vivid description of sociological studies which encompasses definitions, founding fathers, sociological theories, sociological imagination, scientific study of sociology and other key components to sociological studies. It is therefore a compulsory course for both major and minor students.

### **SOC 202 Introduction to Social Work 3 credits**

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 204 Social Psychology 3 credits**

Human beings are social beings. Much of our psychology is geared towards social life and operates in a richly structured social movement. This course offers students a broad overview of social psychology, the scientific study of social thought and behavior. The course examines the various ways by which people perceive, think and feel about the social world, and how these processes shape behavior towards others. In relation, the course discusses how human thinking and behavior are influenced by the social context, from interpersonal relationships to groups, to society and culture.

### **SOC 207 Social Theory 3 credits**

#### **Prerequisite: SOC 201**

This course studies the classical foundation of sociology, focusing on the classical writings of Aristotle, Plato, Jane Adams, Harriet 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.

### **SOC 208 Social Problems and Social Policy 3 credits**

Every society, be it traditional or modern, faces 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 209      Sociology of Crime and Delinquency      3 credits**

The development, definition, function and control of crime and delinquency emphasis on biological, cultural and social factors involve in the occurrence, diagnosis and treatment of criminal behavior. The course captures major theories of crime and delinquency, and their relevance to African situation. This course also covers studies in mental illness, juvenile delinquency, and the concept of victimology.

**SOC 213      Marriage and the Family      3 credits**

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 raising 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.

**SOW 202      Social Work Project/ Field Based      6 credits**

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.

**SOW 205      Social Welfare Policy and Issues in Liberia      3 credits**

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 on how best policy can be analyzed within a view to proffering workable solution.

**SOW 206      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.

**SOW 210      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.

### CUTTINGTON UNIVERSITY BOARD OF TRUSTEES

The Most Rev. Jonathan B. B. Hart	Chairperson
Cllr. James E. Pierre	Vice Chairperson
Dr. D. Evelyn S. Kandakai	Executive Officer
Hon. (Dr.) Benoni W. Ureh	Secretary
Mrs. D. Sheba Brown	Treasurer
Dr. Joshua D. B. Giddings	Recording Secretary
Cllr. Frederick D. Cherue	Member
Dr. Jefferson Sibley	Member
Mr. Pramod Gemawat	Member
Mr. Charles Allen	Member
Hon. George Werner	Member
Hon. Selena Polson-Mappy	Member
Hon. Prince K. Moye	Member
Hon. Edward W. Karfiah	Member
Rev. Dr. Anne F. Cooper	Member
Rev. Ranjit K. Matthews	Member

### HONORARY TRUSTEES

The Most Rev. Katharine Jefferts Schori	Presiding Bishop, Episcopal Church, USA
The Rt. Rev. Douglas E. Theuner	Bishop, Diocese of New Hampshire, The Episcopal Church, USA
The Rev. Fr. James Calloway	General Secretary, Colleges and Universities
	of Anglican Communion (CUAC) USA

## CUTTINGTON UNIVERSITY SENIOR ADMINISTRATION

Dr. Herman B. Browne, BA.Th, B.D, AKC, Ph.D	President
Rev. Fr. James M. Tamba, BA.Th, M.Div, DMin	Chaplain
Dr. Zacharias Z. Gaye, B.A, M.Ed, Ed.D	Vice President, Administration
Dr. Theodore V. K. Brown, Sr, B.Sc, M. A, LHD	Vice President, Academic Affairs
Dr. Frederick S. Gbegbe, Sr, B.Sc, M.Sc, Ph.D	Vice President, School of Graduate & Professional Studies
Anthony Siakor, B.Sc, MBA, M.Ed, MCSE, PGDE	AVP, Academic Affairs
Kelfa H. Jembell, B.Sc, PDGE, MAT, M.Sc	AVP, Finance/Comptroller
Bangaly M. Kamara, B.Sc, MBA, Dip	AVP, Management Control
Jackson T. Dumoe, BA, PDGE, Dip, MPA, MAT	AVP, Administration
Lovette Azango Tucker, B.Sc, M.Sc	AVP, Admissions & Records
Patricia Barkoun, B.Sc, MBA	AVP, Professional Studies
Daniel Harmon, BPA, M.Sc	AVP, Junior College
Raymond Da-Boi, AA, B.A, B.Sc, MA	AVP, Student Affairs
J. Kelvin Fallah, B.Sc, MA, Assoc.CIPD	Director, Human Resource
James Dorbor Sao, BA, PGDE, MPA, MA	Director, Procurement
Prince V. Simpson, Dip.OND, B.Th, M.SYST	Director, Library Services

## CUTTINGTON UNIVERSITY JUNIOR COLLEGE ADMINISTRATIVE & SUPPORT STAFF, AND FACULTY

Daniel N. Harmon, Sr., BPA, M.Sc	Associate Vice President
Emmanuel S. Nyuanger, B.Sc	Administrative Assistant
K. Ogannah Porkpa, B.Sc, PGDE, MAT	Academic Coordinator
Marcus Koiyan, B.Sc, MBA	Dean of Student Services
Justine Fayombo, B.Sc, MBA (Candidate)	Deputy Accountant
Mayanlay S. Sheriff, BA	Assistant Registrar
Sandy F. Kuteh, Cert.	Assistant Librarian
Duyan K. Mulbah, B.Sc	Librarian

### Department of Science & Agriculture

Andrew Jlay, B.Sc, MA. Ed, M.A	Lecturer
Freeman Queminee, B.Sc	Lecturer
Emeric Clarke, B.Sc	Lecturer
James Mulbah, B.Sc	Lecturer

### Department of Accounting

Augustine Mulbah, B.Sc, MBA	Lecturer
-----------------------------	----------

### Department of Sociology & Social Work

Urias Brooks, B.A, MPA	Lecturer
Luther Mulbah, B.Sc	Lecturer

**Department of Education**

Sam Yorpoi, B.A, M.Ed	Lecturer
Williameeta Bioboi, B.Sc, M.Phil	Lecturer
William Gizi, B.Sc, GPED	Lecturer
Jesse K. Manneh, Certificate	Lecturer

**Department of Biology**

Roosevelt Kortu, B.Sc, MPH	Lecturer
Nowoe Kellen, B.Sc, M.Sc	Lecturer
Solomon Harris, B.Sc, MD	Lecturer

**Department of Public Administration**

Victor Watson, BPA, MPA	Lecturer
Benjamin M. Kollie, BPA	Lecturer

**Department of Nursing**

Blossom Y. Hodges, BSn, MPH	Lecturer
Nowai Z. K. Wehyee, BSn, MPH	Lecturer
Antionette Sumo, BSn	Lecturer
Yongor Z. Mator, BSn	Lecturer
Tonia Benson, BSn	Lecturer
Marline B. Slebo, BSn, MPH	Lecturer
Leroy Maximore, ASN	Lecturer
Benjamin Swamey, BSn, MNE	Lecturer
Magnus Asinya, BM	Lecturer
Mamuyan Cooper, B.Sc, MSN	Lecturer