

VALLEY VIEW UNIVERSITY



A Seventh-day Adventist Institution of Higher Learning



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A PASSION FOR EXCELLENCE

VALLEY VIEW UNIVERSITY

A Seventh-day Adventist Institution of Higher Learning



VALLEY VIEW UNIVERSITY

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Nurturing Minds, Developing Leaders!

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Fire Service	192
Ambulance	193 / 112

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WHY CHOOSE VALLEY VIEW UNIVERSITY?

Accredited Degrees

Earn degrees accredited by the National Accreditation Board (Ghana) and the Accrediting Association of Adventist (AAA) Universities and the International Board of Education (IBE) of Seventh-day Adventists. You can transfer the credits you earn at VVU to many Universities.

Academic Standards

Learn with an international staff of highly-qualified teachers, who are interested in you as a student.

International Flavour

Make friends with different nationalities on campuses that maintain a family atmosphere.

Congenial Setting

The main University campus, Oyibi, is located on a 335-acre pristine land, some 31 kilometres northeast of Accra. The country-side settings provide a very congenial environment for studies and personal meditation on all its campuses.

Christian Community

Study with other Christians in a Seventh-day Adventist University. Here the whole University family cares for one another with Christian love. Here you will experience the —Very, Very Unique! (VVU) Christian and human touch to academic pursuit.

Value for Money

The University offers you more than you pay for in monetary terms.

Several Learning Centres

The University has three Campuses and two Learning Centres. Students can decide to change their Campus/Centre of learning even after admission.

KNOW YOUR BULLETIN

KNOW YOUR BULLETIN

KNOW YOUR BULLETIN



STUDENTS RESPONSIBILITY

Although this Bulletin is not a textbook, you will refer to it often during your University career. It describes the academic programme you will select and the requirements you must fulfil to graduate. Before you enroll at Valley View University for the first time or register for any succeeding semester, you should satisfy yourself that you are familiar with this bulletin.

Every effort has been made to ensure the accuracy of information in this bulletin. Students are advised, however, that bulletin provisions do not constitute a contract between a student and the University and that attendance at Valley View University is a privilege and not a right. The University faculty and administration reserve the right to institute and give public notice of any changes as deemed necessary during the effective period of this bulletin.

Students are expected to familiarize themselves with the contents of this bulletin and meet all calendar, academic, financial and student life requirements. As much as possible, the University will stick to the published information for the entire lifespan of the current bulletin, but it reserves the right to make such changes as circumstances may demand with reference to admission, registration, tuition and fees, curriculum requirements, other academic policies and practices, and conduct.

The University provides an academic advisor to help you. Although an advisor is helpful, you are the one who selects your programme of study and you bear the final responsibility of knowing what its requirements are. Do not hesitate to seek counsel from your advisor or the Head of your department. You may also wish to talk to the Office of the Registrar or the Assistant Registrar for Academic Affairs.

Do not lose this bulletin. It is your —University Manual!!!

ABOUT VALLEY VIEW UNIVERSITY

SETTING

The main campus of Valley View University is located at Oyibi, 31 km from the city of Accra, and 13 km from Adentan, a suburb of Accra. The other two campuses are at Techiman, in the Bono Region, and Oduom, Kumasi in the Ashanti Region. The serene atmosphere and the hilly surroundings provide the necessary tranquil conditions, conducive to serious academic work. The vastness of the University lands on the campuses (Oyibi - 335 acres, Techiman – 280.4 acres and Oduom – 6.3 acres) constitute an important guarantee for future physical development.

HISTORY

Valley View University was established in 1979 by the West African Union Mission of Seventh-day Adventists. In 1997 it was absorbed into the Adventist University system operated by the West Central Africa Division (WAD) of Seventh-day Adventist (SDA) with headquarters in Abidjan, Cote D'Ivoire. The Ghana Unions of Seventh-day Adventists, serve as the local managers of the University.

The University was initially called the Adventist Missionary College (AMC) and was located at Bekwai-Ashanti. It was transferred to Adentan near Accra in 1983 where it operated in rented facilities until it was relocated to its present site near Oyibi (kilometre 31 on the Accra-Dodowa Road) in 1989. It was renamed Valley View College. The Techiman campus was established in 2009 out of the now defund Adventist Secondary Technical School which was phased out from 2007 to 2009. The Oduom, Kumasi campus started as a learning centre for Distance Learning in 2004 and upgraded to a Campus in 2011. There are also Learning Centres at Tamale and Takoradi.

The Adventist Accrediting Association (AAA) has, since 1983, been evaluating and reviewing the accreditation status of the institution and its programmers. In 1995, the University, then a College, was affiliated to Griggs University in Silver Springs, Maryland, USA. This allowed the University to offer four years' bachelor's degrees in Theology and Religious Studies. Then in 1997, the National Accreditation Board (NAB) of the Ministry of Education in Ghana granted Valley View College national accreditation thus permitting her to award her own degrees. In January 2006 the university was granted a Presidential Charter by his Excellency, Mr. J. A Kufuor, the President of the Republic of Ghana, through the recommendation from the NAB, and its name changed to *Valley View University*, Thus, Valley View University became the first Chartered Private institution of higher learning in Ghana to be granted national accreditation and charter.

The University serves students from all over the world. It admits qualified students regardless of their religious background, provided such students accept the Christian principles and lifestyle which forms the basis for the University's operations.

VISION STATEMENT

“To be a centre of excellence for Christian education”.

MISSION STATEMENT

“Valley View University, a Seventh-day Adventist institution, emphasizes academic, spiritual, vocational, and technological excellence for service to God and humanity.”

CORE VALUES

Valley View University seeks to pass on a passion for Excellence, Integrity, and Service.

- Excellence - The commitment to attain higher standards and expectations
- Integrity- A life that matches convictions with actions. Integrity encompasses honesty, authenticity and trustworthiness
- Service - The willingness to serve God and humanity in a selfless manner.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Valley View University holds a Christian philosophy of life and members are to conduct themselves in accordance with the tenets and principles of that philosophy as part of the basic affirmations of the Seventh-day Adventist Church.

The foregoing philosophy gives rise to the following objectives:

- a. to provide balanced educational programmes that give each student the opportunity to develop spiritually, mentally, physically and socially;
- b. to encourage the student to understand, appreciate and adopt Christian lifestyle and values through appropriate religious instruction in the classroom, a variety of religious services and activities and the development of a conducive atmosphere on Campus where Christian principles find practical expression in all relationships;
- c. to help the student strive for intellectual excellence by maintaining a Faculty of qualified lecturers who integrate faith and FElearning to guide the student in the pursuit of knowledge, assisting the student develop intellectual curiosity and an intense motivation to reach the highest level of professional qualifications; and helping the student refine his analytical abilities, thus promoting individuality.
- d. to provide adequate equipment and facilities for quality higher education such as library resources, laboratories, research facilities, classrooms and buildings to support teaching and learning;

- e. to promote ethically based research and other morally acceptable means of advancement of knowledge and its functional application to the prevention and solution of social, cultural, economic, scientific and technological problems;
- f. to assist the student, achieve and maintain physical health by guiding him to a fuller understanding of healthful living, helping him to appreciate the dignity of labour and to recognise the value of physical work, providing appropriate recreational activities and encouraging the adoption of a personal physical exercise programme, and providing healthful food and living quarters;
- g. to stimulate, particularly through teaching and research, interest in and appreciation of religious values, African culture and heritage;
- h. to prepare the student to become a useful member of society by promoting understanding and acceptance of persons from various backgrounds in the University community, helping to develop social skills that make for harmonious human relationships, emphasising Christian service as the goal of life, encouraging the application of knowledge within the student's societal context and showing sensitivity to environmental concerns;
- i. to encourage the student to play an active role in the mission of the Seventh-day Adventist Church and a service-centred vocation and profession which would contribute to the betterment of society; and
- j. to undertake other activities appropriate for a University and in harmony with the educational philosophy, beliefs and policies of the Seventh-day Adventist Church and accordingly its laws shall not conflict with the conventional responsibilities in academia or interfere with avowed traditional institutional autonomy.

GENERAL GOALS

Valley View University will pursue the following general goals:

EDUCATIONAL GOALS

VVU will offer a range of academic, vocational and technical courses consistent with the high standards expected by the Accrediting Association of Adventist Schools, Colleges and Universities, and the NAB-Ghana and for the standards which tertiary education in Ghana is well known. The University will prepare individuals to assume a practical, self-reliant and productive role in the development of Ghana as well as the West African sub-region; individuals who will exhibit Christian work ethics and who will recognize the dignity of labour.

At present VVU offers accredited bachelor's degree programmes in Computer Science, Information Technology, Religion, Theology, Development Studies, Education [Mathematics, English, Religion, Accounting, Management, Information Technology and Social Studies], Accounting, Human Resource Management, Marketing, Management, Banking and Finance, Nursing, Midwifery, Mental Health, Biomedical Engineering, Mathematics and Economics, Mathematics and Statistics. VVU also offers accredited graduate programmes: MBA (Banking and Finance, Accounting, Strategic Management, Human Resource Management), MEd/MPhil (Administration and Leadership and Curriculum and Instruction), Post Graduate Diploma (PGD) Pastoral Ministry, and Post Graduate Diploma in Education. The university offers diploma and certificate courses in Biomedical Equipment Technology, Computer Science, Music, Business Administration and Development Studies. To maintain high academic standards, VVU conducts periodic self-assessment and also lends itself to external evaluations to satisfy the requirements of the various accrediting bodies. Information from these assessments and evaluations is used to enhance institutional effectiveness. The University attempts to prepare students for service in a practical world. This is achieved through offering service learning, internship programmes, summer placements, work-study opportunities, etc.

SPIRITUAL GOALS

The spiritual goal of VVU is to enable students to believe that God is the creator and sustainer of the earth and its inhabitants. He is the source of all knowledge. The University aims to provide a campus atmosphere that will encourage students to grasp Christian beliefs and values as understood by the SDA Church.

Along with at least, 12 credit hours of mandatory religion courses, students participate in various religious activities including worship seminars, religious convocations, camp meetings, mid-week prayer meetings, weekend services, youth fellowships. These provide opportunities for internalizing Christian values and ideas. The University Chaplaincy ensures that pastoral counselling and spiritual guidance are always available to any who may need help. Integration of faith and learning in the classroom further helps students appreciate and acknowledge God as the ultimate source of all wisdom and understanding.

SOCIAL GOALS

Regarding the relationship of individuals to society, the goal of VVU is to encourage students to attain the social maturity necessary for successful family and community living. VVU aims to provide courses and activities that develop healthy interpersonal relationships, communication skills and decision-making ability. The University also provides appropriate extra-curricular and co-curricular activities that will expose students to other ideas and experiences not directly dealt with in the courses of the regular study program.

Besides 3 credit hours in social and behavioural sciences, which is required of each student, there are other courses such as Oral Communication Skills, African Studies, Human Resource Management, Entrepreneurship, and Career Planning and Exploration, which can directly help students attain social maturity. The Guidance and Counselling department helps students plan and build relationships. Family seminars and workshops help students contemplating on marriage. Numerous clubs and student organizations are designed to provide ample opportunities to students for close interaction and healthy association. Extra-curricular and co-curricular activities such as cultural programmes, sports and athletics, music, recreational outings, field trips, excursions, debates, quizzes, etc, are very much part of the University campus life.

OPERATIONAL GOALS

VVU intends to become a working model of a self-sufficient and conservation-minded institution with respect to its food production, energy consumption and use of human and material resources. The campus is designed as an ecologically friendly campus environment.

For this reason, the University operates a farm, orchard, block making factory, large bakery, Ecology and Sanitation [Eco San] Centre, Bio-Gas Plant, Water Harvesting Facilities and an Ecological Master Plan for campus development. The University uses the concept of “shared space” in planning and designing its academic facilities so as to ensure maximum utilization of its physical facilities.

PHYSICAL GOALS

The University promotes healthful living to its students in beautiful, green and spacious environment on all its campuses.

VVU is smoke, alcohol and drug-free campus by policy. The University cafeteria offers a wholesome vegetarian diet. Health-oriented courses and sports activities combine to encourage a balance of exercise, rest, diet, study, work and recreation. The University occupies over 620 acres of pristine land (all the campuses put together). Large spacious lawns and green belts nestle buildings provide an atmosphere of “Living with Nature”. Buildings are designed to meet established health and safety

standards while making maximum use of local building practices and materials, wherever possible.

LEARNING OUTCOMES

Desired Characteristics of a VVU Graduate

The following learning objectives, described in terms of the desired characteristics of educated graduates, are used, in part, to guide educators in their development of courses and programmes.

1. *Spiritual Maturity*

Students should have a growing relationship with the Lord, nurtured through Bible study, personal devotion, commitment to witnessing, and selfless service to humanity.

2. *Love of Learning*

Students should have a strong desire to learn for the sake of learning. Their desire should be reinforced both by their formal studies and by their general University experience, and it should be durable enough to remain with them for life.

3. *Depth of Understanding*

They should have mastered material in at least one discipline in considerable depth, approaching the frontier of knowledge as closely as the nature and the circumstances of the disciplines allow. They should understand the basic foundations of their information.

4. *Independence of Thought*

They should be able to think clearly and rigorously for themselves, not simply follow the direction of others. Although responsible inquiry requires respect for established authority, it also requires an ability to constructively criticize and to create, in the event that established positions are defective.

5. *Sense of Historical Development*

They should be aware that even well-entrenched ideas are subject to change; indeed, that much of human thought has undergone significant transformation over the centuries. They should, therefore, understand the history of their own discipline and how, in broad terms, it relates to the history of other disciplines.

6. *Breadth of Understanding*

They should be able to take broad perspective on the materials that occupy the centre of their attention. They should understand how the basic ideas and approaches in their own discipline relate to similar elements in other disciplines, especially in disciplines that differ strikingly from their own. Science students should understand the main forms of inquiry characteristic of the arts, and arts students should have a similar understanding of science and technology.

7. *Global Understanding*

They should appreciate both the national and the international dimensions of their disciplines and be prepared to apply their knowledge in ways that promote national dignity and global harmony. They should have an understanding of the natural and social environment that extends well beyond national borders.

8. *Moral Maturity*

They should be able to make sound moral judgments, identify moral questions, weigh competing considerations in complex situations, assess criticisms, and determine when an inquiry is sufficiently advanced to warrant drawing a conclusion. They should have the strength of character to do what they judge right, regardless of social pressure or personal sacrifice.

9. *Aesthetic Sensibility*

They should have a critical appreciation of the fine and performing arts, in a way that enables them to appreciate human civilization. They should also be able to extend their appreciation of the forms of human creativity to an appreciation of the value of the natural environment.

10. *Literacy*

They should be highly literate, possessing an ability to locate, and to read with full comprehension, the most demanding material, whether in a book, on a computer or any form of literature. They should be able to develop a position orally and present it effectively in writing. Their writing skills should include not only the ability to write correctly, but also the ability to advance a reader's understanding in a style that is as pleasant as it is rigorous.

11. *Numeracy*

They should understand the nature of mathematical forms of inquiry, at a level that will overcome any feeling of alienation from a technological society and that will enable them to appreciate the significance of numerical and statistical data.

12. Technology

They should be technologically equipped for lifelong learning.

ACCREDITATION AND MEMBERSHIP AND LINKAGES

Accreditation

◆ Adventist Accrediting Association (AAA)

Valley View University is accredited by the Adventist Accrediting Association (AAA) and International Board of Education (IBE) of the General Conference of Seventh-day Adventists. AAA is a body established by the seventh day Adventist church to provide coordination, supervision, and quality control to its education system. VVU is, therefore, a member of a network of 109 colleges and universities operated by the Seventh-day Adventist Church world-wide.

◆ National Accreditation Board (NAB)

The University is accredited by the National Accreditation Board (Ghana) for its programmes.

◆ Nurses and Midwifery Council, Ghana (NMC)

The University is accredited by the Nurses and Midwifery Council (Ghana) for the Nursing and Midwifery programmes.

◆ Institute of Chartered Accountants Ghana

Membership Of Organisations

◆ West African Association of Theological Institutions (WAATI)

The University is a member of West Africa Association of Theological Institutions (WAATI)

◆ International Board of Ministerial and Theological Education (BMTE)

The University belongs to the board of Ministerial and Theological institutions that regulate ministerial and theological training in the Seventh-day Adventist Church.

◆ Ghana Association of Biblical Exegetes (GABES)

This is a group of scholars in Ghanaian universities who research on theological and religious themes.

◆ Ghana Association of Private Tertiary Institutions (GAPTI)

Valley View University is a member of GAPTI which is the umbrella body for all accredited private tertiary institutions in Ghana.

◆ **Conference of Heads of Private Universities, Ghana (CHPUG)**

This is the association of the heads of Private accredited tertiary institutions in Ghana.

◆ **Association of African Universities (AAU)**

AAU is the group of African universities resolved to bring quality standards into all tertiary educational institutions in Africa.

◆ **Association Commonwealth Universities (ACU)**

ACU is also an association of universities within the Commonwealth fraternity.

Linkages

Valley View University has linkages with the following institutions:

- ◆ **Adventist University of Africa, Kenya.**
- ◆ **Andrews University, USA.**
- ◆ **Adventist International Institute of Advanced Studies, Philippines**
- ◆ **Adventist University of Philippines**
- ◆ **Babcock University, Nigeria**
- ◆ **Loma Linda University, USA**

PRESIDENTIAL CHARTER

A “Chartered” institution implies one that has been granted certain rights and privileges by the President of the Republic of Ghana or the Legislature of a country to operate as an autonomous degree granting institution. The status is granted after a careful scrutiny of the institution’s statutes, examination procedures, quality assurance standards, etc.

VALLEY VIEW UNIVERSITY PHYSICAL FACILITIES

EXISTING FACILITIES AND TEACHING RESOURCES

Valley View University has excellent Physical Facilities to support a conducive environment for serious scholarship. The facilities include Classrooms, Lecture Theatres, Computer Labs, Internet Cafes, Auditoriums, Separate Hostels for Men and Women, Libraries, Hospitals/Clinics, Cafeteria, Bakeries, Several high Capacity (900+KVA) Generators, Faculty Homes, Flower and Horticulture Gardens, Media Centre, Conference Halls, Fleet of Vehicles and Faculty Residential Homes.

The university currently operates two basic school, at Oyibi and Techiman.

PLANNED PHYSICAL FACILITIES

The following physical facilities are currently under construction:

- ◆ University Chapel – to serve also as auditorium in the interim
- ◆ New Administration block
- ◆ Lecture Hall I – interdisciplinary lecture hall with a capacity of 1500 students at the Oyibi campus
- ◆ Residential Halls for both male and Female students at the Techiman and Oduom campuses.
- ◆ Expansion of the University Medical Centre - to serve the University and the neighbouring villages.
- ◆ Industrial Plant Bakery to produce, biscuits and breakfast cereals (granola)
- ◆ Women 's Institute – to be developed into a Centre for Gender Studies
- ◆ Staff & Faculty Houses – additional on-campus residence for 100 fulltime faculty and staff.
- ◆ Shopping Mall – to sell grocery and other necessities for students, faculty and staff families on campus. This will include a communication centre.
- ◆ Halls – two halls that can house 500 students each.
- ◆ Phase 2 of Internal Roads System

LABORATORIES

Four computer laboratories are currently available for the relevant programmes. The size, capacity and installations in each room are as follows;

- ◆ Computer Laboratory 1 – This has a floor area of 676 sq ft and is fitted with 30 sets of computers. The floor area per student is 15.6 sq ft. The room is air-conditioned.
- ◆ Computer Laboratory 2 – This has a floor area of 936 sq ft and is fitted with 48 sets of computers. The floor area per student is 15.6 sq ft. The room is air-conditioned.
- ◆ Business Computer Laboratory 3 – This has a floor area of 1800 sq ft and is fitted with 90 sets of computers. The floor area per student is 15.6 sq ft. The room is air-conditioned.

- ◆ Internet Lab – The University has an Internet Lab for Student Use with 20 Computers.
- ◆ Nursing Demonstration Laboratory.
- ◆ Medical Equipment Technology Laboratory.
- ◆ The University has a wireless internet for students' use.

RELATED FACILITIES

Library

There are four well-stocked, (3,200 sq. ft) libraries available to students for use on all three campuses.

Safety, Health And Environmental Sanitation

All facilities on campus are fitted with fire extinguishers for firefighting, and waste bins for sanitation. Rooms have ample window openings for good natural ventilation and natural lighting. White boards and markers are used in place of chalk and chalkboards in lecture rooms. Buildings are oriented for optimal utilization of sun rays and air flow.

The first phase of a hospital on campus has been completed. This phase is made up of 2 consulting rooms, an OPD, a dispensary, a laboratory, 2 recovery wards, storage room, and offices for the nurses, records, and administrator. It is intended to serve the VVU community as well as people in the surrounding towns and villages.

Student Hostels

Currently there are four new student hostels with a total capacity of 2000 students on Oyibi and Techiman campuses. The rooms are sized to take 4 students per room and there is a washroom to every room.

Cafeteria

Cafeteria services are rendered on our campuses with capacity of 750 students at Oyibi and similarly at Techiman, and lesser eating space at Oduom.

Auditorium

There are large multi-purpose halls with a capacity for over 2,400 students available on the campuses.

Large and Conducive Campuses

Valley View University spreads over three large and conducive campuses and two Learning Centres. These are found at Mile 19 (31 kilometres) between Malejor and Oyibi on the Accra - Dodowa road; Techiman, on the Techiman – Sunyani road; and Oduom, Kumasi on the Kumasi – Accra road.

The main campus of Valley View University occupies a green, hitherto undeveloped area of 335 acres. The site is fairly level, with an altitude differential of only 9.2 metres along its 1300 metre length. The only section that slopes is along the main Accra - Dodowa road between the ceremonial entry and the northern entry where there is a differential of 13.5 metres along its 360 metre length.

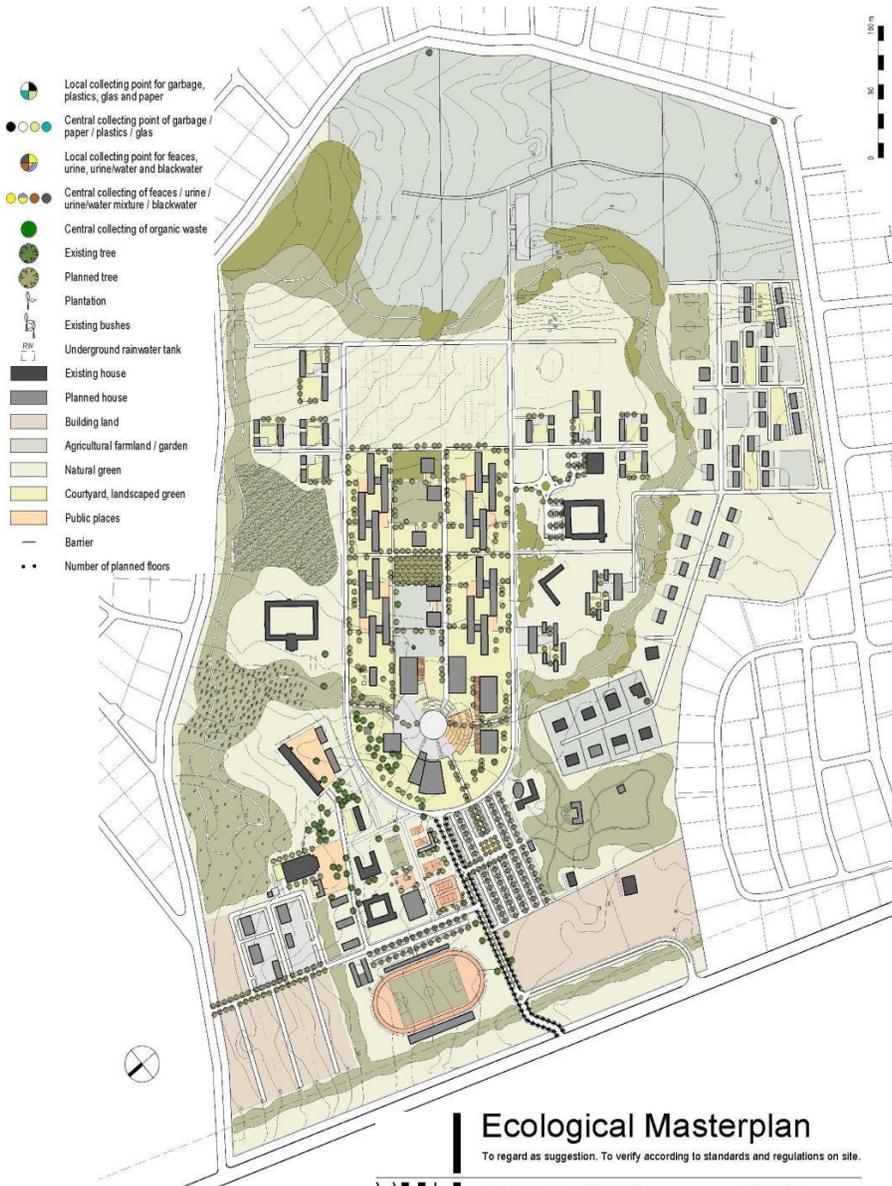
OVERALL PHYSICAL DEVELOPMENT CONCEPT

Ecological Development Strategy

Valley View University (on all its campuses) is conceived as an ecologically balanced community with overriding emphasis on sustainable land planning and economic use. The development scheme seeks to avoid environmental damage in the forms of excessive resource utilization, unnecessary damage to sensitive ecosystems, and destruction of wild life habitats.

Land Use

The masterplans for the campuses incorporate zones for various land uses, namely, academic, faculty housing, pre-tertiary education, vocational re-training, student hostels, light industrial ventures, playing fields, botanical gardens, farms and plantations, worship centres, commercial centres, hospital, maintenance, and car parks. The location of zones will be determined by intensity of proposed usage. The areas closest to the main entries to the campus are zoned for usage that will be shared in common with the surrounding villages, travellers, and visitors, such as the hospital, playing field, commercial centre, main parking lots, industrial area, botanical gardens, and pre-tertiary education. The remaining areas which will house dedicated University facilities will be divided into 2 broad zones. The University academic facilities are to be located along the east-west central axis. At the periphery but accessible by short walkways are the residential areas, namely, student hostels and staff houses. The periphery location of the residential areas will ensure a quiet atmosphere and avoid vehicular traffic movement in the academic areas. The planning allows for an extension of these two broad areas in the easterly direction at any time.



Ecological Masterplan

To regard as suggestion. To verify according to standards and regulations on site.



Bauhaus-University Weimar
 Prof. Dr.-Ing Detlef Glücklich
 Dipl.-Ing. Nicola Jokisch

Masterplan
 No. 1.1

20.04.2004

- ◆ **University Education** – The centre core of the University is to house the academic facilities which will include seminar rooms, lecture theatres, laboratories, lecturers' offices, libraries, administration, cafeteria, etc. The area will be enclosed by a circular road and served by walkways some of which will be broad enough to take emergency vehicles such as fire tenders. Unauthorized vehicular access will be controlled by the use of collapsible barriers or movable flower boxes.
- ◆ **Pre-tertiary Education** – The scheme makes provision for the development of a school starting from kindergarten through Senior Secondary. It serves the VVU community as well as the surrounding villages.
- ◆ **Vocational Re-training** – A centre to provide in-service training, workshops and seminars for women in various vocations is also envisaged in the scheme. Programs will be up to 3-month duration and will include dressmaking, hairdressing, cash crop and livestock farming, batik tie and dye, petty trade management, etc. Facilities will include hostel for up to 100 participants, a conference room, lecture rooms, and a multi-purpose workshop.
- ◆ **Student Hostels** – A range of hostel types are to be developed to accommodate up to 2,000 students on campus over the next 10 years.
- ◆ Provision will be made for both single and married students.
- ◆ **Staff Housing** – Areas have been included in the planning to house workers of the University. The areas will be developed for mixed dwelling by both teaching and support staff. It is envisaged that 140 out of the projected 200 lecturers will be provided with accommodation on campus over the next 10 years.
- ◆ **Hospital & Wellness Centre** – A section close to the southern entry of the campus is being developed for a hospital. Apart from the treatment of disease the hospital will run clinics on healthful living and also serve as practice centre for students of the proposed Nurses' Training and Biomedical Equipment Technology courses. The siting of the hospital close to the main Accra-Dodowa road is to enable it to serve the University, and the surrounding communities, as well as travelers and accident victims on the main road.
- ◆ **Worship** – The University is an institution of the Seventh-day Adventist Church. The Christian atmosphere of the campus is captured by the location of the worship area. The chapel building is the structure that meets the eye as one approaches the central area from the main ceremonial access.
- ◆ **Light Industrial Area** – The planning allows for the setting up of light industries such as agro-processing, and brick moulding. The aim is to provide employment for needy students as well as the youth in the surrounding communities. Priority will be given to industries that will enhance the development of the University or provide needy service to the community. The low areas close to the northern entry is earmarked for the industries.
- ◆ **Maintenance Yard** - The maintenance yard of the University will be located in the industrial area. It will have workshops for the repair of vehicles, furniture, air conditioners, electrical and electronic appliances,

- ◆ **Waste Management** – Valley View University is conceived as a village where nothing is to go to waste. Part of the industrial area is to be carved off for solid waste management. Solid waste will be pre-sorted
- ◆ by the use of strategically located compartment bins labeled —plastics, —bottles, —papers, or —others. The bins are emptied at regular intervals and deposited at the refuse yard. Arrangements have been made with industries in town to purchase the various types of waste for recycling. Organic materials are used as compost on the farms and plantations. Design of buildings will allow both grey and black material from the toilets to be processed for use as manure.
- ◆ **Commercial Centre** – The southern half of the strip along the main Accra-Dodowa road is earmarked for commercial activities such as shops, taxi rank, bank and post office to serve both the University and surrounding communities. The location will enable travelers, and surrounding communities to enjoy facilities there without necessarily entering the main University campus. Apart from the main commercial centre small convenience shops will also be provided in each student hostel and at the staff recreation centre.
- ◆ **Parks & Gardens** – The planning incorporates open spaces, botanical gardens, public parks, private lawns, shade trees along walkways and estate roads. These are intended to provide areas for open air relaxation, study or meditation, and to maintain the natural quality of the environment.
- ◆ **Agriculture** – Large portions of land including areas reserved for academic and residential extensions are being developed as orchards, farms and other plantations at the Oyibi and Techiman campuses. Already the University has identified scientific agriculture as a promising area of study to engage in. There is, therefore, poultry and vegetable production on the Oyibi and Techiman campuses. Other crops include acacia, oranges and mangoes.
- ◆ **Playing Fields** – The main playing field will be located close to the main entrances of the campuses to allow easy use by non-resident patronizers. A gymnasium, tennis court, and other sports facilities will also be provided. Another provision will be made within the faculty housing areas mainly for faculty members. This will comprise of a playing field, tennis court, club house with convenience shops, snack bar, rest room and indoor games equipment.

Earthquake Awareness

On the main campus (Oyibi), we are aware the site of the University is within the earthquake zones of the Akwapim ranges. Designs of structures are to conform to bearing capacities of the soil. Structures are to be simple and spaced apart. They are also to be symmetrical, light, and incorporate ring beams tied to the foundation with reinforced columns.

Water Concept

The University compound has no natural water bodies, on any of its campuses. All the campuses of the University are served by the Ghana Water Company. The

installations comprise of mechanized boreholes, elevated concrete storage tanks, and distribution lines to all the communities. The University development plan incorporates elaborate harvesting of rain water into underground and surface tanks which are subsequently filtered and pumped into elevated tanks. Current overall storage capacity is in excess of 227.30 m³. Water conservation is being vigorously pursued with the use of water saving sanitary appliances and the like.

Energy Concept

The structures on the campuses are being designed and built with energy saving features such as natural and low energy lighting, proper orientation to ensure generous air flow, installation of bio-gas plant in cafeteria, etc. The University has also been exploring the economy of using solar energy in water heating and lighting in the staff houses.

Traffic Concept

Estate roads are being laid out to reduce vehicle traffic to the barest minimum in the academic areas. Where such traffic is to be allowed speed ramps and constrictions will be installed to ensure that vehicle drive no faster than 30 kph. A fine network of paved walkways is being laid throughout the campuses. The main car parking space will be provided next to the main security post on the ceremonial access road. In addition, the staff houses and hostels will have parking lots. A taxi and trotro station will be located in the commercial area. Access to the Oyibi campus will be from the Accra-Dodowa road – one southern entry, one central/ceremonial entry, and one northern entry. Entry into the Accra-Dodowa road from the central/ceremonial road is not very safe because of poor sighting. Exit from that road will therefore be restricted.

ACADEMIC PROGRAMMES

Valley View University offers academic programmes in the following modes:

- A. Regular
- B. Sandwich
- C. School for Adult and Distance Education
- D. Pre-Degree
- E. Graduate Studies

REGULAR PROGRAMMES

1. School of Business:

The School of Business runs programmes leading to the award of degrees in the following disciplines:

- Bachelor of Business Administration (BBA): Accounting.
- Bachelor of Business Administration (BBA): Banking and Finance.
- Bachelor of Business Administration (BBA): Human Resource Management.
- Bachelor of Business Administration (BBA): Management.
- Bachelor of Business Administration (BBA): Marketing.
- Diploma in Business Administration

2. Faculty of Arts and Social Sciences:

The Faculty runs programmes leading to the award of the following degrees/diplomas:

- Bachelor of Arts (BA): Theological Studies.
- Bachelor of Science (BSc): Development Studies
- Diploma in Development Studies

3. Faculty of Science:

This Faculty runs programmes leading to the award of the following degrees/diplomas/certificates:

- Bachelors of Science (BSc): Computer Science
- Bachelor of Science (BSc): Information Technology.
- Bachelor of Science (BSc): Mathematics with Statistics
- Bachelor of Science (BSc): Mathematics with Economics
- Bachelor of Science (BSc): Agribusiness
- Bachelor of Science (BSc): Business Information Systems
- Bachelor of Science (BSc): Biomedical Engineering
- Diploma in Computer Science.

- Certificate/Diploma in Biomedical Equipment Technology.

4. School of Education

This School runs programmes leading to the award of the following degrees:

- Bachelor of Education (BEEd): Mathematics.
- Bachelor of Education (BEEd): English Language.
- Bachelor of Education (BEEd): Management.
- Bachelor of Education (BEEd): Accounting.
- Bachelor of Education (BEEd): Social Studies.
- Bachelor of Education (BEEd): Religion
- Bachelor of Education (BEEd): Information Technology.

5. School of Nursing and Midwifery

The School of Nursing and Midwifery runs programmes leading to the award of the following degrees:

- Bachelor of Science (BSc): Nursing
- Bachelor of Science (BSc): Mental Health
- Bachelor of Science (BSc): Midwifery

6. School of Graduate Studies

The School of Graduate Studies coordinates the running of the following postgraduate programmes:

- PhD Business Administration (Accounting option)
- PhD Business Administration (Finance option)
- PhD Business Administration (Management option)
- MBA Strategic Management
- MBA Human Resource Management
- MBA Accounting
- MBA Banking and Finance
- MEd/MPhil. Curriculum and Instruction
- MEd/MPhil. Administration and Leadership
- Post Graduate Diploma in Education
- Post Graduate Diploma in Pastoral Ministry

DISTANCE LEARNING PROGRAMMES

School for Adult and Distance Education (SADE)

The School offers the following degree programmes:

- Bachelor of Business Administration (BBA) in:
Accounting
Marketing
Management

Human Resource
Banking & Finance.

- Bachelor of Science (BSc) Development Studies

SADE has five centres: Oyibi, Techiman, Kumasi, Takoradi and Tamale.

EXTENSION CAMPUSES

Valley View University, Techiman Campus Programmes:

The following programmes are offered on the Techiman Campus.

- Bachelor of Business Administration (BBA) Accounting; Marketing; Human Resource Management; and Management.
- Bachelor of Science (BSc) in Agribusiness
- Bachelor of Science (BSc) Information Technology
- Bachelor of Science (BSc) Nursing
- Bachelor of Education (BEd) English Language, Mathematics, Accounting and Social Studies.
- Bachelor of Science (BSc): Development Studies
- Postgraduate programmes in Business Administration, and Education

Valley View University, Kumasi Campus Programs:

The following programs are offered on the Kumasi Campus. The admission requirements are the same as those of the main Campus:

- *Sandwich programs:* Bachelor of Education (BEd) English Language, Mathematics, Accounting and Social Studies
- *Distance Programs:* Bachelor of Business Administration (BBA) Accounting; Marketing; Human Resource Management; and Management
- Postgraduate programmes in Business Administration, and Education

PRE-DEGREE PROGRAMMES

The University offers the following pre-degree programmes

1. Matured Entrance Examination Tutorials
2. Short-Courses Certification Programmes

ADMISSION REQUIREMENTS AND PROCEDURES

ADMISSION POLICY

Admission to Valley View University (VUU) is available to any applicant who meets the academic and character reference requirements of the University and is willing to co-operate with the University's policies. Valley View University is owned, sponsored, and operated by the Seventh-day Adventist Church. However, no particular religious commitment is required for admission; any applicant who will be comfortable within its religious, social, and cultural atmosphere may seek admission and be admitted. However, admission to the University is a privilege but not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its regulations and policies.

The University does not discriminate on grounds of race, colour, creed, nationality, ethnic origin, gender, or marital status. All that is required from any prospective and admitted student is to bear in mind that Valley View University is an integral part of the teaching ministry of the Seventh-day Adventist Church, and as such, it expects students (and employees) to uphold biblical principles of morality and deportment as interpreted by the Church.

HOW TO APPLY

Freshmen Application

1. Request application materials from either:

*The Office of the Registrar,
Valley View University,
P. O. Box DT 595, Adenta-Accra
Ghana*

Telephone: 0307011867, 0307011836

Email: admissions@vvu.edu.gh

Website: www.vvu.edu.gh

- Application materials are obtained at a fee.
2. Alternatively, application forms are available online at VUU website. Downloaded forms may be completed and sent along with the required application fee.
 3. Online admission is also available. Applicants can visit www.vvu.edu.gh and apply online by completing their details for free

4. Application forms could also be obtained from Seventh-day Adventist Conference and Mission Offices including but not limited to:
 - Accra City Conference, Donsoman
 - East Ghana Conference, Koforidua
 - South-West Ghana Conference, Takoradi
 - South-Central Ghana Conference, Ahinsan, Kumasi
 - Central Ghana Conference, Kwadaso, Kumasi
 - Southern Ghana Union Conference, Osu, Accra
 - Northern Ghana Union Mission, Kumasi
 - Midwest Ghana Conference, Sunyani
 - SDA Education Unit, Ho
 - VVU, Techiman Campus
 - VVU, Kumasi Campus
 - North Ghana Mission, Tamale
5. Return the completed application forms to either of the two Addresses of the *Office of the Registrar*. Documents to be sent along with the application forms are as follows:
 - Photocopies of Certificate and Transcript/Mark Sheet of the qualifying examination [GCE, SSSCE, WASSCE, Etc.].
 - Two letters of recommendation.
 - A photocopy of birth certificate is needed from mature students
 - Three passport size pictures.
 - A Testimonial from last school attended.
6. Students are required to pass a medical examination to be taken at the VVU Hospital.

Transfer Application

If a student wishes to transfer from any accredited university to Valley View University the above stated application procedures shall be followed in addition to the procedures listed below.

1. The applicant should use a Transcript Request Form to request for official transcripts to be sent directly to Valley View University from any University that he or she has attended.
2. Apply for transfer credits through a prescribed form at least two months before the admissions date so as to allow Valley View University adequate time to evaluate the request and grant the transfer credits at the time of admission.

International Students Application

All foreign nationals must apply as International Students.

1. Request application materials from either:

*The Office of the Registrar,
Valley View University,
P. O. Box AF 595, Adenta-Accra
Ghana*

OR

*The Office of the Registrar P.
O. Box KIA 9358, Airport
Accra.*

Telephone: +233 307011867, +233 307011836

Email: info@vvu.edu.gh

Website: www.vvu.edu.gh

- Application materials are obtained at a fee.
2. Alternatively, application forms are available online. Downloaded forms may be completed and sent along with the required application fee.
 3. Send the completed application forms to either of the two addresses of the Office of the Registrar. Documents to be sent along with the application forms are;
 - Photocopies of Certificate and Transcript/Mark Sheet of the qualifying examination [GCE, SSSCE, WASSCE, Etc.] Two letters of recommendation.
 - A photocopy of birth certificate.
 - Three passport size pictures.
 - Photocopy of passports.
 - A Testimonial from last school attended.
 4. Students are required to pass a medical examination to be taken at the VVU Hospital.
 5. International students must pay an advance deposit of five hundred US dollars (US\$500) and present a satisfactory budget for financing their studies and living costs (see the financial Information section of this bulletin).
 6. Only after all the above provisions have been met, will a formal letter of acceptance be issued to enable a student to obtain the necessary Visa to Ghana.
 7. On the recommendation of the Registrar, the Student Finance Officer and the Dean of Students Affairs a certificate of eligibility shall be issued

together with any other information that may be necessary for an international student to enter the country.

8. An international student may proceed to Valley View University only after a valid Student's Visa for Ghana has been procured.

Re-Admission Application

Any student (matriculated or non-matriculated) who has not enrolled for courses at the University for at least two consecutive semesters must reapply to the University.

In the reapplication process, students will pay the application fee. Ordinarily, readmitted students will be required to follow the curriculum in the bulletin that is in effect at the time of readmission.

ADMISSION PROCEDURES

After receiving the Application forms, the Joint Undergraduate Admissions Committee (JUAC) shall decide whether to invite the student for an interview based on the admission policies of the relevant schools/Faculties or centres, which shall admit the applicants.

A letter of admission shall be issued to all successful applicants.

ORIENTATION

The week preceding registration for each semester is known as the Freshmen Orientation Week. Freshmen are the newly admitted students (irrespective at which level they are admitted), and are expected to report as notified and upon arrival, to participate in all of the scheduled activities of the week.

GENERAL ENTRY REQUIREMENTS

1. *Senior Secondary School Certificate Examination (SSSCE): Compulsory Subjects* - Grade D or better in three (3) core subjects, including English and Mathematics (Core) and *Elective Subjects* – Grade D or better in three (3) elective subjects.
2. *West Africa Senior School Certificate Examination (WASSCE): Compulsory Subjects* - Grade C6 or better in three (3) core subjects including English and Mathematics (Core) and *Elective Subjects* – Grade C6 or better in three (3) elective subjects.
3. *General Certificate of Education (GCE) Advanced Level:* Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.

4. *Advanced Business Certificate Examination (ABCE)*: Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE).
5. *Admission into Diploma Programmes*: **SSCE**: Six (6) passes (A-D) in all subjects including English and Mathematics. For areas of specialisation three (3) of the passes must be in relevant subject areas. **WASSCE holders**: Six (6) passes (A1 – D7) in all subjects including English and Mathematics, three (3) of which should be credit Passes (C6) or better. *It must be noted, however, that certain courses may require credit passes (C6) or better, in other relevant courses.*
6. HND holders from recognized institutions with at least second-class lower division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed. The applicant must have acquired a two-year post HND qualification working experience.
7. Diploma certificates from recognized universities assessed to be equivalent to HND with second class lower division may be considered for admission into level 100 or 200 in their area of specialization depending on the subjects passed. The applicants must note that Diploma in Business Studies (DBS) qualification cannot, in itself, be used for admission into Valley View University.
8. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
9. *Mature Students*: The applicant must:
 - a. Be at least 25 years old;
 - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date;
 - c. Provide introductory letter from employer or show any other proof of employment;
 - d. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of credit passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations.

Only students who have fulfilled all general university and departmental entry requirements at the time of application shall be considered for admission.

TRANSFER OF CREDITS

If a student has earned academic credits in another accredited/recognized university he/she can apply for transfer of credits to Valley View University. The application should be made to the Academic Board through the Dean of School / Faculty. Such an application should be made two months before the registration date so as to give adequate time to the Registry to process the request. The application should be made on a prescribed form with all the required supporting documents. A transfer student must furnish an official transcript from each Institution he/she has attended regardless of whether any courses were completed for credit or not. Such a transcript should be sent to VVU directly from the transferring Institution. Although an applicant's records from several institutions may be summarized on one transcript, an application will not be approved until an official transcript has been received from each institution. The Academic Bulletin from the transferring Institution must be made available to determine academic equivalences of the courses for which Transfer Credits are being requested. To help determine this equivalence the course description and the course syllabus/outline, indicating the topics covered, of the courses completed must also be made available. A transfer student must also have a cumulative Grade Point Average of 2.00 [C grade] or above on a scale of 4.0 from a tertiary institution. Only credits earned at accredited/recognized institutions with a grade of at least C [2.00] for each course may be accepted at VVU.

The applicant is responsible for ensuring that transcripts are sent to the VVU Registry. Not more than 70-semester credits or 105 quarter credits from other institution(s) may be accepted and applied towards a Bachelor's Degree. Only the VVU Academic Board is empowered to grant Transfer Credits.

CHALLENGE EXAMINATIONS

If a student has earned a higher qualification from a recognised university in a programme and wants to be exempted from taking a course because of his/her previous knowledge, that student can apply for a challenge examination through the Dean of School/Faculty at a fee to be determined at the time of application. When successful, the students would be registered for the course and awarded the grade 'P' denoting pass.

PLACEMENT TESTS

A School/Faculty may conduct placement test to determine the proficiency of students in Mathematics and English. Failure to pass the placement test would require a student to register for Remedial Courses. For such a student the Class Load may be correspondingly reduced to accommodate the remedial course(s).

COMMITMENT TO ABIDE BY RULES AND STANDARDS

Each prospective student at the time of admission must sign a statement agreeing to respect and abide by the written and conventional rules, policies, procedures and standards of the University.

ADVISING

VVU believes advising is essential to student success. The University supports student progress with designated advisors. All fresh students (residential or non-residential) are to contact their Heads of Department to begin the advising process, either prior to or upon completing the admissions requirements. Students are encouraged to call for appointments. VVU offers the following advising facilities.

- Academic Advising – Degree Planning, Course Selecting and Scheduling.
- Guidance and Counselling – Career counselling, Aptitude Testing and Assessment, Goal Setting, Job Search and Placement Assistance

ACADEMIC INFORMATION

BULLETIN

The University publishes and circulates Academic Bulletins that govern the academic life of students. Each Bulletin is in effect for a specific time span or term. Students are expected to meet all calendar, academic, financial and student life requirements stated in the bulletin. As much as possible, the University will stick to the published information for the entire term of the current bulletin, but it reserves the right to make such changes as circumstances may demand with reference to admission, registration, tuition and fees, curriculum requirements and other academic policies and practices, conduct, etc.

Once the term of the Academic Bulletin is over, the University will publish another edition of the Bulletin. The term of each Bulletin is fixed and it appears on its cover page.

ASSIGNED BULLETIN

A student comes under the Bulletin which is in effect at the time of his/her admission to the University. Therefore, if the student joins in the year 2019 and the Bulletin in effect is Bulletin 2019-2021, then this becomes his/her Assigned Bulletin. Students are responsible to take cognizance of the content of this bulletin and meet all calendar, academic, financial and student life requirements. Students are cautioned not to follow requirements from a bulletin other than that which is assigned to them.

CHANGE OF BULLETIN

A student may apply for a change of bulletin. Such a change may be only from his/her Assigned Bulletin to a later edition. Under no circumstances can a student change from his/her Assigned Bulletin to an earlier edition of the Bulletin. Before the change is made the student should consider the new requirements that may be in the later edition of the bulletin.

When a change is made the student is expected to meet all the requirements under the new Bulletin in order to graduate. All requests for the change of Bulletin are to be made on the prescribed Change of Bulletin Form to the Office of the Registrar.

When a student is unable to graduate within the five years of initial enrolment, the student will be required to graduate under the new Bulletin. This means that the student will have to change to a later edition of the Bulletin and complete the requirements under its term to qualify for graduation.

SELECTION OF ACADEMIC PROGRAMME

Valley View University offers a range of academic programmes to choose from [See Section on Academic Programmes pages]. It is required that at the time of application

a student chooses one or more academic programme(s). Thus, a student is granted admission for and is accepted to that academic programme. If a student is granted admission to a certain academic programme, he/she cannot register and take courses in another program or department unless a change in the academic programme is made.

MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instructions and examinations shall be English for all subjects except language courses other than English.

DEGREE DURATION

The time taken to complete the degree programme is important. Students at Valley View University must complete all degree requirements within six years from the date of admission into their programmes. Therefore, the maximum duration of the degree programme shall not be more than six academic years. An approved deferment period of up to two semesters shall not be counted in the six years. Approved leaves of absence shall not be counted toward these time limits.

Under exceptional circumstances, if at the end of six (6) years more time is needed for completion of the degree programme due to circumstances beyond the student's control, the concerned student must submit a request to the Dean of the School/Faculty for one-year extension. The Dean of the School/Faculty shall forward the request with his/her recommendations to the Vice Chancellor through the Executive Committee for approval. If the Vice Chancellor approves the request, the student shall pay the Degree duration extension fee in the Finance Office.

After the extension of the degree duration by one year and at the end of the seven (7) years more time is still needed for completion of the degree programme due to circumstances beyond the student's control, the concerned student must submit another request for one year extension to the Academic Board through the Dean of the School/Faculty. The Dean of the School/Faculty shall forward the request with his/her recommendations to the Chair, Academic Board for approval. If the Academic Board has approved the request, the student shall pay additional fee for Degree duration extension. If the request is rejected by the Academic Board, the concerned student shall be dismissed from the University or the student may be allowed by the Academic Board to start a degree programme afresh if the student so desires. Apart from the exceptional situations stated above, a student shall not be allowed to study the same degree programme after six (6) years duration from the date of admission into the University. This policy is applicable to all students whether they are in the regular, sandwich or distance modes.

In the case of Diploma/Certificate programmes, one-year extension shall apply.

CHANGE OF ACADEMIC PROGRAMME

In due course of study, it is possible for a student to change his/her Academic Programme. For this the student must meet the entry requirements of the programme the student intends to take. For the change of programme the following procedure must be followed.

1. A student can initiate a change of programme after consulting the student advisor and provide consent of parent/guardian.
2. The student shall fill the Change of Programme online Form.
3. Maintain a Cumulative GPA of 2.00.
4. The Head of Department shall recommend the change of programme to the Dean of School/Faculty for approval after assessment.
5. The approved Form shall be forwarded to the Academic Board through the Pro Vice Chancellor.
6. Upon ratification by Academic Board, the Secretary of the Board shall write to the student and copy the Head of Department and Dean of School/Faculty.
7. All change of programme must be made at least one semester before the anticipated date of graduation.
8. The required total credits for the new programme shall constitute the cumulative grade point average of the student. However, all other courses shall appear on the student's records as audited courses.

TRANSFER OF CREDIT APPROVAL FORM WITHIN CAMPUS

1. A student from another higher education institution who wishes to transfer to Valley View University shall fill an online Form/the office of the Head of Department.
2. The Form shall be submitted to the Head of the Department with the course descriptions of the courses taken.
3. The Dean of the School/Faculty under which the Head operates shall approve and recommend to the Academic Board through the Pro Vice Chancellor.
4. The approval of Academic Board shall be communicated to the student and copy the Dean and Head.

TRANSFER STUDENTS FROM ONE CAMPUS TO ANOTHER

1. Any student who wishes to transfer from one campus to another shall consult with the student advisor.

2. Any student who wishes to transfer shall do so with the same Student Identity Number and Account Number.
3. Any student who wishes to transfer shall apply online stating reasons(s) to the Head of the Department.
4. The student shall indicate on the online Inter-Campus Form the current campus, current campus and Academic Year of transfer.
5. The student shall submit the Form to the Head of Department who shall present the request to the Departmental Board for approval.
6. The Departmental Board shall recommend to the School/Faculty Board for onward recommendation to Academic Board through the Pro Vice Chancellor.
7. The Decision of the Academic Board shall be communicated to the student and copied the Department (and Coordinator if extension campus), School, and Directorates of Academic Affairs, Finance and ITS through the Registrar for action.

TRANSFER FROM ONE MODE TO ANOTHER

1. Working and Non-working classes of students shall be eligible for Regular learning mode.
2. Working class of students shall be eligible for Evening, Weekend, and Distance Modes.
3. Post-Secondary Teacher's Training Graduates shall be eligible for Sandwich and Regular Modes.
4. Transfer from one learning mode to another shall be possible under the following conditions
 - i. Distance to Regular and
 - ii. Regular to Distance if the student provides evidence of working status
 - iii. Sandwich to Regular and vice-versa in the same programme with supporting evidence of change in working status.

CHANGE OF NAME

Names on Students' certificates, transcript or birth certificates cannot be changed except for married couples. However, typographical errors of names can be corrected.

REGISTRATION

Registration Procedure

Only a student who has secured an admission letter from the Office of the Registrar can register on the dates indicated in the University academic calendar. The student registers in person. Registration by proxy is allowed only by power of attorney (signed authorization note) from the student who is wholly responsible for the registration. Registration may also be done online.

The registration process is complete only after the student successfully submits the forms online. Only students whose names appear on the official class list are allowed to attend the class.

Registration of accepted students shall be contingent upon fulfilling admission requirements and making satisfactory financial arrangements as determined by the Students' Finance Office.

The Department Heads participate in the registration process by offering advice pertaining to course selection, class load, and class schedules. However, the student bears the final responsibility of course choice, class load, meeting prerequisites etc. and of following all the registration policies and procedures.

Once a student has been matriculated into any Department of the University, the student may continue to register for courses in that Department only from semester to semester as long as the required academic standards are maintained, the financial obligations are met, and the University regulations of student conduct are followed.

Before the beginning of each new semester, the student who does not meet the academic requirement for continued enrolment, [that is, a student who gets less than 2.00 CGPA for three consecutive semesters], shall be notified by the Head of Department, who shall also notify the Office of the Registrar. Such a student will be asked to withdraw from the University.

A student separated for disciplinary reasons or a student who does not meet the standards for remaining as a student may not be allowed to register. In such cases, the Dean of Student Affairs/Registrar issues notification to the student and the fact of the decision is to be communicated in writing to the Deans/Heads of Department and the relevant officers of the University.

Registration of Courses

1. Every student shall be responsible for registering the required courses for the semester or session.
2. Every student shall consult the student adviser on the courses he/she can register for the semester as per the academic standing of the GPA.
3. Any student on probation shall be able to register for the semester after being cleared by the Head of the Department.
4. Every student shall adhere to the Financial policy for registration.
5. Every course registration including regular, late registration, independent study, and internship/practicum shall be processed online.
6. No student shall be permitted to register into previous semester(s).
7. Only those who have registered and paid fifty (50) and hundred (100) percentages shall be able to write mid-semester and final semester examinations respectively.
8. Students shall consult the iSchool systems administrator of the Registry for any registration queries.

Guiding Rules for Late Registration

Permission to register late must be obtained from the Head of Department and the Dean. The student who fails to register during the scheduled registration period will be charged a late registration fee for each day registration is delayed. The course load of a late registrant may be reduced according to the amount of class work missed. No student may register after the last day to enter a class has elapsed. Late registrants are to make up for the lost class periods by themselves.

In case of sickness the student is required to submit a medical report, indicating diagnosis and treatment given by a medical Doctor. A student with such a problem should submit the report and meet the "last day to enter a class" deadline. However, students in this category may have the late registration fee waived.

Students are to note that

1. A student shall be responsible to read the University's Academic calendar.
2. Late registration of a course(s) shall be possible in the third week of each semester.
3. Late registration shall attract some financial penalty for administrative services.
4. No course shall be registered into the previous semester since the iSchool does not have the features for such.

Withdrawing From a Course

When a student withdraws from a course before the published deadline, during the first week of the semester, the course is deleted from the student's records. A 'W' grade is issued when a student withdraws from the course after the second week of the semester up to the date stipulated by the academic calendar. The grade for any withdrawal after this time will automatically be 'F'.

Add / Drop/Audit Process

In the event that a student would wish to Add/Drop/Audit a course the following shall apply:

1. There shall be online ADD/DROP/AUDIT Form to be filled by a student who wishes to add, drop, or audit a course(s) in a semester.
2. A course(s) shall be added, dropped, or audited only in the current semester the student has already registered.
3. Application for ADD/DROP/AUDIT shall be allowed before the third class meeting.
4. Payment for courses to be added shall be made to activate the online application.
5. The student completes the Form online and submits online to the Head of Department for approval for onward submission to the Director of Academic Affairs.

6. The Head of Department shall forward the online Form to the Student Finance Officer, Dean of Student Affairs, Director of Academic Affairs in the event of dropping ALL courses.

Change of Section

Change of section if several classes of a course should be done online with the consent of the lecturer and the Head of Department.

Deferment Procedure

1. Any student who wishes to defer his/her study shall have the right to do so.
2. Deferment shall be permissible for not more than two academic years.
3. The student shall apply for deferment a semester before the next academic year.
4. The student shall consult with the student advisor.
5. The student shall fill an online Form and submit to the Head of Department, stating the reason(s) and the period for the deferment.
6. The Head of Department shall forward the online Form to the Dean of School/Faculty for approval.
7. The Dean of School/Faculty shall submit the online Form to the Directorate of Academic Affairs.
8. The Director of Academic Affairs shall deactivate the account of the deferred period.
9. After the deferment period, the student shall resume his/her status as a registered student by consulting the student advisor and applying online to the Head of Department.
10. The student shall apply for resumption of studies two months before the academic year.
11. The Head of Department shall approve the request and forward to the Dean of School/Faculty for onward submission to the Director of Academic Affairs.
12. The Director shall activate the account of the student to resume academic activities.

Selection of Courses

Each semester, the students must make a selection of courses to register. Such a selection is made on the basis of the prescribed semester-wise sequence of course offerings and on the advice of the Head of Department and faculty advisor.

In selecting courses the student shall have the benefit of the Advisor and participation of at least the following representatives of the University: (1) the student's advisor who shall be consulted before registration and before any change in registration, and whose approval is necessary; (2) the Head of Department whose approval is necessary in

connection with the registration and each change; (3) the Dean of the School or Faculty, if the student appeals the advisor's or the HOD's decision.

Semester-Wise Sequence of Course Offerings

A semester by semester layout of courses has been prepared by all departments. This is the sequence in which the University will offer the courses. This semester-wise sequence of course offerings can be found in the bulletin under the Departments. Students are expected to follow this sequence of courses.

Responsibility Of The Student If There Is A Break In This Sequence

The University, as much as possible, ensures that the semester-wise sequence of courses within a given year does not clash in their timings. This is to allow students to register for the prescribed class load for the given semester.

However, if a student breaks this sequence and tries to register for courses from different years [levels], the student may be required to drop the course at a fee.

Online Check Sheet

Students are advised to monitor their academic progress online in order to keep track of all courses they have taken and those remaining to be completed.

Request For Courses To Be Offered Out Of Turn

Courses are generally offered in the semester wise sequence mentioned in the Bulletin. The University is not obligated to offer courses out of this sequence. However, request for courses to be offered out of turn can be made to the Dean through the Department Heads. Such requests may be considered on the basis of availability of lecturers, possible enrolment, cost involved and urgency of need.

Prerequisites

Some courses have prerequisites. A prerequisite is a course which must be taken and passed with a satisfactory grade before taking subsequent courses. It is expected that the prerequisite will be completed before enrolment in the related subsequent course. Students are required to refer to the course description to find out if there are any prerequisites for the course.

GRADUATION REQUIREMENTS AND PROCEDURES

Candidates for graduation should take note of the following:

1. Each student shall be responsible for reading the academic regulations/policies concerning graduation.

2. A student shall be eligible for graduation after completing every academic and financial requirement. These include departmental requirements.
3. Each student shall be responsible in monitoring the course check sheet which shall be the guide for satisfying academic requirements.
4. Each student shall be responsible for reading students' recorder semesterly online to update him/herself about any updated academic decision.
5. The school management system (iSchool) shall recommend a student six (6) weeks before graduation.
6. The Departmental Board shall approve and recommend the student to the Faculty/School Board for graduation.
7. The Faculty/School Board shall approve and forward the student's application to the Academic Board through the Directorate of Academic Affairs.
8. The Deans shall present the list of prospective graduates to the Academic Board for approval.
9. The approved prospective graduates shall be invited to apply for graduation by the Directorate of Academic Affairs.
10. The approved list shall be subjected to Financial clearance.
11. The Directorate of Academic Affairs shall communicate to any student who may not be able to graduate in writing via the e-mail address of the student and copy the Head of the Department and Dean of School/Faculty, stating the reason(s).
12. The Financially cleared list shall be published three weeks prior to the day of graduation on the University's Website

REQUIREMENTS FOR A MINOR

A minimum of 18 semester hours [or as may be required by the department] must be completed for a minor programme of which at least six must be upper division credits. A candidate wishing to do a minor in another field of study must meet the admission requirements for that department.

CLASS STANDING

It shall be the duty of the Deans to determine, on the basis of established policies, which students are eligible for membership in the undergraduate class levels. The following criteria shall be used to determine the Class Standing:

<i>Classification</i>	<i>Minimum Cumulative GPA</i>	<i>Number of Semester Hours</i>
Level 100	2.0	00-36 Semester Hours
Level 200	2.0	37-72 Semester Hours
Level 300	2.0	73-108 Semester Hours

Level 400	2.0	109+ Semester Hours
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HONOUR ROLL

At the graduation ceremony, students who have carried a minimum of 15 semester hours and who have attained the following Grade Point Averages will be included in the honours group indicated:

- ◆ Vice Chancellor's List 3.75-4.00
- ◆ Dean's List 3.50-3.74
- ◆ Department Head's List 3.25-3.49

The list of these honours groups is published, and the students may be given prizes.

OFFICIAL BULLETINS, DEPARTMENT BROCHURE AND HANDBOOKS

Academic Bulletin

The University shall publish, through the Vice Chancellor, an Academic Bulletin for a specific term. It contains explanatory and informative material such as admission standards, graduation standards, description of curricula, courses, University/school memberships and accreditations, etc.

School / Faculty Brochure / Handbook

Each School/Faculty shall publish their own brochure/handbook which will provide the students additional department specific information on academics. Among other things policy and procedural information shall be provided on registration, selection of courses, change of programme, internship [industry placement], senior project, departmental club, faculty advisors, field trips, academic dishonesty, plagiarism, etc.

Student Handbook

The University Publishes A Student Handbook for all students, which includes policies voted by the Academic Board.

CALENDAR PLAN

The Academic Board, on the recommendation of the Schools and Faculties, votes the academic calendar plan. The current academic calendar consists of two semesters, each in duration.

ACADEMIC CALENDAR

The academic calendar for the following year shall be determined during the second semester by the Office of the Registrar and approved by the Academic Board. Each department and campuses and LCs shall follow the same policy governing the beginning and duration of semester except by prior approval by the Vice Chancellor. Courses are measured in credits; one credit represents a course that has been conducted at least one session of 50 minutes each week or a laboratory meeting two to four hours a week for a minimum of sixteen weeks, or its equivalent.

COURSE SCHEDULES

The time and room schedules for classes, examinations and other regular appointments shall be determined by the Interfaculty/Deans' Committee. These schedules shall be published well in advance of the beginning of the semester to which the schedule applies.

INTERRUPTIONS OF THE CLASS SCHEDULE

Interruptions in the daily or weekly class schedule after it has been published may not be entertained except as determined by the Vice Chancellor in consultation with the Deans and vice versa. Classes and routine operations will not be suspended except for major emergencies or reasonable causes, as determined by the Vice Chancellor.

FIELD TRIPS, CLASS TRIPS, ETC

Field trips are part of the educational programme at VVU. They provide opportunities both for connecting theory and practice, and for experiencing the physical, technological, mental, emotional and social realities which make up the actual work environment. As a part of the educational programme, the University shall take steps to

- ◆ Incorporate field trips as a part of the curricular programme for as many courses as possible. When field trips appear as requirements in the course outline, they serve as partial fulfilment for the course.
- ◆ Encourage faculty to arrange relevant field trips and company visitations that will help students experience the actual work environment.
- ◆ Require students to prepare and submit a report of what they have observed and learnt while on the field trip.
- ◆ Foster field trip safety while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

The Head of Department, one week before the time of departure, must approve a field trip or a similar trip involving absences from classes. Attendance at field trips that conflict with other class appointments or regularly scheduled work appointments shall not be made mandatory for receiving credit for the courses for which these field trips are scheduled. Such interruptions shall not be approved for the last two weeks of the semester. The University will pay the accompanying lecturer(s) regular per diem and hotel expenses; all other expenses should be distributed among the participating students unless the purpose of the trip is to represent the University. Approval for trips involving all-night driving (except by public, chartered, or University transportation) will not be given. All such trips must use adequately insured cars and experienced, competent drivers.

COURSES, SYLLABI AND COURSE OUTLINES

The generic course syllabi shall be published by each department in a booklet form for a given term [the term generally shall coincide with the Bulletin term]. Such syllabi shall provide details of the areas and topics that a given course will cover. It shall also carry information on how the courses offered in a department cover the different areas of a discipline. The logic of course sequencing and breadth of course offering is also given.

A lecturer shall provide students with a course outline for every course he/she lectures during the first week of class. The lecturer shall develop the course outline based on the generic course syllabi published by the department. The course outline provides a detailed lesson plan that shall be followed by the course lecturer.

OFF-CAMPUS INSTRUCTION

All instructional programmes offered by the University away from Oyibi campus are supervised by the Academic Board through the Deans.

COURSE NUMBERING SYSTEM

- ◆ **Course Numbers: HEGIS System** – Adopted by VVU.
- ◆ Lower division courses – 100 and 200
- ◆ Upper division courses – 300 and 400. (N.B.: Such courses are open only to those eligible to take them).

A) *The first numeral indicates class-year status as follows:*

0	---	Upgrading and non-University
1	---	First year level
2	---	Second year level
3	---	Third year level

4 --- Fourth year level

B) *The second numeral indicates the following:*

0 – 8 --- No designation

9 --- Independent study, project and
research type courses

C) *The third numeral indicates the following:*

1 --- A course which is first in a sequence

2 --- A course which is second in a
sequence and for which (1) is a
prerequisite

3 --- A course which is third in a
sequence and for which (2) is a
prerequisite

0, 4 - 9 --- No designation

D) *Odd numbers indicate a first semester course and an even number indicates a second semester course.*

E) *Course Coding*

ACCT – Accounting

ACMT – Auto Mechanics

AGRB -- Agribusiness

AGRC – Agriculture

BBIS - Business Information Systems

BEIT – Information Technology (Education)

BIGL – Biblical Languages

BIOL – Biology

BKFN – Banking and Finance

BSAD	– Business Administration
CHEM	– Chemistry
CHIS	– Christianity
CHMN	– Christian Ministry
CHMS	– Church Ministry
CMME	– Communication
COSC	– Computer Science
DVST	– Development Studies
ECON	– Economics
EDST	– Education
ENGE	– English (Education)
ENGL	– English
ESST	– Social Studies (Education)
FREN	– French
FUMS	– Masonry
FUMS	– Masonry
GNED	– General Education
GREK	– Greek
HEBR	– Hebrew
HIST	– History
HLTH	– Health
HRMA	– Human Resource Management
INFT	– Information Technology
MATE	– Mathematics (Education)
MATH	– Mathematics
MGNT	– Management
MKTG	– Marketing

MMSM	– Missions
MUHL	– Music
NTST	– New Testament Studies
NURS	– Nursing
NURT	– Nutrition
OTST	– Old Testament Studies
PEAC	– Physical Activity
PHYS	– Physics
PSYC	– Psychology
RECA	– Computer Application in Religion
RELB	– Religion (Biblical Studies)
RELE	– Religion (Education)
RELG	– Religion (General Studies)
RELP	– Religion (Professional and Applied Studies)
RELT	– Theology
REPH	– Philosophy of Religion
RMHN	-- Mental Health Nursing
RMWF	-- Midwifery
SOCI	– Sociology
STAT	– Statistics
THST	– Theological Studies

INSTRUCTIONAL PERIODS

Class Periods

1. All classes shall begin and end between 6:00 am and 5:00 pm for all working days except Wednesdays and Fridays which shall be between 6:00 am and 3:30 pm.

2. Classes shall not hold from 4:00 pm Friday to 6:00 pm Saturday.
3. Evening class shall hold for evening school mode only.
4. In the event of special arrangements, a permission shall be sought from the Head of Department and Dean of School/Faculty to organize a non-evening class for "evening mode" programmes.
5. The Dean shall report to the Pro Vice Chancellor.

Summer Class

1. A Head of Department shall mount courses during academic summer period (June and July).
2. A course shall be mounted for not less than fifteen (15) registered students.
3. Registration of a summer course shall be done in the last week of May and not in the summer period.

CLASS LOAD

Semester Hour/Credit – Definition

University courses are expressed in semester hours. A semester hour consists of a fifty-minute class period per week for a semester. Thus, a two-semester-hour class meets two hours a week and a three-semester hour class meet three hours a week. A laboratory period of two and a half to three hours is equal to one class period. For every semester hour of credit, a minimum of eighteen contact hours should be scheduled in the semester. Final examination period may count as one contact hour. Students are expected to study up to two hours outside of class for each fifty-minute period the class meets.

Course Load

The normal class load of a student is 12 to 18 credit hours per semester. A student with exceptional ability [GPA of 3.50 or above] may be allowed up to 19 credits with the recommendation of the Head of Department and approval by the Academic Board [AB]. Certain departments may allow students to register for up to 22 credit hours in certain semesters. During other semesters, the students from these departments are expected to follow the normal 12-18 credit hours of class load. During the Summer School, a maximum of six credits of class load is allowed per session. The Deans reserve the right to cancel any course(s) from the registered courses that they deem appropriate to adjust the class-load.

To qualify for a four-year undergraduate degree, a student must accumulate an average of between sixteen and eighteen credit hours per semester. The summer school may be used to repeat a failed course, to re-sit, to reduce the class load during regular semester time, or even to complete the degree requirement in less than the normal

four-year period. However, the students are to note that if by taking the summer school the semester-wise sequence of courses are broken the University is not obligated to offer courses out of turn to ensure the student a full class load in the subsequent semesters. Students who are admitted in the second semester of the academic year (January intake) are encouraged to enrol in a summer programme to enable them complete first year second semester courses. This will assist students to follow the regular semester-wise sequence of courses.

WORK-STUDY PROGRAMME

Students engaging in the Work Study Programme (on-campus student employment) must make sure a sound balance exists between their work and their studies. Previous academic records are to be taken into consideration and at any rate any work load that is over 10 hours a week has to be approved by the student's Head of Department, Dean of School/Faculty and Dean of Student Affairs.

The following will serve as a guide:

<u>Course Load</u>	<u>Maximum Work Load per Week</u>
16 Credit hours	----- 1 – 16 hours
14 Credit hours	----- 20 hours
12 Credit hours	----- 26 hours
10 Credit hours	----- 32 hours
8 Credit hours	----- 38 hours

Only regular students are allowed to do work study. Distance and Sandwich students are not allowed to participate in the work-study programme.

Work-Study Claims:

1. The University shall organize work-study programme as part of its educational philosophy to instil the value of labour.
2. The programme also affords students on the programme to earn some money to pay school fees, or for expenses for necessities.
3. Students on the programme shall fill a work-study Form online of the hours of work daily and submit to the supervisor for approval.
4. The supervisor shall inspect every work done before submitting the approved Form online to the Student Finance Officer for crediting the account of the student

COURSE MEMBERSHIP

A student is not a member in any course or class until he/she has officially registered for that course. The registration slip shall be considered as a physical evidence of

registration and to produce it when required. The student remains a member until the end of the semester or until an official drop is registered.

AUDITING PRIVILEGE

With the approval of the Head of Department, students may register on an audit basis, courses for which they are qualified. Auditors are to be admitted to classes only if there are vacancies after all students who wish to enrol for the credit have been accommodated. Class attendance is expected but examinations and assignments may be omitted. The tuition charge for an audited course will be the same as for credit.

It is possible to audit any class provided, (1) there is room in the class, (2) the student has an appropriate background, and (3) permission from the lecturer is obtained. The term audit refers to registration for attendance only, and all auditing students, are expected to attend all class appointments as agreed upon when the lecturer granted auditing privileges. (Auditing students are expected to attend at least 80 percent of the class periods).

A student may change from "credit" to "audit" registration and vice versa for any course within the published time schedule. To change, the student must follow the Add and Drop process with the appropriate signatures within the published time schedule. No student carrying a maximum load is allowed to audit a course.

No credit or grade is given for a course that is audited. If credit is later desired the course must be repeated. The tuition charge to audit a course is the same as that of a credit course.

DIRECTED INDEPENDENT STUDY

Independent Study is the offering of a course whereby the student studies independently and singularly under the direction of a lecturer. This is not normally offered at VVU. It is, therefore, the full responsibility of the student to meet all degree requirements stated in the bulletin under which he/she is expected to graduate, and to offer all required courses within the regular semester class schedules. But if a graduating student is left with a course which he/she could not offer due to circumstances beyond his/her control he/she may write a petition requesting for independent study. If only at the time of the petition a regular faculty member with the expertise in the area of study is available, and the course is of the type which can comfortably be offered on an independent basis, then such a petition may be granted.

Conditions Under Which Independent Study May Be Granted

Valley View University may organize an Independent study for the following reasons:

1. The student shall have been in the final semester.
2. The student shall have not more than three (3) hour-credit course remaining for completing the requirements for graduation.
3. The student shall fill an online Independent Form and submit to the Head of Department.
4. The Head of Department shall recommend to the Dean of the School/Faculty for approval for implementation by the Directorate of Academic Affairs.
5. The registration of Independent study shall be done during the First and Second semesters and Academic Summer period (June, July).
6. The student shall pay regular fees for independent study course plus sixty percent (60%) of the registration cost per course.

Regulations on Independent Study Course:

Upon approval to take an independent study course, the following shall apply:

1. The lecturer shall give course syllabus to the student, indicating the responsibilities of both the lecturer and the student, a week before the first day of meeting while copying the Head of Department,
2. The lecturer and the student shall meet once every week at a designated place on campus,
3. The lecturer and student shall sign the Independent Study Course Form for the period of meeting and status of assignment(s),
4. The lecturer shall give written assignment items for the next meeting,
5. At the close of the period of the study, the lecturer shall submit the Course Syllabus, Independent Study Course Form, all written assignment items, and students' responses to written assignment items and a grade to the Department.
6. All the documents in 5 above shall be submitted to a different lecturer for review.
7. The lecturer shall submit, online, the final grade for the course.

ASSESSMENT PHILOSOPHY & POLICY

Valley View University believes in maintaining a policy of student assessment that is objective, effective, fair and transparent.

Assessment of student performance at Valley View University for all academic programmes shall be in accordance with the following policy guidelines.

Rationale for Student Assessment

Assessment of student work through grading of assignments, term papers, presentations, field trip reports, internships, clinical, quizzes, practicum, lab work, examinations, project works etc. have the following objectives:

1. To provide learning experience in which students may develop and demonstrate a range of intellectual abilities.
2. To permit lecturers measure the achievements of students against both institutional objectives and standards current in comparable institutions in the international higher education community. Assessment is thus an important factor in quality assurance.
3. To provide a means of monitoring students' progress and to identify specific strengths and weaknesses in student learning so that teachers and students may work together to remediate difficulties and maximize student achievement.
4. To provide a variety of formative and summative assessment tasks which recognize individual differences between students and address a range of skills and abilities.
5. To assist in the process of designing curriculum and in choice of presentation methods.
6. To indicate to lecturers, areas where modifications in their teaching may be desirable in order to facilitate improved student learning.

The assessment process should be characterized by the following:

1. Content Validity: Does the assessment measure what it claims to measure? Does it reflect the teaching process? Is it representative of the content as taught?
2. Predictive Validity: Does the assessment predict success in desired outcomes, for example, effectiveness in ministry, accounting, nursing, teaching, development studies, computer science?
3. Suitability: Is the assessment process suitable to the discipline?
4. Reliability: Is there consistency in the evaluation?

General Criteria of Assessment

The assessment process will endeavour to provide indicators of:

1. The student's mastery of a corpus of knowledge and / or skills.
2. The student's ability and capacity to interpret key issues in their areas of specialization.

3. The student's ability to deduce, analyse, synthesize and evaluate.
4. The student's capacity for sound scholarship in the selection, use and documentation of sources.
5. The student's ability to apply theories and methodological content of the discipline.
6. The student's capacity for independent thought and expression.
7. The student's capacity to argue and communicate coherently and persuasively either symbolically or in written form.

Modes of Assessment

Students may be assessed on the basis of either coursework or subject examinations or as is likely in most instances by a combination of both. All written and oral assessment will use English medium except for non-English language examinations. All Semester work will be returned for review by students after assessment. Examination scripts will be retained by the institution for a period of at least twelve months but will not be returned to the student.

Specific modes of assessment may for example include the following:

1. Written examinations, short answer/multiple choice and open book tests.
2. Essays, reading reports, research assignments
3. Independent research projects, field work performance.
4. Class presentations, case studies, oral assessments, open book assessments.
5. Portfolios or work, artefacts, works of art.
6. Process diaries, work books, project work, laboratory reports, journals.

The modes will be appropriate to both the level of difficulty and to the specific objectives of each courses and will reflect the expectation of increasing levels of achievement and cognitive development as a student progress. For example, assessment of 100-level courses will rely more on knowledge level questions [multiple choice or short answer type questions] than 200-level subjects might; while 300-level courses and above will primarily utilize but may not necessarily be limited to extended response, constructive or deductive questions that assess a student's ability to apply, analyse, synthesize, evaluate and develop an argument, communicating clearly and persuasively.

Evaluation should seek to be as objective as possible, although it is recognized that in some disciplines such as visual art, non-objective factors are important. Lecturers through their assessment criteria will not assign marks for such intangible matters as, 'attitude' or 'spirit'. Normally, marks assigned for 'general participation and attendance' in a course should not exceed 5%.

Patterns of Assessment

At the beginning of each semester, academic departments in committee or where appropriate, course teaching teams, will scrutinize the type and volume of work expected in all their courses to ensure that coincidence of demands placed on students are appropriate and reasonable. In general, a workload of 3 hours per week for each credit point will be expected of students. Each lecturer will submit to the department course outlines in which the work load expected from students will be stated. Within departments an effort will be made to avoid unmanageable peaks of assessment for likely subject combinations in student programmes to facilitate the objective of reflective and contemplative learning. The pattern of assessment will be structured so as to accommodate the diagnostic purpose of assessment.

Each course outline will indicate the percentage each assignment or assessment measure contributes towards the final grade given for that course. Where an assessable assignment or module constitutes an essential component of the subject that must be passed satisfactorily, the course outline must clearly state the minimum percentage that constitutes a satisfactory pass in each of the essential components. Teachers of subjects which normally include a sequence of assessable practical classes should regard that sequence as an assignment. The assessments schedule will be clearly stated to the students at the beginning of each semester in the course outline to encourage students to make efficient use of the time. The total length of all written assignments set in courses of 3 credit points (apart from the end-of-semester examination) will not exceed the following limits:

100-level subjects - 2,000 words;

200-level subjects - 3,000 words;

300-level subjects - 3,500 words;

Courses in which the nature of the learning requires assessment to be entirely or mainly by course-work or workshop assignments, shall follow criteria established within each relevant department and approved by the Academic Board [AB]. Appropriate equivalent criteria approved by the Department and AB shall be established in those disciplines in which assessments are substantially in a non-written form. To ensure equivalence, assessments for courses carrying other than 3 credit points will be on a pro-rata basis, and the value of continuous assessment shall be 40% of course grades, exclusive of the final semester examinations.

Continuous Assessment - Percentile Based Grading Guidelines

Continuous Assessment Tests	20
Mid-Semester Exam	20

End of Semester Exam	60
<i>Grand Total</i>	<i>100</i>

In those courses where quizzes/tests are appropriate there should be no more than four of such during the semester. They should not be scheduled during the last three weeks of classes. The deadline for submission of essay and research assignments is eight calendar days prior to the end of classes. Exemptions from this requirement for any subject must be specifically approved by the Head of Department/Dean of Faculty each semester.

Examination Papers & Assignments Moderation Processes

Setting and Marking of Examinations and Assignments

1. Department Heads through the Deans shall ensure that examination papers are internally reviewed. This is to ensure clarity in the instructions and in the questions, appropriateness of the question level, unambiguity in language, balance of requirements, and proper allocation of weighting to questions and elimination of typing errors. The process also provides feedback to the lecturer regarding question types, coverage of syllabus and level of difficulty.
2. Lecturers may be asked to exchange examination scripts or course work with a teaching colleague for cross- marking where examination scripts or work provided by students is clearly border-line.
3. Student contribution to quality assurance procedures is through the systematic use of the Students Response to Instruction [SRI] Instrument which is used in a minimum of one course per teacher per Semester. The evaluation exercise shall be conducted regularly by the Director of Quality Assurance between the 10th - 12th week and reported to the Vice Chancellor with copies to the Deans latest by the end of the 13th week of each Semester. Courses for evaluation shall be selected by the Head of Department every semester in consultation with the Dean and shall be planned on a systematic schedule so that each course is evaluated at least every two years.

In the preparation of the question papers, for the end of semester examinations, the following guidelines shall be followed:

1. The duration of examination for all 3 & 4 credit courses shall be 3 Hours and for all 1& 2 credit hours shall be 2 Hours.
2. The examination shall keep an average student busy for the entire length of the allotted time.
3. The questions asked shall cover the syllabus adequately. The faculty must show to the HOD the spread of questions over the syllabus using the *Syllabus Coverage Form*.

4. The questions shall reflect the course objectives and the learning outcomes as specified in the course outline and lesson plan.
5. Each question shall be of a standard appropriate to the level being asked.
6. The questions shall allow for discrimination between grades [A, B, C, D, and F].
7. Questions should be clear and unambiguous.
8. Mark allocations shall be appropriate and clearly shown against each question.
9. The presentation and the layout of the question paper shall be in the approved university format.
10. All additional materials needed by the student [for example tables, graphs, calculator, etc.] shall be stated on the examination paper and referred to in the relevant questions.
11. The cover page shall provide clear instructions to the students.
12. Students with a special need because of a disability shall be given all possible assistance.
13. The examination paper shall have questions of different levels of difficulties [Easy, Average, and Difficult]. The spread of questions according to the level of difficulty should follow the prescribed format [Easy--20%, Average--50%, and Difficult--30%].
14. The questions asked on the examination shall be pitched at different Cognition Levels. A format is suggested below.

Cognition Level of Questions [Level at which the questions are pitched in the Cognition Hierarchy]	Suggested Percentage %			
	Level 100	Level 200	Level 300	Level 400
Level 1 Remembering	40	15	10	10
Level 2 Understanding	25	20	10	10
Level 3 Applying	15	25	20	15
Level 4 Analysing	10	20	20	20
Level 5 Evaluating	5	10	20	20
Level 5 Creating	5	10	20	25
Totals	100	100	100	100

A brief description of the types of questions that can be asked at different cognition levels is given in the ensuing table.

The Verb Hierarchy/Cognition Level of Questions

Learning Objectives/ Cognition Levels	Verb Used	Definition
Level 1 Remembering <i>What you are expected to remember.</i>	List State Define	Make a list of Express, fully or clearly, the details of/facts of Give the exact meaning of
Level 2 Understanding <i>What you are expected to understand.</i>	Describe Distinguish Explain Identify Illustrate	Communicate the key features of Highlight the differences between Make clear or intelligible/State the meaning of Recognise, establish or select after consideration Use an example to describe or explain something
Level 3 Applying <i>How you are expected to apply your knowledge.</i>	Apply Calculate/compute Demonstrate Prepare Reconcile Solve Tabulate	Put to practical use Ascertain or reckon mathematically Prove with certainty or to exhibit by practical means Make or get ready for use Make or prove consistent/compatible Find an answer to Arrange in a table
Level 4 Analysing <i>How you are expected to analyse the detail of what you have learned.</i>	Analyse Categorise Compare and Contrast Construct	Examine in detail the structure of Place into a defined class or division Show the similarities and/or differences between

	Discuss Interpret Produce	Build up or compile Examine in detail by argument Translate into intelligible or familiar terms Create or bring into existence
Level 5 Evaluating <i>How you are expected to use your learning to evaluate, make decisions or recommendations.</i>	Advise Evaluate Recommend	Counsel, inform or notify Appraise or assess the value of Advise on a course of action
Level 6 Creating <i>How you are expected to use your learning to bring out innovations</i>	Produce Develop Create	Make, model Improve upon something Generate, form or craft something

15. The marking scheme for the examination paper shall be submitted along with the question paper. This can be used for remarking if the need arises.
16. The checklist for moderation of examination must be completed.
17. A copy of the course outline shall be appended to the checklist for moderation.

External Moderation

External course moderators currently teaching in another institution of higher education shall be appointed for each discipline area within the courses of study. Course moderators will be chosen for their competence in each of the examinable areas of the curriculum and shall serve for a period of two years. External course moderators are an integral part of the quality control process. Their role is to ascertain in accordance with existing Valley View University regulations and tradition that students receive fair evaluation and to assist in ensuring that rigorous academic standards are maintained for the degrees awarded. For each course, they will review a representative sample of examination scripts and assignments in the light of the course outline, marking scheme and the examination paper.

EXAMINATIONS

Examinations refer to comprehensive oral and/or written tests aimed at determining the competency of a given student in a particular course or discipline. Such examinations are usually given at the conclusion of a course at the end of semester and cover the

total content of the course. Examinations generally cover the entire course syllabi and not just certain sections. Mid Semester exams are based on the syllabi covered at the time of the examinations. When examinations are prescribed for a course, they are listed in the lecturer's course outline as such.

DURATION OF EXAMINATION

End Of Semester Examinations

The duration of the end of semester examinations is generally based on the number of credit hours the course carries. For a three and four-credit course the exam shall be of three hours. For a two-credit-hour and a one-credit-hour course the exam shall be for two hours.

Mid Semester Examinations

The duration for all Mid Semester Examinations will be one hour. In certain circumstances, if the course instructor deems it necessary, the examination can be for more than one hour.

EXAMINATIONS SCHEDULES

The Inter Faculty/Deans Committee schedules, publishes and conducts final examinations in conjunction with School Boards. An end-of-semester examination shall be conducted for all courses other than projects, seminars, practicum and case studies. The mode of end-of-semester assessment, examination or otherwise, may be specified in the bulletin [or Course Description/Course Outline]. Any changes in the mode of end-of-semester assessment can be made by the Academic Board [AB]. Only the Dean has the authority to change the schedule for any student or to excuse a student from the scheduled examination or activity.

INVIGILATION GUIDELINES AND PROCEDURES

Introduction

The assessment of students and the integrity of examination process is of paramount importance to Valley View University. Examination Officers and Invigilators play a central role in helping the University to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and that all students are able to sit examinations in a suitable environment. With this in mind, invigilators should not cause any unnecessary disturbance in the examination hall. Any discussions between invigilators or invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not read (other than if directly related to the examination), or otherwise engage in activities which may distract them from carrying out their duties or disturb candidates. Following each examination, Examination

Officers will be asked to report on the invigilation arrangements and any concerns of this nature will lead to Coordinators and Invigilators being removed from the process.

Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimises any adverse effect on other candidates and maintains security of the examination.

All Invigilators are required to familiarise themselves with the document on Rules Governing the Conduct of Examinations before the commencement of the examination.

Responsibilities of Invigilators

1. Examination Coordinators:

- i. To collect examination papers from the Examination Officer, from their various Schools/Faculties/Departments.
- ii. Instruct the Invigilators which area(s) of the room they should cover during the examination and ensure that candidates are constantly and appropriately supervised.
- iii. Ensure papers and materials are distributed appropriately (according to the seating plan if more than one examination is taking place).
- iv. Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- v. Make announcements to candidates as necessary.
- vi. Ensure conduct in the appointed examination room adheres to the following procedures and the 'Rules Governing the Conduct of Examinations.'
- vii. Collect, package and deliver completed scripts and attendance sheets to the Examinations Officer.

2. Invigilators:

- i. Report to the appointed examination room 30 minutes before the starting time of the examination.
- ii. Assist the Examination Coordinator with the distribution of papers and the collection of attendance sheets.
- iii. Patrol and observe candidates occupying the area(s) of the examination room assigned to you by the Examination Coordinator.
- iv. Report any matters of concern to the Examination Coordinator.

EXTERNAL EXAMINER

For each Academic Department, an external examiner with long and outstanding University teaching experience is appointed. His/her duty is to moderate assessment of examinations and to cross-mark students' scripts in some randomly selected courses of the University programs in order:

- ◆ to ascertain that the quality of examinations and the marking schemes are up to acceptable academic standards.
- ◆ to advise the respective department as to how to improve upon observed deficiencies.

TESTS

A test is generally not comprehensive in its content coverage but is usually given to cover only a partial section of the content of a given course. Such tests are prescribed during and at the end of the course as part of what would constitute a final grade for the course in question.

RE-SITING FOR EXAMINATION

In the event that a student is unable to write a final examination but had registered, attended all classes, and completed continuous assessments, the following shall be applied:

1. Any student who qualifies to write re-sit examination shall inform the Department where the course is taught by filling a form online with evidence.
2. The Head of Department shall approve the request and inform the examination officer to make arrangement for the student to write depending on the type of application (such as Health or Financial Related issue as indicated on the form).
3. The former grade, which shall be INC, shall be changed to a letter grade after the examinations

TIME-TABLING ISSUES

1. The academic Department of each school/faculty shall be responsible for students' queries about class and examination schedules.
2. Students shall only consult the Department to which they belong for time-table issues in writing.
3. The Head of the Department in consultation with the Examination officer of the Department, who draws the schedules for all the Department, shall resolve the issues.
4. The Head of Department shall communicate in writing to the student(s) and if possible, talk in person with the student(s) about the resolution.

5. If the student is not satisfied with the decision of the Head of the Department, he/she can appeal to the Dean, the chief examiner of the school/faculty, whose decision shall be deemed final.
6. The request of students shall reach the office of the Head a month before the activities on the time-table take effect.
7. The Head of Department and the Dean of the School/Faculty shall each acknowledge receipt and respond to Time-Table issues within seventy-two hours upon receipt of students' request.

PAPERS/PROJECTS/REPORTS

Papers/Projects/Reports assigned to be part of the grade for a course shall be graded as in exams.

PROJECT SUPERVISION

1. Each faculty, both full time or part-time, shall be required to supervise students' final projects depending on the rank and specialization.
2. Each faculty shall ensure that every student supervised has registered.
3. A senior project work shall normally be registered for and completed within one academic year.
4. Each faculty shall be solely responsible for the supervision.
5. A chapter of senior project work shall be completed and submitted within two months before another chapter shall be submitted.
6. A supervisor shall respond to any chapter submitted within two weeks
7. The student shall be responsible to ensure timely submission and revisions to meet timelines.
8. The supervisor shall fill the online Report Form for every submission and remarks the progress of the students, which shall be acknowledged by the student on the Report Form.
9. Defence of final project shall be held two weeks after mid-semester examination of the second semester of the academic year.
10. The final project shall be shared with the panel members by the supervisor.
11. A Panel of three, including the supervisor, shall sit for the Defence and grade each project in term of (1) presentation, (2) response (3) appearance.
12. The Head of Department/Dean of School/Faculty or his representative shall be a member of the panel.
13. The Department shall make arrangements for the project defence and factor such arrangements in its annual budget.
14. A Final grade shall be submitted not more than forty-eight (48) hours after the defence and revision.
15. Copies of the Project shall be submitted to the Supervisor, Department, and the Library. These shall be three copies on CDs, and one hard bound copy.

16. Only the Faculty who supervises a project shall be remunerated sixty percent (60%) of the tuition fee for the final project course.

CHANGE OF PROJECT SUPERVISOR:

1. A student shall have the privilege and right to request for a change of a supervisor in writing with stated reasons.
2. A student shall consult first the faculty advisor for a consideration and direction.
3. If not satisfied, the student shall consult the Head of Department.
4. The Head of Department shall consult the supervisor of the student
5. The Head of Department shall meet both the supervisor and the student.
6. If the student is not satisfied, the Head of Department shall assign the student to an available supervisor in writing and copy the student.
7. The previous supervisor shall meet with the newly appointed supervisor and give briefings in writing on the progress of the student.
8. The timeline for completing a senior project work shall continue from the date of registration.

PAPERS, REPORTS, CLINICAL LABORATORY PRACTICAL, AND SKILL DEMONSTRATIONS

A lecturer's course outline shall inform students when any or all of the following shall constitute part of the student's entire final grade and what grading system is to be used:

- ◆ Papers
- ◆ Reports
- ◆ Clinicals
- ◆ Laboratory practicals, and
- ◆ Skill demonstrations

EVALUATION OF STUDENT ACADEMIC PERFORMANCE

Students shall earn degrees by completing the prescribed number and kinds of credits for the relevant degree. While a student may attempt to earn credits by registering for a given course, the student shall earn credits only if all the requirements for the course were completed and the student succeeded in obtaining an acceptable grade for the same. A student shall not be able to receive credit for a course in which he/she obtained an unacceptable grade [C-, D and F in a Major and Minor course].

GRADING SYSTEM

The University has a unified grading system. The grading system is as outlined below:

Grades and Grade Points

Grades shall be given as symbols with quality points per symbol as shown below:

SCORES	GRADES	GRADE POINTS	DESCRIPTION
80-100	A	4.00	Superior
75-79	A -	3.67	
70-74	B +	3.33	
65-69	B	3.00	Above Average
61-64	B -	2.67	
56-60	C +	2.33	
50-55	C	2.00	Average
45-49	C -	1.67	
40-44	D	1.00	Below Average
00-39	F	0.00	Failing
-	FA	00.0	Failing Due to Inadequate Attendance

Additional Grades

50-100	P	00.0	Pass
00-49	F	00.0	Fail
	AU	00.0	Audit
	I	00.0	Incomplete
	W	00.0	Withdraw

Minimum Grade Requirement

A grade of 'C' or above is required for all courses.

Grade Point Average (GPA)

The Grade Point Average is calculated by dividing the total number of grade points (see Grading System Table above) earned by the number of credit hours attempted.

Semester GPA

The semester GPA is calculated by dividing the total number of grade points earned during a semester by the number of credit hours attempted during the semester. Current Semester's GPA is the GPA of the semester just ended.

Cumulative GPA

The Cumulative GPA (CGPA) is computed by dividing the total number of grade points earned since enrolling at VVU by the total number of credit hours attempted during the same period. The CGPA is used to qualify students for graduation and for academic honours. The CGPA appears on the student's official transcript. The minimum CGPA required for graduation is 2.00.

General Degree Requirements

Students are advised to monitor their CGPA. A CGPA of 2.00 or better is necessary to maintain a normal student status at the University. They must be aware that to further their education, many institutions require a CGPA of 3.00 or better to enter the Master's programme.

Academic Probation

Any student whose CGPA falls below 2.0 at the end of the semester is placed on academic probation and his/her load will be limited to 12 credits. If the student's CGPA is still below 2.0 after the probationary period, his or her load will again be limited to 9 credits. Other restrictions may be added (i.e. reduce work study load if the student is on Work Study Programme). If the student has a semester GPA of less than 2.0 on two consecutive semesters immediately following the time when he or she was placed on Academic Probation, he or she becomes subject to Academic Suspension. A student on Academic Suspension is permitted to apply for enrolment after one semester. A student who re-enters the University after an Academic Suspension is placed on Academic Probation and the rules of academic probation will continue to apply.

Additional Grades and Definitions

Additional grades, and their definitions, which may appear on a student's academic record are as follows:

AU - Audit

A grade of AU is given for an audited course if the student has met the obligations of the audit agreement.

I – Incomplete

An Incomplete 'I' is given only when the student fails to write the end of semester examinations due to reasons [Illness and unavoidable circumstances] accepted by the HOD and the lecturer. An application for an 'I' Grade should be submitted to the HOD through the lecturer along with verifiable evidence not later than two weeks from the end of semester examination. If the student does not bring any such application within the specified period, it will automatically result in an 'F' grade. An 'I' Grade cannot be given for the following reasons:

- ◆ Failure to or delay in submitting a term paper, Quiz, Project etc.
- ◆ Unexplained absence from the Examination.
- ◆ Indebtedness to the university in payment of fees and charges

An "I" must be removed and replaced with a substantive grade, (A-F) not later than two weeks into the following semester. If the "I" grade is not removed and replaced with a substantive grade within the stipulated time, the "I" grade will automatically result in an "F" grade.

Any student who could not write an examination because of acceptable reason(s) may be allowed to write another examination at a fee. A period of at least two weeks may be given to the course lecturer to set questions for the student.

W – Withdrawal

Withdrawal 'W' is recorded when a student withdraws early in the semester, within the date limitations indicated by the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

Determination of Grades

Factors Influencing the Grades of a Student

Several factors, such as scores in oral and written examinations, oral or written tests, practical and written projects, papers, reports, laboratory practical, skill demonstration (although skill demonstration may be the sole factor in grade determination for some courses), clinical performance, and class attendance/participation are used by lecturers as components/events to constitute the final grade result for a student in a particular course. The grading components for a given course shall be dictated by the nature of the course in question. The University, however, prescribes the following grading components that may be generally followed. Any changes to this may be made only with the written approval of the Head of Department and in consultation with the Dean.

Grading Component

The final grade will be made up as follows:

◆ Continuous Assessment Tests	20%
◆ Mid-Semester Examination	20%
◆ End of Semester Examination	60%
◆ TOTAL	<u>100%</u>

Faculty members shall not use a single grading element or grading event during a course to determine the final grade of a student even where the objectives for the course are narrow and focused. A faculty member's course outline shall clearly outline how the final grade of a student shall be computed.

Grade Vetting, Approval and Validation Process

It is the function of the Department Head and the Dean of a given School/Faculty to ensure that every faculty member who has been assigned to teach a given course has a carefully drafted grading policy for that course and that the students who take that course are fully informed in writing of the grading policies and procedures for it. As part of their supervisory responsibilities, the Department Head and the Dean may counsel the faculty member about the grading system. The Department Head and Dean will not be involved unless a grade complaint is lodged or a student files a grading grievance petition.

The authority to determine grades rests with the faculty member(s) teaching the course or substitute lecturer(s) assigned by the relevant Department Head in consultation with the Dean where the regular lecturer is unavailable. The department vets the grades submitted by the faculty member. The School Board approves the grades submitted by the Heads of Department. The Academic Board then validates grades submitted by the Deans.

Method of Assigning Grades

In order to avoid a charge of carelessness, arbitrariness or capriciousness, the faculty member shall be expected to assign grades in a professionally responsible way by taking into account the criteria of his/her department and the following safeguards:

- ◆ Describe the method of assigning grades in the published course outline given to each student enrolled for the course and also filed in the Department Head's office prior to the beginning of the semester in question. The method of grading could include such matters as percentages used within the University's grading system, final grade determination as a weighted component of tests, examinations, research projects, practicum, reading reports and written assignments, etc.

- ◆ Mark examinations, tests, etc., according to a written marking scheme that the lecturer has drawn up and on which there is a clear indication of the assignment of points. A lecturer shall be required to keep a copy of such a marking scheme in the course file for one calendar year from the time that the test, examination, etc., was taken. The written key shall be evidence that the assignment of a grade is done by certain criteria and not capriciously or with favour.
- ◆ Ensure that returned graded material to students such as tests and other written assignments show the assignment of points according to the marking scheme.
- ◆ Keep a record of any changes to course requirements and special provisions made for exceptional students.
- ◆ Inform students via the course outline what review and remediation opportunities are provided and allowed by the lecturer for all the students during a given semester.
- ◆ Consistently apply officially published grading policies on incompletes, and retaking of examinations/course.
- ◆ Preserve the lecturer's grade record on file. The lecturer's record of grades for a given course shall contain all the evidence on how the final grade for every student was computed.

Revision of Grades

Grade changes are made for "I" at the Dean's office. These are to be changed on the appropriate grade form, initialled and dated by the lecturer, HOD and Dean. If the lecturer has left the employment of the University then the HOD takes the responsibility of the change.

Alterations to the official grade record are allowed only in the case when lecturer error is discovered, and not because of additional work completed since the grade was assigned. These errors are reported on the official grade change form provided by the Office of the Dean, signed by the lecturer, the HOD and the Dean. A written statement of explanation must be included on this form, which is placed on file and shall be the basis for a corresponding correction in the record.

Only where authorized by the faculty member in writing or in the case of the faculty member's cessation of employment with the University or the death of a faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, the HOD may sign for the lecturer.

The grade change must be made within one semester following the semester in which the course was offered. No grade change can be made beyond the semester following the semester in which the student registered for the course. A grade change or revision must be done according to the laid down policy. In cases where the class is offered on an extension campus, the grade change must occur within two semesters following the semester in which the course was taken. Any resulting changes in the Grade Point Average subsequent to the issuing of the degree shall not be cause for revision of the degree.

Grade Reporting

Grades for a given course by a lecturer shall be recorded on the Continuous Assessment sheet and Lecturer's Grade Report sheet with the lecturer's signature in blue ink and endorsed by the HOD. If the lecturer has left the University on a permanent basis all necessary action must be taken by the HOD to ensure that the grades have been submitted.

Grades for prospective graduands must be reported to the HOD's Office by the published deadlines. Communication of grades to students shall be done through the following:

1. iSchool (Official Valley View University Software Application)
2. Official transcript requests.

Course lecturers may display or rank student grades in public during or at the end of a semester by the use of ID numbers only except as a student may authorize the lecturer in writing, to display his/her grades under ID number/name. Tests, examinations, or other graded material containing the names of students involved shall not be left in a public place for student collection except by written permission of the student. Any of the above practices without un-coerced written student permission are violations of the privacy rights of students.

Valley View University shall, upon request, issue grade slips to parents, sponsors, and others with the consent of the student.

Because of the contractual nature of the arrangements with students and parents, faculty has an obligation to ensure that the grades are filed on time at the HOD's Office according to the published deadlines. The University may take appropriate action against offenders.

Grade Submission Policy

When student's grade is not submitted on time, it causes problems on the student's records. Such delays affect important reports and cause challenges for students to register for courses that demand prerequisites. Therefore,

- Faculty members are required to mark final examination papers and submit students grades not later than 3 weeks.
- Lecturers whose class sizes are below one hundred shall submit their grades to the HOD within two weeks after end of examination. However, those with class sizes beyond one hundred shall do so within three weeks.
- Grades shall be submitted by the lecturer through the lecturer's iSchool Portal for approval and onward publication.
- A student is obliged to complete all assignments, mid-semester exams, term papers, and projects by the timeline provided by the lecturer in the course syllabus.

Resolution of Grades Disputes

A basic aspect of the teaching and learning process in a university is the evaluation of student performances in a course and the assignment of grades in the class. The lecturer, in the classroom, is expected to demonstrate professionalism and encourage free discussion, inquiry, and expression. Student performance, however, should be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to academic standards.

Student Grade Appeal

The Student Grade Appeal Process provides the student with an opportunity to appeal a final course grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the lecturer assigned to the course. However, after the declaration of examination results, a student may appeal for re-checking and/or re-marking on one or more of the following grounds:

- a) the mark(s) and/or result published by the University contains arithmetical or other errors of fact;
- b) when the student is of the opinion that the grade awarded to him/her was an error on the part of the lecturer or there was a mistake in the marking process;
- c) defects or irregularities in the conduct of the Examinations and/or other Assessments or in written instructions or advice relating thereto which were not known to the School/Faculty Examination Committee, when such defects, irregularities or advice are shown to have had an adverse effect on the student's performance or evidence that the School/Faculty Examination Committee had acted inappropriately;

Any student who wishes to appeal against the grade awarded to him/her on the grounds given in (a) above must fill the approved Grade Re-Checking Application Form and submit to the Head of Department for processing.

If a student is appealing against the grade awarded to him/her on the grounds given in (b) above must fill the approved Grade Re-Marking Application Form and submit to the Head of Department for processing.

If a student is appealing against the grade awarded to him/her on the grounds given in (c) above, he/she must submit a written application to the Head of Department and attach all evidence in his/her possession for investigation.

The grade appeal must be made within one semester following the semester in which the course was offered. In no case should the grade appeal be made after one semester following the semester in which the course was offered unless there are special reasons and Academic Board has approved that the grade appeal be allowed. In cases where the class is offered on an extension campus, the grade appeal must be made within two semesters following the semester in which the course was taken. Grade appeals made after completing the degree program and/or graduation shall not be allowed.

Justifications for Student Grade Appeal

Valley View University Student Grade Appeal Procedure is based on the following principles:

- a) A student has a right to appeal a grade that the student believes was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error;
- b) A student's grade should reflect the student's mastery of the subject matter of the course;
- c) Students are entitled to a fair and impartial evaluation of their work;
- d) Students should receive information regularly about course requirements, assignments, tests, grading procedures, and grades;
- e) Students should be protected against prejudices or capricious academic evaluation.
- f) Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.

The University has the duty and disciplinary powers to maintain standards of scholarship and conduct for students who attend classes.

Steps in the Student Grade Appeal Process

The following steps are to be followed in the Grade Appeal Process:

1. The student is to pick the Grades Rechecking Application Form from the Head of Department

2. Fill the form and make sure that all required information is provided. The department shall not process incomplete Grades Rechecking Application Form.
3. Submit the form to the Head of Department;
4. The Head of Department shall contact the course lecturer to verify the following:
 - a. If all the questions in the final examination were marked and appropriate grades awarded to each question,
 - b. If the grades awarded were correctly calculated;
 - c. To confirm on the accuracy of the internal assessment grades;
5. The lecturer shall submit a short report on the above stated items to the Head of Department.
6. The Head of the Department shall inform the student of his/her findings
7. If the student is not satisfied with the report, the student shall apply for remarking of the paper. He/she shall pay GH¢30 and collect the Remarking Application Form from the Finance Office.
8. The student shall fill the form with the required information. The department shall not process incomplete Remarking Application Form.
9. The Head of Department shall seal the original marks given on the student's answer sheet and make sure that the original marks are completely not visible.
10. The Head of Department shall forward the answer sheet, marking scheme and course outline to the Dean of School for remarking process;
11. The Dean shall identify an external examiner within the University or from another University and send the answer sheet, marking scheme, course outline and his/her recommendations to the Registrar;
12. The Registrar shall contact the external examiner to remark the paper.
13. The new awarded grade from the external examiner shall be binding and awarded to the student.

The Academic Board takes the final decisions on grade and academic matters.

Responsibilities of Faculty

- a) The faculty is responsible for outlining the objectives and setting standards for each course, and for making clear the means of evaluation for purposes of grading students.

- b) Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- c) Faculty members are required to inform the students while the class is in session on their academic progress. The students should be reminded of their unsatisfactory progress before the end of the semester.
- d) Faculty members are responsible for keeping course records, internal assessment, final examinations and other materials on which grades are based and producing as needed during the grade appeal process.
- e) Faculty members are required to be available during the Grades Rechecking Process.

Responsibilities of Students

- a) Students are responsible for class attendance, for learning the content of any course of study and for maintaining standards of academic performance established for each course in which they are enrolled.
- b) Students who violate academic integrity and regulations by plagiarism, other academic dishonesty or disruptive behaviour shall be held accountable by the University.
- c) Students appealing grades are responsible for retaining, and producing as needed during the appeal process, all relevant materials that have come into their possession.
- d) Students are required to be available during the Grade Appeal Process.

Responsibilities of Examination Officers

- a) To place the Examination Time Table on the notice board and the University website one month before the examinations;
- b) To conduct examination according to the University regulations;
- c) To report and conduct examination malpractice investigation and participate in the decision making as per University guidelines;
- d) Responsible for keeping examination records, student attendance sheets, faculty attendance sheet, answer sheets, examination equipment and stationery and other examination materials and producing as needed during the grade appeal process.

Submission and Change of Grade procedure and authority

-
1. Faculty shall submit Grades for a course taught a month after the examination is written.

2. A grade can be changed within the immediate proceeding semester through the appropriate process (see 4 & 5 below).
3. An Incomplete (I) grade can be replaced within the next two subsequent semesters only.
4. A Student shall fill the request form for change of grade.
5. The Faculty shall
 - i. state the reasons
 - ii. indicate the assessment for both the old and new grades
 - iii. attach evidence of the new grade

 - iv. forward the request form to the Head of Department
6. The Head of Department shall review the request and approve for onward forwarding to the Dean.
7. The Dean of the School/Faculty shall review and approve for onward forwarding to the Pro Vice Chancellor and then to the Registrar who shall authorize the System Director of Academic Affairs to effect the necessary changes).

General Redress Procedure

1. First, every student who seeks redress shall be obliged to read the current Academic Bulletin since the academic policies are not negotiable.
2. If the Academic Bulletin does not provide satisfactory answer, a student shall consult the faculty adviser in writing.
3. The faculty advisor shall refer the student to the Head of Department with a note on the letter of the student if the issue is not resolved at (2).
4. The Departmental Board shall consider the request and where there is no clear policy to address the concern of the student, the HoD/Departmental Board shall make recommendations to the Department's Faculty/School Board.
5. The Dean of the School/Faculty shall in consultation with the Board consider the request of the student and the decision of the Departmental Board and make a recommendation to the Academic Board through the Pro-Vice Chancellor.
6. The Dean of the Faculty/School shall present the request on behalf of the student and the recommendation(s) of the School Board at the Academic Board.
7. Any decision taken at the Academic Board (See University Decision-making Procedures) shall be communicated in writing to the student concerned and shall be deemed final and binding as per the mandate of the University governing council.

POLICY ON VICTIMIZATION

The University exists, as a Christian institution, to offer value-based Christian education to young people of diverse backgrounds. Faculty and staff, therefore, are obliged to ensure firm and fairness in handling students. They are further committed to provide students with all the necessary academic and non-academic support toward completion

of their respective programmes. It is not in the interest of the University nor employees to victimize students in any way. However, in the event that a student feels victimized and needs to seek redress, he/she is encouraged to do so through the faculty advisor/Head of Department.

Procedure for seeking Redress

Students of Department or School/Faculty

- a. Students belonging to the same Department shall use the student association executives to deal with issues affecting the students in that department.
- b. The President and the Secretary of the association shall present the request of the students to the Head of the Department after consulting with the faculty advisor of the association.
- c. The procedure under General Procedure (i) shall apply.

Inter-faculty or Inter-School Student Appeal

- a. Students who come from different schools and faculties shall be called inter-faculty students.
- b. All such students called inter-faculty shall be obliged to read regulations on the University's matriculation and graduation processes.
- c. The yet-to-be-matriculated students shall elect leaders to represent their interest at the Registrar.
- d. The leaders of the yet-to-be-matriculated shall present the request of the students to the Registrar.
- e. The Registrar shall respond to the students through the leaders and request to meet students when necessary.
- f. Prospective graduating class shall elect class executives and sponsor, under the supervision of the Registrar or his/her representative, to represent their interest.
- g. The class executives shall consult the class sponsor, who shall be a faculty and a guardian, on every issue pertaining to graduation.
- h. Since graduation is a university-wide and academic event, class executives with the counsel of the sponsor shall present a request(s) to the Registrar and copies shall be made to Students Representative Council, Dean of Students, Finance Officer and the Class sponsor.
- i. The Registrar shall respond to the request per the graduation regulations.
- j. In the event that there are no clear regulations, the Registrar shall refer the matter to Academic Board through Vice Chancellor for a decision.

CLASS ATTENDANCE/ABSENTEEISM

Every student is expected to attend classes regularly and punctually. Absenteeism will not be excused for reasons other than illness, authorized school trips, or emergencies

beyond the student's control. In such cases, he/she should seek permission in writing to the HOD and copy the lecturer(s) concerned. Absenteeism is counted from the first day of class. Students are not penalized if they incur absence while participating in school authorized activities, but they are held responsible for work they miss and it is their responsibility to initiate arrangements to make-up their assignments. Three instances of tardiness in one class are equal to one absence. Class absenteeism per semester exceeding twice the number of hours of credit for any course shall merit "FA" (Failure due to inadequate attendance). Exceptions may be made by faculty approval on the recommendation by the Dean.

Petitions for excused absences should be made on the prescribed form within 15 days of the absence incurred.

As regular attendance at all classes, laboratories, and other academic appointments is required of each student, faculty members are expected to keep regular attendance records and report discrepancies to their respective HODs and to the Deans. The lecturer's course outline shall alert students to the attendance requirement within the understanding listed as follows:

Regular attendance at classes and laboratories is required. Whenever the number of absence exceeds twice the number of credit hours for the course, the grade 'FA' may be recorded. Absence incurred due to late registration, suspension and early/late vacation leaves are not considered as an excuse and the work missed may not be made up except to the extent to which the lecturer allows. The student is counted as a member of the class and is charged tuition until a drop form is filed by the student in the Office of the Dean.

Requirement to Complete Course Work

Excused absence does not preclude the student from the responsibility of completing all requirements of a course work. Work is made up at the discretion of the lecturer. Certain professional programs require such things as satisfactory personality traits, acceptable life style, satisfactory clinical aptitudes and other published special requirements and competencies. For programs where these requirements are stipulated, evaluations are made of students in terms of these requirements.

REPEATING A COURSE

A student is permitted to repeat a course in which he or she earns a "C-", a "D" or an "F" grade twice. All grades earned in all attempts remain on the student's permanent record. In computing the cumulative grade point average, all credits and honour points earned by the student will be used. When a course with a laboratory work is repeated, the laboratory work must also be repeated.

Generally, a course taken at another institution may not be used to improve a grade earned at Valley View University. However, the Academic Board can decide on such cases after receiving a formal petition from the student.

In a sequence type of course a student who earns C-, D, "F" or "W" for one semester must repeat that course before being permitted to enrol or remain enrolled in a subsequent course in that sequence.

COMMUNICATING THE CONSEQUENCES OF FAILING GRADES

Academic Areas

Grades considered to represent an unsatisfactory level of achievement by a student in a given course are defined as failing grades and indicated within the overall University grading system. Depending on the course expectations, the expected level of achievement to qualify as a failing grade may vary from course to course. A student may be dismissed from:

- ◆ a particular course during a given semester
- ◆ a programme because of failing grades

Students should be informed verbally and in writing via the relevant bulletin about the consequences of achieving failing grades for a given course or degree programme itself. Advisers, Department Heads and the Deans shall all ensure the proper communication on the same with students involved. Where applicable, a course outline shall contain a warning that a dismissal from the course or programme may follow the achievement of a failing grade in the course in question.

A student shall be considered for dismissal from a programme for his/her record of failing grades and poor achievement in that programme, on the basis of ample written evidence in the student's file that the student had been repeatedly warned and informed of possible consequences. Advisers shall keep records of all advising events. As a general rule, lecturers, advisers, Department Heads and Deans should try to avoid charges of negligence, misrepresentation and contract liability by:

- ◆ applying consistently specific and established criteria
- ◆ identifying inadequate students early
- ◆ keeping advising records, and by
- ◆ reminding students of
 - their obligation to study the University bulletins and publications
 - their obligation to make decisions, and
 - the role of advisers to advise only and not to decide for students.

Non-Academic Areas

Where the requirements for a particular professional degree are published in the Bulletin to include personality, life-style, clinical aptitude including other special requirements and competencies in order to practise professionally, a student may be deemed to be failing in that programme if he/she does not measure up to those requirements. Such a student may be denied a degree and may be dismissed from the programme. The School Board, shall in such cases, document the dismissal decision in full session noting the process and criteria used and are filed with the minutes of the meeting.

RIGHTS OF STUDENTS TO DUE PROCESS

Students who are dismissed on the basis of failing performance have a right to appeal.

GENERAL ADHERENCE TO PUBLISHED DEADLINES

The faculty members are mandated to adhere to the general published bulletin and scheduled deadlines for completing admission, course, program, grading and projects or term papers.

CLASSROOM DISCIPLINE

Maintenance of classroom discipline shall be the responsibility of the lecturer. In a case of any serious act of indiscipline, the student may be suspended from the class by the lecturer, who shall report to the Department Head and the Dean. The Dean may, upon the recommendation of the department head, disallow the student to continue in the class. Problems of discipline, which are particularly serious or involve an area wider than the classroom, shall be reported to the Dean of Student Affairs by the Department Head for further disciplinary action.

STUDENT ACADEMIC DISHONESTY

Valley View University considers that it is part of its mission to impart to its students a high sense of honesty. The University products are expected to display high standards of moral and ethical behaviour as Christians and citizens. Academic dishonesty of any type shall not be tolerated and shall invite severe sanctions.

Rules are designed to ensure that the work submitted for assessment by each student is the result of their individual effort, skills and knowledge and has not been produced by means that will give an unfair advantage over other students. These rules apply to both the examinations and any part of the course work. All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in

accordance with the University's Disciplinary Procedures. The University takes this issue very seriously and students may be sanctioned, expelled or have their degrees withheld or nullified for cheating in assessments.

The University defines a number of different forms of cheating, although any form of cheating is strictly forbidden. These are detailed below:

- ◆ Submitting other people's work as one's own – either with or without their knowledge. This includes copying in examinations.
- ◆ Using notes or unauthorized materials in exams.
- ◆ Impersonation – taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on one's behalf or pretending to be.
- ◆ Plagiarism – taking or using another person's thoughts, writings or inventions as one's own. To avoid plagiarism one must make sure that quotations from whatever source are clearly identified and attributed where they occur in the text of one's work, by using one of the standard conventions for referencing. It is not enough just to list sources in a bibliography at the end of one's project if one does not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, one gives the impression that it is one's own work.
- ◆ Collusion – unlawfully collaborating with others to produce a piece of work, sharing another student's work, or lending one's work to another student in the reasonable knowledge that some or all of it will be copied.
- ◆ Duplication – submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission.
- ◆ Falsification – the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

Student academic dishonesty includes, but not limited to, falsifying of official documents; plagiarism, presenting assignments or reports (laboratory, reading, etc) that are not based on the student's own work; using materials during a quiz, test or examination other than those specifically allowed by the lecturer; stealing, accepting or studying from stolen quizzes or examination material relating thereto; impersonation at examination and tests; and working or copying from the paper of another during a formal or a take-home examination, test or a quiz. A student who collaborates in dishonest academic acts is equally culpable.

Academic dishonesty is a serious offence, punishable by warning, receipt of a lower or failing grade, dismissal from a class, suspension, expulsion, degree annulment, or, in the case of falsification of official documents, non-admission or admission annulment.

A faculty member, who believes an act of dishonesty has occurred in his/her class, test, examination, quiz etc. shall first discuss the situation with the student(s) in question and take a written statement from him/her/them where possible. Faculty members shall keep written records of all such discussions and copies of relevant documents. At the discretion of the faculty member and dependent upon the gravity of the offence, the faculty member and HOD, if the case merits further counsel, shall consult the Dean.

Cases, which involve individual class assignments/projects, daily quizzes and tests other than mid-semester or final examinations that constitute less than 30% of the final grade, may be handled within the department in which the offence has occurred. More serious cases of academic dishonesty, such as theft of an examination before it is administered, participation in a cheating ring, whole scale plagiarism of a major paper, or any type of dishonesty involving a mid-semester and final examination, shall be handled by the School/Faculty Examination Committee [SEC]. Offences of this magnitude shall be reported to the Chair of SEC for further action [investigation and recommendation of a disciplinary action].

If the action taken involves a recommendation for suspension or dismissal from the University, the SEC shall present its report to the Vice Chancellor who is the Chief Disciplinarian of the University. The written records of all discussions will be kept in the offices of HOD and Dean. All disciplinary actions shall be communicated to the appropriate quarters by the Chief Disciplinarian.

The following table shows a list of academic offenses and corresponding sanctions applied:

S/N	Academic Offence	Sanction
1	Leakage of Examination	Dismissal of Main Offender(s)
2	Possession of Foreign Materials (Related and Unrelated to the Examination)	Cancellation of Candidates Paper(s) and Rustication for One Semester
3	Copying from Prepared Notes or from a Colleague's Script	Cancellation of Candidates Paper(s) and Rustication for Two Semester
4	Looking on another Candidate's script in order to cheat	Cancellation of Candidates Paper(s)
5	Impersonation	Outright Dismissal of Candidate Involved

6	Assisting or Attempting to Assist another Candidate	Cancellation of Candidates Paper(s) and Rustication for Two Semester
7	Obtaining or Attempting to Obtain Assistance from another Candidate	Cancellation of Candidates Paper(s) and Rustication for Two Semester
8	Consulting or Trying to Consult any Book, Notes or other unauthorised materials during the examination	Cancellation of Candidates Paper(s) and Rustication for Two Semester
9	Persistently Disturbing other Candidate(s) or distracting their attention	Stop Candidate(s) from continuing the examination
10	Verbal Assault on an Invigilator	Cancellation of Candidates Paper(s) and Rustication for Two Semester
11	Physical Assault on an Invigilator	Outright Dismissal of Candidate Involve
12	Destroying materials suspected as evidence	Cancellation of Candidates Paper(s) and Rustication for Two Semester
13	Writing after the Examination is Over	Loss of 10 Marks for the Examination Paper
14	Fabrication of Data (Class Project, Senior Project, Etc.)	Cancellation of Result
15	Plagiarism A) Minor Offence B) Serious C) Gross	A) Downgrade by one letter grade and a written warning B) Downgrade by two letter grade and a written warning C) Cancellation of Work
16	Cheating in Course Work (Quizzes, Tests, Assignments, Etc)	Cancellation of Work
17	Collusion	Cancellation of work or result
18	Duplication	Cancellation of work or result

APPEAL

A student has the right to appeal to the Head of the Department within two weeks of the date of the letter notifying him/her of the disciplinary action taken against him/her. An appeal must be lodged in writing and receive a written reply. The grounds of appeal are:

- ◆ that the process by which the penalty was metted out was flawed
- ◆ that the penalty was excessive.

If the Head of the Department rejects the appeal, the student may appeal to the Dean within two weeks of the date of the letter from the Head of Department. Such an appeal must be lodged in writing and receive a written reply. If still unresolved, the student may appeal to the Academic Board whose decision is final.

Falsification of Official Document

Students who falsify official documents of the university are judged dishonest and will be sanctioned accordingly. Should it be discovered after admission that a student had presented falsified documents for admission, such admission shall be annulled, and the record of academic achievement removed from the academic record with appropriate notations. This does not prejudice any further action taken against the offender.

DEGREE ANNULMENT

If the University should discover evidence of plagiarism, falsification of "Official documents" or other academic dishonesty after a degree has been granted, the degree may, after due process and procedures, and the opportunity for an appeal, be annulled by the University Council and a notification affixed to the student's official transcript record.

In order for the annulment of a degree to stand, it shall require the majority vote at a full University Council meeting after recommendation of the Vice Chancellor to the University Council.

STUDENT PLAGIARISM

Plagiarism is a serious form of academic dishonesty for which a student may be expelled. For written material, Valley View University endorses as plagiarism the following:

- ◆ Failure to properly indicate direct quotations and to credit the source;
- ◆ Failure to credit the source for paraphrases;
- ◆ Process of "Presenting another's line of thinking in the development of an idea as though it were your own".

Students who, in the presentation/distribution/publication of written material in their own name for academic credit, neglect to specifically or generally acknowledge their indebtedness are guilty of plagiarism and liable to discipline.

Definitions

To plagiarise is to represent as one's own the intellectual property of another. The Oxford English Dictionary definition of plagiarism is as follows: "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas ... of another".

Accordingly, the reproduction in a submitted assignment of another's work without due acknowledgement is plagiarism since the writer is presenting as original work what is in fact derivative. When the assignment is submitted for assessment, plagiarism is the equivalent of cheating in an examination. Such unacknowledged indebtedness is plagiarism whether the source is reproduced verbatim or is paraphrased. It is plagiarism whether the passage is brief or extensive, and whether the source is printed, electronic or hand-written. Strictly, it is also plagiarism when the source is oral.

Due Acknowledgement

It is not sufficient merely to list a source in an appended bibliography, or in the body of an assignment to express a general indebtedness. To avoid a charge of plagiarism, all debts must be specifically, precisely and accurately referenced in accordance with good academic practice.

When a source is directly quoted word-for-word, the passage quoted should be placed within quotation marks or indented and the source accurately referenced, in parenthesis, in a footnote, or in an endnote, according to a recognised system. There must be no ambiguity about where the quotation ends or begins. The source of any data cited (e.g. figures, tables, charts) should be made explicit.

When ideas, or an argument, are reproduced from a source in a general or paraphrased way, the source must be acknowledged.

When submitted work is dependent upon a lecture or tutorial for its argument, this fact must be acknowledged.

In the case of group work submitted for assessment, the relevant department information will make clear whether the submission is collective or individual. In the case of a collective submission, indebtedness to sources must be acknowledged in the usual way, but it is not necessary for work to be attributed to individual members of the group. In the case of individual submissions resulting from group or collaborative work, it is the responsibility of each individual student to make sure that the submission is his or her own work. The work should acknowledge the contribution of other participating members of the group.

Procedures

No formal procedures are instituted against a student unless the relevant unacknowledged source can be established. In cases where plagiarism is strongly suspected but no source has been identified, the student may be spoken to informally

by the relevant lecturer, to ensure that he or she understands the nature of plagiarism, and the penalties it incurs.

In cases of minor infringement where a source has been identified, the matter is dealt with by correspondence between the lecturer and the student.

In more serious cases where a source has been identified, and for second or subsequent offences, the student is required to attend a meeting with the Dean, HOD and the lecturer. The student may be accompanied to this meeting by a person of his or her own choice. A formal record is kept of this meeting. The same procedure is followed in cases where two or more students submit similar or identical work. However, it is recognised that in such cases, whilst the fact of plagiarism is clear, it may not have been possible to determine culpability prior to the meeting. In such cases, the meeting itself will serve as a forum in which to establish the facts and determine culpability.

The purpose of the meeting is to present to the student the established fact of plagiarism, to explain to him or her why plagiarism is culpable, and to offer advice on methods of due and adequate acknowledgement.

The failure of the student to attend this meeting does not prevent the department from taking appropriate action in accordance with this policy.

Penalties

The general principle is that the penalty should be appropriate to the scale of the offence and to the stage reached in the student's undergraduate career. The penalties prescribed below are exhaustive and mutually exclusive.

- ◆ For a minor offence, where the plagiarised passage or passages make only a slight contribution to the achievement of the assignment, the penalty is downgrading of that assignment by one grade and a written warning from the course lecturer. This penalty and correspondence is subsequently reported to the relevant Examination Board.
- ◆ For a serious offence, that is where the plagiarised passage or passages in an assignment make a significant or crucial contribution to the achievement of the assignment, the assessed work is downgraded by two letter grade.
- ◆ For a gross offence, that is a first offence when the assignment is completely or almost completely plagiarised or a second offence (of whatever degree) committed on the same or on a different course the assessed work receives an 'F' grade.

Appeal

A student has the right to appeal to the Head of the Department within two weeks of the date of the letter notifying him/her of the penalty imposed for plagiarism. An appeal must be lodged in writing and receive a written reply. The grounds of appeal are:

- ◆ that the process by which the penalty was metted out was flawed
- ◆ that the penalty was excessive.
- ◆ ordinarily, there is no appeal against the fact of plagiarism since no proceedings are begun unless the source can be produced; however, in cases where the plagiarism is not verbatim, a student may appeal on the grounds that the decision that plagiarism has occurred is unreasonable.

If the Head of the Department rejects the appeal, the student may appeal to the Dean within two weeks of the date of the letter from the Head of Department. Such an appeal must be lodged in writing and receive a written reply. If still unresolved, the student may appeal to the Academic Board whose decision is final.

INTER-DISCIPLINARY FORUM/CHAPEL SERVICE

The Interdisciplinary Forum is designed to broaden the horizons of the students of Valley View University. Specialists are invited to give lectures on a variety of selected topics, and to interact with the audience. This forum also offers opportunity for faculty to present some of their current or past researches that could be of interest to the University community. The students and faculty are required to attend these forums.

SCHOLARSHIP AWARDS, FELLOWSHIPS, AND ASSISTANTSHIPS

Students applying for scholarships, awards, fellowships, grants and assistantships are processed by the Student Finance Services Committee on the basis of policies voted by the Academic Board, and in consultation with or upon the recommendation of the Department Head in whose department the student will be majoring. The Student Finance Services Committee shall also take decisions regarding distribution of funds.

DEGREES, DIPLOMAS, CITATIONS, CERTIFICATES

The Office of the Registrar is responsible for preparing all certificates and citations, including honorary doctorates, which are awarded at graduation exercises.

GRADUATION EXERCISES

The Purpose and Nature of Graduation Exercises

Graduation exercises refer to the final public ceremonies scheduled by Valley View University to recognize students who have completed certificate, diploma or degree programs and/or to award appropriate honours to persons who have excelled in areas that are congruent with the mission and ideals of the University.

At the Valley View University main campus, these graduation ceremonies are scheduled over a weekend and consist of a Seniors' Banquet, a Consecration service,

a Baccalaureate Sermon, and the final degree conferral ceremony known as Congregation.

The Congregation service is a celebration which:

- ◆ recognizes a Divine presence and guidance for all who seek truth;
- ◆ acknowledges the success and achievement of ideals and goals on the part of others; and
- ◆ affirms the fellowship of the community of scholars in their public endorsement of the ancient traditions of industry and excellence, and the recognition of their Alma Mater's continued role in fostering the same.

Among other things the Congregation service shall include a processional and recessional in traditional academic garb under the guidance of a grand marshal and assistant marshals who shall also display appropriate symbols, insignia, and colours of authority pertaining to Valley View University as an academic institution.

AWARDS AND HONOURS AT GRADUATION CEREMONY

The awarding of regular and honorary degrees at Congregation shall be recommended by voted approval of the faculty, and recipients are listed in the relevant printed Congregation programme.

The provision of academic regalia and the preparation of certificates, diplomas, and citations, including honorary doctorates, which are awarded at Congregation, are the responsibility of the Office of the Registrar who works in close collaboration with the Deans and the Vice Chancellor whose office is responsible for deciding the contents of the weekend graduation programme.

CANDIDACY FOR DEGREES

Graduation Candidacy

The Registrar shall certify whether each candidate for specific degree has met all the requirements for that degree and has paid the prescribed fees.

It shall be the function of the Dean to present to the Academic Board for the conferment of Degrees, persons who have qualified for the Degrees of the University at examinations held in the disciplines of learning for which responsibility is allocated for that School, Faculty or Centre.

Students are to pay a graduation fee as determined by the Finance Office. This is to be done three months before Graduation weekend.

With some grades still outstanding, the School or Faculty Board may pass an approval vote "subject to satisfactorily completing all the requirements" within the policy time limits prescribed before the graduation.

AUTHORIZATION, SCHEDULING, AND ARRANGEMENTS FOR GRADUATION EXERCISES

Authorization and Scheduling of Graduation Exercises

On the recommendation of the Vice Chancellor, the Valley View University Council shall be responsible for determining and approving the number of graduations scheduled by the University per year.

Graduation exercises shall be scheduled annually on the University campus as voted by the Valley View University Council.

Conferment of Degrees

Conferment of degrees without the accompanying graduation exercise may, however, be done at anytime deemed necessary by the Valley View University Council. The names of such "conferral of degree" students shall, however, be listed in the Congregation bulletin for the next public graduation ceremonies. Students, who have received conferral of degrees, shall be allowed to take part in the next public Congregation services, provided they qualify.

Arrangements for Graduation

The overall arrangements for graduation exercises shall be under the direction of the Vice Chancellor, who in consultation with the graduating class, appoints speakers and other participants as well as a grand marshal and assistants to direct the ceremonial features of the exercises. The printed program shall be coordinated by the Office of the Registrar.

ACADEMIC GARB FOR VALLEY VIEW UNIVERSITY

In as much as the graduation exercises constitute the main formal convocation occurring during the academic year, all participants in the program shall wear academic regalia in harmony with academic tradition for conferral of degrees. An approved garb shall also be prescribed for University convocations, for the induction of a Vice Chancellor, the annual convocation at the beginning of the year, or for the participants in professorial induction lectures.

Authority to determine Academic Garb for Valley View University

Matters concerning academic garb shall be decided by the Vice Chancellor's Committee on the recommendation of the Academic Board.

Gowns, Hoods, and Caps Approved for Valley View University Degrees

Valley View University has adopted the following types of gowns, hoods, and caps for its use:

Gowns:

The gown for the associate degree is grey in colour and styled the same as a bachelor's degree gown.

The gown for the bachelor's degree has pointed sleeves. It is designed to be worn closed.

The gown for the master's degree has an oblong sleeve, open at the wrist. The gown is designed to be worn open or closed.

Hoods:

The length of the hood worn for the bachelor's degree, if one is used, is three feet; for the master's degree, three and one-half feet; and for the doctoral degree, four feet. Hoods for Valley View University graduates are lined with the official colours of the University. The Valley View University hood is the standard model with degree velvet. It is lined with the official colours: dark blue, white and gold. At Valley View University hoods shall be used for all undergraduate degrees.

Cap and Tassel:

Associate degree students wear grey mortarboard caps and tassels. Bachelor's and master's degree students wear black mortarboard caps with black tassels.

Colours Approved for Valley View University Degrees

The colours of the velvet borders on hoods shall be associated with the different academic and professional fields of learning, according to accepted tradition. Valley View University has adopted the following colours stocked.

Undergraduate Professional Degrees:

Drab: *Degree with nomenclature in Business, such as BBA in Accounting, Management, Human Resource Management, Banking and Finance and Marketing.*

Scarlet:	<i>Degree with nomenclature in Theology, such as BA in Theology and Religion.</i>
Light Blue:	<i>Degree with nomenclature in Education such as BEd</i>
Maroon:	<i>Degree with nomenclature in Computer Science such as BSc in Computer Science and Information Technology</i>
Citron:	<i>Degree with nomenclature in Development Science such as BSc</i>
Apricot	<i>Degree with nomenclature in Nursing such as BSc</i>
Maize	<i>Degree with nomenclature in Agriculture such as BSc</i>

Cords and Medallions

Valley View University undergraduate candidates do, however, wear cords, or medallion signifying that they are graduating with honours. The identifying cord colours are as follows:

- Graduating with Honours: Gold cord
- Graduating with a Cumulative GPA of 3.50 or better: White cord

ACADEMIC GARB FOR CEREMONY

The academic garb for participants in the Congregation exercise at Valley View University such as Vice Chancellor's party, faculty members, or graduating students shall, without any adornments, be limited to the following per person:

- ◆ The academic gown, hood, and cap appropriate to the degree held or to be conferred by the individual in question.
- ◆ The following signs of distinction associated with academic societies officially recognized by Valley View University:
 - *a total of two cords officially issued either by Valley View University or the honour society in question;*
 - *a total of one medallion officially issued by the honour society in question.*

Wearing of academic garb by faculty at specific convocations or special occasions is specified from time to time by the Vice Chancellor.

VVU ADINKRA SYMBOLS

In Ghana, Adinkra symbols are used to communicate ideals, values and tested and accepted maxims that are beneficial in the practise of life. The Adinkra symbols chosen for the academic regalia of Valley View University portray the University's African heritage. Three particular symbols have been chosen to indicate our commitment to the University's mission and heritage.

The first symbol is *Nyame Dua* (literally: "God's tree"). *Nyame Dua* is the symbol of God's altar. By adopting this symbol, Valley View University recognizes that "Unless the Lord builds the house, its builders labour in vain" (Psalm 127:1). The University also acknowledges the Biblical injunction to "Seek first the kingdom of God and His righteousness, and all these things shall be added to you" (Matthew 6:33).

The second symbol is *Aya* (literally: "The fern"). The *Aya* is the symbol of endurance, fortitude, independence, defiance against difficulties, hardiness, perseverance and resourcefulness (cf. *The Adinkra Dictionary*, 82). The *Aya* symbol reflects Valley View University's determination to produce intellectually well qualified graduates, "who are masters and not slaves of circumstances," men and women who will persevere and be resourceful in all circumstances.

The third symbol is *Sumsum* (literally: The "Soul"). *Sumsum* is the "symbol of spirituality, spiritual purity and the cleanliness of the soul" (cf. *The Adinkra Dictionary*, 192). This symbol has been chosen to represent the spiritual development that the holistic education of Valley View University provides. We realize that without this particular dimension, education cannot reap the full benefit which it is supposed to give to both the student and society.

NOTATIONS IN THE CONGREGATION BROCHURE

General Contents of the Congregation Brochure

Besides listing the program details for the Congregation Ceremony, the brochure shall list the following:

- ◆ The Valley View University song;
- ◆ Explanation of the meaning of the University seal;
- ◆ University mission statement;
- ◆ Explanation of the degree category colours;
- ◆ Explanation of graduation with honours and/or graduation with distinction for undergraduates;
- ◆ A brief resumé of the candidates (if any) for honorary degrees;
- ◆ The names of the constituent Departments and the names of each of their graduands and the degree to be received by them;

- ◆ The names of students, titles of students' theses/projects and names of Supervisors
- ◆ Senior class officers for the year; and
- ◆ Vice Chancellor's charge to the graduates.

GRADUATING WITH DISTINCTION

Class honours are awarded to Undergraduate graduands:

- | | |
|----------------------|-----------|
| ◆ First Class | 3.60-4.00 |
| ◆ Second Class Upper | 3.25-3.59 |
| ◆ Second Class Lower | 2.50-3.24 |
| ◆ Third Class | 2.00-2.49 |

Diploma graduands are classified as follows:

- | | |
|---------------|-------------|
| ◆ Distinction | 3.60 – 4.00 |
| ◆ Credit | 3.25 – 3.59 |
| ◆ Pass | 2.00 – 3.24 |

ACADEMIC REGALIA RENTAL OR PURCHASE

Graduating students are supplied with appropriate academic regalia for graduation. The University will, subject to availability of funds, purchase, on amortization basis, academic garb for faculty to use at congregation exercises and other academic occasions. A faculty member who holds a doctorate degree and for whom regalia has been purchased, will own the doctoral regalia after five (5) years of subsequent amortized service at the University. Should a faculty member leave before the period of amortization is up, he/she is to pay the unamortized portion in full.

THE PERMANENT ACADEMIC RECORD

The permanent academic record is a complete, unabridged, chronological educational record showing all course work taken through Valley View University. The permanent academic records are maintained by the Office of the Registrar. All courses taken or attempted through programmes of Valley View University are listed. The University exercises its right to accept all, part or none of the credits presented from other institutions. Transfer credits accepted from another institution toward a Valley View University degree will be recorded on the permanent academic record upon graduation from the degree.

OFFICIAL TRANSCRIPTS

Official transcripts are computer printouts of the permanent academic record with the impression seal of the University and the signature of the Registrar/Dean. Such transcripts are issued only upon the written request of the student. They are issued to the student personally or to whomever his request designates.

An official transcript is usually prepared immediately upon receipt of the student's written request. It is mailed when this is approved by the Finance Officer. A transcript will not be released if the student owes the University, except to certification agencies, and then only if satisfactory financial arrangements have been made.

During periods of registration, changes in registration, graduation periods and congregation, a longer time may be required for the issuance of transcripts. During some periods of the school year, the records are necessarily incomplete, and the status of the student is pending. At such times the issuance of transcripts may be postponed.

Transcripts are issued at a nominal charge established by the Vice Chancellor's Committee. Supplementary or partial transcripts are not issued.

The Registrar/Dean will not issue the original or copies of any transcripts from any previous school attended that may be in its custody. Transcripts can be issued only by institutions where they originated.

UNOFFICIAL TRANSCRIPTS OR LIST OF STUDENT'S GRADES

An unofficial transcript contains all the information that transcripts contain except that it does not bear the University's dry seal.

Unofficial copies of the student's record (transcript) upon formal request are issued to:

- ◆ Students who have just completed their programme of study.
- ◆ University Academic Administrators (Vice Chancellor, Dean, etc., who have a "right to know").
- ◆ Academic advisors upon request.
- ◆ Departments, upon request, if they maintain files of their majors in locked cabinets.
- ◆ Faculty members responsible for the selection of candidates for scholarships.

A list of student grades is identical to the unofficial transcript except that in no place does the student's name appear. Unofficial transcripts or lists of student grades are intended primarily to assist in advising students in their programme planning and are not issued to students.

RELEASE OF STUDENT INFORMATION

The University reserves the right to release directory information which includes the following: the student's name, address, telephone listing, date and place of birth,

gender, marital status, major field of study, and participation in officially recognized activities, dates of attendance, degrees and awards received.

Public information such as dates of attendance, place and date of birth, name of parents and home address, campus address, verification of degree including honours, previous schools attended, etc., is, upon request, given to:

- ◆ Properly identified representatives from state, or local government agencies.
- ◆ Business firms from which students have requested credit, or possible employment.
- ◆ Scholarship donors.

ACADEMIC AND DISCIPLINARY RECORDS

Academic and citizenship records are separate. Records on disciplinary actions are retained by and available to the Dean of Students Affairs and the Vice Chancellor. They are communicated to the Office of the Registrar only if they affect the student's eligibility to remain or to re-register. Such notification is made in writing by the Dean of Students Affairs or the Vice Chancellor.

CLASSROOM MATERIAL

Handouts and lecture notes may be made available for photocopying by students. Classroom materials such as handouts and lecture notes are not to be sold to students. However, pamphlets and books intended to be sold to students must be approved by the Books and Publications Committee, in consultation with the Head of Department and the Dean. Prices of all such books and pamphlets must be approved by the Books and Publications Committee.

QUALITY ASSURANCE

Valley View University has developed a formal Assessment plan for its employees. The assessment plan is directed by persons employed by the University. It annually assesses to what extent the University at large has succeeded in reaching the teaching, learning, researching and other objectives listed for each entity in the official Assessment Plan of the University.

The assessment shall involve alumni, current students, faculty, administrators, parents and employers. A variety of assessment methods such as surveys, standardized tests, interviews, questionnaires, etc., shall be used with the help of the Quality Assurance Office.

INSTITUTES, WORKSHOPS AND EXTENSION SCHOOLS

All off-campus programmes and courses, which do not fit the pattern of regular on-campus semester-length courses, come under the supervision of the Director of Affiliation and Extension programmes. Such programmes include institutes,

workshops, seminars, special tours, extension courses offered at other locations, and affiliated programmes with colleges and universities overseas. Plans and policies regulating these programs come under the control of the Committee for Affiliation and Extension Programs.

VISITING PROFESSORS

A School/Faculty/Centre voting to invite a Professor will make a request for this to the Vice Chancellor. Final arrangements for visiting faculty are approved by the Vice Chancellor's Committee on the recommendation of the Dean.

ACADEMIC HONOURS AND AWARDS

Valley View University shall grant academic honours and awards to persons who qualify. A committee known as the University Honours and Awards Committee makes appropriate nominations to the Vice Chancellor.

The academic honours and awards that Valley View University grants shall be categorized into the following five groupings:

- ◆ Honorary Doctoral Degrees
- ◆ Medallions and Citations
- ◆ Faculty Teaching, Research, and Advising Awards
- ◆ Naming of Buildings/Facilities in honour of persons
- ◆ Vice Chancellor's Excellence Award

For each of the categories of honours and awards there shall be some committee membership, procedural and selection criteria prescriptions as noted.

Honorary Doctoral Degrees

Honorary doctoral degree candidates shall be recommended to the Academic Board to the University Council after receiving nominations from the University Honours and Award Committee.

INTERPRETATION OF ACADEMIC POLICIES/REGULATIONS COMMITTEE

1. There shall be Interpretation of Academic Regulation Committee whose responsibility shall be to receive and interpret the academic regulations of the University to individuals who may request.
2. A student may appeal a decision to the chair (Registrar) of the committee after exhausting all the internal process.
3. The letter of appeal shall include:
 - Reason(s) of the appeal and the desired outcome,

- A detailed list of offices and individuals that the student had met on the case,
 - Presentation of relevant documents,
 - Contact address(es) of the student
4. The submitted documents shall be shared with the other entity/party to provide response within seven (7) working days.
 5. The committee shall invite the student to present the case and answer questions.
 6. After the hearing a decision is reached on the same day of the hearing.
 7. The decision shall be communicated to the student through the medium of the student's choice.
 8. The decision of the committee shall be final and cannot be appealed.
 9. The committee is a subcommittee of the University Academic Board.

FINANCIAL INFORMATION

MISSION STATEMENT

The Finance Office is a component of Valley View University. The Mission of the Financial Office is to lead the University in its finances and operations. The office is committed to providing leadership and expertise for the delivery of quality Financial Services essential to the mission of the University.

PAYMENT OF FEES

Payment of fees may not be deferred. Fresh students are required to pay full-fee upon admission. All fees are due and payable upon registration.

A student who elects and/or benefits from elective fees, as established by the institution, must make payment as above. Elective fees, as established by the institution, include dormitory rentals, meal plans, etc.

A financial obligation created by the approved financial aid recipient with the submission of a fee statement, in lieu of payment, and the recipient will be considered for registration. The financial aid recipient has an obligation to follow all procedures to either complete payment or formally withdraw. The effective date of withdrawal may indicate that a financial obligation is due Valley View University, which may require payment with funds other than financial aid.

Continuing students may be allowed to register after paying 75% of full fees (tuition, elective fees and other charges) and the difference must be paid before final examination. Students would not be allowed to write their examinations if full fees have not been paid and any amount paid for the semester would be forfeited after examination.

Fresh students must pay full fees before registration.

MODE OF FEE PAYMENT

The University does not accept payment of fees by check. Payment should be strictly cash or banker's draft and should be paid directly into the University's bank account. Fees can be paid using the acceptable mobile money platform.

REGULAR REGISTRATION

Regular registration is the time frame immediately prior to the beginning of a semester where a student registers for classes. A student can be either registering for the first time, for a particular semester, or was unable to complete the advance registration process for a particular semester and is re-registering.

The registration process is not complete until payment of fees is completed. The payment of fees is considered complete when monies are remitted for all fees, or an

approved financial aid recipient has submitted his or her fee statement to the finance office. If a student's payment of fees has not been received by the appropriate registration deadline, the student will be on a cancellation list which will be forwarded to the admissions and records office following this deadline date.

The receiving of a fee statement from an approved financial aid recipient obligates that student to either complete the financial aid process, or formally withdraw from the University. Once the fee statement is submitted, a student is not placed on a cancellation list.

REFUND OF TUITION AND OTHER FEES

If a student withdraws from all courses at the University, within the allowed time, there is a mechanism for him or her to receive a refund of all or part of the semester's tuition and other fees.

- ◆ A student who totally withdraws from the University officially may receive refund of fees paid as prescribed by the University.
- ◆ To withdraw officially from the University, a student must be processed through the Admissions and Records office.
- ◆ Refunds are processed through the Finance Office after it receives proper documentation from the Admission and Records Office.
- ◆ The amount of refund is determined according to the effective date as shown on the formal withdrawal form.
- ◆ Refunds will be made to the individual and/or to the agency that provided the fees and tuition.
- ◆ No refund will be given to a student who partially withdraws from the University

SPONSORED STUDENTS

The Finance Office handles all sponsored students and the amount to be given to the student or to the donor. All withdrawals or refunds should be made with the consent of the donor.

TUITION CHARGES

Tuition fee is based on the total credit hours for the courses registered by a student during the semester multiplied by the fee per credit hour as determined by the University. A student shall be charged for optional services benefited from in addition to some mandatory charges (other than tuition).

-Tuition charges for all programmes – Fee per credit hour multiplied by number of credit hours registered for.

Elective Fees

This includes the following;

Residential Hall Charges

- ◆ Boarding
- ◆ Lodging

General Charges

Current General Charges includes the following;

- Registration fee
- Examination fee
- Repairs and Maintenance fee
- Utility fees
- Library fee
- Sports fee
- Development fee
- Computer and Internet fee

Special Charges (Payable Before Services are Rendered)

Definition

- Evaluation of International Transcripts
- Late registration fee
- Registration fee
- Add and/or drop
- Application fee
- Replacement of identification card
- Fresher's orientation fee – required of all freshers; All freshers are required to participate in this orientation

- Transcript Processing fee (regular)
- Transcript Processing fee (express mail)
- Graduation fee
- Graduation Gown rental
- Book Rental – per book/semester
- Change of programme

Financial Matters shall include the following:

- At the beginning of the Academic Year, the school fees for all modes shall be posted online.

Individual Student Financial Queries

1. Students shall **only** present financial queries, issues on payment of fees for tuition, accommodation, and feeding to **Student Finance officer (SFO)**.
2. All payment of fees shall be deposited into the Bank account of the University or any authorized facility.
3. The University shall not be responsible for any fees paid to any persons since the University has not authorized such transaction.
4. No employee except the **SFO** shall entertain students' s financial issues.
5. No Department or person shall act in the name of the University to determine, arrange and collect fees of any kind at any period.

Inter-faculty Students Financial Queries

1. A student may initiate a financial query or appeal through their representative of the Senate of the Student Representative Council.
2. The representative shall inform the chair of the senate in writing to convey a senate meeting following the constitutional process.
3. The Senate shall invite the student to present his case for consideration and if voted shall be sent recommended to the Executives.
4. The Executives shall call for a General Assembly meeting to consider the request.
5. The Executives shall present the request to the Director of Finance in writing and copy the Dean of Student Life services, and Registrar.
6. The Director of Finance of shall respond to the query in seven working days and report same to AdCom at a duly called meeting.
7. The General Assembly at its duly called meeting can also initiate an appeal or query in the interest of the entire student body.

NOTES

- ◆ Payment of fees may not be deferred. All fees are due and payable upon registration or as per a negotiated payment plan. This policy applies to mandatory fees (Tuition and all General Charges). Students who fail to meet the terms of any payment plan agreed upon will not be allowed to write their final semester examinations or graduate.
- ◆ Elective Fees, as established by the University, include boarding and lodging. A student who elects and/or benefits from elective services, as established by the University, must make all payments.
- ◆ Residential hall space is allocated on “first come first served” basis.
- ◆ Fees are payable in cedis. The applicable exchange rate is determined at the beginning of each semester taking cognizance of the official exchange rate.
- ◆ All special charges must be fully paid before services are rendered.

For Financial Information contact:

Student Accounts Office

Valley View University

PO Box KA 9358

Airport – Accra, Ghana

Tel: 233--307011877 or

233-307011878

CHAPLAINCY AND COUNSELLING

MISSION

The Chaplaincy and Counselling Department is committed to the spiritual, and psycho-social development of members of the university community. The department seeks to facilitate the growth of the total person towards a mature relationship with God, other persons, and God's creation in its entirety.

METHODOLOGY

In implementing its mission, the Chaplaincy focuses on Bible studies, spiritual disciples, counselling, selfless service to community, stewardship, witnessing and maintenance of positive attitude and behaviour.

Services offered by the department are carefully tailored to the specific needs of each category of the members of the University community. They include

- Prayer Sessions
- Pastoral Counselling
- Preaching
- Training
- Worship
- Evangelism
- Research
- Community services

The Chaplaincy Department has a mandate of offering spiritual growth-oriented services and for the purposes of grass root participation. The department has decentralised its activities into worship centres on the all Campuses. Four worship centres on Oyibi Campus include:

- New Jerusalem Worship Centre
- Blessed Hope Worship Centre
- Berean Worship Centre
- Glorious Saint Worship Centre (Children's Church)

Regular Worship Services in these centres are as follows:

DAY	TIME	ACTIVITY
Wednesday	6:30pm - 7:30pm	Prayer Meeting
Friday	6:00pm - 8:00pm	Youth Display
Saturday	9:00pm - 12:30pm	Sabbath Worship
Sunday	6:30pm - 7 :30pm	Bible Study (Berean Hour)

The Chaplaincy also has varied Outreach Ministries that serve as outreach wings of the universities in the sharing of the gospel and actively involving the entire University community especially our students in the sharing of Jesus in Ghana and other African countries.

The Ministries include

- Divine Messengers Movement (DMM)
- ANNOUNCE
- Jeunes Ambassadeurs Francophones Adventistes (JAFA)

Morning Devotion

The Chaplaincy Department further promotes holistic devotional life-style among staff, faculty and students. In the case of student-residents in the various Residential Halls, morning devotion participation is **mandatory**. Each room shall organize a devotion in the morning at 5.00 am.

GUIDANCE AND COUNSELLING UNIT

The Guidance and Counselling Unit of the University Chaplaincy and Counselling Department aims at assisting all students and other members of the University community to meet their Educational (Academic), Psychological, Social, Spiritual, Personal and Vocational (Career) Challenges.

As a helping service, the centre organizes seminars, talks, group and individual counselling and psychotherapy services for students and members of the University community.

You visit the centre voluntarily or through referral. The centre is manned by professional counsellors and our goal is to help students and members of the University community to live fulfilling life while learning and working in the University to reach their highest potentials.

Seeking redress on non-academic issues

The University upholds individuals as unique in the eyes of the God almighty. Therefore, every individual should be treated with care and dignity. In the event that one expresses concern of ill-treatment on personal-social issues, the individual is encouraged to seek redress.

Sexual Standards

Faculty, staff, administrators, trustees, and students of the University are expected, in their teaching, influence, and example to uphold Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when sexual expression is limited to a man and woman who is husband and wife committed in a life-long marriage. All expressions of premarital and extramarital friendship are to be chaste and behaviours which would suggest otherwise are to be avoided. All forms of sexual expressions and conduct between heterosexuals outside of marriage, or between homosexuals, are contrary to the ideals of the University and will result in disciplinary action. Valley View University honours an ideal of sexual purity, which transcends mere legal enforcement.

Sexual Harassment

is reprehensible and will not be tolerated by the University. Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, employees and the University community as a whole. The University will not tolerate behaviour between or among members of the University community, which creates an unacceptable educational or working environment.

The Counselling Unit is endowed with godly and professional counsellors to help deal with such issues. Anyone who feels harassed sexually should report the matter at the Counselling Unit (or call 0307011913) for onward action.

For More Information Contact the Chaplaincy office on telephone 0307011917

Or check our webpage under www.vvu.edu.gh/campuslife/chaplaincy

LIBRARY SERVICES

GOAL OF THE UNIVERSITY LIBRARY SERVICES

The main goal of the VVU Library Services is to provide information and resource materials to students, faculty and staff of Valley View University as they develop in mind, body and spirit for service to Christ and the world.

GENERAL POLICIES

Access To Subsidiary Libraries

Valley View University currently has a total of five libraries and resource centres – three main libraries (one each at Oyibi, Kumasi and Techiman) and two branch libraries at the Oyibi Campus. The main library, Walton Whaley Library is located on the main campus and contains over 80 percent of copies of the collection available in any of the other (branch) libraries. The branch libraries include the following:

- ◆ Harold Lee Library. This library located on the second floor the Columbia Hall is stocked primarily with books, audio-visuals, journals, etc. that deal with Nursing and Bio-medical technology.
- ◆ School of Graduate studies Library. This library is located at the Graduate School premises and caters for postgraduate students.

Library Use

The libraries employ open shelving. Users are requested not to re-shelve items, but to place them on the library tables. The library is designed primarily as a quiet place for use by our patrons. The librarians reserve the right to ask users to leave if they disrupt the quiet atmosphere. Theft, mutilation or defacing of library materials or equipment (including folding pages, writing or marking pages with pencil, pen, highlighters, etc.) will subject the person to discipline and/or penalties to be imposed by the librarians or the library committees. Public access computers in the libraries are subject to the Valley View University Library Computer Use Policies. They are used for research purposes only.

Food And Drink In The Library

Foods or drinks are strictly prohibited in the libraries. Spills and food stains cause rapid deterioration of paper materials, resulting in their loss and significant additional costs to the library for their replacement. More seriously, foods and drinks attract insects and other creatures that infest the books and periodicals and damage the paper and glue. We, therefore, need the assistance of all patrons and staff to help keep the library, and library materials in good condition.

Children And Youth In The University Libraries

Family members of staff, faculty and students of the Valley View University are welcome to use some facilities of the university libraries. Parents should register their wards with the library to enable them to use the facilities at the library.

Circulation Policies And Procedures

The Library collections include books, periodicals, DVDs, and videotapes. The libraries are member of the Consortium of Academic and Research Libraries in Ghana (CARLIGH). Through CARLIGH, access to scholarly, peer-reviewed content contained in online databases such as JSTOR, EBSCO, SAGE, HINARI and AGORA is made available.

Borrowing Library Materials

All authorized library users must possess two validated Library ID cards. Valley View University Library ID cards are non-transferable. Present Two stamp-sized passport pictures at the Information Desk. You will be made to fill 2 library cards which will be laminated. One of the cards – the blue one – will be handed over to the student to be used for reserved, overnight and weekend loans. The white one will be kept in the library for regular (2 week) loans. The Libraries use colour-coding to differentiate between the various categories of students. This is indicated below:

STUDENTS	COLOUR CODE
Regular students	White/blue
Distance students	White/pink
Sandwich students	White/pink
Graduate students	White/green

Eligible Borrowers

The library facilities are accessible to workers and researchers of the Valley View University academic community as well as those from the Ghana Union of Seventh-day Adventists and its Conferences. Eligible borrowers include all of the members of the Valley View University community. They include the following:

- ◆ Current VVU students, faculty, and staff.
- ◆ Current VVU faculty on study leave.
- ◆ Librarians from nearby universities who have an Inter-Library Loan agreement with Valley View University Library.

Borrowing

Library materials are available to our various patrons for different periods depending on the category of individual. Library books should be returned on or before the date stamped in the back of the book.

PATRON	LOAN PERIOD
Administrators	1 semester
Full-time faculty of Valley View University	1 semester
Part-time faculty of Valley View University	2 months
Regular (graduate & undergraduate) students of Valley View University	2 weeks
Distance students of Valley View University	2 weeks
Sandwich (graduate & undergraduate) students of VVU	1 week
Staff of Valley View University	2 weeks

Patron Limits

PATRON	LIMIT
Administrators & Faculty	10 items
Students	4 items
Staff	5 items

Item Limits

ITEM/LOAN TYPE	LIMIT	TIME PERIOD	OVERDUE CHARGE
Journals, Periodicals	Library Use Only	Not Applicable	Not Applicable
Reference Materials	Library Use Only	Not Applicable	Not Applicable

Information Desk Materials	Library Use Only	1-2 hours	Not Applicable
Reserved Materials	Library Use & Overnight Loans	1-2 hours	Not Applicable
Heritage Section Materials	2 Weeks	2 Weeks	₦0.50 per day fine accrues from the due date
Loan Section Materials	2 Weeks	2 Weeks	₦0.50 per day fine accrues from the due date
Overnight/Weekend Loans	Till Library Opens	Before or by 10.00 a.m.	₦0.50 per hour fine accrues immediately library clock strikes 10.00 am
Special Collections	1 Week	1 Week	₦0.50 per day fine accrues from the due date
Audio Visuals	Library Use & Overnight Loans	1-2 hours	Not Applicable

All charges are subject to change.

AUDIO-VISUAL POLICY

Audio-visual includes all forms of recorded materials (reel, cassette, video, etc), photographic films (motion pictures, film strips, slides, etc), and any other related electronic media. The audio-visual materials can be found in the Walton Whaley Library and the Harold Lee Library (all at Oyibi) and at the Kumasi and Techiman campuses.

As a Seventh-day Adventist institution, the Library is also interested in collecting and making available Adventist audio-visual materials. To this end, the Libraries maintains sermons and other audio-visual materials on the Seventh-day Adventist Church, which are available upon request.

RENEWAL OF BORROWED BOOKS

Books may be renewed only in person at the circulation desk. Representatives are not allowed to renew on behalf of the borrower.

PHOTOCOPY

Photocopy services are available at a fee. Please check at the counter.

COMPUTER USE POLICY

The Library public access computers are available for research and educational purposes only. Members of local communities may use the computers for research and educational purposes, although preference may be given to students, faculty and staff of Valley View University.

All users of the public access computers in the Libraries should comply with the following conditions:

- ◆ The Library prohibits the use of public access computers for e-mail, games, chat, financial transactions or other recreational use.
- ◆ Library public access computers may not be used to view or transmit any indecent or obscene materials. The viewing of indecent materials in the Library is considered a case of sexual harassment and a violation of the Student Code of Conduct (See Valley View University Student Handbook). Such offenders will be subjected to the University disciplinary procedure.
- ◆ The Library reserves the right to restrict access to, and/or impose time limitations on the use of public access computers.
- ◆ The Library prohibits unauthorized installation of any software on public access computers.
- ◆ The Library prohibits theft, modification or destruction of Library hardware, software or data including display and desktop configurations.
- ◆ The Library prohibits unauthorized access to computing resources or accounts, or attempted evasion of system and network security measures.

The Library staff reserves the right to monitor the use of public access computers and may contact ICT Assistant to report non-compliance with the Library's Computer Acceptable Use Policy.

RIGHTS AND RESPONSIBILITIES

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. In addition, system administrators may access user files or accounts as required, protecting the integrity of computer systems.

EXISTING LEGAL CONTEXT

All existing laws and University regulations and policies apply to all patrons, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable laws. Users may be held accountable for their conduct under any applicable University policies and procedures. Complaints alleging misuse of Library computing and network resources will be directed to those responsible for taking appropriate disciplinary action.

EXAMPLES OF MISUSE

Examples of misuse include, but are not limited to, the activities in the following list.

- ◆ Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- ◆ Using the Library Network to gain unauthorized access to any computer systems.
- ◆ Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- ◆ Knowingly running or installing on any computer system or network, or giving to another user, a programme intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programmes known as computer viruses, Trojans and worms.
- ◆ Attempting to circumvent data protection schemes or uncover security loopholes.
- ◆ Deliberately wasting computing resources.
- ◆ Using electronic mail to harass others.
- ◆ Masking the identity of an account or machine.
- ◆ Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- ◆ Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

APPROPRIATE USE

The Library extends to students, faculty, and staff the privilege to use its computers and network. When you are provided access to our campus network, you are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use Web browsers and other Internet tools to search and find needed information.

The Internet is a network of networks of computers that share file transfer protocols (ftp) as well as internet protocols (ip) and whose users make up a worldwide community. In addition to formal policies, regulations, and laws which govern the use of computers and networks, the Internet user community observes informal standards of conduct. These standards are based on common understandings of appropriate, considerate behaviour which evolved in the early days of the Internet, when it was used mainly by an academic and highly technical community. The Internet now has a much wider variety of users, crossing boundaries of geography and governments, in order to make using the Internet a positive and productive experience. You are expected to comply with these informal standards and be a "good citizen" of the Internet.

ENFORCEMENT

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

Infractions by students may result in the temporary or permanent restriction of access privileges, notification of a student's academic advisor and/or referral of the situation to the Office of Student and Life Services. Those by a faculty or staff member may result in referral to the respective Dean or Administrative Officer.

NETIQUETTE

"Netiquette" stands for "Internet Etiquette", and refers to the set of practices created over the years to make the Internet experience pleasant for everyone. Like other forms of etiquette, netiquette is primarily concerned with matters of courtesy in communications.

The netiquette of sending means that communications should be brief, use a white background for clarity, use descriptive subject lines, stay focused on the topic, be aware when sending attachments, copy the minimum number of people, include your email address, respect non-commercial spaces and avoid using abusive language (flaming).

When one receives mail, one should reply only to the appropriate individuals, forward mail only to the right people, summarize, check current information before replying, reference past communications and acknowledge important communications.

The netiquette of Confidentiality involves not publicizing other's email addresses, never sending what one has not read, archiving and respecting copyright.

DISTANCE/SANDWICH STUDENTS

The Valley View University libraries cater for the information needs of every student. Per se, each student has equal right to the use of the library as others. Due to the tight schedules of the distance and sandwich students, they are not able to use the library as the regular students. Therefore, no reasonable effort will be spared to facilitate their access to knowledge and information.

LOST LIBRARY ITEMS

Lost library materials must be replaced to ensure continued access to information. Therefore, a patron who misplaces a library material must pay for it. The patron's account will be blocked as soon as we notice that it is overdue. Please take note of the following:

- ◆ A library material becomes overdue immediately the date and time it was supposed to be returned expires. A patron's account is blocked when a library material becomes overdue.
- ◆ After two weeks it is assumed missing and the patron will be charged with the following:
 - Five times the current cost of replacing it.
 - Overdue charge that has accrued until the date of replacing/returning the book will be paid.
- ◆ If the patron brings a newer version/edition of that same library material to replace the lost one, she/he pays a processing fee of ten Ghana cedis (¢10(this amount is subject change)) plus the overdue charge at the time of replacement. She/he will not have to pay five times the cost of the book.

MOBILE PHONES

The library is supposed to be a quiet place where patrons access and create knowledge. Mobile telephone usage in the library distracts other users of the library, often preventing them from concentrating on their work. Patrons are advised to either turn off, or put completely on silence, their mobile phones as well as any other such device that could serve as a distraction to other users of the library. These include iPods, laptops, etc. If they receive a call while in the library, they should quickly step out of the library hall if they want to talk.

1. Patrons who make or receive calls in the library hall or whose devices sound in the library for the first time will be cautioned and made to sign an undertaking that henceforth, they will not allow that to happen again.

2. Second time offenders will be required to pay a spot fine of ten Ghana cedis only (Gh¢10.00). They will be required to produce a receipt of payment from the business office before their mobile phones are returned to them.
3. Third time offenders will be banned for four weeks.

Subsequently an offender will be made to face the University disciplinary measures. Please note that faculty and staff are also required to comply. Staff and senior members who use the library are expected to comply with the directive to either put their phones off or on silent. They are to receive their calls outside the library hall and cooperate with library staffs who warn them to leave the hall in order not to distract other patrons.

STUDENT LIFE AND SERVICES

INTRODUCTION

Valley View University is concerned with educating the whole person for happy and effective living. In order to have a complete, balanced programme, VVU makes provision for cultural, social and recreational needs. Therefore, many activities not directly related to the instructional programmes are made available.

Valley View University provides every registered student with a copy of the Student Handbook. It should be studied with care. Individuals who are not interested in supporting the ideals and high moral standards of the University should not enrol.

UNIVERSITY CHURCH, CHAPLAINCY AND RELIGIOUS LIFE

Saturday, the Seventh-day of the week, is observed as a day of worship at Valley View University. All resident students are expected to observe it from Sundown Friday to Sundown Saturday as a day of rest and worship. The Friday Vesper Services, the Sabbath School, the Divine Service and every religious service are important parts of the spiritual programme at Valley View University.

All resident students are required to attend these services, while non-residence students are encouraged to participate in all religious activities. Any student who, for any reason is unable to attend any service must obtain permission from his/her residence Hall Dean.

COUNSELLING

Registrar, The Senior Assistant Registrar Academic Administration, Department Heads, Faculty Advisors, Chaplaincy and the Counselling Officers are readily available to assist students in planning their academic, social, spiritual and physical lives to meet their career objectives and to provide personal counselling.

HEALTH CARE SERVICE

The University operates hospitals at the Oyibi and Techiman campuses with resident Physicians and Nurses for the benefit of all students and staff. There is a sick bay at the Kumasi campus. The cost of first aid treatment is included in the fees required of all students. The cost of consulting a physician outside the campus, the purchase of prescribed medicines, and hospitalization are the responsibility of the student.

CAMPUS EMPLOYMENT

In keeping with SDA philosophy of education which includes the development of the physical nature of humans, VVU provides varied opportunities for students to work in campus-related industries. Students are expected to work at least four hours per week. This aims at, encouraging them to appreciate the value and dignity of labour, and also,

at empowering them to become self-reliant in financial matters. If a student's spouse is employed in work study programme of VVU to support the student, the employment may be terminated once the student has graduated and ceased to be a registered student.

STUDENTS ASSOCIATION

The Student Representative Council (SRC) provides opportunities for student leadership. Elected officers, including faculty sponsor(s), regularly direct the affairs of SRC and conduct the general assembly and senate meetings in accordance with the approved constitution.

CLUBS AND SPORTS

Literature Club, International Students Association, Student Youth Travel Organization (SYTO), Computing Science Students Association (COSSA), Business Administration Students Association (BASA), National Civic Education Movement, The Green Earth Club, French Club, Ministry Oriented Students Club, Theology/Religion Student Association (THESSA) etc. have been organized to provide for students' interest in these areas. Students also participate in various sporting activities such as table tennis, volley ball, Football, Basketball and jogging.

RESIDENCE HALLS

Resident Students

The University operates residential facilities for a limited number of students. Accommodation may be granted to students on application on first come first served basis. All Theology, Nursing and Midwifery and foreign students shall be residential students. Every registered student shall be affiliated to a specific Hall of residence on the campuses.

Accommodation

1. The University shall provide accommodation for students on campus and oversight responsibility to maintain the facility.
2. Each room shall elect a room representative to report all maintenance concerns via online application to Dean Assistants.
3. The Dean Assistants shall recommend maintenance to the Hall Dean
4. The Hall Dean shall confirm the request and forward it to the Directorate of Works and Physical plant for inspection and action through the Dean of students.
5. The Dean of students shall approve and forward the request to the Directorate of works and physical plant attend to the request within five (5) working days.
6. In emergency situations, the Dean Assistants can place a call to the Directorate of Works and Physical Plants for attention and report same to the Hall Dean in writing

who shall so report same to the Dean of Students for documentation and accountability purposes.

Hall Dues

1. University Hall Dues shall be paid to the designated VVU Bank Account by every registered student at the beginning of each semester.
2. The Dues shall be credited into each student's account upon Bank deposit.
3. A student who has paid Dues shall be permitted to register for a room in a Hall online.
4. A Dean Assistant shall approve payment and the registered student's name shall be captured on the Paid Dues List.
5. Room allocations shall be made by the Dean Assistant after submission of the online request.

Off-Campus Students

Students who wish to live off-campus must apply to the Valley View Administration through the Dean of Students, at the beginning of each semester. They may not transfer during the semester.

FOOD SERVICES

The University cafeteria serves wholesome and balanced meals. All entrees served in the cafeteria are vegetarian. Students are to desist from taking non-vegetarian entrees to the cafeteria.

Students who reside off-campus are expected to conduct themselves in accordance with VVU standards.

VVU is not responsible for debts incurred by students anywhere.

Feeding

1. The University shall provide cafeteria and groceries services.
2. There is a University Food Committee whose primary responsibility shall be to develop and implement policies for the food services offered to students.
3. An elected Food Representative of the Student Representative Council (SRC) serves on the Food Committee and shall represent the interest of the entire student population.
4. A student shall present a request through the SRC Food Representative in writing to the Food Committee.
5. A student may make a request to the chair of the committee.

6. The SRC executives shall make request on behalf of the General Assembly to the Chair of the Committee.
7. The Committee shall respond to any request within fourteen (14) working days.
8. The Food Services Committee is a subcommittee of Welfare Board of the University and the executives can appeal to the chair of the Board through the chair of the committee.
9. The decision of the Board shall be final and cannot be appealed.

ALUMNI ASSOCIATION

ALUMNI AFFAIRS

An Alumni Association of the University has been formed with Regional Coordinators inside and outside the country. It has a National Executive which is preparing a constitution for the Association. A Director for Alumni Affairs has been appointed to coordinate activities of the alumni. He works under the Senior Assistant Registrar, General Administration.

The Association keeps past students in touch with the University. It meets once a year during the Commencement Weekend and also contributes immensely to the progress of the University.

The Office of Alumni Affairs is responsible for the planning and implementation of programmes and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students.

The Director of Alumni Affairs serving as an ambassador, is charged with securing commitments from alumni to provide professional expertise and volunteer service; collaborating with colleagues in the administrative offices (including, but not limited to Admissions, Fundraising, Public Affairs and Student Affairs) and the Schools to create and maintain pathways for alumni participation that advance the goals of the University; partnering with Fundraising colleagues to identify, cultivate, solicit and steward alumni giving; and serving as a liaison between the Alumni Association National Executive Council and the Academic and Administrative leadership of the University.

The Director of Alumni Affairs reports to the Senior Assistant Registrar General Administration.

The alumni community currently numbers approximately 4,000 of whom approximately 2,500 may be reached via current contact information.

All attendees and degreed alumni of the University (Adventist Missionary College and Valley View College inclusive) are counted as members of the Alumni Association.

Other Responsibilities Include

Work closely with the Alumni Association National Executive Council with its meetings, staffing its committees and ensuring strong and productive relationships between its members and the University's Academic and Administrative leadership; the Director/Co-ordinator serve as member of the Alumni Association National Council.

Plan, implement and promote alumni programs that support the University's strategic plan as well as the goals of the department in collaboration with colleagues within the department of Fundraising, the Vice Chancellor's Office and throughout the schools; develop and submit annual strategic and operating plans.

Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.

Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.

Educate graduating students about alumni benefits and engage them in programs.

Partner with department of Admissions to spearhead the introduction of alumni involvement in the admissions process; partner with the Dean of Student Affairs to plan the growth and accessibility of career networking services for students and alumni.

Collaborate closely with fundraising colleagues in increasing support from alumni; routinely identify and qualify alumni prospects for gifts; communicate development-related activities via written contact reports and periodic attendance at prospect management meetings.

Oversee and balance the budget for Alumni Affairs; within the annual program budget, manage existing and/or additional alumni programs, services and communications.

Raise funds for select special projects and events in collaboration with Fundraising colleagues.

UNIVERSITY CAREER SERVICES

INTRODUCTION

University Career Services exists to encourage students to focus on their studies. The department seeks to expose students to workplace ethics and provide them with soft skills to excel in the world of work.

MISSION

The mission of this department is to provide personalized and innovative way to empower a student's academic success and transformation.

VISION

Our vision is to equip all Valley View University Students with skills for lifelong career development and prepare them to make a difference in the Corporate Industry.

POLICY

The University Career Services is a department that seeks to assist students to enhance their academic abilities. Such support will come in the form of Seminars/Symposia (in Study Skills, Career Exploration and Planning as well as Job Search Strategies and Techniques) and Educational trips that expose students to the demands of the corporate world.

Specifically, the department will:

1. expose Level 100 Students to how to study.
2. connect VVU Interns to existing job markets
3. prepare VVU Graduates for the job market.
4. organize Job Fair on campus to close the gap that exists between academia and industry.
5. facilitate the employability of VVU graduates.

CENTRE FOR ACADEMIC RESEARCH AND ENGAGED SCHOLARSHIP (CARES)

INTRODUCTION

The Centre for Academic Research and Engaged Scholarship is responsible for providing strategic leadership in further developing the university's strategic goal on research, language and writing and engaged scholarship. For this purpose, CARES seeks to develop an effective and sustainable research and its ancillary strategies to facilitate faculty and students' research in the University and to ensure research conducted within the university meets the requirements of relevant regulations and guidelines of both national and international standards.

The Centre houses three units: Research and Innovation Office, the Language and Writing Unit, and Engaged Scholarship, which is directly involved in coordinating external activities of the first two units through engagement with relevant stakeholders, both within and outside the university community.

MISSION

To coordinate and facilitate evidence-based research across all VVU Campuses and Centres

VISION

To be a centre of excellence for academic research, writing and engaged scholarship.

The Centre shall provide the following student-centred services:

1. A walk-in facility with dedicated peer-tutors trained to provide editorial and research services to students in need of assistance on their projects/ assignments in line with academic writing standards
2. Periodic research and writing workshops, in relevant areas, to equip students with the needed skills to enhance academic research and writing (Attendance at these workshops is mandatory for all students as it counts towards their final citizenship grade)
 - ◆ A total of twelve (12) modules (for students in the regular mode of study) and nine (9) (for students in the sandwich and distance modes) shall be organised within the academic year. Every student is entreated to participate in all respective modules, once or multiple times, within the duration of his/her study at VVU.

- ◆ Each student must undertake at least three (3) modules in each academic year of study.
 - ◆ A certificate of attendance shall be issued to deserving students upon successful completion of all modules.
 - ◆ A Student shall only be cleared to undertake the final year project subject to a satisfactory completion of pre-requisite modules, not exceeding nine (9) modules.
3. The Centre shall also assist in linking students, who are engaged in cutting edge research, to relevant institutions and research funding agencies. A student who wishes to access this service is to communicate, in writing, to the Director of CARES detailing his/her research area with vivid justification of its contribution(s) to knowledge, and relevance to industry and the society as a whole.
 4. The Centre, in collaboration with the various students' associations, shall organise community engagement programmes. This is a unique opportunity for students to serve both their immediate and external communities in various capacities as health educators, development partners, adult literacy tutors, etc.

FACULTY OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF THEOLOGY
Bachelor of Arts in Theological Studies

DEPARTMENT OF DEVELOPMENT STUDIES
Bachelor of Science in Development Studies
Diploma in Development Studies

LANGUAGE AND WRITING UNIT

DEAN:	John Appiah
HEAD, THEOLOGICAL STUDIES	John Appiah
HEAD, DEVELOPMENT STUDIES	Martin Kudwo Akwetey
HEAD, LANGUAGE AND GENERAL EDUCATION UNIT	John Rhule

INTRODUCTION

The Faculty of Arts and Social Sciences comprises of two departments; Department of Theological Studies, and Department of Development Studies, and a unit; Language and Communication Studies. It offers Post-Graduate, Bachelor of Arts and Bachelor of Science degree programmes. It also offers Diploma courses and a bridging course for Senior High School leavers who do not meet requirements for direct entry to university.

VISION

The Faculty of Arts and Social Sciences is to be a leading world class Faculty in preparing professionals who provide leadership and exemplary pastoral, educational and related services to improve the lives of individuals in a changing and complex global society.

MISSION

The Faculty of Arts and Social Sciences educates, trains and adequately prepares national developers, pastors, teachers, curriculum developers and educational administrators to integrate theory and practice and provide Christian service.

PHILOSOPHY

The Faculty of Arts and Social Sciences, through its departments, operates within the framework of the Seventh-day Adventist philosophy which promotes "...a harmonious development of the physical, mental and spiritual powers" and prepares students "...for the joy of service in this world and in the world to come" (E. G. White, 1952, Education, p. 13).

OBJECTIVES

The Faculty of Arts and Social Sciences is committed to accomplish the following objectives:

- ◆ To educate pastors, teachers and educational leaders to give sacrificial service to God and humanity.
- ◆ To provide ministerial, teaching and leadership skills which are needed in the contemporary world.
- ◆ To train pastors, teachers and curriculum experts and educational leaders to integrate into their teaching/leadership Biblical Foundation of Ethics and values.
- ◆ To prepare professionals recognized for the quality and significance of their ministerial, teaching, research, scholarship, service, outreach, and leadership.

DEGREES AND DIPLOMAS OFFERED BY THE FACULTY OF ARTS AND SOCIAL SCIENCES

Bachelors

1. Bachelor of Arts in Theological Studies
2. Bachelor of Science in Development Studies

Diplomas

1. Diploma in Development Studies

UNIVERSITY ACCESS PROGRAMME (BRIDGING PROGRAMME)

Basic English and bridging course for Senior High School leavers who do not meet requirements for direct entry into the university.

DEPARTMENT OF THEOLOGICAL STUDIES

MESSAGE FROM THE HEAD OF THEOLOGICAL STUDIES DEPARTMENT

It is my distinguished privilege to welcome you to the Department of Theological Studies. The department is the bedrock of Valley View University's wonderful religious and musicological heritage. This department receives substantial support from the Northern and Southern Ghana Union Conferences, and West Central Africa Division of the Seventh-day Adventist Church. The rationale for the department's existence is to provide sound theological scholarship to qualifying students and to promote the mission of the Seventh-day Adventist Church in this part of the Lord's vineyard.

The department's curriculum is designed to prepare capable and informed ministers, pastors, evangelists, and lay persons ready to meet the challenges of this postmodern milieu. We sincerely endorse the idea that true education is the harmonious development of the mental, physical, and spiritual powers. The epicentre of this school is its faculty. Our excellent faculty is fully equipped to initiate the academic support that will enable you attain the height of your spiritual and academic development.

The Department of Theological Studies serves as the lifeline for other departments of the University for the Spiritual Nurture of our students. Our academic programme is tailored to prepare spiritual leaders to meet the challenges of service to God and humanity.

BRIEF HISTORICAL BACKGROUND INFORMATION

The Bachelor of Arts Theological Studies programme was introduced in 1993. Prior to this period, Bible workers and Gospel ministers of the Seventh-day Adventist church in Ghana were trained outside the country. With the rapid growth of churches and schools in the denomination, the need for Bible workers and Gospel ministers led to the establishment of the theological studies program in the then Valley View University College (now Valley View University). The programme was first accredited on September 30, 1997 by the National Accreditation Board. The department of Theological Studies and Religious Studies was organized into a School in August 2010 as part of the restructuring of Valley View University and is headed by a dean. Currently, there are two departments in the School with three programs, namely; BA Theological Studies, BAS Religion and BEd Religion.

PROGRAMMES OFFERED

The Department of Theological Studies currently offers Bachelor of Arts [BA] in Theological Studies, Post Graduate Diploma [PGD] in Ministry.

INTRODUCTION

The Bachelor of Arts of Theological Studies programme was introduced in 1993. Prior to this period, Bible workers and Gospel ministers of the Seventh-day Adventist church in Ghana were trained outside the country. With the rapid growth of churches and schools in the denomination, the need for Bible workers and Gospel ministers led to the establishment of the Theology programme in the then Valley View University College (now Valley View University). The programme was first accredited on September 30, 1997 by the Ghana National Accreditation Board. The department of Theological Studies and Religious Studies was organized into a School in August 2010 as part of the restructuring of Valley View University and is headed by a dean. As the bedrock of the University's academic heritage and history, the Theological Studies Department serves as a service centre for other departments for Religious courses.

RATIONALE

The Bachelor of Arts of Theological Studies programme was designed to provide the foundation necessary for a student to enter the gospel ministry. The programme is also designed to provide the basic training needed for those who want to further their training in Theological studies.

The Department seeks to enable students to contribute to the development of family, community, and church through training in both the theoretical knowledge and the practical application of a sound, Bible-based Christianity. As such, the programs provided by the Department are not limited to those seeking a career in the ministry. The programme provides solid Christian support for pre-professional programs such as medicine, social work, law, and many others. A degree in Theology will prepare one to be a better lay person, whatever his/her field of study or long-term goals may be.

VISION STATEMENT

The School of Theology and Missions seeks to be a centre of excellence in theological education.

MISSION STATEMENT

In harmony with the mission and core values of Valley View University, the Theology programme seeks to equip committed men and women with ministerial knowledge and skills for service to God and humanity.

CORE VALUES

The School of Theology and Missions seeks to pass on a passion for excellence, integrity, and service.

GOALS

The primary goals of the Bachelor of Arts of Theological Studies programme are to prepare and turn out trained and qualified pastors/Bible-teachers who:

- Have developed the academic and professional competence to function effectively as preachers, Bible-teachers, evangelists, counsellors, and youth leaders.
- Have been prepared and equipped to continue their studies in seminaries and universities
- Demonstrate the attributes and skills of competent spiritual leaders, including a sense of divine call and communion with God, a compassionate and accepting relationship with other people, personal integrity, and a balanced judgment.
- Successfully manage religious programs, personnel, finances, and facilities.
- Will promote and participate in the global mission of the Christian church.
- Will inspire and facilitate personal ministry growth through a commitment to life-long learning.
- Initiate critical and creative thinking, serving as a catalyst for advancement and growth.
- Demonstrate competence in communicating through the printed medium biblically-based responses to contemporary cultural, ethical, and theological issues and challenges.

OBJECTIVES

The objectives of the department are to:

- Expose the minister-in-training to an in-depth study of the Bible by providing him or her with essential tools of biblical hermeneutics that emphasize humanity's salvation through Jesus Christ.
- Equip the students with strategies and methods of evangelisation and tools for nurturing.
- Provide biblical knowledge to enable students restore lost moral values in the family, schools and the wider society.
- Equip students with analytical and critical thinking in the systematic presentation of biblical ideas.
- Assist students to learn to evaluate ministerial practices through pastoral reflection, which helps them establish a biblical model of leadership.

- Equip prospective graduates with the appropriate tools to analyze the needs of their churches and communities and develop and implement appropriate and effective ministries.

CAREER OPPORTUNITIES

BA Theology graduates may be employed by the church or church organizations (especially the Seventh-day Adventist Church) as pastors, evangelists, literature evangelists, Bible teachers, chaplains, counsellors, social workers, and missionaries. The programme can also serve as a foundation for other Pre-professional programmes such as: Law, Architecture, Psychology, Physician's Assistant etc.

ADMISSION REQUIREMENTS

1. Senior Secondary School Certificate Examination (SSSCE): An applicant for admission to a degree programme must have CREDITS in the THREE SSSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE SSSCE Elective Subjects or its equivalent with aggregate 24 or better. Grades A-D are considered to be passes while grade E is not considered as a pass and is therefore not acceptable for admission purposes.
2. West Africa Senior Secondary Certificate Examination (WASSCE): An applicant for admission to a degree programme must have CREDITS in the THREE WASSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE WASSCE Elective Subjects or its equivalent with aggregate 36 or better. Grades A1 - C6 are considered to be passes while D7, E8 and F9 are not considered as passes and are therefore not acceptable for admission purposes.
3. GCE 'O' Level: An applicant must have five (5) credits including English Language and Mathematics plus at least two (2) GCE 'A' Level passes and a pass in the General Paper.
4. HND holders from recognized institutions with at least second class upper division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed.
5. Diploma certificates from recognized Universities with second class upper division may be considered for admission into level 100 or 200 in their area of specialization depending on the subjects passed.
6. International Students having equivalent qualifications as stated in (a), (b) or (c) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign

students must have their high school certificates/diplomas translated into English if they are not written in English.

7. **Mature Students:** Applicants must have attained the age of 25 years at the time of submitting the application, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 25 years old at the time of application with at least THREE (3) years relevant working experience.

EITHER

FIVE (5) credits at O' Level in English Language and Mathematics.

OR

Credit passes in the mature entrance examination in English, Mathematics and General Paper.

The mature applicants must pass an interview before getting admission.

Only students who have fulfilled all entry requirements at the time of application shall be considered for admission.

PROGRAMMES OFFERED

The School of Theology and Missions currently offers Bachelor of Arts [BA] in Theological Studies, Bachelor of Arts [BA] in Religious Education, and Post-Graduate Diploma [PGD] in Pastoral Ministry

Bachelor of Arts in Theological Studies

	Major Curriculum Sub-Division	Credits Requirements
A	General Education	26
B	Major Concentration	78
C	Cognates	32
D	Seminar	3
E	Research and Internship	6
F	Vocational Skills	1

	TOTAL	146
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A. GENERAL EDUCATION REQUIREMENTS 26 CREDITS

CLUSTER 1: Language and Communication (10 Credits)

ENGL 111 Language and Writing Skills I	2
ENGL 122 Language and Writing Skills II	2
FREN 112 French for General Communication I	2
FREN 121 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2

CLUSTER 2: Social and Behavioral Sciences, Humanities (3 Credits)

PSYC 105 Intro to Psychology	3
OR	
SOCI 105 Principles of Sociology	3

CLUSTER 3: Natural and Physical Sciences, Mathematics (6 Credits)

COSC 117 Fundamentals of Computing Skills	3
MATH 121 College Algebra	3

CLUSTER 4: Religion, Theology and Philosophy (3 Credits)

RELT 385 Biblical Foundations of Ethics	3
OR	
RELT 221 Introduction Christian Ethics	3

CLUSTER 5: Health and Physical Education (3 Credits + NC)

BIOL 140 Human Body in Health & Disease	3
OR	
HLHT 200 Health Principle	3
PEAC 100 Physical Activity	NC

CLUSTER 6: Counselling, Career Planning (NC)

GNEC 125 Study Skills	NC
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CLUSTER 7: African Studies (2 Credits) 2

AFST----- [African Studies A&B]	2
AFST 203 Indigenous Technologies for Development in Africa	1
AFST 213 Africa in Globalization World	1
AFST 223 Africa and the Diaspora	1
AFST 233 Cultural and Development	1
AFST 243 Chieftaincy and Development	1
AFST 204 Literacy Traditions in Africa	1
AFST 214 Traditional Festivals	1

AFST 234 African Drama	1
AFST 244 Language Proficiency- Ga	1
AFST 254 Language Proficiency- Twi	1
AFST 264 Language Proficiency- Ewe	1
AFST 274 Language Proficiency- Dagbani	1

B. MAJOR CONCENTRATION

78 CREDITS

RELT 117 Spiritual Gift Assessment	NC
RELT 235 Hebrew Law	3
RELT 217 Introduction to African Traditional Religion	3
RELT 215 Introduction to Pastoral Care and Counselling	3
RELT 231 Biblical Gospels	3
RLHS 251 History of the Early Church	3
RELT 257 Spiritual Formation for Ministry	3
RELT 268 Homiletics	3
RLHS 326 History of the Modern Church	3
RELT 262 Christian Family and Marriage Dynamics	3
RELT 335 Pastoral Formation	3
RELT 333 Early and Major Prophets	2
RELT 319 Youth Ministry	2
RELT 313 Biblical Hermeneutics	3
RELT 348 Minor Prophets and the Writings	2
RELT 322 Church Leadership and Management	3
RELT 323 Evangelism	3
RELT 324 Introduction to Theological Studies I	3
RELT 220 Introduction to Islam	2
RELT 346 Practice in Ministry	3
RELB 330 Introduction to Chaplaincy	2
RELT 413 Introduction to Theological Studies II	3
RELT 432 History and Growth of S.D.A Church in Ghana	3
RELG 431 Gift of Prophecy	3
RELT 447 Acts and Early Pauline Epistles	2
RELT 433 O.T. Apocalypse- Daniel	3
RELT 421 NT Apocalyptic Studies- Revelation	3
RELT 436 Latter Pauline and Catholic Epistles	2
RELT 480 Comparative Study of Religions	2
RELT 442 Church and Personal Finance	2

C. COGNATES

32

RELT 164 Introduction to Philosophy of Religion	3
GREK 102 Elementary Greek I	3
RELT 415 Music in Christian Worship	2
GREK 237 Elementary Greek II	3

REL T 126 History and Literature of the Intertestamental Period	3
REL T 225 Adventist Heritage	3
HEBR 222 Elementary Hebrew I	3
REL T 242 Scientific Study of Creation	3
HEBR 317 Elementary Hebrew II	3
GREK 337 Intermediate Greek	3
HEBR 486 Intermediate Hebrew	3
D. SEMINAR	3
REL T 426 Seminar in Contemporary Theology	3
REL T 427 Seminar in Christianity and African Culture	3
REL T 428 Seminar in Bible and Ecology	3
REL T 429 Seminar in Adventist Theology	3
E. RESEARCH AND INTERNSHIP	6
REL T 357 Research Methods	3
REL T 400 Internship; Ministerial Attachment & Literature Evangelism	NC
REL T 435 Senior Research Project	3
F. VOCATIONAL SKILLS	1
ACMT 300 Auto-Mechanics and Maintenance	1
AGRC 301 General Agric/Horticulture	1
FUMS 302 Fundamentals of Masonry	1
MGMT 303 Estate Management	1
G. RESEARCH AND INTERNSHIP	6
REL T 314 Research Methods	3
REL T 400 Internship; Ministerial Attachment & Literature Evangelism	NC
REL T 414 Senior Research Project	6
TOTAL CREDITS	149

A. Structure of the programme (Semester-by-semester schedule/structure of course, showing the credit value of each course).

YEAR WISE SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CR	COURSE	CR
ENGL 111 Language and Writing Skills I	2	ENGL 122 Language and Writing Skills II	2
FREN 112 French for General Communication I	2	CMME 115 Introduction to Communication Skills	2
PSYC 105 Intro to Psychology OR SOC1 105 Principles of Sociology	3	FREN 121 French for General Communication II	2
COSC 117 Fundamentals of Computing Skills	3	GNED 121 Study skills	NC
MATH 121 College Algebra	3	GREK 102 Elementary Greek I	3
BIOL 140 Human Body in Health & Disease OR HLHT 200 Health Principles	3	RELT 128 Introduction to Logic	3
RELT 117 Spiritual Gift Assessment	NC	RELT 126 History And Literature of the Intertestamental Period	3
PEAC 100 Physical Activity	NC	RELT 164 Introduction to Philosophy of Religion	3
FIRST SEMESTER TOTAL CREDITS	16	VOCATIONAL SKILLS	1
		SECOND SEMESTER TOTAL CREDITS	19

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CR	COURSE	CR
RELT 231 Biblical Gospels	3	HEBR 222 Elementary Hebrew I	3
RELT 235 Hebrew Law	3	RELT 262 Christian Family and Marriage Dynamics	3

RELT217 Introduction to African Traditional Religion	3	RELT 225 Adventist Heritage	3
RELT 215 Introduction to Pastoral Care and Counselling	3	RELT 242 Scientific Study of Creation	3
GREK 237 Elementary Greek II	3		
RLHS 251 History of the Early Church	3	RELT 268 Homiletics	3
African Studies	1	African Studies	1
RELT 257 Spiritual Formation for Ministry	3	RLHS 286 History of the Modern Church	3
		RELT 221 Introduction Christian Ethics	3
FIRST SEMESTER TOTAL CREDITS	22	SECOND SEMESTER TOTAL CREDITS	22

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CR	COURSE	CR
HEBR 317 Elementary Hebrew II	3	RELT 348 Minor Prophets and the Writings	2
RELT 335 Pastoral Formation	3	RELT 322 Church Leadership and Management	3
RELT 357 Research Methods	3	RELT 323 Evangelism	3
RELT 333 Early and Major Prophets	2	RELT 324 Introduction to Theological Studies I	3
GREK 337 Intermediate Greek	3	RELT 320 Introduction to Islam	3
RELT 319 Youth Ministry	2		
RELT 313 Biblical Hermeneutics	3	RELT 346 Practice in Ministry	3

		RELB 330 Introduction to Chaplaincy	2
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	19

SUMMER	
COURSE	CREDIT
RELT 400 Internship; Ministerial Attachment and Literature Evangelism	3

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CR	COURSE	CR
RELT 432 History and Growth of SDA Church in Ghana	3	RELT 421 N.T. Apocalyptic Studies Revelation	3
RELT 413 Introduction to Theological Studies II	3	RELT 436 Latter Pauline and Catholic Epistles	2
RELT 435 Senior Research Project	3	RELT 480 Comparative Study of Religions	2
RELT 415 Music in Christian Worship	3	HEBR 486 Intermediate Hebrew	3
RELG 431 Gift of Prophecy	3	SEMINAR	3
RELT 447 Acts and Early Pauline Epistles	2	RELT 442 Church and Personal Finance	2
RELT 433 O.T. Apocalypse- Daniel	3		
FIRST SEMESTER TOTAL CREDITS	20	SECOND SEMESTER TOTAL CREDITS	15

B. Course Descriptions:

Major Courses

RELT 117 SPIRITUAL GIFT ASSESSMENT

NC

The course identifies strategies in assessing different spiritual gifts of the Holy Spirit. It focuses on identifying and developing different, but equal, spiritual gifts for the work of ministry and the edification of the church, (Christ's body). Experimentation of Self-Assessment Scale (SAS) and Multi-Assessment Scale (MAS)

GREK 102 ELEMENTARY GREEK I

3 CREDITS

Introduction to morphology and grammar of New Testament Greek. Alphabet, rules of accents, conjugation, declension, forms of tenses, moods, other grammatical aspects, and basic vocabulary. **This course is a pre-requisite to GREK237.**

RELT 128 INTRODUCTION TO LOGIC

3 CREDITS

Fundamentals of deductive and inductive reasoning. Theories of deductive reasoning. Identification of concepts of generation and the strength of argument. This course is designed to equip students with the principles of good reasoning.

RELT 126 HISTORY AND LITERATURE OF THE INTERTESTAMENTAL PERIOD

3 CREDITS

This course seeks to introduce students to the historical gap between the Old and New Testaments known as the 400 'silent years' in the history of the Jewish people. This period is termed 'Inter-Testament' because it covers time between the last Prophet of the Old Testament (Malachi) and the rise of the fore runner of Jesus Christ (John the Baptist). The course centres on the history, literature and ideologies of the period that served as the backgrounds for the New Testament. **This course is a pre-requisite to RELT231**

RELT 164 INTRODUCTION TO PHILOSOPHY OF RELIGION

3 CREDITS

This course studies the philosophical issues and arguments raised by the historical dialogue among the living world religions. Topics include concepts of a deity, revelation, religious truth, problem of evil, notions of salvation, free will and determinism, faith and reason, religious pluralism, origin and meaning of human life, the concept of foreordination and predestination, miracles and the modern world view, religion and violence, and the concept of conscience. Additionally, students would be able to think

clearly, and for themselves about these issues and increase their understanding of their own religious beliefs (if any) and those of others. This course is a pre-requisite of **RELT 324** and **RELT 413**.

ACMT 300 AUTO-MECHANICS AND MAINTENANCE

1 CREDIT

Introduction to the rudiments of auto-mechanics, auto-electrical as well as auto-maintenance. Familiarization with common auto-mechanic and electrical faults/failures, and how to prevent or repair them.

AGRC 301 GENERAL AGRIC/HORTICULTURE

1 CREDIT

The course introduces its participants to the basic techniques of horticulture with particular emphasis on modern methods of grafting and seed nursing for gardening and field orchard. Practical experience through the involvement in the ecological farm projects at Valley View University.

FUMS 302 FUNDAMENTALS OF MASONRY

1 CREDIT

An introduction to the rudiments of masonry with reference to mortar mixing, block moulding and block laying. Practical experience through involvement in masonry activities at a recommended building site

MGMT 303 ESTATE MANAGEMENT

1 CREDIT

Introduction to the basics of real estate management, covering topics such as land acquisition, documentation, development, management, and maintenance.

COURSE LIST FOR LEVEL 200

RELT 231 BIBLICAL GOSPELS

3 CREDITS

The issue of the authorship of the gospels; their dating; place of writing; backgrounds; addressees; occasion; and purpose. The synoptic problem, the structure, contents and concerns, and main theological themes of these gospels. RELT 126 is a prerequisite RELT 231.

RELT 235 HEBREW LAW

3 CREDITS

Introduction to the Pentateuch (Genesis, Exodus, Leviticus, Numbers and Deuteronomy), covering issues of authorship/composition, backgrounds, structure,

content, and theology. Discussions of selected texts from an African perspective. This course is a prerequisite to RELT 333.

RELT 217 INTRODUCTION TO AFRICAN TRADITIONAL RELIGION 3 CREDITS

Method and approach of the study of ATR. The existing sources for the study of ATR. Reflections on some themes in the structure and characteristics of ATR and their relevance to society. Human relations with respect to nature, ecology, concepts of community, environment, traditional ethics and destiny. Basic belief systems in ATR with reference to the spiritual and physical realms, such as belief in God, earthly deity, and ancestors.

RELT 215 INTRODUCTIONS TO PASTORAL CARE AND COUNSELLING

3 CREDITS

This is a study of the Pastor's role as a counsellor. The fundamental thesis of this introductory course is that pastoring is by definition counselling; a skill based on a body of understanding. Different types and current theories of counselling will be surveyed. Along with skills practiced and carried out within the classroom in order to develop and sharpen the counselling techniques and skills needed for effective pastoral counselling. Counselling within the African context will be emphasized. This course is designed to facilitate both the actual skill of counselling and the acquisition of knowledge and insights based on reading experience.

GREK 237 ELEMENTARY GREEK II

3 CREDITS

Continuation of RELT 121, covering remaining morphological and grammatical rules of New Testament Greek. Practice in reading and translation of simple texts from the Gospel of John. ***RELT 102 is a prerequisite to this course. This course is a prerequisite to GREK 337***

RLHS 251 HISTORY OF THE EARLY CHURCH

3 CREDITS

The Jewish and Greco-Roman setting and the beginnings of the Church. Christianity and the Roman Empire. Attacks on Christianity and the work of the Apologists. Outstanding religious movements and personalities. Asceticism and Monasticism. Christianity in North Africa. ***This course is a pre-requisite to RLHS 286***

AFST XXX AFRICAN STUDIES

1 CREDIT

This course is not a technical one. It is about our way of life as Africans and its implications for development. The course therefore aims at creating a learning space for students to critically examine the interplay between African culture and development by highlighting on how these concepts shape or influence each other. It also seeks to develop positive attitude to African cultures and ways of life. Themes for discussion focus on the cultural issues that arise in the quest for socio-political, economic, religious and technological advancement and the need to preserve certain traditional values while pursuing new ones. There are several African Studies courses out of which students are to choose two of them. Students are encouraged to be

punctual at lectures and make their own notes. Readings will be provided to support all discussions at lectures.

RELT 385: INTRODUCTION TO BIBLICAL FOUNDATION 3 CREDITS

This course studies the structure and content of Christian ethics: goal, motive, and norm of the Christian life; with an analysis of ethical issues of practical decision-making, authority, life, and sexuality. Ethical considerations of business decisions are examined in light of a Christian value system. This course covers topics such as different approaches to decision making in ethical situations, development of appropriate organizational responses to ethical problems, morality and issues of right and wrong, etc.

RELT 257 SPIRITUAL FORMATION FOR MINISTRY 3 CREDITS

Biblical, theological, historical and practical study of spiritual formation for Christian ministry. Examination and engagement in spiritual disciplines foundational to a strong devotional life and Christian service. Relationship between personal, corporate and social spirituality, particularly the role of a spiritual guide in the development of spiritual formation in others. ***This course is a pre-requisite to RELT 335.***

HEBR 222 ELEMENTARY HEBREW I 3 CREDITS

Introduction to morphology and grammar of Old Testament Hebrew. Alphabet, vocalization, basic particles, nouns, adjectives, strong verbs (Qal and Piel), construct relationship, and basic vocabulary. **This course is a pre-requisite to HEBR 317.**

RELT 225 ADVENTIST HERITAGE 3 CREDITS

Study of the Second Advent Awakening in the nineteenth century and subsequent development, organization, and history of the SDA Church, including the Adventist understanding of the prophetic ministry of E. G. White.

RELT 242 SCIENTIFIC STUDY OF CREATION 3 CREDITS

Introduction to the worldviews on the origins of life. Evaluation of the creation debate and evolutionary theory through counter scientific evidence and the biblical record.

RELT 262 CHRISTIAN FAMILY AND MARRIAGE DYNAMICS 3 CREDITS

Study of the biblical origin, composition, principles, dynamics, and growth of marriage and family within the African context. Topics include the building of healthy relationships, spousal interaction, child or spousal abuse, problems in parenting, aging, and health, and crisis at critical periods in the life cycle. An examination of the principles involved in a mature approach to courtship, marriage and parenthood, and marital counselling.

RELT 268 HOMILETICS 3 CREDITS

Survey of the foundations for effective biblical preaching and study on the preparation and delivery of expository and topical sermons. The discovery of the exegetical idea of

the text, the formulation of the homiletical idea, and principles of sermon delivery. Peer review on the delivery of sermons.

RLHS 286 MODERN CHURCH HISTORY

3 CREDITS

The aftermath of the Reformation. Puritanism, Rationalism, Evangelism, and the rise and development of denominationalism, the Enlightenment and its influence upon Christian thought, and the influence of changing worldviews upon theology. **RLHS 251 is a prerequisite to RLHS 286.**

RELT 221 INTRODUCTION CHRISTIAN ETHICS

3 CREDITS

This course critically examines the major themes—the nature, content and rationality of the norms which guide actions—which organize ethics as a field of study. It provides the self/individual (a human being or corporate body or institution in society) with moral directive to resolve dilemmas in real life situations—economic, medical, legal, intellectual, sociological as well as religious. Finally, it projects Christianity (the Ethics of Christ) as the model or standard of judging morals in our contemporary permissive world.

HEBR 317 ELEMENTARY HEBREW II

3 CREDITS

Continuation of HEBR 222, covering remaining morphological and grammatical rules of Old Testament Hebrew: pronominal suffixes, strong verbs (Nifal, Pual, Hifil, Hofal, Hitpael), overview of weak verbs (all stems), and vocabulary. Introduction to BHS and practice in reading/translation of selected texts from Genesis. **HEBR 317 is a prerequisite to HEBR 486.**

RELT 335 PASTORAL FORMATION

3 CREDITS

Application of the skills of ministry, including participation in evangelism, congregational nurture and church growth, and preparation and presentation of a full range of Bible lessons. Students will be attached to churches under the supervision of respective church pastors. Reports from the assigned churches are then discussed in class.

RELT 357/GREL 501 RESEARCH METHODS

3 CREDITS

Introduction to research methods and writing in theology and religious studies with special focus on documentary research methodology. The course is designed to enable students undertake basic research projects. It will provide the participating student the basic theoretical as well as practical skills in research planning, design and execution of a research project, with an eye on the scientific method. **RELT 357 is a prerequisite to RELT 435.**

RELT 333 EARLY AND MAJOR PROPHETS

3 CREDITS

Introduction to the Early Prophets (Joshua, Judges, 1-2 Samuel, 1-2 Kings) and Major Prophets (Isaiah, Jeremiah, Ezekiel), covering issues of composition, background, structure, content, and theology. An examination of the roles of kings and prophets in

Israelite society and their contemporary application. RELT 333 is a prerequisite to RELT 348.

GREK 337 INTERMEDIATE GREEK

3 CREDITS

Introduction to the syntax of New Testament Greek. Readings in selected texts of the Greek New Testament. GREK 237 is the prerequisite to GREK 337.

RELT 319 YOUTH MINISTRY

2 CREDITS

The study of projects and programs that will harness the potentials in the youth, both in the church and the society, to be able to adequately handle the challenges of contemporary society. These include violence, crime, occultism, drug, sex abuse, and decline in spirituality, ignorance of biblical truths and values and the resultant apostasy in the church. It also trains the participants to furnish the youth with skills that will help them become resourceful and occupied. The course will equip the students with strategies to help them mobilize the youth for effective service to mankind and the spread of the Gospel ministry in preparation for life hereafter.

RELT 313 BIBLICAL HERMENEUTICS

3 CREDITS

Study of the methods of biblical interpretation. A review of historical development and an examination of hermeneutical presuppositions. Formulation of sound principles of biblical interpretation with application on selected texts representing the major genres of the Old and New Testaments, considering the African perspective.

RELT 348 MINOR PROPHETS AND THE WRITINGS

3 CREDITS

Introduction to the twelve Minor Prophets (Hosea – Malachi) and the Writings (Ruth, Ezra, Nehemiah, 1-2 Chronicles, Esther Job, Psalms, Proverbs, Ecclesiastes), covering issues of composition, background, structure, content, and theology. An examination of Poetry and Wisdom Literature in the growth of the religious thought of Israel. **RELT 333 is a prerequisite to RELT 348.**

RELT 322 CHURCH LEADERSHIP & MANAGEMENT

3 CREDITS

This course investigates principles, challenges, and practices of Christian leadership, emphasizing the issues that make leadership in the context of the church, education, and non-profit service organizations unique. It includes theological and social reflections especially during class activities. The course is prepared especially for future leaders and managers of the church, community, education, and non-profit organizations etc. Participants will be asked to offer at list a presentation of five minutes or a group presentation on assigned leadership theories.

RELT 323 EVANGELISM

3 CREDITS

Study of the basic principles, practices, and methods related to the propagation of the gospel. Planning, budgeting, gaining local church participation, publicity, use of aids and audio-visual materials, and various other procedures of public evangelism. A proposal of evangelistic outreach is required. The principles and strategies for

establishing new churches in various localities; Church planting modules and growth strategies as well as new convert nurturing skills.

RELT 324 INTRODUCTION TO THEOLOGICAL STUDIES I 3 CREDITS

This course is a theological survey of the basic tenets of the Christian faith. Topics studied include biblical inspiration, the trinity, angelology, hamartiology, creation, anthropology, necrology, Pneumatology, and Christology. Special stress is given to the manner in which these doctrines have received prominence in Christian theological thoughts throughout the centuries. **RELT 324 is a pre-requisite to RELT 413.**

RELT 320 INTRODUCTION TO ISLAM 3 CREDITS

The origins and development of Islam within its cultural context; life of Prophet Muhammad (SAW) the origins of the Qur'an and the Hadith, the differences between them, and their relationship to earlier Scriptures. Broad themes and characteristics of Islam including the faith and practice, especially in Ghana.

RELT 346 PRACTICE IN MINISTRY 3 CREDITS

Instruction in the aspects of church ministry, including guidelines in organizing and leading church meetings and weekly worship services, and officiating in rituals and ceremonies. **RELT 346 is prerequisite of RELT 400.**

RELB 330 INTRODUCTION TO CHAPLAINCY 2 CREDITS

An introduction to pastoral care and services to the Forces, hospitals, schools, industries, and other government and private establishments. Various forms of counselling such as pre-marital, marriage and family, children and adolescence are studied.

RELT 400 INTERNSHIP: MINISTERIAL ATTACHMENT & LITERATURE EVANGELISM 3 CREDITS

An eight-week field experience in a local church under the supervision of an experienced minister. Participation in various church functions, teaching, planning, and administration as well as personal ministry, visitation, Bible studies, literature evangelism, and other duties as prescribed by the supervisor. Taken during the long vacation after completion of level 300 courses. Performance of the student at the workplace is evaluated.

RELT 432 HISTORY AND GROWTH OF SDA CHURCH IN GHANA 3 CREDITS

The nature and method of propagation and expansion of Adventism in the Gold Coast/Ghana from the nineteenth century to present.

RELT 413 INTRODUCTION TO THEOLOGICAL STUDIES II 3 CREDITS

This course is a theological survey of the basic tenets of the Christian faith. Topics studied include Sabbath, covenant, soteriology, baptism, ecclesiology, sanctuary service, standards of Christian living, and eschatology. Special stress is given to the

manner in which these doctrines have received prominence in Christian theological thoughts throughout the centuries. **RELT 324 is a prerequisite to RELT 413.**

RELT 435 SENIOR RESEARCH PROJECT

6 CREDITS

Independent research and writing on an approved topic supervised by faculty members. **Prerequisite: RELT 357**

RELT 415 MUSIC IN CHRISTIAN WORSHIP

3 CREDITS

Rudiments and theory of music and music appreciation, hymnody, and African Christian music. The role of music in worship. Principles that undergird the choice of music and musical instruments for Christian worship. Acquisition of practical skills in music.

RELG 431 GIFT OF PROPHECY

3 CREDITS

This course explores the prophetic manifestation in the Bible and in the Christian Church. Special emphasis is placed on the experience of Ellen Gould Harmon (popularly known as Ellen G. White) and her role in the beginnings of Seventh-day Adventist Church. Discussions are built around the manifestations of the prophetic gift in the biblical context, the experience of Ellen G. White, the place of Ellen G. White's experience in the development of the Seventh-day Adventist Church, and issues surrounding her ministry as a messenger of God.

RELT 437 ACTS & EARLY PAULINE EPISTLES

2 CREDITS

An introduction to the Book of Acts, and Early Pauline Epistles covering issues of authorship, background, structure, contents, and basic theological themes and their contextual relevance. **RELT 437 This course is a pre-requisite to RELT 447.**

RELT 433 O.T APOCALYPSE-DANIEL

3 CREDITS

Issues in origin and characteristics of apocalyptic literature. Brief overview of apocalyptic writings in ANE, OT, and related Second Temple literature. The book of Daniel: authorship, background, structure, content, schools of interpretation, and exposition.

RELT 421: NT APOCALYPTIC STUDIES-THE BOOK OF REVELATION 3 CREDITS

An exegetical/expository study of the book of Revelation. Special attention is given to the interpretation of apocalyptic symbols and their implications for contemporary Christians.

RELT 436 LATTER PAULINE AND CATHOLIC EPISTLES

2 CREDITS

An introduction to Later Pauline and the Catholic Epistles covering issues of authorship, background, structure, contents, and basic theological themes and their contextual relevance.

RELT 480 COMPARATIVE STUDY OF RELIGIONS

2 CREDITS

A survey of the origins, beliefs and contemporary practices of major religious systems. Attention is given to Hinduism, Buddhism, Confucianism, Judaism, Christianity,

Shintoism, Taoism, Islam, and African Traditional religion; the interaction between the specific religion and the cultures in which they are practiced. There is also a look at the similarities, differences and potential for understanding among the religions.

HEBR 486 INTERMEDIATE HEBREW

3 CREDITS

Introduction to Biblical Hebrew syntax and text linguistics. Readings in selected texts of the Hebrew Bible. **HEBR 317 is a prerequisite to this course.**

RELT 442 CHURCH AND PERSONAL FINANCE

2 CREDITS

Principles of managing church and personal finances. Financial planning, money management strategies, investing financial resources, and financial planning related to retirement. Preparation and analyses of financial statements, auditing and control systems, and budgeting. Proposal writing and small-scale business funding.

RELT 426 SEMINAR IN CONTEMPORARY THEOLOGY

3 CREDITS

This course is a theological seminar exploring modern and contemporary understandings of theology in relation to current issues in theological thoughts. The seminar format will place special stress on theological diversity, unity of scripture, the five solas of the reformation, theological liberalism, theological neo-liberalism, theological fundamentalism, Pentecostalism, Charismaticism, open theism, particular theologies in the Word of Faith movement, New-Age movement, and the new Atheism. Since this course is designed to aid students in bringing their theological education into maturity and integration, students are required to lead seminar sessions through class presentations and panels based upon relevant topics selected in consultation with the facilitator/lecturer.

RELT 429 SEMINAR IN ADVENTIST THEOLOGY

3 CREDITS

A seminar of issues peculiar or relevant to Adventist theology. Peer review papers on topics such as heavenly sanctuary, pre-advent judgment, three angels' messages, remnant, gift of prophecy, spiritualism, health reform, and other issues of current interest.

RELT 428 SEMINAR IN BIBLE AND ECOLOGY

3 CREDITS

A seminar exploring issues in theology and ecology. Peer review papers on topics such as environmental ethics, environmental sustainability, ecological sanitation, ecological preservation, and other issues of current interest.

RELT 427 SEMINAR IN CHRISTIANITY AND AFRICAN CULTURE

3 CREDITS

A seminar exploring issues in theology and African culture. Peer review papers on topics such as polygamy, libation, healing, chieftaincy, ancestral beliefs, rites of passage, taboos, deliverance and exorcism, and other issues of current interest.

DEPARTMENT OF THEOLOGICAL STUDIES FACULTY LIST

FULL-TIME FACULTY MEMBERS

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- 1 **ASAFO, DZIEDZORM R.** [ASSOCIATE PROFESSOR]
PhD, (Sociology of Religion), 1999, Uppsala University Uppsala, Sweden
MA, (Theology), 1987, Andrews University
BBA, (Business Admin) 1989, Andrews University.
BA, (Theology) 1979, Andrews University
-
- 2 **BEDIAKO, DANIEL K.** [ASSOCIATE PROFESSOR]
PhD, Religion, (2009), Adventist International Institute of Advanced Studies, Silang, Cavite, Philippines.
MA, (Old Testament), 2004, AIIAS
BA, (Religion), 2002, Valley View University
-
- 3 **BERCHIE, DANIEL** [ASSOCIATE PROFESSOR]
PhD, Religion, (2009), Adventist International Institute of Advanced Studies, Silang, Cavite, Philippines
M.A. (New Testament), 2005, AIIAS
BA, (Theology), 2002, Valley View University
-
- 4 **APPIAH, JOHN** [SENIOR LECTURER]
PhD, Religion, (2017), Philippine Christian University, Manila, Philippines.
MA (Biblical Theology), 2005, Andrews University
BA (Theology), 2001, Valley View University
-
- 5 **DEI, DANIEL** [SENIOR LECTURER]
PhD, Ethics, (2018), North-Western University, Potchefstroom, South Africa
MPhil, Guidance and Counselling), 2012, (Methodist University College, Ghana)
MPhil, Religion and Human Values, 2012, (University of Cape Coast)
Graduate Diploma (LL.B) (Legal Studies), 2012 (Institute of Commercial Management, U.K)
MA, Religion and Human Values, 2011, University of Cape Coast, Cape Coast
BA (Theological Studies), 2006, Valley View University
-
- 6 **DUAH, MARTHA OPAREBEA** [LECTURER]
PhD, Systematic Theology, 2012, Andrews University, Berrien Springs, Michigan, USA
-
- 7 **AMOH, SAMUEL** [LECTURER]
DMin, Leadership (2011), (Andrews University)
MA (Counselling) (2008), (La Sierra University)
MDiv, (2007), (Andrews University)
BA (Religion), (2000), Valley View University
-
- 8 **BRIANDT-COKER, A. Y. A** [LECTURER]
-

	<i>MA, (Pastoral Ministry), 1992, Andrews University</i> <i>BA, (Theology), 1986, Andrews University</i>
9	DOWUONA, ISAAC N. [LECTURER] <i>MTh (2015), Trinity Theological Seminary</i> <i>MA, (Religion), 1986, Newbold College, UK.</i> <i>BA, (Theology) 1982, Andrews University</i>
10	DAKIO, SAMSON DAWE [ASSISTANT LECTURER] <i>MABTS (2017), Adventist University of Africa, Ongata Rongai, Kenya</i>
11	OPOKU, FRANCIS [LECTURER] <i>MPhil. (Religions), 2003, University of Ghana</i> <i>BA, 1998, University of Ghana</i>
12	OPOKU-GYAMFI, FELIX [STUDY-LEAVE] <i>MPhil (New Testament), 2010, (University of Wales, (Lampeter, UK)</i> <i>BA, (Theological Studies) 2005, (Valley View University)</i> <i>Certificate in Missions, (2008) (Newbold College, Binfield, England)</i> <i>UK: 2007)</i>
13	BAIDOO, ELIJAH [ASSISTANT LECTURER] <i>MABTS (2017), Adventist University of Africa, Ongata Rongai, Kenya</i>
14	QUAYE EBENEZER [LECTURER] <i>MPhil. (Religion), 2012, University of Cape Coast</i> <i>BA, (Religion), 2007, Valley View University</i>
15	TAKYI, EMMANUEL H. [SENIOR LECTURER] <i>PhD (Missions), 2015, Andrews University</i> <i>DMin. (Missions), 2010, Andrews University</i> <i>MA, (Religion) 2002, Andrews University.</i> <i>BA, (Theology major, Biology minor) 1990 Andrews University,</i>
16	TENORTEY, FRANCIS, K. [LECTURER] <i>DMin. (Missions), 2010, Andrews University.</i> <i>MA, (Religion), 2002, Andrews University.</i> <i>BA, (Theology), 1991, Andrews University</i> <i>Diploma (English Education), 1998</i>

ADJUNCT FACULTY MEMBERS

17	OSEI-BONSU, ROBERT [ASSOCIATE PROFESSOR] <i>PhD, (Systematic Theology), 2009, Allias</i> <i>M.A. (Biblical Theology), 2002, Andrews University</i> <i>BA, (Theology), 1994, Valley View University</i>
18	OPOKU-BOATENG, DANIEL [ASSOCIATE PROFESSOR] <i>DPTTh, (Missions), 2001, Adventist International Institute of Advanced Studies.</i>

	<i>MDiv 1989, Andrews University</i> <i>BA, (Theology), 1982, Andrews University</i>
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20	TETTEY, JOSEPH NARH [LECTURER] <i>PhD, (African Studies), 2011, University of Ghana</i> <i>M.Phil. 1998, University of Ghana</i> <i>BA, 1994, University of Ghana</i>
21	ABBEY, EMMANUEL O. [LECTURER] <i>PhD (Strategic Planning)), 2019, Atlantic International University</i> <i>MA (Religion), 1980, Andrews University</i> <i>MA (Religion), 1979, Newbold College</i> <i>BA (Theology), 1972, Adventist College of West Africa</i>
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DEPARTMENT OF DEVELOPMENT STUDIES

CHAIR / HEAD: Dr Martin Kudwo Akotey

FACULTY: John Ernest Koku, Konadu
Acheampong, William Yaw Kpakpo
Brown, Dan-Bright Dzodo, Michael
Kodom, Paul Sono, Samuel Elvis
Addo, Alhasan Mohammed, Adelaide
Gyasi, Kwabena Boateng

DEPARTMENT ADVISORY COUNCIL: Mensah Bonsu, Rudith King, Imoro
Bramah

INTRODUCTION

The Bachelor of Science in Development Studies is a four-year degree programme approved by the National Accreditation Board, Ghana, for running since August, 2005. The programme offers professional training in Development by equipping students with Knowledge in development issues and skills relevant for intervention in development problems, towards the improvement of the social and economic condition of mankind. The programme aims to contribute towards the achievement of the overall mission and objectives of Valley View University by training students within the context of Christian and African culture and Values. Our products may come out competent to work as project Managers/Facilitators/Officers, Community Development/Mobilization Specialists and also as Development officers at the various district Assemblies, Civil Society, International Organisations, Governmental Organizations and the Private Sector. They can also work in various positions in the public and private sectors.

MISSION STATEMENT

The Department of Development Studies exists to train world-class development professionals who would be equipped to be active players in the processes of Development within the Ghanaian, African and global contexts as well as also take active part in development research as a contribution towards the total development mankind.

GOAL

The Department of Development Studies seeks to provide students the necessary intellectual accent, practical skills and the technical know-how required to analyse development issues and also capable of implementing development programmes and projects towards the improvement of the living conditions of the people.

On completion of the programme, the student is expected to come out as a development manager or professional who is academically astute, socially affable, physically robust and spiritually compassionate. Such a one, moved by the love of God, will seek to aid individuals and communities to alleviate their plight of poverty and general underdevelopment.

OBJECTIVES

Among others, the department hopes to:

- Equip the student with a deeper and comprehensive understanding of the theories and concepts of development and the processes involved in the phenomena.
- Train students to appreciate the current environmental challenges and avail them of practical hands-on approach to sustainable development.
- Provide the student with the necessary academic and professional skills that will make the graduate marketable or capable of being self-employed.
- Produce God- fearing, selfless, loving, motivated and dedicated.
- Development professionals who will promote and contribute to the development of humanity irrespective of their background: race, colour, sex, ethnicity, political and religious affiliation.
- Make the department of development studies a centre for development research.

MOTTO

To seek; To know; To become and To serve.

ADMISSION REQUIREMENTS

Admission to the Development Studies programme at Valley View University will be available to any student who meets the academic requirements of the University and who expresses a willingness to co-operate with its policies and values. Applicants must have one of the following academic requirements in order to be admitted to the degree programme in Development Studies.

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- 1. Senior Secondary School Certificate Examination (SSSCE): An applicant for admission to a degree programme must have credits in the three SSSCE core subjects (English, Mathematics, and Integrated Sciences, English) plus credits in three SSSCE elective subjects, preferably in General Arts. (Geography, Economics, Government History, Literature etc) with aggregate 24 or better. Grades A – D are considered.

2. West Africa Senior Secondary Certificate Examination (WASSCE): an applicant for admission to a degree programme must have credits in the three (WASSCE) core subjects (English, Mathematics and Integrated Science) and credits in three WASSCE elective subjects or its equivalent with aggregate 36 or better. Grades A1 – C6 are considered to be passes and are therefore acceptable for admission.
3. GCE 'O' Level: Five (5) credits including English Language and Mathematics plus at least two (2) GCE 'A' Level passes and a pass in the General Paper.
4. HND holders from recognized institutions with at least second-class upper division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed.
5. Diploma certificates from recognized universities with second class upper division may be considered for admission into level 100 or 200 in their area of specialization depending on the subjects passed.
6. International students having equivalent qualifications as stated in 1, 2, or 3 above may apply for admission. Foreign certificates must receive authentication and equivalencies from the Ghana Accreditation Board (NAB). Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. General Education Development Diploma: (GED) with an average score of 50 and no score less than 45 in each of the five subjects. The GED is equivalent to an American high school diploma. It is awarded to mature students by various State Education Departments. The examinations are prepared and graded by the GED Testing Service based in Washington, DC, USA.
8. Mature Students: applicants must have attained the age of 25 years and show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application, and with at least three (3) years relevant working experience. The Mature student shall write a mature entrance examination in English, Mathematics and General Paper and obtain credit passes. In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. The mature applicants must pass an interview before getting admission.

REQUIREMENTS FOR GRADUATION

Total credit required for graduation are as follows:

General Education	34
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Development Studies Required Core	87
*Optional Courses/Cognate	06
Development Practicum, Senior Research Project & Internship	18
TOTAL CREDIT HOURS	145

GENERAL EDUCATION REQUIREMENT

Language & Communication	10 Credits
ENGL 121 Language and Writing Skills I	2
ENGL 122 Language and Writing Skills II	2
FREN 111 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME Introduction to Communication Skills	2
Health and Physical Education	3 Credits
HLTH168 Health and Nutrition	3
OR	
HLTH 200 Health principles	3
PEAC 100 - Physical Activity	NC
Behavioural and Social Science	3 Credits
PSYC 105 Introduction to Psychology	3
Mathematics / Science	6 Credits
DVST 151 Development Mathematics	3
COSC 117 Fundamentals of Computer Skills	3
Religion	12 Credits
RELB 160 Life and teachings of Jesus	3
RELB 251 Principles of Christian Faith	3
RELB 385 Christian Ethics	3
EDST 160 Philosophy of Christian Education	3
TOTAL	34 Credits

* Optional courses are for students who will not do Senior Research Project. All students who will do Senior Research Project will not do the optional course.

OPTIONAL COURSES**6 Credits**

DVST 456 Cultural Anthropology	3
OR	
DVST 458 Culture and Development	3
DVST 447 Social Development	3
OR	
DVST 449 Social Issues and Problems of Africa	3

PRACTICUM

DVST 251 Development Studies Practicum I	3
DVST 352 Development Studies Practicum II	3
DVST 487 Development Seminar	3
DVST 495 Senior Research Project	6
DVST 468 Internship	3
TOTAL	18 Credits

CORE COURSES - DEVELOPMENT STUDIES

DVST 246 Population and Development	3
DVST 245 Introduction to Social Research	3
DVST 355 Management for Development	3
STAT 272 Statistical methods for Social Sciences	3
DVST 375 Financial Management and Budgeting for Local Govt.	3
DVST 417 Project Planning and Management	3
DVST 378 Micro, Small and Medium Scale Enterprises Dev.	3
DVST 376 Micro Finance	3
DVST 176 Social Structures and Stratifications in Ghana	3
DVST 215 Theories of Development and Underdevelopment	3
DVST 217 Geography for Development	3
DVST 225 Sociology of Development	3
DVST 245 Social Research Methods	3
DVST 326 Reports and Proposal Writing	3
DVST 235 Community Mobilization and Development	3
DVST 428 Introduction to Development Communication	3
DVST 437 Development Finance	3
DVST 346 Local Government and Decentralization	3
DVST 477 Leadership and Governance	3
DVST 366 Nature of Not-for Profit-Organisations	3
DVST 365 Gender and Development	3
DVST 315 Conflicts and Development	3

DVST 417: Integrated Development	3
DVST356 Disaster Preparedness and Response	3
DVST 218 Development and Environment	3
DVST 353TheEconomy of Ghana	3
DVST 225 Economics for Development I	3
DVST 226 Economics for Development II	3
DVST 365 Introduction to Development Planning	3
TOTAL	87

SEQUENCE OF COURSES

YEAR ONE

First Semester			Second Semester		
Course Code	Course Title	CHrs	Course Code	Course Title	CHrs
ENGL 111	Language & Writing Skills I	2	ENGL 112	Language & Writing Skills II	2
FREN 121	French for General Communication I	2	DVST 153	Community Mobilization and Development	3
SOCI 176	Social Structures and Stratifications in Ghana	3	COSC 117	Fundamentals of Computing Skills	3
PSYC 105	Introduction to Psychology	3	FREN 122	French for General Communication II	2
HLTH 168	Health and Nutrition	3	GNED 125	Study Skills	NC
RELB 163	Life and teachings of Jesus	3	DVST 143	Cultural Anthropology	3
CMME 115	Introduction to Communication Skills	2	DVST 117	Geography for Development	3
Total Credits		18	Total Credits		16

Summer Vacation - DVST 251 Development Studies Practicum 1 3

SECOND YEAR

First Semester			Second Semester		
Course Code	Course Title	Credit Hrs	Course Code	Course Title	Credit Hrs
DVST 224 DVST 146	Agriculture and Rural Development / The Economy of Ghana	3	DVST 215	Theories of Development and Underdevelopment	3
DVST 438	Statistics for Social Sciences	3	DVST 225	Sociology of Development	3
DVST 218	Development and Environment	3	DVST 237	Development Mathematics	3
DVST 275	Economics for Development I	3	RELB 251	Principles of Christian Faith	3
DVST 249	Population Problems and Analysis / Population and Development	3	PEAC 213	Physical Activity	NC
DVST 245	Introduction Social Research Methods I	3	DVST 276	Economics for Development II	3
			DVST 246	Social Research Methods II	3
Total Credits		18	Total Credits		18

Summer Vacation: DVST 352 Development Studies Practicum II 3

THIRD YEAR

First Semester			Second Semester		
Course Code	Course Title	Credit Hrs	Course Code	Course Title	Credit Hrs
DVST 326	Reports and Proposal Writing	3	DVST 315	Conflict and Development	3
DVTS 336	Local Government and Decentralization (Elective)	3	DVS T365	Gender and Development	3
DVST 436	Project Planning and Management	3	RELB 385	Introduction to Christian Ethics	3
DVST 366	Nature of Not-for – Profit Organization	3	DVTS 355	Management for Development	3
DVST 376	Micro Finance and Development (Elective)	3	DVST 353	History of Development of Ghana	3
DVST 386	Contemporary Issues in Development	3	DVS T478	Leadership and Governance	3
DVST 396	Governance and Development (Elective)	3			
Total Credits		18	Total Credits		18

Summer DVST 468 Internship

3

FOURTH YEAR

First Semester			Second Semester		
Course Code	Course Title	Credit Hrs	Course Code	Course Title	Credit Hrs
DVST 244	Introduction to Development Communication	3	DVST 457	Development Financing	3
DVST 458	Culture and Development	3	DVS T447	Social Development	3
DVST 416	Financial Management and Budgeting for Local Government (Elective)	3	DVST 471	Micro, Small and Medium-scale Enterprises Development (Elective)	3
DVS T417	Integrated Development	3	DVS T487	Development Seminar	3
DVS T356	Disaster Preparedness and Response	3	DVST 465	Introduction to Development Planning	3
GNED 468	JOB Search Strategies and Techniques	NC	DVST 495	Senior Research Project	6
DVST 442	Entrepreneurship (Elective)	3	DVS T441	Urbanization	3
RELB 451	Bible and Family Dynamics	3			
Total Credits		18		Total Credits	18

Elective courses (Specializations)

	Microfinance
DVST 442	Entrepreneurship
DVST 376	Micro Finance and Development
DVST 378	Micro, Small and Medium Scale Enterprises Development
	Governance and Development
DVST 375	Financial Management and Budgeting For Local Government
DVST 396	Governance and Development
DVST346	Local Government and Decentralization

DEVELOPMENT STUDIES MINOR

Minor Courses – Business Students

Course Code	Course Title	Credit Hr.
DVST 176	Social Structures and Stratifications in Ghana	3
DVST 265	Gender and Development	3
DVST 456	Cultural Anthropology	3
DVST 476	Financial Management and Budgeting	3
DVST 346	Social Research Methods	3
DVST 326	Reports and Proposal Writing	3
DVST 346	Local Government and Decentralization	3
DVST 477	Leadership and Governance	3
TOTAL CREDITS		24

Minor Courses –Theology Students

Course Code	Course Title	Credit Hr.
DVST 176	Social Structures and Stratifications in Ghana	3
DVST 225	Sociology of Development	3
DVST 235	Community Mobilization and Development	3
DVST 456	Cultural Anthropology	3
DVST 476	Financial Management and Budgeting	3
DVST 346	Social Research Methods	3
DVST 326	Reports and Proposal Writing	3
DVST 477	Leadership and Governance	3
TOTAL CREDITS		24

REQUIREMENT FOR BSc DEVELOPMENT STUDIES MINOR

Students from other departments who want to offer Development Studies as a Minor would have to do a total of 24 Credit hours to qualify. The particular courses to be taken shall be determined jointly by the department and the student involved even

though courses such as theories of development, social structures and stratifications in Ghana, Sociology of Development and Leadership and Governance would be regarded as basic for such students.

COURSE DESCRIPTIONS:

Theories and Foundation

DVST 213 THEORIES OF DEVELOPMENT AND UNDERDEVELOPMENT 3 CREDITS

The course discusses various theories of underdevelopment and development, socio-politico-cultural issues that affect development, models of development and related issues. Particularly, topics to be discussed will include mainstream development theories and the alternative theories approaches and practices of development.

DVST 176 SOCIAL STRUCTURES AND STRATIFICATIONS IN GHANA 3 CREDITS

Identify the various social institutions in the Ghanaian society, trace their roots and their traditional roles; explore current problems facing these institutions and their tenability in a changing society. Issues of family, kinship, descent, land distribution, economic activities and their organization.

DVST 456 CULTURAL ANTHROPOLOGY

3 CREDITS

A study of people groups, beliefs, and practices in West Africa with particular reference to Ghana. It embodies systems of governance, economic engagements, communication and the management of change in the socio-cultural environment and cultural relativism as well as a comparison of these systems with other systems in Africa.

DVST 225 SOCIOLOGY OF DEVELOPMENT

3 CREDITS

The course looks at sociological concepts and theories with relevance to development. Topics shall include social and political dynamics of development, social change issues, and processes of social change, North and South divide, Modernization, technology and Globalization among others.

DVST 245 INTRODUCTION TO SOCIAL RESEARCH

3 CREDITS

The course introduces students to the fundamentals of social research. Topics to be treated include what is social research, social research as a scientific activity, the aims, uses and purpose of social research, qualitative and quantitative research as well as their characteristics or features.

DVST 246 SOCIAL RESEARCH METHODS

3 CREDITS

The course covers methods of social research, types of social research, approaches and designing social research, doing literature review, the social research process/methodology and methods of data collection and analysis. Students shall also be taken through ethical issues in social research and citation and referencing methods

among others. The focus will be to enhance the ability of students to propose, design and execute original research projects and also write standard research report.

DVST 326 REPORTS AND PROPOSAL WRITING

2 CREDITS

This course exposes the student to standard proposal writing format. The 'proposal' here is referring to a proposal seeking to address a development problem within the Society or Community. The 'how' of writing the different parts of a proposal and the processes of gathering information for proposal writing. Students will go into communities to identify development problems and work with opinion leaders on how a change could be effected. The student will be required at the end of the course to submit a complete and fundable and development-oriented proposal for assessment.

DVST 217: GEOGRAPHY FOR DEVELOPMENT

3 CREDITS

The Course is expected to introduce students to the primary location of man, the activities of man in space and how both man and the environment relate and impact on the development of each other. This would provide useful knowledge to the students who would always come across issues that would demand a recall of some of the knowledge acquired from this field. Topics to be treated include man and his location; climate and climatic factors; vegetation and soils and how the state of these factors at a given location interact to affect human development. Other topics to be treated include environmental issues with emphasis on Ghana and Africa as well as Basic theories of Regional Development etc.

DVST 272: STATISTICAL METHODS FOR SOCIAL SCIENCES.

3 CREDITS

This course is expected to equip students with some of the basic tools and methods of statistical analysis of social and economic analysis thereby aid Students in the preparation and presentation of reports. Topics to be treated include among others, Introduction and the Role of Statistics; Description of Data Sets and Measures of Central Tendencies and Dispersion; Sampling distribution; Estimating with Confidence Intervals; Population Tests and Simple Regression analysis etc.

Agriculture and The Economy of Ghana

DVST 353 THE ECONOMY OF GHANA

3 CREDITS

The course shall look at the major sectors of the Ghanaian Economy, including Agriculture, Trade and Industry, mining, and the service sector, etc. In addition to the analysis of the role, operations, characteristics and challenges of the various sectors of the Ghanaian economy, the course content shall include agriculture and its impact on rural development, farming, production levels of farmers, marketing and processing, irrigation issues, self-sufficiency in food production, variance in imports and exports of foodstuffs and sustainability. Introduction of new technologies and the rate of adoption by farmers as well as availability of credit facilities. Agriculture as machinery for industrialization and extension services as a vehicle for agriculture development.

DVST 218 DEVELOPMENT AND ENVIRONMENT

3 CREDITS

The course looks at major environmental issues, their impact on man and strategies for maintaining the ecosystem. Issues of deforestation and desertification, farming

practices, protection of water bodies, mining and its implications, fire outbreaks as a result of hunting practices, loss of biodiversity, and soil fertility. Strategies to offset and control the damage caused to the Environment. National and International efforts to address environmental issues – Rio Agenda 2; National Environment Action Plans.

Social Development

DVST 447 SOCIAL DEVELOPMENT

3 CREDITS

Social Development is at the core of development programmes and activities. This course aims at undertaking in depth studies into some core issues of social development including Education, Health, Housing, Environmental Sanitation and access to Potable water etc. The Concept of Poverty and the measurement of poverty will also be looked at.

DVST 265 GENDER AND DEVELOPMENT

3 CREDITS

This course will look at the aetiology of the various approaches to women and men's issues: WID, WAD and GAD. The importance of gender in policy formulation, program design, implementation and evaluation will also be explored to ascertain maximum development effect. The course content includes gender in the biological realm, socio-cultural dimensions and as an ideology. Further, it will look at the role of women in food systems in Ghana and how they impact food security.

DVST 356 DISASTER PREPAREDNESS AND RESPONSE

3 CREDITS

The course content includes: Definition and Nature of disasters – natural and man-made, prevention, control and management; Conditions that create disasters; and a preparedness and response plan. Timing of intervention, procedures for ascertaining the facts for decision making. Strategies in providing assistance; Components of Relief intervention, time span for rehabilitation and development and Agencies to contact in disaster circumstances will all be discussion issues.

DVST 235 COMMUNITY MOBILIZATION AND DEVELOPMENT

3 CREDITS

The Course will take a look at Concepts and Principles of community mobilization, animation, participation and conscientization concepts, types of leadership, the role of opinion leaders, adult learning and literacy training, group dialogue/focused group discussions. Dichotomy of needs: felt and real and their effect on development and theories of motivation. Study the concepts of Rapid Rural Appraisal (RRA) and Participatory Rural Appraisal (PRA) and the use of these tools in the identification of needs, project planning, implementation and evaluation. Students will also be taken through the Community Mobilization Cycle and the Principles of Adult Learning.

DVST 315 CONFLICTS AND DEVELOPMENT

3 CREDITS

The course surveys conflicts in Ghana and the rest of Africa from the 1950s and their impact on development initiatives. Refugee situation in Africa and associated problems will be considered, as well as causes of conflicts, prevention, control and resolution mechanisms. The cost of conflicts (in quantitative terms) and theories on conflict management will be considered.

DVST 449 SOCIAL ISSUES AND PROBLEMS OF AFRICA

3 CREDITS

The course will cover various social and economic issues facing Africa and Ghana the issues to be discuss include poverty, unemployment and underemployment, urbanization drugs migration, deforestation, desertification, crime, westernization, HIV/AIDS conflicts and Africa unity. These issues would be critically examined; analysed their developmental effects and also discuss strategies to reduce their negative impact.

DVST 417 INTEGRATED DEVELOPMENT

3 CREDITS

The course look at the various aspects of development, history and concepts of integrated development (ID).Defined integrated development in the true sense of the word and how the components fit together development in the true sense of the word and how the components fit together to bring about development. The roles and contributions of each component to achieve a holistic development, issues of coordination, partnership and collaboration with relevant agencies will be covered.

DVST458 CULTURE AND DEVELOPMENT

3 CREDITS

The course looks at the relationship between culture and development. Elements in culture that either propel or hinder development; specific cultural barriers to change; analysis of a new culture of development in the twenty first century will constitute part of the course content. Comparison of cultural systems and their impact on development.

DVST 244 POPULATION AND DEVELOPMENT

3 CREDITS

The course looks at the major issues and challenges the population growth pose for development, with particular emphasis on developing countries. Areas of concentration include: Key concepts of population; components of population growth; the Demographic Transition Model (DTM); theories of population; and population dynamics of Africa and its implications on development. Others are, Ghana's population dynamics; challenges of population growth in Ghana; impact of rapid population growth on development in Ghana; and population management in Ghana.

Community Development

DVST 428 INTRODUCTION TO DEVELOPMENT COMMUNICATION

3 CREDITS

The course identifies communication concepts, types of communication, planning and implementing communication systems; barriers to and factors that affect communication; methods of packaging technology to meet needs; and expectations of intended users for development. Covers basic concepts of development journalism and public relations.

DVST 366 NATURE OF NOT -FOR -PROFIT ORGANIZATIONS

3 CREDITS

The course takes into account the types of organizations, Civil Society, the nature of Not-For-Profit Organizations (history, characteristics and role in development), Theories of Civil Society, registration procedures, and government regulations/policies regarding their operations, their management, and sources of funding. Portfolio and mandate, contribution to community development and issues of proliferation of NGOs in Ghana, what are the implications and how can they be harnessed for development.

Also, to be discussed is the role of the not-for-profit sector in development as well as accountability issues of the sector.

DVST 437 FUNDING FOR DEVELOPMENT PROGRAMMES 2 CREDITS

The Course seeks to identify sources and types of funding for implementing development. It focuses on the various donor agencies, their mandate, format for sourcing out for funds from them and funding issues. Strategies for fund sourcing, identification of local funding sources and the kinds of development projects they support.

DVST 355 MANAGEMENT FOR DEVELOPMENT 3 CREDITS

The course introduces students to Basic Management principles, types of organization and management functions such as: planning, organizing, staffing, and directing, reporting, budgeting; formal and informal organizations. It will also consider strategies for achieving goals and ensuring performance. The course will also focus on the role of the project Manager on facilitator in successful implementation of development projects; management in developing countries and managerial skills for the 21st century.

DVST 417 PROJECT PLANNING AND MANAGEMENT 3 CREDITS

The Course aims at introducing Students to basic concepts in planning and managing development project to bring about change. Topics to be taught include definitions of a project and programme; Problem and Objective Tree Analysis; Community needs Assessment, and how to identify project's needs. Other topics shall include tools for project planning and Management such as the Project Planning Matrix; and introduction to project Planning, Monitoring and Evaluation. Finally, the students would be taken through some key project concepts such as project, effects, outcomes and impact.

DVST 476 FINANCIAL MANAGEMENT AND BUDGETING 3 CREDITS

The aim of this courses is to acquaint students with knowledge in Budget and Financial management process. Topics covered are definition of financial management, and Budget; Theories of Budgeting; The functions of Financial Management and Budget systems, the role of the Budget in development, budget cycles, participatory and citizen centred Budgeting, Principles of Modern Budgeting and budget Projection methods.

DVST 378 MICRO, SMALL AND MEDIUM SCALE ENTERPRISES DEVELOPMENT 3 CREDITS

The course analysis the nature of micro small and medium scale enterprises and how they contribute to income generation, employment creation, and poverty alleviation. The course will also look at approaches of developing small, micro and medium scale enterprises to be more effective in contributing to national development.

DVST 225: ECONOMICS FOR DEVELOPMENT I 3 CREDITS

The Course aims at introducing students to key principles and concepts of economic theory as the basis of understanding micro economic issues. The Broad topics to be included in the Course Outline are basic definitions in economics, the question of scarcity and choice, Economic Analysis , specialization and Economic Co-operation,

the production possibilities Curve; Factors of Production; Market Economy and Role of the State; Demand and Supply ; Elasticity, Competition and Monopolies; Failures of the Market System and Role of the State .

DVST 226 ECONOMICS FOR DEVELOPMENT II

3 CREDITS

This Course is aimed at providing opportunity for students to understand the dynamics of the National Economy and how the prevailing economic situation affects the living conditions of the people (a key concern in development). The Course content include the nature of Macro-Economics; the key questions of Macro , Indicators of National Economic Health, government Fiscal Action; Inflation and Unemployment, International Trade and Balance of Payments , Composition of the National Economy and the Computation of the National economic growth among others.

DVST 376 MICRO FINANCE

3 CREDITS

An analysis of credit schemes for micro entrepreneurs, their effectiveness and impact, strategic and operational planning. The course reviews the content of training package for beneficiaries and monitoring procedures, loan recovery and empowerment, and sustainability of project, planning institutional resources and capacity.

DVST 365 INTRODUCTION TO DEVELOPMENT PLANNING

3 CREDITS

The course will deal with the fundamentals of Development Planning IN Developing Countries, Planning theories and Concepts, the Planning process, Implementation techniques, types of development plans, and some problems associated with plan implementation in Ghana and other developing countries. A historical and current study of such plans as they relate to Ghana and other developing countries will also be covered.

Governance

DVST 477 LEADERSHIP AND GOVERNANCE

3 CREDITS

The course looks at basic concepts and Principles of leadership and good governance, leadership theories, types and styles. Other topics to cover shall include Leadership skills and traits, Features and characteristics of good leadership and Governance as well as leading in the 21st century. Also, to be treated are challenges faced by leaders in Developing countries.

DVST 336 LOCAL GOVERNMENT AND DECENTRALIZATION

3 CREDITS

The course will focus primarily on the concept of local governance and Decentralization. Topics to be treated shall include the definitions of Decentralization, Governance and Local Government; Types and Forms of Decentralization, arguments for and against decentralization as well as some theories and Principles of decentralization. A review of model local government system in both developed and developing world would be made. Of particular study will be the past and present local government systems of Ghana, the legal framework underpinning Ghana's current decentralization and the problems and inadequacies of the current arrangement for local government system in Ghana.

Practicum

DVST 251 DEVELOPMENT STUDIES PRACTICUM I

3 CREDITS

This course provides the opportunity for the student to spend at least six weeks in a deprived district or community. While there, the students take the opportunity to study about the early settlers in that community, the customs, traditions and social institutions within the community. The students should also collect data on the tribal, religious, occupational and other social institutions and organizational processes in the community. Among others, the student shall also seek to understand the environmental condition as well as the processes of regenerating same. The Community service aspect requires that while leaving in the community, the student would get involved in communal labour of the community and also perform a service such as teaching and organizing awareness creation engagements with the children of the basic schools. A written report covering the exercise shall be submitted to the Department after a seminar presentation for the purposes of defending the findings. Lecturers in the Department shall supervise the students to provide technical backstopping and also ensure that the students were at post.

DVST 352 DEVELOPMENT STUDIES PRACTICUM II

3 CREDITS

The course aims at making students grasp the full extent of social and economic life of deprived communities; live with and also socialize with residents in such communities. Students would be required to deploy their knowledge and skills in community mobilization and development and social research methods among others. To be specific, the group shall collect data on the geophysical, economic, social, environmental and institutional characteristics of the district. Such data shall also include the role of traditional, not-for-profit and local governance institutions in development. At the end of the six-week period, students working in groups of between three (3) and five (5) would make oral presentation of observed state of development of those communities, opportunities, problems and other findings including constraints to development after which they will submit a written report of not less than fifty pages. The entire exercise would last for six weeks and students would be expected to spend all the period living and working in these communities. Part of the period shall be dedicated to community service in such communities. Lecturers in the Department shall supervise the students to provide technical backstopping and also ensure that the students were at post.

DVST 468: DEVELOPMENT INTERNSHIP

3 CREDITS

The course aims at providing students the opportunity to do some practical work, preferably those related to their field of Study as well as learn about a range of activities and processes of actual development work and interventions particularly those carried out by development bodies such as not-For-profit Organizations and District Assemblies etc. Students may also use this opportunity to learn under supervisors in their actual work environment.

DVST 487 DEVELOPMENT SEMINAR

3 CREDITS

This course is intended to provide a forum for discussing topical development issues and to keep the students of development studies informed and up to date on current

issues. Students will be assigned some topics of national importance to research on and make a presentation during the seminar period. No exam will be conducted. Students of this class will be expected to demonstrate their grasp of the development issues that were presented by submitting a paper on any one of the topics presented or make a summary of all the topics presented during the semester.

DVST 495 SENIOR RESEARCH PROJECT

6 CREDITS

The student is expected to identify a development-oriented problem, conduct scientific research to validate the problem and propose solutions to the problem so identified. A qualified faculty shall be assigned to supervise the student after the latter had defended the topic before a panel of at least three qualified Faculty members. While lecturers will assist students to produce quality research work, the student will solely be responsible for the defence of his or her work. There shall also be a final defence of the final project work, also in the presence of at least three qualified Faculty members. During the defence, the candidate is expected to demonstrate sufficient understanding of the research process as well as relevant methods and ownership of the work. The average score of the combined scores of faculties taking part in such a defence shall constitute 65% of total marks for the project, while the supervisor's score constitutes 35%. A student who obtains less than 50% as final marks for the project work shall be deemed to have failed.

Note: Only students who at the end of level 300 have obtained at least CGPA of 2.50 will be allowed to write the Senior Research Project.

DIPLOMA IN DEVELOPMENT STUDIES

INTRODUCTION

The Diploma in Development Studies is a two-year degree programme. The programme offers professional training in Development by equipping students with Knowledge in development issues and skills relevant for intervention in development problems, towards the improvement of the social and economic condition of mankind. The programme aims to contribute towards the achievement of the overall mission and objectives of Valley View University by training students within the context of Christian and African culture and Values. Our products will come out competent to work as project Managers/Facilitators/Officers, Community Development/Mobilization Specialists and also as Development officers at the various district Assemblies, Civil Society, International Organisations, Governmental Organizations and the Private Sector. They can also work in various positions in the public and private sectors.

PHILOSOPHY

The underlying and guiding philosophy of the Department of Development Studies and the Diploma in Development Studies Programme is to promote the search for and the application of scientific knowledge through education, training and research. The Department is committed to pursuing this philosophy through the provision of a world-class Programme in Development Studies aimed at training highly skilled and globally-employable development professionals and conducting cutting-edge research in the field of Development Studies.

THE RATIONALE

The Diploma in Development Studies Programme seeks to provide students the necessary intellectual accent, practical skills and the technical know-how required to analyse development issues and also capable of implementing development programmes and projects towards the improvement of the living conditions of the people. Africa and Ghana as a developing country with the need to accelerate the processes and rate of development, need development experts and professionals to fill the numerous vacancies (existing and potential), in both the public and private development institutions. Since development must be planned and implemented effectively and efficiently, the need to train professionals for this field should be accorded priority in educational institutions. It is against this background that the Valley View University is running the Development Studies curriculum and hence proposed to run Diploma in Development Studies.

NATIONAL DEMAND FOR THE PROGRAMME

In Ghana, the need for trained personnel of integrity, good work ethics, excellent professional skills and positive human relations to contribute towards the realization of Ghana's socio-economic development cannot be over-emphasized. Specifically, there

is an urgent need in Ghana to meet the short fall in development studies professionals with the requisite skills. This Programme is, therefore, designed to address the major area of manpower requirements of the nation by preparing qualified youth who would be equipped to be active players in the processes of Development within the Ghanaian, African and global contexts as well as also take active part in development research as a contribution towards the total development of mankind.

MISSION STATEMENT

To serve as an international centre of excellence in the provision of high-quality holistic education, and professional training in development studies; as well as serve as a leading centre for cutting-edge advanced research and development work in current and emerging subject areas of development studies. By integrating faith and learning, it is hoped that graduates will be equipped to exert positive intellectual, moral and professional influence in the practice of development profession.

OBJECTIVES

Among others, the Programme hopes to:

- ◆ Equip the student with a deeper and comprehensive understanding of the theories and concepts of development and the processes involved in the phenomena.
- ◆ Train students to appreciate the current environmental challenges and avail them of practical hands-on approach to sustainable development.
- ◆ Provide the student with the necessary academic and professional skills that will make the graduate marketable or capable of being self-employed.
- ◆ Development professionals who will promote and contribute to the development of humanity irrespective of their background: race, colour, sex, ethnicity, political and religious affiliation.
- ◆ to enrich the minds of students by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it.
- ◆ To create opportunities for students to apply their theoretical knowledge through work-study and practicum programmes;
- ◆ To develop in students the ability to think critically and to develop the highest levels of human values;
- ◆ To encourage students to appreciate the dignity of labour through work-study program;
- ◆ To encourage students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.

STUDENTS' ADMISSION, PROGRESSION AND GRADUATION

Admission policy

Admission to Valley View University is a privilege which is granted irrespective of race, colour, national, ethnic origin, or sex. No particular religious commitment is required for admission. Admission to the Diploma in Development Studies Programme at Valley View University is open to any student who meets the academic and character requirements of the University and who expresses willingness to co-operate with its policies. A certificate of completion in the Diploma in Development Studies qualifies a student to be admitted into level 300 of the BSc Development Studies program. Since the Seventh-Day Adventist Church operates Valley View University, any student who feels comfortable within the religious, social and cultural atmosphere may be admitted. Admission to the University is a privilege and not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its mission and its function. Applicants must have one of the aforementioned academic requirements in order to be admitted to the diploma programme.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS:

Applicants must have one of the following academic requirements in order to be admitted to the diploma programme.

Applicants for the Diploma in Development Studies are expected to have met the following prerequisites:

SSCE Holders:

- i. Six passes (A-D) in all subjects, including English Language and Mathematics; and
- ii. At least three (3) of the passes must be relevant to the area of specialisation.

WASSCE Holders:

- i. Six passes (A1-D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.

Mature Applicants:

Mature applicants must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application; will be required to take and pass an entrance examination in English Language, Mathematics and General Paper. Candidates will also be required to attend an interview to determine their eligibility for the programme.

REQUIREMENTS FOR GRADUATION

To successfully graduate from the programme and qualify for the award of the Diploma in Development Studies, candidates must satisfy the following:

- A. Total Credits Required for Graduation – 61 credits
- B. Breakdown of total credits into major curriculum sub-divisions – See Table 1 below.

Table 1: Major Curriculum Sub-Divisions

	Major Curriculum Sub-Divisions –divisions	Credits Requirements
A	General Education	10
B	Development Studies	48
C	Project Work	6
	Total	61

Additional Requirements for Graduation

- a) Have passed all required courses of the programme with at least a C for all Development Studies courses and at least -C grade in all General Education courses
- b) Have completed and passed the final year project work
- c) Have obtained Cumulative Grade Point Average (CGPA) of 2.0 or more
- d) Have attended lectures and have his/her results and performance confirmed by Academic Board.

- **Research Component**

Practicum in Diploma in Development Studies is required of all students.

- **Final Year Research Project**

Final Year Research Project is a pre-requisite for graduation.

Each graduating student is to carry out under supervision of a Faculty member, a research project on a topic or subject previously approved by the Head of Department.

Components of the programme of study

List of Courses for the Diploma in Development Studies Program

ELECTIVE COURSES

DPDS 141 Community Mobilization and Development	3
DPDS 143 Cultural Anthropology	3
DPDS 176 Social Structures and Stratifications in Ghana	3
DPDS 142 Development Mathematics	3
DPDS 146 Agriculture and Rural Development	3
DPDS 148 Gender and Development	3
DPDS 151 Development History of Ghana	3
DPDS 245 Social Research Methods	3
DPDS 225 Sociology of Development	3
DVST 218 Development and Environment	3
DPDS 242 Entrepreneurship	3
DPDS 265 Introduction to Development Planning	3
DPDS 236 Local Governance and Decentralization	3
DPDS 215 Theories of Development and Underdevelopment	3
DPDS 216 Economics for Development	3
DPDS 230 Final Year Project	3
Summer Vacation - DPDS 251 Development Studies Practicum	6
TOTAL CREDIT	54

GENERAL EDUCATION COURSES

ENGL 111 Language & Writing Skills	2
COSC 117 Fundamentals of Computing Skills	3
FREN 111 French for General Communication	2
RELB 125 Life and teachings of Jesus	3
TOTAL CREDIT	10
GRAND TOTAL CREDITS	64

SEMESTER-BY-SEMESTER LAYOUT OF COURSES

YEAR ONE

First Semester			Second Semester		
Course Code	Course Title	Credit	Course Code	Course Title	Credit
ENGL 111	Language & Writing Skills I	2	FREN 111	French for General Communication	2
DPDS 141	Community Mobilization and Development	3	DPDS 142	Development Mathematics	3
DPDS 143	Cultural Anthropology	3	DPDS 176	Social Structures and Stratifications in Ghana	3
DPDS 151	Development History of Ghana	3	DPDS 148	Gender and Development	3
			DPDS 146	Agriculture and Rural Development	3
Total Credits		11	Total Credits		14

Summer Vacation - DVST 251 Development Studies Practicum 6 Credits

YEAR TWO

First Semester			Second Semester		
Course Code	Course Title	Credit	Course Code	Course Title	Credit
COSC 117	Fundamentals of Computing Skills	3	RELB 125	Life and teachings of Jesus	3
DPDS 245	Social Research Methods	3	DVST 218	Development and Environment	3
DPDS 225	Sociology of Development	3	DPDS 242	Entrepreneurship	3
DPDS 265	Introduction to Development Planning	3	DPDS 236	Local Governance and Decentralization	3
DPDS 215	Theories of Development and Underdevelopment	3	DPDS 216	Economics for Development	3
			DPDS 230	Project Work	3
Total Credits		15	Total Credits		18

Short description of courses in the programme

ENGL 111 LANGUAGE AND WRITING SKILLS

2 CREDITS

This course aims at developing the student's basic skills in the grammatical systems of English language and to use these effectively in writing for academic and professional pursuits. Coverage includes introduction to parts to speech, vocabulary development, vocabulary usage, nouns: identification, types, functions, plural formation; pronouns: types/case, functions; adjectives: types, functions/position, sequencing, comparison; determiners/interjections; verbs: identification, types, tenses: types, sequencing; concord: types of Concord; adverbs and prepositions: formation, types, functions; conjunction/ transitional devices; sentences: types, parts, sentence errors: fragments, run-on and punctuation.

FREN 111 FRENCH FOR GENERAL COMMUNICATION

2 CREDITS

This course provides a basic foundation on which to build the skills of listening, speaking, reading and writing simple material in French. The approach is essentially communicative and accurate pronunciation is stressed. The following topics will be studied: greetings; alphabets and phonetics; accents; introduction; articles; countries and nationalities; numbers (1 – 100); days of the week; months of the year; time; demonstrative adjectives; possessive adjectives; prepositions (à, de, en, au, aux, à la, à l', du, des, etc.); expressing the past; expressing the future; giving general information

about a person (name, age, origin, residence, marital status, occupation, etc.); describing a person (general outlook, first impressions, height and structure, hairs, eyes, clothing); talking about one's health and physical status.

COSC 117 FUNDAMENTALS OF COMPUTING SKILLS

3 CREDITS

This is a course designed for all students. It covers basic computer concepts and practical experience in the use of the computer. Using software applications such as word processing, students will learn to input and output data useful in professional and personal pursuits.

RELB 160 LIFE AND TEACHINGS OF JESUS

3 CREDITS

The course is a comprehensive study of the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of his self-revelation in that age and ours. Course topics include: intertestamental period, characteristics of Judaism by the 1st cent. AD, Jewish religious sects and other groups, the Messianic prophecies and fulfilment, Jesus as God and man, studies in the Synoptic Gospels and John, the Synoptic problem , studies in the Desire of the Ages, etc.

DPDS 176 SOCIAL STRUCTURES AND STRATIFICATIONS IN GHANA

3 CREDITS

The course identifies the various social institutions in the Ghanaian society, trace their roots and their traditional roles; explore current problems facing these institutions and their tenability in a changing society. Issues of family, kinship, descent, land distribution, economic activities and their organization would be addressed.

DPDS 245 SOCIAL RESEARCH

3 CREDITS

The course is designed to provide the fundamentals of research methodology applicable to Social Sciences. It focuses on laying the foundation towards gaining the requisite knowledge and skills regarding research design and techniques, to enable students to undertake independent research work in a chosen field. The topics to be covered include: Fundamentals of social research; types of social research; ethics in social research; measurement and scaling; quantitative and qualitative research and the research process.

DPDS 215 THEORIES OF DEVELOPMENT AND UNDERDEVELOPMENT 3 CREDITS

The course examines the stakes involved in development and introduces students to the various development theories propounded by economist and sociologists. Whiles development can use the productive resources of society to improve the living condition of the world's most vulnerable people; it can also form the basis for intense manipulative power on behalf of the elites. The Course shall examine some of the Leading theories and strategies of development and under development across the world.

DPDS 225 SOCIOLOGY OF DEVELOPMENT

3 CREDITS

The course looks at development in societal sectors – social and political dynamics of development, social change issues, processes of social change, North and South divide, technology, industrialization, urbanization, and nature of foreign aid.

DPDS 141 COMMUNITY MOBILIZATION AND DEVELOPMENT 3 CREDITS

The Course will take a look at Concepts and Principles of community mobilization, animation, participation and conscientization concepts, types of leadership, the role of opinion leaders, adult learning and literacy training, group dialogue/focused group discussions. The concept of needs shall also be explored. These shall include the idea of felt and real needs of communities and their effect on development and theories of motivation. Students shall also be introduced to the concepts of Rapid Rural Appraisal (RRA) and Participatory Rural Appraisal (PRA) and the use of these tools in the identification of needs, project planning, implementation and evaluation. Students will also be taken through the Community Mobilization Cycle and the Principles of Adult Learning.

DVST 216 ECONOMICS FOR DEVELOPMENT 3 CREDITS

The Course aims at introducing students to key principles and concepts of economic theory as the basis of understanding micro economic issues. The Broad topics to be included in the Course Outline are basic definitions in economics, the question of scarcity and choice, Economic Analysis , specialization and Economic Co-operation, the production possibilities Curve; Factors of Production; Market Economy and Role of the State; Demand and Supply ; Elasticity, Competition and Monopolies; Failures of the Market System and Role of the State.

DPDS 218 DEVELOPMENT AND ENVIRONMENT 3 CREDITS

The course looks at major environmental issues, their impact on man and strategies for maintaining the ecosystem. Issues of deforestation and desertification, farming practices, protection of water bodies, mining and its implications, fire outbreaks as a result of hunting practices, loss of biodiversity, and soil fertility and issues of sustainable development will be addressed. Strategies to offset and control the damage caused to the Environment. National and International efforts to address environmental issues – Rio Agenda 2; National Environment Action Plans.

DPDS 148 GENDER AND DEVELOPMENT 3 CREDITS

This course will look at the etiology of the various approaches to women and men's issues: WID, WAD and GAD. The importance of gender in policy formulation, program design, implementation and evaluation will also be explored to ascertain maximum development effect. The course content includes gender in the biological realm, socio-cultural dimensions and as an ideology. Further, it will look at the role of women in food systems in Ghana and how they impact food security.

DPDS 236 LOCAL GOVERNANCE AND DECENTRALIZATION 3 CREDITS

The course will focus primarily on the principles and concepts underlying local governance. A review of model local government system in both developed and developing world would be made. Of particular study will be the past and present local government systems of Ghana, the legal framework underpinning those systems and the inherent problems and inadequacies of the current arrangement for local government system in Ghana. Finally, the course will also look at the concept and

practice of participatory local governance and the link between local governance and development.

DPDS 242 ENTREPRENEURSHIP

3 CREDITS

The course equips students with the knowledge of entrepreneurial skills and creates an awareness of the various types of business organizations and their operations. The course also provides an understanding of the risks and rewards associated with entrepreneurship. The topics to be covered include: the entrepreneur, the sole proprietorship, partnership, joint stock companies, etc. Others are book-keeping and business plans. The course would include class project of which students will work in groups to write business plans to solicit for support for venture capital.

DPDS 151: DEVELOPMENT HISTORY OF GHANA

3 CREDITS

The course is designed to assist students to understand historical context of Ghana's development under various regimes since colonial rule. The course addresses issues on the following topics: Trading conditions, transportation and communication development, and the various development policies implemented under the colonial government; and the President Nkrumah's wide-spread industry reforms under a socialist framework, including the dramatic seven- year development plan, spanning 1964 to 1970. Students will also learn about the twenty- year period of constant regime changes and economic decline, after Nkrumah was ousted on February 44, 1966; and the implementation and results of the structural Adjustment programs of the World Bank and IMF, (Economic Recovery Program) under Rawlings undemocratic regime. Finally, the trend of development under Ghana's fourth Republic Democracy will be considered. Mode of delivery consists of lectures, tutorials and presentations by students.

DPDS 265 INTRODUCTION TO DEVELOPMENT PLANNING

3 CREDITS

The course will deal with the fundamentals of Development Planning, concepts in planning, basic theories of regional development, the planning process, implementation techniques, types of development plans, and some problems associated with plan implementation in Ghana and other developing countries. A historical and current study of such plans as they relate to Ghana and other developing countries will also be covered.

DPDS 143 CULTURAL ANTHROPOLOGY

3 CREDITS

The course will examine the study of people groups, beliefs, and practices in West Africa with particular reference to Ghana. It embodies systems of governance, economic engagements, communication and the management of change in the socio-cultural environment and cultural relativism as well as a comparison of these systems with other systems in Africa.

DPDS 146 AGRICULTURE AND RURAL DEVELOPMENT

3 CREDITS

Course content include: agriculture and its impact on rural development, farming, production levels of farmers, marketing and processing, irrigation issues, self-sufficiency in food production, variance in imports and exports of foodstuffs and sustainability. Introduction of new technologies and the rate of adoption by farmers as

well as availability of credit facilities. Agriculture as machinery for industrialization and extension services as a vehicle for agriculture development.

DPDS 251: DEVELOPMENT STUDIES PRACTICUM

3 CREDITS

This course requires that first year development studies students would make an educational study to selected deprived locations in Ghana to familiarize themselves with the social, economic and environmental and other realities of the inhabitants of such locations and also identify the institutional arrangements in place for development. Students would then submit report on their trip covering their observations, impressions and conclusions on the living conditions of toured area based on the basic data collected and analysed. Findings will be presented at seminars as well as in the form of reports. One-week community service will also be required of such students.

DPDS 230: PROJECT WORK

6 CREDITS

The student is expected to identify a development problem, conduct scientific research to validate the problem and propose solutions to the development problem so identified. A shall be appointed to serve as supervisor. The student shall present the final work before a panel of not less than three Faculty members, who shall assess the student. The average of total marks scored by each faculty shall constitute 50 percent of total final marks obtained by the student.

DEPARTMENT OF DEVELOPMENT STUDIES FACULTY LIST

FULL-TIME FACULTY MEMBERS

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- 1 **ADDO, ELVIS SAMUEL** [LECTURER]
MPhil (Development Studies) University of Cape Coast, 2009.
MA- Environmental Management and Policy, University of Cape Coast, 2006.
BA – Statistics – University of Ghana-Legon, 1999
-
- 2 **AKOTEY, MARTIN** [SENIOR LECTURER]
PhD (Sociology), University of Ghana, 2017, Accra, Ghana.
Member, Ghana Institute of Planners. (MGIP), 2010.
Member, SPRING International Association of Development Planners, (SIADP), 2009.
MSc, (Development Planning and Management) University of Dortmund, Germany &
Kwame Nkrumah University of Science and Technology, Ghana, 2007; BSc. Planning (Development Policy), Kwame Nkrumah University of Science and Technology, Kumasi, 1999.
-
- 3 **AMPONSAH, MICHAEL KODOM** [SENIOR LECTURER]
PhD (Sociology), University of Ghana, 2017, Accra, Ghana.
MSc, [Development Policy and Planning], Kwame Nkrumah University of Science and Technology, Ghana, 2007.
Certificate [Education], University of Cape Coast, College of Education Winneba, 2004.
BA.Social Science [Economics and Geography], Kwame Nkrumah University of Science and Technology, Ghana, 2000.
-
- 4 **ARTHUR, AMA BOAFO** [LECTURER]
PhD (Development Studies) University of Ghana, 2017; MPhil (Sociology), University of Ghana, 2009.
MPhil (Development Studies), Cambridge University of Ghana, 2007.
BA (Sociology & Political Science), University of Ghana, Legon, 2005.
-
- 5 **BROWN, WILLIAM YAW KPAKO** [LECTURER]
Ph.D (1999) Rural Development & Organizational Management, Central Luzon State University
MPH (1994) Master of Public Health, International Institute of Health, Adventist University of the Philippines (formerly Philippines Union College)
Master of Theology (1993), (Major in Missions), International Institute of Advanced Studies (AIIAS, Philippines)
Master of Pastoral Studies (MPS) (1989), International Institute of Advanced Studies (formerly Asia Adventist Theological Seminary, Philippines)
-

BA (1987), (Major in Theology)

- 6 **GYASI PREMPEH, ADELAIDE** [LECTURER]
MSc (2012) Development Policy and Planning, Kwame Nkrumah University of Science and Technology, Kumasi
BSc (2007) Development Planning, Kwame Nkrumah University of Science and Technology, Kumasi
-

ADJUNCT FACULTY MEMEBERS

- 7 **ACHEAMPONG, KONADU** [LECTURER]
Ph.D Iowa State University, USA, (1997).
MSc. Iowa State University, USA, (1984).
BA (Hons) University of Cape Coast, 1977
- 8 **AKENTEN-BRENYA, WIAFE** [LECTURER]
PhD(Psychology) 2015; MPhil [Psychology], University of Ghana, Legon, 1997
- 9 **ALHASSAN, MOHAMMED** [LECTURER]
Member, Ghana Institute of Planners (MGIP), 2007.
MSc. [Development Planning And Management], Kwame Nkrumah University Of Science & Technology, 2006.
BSc Planning (Human Settlement) Kwame Nkrumah University Of Science And Technology, Ghana
Certificate of Participation - Policy Analysis- The Washington Center For Internships And Academic Seminars Sept. 2006 – Dec. 2006
- 10 **DZORGBO, DAN-BRIGHT** [LECTURER]
PhD, [Sociology], Uppsala University, Sweden, 1999.
MPhil (Sociology), University of Oslo, Norway, 1993.
BA (Hons) in Sociology with Geography, University of Ghana, Legon, 1984
- 11 **KOKU, JOHN ERNEST** [LECTURER]
PhD[Land and Water Resources], Royal Inst. Of Technology, Sweden, 2002.
Fil. Lic,[Land and Water Resources], Royal Inst Of Technology, Sweden, 2002.
MSc. [Environmental Engineering and Sustainable Infrastructure, Inst. Of Tec, 1998.
BA [Geography and Resource Dev. With Sociology], University of Ghana, Legon, 1991
- 12 **SONO, PAUL** [LECTURER]
Master of Science in Administration (MSA) [International Development], Andrews University, Michigan, USA, 2000.
BA (Hons), [Economics], Dip Ed University of Cape Coast, Ghana, 1984
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LANGUAGE AND COMMUNICATION UNIT

INTRODUCTION

The rapid expansion of knowledge in a world of many cultures means that for the truly educated, learning must continue throughout life. This places great importance on engaging the mind in many fields, from the fine arts to empirical study and society. This broad encounter with perspectives and knowledge forms the domain of Language and Communication Unit. The Language and Communication Unit requirements ensure that every graduate of Valley View University acquires the essential core of an undergraduate education that establishes the foundations for living a productive life, being a citizen of the world, appreciating aesthetic values, and engaging in life-long learning in a continually changing world. For this reason, Language and Communication Unit courses provide for breadth across the humanities and arts, social studies; competence in communication, critical thinking and analytical skills appropriate for a University-educated person; and investigation of the issues raised by living in a culturally diverse society. The Language and Communication Unit requirements emphasize these lofty purposes. These courses permit integrated study across disciplines as well as within them. Specific classes develop abilities vital for the Twenty-first Century, such as the processes of discovering, creating, communicating and appreciating knowledge. Cooperating with other parts of the University, the programme also fosters social maturity and the cultivation of values, civility, and awareness of contemporary issues.

MISSION STATEMENT

The Language and Communication Unit provides a broad spectrum and functional curricula with appropriate academic and student support systems that enhance quality education.

GOALS

The goal of Language and Communication Unit coursework is to give the students a broad sampling of different academic areas to fulfil the Liberal Arts Educational Philosophy of the University. This sampling exposes them to varied disciplines, increasing the value and breadth of their total undergraduate education. Language and Communication coursework allows them to discover new interests that may open a whole new range of opportunities for further study or career choice. Besides specializing in a major and training for a career, students should become familiar with some of the many rapidly changing disciplines. Through these requirements, Valley View University undergraduates:

- ◆ Expand their historical, aesthetic, cultural, literary, scientific, and philosophical perspectives.
- ◆ Improve critical and analytical thinking; and learn skills in finding, managing, and communicating knowledge.

LANGUAGE AND COMMUNICATION CURRICULUM REQUIREMENTS

Students from all departments are expected to complete Language and Communication Curriculum Requirements as specified by their respective departments. The Language and Communication Unit Requirements for each department is listed by the individual departments. As a result of completing the Language and Communication Unit Curriculum, students will:

- ◆ Acquire a foundation of broad-based knowledge of the major questions and methodologies in the disciplines of the liberal arts and sciences;
- ◆ Recognize and respect the importance of faith in God as a basis for a meaningful life.
- ◆ Attain clarity in values and attain maturity in moral reasoning;
- ◆ Appreciate the role of ethics in a just society and understand and respect persons of diverse backgrounds.
- ◆ Demonstrate competency in computation and quantitative reasoning, develop research skills, and develop competency in oral communication skills.
- ◆ Develop competency in written communication skills;
- ◆ Develop competency in information literacy skills and develop a proficiency in a second language.

To achieve these aims, the Language and Communication Unit Curriculum has been constructed around seven Cluster Areas. The two cluster areas and their minimum semester credit required are:

LANGUAGE AND COMMUNICATIONS REQUIREMENTS (35 CREDITS)

CLUSTER 1: Language and Communications (10 Credits)

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Intro to Communication Skills	2

CLUSTER 2: Social and Behavioural Sciences, Humanities (3 CREDITS)

PSYC 105 Introduction to Psychology	3
OR	
SOCI 115 Principles of Sociology	3

CLUSTER 1: Language and Communication

In Language, Communication, Literature and Fine Arts, students will be exposed to forms of expression that capture the human experience, provide metaphors for

the human condition, and an opportunity to develop an aesthetic experience. Students must complete 12 Credits from the following:

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 099 Basic Writing	NC
Basic English	NC

CLUSTER 2: Social and Behavioural Sciences, Humanities

In the Social and Behavioural Sciences, students will learn the systematic and critical inquiry of these disciplines used to develop an understanding of human behaviour, human relationships, and social institutions within the context of our multicultural, global society. In History, students will utilize multiple perspective-taking as a means of freeing them from the present and culture-bound ways of thinking and offer a glimpse at the development of human civilization. In Music the students learn to appreciate fine art and develop a sense of aesthetics: Students must complete 03 Credits from the following:

PSYC 105 Introduction to Psychology	3
SOCI 115 Principles of Sociology	3

GROUP A – FIRST SEMESTER			
1	AFST203	Indigenous Technologies for Development in Africa	1
2	AFST213	Africa in the Globalization World	1
3	AFST223	Africa and the Diaspora	1
4	AFST233	Culture and Development	1
5	AFST243	Chieftaincy and Development	1
GROUP B – SECOND SEMESTER			
1	AFST204	Literacy Traditions in Africa	1
2	AFST214	Traditional Festivals	1
3	AFST234	African Drama	1
4	AFST244	Language Proficiency – Ga	1
5	AFST254	Language Proficiency – Twi	1
6	AFST264	Language Proficiency – Ewe	1
7	AFST274	Language Proficiency – Dagbani	1

GENERAL EDUCATION CURRICULUM TOTAL CREDITS [35 CREDITS]

The following specific guidelines are in effect regarding the application of credits to the Language and Communication Curriculum requirements:

- a) Courses taken in the major or minor departments that are related/equivalent to courses under cluster 1-7 may be counted as part of the general education courses, if these courses have been approved for general education. However, these courses are to be counted only once. It may be counted either under the major/minor department or under general education. In any case they cannot be double counted.
- b) Students majoring in Religion and Theology do not need to take an additional course beyond those required in their major department to fulfill Cluster 4.
- c) Computer Science Majors are not required to take any additional courses beyond their major course requirements to fulfil the Cluster 3 requirements of Natural and Physical Sciences, Mathematics and Computer Sciences.

COURSE DESCRIPTIONS

Language And Writing Skills

ENGL 111: LANGUAGE AND WRITING SKILLS I

2 CREDITS

This course aims at developing the basic skills in the grammatical systems of English language and to use these effectively in writing for university and professional pursuits. Coverage includes Introduction to Parts to Speech, Vocabulary Development, Vocabulary Usage, Nouns: Identification, Types, Functions; Plural Formation, Pronouns: Types, Functions, Adjectives: Types, Functions/position, sequencing, comparison; Determiners/interjections, Verbs: Identification, Types, Tenses: Types, Sequencing; Concord : Types of Concord, Adverbs and Prepositions: Formation, Types, Functions, Conjunction/Transitional devices, Sentences : Types, Parts, Sentence errors : Fragments, Run-on and Punctuation.

ENGL 112: LANGUAGE AND WRITING SKILLS II

2 CREDITS

Prerequisite: ENGL 111.

This course is an application of the grammatical systems studied in ENGL 111 to acquire writing skills, skills to analyse and critique written forms and to grasp information and meaning from Recommended Text for personal writings. The course aims at helping the student to develop the basic skills in the grammatical systems of the English Language and to use these effectively in writing good sentences, paragraphs and essays. Topics covered include: Introduction to Parts of Speech and Vocabulary Usage, grammatical elements, nouns, pronouns, adjectives, adverbs, determiners, verbs, tenses, concord, prepositions, conjunctions and transitional devices, sentence components, and sentence errors.

FREN 121: FRENCH FOR GENERAL COMMUNICATION I

2 CREDITS

This course is designed with the aim of:

- ◆ Introducing learners to the key expressions used in various real-life situations of communication in French.
- ◆ Developing the four language skills (listening, speaking, reading and writing) in the learners.
- ◆ Creating eventually the awareness and interest in the learners for further studies of the language.

The following topics will be studied: Greetings ; Alphabets and Phonetics ; Accents ; Introduction ; Articles ; Countries and Nationalities; Numbers (1 – 100); Days of the week; Months of the year; Time; Demonstrative adjectives; Possessive adjectives; Prepositions (à, de, en, au, aux, à la, à l', du, des, etc); Expressing the past; Expressing the future; Giving general information about a person (name, age, origin, residence, marital status, occupation, etc.); Describing a person (General outlook, First impressions, Height and structure, Hairs, Eyes, Clothing); Talking about one's health and physical status.

COURSE REQUIREMENTS:

- ◆ Learners are expected to familiarize themselves with the bilingual French-English dictionary and the French conjugation book (Copies available in the library).
- ◆ Besides assignments which each learner is expected to submit, oral and written paired work and cooperative activities are encouraged.
- ◆ In addition to the audio-visual class sessions, each learner is expected to develop listening ability through other French sound sources including: Radio France International RFI (89.5 MHz); Video / CD / DVD and other audiovisual cassettes; Internet.
- ◆ Regular attendance to all class sessions is required from every student.

FREN 122: FRENCH FOR GENERAL COMMUNICATION II

2 CREDITS

The French for General Communication II Course will address communication difficulties detected during the teaching of French for General Communication I. It will therefore be based on reading and oral expression. Learners will be called upon to undertake repetitive reading and simulation drills in class. The course will try to address phonetic difficulties through basic lessons on the French alphabets and phonetics.

LEARNING OBJECTIVES:

This course will enable learners to: enhance their oral communication skills in the French language; enhance their confidence level in their efforts to communicate in the French language; enhance their prospect of developing interest for further studies of the French language; effectively use the past, present and future tenses to meet their daily communication needs in the French language.

The following topics will be considered: Talking about one's area / town; Asking for / Giving an explanation; Making enquiries on accommodation / lodging; Giving direction; Writing on a post card; Indicating origin and destination; Talking about one's taste /

preferences / hobbies / occupation / pet; Talking about oneself; Characterizing a person; Proposing an outing; Inviting.

COURSE REQUIREMENTS:

- ◆ Learners are expected to familiarize themselves with the bilingual French-English dictionary and the French conjugation book (Copies available in the library).
- ◆ In addition to the audio-visual class sessions, each learner is expected to develop listening ability through other French sound sources including: Radio France International RFI (89.5 MHz); the CD accompanying *Alter Ego A1* French manual, and other audiovisual cassettes.

CMME 115 INTRODUCTION TO COMMUNICATION SKILLS

2 CREDITS

This course is designed to assist students to acquire verbal and non-verbal communication skills in order to communicate effectively. The course is also to raise students' level of proficiency as well as prepare them to function effectively on their own. Topics include Definition of communication (Importance, Elements, Context of function and uses), Models of communication, Levels of communication, Verbal and non-verbal communication, Language and meaning (Listening, critical thinking, speaking, reading, writing), Letters, memos, resumes, minutes, reports, Communication and culture (Levels of formality and informality, Presentation of styles)

ENGL 099: BASIC WRITING

NC

This course is designed to help students come to a basic understanding and familiarity with formal written English. It is designed to help students discover and develop their writing skills needed to bring their proficiency to the level necessary for entrance into their respective university programmes. Students will be introduced to the major word.

BASIC ENGLISH I

6 CREDITS

The aim of this course is to introduce non-English speaking students to the English language before they enrol in their main subject areas. The entire course is in two parts: Basic English I and Basic English II. Basic English I is designed to introduce the student to the fundamentals of the language such as giving and accessing information about themselves, others and their environment; sound systems of the English language and useful vocabulary. The course stimulates in students, the use of ICT for gathering authentic materials that will enhance their study of the language.

BASIC ENGLISH II

6 CREDITS

Course Description- As a follow up to Basic English I, the aim of this course is to deepen students' knowledge in the English language. The course aims at bringing students to a level where they can communicate effectively in both formal and informal situations. Emphasis is therefore put on written and verbal communication. The special needs of the students are also taken in consideration with prominence placed on conducting academic research and on written and oral presentations. Students are encouraged to use the Internet to extract authentic materials on specific areas of interest. The course is taught under the following main areas: Grammar, oral, composition, comprehension and vocabulary.

Social And Behavioural Science, Humanities

PSYC 105: INTRODUCTION TO PSYCHOLOGY

3 CREDITS

The basic principles and concepts in psychology, including the principles of motivation, learning, and perception. It is designed to introduce University students to history, development, and present scope of psychology with additional emphasis on non-Western psychological approaches.

SOCI 105: PRINCIPLES OF SOCIOLOGY

3 CREDITS

An objective approach to the analysis and understanding of the social world. Consideration is given to the dynamic nature of African society and social institutions. Emphasis is placed on the study of social groups including the family, its history, and current place in society.

Natural And Physical Science, Mathematics And Computer Science

MATH 181: BUSINESS MATHEMATICS

3 CREDITS

The study of the notions of equation and line equation, Cartesian coordinates, functions, graphs, laws of exponent, Linear functions (applications to Business). Quadratic functions (applications to Business). Polynomial functions, rational functions, Exponential and logarithmic functions (applications to Business and Economics). Matrices (applications to Business). Sequences and series (applications to Business). Binomial expansions, and mathematics of money and interests (Deferential Annuities, Interest on loans, Bank discount, Amortization, Sinking funds, etc).

Philosophy, Theology/Religion

RELB 163: LIFE AND TEACHINGS JESUS

3 CREDITS

A comprehensive study of the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of His self-revelation in that age and ours.

RELB 251: PRINCIPLES OF CHRISTIAN FAITH

3 CREDITS

This course surveys the fundamentals of Christian teachings: Revelation, Inspiration, the Godhead, Angels, the Devil and the Origin of sin, Creation, man's original condition and fall, his condition in death, Incarnation, Ministry, Death, Resurrection and Ascension of Christ. The Holy Spirit, The Plan of Redemption. The Covenant, The Sanctuary. Essentials of Christian Living, Baptism, and Christian Growth. The Sabbath. God's church in the world, The coming crisis. Christ second coming, the Millennium, Heaven.

RELT 385: BIBLICAL FOUNDATION OF ETHICS

3 CREDITS

Ethical considerations of business decisions are examined in light of a Christian value system. This course covers topics such as different approaches to decision making in ethical situations, development of appropriate organizational responses to ethical problems, morality and issues of right and wrong, etc.

AFST203: INDIGENOUS TECHNOLOGIES FOR DEVELOPMENT IN AFRICA

1 CREDIT

This course is designed to encourage indigenous self – sufficient approaches to development. This is in relation to the fact that significance progress in rural development is likely to be enhanced using indigenous instead of foreign technology.

AFST213: AFRICA IN THE GLOBALIZATION WORLD

1 CREDIT

A very comprehensive course on how Africa's past has enhanced her present political and economic condition. This course has to do with analysis of the major forces that impact on African nations as they prepare for the challenges of the globalizing world. This course will dwell on good globalizing domestic stability, sub-regional and continental security and economic integration. This course is designed to meet the aspirations of students who may not take a course in politics and economic development in Africa, because their career objectives are in other disciplines.

AFST233: CULTURE AND DEVELOPMENT

1 CREDIT

The objective of this course is to bring students to appreciate African culture and to give them the capacity to identify and evaluate cultural issues that relates to present day ones and determinants of social-economic development. Discussions will focus on the cultural issues that emanate in the desire for social, political, economic religious and technological advancement and the need to preserve certain traditional values while pursuing new ones.

AFST204: LITERARY TRADITIONS OF AFRICA

1 CREDIT

This course aims at finding various creative ways by which core African values have been and continue to be expressed in words, songs and movement in African societies. Studies cases will be selected from performance traditions of societies in West, East and Southern Africa.

AFST234: AFRICAN DRAMA

1 CREDIT

This course will introduce the student to the traditional and the modern forms of drama from the folkloric to the modern theatre. The objective is to provide a systematic survey and analysis of African dramatic forms in oral tradition as well as literacy drama.

LANGUAGE PROFICIENCY

1 CREDIT

This course is to afford students the opportunity to learn to speak a new Ghanaian language, which they can use later as a tool to understanding and appreciating the culture of other people. Exercises and drills will be mainly oral, students will however be expected to make notes and keep vocabulary books.

ADVENTIST PHILOSOPHY OF EDUCATION

2 CREDITS

The course examines the Seventh-day Adventist philosophy of education within the context of their basic beliefs. It includes the distinctive characteristics of Adventist education—derived from Bible and the writings of Ellen G. White which points to the redemptive aim of true education: to restore human beings into the image of their Maker. This course seeks to prepare students for a useful and joy-filled life, fostering friendship with God, whole-person development, Bible-based values, and selfless service.

Health and Physical Education

BIOL 140: HUMAN BODY IN HEALTH AND DISEASE

3 CREDITS

A survey of the structure, function, health, and diseases of the human body. Emphasis is placed on the understanding of the physiologic mechanisms that maintains each body system. A general foundation in the vocabulary of anatomy and physiology is a primary part of the course. Normal body structure and function are used as a basis to present information on human health and disease principles.

GNED 125 STUDY SKILLS

1 CREDIT

Presentation of and practise in basic study techniques, including strategies for planning personal success, outlining materials, and studying for and taking tests.

GNED 230 CAREER PLANNING AND EXPLORATION

1 CREDIT

This course deals with career planning and exploration. The four stages of Career Planning are dealt with- Career Awareness, Career Exploration, Career Preparation and Work Experience. These help students make career decisions and choices. It also helps them plan their pathway for life after graduation.

GNED 468 JOB SEARCH STRATEGIES AND TECHNIQUES

1 CREDIT

A group approach to job search strategies and techniques designed to aid students' entry into the job market. Topics covered are planning the job search, resume and interview techniques, follow-ups and transition into the world of work. The course is structured primarily for students within one year of graduation.

HLTH 167: HEALTH AND NUTRITION

3 CREDITS

The course introduces students to health issues that affect development, health indicators for economic growth; common causes of diseases and ways of mitigating them; basic nutrition with emphasis on deficiencies and their implications; and food consumption patterns and their relation to community health; and anthropometric measurements. Water and sanitation and personal hygiene will be analyzed. Students may be required to submit a research paper.

HLTH 200: HEALTH PRINCIPLES

3 CREDITS

This course deals with the study of basic health practices which seek to improve health and longevity. It focuses on holistic health which includes the physical, mental, social and spiritual aspect of the human being. It also encourages students to apply these principles for achieving and maintaining good health in their various communities. Topics include Introduction to health, S. D. A. Philosophy of health and Biblical Concept of health, Understanding the levels of human Body Organization, Application of "CELEBRATIONS" to Healthy Lifestyles, Maintaining a healthy weight, Managing stress effectively, Alcohol use and drug abuse, Preventing the spread of Sexually Transmitted diseases, First-Aid: Attending to common emergencies including safety in the home.

PEAC 100: PHYSICAL ACTIVITY

1 CREDIT (NON-CREDIT COURSE)

This course is designed to train the body as 'the temple of God' and to develop a positive attitude towards exercise for the improvement and maintenance of overall health and fitness. Objectives of the course include improving cardio-respiratory endurance and other components of physical fitness.

FREN 300 FRENCH FOR HEALTH CARE I

2 CREDITS

This course is referred to as "French for Healthcare" but in actual fact it is a combination of "French for General Communication I" and the Functional French used in the medical setting. The course is designed for School of Nursing students. It is aimed at quickly preparing health professionals to communicate with French-speaking patients in Ghana and beyond, providing them with health care and services. The course provides a basic foundation on which to build the skills of listening, speaking, reading and writing simple material in French. Vocabulary is widened and the grammar become more demanding. It also focuses on the ability of the student to communicate with patient and conduct basic health assessment in health care settings.

FREN 302 FRENCH FOR HEALTH CARE II

2 CREDITS

PREREQUISITE: FREN 300

This course is a continuation of FREN 300 with more advanced conversation, basic writing, listening, reading comprehension and vocabulary building. It also gives the

student the opportunity to enhance their communication skills with patients and conduct with relative ease basic health assessment in health care settings.

LANGUAGE AND COMMUNICATION UNIT FACULTY LIST

FULL-TIME FACULTY MEMBERS

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- | | |
|---|---|
| 1 | ADJEI, SUSANA [LECTURER]
<i>MPhil Linguistics, University of Ghana, 2011</i>
<i>BA Linguistics with Philosophy, University of Ghana, 2005</i> |
| 2 | AMPONSAH, AKUA [LECTURER]
<i>MPhil (Psychology), University of Ghana, 2006</i>
<i>BA Psychology with Political Science, University of Ghana, 2002</i> |
| 3 | BOAHEN, EMMANUEL [LECTURER]
<i>MPhil Music Composition, University of Education, Winneba, 2012</i>
<i>BEd Music, University of Education, Winneba, 2009</i> |
| 4 | DOUFODJI, JEAN ELORM [LECTURER]
<i>MA French, Université Blaise-Pascal, France, 2007</i>
<i>MA University of Lome, Lome, Togo, 1998</i>
<i>BA French, University of Benin, 1992</i> |
| 5 | OYE ANNIE [LECTURER]
<i>MPhil, Communication Studies, (2009), Exchange Programme, University of Manitoba, Canada,</i>
<i>BA (French and Information Studies), University of Ghana. 2005.</i> |
| 6 | POKUAH, CHRISTIANA [LECTURER]

<i>MA Linguistics, University of Ghana, 2007</i>
<i>BA Linguistics, University of Ghana, 2000</i> |
| 7 | RHULE JOHN [LECTURER]
<i>MA Applied French Linguistics, University of Cape Coast 2011</i>
<i>BEd French Education, University of Education, Winneba, 2001 Teacher's Certificate 'A', SDA Training College, Asokore, 1995</i> |
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FACULTY OF SCIENCE

DEPARTMENT OF COMPUTING & ENGINEERING SCIENCES

Bachelor of Science, Computer Science

Bachelor of Science, Information Technology

Bachelor of Science, Business Information Systems

Bachelor of Science, Biomedical Engineering

Diploma in Biomedical Equipment Technology

Diploma in Computer Science

DEPARTMENT OF MATHEMATICAL SCIENCES

Bachelor of Science, Mathematics with Statistics

Bachelor of Science, Mathematics with Economics

DEPARTMENT OF AGRIBUSINESS

Bachelor of Science, Agribusiness

FACULTY OF SCIENCE

DEAN:	Dominic D. Damoah
HEAD, COMPUTER SCIENCE:	Dominic D. Damoah
HEAD, MATHEMATICAL SCIENCES:	Olivia Osei-Tutu Atakorah
HEAD, AGRIBUSINESS	Emmanuel Yaw Opoku
HEAD, INFORMATION TECHNOLOGY:	Kofi Sarpong Adu-Manu
COORDINATOR, BIOMEDICAL ENGINEERING:	Emmanuel Prah
COORDINATOR, BUSINESS INFORMATION SYSTEMS:	Dominic D. Damoah

INTRODUCTION

The Faculty of Science (FOS) was set up 2013 at Valley View with 5 departments namely Computer Science, Information Technology, Nursing, Mathematical Sciences and Biomedical Equipment Technology. Today, the FOS population constitutes 8.01% of the student population of the University, which stands at 3,862.

The FOS has a firm belief that graduates should have impeccable educational experience that encourages scholarship through the application of scientific knowledge in teaching, learning and research. The FOS is devoted to promoting top-notch programmes in Computer Science, Information Technology, Mathematics with Statistics, Mathematics with Economics, Business Information Systems, Biomedical Engineering and Education with Information Technology to develop highly skilled and globally-employable scientists and conducting cutting-edge research.

The Faculty of Science also provides holistic education of the mental, social, physical and spiritual faculties of an individual. The faculty trains students for life and eternity. This holistic education empowers our students in solving real-life problems and fulfilling the will of God.

OUR VISION

To be the most preferred centre of excellence in research in Applied Sciences producing precocious graduates who are critical thinkers and creative with high ethical and professional standards for service to God and humanity.

OUR MISSION

To serve as an international centre of excellence in the provision of high-quality holistic education, and professional training in applied sciences; as well as serve as a leading centre for cutting-edge advanced research and development work in current and emerging subject areas of Applied Sciences. By integrating faith and learning, it is hoped that graduates will be equipped to exert positive intellectual, moral and professional influence in their practice as Scientists.

OBJECTIVES

The objectives of the faculty of Science are:

- To teach students quality academic programmes underlying the sciences, computing, engineering, and mathematical systems and how they interact with the rest of society.
- To encourage graduates of the programme to go into self-employment by creating their businesses
- To provide the necessary academic and research background for entrance into graduate and postgraduate degree programmes in the Applied Sciences.
- To create opportunities for students to apply their theoretical knowledge through work-study and practicum programmes;
- To inculcate into students the ability to think critically and to develop the highest levels of human values and virtues;
- To encourage students to appreciate the dignity of labour through internship, practicum and work-study programme;
- To encourage all students to commitment excellence, integrity and service in the workplace and community.
- To encourage students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.

PROGRAMMES OFFERED

The major programs offered at the Faculty of Science are as follows:

- Bachelor of Science [BSc.] Computer Science
- Bachelor of Science [BSc.] Information Technology
- Bachelor of Science [BSc.] Mathematics with Economics
- Bachelor of Science [BSc.] Mathematics with Statistics
- Bachelor of Science [BSc.] Business Information Systems

- Bachelor of Science [BSc.] Biomedical Engineering
- Bachelor of Science [BSc.] Agribusiness
- Diploma in Computer Science
- Diploma in Biomedical Equipment Technology

The minor programmes are as follows:

- Computer Science
- Information Technology

The Faculty collaborates with the Department of Education to offer

- Bachelor of Science [BSc.] Information Technology with Education

CAREER OPPORTUNITIES

The worldwide shortage of Science professionals is a well-known phenomenon. In Ghana, as in other countries, there is an acute shortage of qualified scientists.

The market for Science graduates especially Computer Science, Information Technology, Business Information Systems, Information Technology with Education, Biomedical Engineering, Mathematics with Economics and Mathematics with Statistics in Ghana and elsewhere is large and growing. Almost every sector needs these personnel and as such, the employment prospects of the Faculty of Science, graduates are greatly needed in every country, including Ghana. Graduates in these fields are in high demand, and most students on the programme usually are offered jobs before graduation.

We, therefore, expect very high demand in Ghana and elsewhere for graduates of the VVU Faculty of Science programmes. Graduates of the programmes can go on to pursue professional careers in Computer Science, Information Technology, Business Information Systems, Information Technology with Education, Biomedical Engineering, Mathematics with Economics and Mathematics with Statistics in basically any type of establishment in both the private and the public sector.

Graduates will typically be employed as systems analysts, computer system administrators, network managers, analyst programmers, software or system developers, software support staff, hardware support staff, computer systems engineers or technicians, business and information system analysts, mathematicians, statisticians, economist, Education Technologist, biomedical engineers among others. The field of applied sciences has one of the most attractive career advancement prospects in both the private and public sector.

There are also numerous opportunities for pursuing postgraduate studies up to the PhD — level in leading universities worldwide. Graduates may also have the opportunity

both within and outside Ghana to join R&D teams involved in cutting-edge research and development work in advanced scientific systems.

DEPARTMENT OF COMPUTING SCIENCES AND ENGINEERING

BACHELOR OF SCIENCE (BSc) IN COMPUTER SCIENCE

The underlying and guiding philosophy of the Department of Computer Science and the BSc. (Computer Science) programme is to promote scholarship, as well as the search for and the application of scientific knowledge through education, training research and community extension. The Department is committed to pursuing this philosophy through the provision of a world-class programme in Computer Science aimed at training highly skilled and globally employable computer scientists and conducting cutting-edge research in the field of Computer Science.

MISSION STATEMENT

To serve as an international centre of excellence in the provision of high-quality holistic education, and professional training in computing sciences; as well as serve as a leading centre for cutting-edge advanced research and development work in current and emerging subject areas of Computer Science. By integrating faith and learning, it is hoped that graduates will be equipped to exert positive intellectual, moral and professional influence in the practice of Computing Sciences.

THE RATIONALE

The need for trained computer scientists is one of the challenges that face the rapidly growing Ghanaian economy. The world economy is experiencing the effects of rapid globalization and the impact of the emerging information age characterized by information and communication technologies (ICTs). The role that the Computer Science field and industry can play to support the socio-economic development process has been recognized by governments worldwide including the government of Ghana.

It has also been acknowledged that the worldwide shortage of qualified human resources in the computer field had been one of the main obstacles to the deployment, exploitation and the development of ICTs to accelerate economic and social development. This problem is more felt in developing countries like Ghana, as compared to the industrialized countries.

NATIONAL DEMAND FOR THE PROGRAMME

In Ghana, the need for trained personnel of integrity, good work ethics, excellent professional skills and positive human relations to contribute towards the realization of Ghana's socio-economic development cannot be over-emphasized. Specifically, there is an urgent need in Ghana to meet the shortfall in Computer Science graduates with the requisite skills. This programme is, therefore, designed to address the major area of manpower requirements of the nation by preparing qualified youth for Computer Science careers in the public and private sectors of the economy.

EMPLOYMENT PROSPECTS OF STUDENTS

The worldwide shortage of computer professionals is a well-known phenomenon. In Ghana, as in other countries, there is an acute shortage of qualified computer personnel.

The market for Computer Science graduates in Ghana and elsewhere is large and growing. Almost every sector need computer personnel and as such the employment prospects of Computer Science graduates are great in every country, including Ghana. Experience from elsewhere shows that graduates in this field are in high demand and most students on this type of programme usually are offered jobs before graduation.

We, therefore, expect very high demand in Ghana and elsewhere for graduates of the VVU Computer Science programme. Graduates of the programme can go on to pursue professional career in computer science in basically any type of establishment in both the private and the public sector.

Graduates will typically be employed as systems analysts, computer system administrators, network managers, analyst programmers, software or system developers, software support staff, hardware support staff, computer systems engineers or technicians, business system analysts, among others. The field of computer science has one of the most attractive career advancement prospects in both the private and public sector.

There are also numerous opportunities for pursuing postgraduate studies up to the PhD-level in the field of computer science in leading universities worldwide. Graduates may also have the opportunity both within and outside Ghana to join R&D teams involved in cutting-edge research and development work in advanced computer systems.

THE OBJECTIVES

The objectives of the Computer Science Department are:

- To teach students the underlying fundamentals of computer software, computer hardware, computer-related mathematical systems and how computers interact with the rest of society.
- To encourage graduates of the programme to go into self-employment by creating their own computer-based businesses, for example: local and off-shore software development and maintenance; computer hardware system assembling, repair and maintenance and emerging computer services like, mobile, Web-hosting and publishing services, desktop publishing services, information provision services, computer design services, and e-commerce services.
- To create opportunities for students to apply their theoretical knowledge through work-study and practicum programmes;

- To develop in students the ability to think critically and to develop the highest levels of human values;
- To encourage students to appreciate the dignity of labour through work-study programme;
- To encourage students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

Applicants must have one of the following academic requirements to be admitted to the degree programme.

1. *Senior Secondary School Certificate Examination (SSSCE)*: Compulsory Subjects - Grade D or better in three (3) core subjects (English, Mathematics, Integrated Science or Social Studies and Elective Subjects – Grade D or better in three (3) elective subjects. The two electives should be science subjects. For Non-science students, elective mathematics is required.
2. *West Africa Senior School Certificate Examination (WASSCE)*: Compulsory Subjects - Grade C6 or better in three (3) core subjects (English, Mathematics, Integrated Science or Social Studies) and Elective Subjects – Grade C6 or better in three (3) elective subjects. The two electives should be science subjects. For Non-science students, elective mathematics is required.
3. *General Certificate of Education (GCE) Advanced Level*: Passes in three (3) subjects including Mathematics and/or Science (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.
4. HND holders in Computer Science from recognized institutions with at least second-class lower division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed.
5. Diploma or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission into level 200 or 300 where applicable.
6. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. *Mature Students*: The applicant must:

- a. Be at least 25 years old;
- b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application; applicant must demonstrate relevant professional and working experience for 2-5 years.
- c. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. Applicants will also be required to attend an interview to determine their eligibility into the program.

PROGRAMME OFFERED

The Department of Computer Science offers a Bachelor of Science (BSc) Computer Science.

REQUIREMENT FOR GRADUATION

- A) Total Credits required – 147 semester credits
- B) Breakdown of total credits into major curriculum sub-divisions – See Table below.

BSc. [Computer Science] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions –divisions	Credits Requirements
A	General Education	30
B	Core Computer Science Courses	63
C	Computer Science Concentration Courses	24
D	Computer Science Electives	09
E	Cognates	15
F	Final Year Project	06
	Total	147

A. GENERAL EDUCATION 30

CLUSTER 1. Language and Communications 8

ENGL121 Language and Writing Skills I	2
ENGL122 Language and Writing Skills II	2
FREN111 French for General Communication I	2
CMME105 Intro to Communication Skills	2

CLUSTER 2. Religion, Theology and Philosophy	12
RELB163 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Biblical Foundation of Ethics	3
RELG451 Bible and Family Dynamics	3
CLUSTER 3. Health and Physical Education	3
PEAC100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 4. Behavioural and Social Science	3
SOC1105 Principles of Sociology	3
OR	
PSYC105 Introduction to Psychology	3
CLUSTER 5. Natural and Physical Sciences Mathematics	
Courses in Computer Science satisfy this requirement	
CLUSTER 6. Counselling, Career Planning, Human Development	NC
GNED230 Career Exploration and Planning OR	NC
OR	
GNED468 Job Search Strategies and Techniques (optional)	NC
GNED125 Study Skills	NC
CLUSTER 7. African Studies course	2
AFSTxxx African Studies courses	2
B. CORE COMPUTER SCIENCE COURSES	
COSC115 Intro to Computer Science I	NC
COSC116 Intro to Computer Science II	NC
COSC113 Elements of Programming	3
COSC221 Programming with C++	3
COSC222 Programming with Java	3
COSC130 Digital Electronics	3
COSC210 Numerical Methods	3
COSC211 Computer Organization I	3
COSC215 Project Planning and Management	3
COSC220 Digital Logic Design	3
COSC230 Database Systems Design	3
COSC240 Systems Programming	3
COSC245 Entrepreneurship and Human Development	3

COSC255 Operating Systems	3
COSC260 Systems Analysis & Design	3
COSC271 Data Communication & Computer Networks I	3
COSC280 Information Systems	3
COSC331 Computer Graphics	3
COSC346 Software Engineering	3
COSC361 Data Structures and Algorithms I	3
COSC365 Research Method Seminars	3
COSC370 Operations Research	3
COSC380 Compiler Design	3

C. COMPUTER SCIENCE CONCENTRATION COURSES

COSC257 Computer Architecture and Microprocessor Systems	3
COSC272 Data Communication and Networks II	3
COSC310 Computer Engineering	3
COSC325 Computer Security	3
COSC351 Expert Systems and Artificial Intelligence I	3
COSC420 Distributed Systems	3
COSC430 Computer Simulation and System Modelling	3
COSC460 Internet-Based Application Systems Development	3

D. ELECTIVE COURSES

COSC332 Computer Graphics II	3
COSC352 Expert Systems and Artificial Intelligence II	3
COSC362 Data Structures and Algorithms II	3
COSC425 Mobile Application Development	3
COSC440 Computer Vision	3
COSC450 Advanced Systems Analysis and Design	3
COSC457 Advanced Computer Architecture	3
COSC435 Computer & Cyber Forensics	3
COSC466 Advanced Network & Systems Administration	3

E. COGNATES

Business

ACCT210 Introduction to Accounting	3
MGNT234 Principles of Management	3

Mathematics

MATH171 Intro Maths for Computer Science	3
MATH175 Discrete and Continuous Mathematics	3
STAT282 Probability and Statistics	3

F. FINAL YEAR RESEARCH PROJECT

COSC491 Final Year Project I	3
COSC492 Final Year Project II	3

ADDITIONAL REQUIREMENTS FOR GRADUATION

Laboratory Sessions and Project

Students are required to take a number of Non-Credit Courses, take Computer Laboratory sessions and do projects that form part of the Credit Courses.

Final Year Research Project

Each graduating student is to carry out under supervision of a Faculty member a practical Computer Science project on a topic or subject previously approved by the Head of Department.

Research Component

Final Year Research Project is a pre-requisite for graduation. Practical training, internship, clinical experience, etc are all required. Practicum in Computer Science is required of all students.

COMPUTER SCIENCE MINOR

Computer Science Minor 24 Credits

The Department of Computer Science offers a minor to students majoring in areas other than Computer Science. Candidates planning to do a minor in Computer Science would have to meet the admission requirements for the Computer Science Department. For Computer Science Minor the 24 credits must be selected from the courses listed below. Given that a number of the required courses for the Computer Science Minor have prerequisites, it is anticipated that the total number of required credits will be excess of 24.

Required Courses for Minor

COSC 210 Numerical Methods	3
COSC 240 Systems Programming	3
COSC 211 Computer Organisation I	3
COSC 230 Database Systems	3
COSC 255 Operating Systems	3
COSC 280 Information Systems	3
COSC 271 Data Communication & Computer Network I	3
COSC 260 System Analysis and Design	3

Prerequisite Courses

COSC 115 Introduction to Computer Science I	NC
COSC 116 Introduction to Computer Science II	NC
COSC113 Elements of Programming	3
COSC221 Programming with C++	3
COSC222 Programming with Java	3
COSC 130 Digital Electronics	3
PHYS 103 Physics	3
MATH 171 Introductory Maths for Computer Science	3
COSC 175 Discrete and Continuous Mathematics	3

SEQUENCE OF COURSES

FIRST YEAR			
1st Semester	Credits	2nd Semester	Credits
ENGL121 Language and Writing Skills I	2	ENGL122 Language and Writing Skills II	2
RELB163 The Life and Teachings of Jesus	3	CMME115 Introduction to Communication Skills	2
FREN111 French for Oral Communication I	2	SOCI105 General Sociology OR	2
PHYS103 Physics	3	PSYC105 Intro to Psychology	
MATH171 Introductory Mathematics for Computer Science	3	COSC130 Digital Electronics	3
COSC113 Elements of Programming	3	MATH172 Discrete and Continuous Mathematics	3
COSC115 Introduction to Computer Science I	NC(**3)	COSC122 Programming with C++	3
PEAC100 Physical Activity	NC(**1)	GNED230 Career Exploration and Planning	1
GNED125 Study Skills	NC(**1)	COSC115 Introduction to Computer Science II	NC(**3)
Total Credits	16+(5)=21	Total Credits	16+(3)=19
SECOND YEAR			
1st Semester	Credits	2nd Semester	Credits
RELB251 Principles of Christian Faith	3	HLTH200 Health Principles	3
AFSTxxx African Studies – Group A	1	AFSTxxx African Studies – Group B	1
ACCT210 Introduction to Accounting	3	MGNT234 Principles of Management	2
COSC210 Numerical Methods	3	COSC212 Computer Organization II	3
COSC211 Computer Organization I	3	COSC222 Programming with Java	3
COSC220 Digital Logic Design	3	COSC280 Information Systems	3
COSC230 Database Systems Design	3	COSC250 Computer Ethics	3
COSC271 Data Communication & Computer Network I	3	COSC272 Data Communication & Computer Network II	3
Total Credits	22	Total Credits	21

THIRD YEAR			
1 st Semester	Credits	2 nd Semester	Credits
RELT385 Introduction to Biblical Foundation Ethics	3	COSC330 Computer Simulation & Systems Modeling	3
COSC255 Operating Systems	3	COSC357 Project Planning and Management	3
COSC257 Computer Architecture & Microprocessor Systems	3	COSC370 Operations Research	3
COSC260 Systems Analysis and Design	3	COSC360 Internet-Based Application Systems Development	3
COSC240 Systems Programming	3	COSC364 Research Methods	3
COSC361 Data Structures & Algorithm I	3	STAT282 Probability and Statistics	3
COSC331 Computer Graphics I	3	COSC325 Mobile Application Development (Elective 1)	3
Total Credits	21	Total Credits	21
FOURTH YEAR			
1 st Semester	Credits	2 nd Semester	Credits
COSC351 Expert Systems & Artificial Intelligence I	3	COSCxxx(Elective 2)	3
COSC445 Entrepreneurship and Human Development	3	COSCxxx(Elective 3)	
COSC446 Software Engineering	3	COSC410 Computer Engineering	3
COSC425 Computer Security	3	COSC480 Compiler Design	3
COSC420 Distributed Systems	3	COSC492 Final Year Project II	3
COSC491 Final Year Project I	3	RELG451 Bible and Family Dynamics	3
Total Credits	18	Total Credits	18

COURSE DESCRIPTION

Computer Science Courses Core

COSC115 INTRODUCTION TO COMPUTER SCIENCE I

NC

This course introduces students to the basic principles, concepts and practice of computer science. The course provides an overview of key topics in computer

science emphasizing on: the underlying mathematical concepts and principles of computer science, topics relating to hardware as well as system development components and aspects of computer science.

COSC116 INTRODUCTION TO COMPUTER SCIENCE II

NC

Prerequisite: COSC115

This course provides a good appreciation of the fundamentals of computer architectures and their operation. It covers the following topics: number systems; basic computer components; the fetch-decode-execute cycle; branch instructions and flow control; addressing modes; stacks and subroutines; input output; interrupts; exceptions.

COSC113 ELEMENTS OF PROGRAMMING

3 CREDITS

This course introduces students to the principles of problem solving using fundamental algorithmic techniques and design, structured programming, and computer systems concepts. The course covers the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, iteration, and basics of computer arithmetic, data structures, sorting and searching. The course is designed to promote good programming practices for further study of programming languages. Upon successful completion of this course, the students should be able to design simple, structured, well-documented computer programs. Topics to be covered shall include: Program Design paradigms, Pseudo-code, Flowcharts, Developing Algorithms, Selection Control Structures, Repetition Control Structures, Algorithms Using Sequence, Selection, and Repetition, Modularization and Communication between Modules, Searching and Sorting, Cohesion and Coupling and Primitive Data Structures. Evaluation instruments will include written and/or skills-based examinations and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

COSC114 PROGRAMMING WITH C

3 CREDITS

Prerequisite: COSC 113

This course provides students with a comprehensive study of the C programming language. Through classroom lectures students will be equipped with the means of writing efficient, maintainable and portable code. The lectures are supplemented with non-trivial lab exercises. This course focuses on the principles of problem-solving using C and structured programming techniques for computer systems. The course covers fundamentals of program design, analysis and implementation of computer systems concepts. The C programming language is used to build the fundamentals so that students will have a basis for understanding and using other programming languages. Topics covered are: Introduction to computer programming, The C Pre-processor Directives, Expressions, Variables and data types, Functions and Operators, Simple I/O and File I/O, Addresses, pointers and storage allocation, Functions and parameter passing mechanisms, Control

structures Constructs, Arrays, Bit Manipulation, Separate Compilation, Elementary searching and sorting, Strings , Structures and unions and Recursion

COSC221 COMPUTER PROGRAMMING WITH C++

3 CREDITS

Prerequisite: COSC 114

The course is design to introduce the principles and concepts of programming and teach problem-solving methods and algorithm development; high-level, structured programming using C++. Development of process of design, coding, debugging, documentation; focus upon techniques of good programming style and sound program construction.

COSC222 COMPUTER PROGRAMMING WITH JAVA

3 CREDITS

Prerequisite: COSC221

The course provides an understanding of how to construct programs from algorithm specifications. The aim is for the students to become very familiar with 'advanced' standard algorithms and 'sophisticated' data structures and data types. The emphasis is on developing skills for writing reliable and readable programs in an OOP environment using JAVA as a programming language. Abstract Data Types, Object-Oriented Design, Generics, Exception Handling and Program Assertions are used to help develop these skills.

COSC130 DIGITAL ELECTRONICS

3 CREDITS

The aim of the course is to provide a good grounding in the principles of operation of semiconductor devices and introduces students to practical issues involved in using electronic circuits and systems. Topics include: propagation delay, switching speed limitations, pulse propagation along transmission lines, characteristic impedance, noise, power supply regulation, the relative merits of the different logic families, power dissipation etc.

COSC210 NUMERICAL METHODS

3 CREDITS

Prerequisite: MATH172

The course concentrates on: derivation, analysis and implementation of methods of numerical solution of mathematical problems. Topics include: error analysis, various polynomial approximations, iterative techniques for solving equations, numerical integration and differentiation, and numerical solution of differential equations.

COSC211 COMPUTER ORGANIZATION I

3 CREDITS

This course introduces students to an Assembler Language, the programming of microprocessors. Topics include: introduction to computer architecture; detailed examination of addressing, instruction execution, data representation and program coding and debugging.

COSC220 DIGITAL LOGIC DESIGN

3 CREDITS

This course is designed to introduce students to the theory and practice of digital logic. Topics covered in the course include: Binary Logic; Boolean Algebra; Boolean Functions; Other Logic Operators; Simplification of Boolean Functions; Arithmetic Logic; Combinatorial Logic Implementation Techniques; Sequential Logic;

Asynchronous Sequential Logic (ASL); Design Algorithms for ASL; Basic SR Storage Circuit; ASL with Explicit Storage; Gated Latch Storage Circuits; Alternate Gated D Latches; Edge Triggering; Synchronous Sequential Logic; Algorithmic State Machines etc.

COSC230 DATABASE SYSTEMS

3 CREDITS

This course is aimed at introducing students to the theoretical and practical issues in management, retrieval and organization of large quantities of data. The course provides a general understanding on issues relating to:

- (i) the modelling of data within an organization or enterprise;*
- (ii) the analyses of data relationships for exploitation within database management systems;*
- (iii) the programming of Database management systems for database creation, information retrieval and database management;*
- (iv) the analyses of various database concurrency protocols and algorithms to assess their performance and relative appropriateness in differing operating environments and*
- (v) development of concurrency control algorithms and appropriate data structures for data management.*

COSC240 SYSTEMS PROGRAMMING

3 CREDITS

Prerequisite: COSC 222

This course provides an understanding of how to use the facilities which are provided by the underlying operating system, and to develop OOP skills. The course also introduces the area of concurrency and aims to teach how to make use of concurrent processes and threads, and how to deal with the problems which arise when writing concurrent programmes. Topics covered in this course include: The C++ programming language: Overview, Classes, Functions, Arrays, Pointers, References, Dynamic Allocation, Inheritance, Virtual Functions and Polymorphism, Overview of the Windows family of operating systems, Event-driven and Windows programming, The Win32API, Overview of foundation classes, Generation and control of processes and threads, Inter-process Communication, Introduction to Concurrency are also covered.

COSC255 OPERATING SYSTEMS

3 CREDITS

This course provides a thorough understanding of the principles and design of operating systems. The aim is to illustrate the algorithms and approaches which can be taken in developing operating system functionalities. The course compares and contrasts the approaches taken in several modern operating systems. This course leads to a deep knowledge of the problems and solutions in developing modern concurrent systems. Topics covered in this course include: Operating Systems Overview and History – Process Management – Threads – Processor Scheduling – Process Synchronisation – Deadlocks – Memory Management –

Virtual Memory – I/O Management – File Management – Protection and Security – Distributed Systems. The course compares and contrasts the approaches taken to achieve the above facilities in a number of operation systems.

COSC260 SYSTEMS ANALYSIS AND DESIGN 3 CREDITS

This course introduces students to the concepts, principle and practice of systems analysis and design. A number of systems analysis methodologies such as Structured Systems Analysis and Design Methodology (SSADMs), Agile methodology, Object Oriented Methodology and Computer Aided Software engineering (CASE) among others. The course covers into details the system development life cycle (SDLC) and consider practical issues involved in the development of implementable system for user organizations.

COSC271 DATA COMMUNICATION & COMPUTER NETWORKS I 3 CREDITS

This course concentrates on: the fundamentals of computer communications and networks and telecommunications; digital, voice and video signals and transmission; protocols for error and flow control; capacity utilization; multiplexing and concentration; local area networks (LANs), wide area networks (WANs). Also covered in this course are: network design, installation and maintenance issues; switching, local area networks and structured architectures, modulation/demodulation techniques; high speed modems; data-link layer issues; High Level Data Link Control Protocol (HDLC). Local network technologies: Ethernet, Token-Ring, etc

COSC280 INFORMATION SYSTEMS 3 CREDITS

This course provides an in-depth understanding of the concepts, principles and practise of information systems. It covers topics relating to: information system as strategic resources; trends towards information system integration in user-organizations; how the building blocks and design forces combine to form a viable user-oriented information system; and applying the strategic planning process and systems development methodology to the analysis, design, and implementation of systems that meet the requirement and goals of the user-organization. The course also provides a thorough understanding of a number of issues relating to various types of information systems including: MIS, EIS, DSS, and Expert Systems.

COSC331 COMPUTER GRAPHICS I 3 CREDITS

The aim of this course is to develop an understanding of the mathematics and algorithms used in the synthesis of computer graphic imagery and animation. This is an introductory level course covering aspects of computer graphics including: techniques of graphic data input and output in terms of display devices and software; computer display of mathematical forms; animation, text processing and related topics; graphics display hardware image processing; 2D systems and transformations, etc

COSC346 SOFTWARE ENGINEERING 3 CREDITS

This course provides understanding of the fundamental software engineering concept and issues involved. Thus, the course covers the processes, techniques and deliverables that are associated with requirements engineering, software

design and design processes, various approaches to development, techniques for software verification and validation and management issues such as managing people, cost estimation, quality management, process improvement and configuration management. At the end of the semester students should demonstrate working software.

COSC355 COMPUTER ETHICS

3 CREDITS

This course examines the ethical use of computer systems and data for the IT professional. Topics covered include software theft, privacy, property rights, accountability, hacking, viruses, piracy, crime, responsibility and liability and Internet issues. The course further examines the code of ethics and professional conduct as published by technical organizations such as ACM and IEEE. The course thus equips students with the tools to build information systems to the highest ethical and moral standards.

COSC361 DATA STRUCTURES AND ALGORITHMS I

3 CREDITS

The fundamental nature of information and storage structures and their manipulation, Linear lists, strings, arrays, stacks, representation of trees and graphs, multi-linked structures and iterative and recursive programming techniques, storage systems structures and allocation and introduction to sorting and searching techniques.

COSC370 OPERATIONS RESEARCH

3 CREDITS

This course covers a range of operations research topics including: Optimization Techniques, Game Theory, Linear and Non-Linear Programming, Transportation Problem. Network Analysis, Forecasting Techniques, Inventory Theory, Decision Analysis, Simulation, System Reliability, Queuing Theory, Time Series Analysis, Scheduling Systems etc.

COSC380 COMPILER DESIGN

3 CREDITS

This component of the course provides the basics of compiler design. Topics covered include: Review of finite state automata, Lexical analysis, Pushdown machines, Context-free grammars, String translation grammars, Attributed translation grammars, Parser design, LL(1) grammars, Recursive-descent parsing, Error detection and recovery, Simple code generation techniques, Symbol-table management, Run-time implementation issues, Brief overview of compiler optimization techniques, Introduction to bottom-up parsing, etc.

COSC215 PROJECT PLANNING AND MANAGEMENT

3 CREDITS

This course is aimed at helping students to understand the tools and techniques of project management such as: project selection methods, work breakdown structures, network diagrams, critical path analysis, and critical chain scheduling, time and cost estimates, earned value management and motivation theory and team building.

COSC245 ENTREPRENEURSHIP AND HUMAN DEVELOPMENT

3 CREDITS

A study of the theory and practise of initiating a business venture and organizing the necessary resources. This course provides students with an understanding of the business planning techniques, economic analysis, financial analysis, market

analysis and human resource analysis which are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. It examines the principles and problems of operating a small business after it is established. Topics covered include a procedural system for establishing a new business, providing physical facilities, financing, organizing, marketing and managing of the small businesses. The course would include class project in which students work in teams to write business plans with the aim of attracting support for venture capital.

Computer Science Concentration Courses

COSC212 COMPUTER ORGANIZATION II

3 CREDITS

Comparative study of the organization and architecture of various present-day digital computers, the architecture is studied as a hierarchy of levels and a comprehensive treatment of the conventional machine level and the microprogramming level.

COSC257 COMPUTER ARCHITECTURE AND MICROPROCESSOR SYSTEMS

3 CREDITS

The Computer Architecture component of the course covers register-transfer specification and design, as well as the fundamentals of an instruction processor. It covers the following topics: register transfer definition, micro-operations, bus transfers, ALU design, shifter design, hardwired control design, microprogram processor control, and design of an instruction processor. The Microprocessor Systems component of the course is aimed at introducing students to hardware design and construction. Students will design and build a working microprocessor system from IC components. The course describes how such components are brought together to produce a functioning system, and illustrates the sort of low-level software necessary to support the hardware for basic I/O and monitor services.

COSC272 DATA COMMUNICATION AND COMPUTER NETWORKS II

3 CREDITS

This course follows-on from COSC271 and deals with upper layer OSI protocols and services. Topics covered include: Detailed look at the OSI model, Broadband ISDN, High speed data networks, Network and Transport Layer, Session Layer, Presentation Layer and Introduction to ASN.1, Application Service Elements, X.400 Electronic Mail, FTAM file transfer, X.500 Directory Services, OSI Management, EDI; the Internet architecture and technologies; configuration and implementation of Internet-based systems and applications, current advanced topics and concepts in computer data communications and computer networks.

COSC310 COMPUTER ENGINEERING

3 CREDITS

This course covers the organization and control of high performance processing systems with an emphasis on parallel systems. Course content: Bit-parallel memory and arithmetic, I/O processors, interleaved memory, cache memory, instruction look-ahead, multiple functional units, instruction pipelines, pipeline

functional units, processor arrays, multiprogramming, timesharing, multiprocessing, data-flow, Flynn's taxonomy, Amdahl's law, interconnection systems - mesh, shuffle-exchange, hypercube, butterfly, shared memory arrays, distributed memory arrays, tightly and loosely coupled multiprocessors, data-parallel programming, scheduling parallel tasks, loop scheduling.

COSC325 COMPUTER SECURITY

3 CREDITS

This course provides the underlying concepts and principles of computer security. Topics covered include: accidental and malicious damage, viruses, security threats, hacking and fraud, physical security, message authentication procedures, techniques and tools, back-up recovery, encryption and decryption, digital signatures, access privileges and control schemes, trusted systems, Internet and network security systems and mechanisms, firewalls, etc.

COSC351 EXPERT SYSTEMS AND ARTIFICIAL INTELLIGENCE I

3 CREDITS

This course introduces students to the concepts, principles and the practice of Expert Systems. It also examines the processes by which machines simulate intelligence; heuristic and algorithmic processes in problem solving and programming machines to play simple games; models of cognitive process; applications and limitations of machine intelligence. The course introduces students to symbolic programming (Common Lisp and Prolog) in the context of some of the main ideas and breakthroughs in the area of Artificial Intelligence (AI), etc.

COSC365 RESEARCH METHOD SEMINARS

3 CREDITS

This course is designed to provide the fundamentals of research methodology applicable to Computer Science and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, hypothesis formation and its testing.

COSC420 DISTRIBUTED SYSTEMS

3 CREDITS

This course is aimed at introducing the main concepts in distributed computing and to examine the fundamental problems in the area and look at the various models and solutions that have been proposed. Extensive use is made of case studies of real systems. Topics covered include: Sample Systems; Issues in distributed computing; Inter Process Communication Models; Kernels; Naming; File Systems; Transactions; Fault Tolerance; Future Trends.

COSC430 COMPUTER SIMULATION AND SYSTEM MODELLING

3 CREDITS

An introduction to the methodologies used in the computer simulation of continuous and discrete systems. Mathematical modelling, systems analysis, random number generation, Monte Carlo and other simulation techniques, simulation programmes and analysis of simulation output. Applications will be drawn from among the physical, biological, socio-economic and computer sciences.

COSC460 INTERNET-BASED APPLICATION SYSTEMS DEVELOPMENT 3 CREDITS

This course concentrates on the development of application systems and tools using the resources of the Internet as a development, implementation and delivery platform. Students are exposed to the emerging area of developing Internet-based (in particular Web-based) application systems for service delivery in the area of business, education, health, entertainment, etc. The course will introduce students to current Web-based systems development tools and programming languages. Students will be required to undertake projects involving the development of working systems using these tools and programming languages.

Elective Computer Science Courses

COSC332 COMPUTER GRAPHICS II

3 CREDITS

Prerequisite: COSC331

The advanced topics in computer graphics and image processing real-life rendering, animation, techniques of image enhancement, data compression and aspects of pattern recognition and computational geometry. Topics covered include: 3D systems and transformations; rendering; curves and surfaces; realistic image synthesis; animation and kinematics; physically based animation. The fundamental topics covered in this module have applications in robotics, image processing, vision, CAD, virtual reality and scientific visualization.

COSC352 EXPERT SYSTEMS AND ARTIFICIAL INTELLIGENCE II

3 CREDITS

Prerequisite: COSC351

This course covers a number of advanced topics in expert systems and artificial intelligence and addresses elements of Logic Programming and Prolog, with an emphasis on AI uses of it. Topics covered include: General Orientation; Examples; Some syntax. More syntax; procedural aspects; backtracking and cut; Definite Clause Grammars (DCGs); the 'Declarative_and_Procedural' synthesis argument applied to sorting (Meta Interpreters), Forward and Backward Chaining, Expert Systems and Prolog and Logic. In the area of AI applications, the course lays emphasis on AI techniques and case studies. Topics include: rules-based systems: algorithms: Frames and Semantic Nets, Expert Systems examples; Case-Based Reasoning; Blackboard Architectures; Neural Networks; Genetic Algorithms; and AI languages.

COSC362 DATA STRUCTURES AND ALGORITHMS II

3 CREDITS

Prerequisites: COSC351, COSC 361

The course exposes students to the study of the design and analysis of sorting, searching, matrix multiplication and other important algorithms with emphasis on structure, complexity and efficiency. Topics are chosen from logic, graph theory and theory of functions. Data structures such as balanced binary trees, AVL trees and B-trees.

COSC425 MOBILE APPLICATIONS DEVELOPMENT

3 CREDITS

This course aims to teach students how to develop mobile applications for mobile devices. The course focuses on the frameworks/platforms, development tools,

communication and connection capabilities, human-computer interaction, development life-cycle (requirements gathering & analysis, design, construction, and testing) database integration and management, transaction management of mobile applications. Also, issues related to mobile commerce, the current trends and future expectations regarding mobile application are considered.

COSC440 COMPUTER VISION

3 CREDITS

The aim of this course is to give students a firm understanding of the theory underlying the processing and interpretation of visual information and the ability to apply that understanding in a wide variety of situations. Students who successfully complete this course will be well placed to pursue subsequent work either in research or in industry. General Contents: Human and Computer Vision, Image Formation, Binary Vision, Image Processing (Enhancement, Filtering, Restoration and Compression) Segmentation, Mathematical Morphology, Shape from X, Recognition (of image features, 2-D objects and 3-D objects), Control strategies.

COSC450 ADVANCED SYSTEMS ANALYSIS AND DESIGN

3 CREDITS

This course covers advanced topics in systems analysis and design. It provides an in-depth understanding of a number of structured systems analysis and design techniques and tools including CASE tools. Real-life case studies are used to demonstrate the development of systems for user-organizations. Students do a number of systems development projects.

COSC457 ADVANCED COMPUTER ARCHITECTURE

3 CREDITS

This course provides an in-depth understanding of the hardware aspects of an advanced multiprocessor system. It also introduces the basic concepts and design techniques for integrated circuits. In particular, contrast is drawn with hardware design using discrete devices. Topics covered include: RISC CPUs; memory management units, translation look aside buffers (TLBs); Unix memory management (hardware); cache theory and organization; cache analysis, victim caches; shared memory multiprocessors; cache coherency protocols; spin-lock algorithms; load locked/store conditional instructions; main memory (DRAMs, DRAM refreshing, DRAM interfacing, ECC, etc); graphics subsystems (VRAMs, colour palettes, monitors, mice). Also covered are: MOS Technology; nMOS Processes vs. CMOS Processes; Static CMOS; Dynamic CMOS; Pass Transistor Logic; Floor planning; Power Routing; Control and Data Routing; Area Estimation; Design Rules; Basic Gate Layout; Regular Layout Styles; Sticks Diagrams. The course will also introduce students to VLSI technologies and systems.

COSC435 COMPUTER & CYBER FORENSICS

3 CREDITS

A study of the investigation of computer crime from both a legal and technical perspective. Intrusion detection techniques are examined. Case studies are used to develop an understanding of what happens when computer systems are compromised. Focus is on acquiring the skills to efficiently and effectively collect all of the available data in connection with a computer crime. Topics include developing and executing investigative and data collection plans, collecting data from a variety

of computer and network hardware components, conducting appropriate analyses, and writing forensic reports.

COSC446 ADVANCED NETWORK AND SYSTEMS ADMINISTRATION 3 CREDITS

Prerequisite: COSC272, COSC113

This course offers a practical grounding in the principles of system and network administration and demystifies how IT personnel manage systems by imposing limitations on users. To demonstrate universal principles that apply to all platforms, by utilizing the major operating system families: Linux, Unix, Windows (including Server). The course starts with a review of computer system administration before addressing such issues as user account management, interoperability, data warehousing, capacity planning, load balancing, Network Administration, security, and disaster preparedness.

Cognates Courses

ACCT210 INTRODUCTION TO ACCOUNTING

3 CREDITS

This course is designed to cover the fundamentals of accounting applicable to different business entities with emphasis on the accounting cycle and the preparation of financial statements. Topics include basic accounting concepts and principles, double entry book-keeping, accounting treatment of assets, capital and liabilities, books of original entry and preparation of financial statements.

MGNT255 PRINCIPLES OF MANAGEMENT

3 CREDITS

A beginning course designed to study business management theory and practice including topics such as, functions of management, history of management thought, executive functions of a manager (planning, organizing, directing, coordinating, staffing and controlling). This course also introduces students to the functional areas of business such as marketing, financial, personnel and operations.

MATH172 INTRODUCTION TO MATHS FOR COMPUTER SCIENCE

3 CREDITS

This course is designed to provide students with basic concepts in Algebra and Calculus, which are crucial for further work in Mathematics. Topics include; Exponential and Logarithmic Functions, Conic Sections; Parabola, Ellipse, Hyperbola and Translation of Axes, Derivatives of Exponential and Logarithmic Functions, Trigonometric Functions, Finding Values of Trigonometric Functions, Trigonometric Identities, Inverse Trigonometric Functions, Integration; Area and the Definite Integral, the Fundamental Theorem of Calculus, Integration by Substitution, Integration by Parts, Numerical Integration.

MATH175 DISCRETE AND CONTINUOUS MATHEMATICS

3 CREDITS

This covers a wide range of topics in the discrete mathematics as well as a spectrum of topics in differential equations and Fourier series. Topics include: discrete and algebraic structures: mathematical induction; sets, relations, maps and lattices; graphs, trees and adjacency matrices; semigroups, monoids and groups; formal grammars, languages and machines; ordinary differential equations, linear independence and Fourier methods.

STAT282 PROBABILITY AND STATISTICS**3 CREDITS**

The course introduces the concepts of probability and the use of basic statistical techniques, with reference to their application to Computer Science. Topics covered are: Probability Distributions, Mean and Variance, Statistical Estimation and Hypothesis Testing, Regression, Bayesian Statistics.

COSC491 & COSC492 FINAL YEAR PROJECT I AND II**3 CREDITS EACH**

The Senior Research Project is to be taken by every final year student in the Department of Computing Sciences and Engineering as partial fulfilment of the requirements for the award of Bachelor's Degree at VVU. The student after completing Research Methods in the second semester of the third year submits a proposal following up with an oral presentation of the proposal. Upon acceptance registers for the Senior Project I which forms the first part of the entire work. The Department, after deliberation, will suggest a supervisor. Students plan and carry the research project with the assistance of the faculty supervisor. An oral presentation is done on the first part at the end of the semester. Upon successful completion of the first part, then registers for the Senior Research Project II the following semester which forms the second part of the project. The final defence is done on the second part at the end of the second semester of the Project. The completed research work includes documentation and application developed (or simulations) done on the implementation on a USB flash drive.

DIPLOMA (DIP.) IN COMPUTER SCIENCE

The underlying and guiding philosophy of the Department of Computer Science and the Diploma in Computer Science programme is to promote scholarship, as well as the search for and the application of scientific knowledge through education, training and research. The Department is committed to pursuing this philosophy through the provision of a world-class programme in computer science aimed at training highly skilled and globally employable computer scientists and conducting cutting-edge research in the field of computer science.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

Applicants must have one of the following MINIMUM REQUIREMENTS FOR ADMISSION TO DIPLOMA PROGRAMME

A. SSSCE Holders

- i. Six (6) Passes (A –D) in all subjects, including English and Mathematics.
- ii. This programme requires mandatory passes or better, in three electives. The three electives should include Elective Mathematics for non-science applicants

B. WASSCE Holders

- i. Six (6) Passes (A1 – D7) in all subjects, three (3) of which should be credit Passes (C6) or better
- ii. It must be noted; however, this program requires mandatory passes or better, in three electives. The three electives should include Elective Mathematics for non-science applicants.

C. DIPLOMA IN BUSINESS STUDIES (DBS) CANDIDATES

Four (4) WASSCE credit passes (A1-C6) or four SSSCE passes (A-D) including English Language and Mathematics, plus the DBS qualification could be used as entry qualification for this Diploma programme.

D. PROFESSIONAL AND OTHER ENTRY QUALIFICATIONS

All professional certificates and any other qualifications beyond the ones specified above are to be referred to the National Accreditation Board for the establishment of their equivalencies, to determine their eligibility for admission to tertiary education institutions.

E. Two (2) GCE Advanced Level passes and five (5) GCE Ordinary Level PASSES.

Two of the GCE Ordinary Level credits should be English and Mathematics.

F. Mature Students:

Applicants lacking the necessary academic qualifications may be considered for admission if they are 25 years and above and show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at time of application. The mature applicants are required to take and pass an entrance examination and attend an interview to determine their eligibility for the programme.

OR

Holders of Teacher's Certificate 'A' 3-year Post Secondary AND Equivalent Certificates

REQUIREMENT FOR GRADUATION

To successfully graduate from the programme and qualify for the award of the Diploma in Computer Science, candidates must satisfy the following:

- A. Total Credits required – 77 semester credits**
- B. Breakdown of total credits into major curriculum sub-divisions – See Table I below.**

Diploma [Computer Science] Major Curriculum Sub-Divisions

	Major Curriculum Sub-Divisions – divisions	Credits Requirements
A.	General Education	14
B.	Computer Science Courses	51
C.	Cognates	9
D.	Project Work	3
	Total	77

ADDITIONAL REQUIREMENTS FOR GRADUATION

- a) Have passed all required courses of the programme with a C grade in all courses
- b) Have obtained Cumulative Great Point Average CGPA of 2.0 or more
- c) Have attended lectures and have his/her results and performance confirmed by Academic Board.

Laboratory Sessions and Project

Students are required to take a number of Non-Credit Courses, take Computer Laboratory sessions and complete supervised project work that form part of the Credit Courses.

SEQUENCE OF COURSES

FIRST YEAR			
1st Semester	Credits	2nd Semester	Credits
ENGL111 Language and Writing Skills I	2	ENGL112 Language and Writing Skills II	2
FREN111 French for Oral Communication I	2	SOCI105 General Sociology OR PSYC105 Intro to Psychology	3
RELB163 The Life and Teachings of Jesus	3	CSCD130 Digital Electronics	3
PHYS103 Physics	3	CSCD114 Programming with C++	3
CSCD113 Elements of Programming	3	CSCD116 Intro to Computer Science II	3
CSCD115 Intro to Computer Science I	3	CSCD250 Computer Ethics	3
MATH171 Intro to Maths for Computer Science	3	MATH172 Discrete and Continuous Mathematics	3
GNED125 Study Skills	NC(*1)		
Total Credits	19+1 =20	Total Credits	20
SECOND YEAR			
1st Semester	Credits	2nd Semester	Credits
PEAC100 Physical Activity	NC	HLTH200 Health Principles	3
RELB251 Principles of Christian Faith I	3	CSCD231 Web Engineering	3
CSCD211 Computer Organization	3	CSCD260 Systems Analysis and Design	3
CSCD256 Operating Systems	3	CSCD271 Computer Network Engineering	3
CSCD240 Programming with Visual C#	3	CSCD280 Information Systems	3
CSCD210 Numerical Methods	3	CSCD299 Project Work	3
CSCD230 Database Systems Design	3	CSCD226 Computer Security	3
MGNT234 Principles of Management	3		
Total Credits	21	Total Credits	21

DEPARTMENT OF COMPUTER SCIENCE FACULTY LIST

Full-Time Faculty Members

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1. **ABANDOH-SAM, JOSEPH AHOR** [SENIOR LECTURER]
MS, (Software Engineering), 2012, Andrews University, USA.
BSc., (Computer Science), 2006, Valley View University, Oyibi, Ghana

 2. **ADU-MANU, KOFI SARPONG** [SENIOR LECTURER]
MPhil., (Computer Science), 2013, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 3. **ASARE, MICHAEL** [ASSISTANT LECTURER]
MSc., (Information Technology), 2016, Kwame Nkrumah University of Science & Technology, Kumasi.
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.

 4. **ADJETEY, CHARLES** [LECTURER]
MPhil., (Computer Science), 2017, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2011, Valley View University, Oyibi, Ghana.

 5. **DAMOAH, D. DOMINIC** [SENIOR LECTURER].
MSc., 2009, (Software Engineering), Andrews University, Michigan USA.
BSc., (Computer Science), 2001, Kwame Nkrumah University of Science & Technology, Kumasi.

 6. **ARTHUR, JOHN KINGSLEY** [LECTURER]
MSc., (Information Technology), Accra Institute of Technology, Accra, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 7. **LARYEA, EBENEZER** [SENIOR LECTURER]
MSc. (Computer Application), 2009, Symbiosis International University, India.

 8. **RONKY, FRANCIS DOH** [LECTURER]
MBA (MIS) 2011 Wisconsin University College, Accra.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 9. **BAMFO-BOAKYE, ABRAHAM** [SENIOR LECTURER]
MSc., (Mathematics), 2009, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2002, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

 10. **ADU-SACKEY, ALBERT** [LECTURER]
M.Phil., (Applied Mathematics), 2010, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2007, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
PGD, (Education), 2010, University of Education, Winneba, Ghana.

 11. **OSEI-TUTU ATTAKORA, OLIVIA** [LECTURER]
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- M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.*
BSc., (Applied Mathematics, Statistics Option), 2008, University for Development Studies, Tamale, Ghana.
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15. **AMOAKO, PRINCE YAW OWUSU** [SENIOR LECTURER]
M.Phil., (Computer Engineering), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2005, Valley View University, Oyibi, Ghana
-
16. **OBLITEY, WILLIAM** [PROFESSOR EMERITUS]
PhD., 1988, University of Pittsburgh, Pennsylvania USA.
-
17. **NABARE, WILLIAMS** [ASSISTANT LECTURER]
M.Phil., Information Technology), 2018, Kwame Nkrumah University of Science and Technology, Kumasi.
BSc., (Information Technology), 2012, Valley View University, Oyibi, Ghana
Diploma in Accounting and Finance in Business and Management , 2006, Cambridge International Collage, UK
Teachers Certificate 'A', 2001, Asokore Seventh Day Adventist College
-

Adjunct Faculty Members

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1. **BOBBIE, PATRICK** [LECTURER]
PhD., 1986, University of South-western Louisiana.
-
2. **ANNAN, M. KWAW** [SENIOR LECTURER]
MSc., (Electronic and Electrical Engineering), 1978, State University of New York, USA.
B.Eng, (Electronic and Electrical Engineering), 1975, City University of New York, USA
AA., (Engineering Science), 1972, Bronx Community College, Bronx, USA.
-
3. **EDUAFO, STEPHEN** [LECTURER]
M.Phil., (Applied Mathematics), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2008, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
-
4. **ANSONG, DANSO EDWARD** [SENIOR LECTURER]
PhD, (Computer Science), 2018, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
M. E.,(Comp. Sci. & Engineering), 2008, Karuya University, India.
-
5. **NICOLAE GOGA, PROFESSOR DR. ING.** (PROFESSOR)
PhD,(Computer Science) 2005, Department of Computer Science, Politehnica University of Bucharest, Romania, Department of Mathematics and Computer Science, Technical University of Eindhoven, the Netherlands
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6. **OKOE, EZEKIEL ANNAN** [ASSISTANT LECTURER]
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- MSc., (Information Technology), 2015, Kwame Nkrumah University of Science & Technology, Kumasi.*
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.
-
7. **DEBRAH, KWADWO BOAFO** [ASSISTANT LECTURER]
MSc., (Information and Communication Technology), 2016, Ghana Institute of Management and Public Administration, Accra, Ghana
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.
-
8. **RALUCA-ANDREEA NEDELICU** [LECTURER]
PhD in Systems Engineering, (2015) University Politehnica of Bucharest, Bucharest (Romania)
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9. **VASILATEANU, ANDREI** [ASSOCIATE PROFESSOR]
PhD in Computer Science and Information Technology, 2011, University of Politehnica Bucuresti
-
10. **PROF. NABIL BESEWI** [ASSOCIATE PROFESSOR]
Doctor of Science (D.Sc), Engineering Management, 1996
-
11. **DR. DONALD J.G CHIARELLA** [ASSOCIATE PROFESSOR]
PhD, Management Information Systems, 2001, Kennedy Western University
-
12. **PROF. SUNDAY ANUOLUWA IDOWU** [PROFESSOR]
PhD, Computer Science, 2012, University of Ibadan, Nigeria
-
13. **DR. STEPHEN OFOSU AGYEI-MENSAH** [ASSOCIATE PROFESSOR]
Ed.D, 1996, Oklahoma State University
-
14. **PROF. RICK HALTERMAN** [PROFESSOR]
PhD, Computer Science, School of Computing Southern Adventist University
-
15. **DR. OWUSU ACHEAMPONG** [ASSOCIATE PROFESSOR]
PhD, Information Systems, 2017, Limkokwing University of Creative Technology, Cyberjaya, Malaysia
-
16. **PROF. TYSON HALL** [PROFESSOR]
PhD, Computer Science, School of Computing , Southern Adventist University
-
17. **GHANSAH BENJAMIN** [SENIOR LECTURER]
Ph.D. in Computer Application Technology ,2012-2015: Jiangsu University, China
MSc. Computer Science, 2009-2011: Sikkim Manipal University, India
MA Environmental Management and Policy, 2007-2008: University of Cape Coast, Cape Coast
BSc. Computer Science, 2002-2006: Valley View University, Oyibi, Accra
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BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

PHILOSOPHY

The underlying and guiding philosophy of the Department of Information Technology and the BSc (Information Technology) Programme is to promote scholarship, as well as the search for and the application of scientific knowledge through education, training and research.

The Department is committed to pursuing this philosophy through the provision of a world-class programme in Information Technology aimed at training highly skilled and globally employable IT personnel and conducting cutting-edge research in the field of Information Technology.

MISSION STATEMENT

The mission of the Department of Information Technology is to serve as an international centre of excellence in the provision of high quality holistic education, and professional training in computer science; as well as serve as a leading centre for cutting-edge advanced research and development work in current and emerging subject areas of Information Technology. By integrating faith and learning, it is hoped that graduates will be equipped to exert positive intellectual, moral and professional influence in the practice of Information Technology.

THE RATIONALE

The need for trained information technologists is one of the challenges that face the rapidly growing Ghanaian economy. The world economy is experiencing the effects of rapid globalization and the impact of the emerging information age characterized by information and communication technologies (ICTs). The role that the Information Technology field and industry can play to support the socio-economic development process has been recognized by governments world-wide including the government of Ghana.

It has also been acknowledged that the world-wide shortage of qualified human resources in the computer field had been one of the main obstacles to the deployment, exploitation and the development of ICTs to accelerate economic and social development. This problem is more felt in the developing countries like Ghana, than is the case in the industrialized countries.

NATIONAL DEMAND FOR THE PROGRAMME

In Ghana, the need for trained personnel of integrity, good work ethnics, excellent professional skills and positive human relations to contribute towards the realization of Ghana's socio-economic development cannot be over-emphasized. Specifically, there is an urgent need in Ghana to meet the short fall in Information Technology graduates with the requisite skills. This programme is, therefore, designed to address the major

area of manpower requirements of the nation by preparing qualified youth for Information Technology careers in the public and private sectors of the economy.

EMPLOYMENT PROSPECTS OF STUDENTS (ENROLLED)

The worldwide shortage of computer professionals is a well-known phenomenon. In Ghana as in other countries, there is an acute shortage of qualified computer personnel.

The market for Information Technology graduates in Ghana and elsewhere is large and growing. Almost every sector needs computer personnel and as such the employment prospects of Information Technology graduates are great in every country including Ghana. Experience from elsewhere shows that graduates in this field are in high demand and most students on this type of programme are normally offered jobs before graduation. We therefore, expect a very high demand in Ghana and elsewhere for graduates of the VVU Information Technology programme. Graduates of the programme can go on to pursue professional career in Information Technology in basically any type of establishment in both the private and the public sector.

Graduates will typically be employed as: systems analysts, computer system administrators, network managers, analyst programmers, software or system developers, software support staff, hardware support staff, computer systems engineers or technicians, business system analysts, among others. The field of Information Technology has one of the most attractive career advancement prospects in both the private and public sector. There are also numerous opportunities for pursuing postgraduate studies up to the PhD. level in the field of Information Technology in leading universities world-wide. Graduates may also have the opportunity both within and outside Ghana to join an R&D team involved in cutting-edge research and development work in advanced computer systems.

THE OBJECTIVES

The objectives of the Information Technology Programme are:

- To teach students the underlying fundamentals of computer software, computer hardware, computer-related mathematical systems and how computers interact with the rest of society.
- To encourage graduates of the programme to go into self-employment by creating their own computer-based businesses, for example: local and off-shore software development and maintenance; computer hardware system assembling, repair and maintenance and in new emerging computer services like Web-hosting and publishing services, desktop publishing services, information provision services, computer design services, and e-commerce services.
- To create opportunities for students to apply their theoretical knowledge through work-study and practicum programmes.

- To develop in students the ability to think critically and to develop the highest levels of human values.
- To encourage students to appreciate the dignity of labour through work-study programme.
- To encourage students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

Applicants must have one of the following academic requirements to be admitted to the degree programme.

1. *Senior Secondary School Certificate Examination (SSSCE): Compulsory Subjects* - Grade D or better in three (3) core subjects, including English and Mathematics (Core) and *Elective Subjects* – Grade D or better in three (3) elective subjects.
2. *West Africa Senior School Certificate Examination (WASSCE): Compulsory Subjects* - Grade C6 or better in three (3) core subjects including English and Mathematics (Core) and *Elective Subjects* – Grade C6 or better in three (3) elective subjects.
3. *General Certificate of Education (GCE) Advanced Level*: Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.
4. HND holders from recognized institutions with at least second-class lower division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed
5. Diploma or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission into level 200 or 300 where applicable.
6. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. *Mature Students*: The applicant must:
 - a. Be at least 25 years old.

- b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.

Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. The mature applicants are required to take and pass an entrance examination and attend an interview to determine their eligibility for the programme.

PROGRAMME OFFERED

The Department of Information Technology offers Bachelor of Science [BSc] in Information Technology.

REQUIREMENT FOR GRADUATION

- A. Total Credits required – 144 semester credits
- B. Breakdown of total credits into major curriculum sub-divisions – See Table I below.

BSc. [Information Technology] Major Curriculum Sub-Divisions

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	30
B	Cognates	09
C	Computer Science Courses Required	30
D	IT Concentration Courses	63
E	Information Technology Electives	09
F	Final Year Project	06
	Total	147

ADDITIONAL REQUIREMENT FOR GRADUATION

Non-Credits Courses and Laboratory Sessions and Projects

Students are required to take a number of Non-Credit Courses, take Computer Laboratory sessions and do projects that form part of the Credit Courses.

Final Year Research Project

Each graduating student is to carry out under supervision of a Faculty member a practical Information Technology project on a topic or subject previously approved by the Head of Department.

Research Component

Final Year Research Project is a pre-requisite for graduation. Practical training, internship, clinical experience, etc. Practicum in Information Technology is required of all students.

INFORMATION TECHNOLOGY MINOR

INFORMATION TECHNOLOGY MINOR

21 Credits

The Department of Information Technology offers a minor to students majoring in areas other than Information Technology. Candidates planning to do a minor would have to meet the admission requirements for the Information Technology Department, including WASSCE/SSSCE passes in three (3) core subjects, and three(3) electives in any of the follow areas Science, Business, Technical Skills, Vocational Skills and Agriculture. For Information Technology Minor the 21 credits must be selected from the required courses listed below. Given that a number of the required courses Minor have prerequisites it is anticipated that the total number of required credit will be excess of 21.

Required Courses For Minor

INFT 240 Advanced Programming with Applications Development	3
INFT 211 Computer Architecture & Organization	3
INFT 280 Information Technology Systems	3
INFT 360 Web Engineering & Application Systems	3
COSC 230 Database Systems Design	3
COSC 255 Operating Systems	3
COSC 271 Data Communication & Computer Network I	3

Prerequisite Courses

INFT 115 Information Technology Foundation I	3
INFT 116 Information Technology Foundation II	3
COSC 113 Elements of Programming	3
COSC 221 Programming with C++	3
COSC 222 Programming with Java	3
COSC 130 Digital Electronics	3
MATH 125 Algebra II	3

A. GENERAL EDUCATION COURSES

CLUSTER 1. Language and Communications	<u>8</u>
ENGL 121 Language and Writing Skills I	2
ENGL 122 Language and Writing Skills II	2
FREN 111 French for General Communication I	2
CMME105 Intro to Communication Skills	2
CLUSTER 2. Religion, Theology and Philosophy	12
RELB163 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Biblical Foundation of Ethics	3
RELG451 Bible and Family Dynamics	3
CLUSTER 3. Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 4. Behavioural and Social Science	3
SOCI 105 Principles of Sociology	3
OR	
PSYC 105 Introduction to Psychology OR	3
CLUSTER 5. Natural and Physical Sciences Mathematics	3
MATH141: Algebra I	3
CLUSTER 6. Counselling, Career Planning	NC
GNED 230 Career Exploration and Planning	NC
OR	
GNED 468 Job Search Strategies and Techniques (optional)	NC
GNED125 Study Skills	NC
CLUSTER 7. African Studies course	2
AFSTxxx African Studies course	2
B. COGNATES	
ACCT 210: Introduction to Accounting	3
MGNT 234: Principles of Management	3
MATH 142: Algebra II	3
C. INFORMATION TECHNOLOGY CONCENTRATION COURSES	
INFT 110: Information Technology & Society	3
INFT 115: Information Technology Foundation I	3
INFT 116: Information Technology Foundation II	3

INFT 211: Computer Architecture and Organization	3
INFT 240: Advanced Programming with Applications Development	3
INFT 280: Information Technology Systems	3
MATH 282: Introduction to Statistics	3
INFT 331: Multimedia Application Systems Development I	3
INFT 340: Computer Vision: Concepts & Applications	3
INFT 346: Software Development Life Cycle	3
INFT 350: Managing Information Technology Projects	3
INFT 360: Web Engineering & Application Systems	3
INFT 361: Design & Theory of Algorithms	3
INFT 365: Research Method Seminars	3
INFT 370: Management Science	3
INFT 372: Network Project Management	3
INFT 410: Internet-Enabled Application Systems	3
INFT 420: Computer-Human Interaction	3
INFT 430: Distributed Computing	3
INFT 445: Entrepreneurship and Human Development	3
INFT 452: Enterprise Information Security	3
D. COMPUTER SCIENCE REQUIRED COURSES	
COSC 113 Elements of Programming	3
COSC 221 Programming with C++	3
COSC 222 Programming with Java	3
COSC 130: Digital Electronics	3
COSC 230: Database Systems Design	3
COSC 271: Data Communication & Computer Network I	3
COSC 260: Structured Systems Analysis & Design	3
COSC 255: Operating Systems	3
COSC 351: Expert Systems & Artificial Intelligence I	3
E. ELECTIVE COURSES	
INFT 425: Mobile Application Systems Development	3
INFT 454: Advanced Database System Implementation & Administration with ORACLE	3
INFT 455: Multimedia Application Systems Development II	3
INFT 480: Data Warehousing	3
INFT 450: Enterprise Network Management	3
INFT 470: Computer and Cyber Forensics	3
INFT 475: Advanced System Analysis & Design	3
INFT 446 Advanced Network and Systems Administration	3
F. FINAL YEAR PROJECT	
INFT 491: Final Year Project I	3
INFT 492: Final Year Project II	3

Sequence of Courses

FIRST YEAR			
1st Semester	Credits	2nd Semester	Credits
ENGL121 Language and Writing Skills	2	ENGL122 Language and Writing Skills II	2
RELB163 Jesus and the Gospels	3	CMME115 Introduction to Communication Skills	2
FREN111 French for Oral Communication I	2	SOCI105 General Sociology	3
MATH 141 Algebra I	3	OR	
COSC113 Elements of Programming	3	PSYC105 Intro to Psychology	
INFT115 Information Technology Foundation I	3	MATH142 Algebra II	3
INFT110 Information Technology and Society	3	COSC130 Digital Electronics	3
PEAC100 Physical Activity	1	COSC221 Programming WITH C++	3
GNED125 Study Skills	NC(*1)	GNED230 Career Exploration and Planning	1
		INFT116 Information Technology Foundation II	3
Total Credits	20+(1)=21	Total Credits	20
SECOND YEAR			
1st Semester	Credits	2nd Semester	Credits
RELB251 Principles of Christian Faith I	3	HLTH200 Health Principles [CS & IT]	3
AFSTxxx African Studies – Group A	1	AFSTxxx African Studies – Group B	1
ACCT210 Introduction to Accounting	3	MGNT234 Principles of Management	3
MATH282 Introduction to Statistics	3	COSC222 Programming with Java	3
INFT211 Computer Architecture and Organization	3	INFT280 Information Technology Systems	3
COSC230 Database Systems Design	3	INFT210 Computer Ethics	3
COSC271 Data Communication & Computer Network I	3	INFT372 Network Project Management	3
Total Credits	19	Total Credits	19

THIRD YEAR			
1 st Semester	Credits	2 nd Semester	Credits
RELT385 Introduction to Biblical Foundation Ethics [CS & IT]	3	INFT340 Computer Vision : Concepts and Applications	3
COSC255 Operating Systems	3	INFT350 Managing Information Technology Projects	3
INFT331 Multimedia Application Systems Development I	3	INFT410 Internet-Enabled Application Systems	3
INFT425 <i>Mobile Application Development(Elective 1)</i>	3	INFT360 Web Engineering & Application Systems	3
INFT361 Design & Theory of Algorithms	3	INFT365 Research Methods	3
COSC260 Systems Analysis and Design	3	INFT240 Advanced Programming with Applications Dev't	3
	3	INFT370 Management Science	3
			3
Total Credits	18	Total Credits	21
FOURTH YEAR			
1 st Semester	Credits	2 nd Semester	Credits
COSC351 Expert Systems & Artificial Intelligence I	3	INFT420 Computer-Human Interaction	3
INFT430 Distributed Computing	3	INFT454 <i>Advanced Database System Implementation & Administration with ORACLE (Elective 2)</i>	3
INFT452 Enterprise Information Security	3	INFT446 <i>Systems and Network Administration</i>	3
INFT491 Final Year Project I	3	INFT470 <i>Computer & Cyber Forensics (Elective 3)</i>	3
INFT445 Entrepreneurship and Human Development	3	INFT492 Final Year Project II	3
INFT346 Software Development Life Cycle	3	RELG451 Bible and Family Dynamics	3
			3
Total Credits	18	Total Credits	18

COURSE DESCRIPTION

Core Computer Science Courses

COSC221 COMPUTER PROGRAMMING WITH C++

3 CREDITS

Prerequisite: COSC114

This course is an introductory programming course. The course is therefore, designed to introduce the principles and concepts of programming, teach problem-solving methods, algorithm development and coding using the C++ language. The development process of analysis, design, coding, debugging, documentation, and focus on techniques of good programming style and sound programme construction which are fundamental to computer programming will be address. Also, students will learn the constructs and syntax of the C++ language. Further, students would be introduced to the concept of Object-Oriented Programming and the use of UML. Topics covered include; fundamentals of computer programming, control statements, functions, arrays, pointers, strings, and classes.

COSC113 ELEMENTS OF PROGRAMMING

3 CREDITS

This course introduces students to the principles of problem solving using fundamental algorithmic techniques and design, structured programming, and computer systems concepts. The course covers the techniques necessary to write well-documented, structured computer programmes. The course is intended to emphasize the planning process using examples involving sequence, selection, iteration, and basics of computer arithmetic, data structures, sorting and searching. The course is designed to promote good programming practices for further study of programming languages. Upon successful completion of this course, the students should be able to design simple, structured, well-documented computer programmes. Topics to be covered shall include: Programme Design paradigms, Pseudo-code, Flowcharts, Developing Algorithms, Selection Control Structures, Repetition Control Structures, Algorithms Using Sequence, Selection, and Repetition, Modularization and Communication between Modules, Searching and Sorting, Cohesion and Coupling and Primitive Data Structures. Evaluation instruments will include written and/or skills-based examinations and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

COSC222 COMPUTER PROGRAMMING WITH JAVA

3 CREDITS

Prerequisite: COSC221

The course provides an understanding of how to construct programs from algorithm specifications. The aim is for the students to become very familiar with 'advanced' standard algorithms and 'sophisticated' data structures and data types. The emphasis is on developing skills for writing reliable and readable programmes in an OOP environment using JAVA as a programming language. Abstract Data Types, Object-Oriented Design, Generics, Exception Handling and Program Assertions are used to help develop these skills.

COSC130 DIGITAL ELECTRONICS**3 CREDITS**

The aim of the course is to provide a good grounding in the principles of operation of semiconductor devices and introduces students to practical issues involved in using electronic circuits and systems. Topics include: propagation delay, switching speed limitations, pulse propagation along transmission lines, characteristic impedance, noise, power supply regulation, the relative merits of the different logic families, and power dissipation.

COSC271 DATA COMMUNICATION & COMPUTER NETWORKS I**3 CREDITS**

This course concentrates on: the fundamentals of computer communications and networks and telecommunications; digital, voice and video signals and transmission; protocols for error and flow control; capacity utilization; multiplexing and concentration; local area networks (LANs), wide area networks (WANs). Also covered in this course are: network design, installation and maintenance issues; switching, local area networks and structured architectures, modulation/demodulation techniques; high speed modems; data-link layer issues; High Level Data Link Control Protocol (HDLC). Local network technologies: Ethernet, and Token-Ring.

COSC230 DATABASE SYSTEMS**3 CREDITS**

This course is aimed at introducing students to the theoretical and practical issues in management, retrieval and organization of large quantities of data. The course provides a general understanding on issues relating to:

- (i) the modelling of data within an organization or enterprise; (ii) the analyses of data relationships for exploitation within database management systems (iii) the programming of Database management systems for database creation, information retrieval and database management (iv) the analyses of various database concurrency protocols and algorithms to assess their performance and relative appropriateness in differing operating environments and to (v) developing concurrency control algorithms and appropriate data structures for data management.

COSC255 OPERATING SYSTEMS**3 CREDITS**

This course provides a thorough understanding of the principles and design of operating systems. The aim is to illustrate the algorithms and approaches which can be taken in developing operating system functionalities. The course compares and contrasts the approaches taken in several modern operating systems. This course leads to a deep knowledge of the problems and solutions in developing modern concurrent systems. Topics covered in this course include: Operating Systems Overview and History-Process Management – Threads – Processor Scheduling – Process Synchronisation – Deadlocks – Memory Management – Virtual Memory – I/O Management – File Management – Protection and Security – Distributed Systems. The course compares and contrasts the approaches taken to achieve the above facilities in a number of operation systems.

COSC260 SYSTEMS ANALYSIS AND DESIGN**3 CREDITS**

This course introduces students to the concepts, principle and practice of systems analysis and design. A number of systems analysis methodologies such as Structured Systems Analysis and Design Methodology (SSADMs), Agile methodology, Object Oriented Paradigms and Computer Aided Software engineering (CASE) among others. The course covers into details the system development life cycle (SDLC) and consider practical issues involved in the development of implementable system for user organizations.

Information Technology Concentration Courses

INFT110 INFORMATION TECHNOLOGY & SOCIETY**3 CREDITS**

This course is designed to supplement INFT115 - IT Foundations 1. The course explores range of issues relating to the use of computers and other IT systems and resources (including the Internet) in Business, Commerce and in Public Sectors Organizations.

The aim of this course is to provide students with an appreciation of the extent to which IT systems are used to support activities and operations within the various sectors of the economy and society at large. These sectors include Business, Commerce, Government, Education and Health sectors of the economy.

The course also examines the desirable and undesirable social and economic impact and the implications (employment/unemployment, productivity, economic growth etc) of the use of IT systems in the society and the economy at large.

INFT115 INFORMATION TECHNOLOGY FOUNDATION I**3 CREDITS**

This course provides a basic introduction to computer systems fundamentals and computing. Students are taken through the hardware and software components of a computer system and introduced to the fundamentals of computer network system. Students will also be introduced to basic computing using standard application packages namely word processing, spreadsheets, presentation and database packages.

INFT116 INFORMATION TECHNOLOGY FOUNDATION II**3 CREDITS**

This course is design to introduce students to the basics of computer architectures and their operation. Topics covered include: number system, basic computer components, the fetch-decode-execute cycle, branch instruction and flow control. The computing aspects of this course will introduce students to basics of Web Design using the internet as an information publishing & retrieval tool. Pre-requisite: INFT 115

INFT210 COMPUTER ETHICS**3 CREDITS**

This course examines the ethical use of computer systems and data for the IT professional. Topics covered include software theft, privacy, property rights, accountability, hacking, viruses, piracy, crime, responsibility and liability and Internet issues. The course further examines the code of ethics and professional

conduct as published by technical organizations such as ACM and IEEE. The course thus equips students with the tools to build information systems to the highest ethical and moral standards.

INFT211 COMPUTER ARCHITECTURE AND ORGANIZATION 3 CREDITS

The course covers instruction formats and addressing methods, data types and instruction, Assembly language programming, definition and use of macros, program segmentation and linkage, assemblers and microprocessors, interrupt structures and handling. Further topics covered include; micro-programming level issues (interconnection structures and general structure of buses) and processors. Advanced topics such as RISC, pipelined issues (such as vector processors and multiprocessors) are also covered. Pre-requisite: COSC130

INFT240 ADVANCED PROGRAMMING WITH APPLICATIONS DEVELOPMENT 3 CREDITS

Pre-requisite: COSC222

This course is design to introduce students to Visual and Object-Oriented Programming Concepts, Inheritance, Polymorphism and Encapsulation. Students are taught how to write stand-alone windows applications with Dialogue boxes. Option buttons, cheek boxes, menus, windows style, help Facilities and installation programs writing ActiveX controls and windows DLLs and using windows API are covered.

INFT280 INFORMATION TECHNOLOGY SYSTEMS 3 CREDITS

This course provide overview of the types of typical information Systems used in organization which include MIS, EIS, DSS, KBIS, TPS ... Also, covered is the concept and design issues related to the development of these systems. Pre-requisite: INFT116

MATH282 INTRODUCTION TO STATISTICS 3 CREDITS

Pre-requisite: MATH142

This course focuses on the applications of statistics in the real world. Topics covered include; displaying and describing data, normal curve, regression, surveys and experiments, probability, statistical inference about means and proportions, confidence intervals and hypothesis tests. Extensive computer use is required.

INFT331 MULTIMEDIA APPLICATION & SYSTEMS DEVELOPMENT I 3 CREDITS

Multimedia is the combination of the digital forms of text, images, sounds, video and animation. This course aims to introduce students to the theories and principles of multimedia and provide students with a theoretical and practical introduction to design criteria and the design process of information delivered by multimedia. The course will cover user needs analysis and designing for the user; selection of suitable technology; designing for computer-based media; and the use of the major software tools and their accompanying skills. Pre-requisite: COSC122

INFT340: COMPUTER VISION: CONCEPTS & APPLICATIONS 3 CREDITS

This is an introductory course to give students a firm understanding of the theory underlying the processing and interpretation of visual information and the ability to apply that understanding in a wide variety of situations. Students who successfully complete this course will be well placed to pursue subsequent work either in research or in industry. The course will cover Human & Computer Vision, Image Formation, Binary Vision, Image Processing (Enhancement, Filtering, Restoration & Compression) Segmentation, Mathematical Morphology, Shape from X, Recognition (of image features, 2-D objects & 3-D objects), Control strategies.

INFT346 SOFTWARE DEVELOPMENT LIFE CYCLE 3 CREDITS

Pre-requisite: INFT240

This course examines the software engineering life cycle. Topics include problem definition, systems analysis, requirements gathering, designing systems, development of systems, testing and implementation. Team projects will be done.

INFT350 MANAGING INFORMATION TECHNOLOGY PROJECTS 3 CREDITS

Pre-requisite: INFT280

This course is aimed at helping students to understand the tools and techniques of project management such as: project selection methods, work breakdown structures, network diagrams, critical path analysis, and critical chain scheduling, time and Cost estimates, earned value management and motivation theory and team building.

INFT360 WEB ENGINEERING & APPLICATION SYSTEMS 3 CREDITS

Pre-requisite: INFT240

A study of basic database principles and web applications using technologies such as PHP, MySQL, Three Tier Architectures, scripting languages and database manipulation using SQL. Topics covered include sessions, authentication and security. Also a study of the current technologies and their effects, including web server software, e-commerce, human-computer interaction, perception, and related issues.

INFT361 DESIGN & THEORY OF ALGORITHMS 3 CREDITS

The course aims at introducing students to writing pseudo code for recursion, time estimates, big and small O-notations, searching and sorting iterative and recursive algorithms. Simple graphs, multigraphs, directed graphs, binary and spanning trees and tree related algorithms are also covered.

INFT365 RESEARCH METHOD SEMINARS 3 CREDITS

This course is designed to provide the fundamentals of research methodology applicable to Computer Science and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, hypothesis formation and its testing.

INFT372 NETWORK PROJECT MANAGEMENT 3 CREDITS

This course focuses on Network Development Life Cycle. Topics includes: network design, development, and implementation. Also, covered are overview to debugging and setting up and configuration of physical computer networks. At the end of the course students will gain practical skills in the area of setting up servers and client systems and troubleshooting networks in a TCP/IP. Pre-requisite: COSC271

INFT370 MANAGEMENT SCIENCE

3 CREDITS

This course is design to focus on the analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Concepts and techniques covered include operations scheduling, quality control, plant layout, facility location, line balancing, queues, production and inventory controls.

INFT410 INTERNET-ENABLED APPLICATION SYSTEM

3 CREDITS

Pre-requisite: INFT360

This course provides an overview of internet-based application systems to support business, government, and education delivery in the web/online environment. The broad systems that will be considered but not limited to are e-commerce, e-education, e-government ...

INFT420 COMPUTER-HUMAN INTERACTION

3 CREDITS

Pre-requisite: INFT240

This module aims to provide a theoretical and scientific framework within which the student will be able to understand the impact of computers on humans. The student will develop skills and knowledge that will enable efficient and effective human-computer systems to be specified. They will develop an understanding of human factors and ergonomics that will enable high levels of system usability to be achieved. The module will introduce students to the available user interface technologies and to techniques for evaluating the relative merits of different types of interfaces.

INFT430 DISTRIBUTED COMPUTING

3 CREDITS

The course focuses on distributed-object computing and its use in client/server and real-world computing applications. Topics covered include; Security, Operating System support, Time and Global States, Distributed Objects and Remote Invocation, Inter-process communication, Networking and Internetworking, System Models, Characterization of Distributed Systems.

INFT445 ENTREPRENEURSHIP AND HUMAN DEVELOPMENT

3 CREDITS

A study of the theory and practise of initiating a business venture and organizing the necessary resources. This course provides students with an understanding of the business planning techniques, economic analysis, financial analysis, market analysis and human resource analysis which are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. It examines the principles and problems of operating a small business after it is established. Topics covered

include a procedural system for establishing a new business, providing physical facilities, financing, organizing, marketing and managing of the small businesses. The course would include class project in which students work in teams to write business plans with the aim of attracting support for venture capital.

INFT452 ENTERPRISE INFORMATION SECURITY 3 CREDITS

This course covers conceptual and technological aspects of network security for voice and data networks. The course deals with the analysis, design, implementation and management issues surrounding effective network security. The intention of the course is to provide an even depth of coverage across the entire domain of the network security common body of knowledge. It is not intended to provide in-depth coverage of any particular network security topic.

Elective Courses

INFT454 ADVANCED DATABASE SYSTEM IMPLEMENTATION & ADMINISTRATION WITH ORACLE 3 CREDITS

Pre-requisite: COSC230

The course introduces students to the operation issues, trouble shooting, backup and recovery activities involved in the administration of databases using ORACLE as the main DBMS. A survey of the design and implementation trade-offs considered for these topics in the creation of available database packages. Other topics covered include: Concurrency, distributed databases, integrity, security, query optimization, transaction processing, and object-oriented databases.

INFT450 ENTERPRISE NETWORK MANAGEMENT 3 CREDITS

Pre-requisite: INFT372

The course focuses on the administration of peer-to-peer and client/server networks: Planning, installation, server configuration, resource management, remote access, performance monitoring, and optimization. Microsoft Server 2003 is the operating system used for lab work.

INFT455 MULTIMEDIA APPLICATION & SYSTEMS DEVELOPMENT II 3 CREDITS

Pre-requisite INFT 331

This course provides the background needed for the design and development of computer-based business systems that combine text, still images, sound, animation, and full motion video. The course will examine hardware characteristics necessary for the development and execution of such systems, design methodologies used in planning these systems, and authoring languages used to create such systems. Students will be required to design, create, and present at least one multimedia system for evaluation at the end of the semester.

INFT470 COMPUTER AND CYBER FORENSICS 3 CREDITS

The course focuses on the fundamental issues and concepts of computer forensic, aspects of computer and cybercrime, methods to uncover, protect, exploit, and document digital evidence; tools, techniques, and procedure to perform computer and cybercrime investigation.

INFT475 ADVANCED SYSTEM ANALYSIS & DESIGN**3 CREDITS**

The course is designed to help students understand and use basic techniques of data modelling using entity relationship diagrams and the Unified Modelling Language (UML). The course addresses emerging or advanced topics in the development of information system applications such as socio-technical or soft-system methods, methodology engineering, or workflow system design. Students will be required to create process models to document the processing requirements of a business system using UML.

INFT480 DATA WAREHOUSING**3 CREDITS**

This course is a study of the techniques for design modelling and construction of a high performance data warehouse. Implementation issues – such as software, hardware and design factors – concerning data warehousing and mining will be emphasized. The use of parallelism as a means of delivering performance in a large-scale data warehouse will be covered in depth.

INFT 446 ADVANCED NETWORK AND SYSTEMS ADMINISTRATION**3 CREDITS**

This course offers a practical grounding in the principles of system and network administration and demystifies how IT personnel manage systems by imposing limitations on users. To demonstrate universal principles that apply to all platforms, by utilizing the major operating system families: Linux, Unix, Windows (including Server). The course starts with a review of computer system administration before addressing such issues as user account management, interoperability, data warehousing, capacity planning, load balancing, Network Administration, security, and disaster preparedness.

COGNATE COURSES**ACCT 210: INTRODUCTION TO ACCOUNTING****3 CREDITS**

This course is designed to cover the fundamentals of accounting applicable to different business entities with emphasis on the accounting cycle and the preparation of financial statements. Topics include basic accounting concepts and principles, double entry book-keeping, accounting treatment of assets, capital and liabilities, books of original entry and preparation of financial statements.

MGNT 255: PRINCIPLES OF MANAGEMENT**3 CREDITS**

A beginning course designed to study business management theory and practice including topics such as, functions of management, history of management thought, executive functions of a manager (planning, organizing, directing coordinating, staffing and controlling). This course also introduces students to the functional areas of business such as marketing, financial, personnel and operations.

MATH 121 ALGEBRA II**3 CREDITS*****Prerequisite: Math 121***

The course concentrates on the following major topics: Introduction to Logic-System of Linear Equations in Three Variables – Matrices and System of Linear Equations –Mathematical Induction-Polynomial Functions; Graphs and Zeros-

Introduction to Probability: Multiplication Principle, Permutations, and Combinations, Sample Spaces and Probability, Empirical Probability.

Senior Research Project

INFT491 & INFT492 FINAL YEAR PROJECT I AND II

3 CREDITS EACH

The Senior Research Project is to be taken by every final year student in the Department of Computing Sciences and Engineering as partial fulfilment of the requirements for the award of Bachelor's Degree at VVU. The student after completing Research Methods in the second semester of the third year submits a proposal following up with an oral presentation of the proposal. Upon acceptance registers for the Senior Project I which forms the first part of the entire work. The Department, after deliberation, will suggest a supervisor. Students plan and carry the research project with the assistance of the faculty supervisor. An oral presentation is done on the first part at the end of the semester. Upon successful completion of the first part, then registers for the Senior Research Project II the following semester which forms the second part of the project. The final defence is done on the second part at the end of the second semester of the Project. The completed research work includes documentation and application developed (or simulations) done on the implementation on a USB flash drive

DEPARTMENT OF INFORMATION TECHNOLOGY FACULTY LIST

Full-Time Faculty Members

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1. **ABANDOH-SAM, JOSEPH AHOR** [SENIOR LECTURER]
MS, (Software Engineering), 2012, Andrews University, USA.
BSc., (Computer Science), 2006, Valley View University, Oyibi, Ghana

 2. **ADU-MANU, KOFI SARPONG** [SENIOR LECTURER]
MPhil., (Computer Science), 2013, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 3. **ASARE, MICHAEL** [ASSISTANT LECTURER]
MSc., (Information Technology), 2016, Kwame Nkrumah University of Science & Technology, Kumasi.
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.

 4. **ADJETEY, CHARLES** [LECTURER]
MPhil., (Computer Science), 2017, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2011, Valley View University, Oyibi, Ghana.

 5. **DAMOAH, D. DOMINIC** [SENIOR LECTURER].
MSc., 2009, (Software Engineering), Andrews University, Michigan USA.
BSc., (Computer Science), 2001, Kwame Nkrumah University of Science & Technology, Kumasi.

 6. **ARTHUR, JOHN KINGSLEY** [LECTURER]
MSc., (Information Technology), 2013, Accra Institute of Technology, Accra, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 7. **LARYEA, EBENEZER** [SENIOR LECTURER]
MSc. (Computer Application), 2009, Symbiosis International University, India.

 8. **RONKY, FRANCIS DOH** [LECTURER]
MBA (MIS) 2011 Wisconsin University College, Accra.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 9. **BAMFO-BOAKYE, ABRAHAM** [SENIOR LECTURER]
MSc., (Mathematics), 2009, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2002, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

 10. **ADU-SACKEY, ALBERT** [LECTURER]
M.Phil., (Applied Mathematics), 2010, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2007 Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
PGD, (Education), 2010, University of Education, Winneba, Ghana.
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11. **OSEI-TUTU ATAKORA, OLIVIA** [LECTURER]
M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Applied Mathematics, Statistics Option), 2008, University for Development Studies, Tamale, Ghana.
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15. **AMOAKO, PRINCE YAW OWUSU** [SENIOR LECTURER]
MPhil., (Computer Science), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2005, Valley View University, Oyibi, Ghana
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16. **OBLITEY, WILLIAM** [PROFESSOR EMERITUS]
PhD., 1988, University of Pittsburgh, Pennsylvania USA.
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17. **NABARE, WILLIAMS** [ASSISTANT LECTURER]
MPhil., (Information Technology), 2018, Kwame Nkrumah University of Science and Technology, Kumasi.
BSc., (Information Technology), 2012, Valley View University, Oyibi, Ghana
Diploma in Accounting and Finance in Business and Management , 2006, Cambridge International College, UK
Teachers Certificate 'A', 2001, Asokore Seventh Day Adventist College
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18. **LARKOTEY, WINFRED OFOE** [SENIOR LECTURER]
PhD (Information Systems), 2019, University of Ghana, Legon
MBA (MIS), 2011, University of Ghana (UG).
BSc. (Computer Science), 2007, Valley View University (VVU).
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Adjunct Faculty Members

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1. **BOBBIE, PATRICK** [LECTURER]
PhD., 1986, University of South-western Louisiana.
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2. **ANNAN, M. KWAW** [SENIOR LECTURER]
MSc., (Electronic and Electrical Engineering), 1978, State University of New York, USA.
B.Eng. (Electronic and Electrical Engineering), 1975, City University of New York, USA
AA., (Engineering Science), 1972, Bronx Community College, Bronx, USA.
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3. **EDUAFO, STEPHEN** [LECTURER]
M.Phil., (Applied Mathematics), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2008, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
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4. **ANSONG, DANSO EDWARD** [SENIOR LECTURER]
PhD, (Computer Science), 2018, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
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- M. E.,(Comp. Sci. & Engineering), 2008, Karuya University, India.*
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5. **NICOLAE GOGA** [PROFESSOR, ING.]
PhD, Computer Science, 2005, Department of Computer Science, Politehnica University of Bucharest, Romania,
PhD, Mathematics and Computer Science, 2004, Technical University of Eindhoven, the Netherlands

 6. **OKOE, EZEKIEL ANNAN** [ASSISTANT LECTURER]
MSc., (Information Technology), 2015, Kwame Nkrumah University of Science & Technology, Kumasi.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 7. **DEBRAH, KWADWO BOAFO** [ASSISTANT LECTURER]
MSc., (Information and Communication Technology), 2016, Ghana Institute of Management and Public Administration, Accra, Ghana
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.

 8. **RALUCA-ANDREEA NEDELCU** [LECTURER]
PhD in Systems Engineering, (2015) University Politehnica of Bucharest, Bucharest (Romania)

 9. **VASILATEANU, ANDREI** [ASSOCIATE PROFESSOR]
PhD in Computer Science and Information Technology,2011, University of Politehnica Bucuresti

 10. **NABIL BESEWI** [ASSOCIATE PROFESSOR]
Doctor of Science (D.Sc), Engineering Management, 1996

 11. **DONALD J.G CHIARELLA** [ASSOCIATE PROFESSOR]
PhD, Management Information Systems, 2001, Kennedy Western University

 12. **SUNDAY ANUOLUWA IDOWU** [PROFESSOR]
PhD, Computer Science, 2012, University of Ibadan, Nigeria

 13. **STEPHEN OFOSU AGYEI-MENSAH** [ASSOCIATE PROFESSOR]
Ed.D, 1996, Oklahoma State University

 14. **RICK HALTERMAN** [PROFESSOR]
PhD, Computer Science, School of Computing Southern Adventist University

 15. **OWUSU ACHEAMPONG** [ASSOCIATE PROFESSOR]
PhD, Information Systems, 2017, Limkokwing University of Creative Technology, Cyberjaya, Malaysia

 16. **TYSON HALL** [PROFESSOR]
PhD, Computer Science, School of Computing, Southern Adventist University
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17. **GHANSAH BENJAMIN** [SENIOR LECTURER]

Ph.D., Computer Application Technology ,2012-2015: Jiangsu University, China

MSc. Computer Science, 2009-2011: Sikkim Manipal University, India

MA Environmental Management and Policy, 2007-2008: University of Cape Coast, Cape Coast

BSc. Computer Science, 2002-2006: Valley View University, Oyibi, Accra

BACHELOR OF SCIENCE IN BUSINESS INFORMATION SYSTEMS

PHILOSOPHY

The underlying and guiding philosophy of the Department of Information Systems and the BSc (Business Information Systems) Programme is to promote scholarship, as well as the search for and the application of scientific knowledge through education, training and research.

The Department is committed to pursuing this philosophy through the provision of a world-class programme in Information System aimed at training highly skilled and globally-employable IS personnel and conducting cutting-edge research in the field of Information Technology as applied in Business.

MISSION STATEMENT

The mission of the Department of Information System is to serve as an international centre of excellence in the provision of high quality holistic education, and professional training in Business Information System; as well as serve as a leading centre for cutting-edge advanced research and development work in current and emerging subject areas of Information System. By integrating faith and learning, it is hoped that graduates will be equipped to exert positive intellectual, moral and professional influence in the practice of Information Systems.

THE RATIONALE

The Business Information Systems (BIS) programme provides a range of knowledge and skills needed to enter graduate level employment in a business and information systems environment, or to engage in postgraduate study; particular knowledge of the use of information systems and analytical methods to support the analysis and design of policy and practice in business; emphasis on information systems issues and project management; opportunities to develop more general understanding of business management and skills in business information management. BIS is widely diffused across modern organizations, and industry is demanding BIS graduates who are well versed in business concepts; in understanding the role and contribution of information systems in driving and enabling the achievement of business goals and objectives; an in managing the vital information systems resource in organizations. This degree has been designed to meet this need, and will produce graduates, who are competent and knowledgeable in the discipline, possess excellent interpersonal and communications skills, and who are able to critically analyse business problems and develop creative and innovative enterprise solutions.

NATIONAL DEMAND FOR THE PROGRAMME

In Ghana, the need for trained personnel of integrity, good work ethnics, excellent professional skills and positive human relations to contribute towards the realization of

Ghana's socio-economic development cannot be over-emphasized. Specifically, there is an urgent need in Ghana to meet the short fall in Information System graduates with the requisite skills. This programme is, therefore, designed to address the major area of manpower requirements of the nation by preparing qualified youth for Information Systems careers in the public and private sectors of the economy.

EMPLOYMENT PROSPECTS OF STUDENTS (ENROLLED)

Upon successful completion of the four-year programme, graduates from Valley View University could be gainfully employed in the following fields of endeavour:

- Banking and finance
- Marketing and advertising companies
- Business analysts: Business architect, enterprise-wide information specialist,
- Managerial positions
- Software development: application programmer, software architect, system programmer/engineer.
- Systems analyst: Product specialist, systems engineer, solutions specialist, technical designer.
- Accounting Technical sales: Sales manager, account manager, sales executive.
- Technical support: Helpdesk support, operations analyst, problem manager.
- Network engineering: Hardware troubleshooting and repairs, network designing.
- Technical consultant: IT consultant, application specialist, enterprise-wide information specialist.
- Web developer: Web designer, web producer, multimedia architect, internet engineer.

BACHELOR OF SCIENCE (BSc) IN BUSINESS INFORMATION SYSTEMS

The Business Information Systems (BIS) programme provides a range of knowledge and skills needed to enter graduate level employment in a business and information systems environment, or to engage in postgraduate study; particular knowledge of the use of information systems and analytical methods to support the analysis and design of policy and practice in business; emphasis on information systems issues and project management; opportunities to develop more general understanding of business management and skills in business information management. BIS is widely diffused across modern organizations, and industry is demanding BIS graduates who are well versed in business concepts; in understanding the role and contribution of information systems in driving and enabling the achievement of business goals and objectives; in managing the vital information systems resource in organizations. This degree has been designed to meet this need, and will produce graduates, who are competent and knowledgeable in the discipline, possess excellent interpersonal and communications skills, and who are able to critically analyse business problems and develop creative and innovative enterprise solutions.

THE OBJECTIVES

The course has the following objectives:

- To enable graduates, understand the applications of IS in organizations.
- To introduce students to business cases, so they learn to solve business problems with information technology.
- To introduce students to strategic applications of technology.
- Enable graduates to fulfil key roles in the Information Systems (IS) and related industries, and to liaise between IS personnel and other professional and industrial personnel.
- Provide graduates with a solid foundation in Information Systems skills, knowledge and values at a practical and theoretical level.
- Develop self-confidence through a learning experience aimed at an understanding of the subject areas and including the development of life-long learning skills
- Provide graduates with a strong systems focus, in their ability to conceive of new designs, address business needs and solve problems.
- Provide graduates with a good understanding of the roles of IS in society and for individuals, and an awareness that information systems is a powerful factor for change in the global environment.
- Provide an understanding of the value of research, critical thinking and effective communication in the management of information systems.
- Develop professional skills in such areas as inter-personal communication, working in teams, and technical report writing.
- Provide a graduate with an educationally sound route to become competent IS practitioners and academics.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

- SSSCE Candidates: Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Mathematics, and Integrated Science or Social Studies plus three (3) relevant elective subjects.
- WASSCE Candidates: Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Mathematics, and Integrated Science or Social Studies plus three (3) relevant elective subjects.
- GCE Candidates: Passes in three (3) subjects at the Advanced Level (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students).

- HND holders: Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division). HND applicants in Computer Science, Information Technology, Information Systems will be admitted at level 300 while other related programmes will be admitted at level 200.
- Diploma or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission into level 200 or 300 where applicable.

Mature Students: The applicant must:

- Be at least 25 years old;
 - Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;
 - Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other. The mature applicants are required to take and pass an entrance examination and attend an interview to determine their eligibility for the programme.
- Transfer of Credit: This will be handled as stated in the University's academic bulletin.

REQUIREMENT FOR GRADUATION

- Total Credits required – A minimum of 142 semester credits
- Breakdown of total credits into major curriculum sub-divisions – See below.
- Breakdown of the grading system – See Table II below

BSc. [Computer Science] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions –divisions	Credits Requirements
A	General Education	22
B	Business Information Systems Core	75

C	Business Electives	30
D	Cognates	09
E	Final Year Project	06
Total		139

ADDITIONAL REQUIREMENT FOR GRADUATION

Non-Credits Courses and Laboratory Sessions and Projects

Students are required to take a number of Non-Credit Courses, take Computer Laboratory sessions and do projects that form part of the Credit Courses.

Final Year Research Project

Each graduating student is to carry out under supervision of a Faculty member a practical Information Systems project on a topic or subject previously approved by the Head of Department.

Research Component

Final Year Research Project is a pre-requisite for graduation. Practical training, internship, clinical experience, etc. Practicum in Information Systems is required of all students.

SEQUENCE OF COURSES

FIRST YEAR			
1st Semester	Credits	2nd Semester	Credits
ENGL 121 Language and Writing Skills I	2	ENGL 122 Language and Writing Skills II	2
RELB 163 Life and Teachings of Jesus	3	CMME 115 Introduction to Communication Skills	2
FREN 111 French for Oral Communication I	2	STAT 272 Statistics for Business	3
MATH 181 Business Mathematics	3	COSC122 Programming with C++	3
COSC113 Elements of Programming	3	BBIS 110 Introduction to Business Information Systems	3
INFT 115 Information Technology Foundation	3	PEAC 100 Physical Activity	

SOCI 105 General Sociology OR PSYC 105 Intro to Psychology GNED125 Study Skills	3 NC(*1)	BBIS213 IT for Business (MOS)	NC(**1) 3
Total Credits	19+1=20	Total Credits	16+1 =17
SECOND YEAR			
1 st Semester	Credits	2 nd Semester	Credits
AFST 253 African Studies – Group A	1	GNED 230 Career Exploration and Planning	NC (**1)
RELB 251 Principles of Christian Faith	2	AFST 254 African Studies – Group B	1
BSAD 331 Quantitative Methods	3	HLTH 200 Health Principles	3
BBIS 203 IT Professional Ethics and Practice	3	BBIS 270 Computers and Networks	3
ACCT 211 Introduction to Accounting	3	BBIS 260 Web and Social Media Mgt Tools	3
MGNT 231 Principles of Management	3	BBIS 226 Business Process Modeling and Workflow	3
COSC 260 Systems Analysis and Design	3	BBIS 202 Database Management	3
BBIS 245 Entrepreneurship and Human Development	3	ACCT 222 Principles of Accounting	3
Total Credits	21	Total Credits	19+1=20
THIRD YEAR			
1 st Semester	Credits	2 nd Semester	Credits
RELT 385 Introduction to Biblical Foundation Ethics	3	BBIS 304 Business Intelligence and Data Warehousing	3
MKGT 351 Principles of Marketing	3	BKFN 310 Business Finance	3
BBIS 309 E-Business	3	BBIS 338 Enterprise Systems	3
BBIS 331 Multimedia Application System Development	3	BBIS 350 Project Management	3
MGNT 363 Organizational Behavior	3	BBIS 364 Research Methods	3
BBIS 361 Web Engineering	3	BBIS 362 E-Commerce	3
BSAD 341 Business Law I	3		

		BSAD 342 Business Law II	3
Total Credits	21	Total Credits	21
BBIS348 Industrial Experience Project (SUMMER) 3			
FOURTH YEAR			
1st Semester	Credits	2nd Semester	Credits
INFT 425 Mobile Application Development	3	INFT 410 Internet-Enabled Application Systems	3
BBIS 435 IT Governance and Strategy for Business	3	INFT 420 Human-Computer Interaction	3
INFT 452 Enterprise Information Security	3	BBIS 488 Decision Support Systems	3
BBIS 491 Final Year Project I	3	BBIS 492 Final Year Project II	3
BBIS 351 Expert Systems and Artificial Intelligence	3	BSAD 480 Strategic Management	3
HRMA 435 Human Resource Management	3	RELG451 Bible and Family Dynamics	3
Total Credits	18	Total Credits	18

COURSE DESCRIPTION

ENGL 121: LANGUAGE AND WRITING SKILLS I

2 CREDITS

The objective of this course is to develop the student's basic skills in the grammatical systems of English language and to use these effectively in writing for academic and professional pursuits. Coverage includes introduction to parts to speech, vocabulary development, vocabulary usage, nouns: identification, types, functions, plural formation; pronouns: types/case, functions; adjectives: types, functions/position, sequencing, comparison; determiners/interjections; verbs: identification, types, tenses: types, sequencing; concord: types of Concord; adverbs and prepositions: formation, types, functions; conjunction/ transitional devices; sentences: types, parts, sentence errors: fragments, run-on and punctuation. Mode of delivery is through teaching, case studies, assignments, discussions.

RELB 163: LIFE AND TEACHINGS OF JESUS

3 CREDITS

The objective of this course is to comprehensively study the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of his self-revelation in that age and ours. Course topics include intertestamental period, characteristics of Judaism by the 1st cent. AD, Jewish religious sects and other groups, the Messianic prophecies and fulfilment, Jesus as God and man, studies in the Synoptic Gospels and John, the Synoptic problem, studies in the Desire of the Ages, etc. Mode of delivery is through teaching, case studies, assignments, discussions.

FREN 111: FRENCH FOR GENERAL COMMUNICATION I

2 CREDITS

This course provides a basic foundation on which to build the skills of listening, speaking, reading and writing simple material in French. The approach is essentially communicative and accurate pronunciation is stressed. The following topics will be studied: greetings; alphabets and phonetics; accents; introduction; articles; countries and nationalities; numbers (1 – 100); days of the week; months of the year; time; demonstrative adjectives; possessive adjectives; prepositions (à, de, en, au, aux, à la, à l', du, des, etc.); expressing the past; expressing the future; giving general information about a person (name, age, origin, residence, marital status, occupation, etc.); describing a person (general outlook, first impressions, height and structure, hairs, eyes, clothing); talking about one's health and physical status. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS213 IT FOR BUSINESS (MOS)

3 CREDITS

Introduction to business application tools and introduction to basic computing concepts. Principles of spreadsheets and relational databases, covering their use for the generation of business plans, reports, financial statements, etc. Both the spreadsheet and database components incorporate an introduction to programming with visual basic for applications (VBA). The database component covers principles of database design. The business application software packages used in the unit are Microsoft Excel and Microsoft Access.

MATH 181 BUSINESS MATHEMATICS**3 CREDITS**

The study of the notions of equation and line equation, Cartesian coordinates, functions, graphs, laws of exponent, Linear functions (applications to Business). Quadratic functions (application to Business). Polynomial functions, rational functions, Exponential and logarithmic functions (applications to Business and Economics). Matrices (applications to Business). Sequences and series (applications to Business). Binomial expansions, and mathematics of money and interests (Deferential Annuities, Interests on loans, Bank discount, Amortization, Sinking funds, etc).

COSC 113 ELEMENTS OF PROGRAMMING**3 CREDITS**

The objective of this course is to introduce students to the principles of problem solving using fundamental algorithmic techniques and design, structured programming, and computer systems concepts. The course covers the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, iteration and basics of computer arithmetic, data structures, sorting and searching. The course is designed to promote good programming practices for further study of programming languages. Upon successful completion of this course, the students should be able to design simple, structured, well-documented computer programs. Topics to be covered shall include: Program Design paradigms, Pseudo-code, Flowcharts, Developing Algorithms, Selection Control Structures, Repetition Control Structures, Algorithms using Sequence, Selection and Repetition, Modularization and Communication between Modules, Searching and Sorting, Cohesion and Coupling and Primitive Data Structures. Evaluation instruments will include written and/or skills-based examinations and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments. Mode of delivery is through teaching, case studies, assignments, discussions.

INFT 115 INFORMATION TECHNOLOGY FOUNDATION**3 CREDITS**

This course provides a basic introduction to computer systems fundamentals and computing as well as introduce students to the basics of computer architectures and their operation. Students are taken through the hardware and software components of a computer system and introduced to the fundamentals of computer network system. Students will also be introduced to basic computing using standard application packages namely word processing, spreadsheets, presentation and database packages. Other topics covered include: number system, basic computer components, the fetch-decode-execute cycle, branch instruction and flow control. The computing aspects of this course will introduce students to basics of Web Design using the internet as an information publishing & retrieval tool.

ENGL 122: LANGUAGE AND WRITING SKILLS II**2 CREDITS**

Prerequisite for this course is Language and Writing Skills 1 (ENGL 121). This course is a study of writing processes and good writing skills. It is designed to help students advance their skills in writing variety of compositions. The course content covers areas

such as: sentence construction (avoiding fragments and run-on sentences), sources of information and documentation, paragraph development, the writing process, note taking paraphrasing, quoting, outlining, summary writing, etc. Other topics include: the reading process, types of reading and types of composition. Mode of delivery is through teaching, case studies, assignments, discussions.

CMME 105: INTRODUCTION TO COMMUNICATION SKILLS 2 CREDITS

The objective of this course is to assist students acquire oral, written and nonverbal communication skills in order to communicate effectively. The course is also to raise students' level of proficiency as well as prepare them to function effectively on their own. At the end of the course, students will be able to: name the various elements/components of communication and explain what makes communication effective; explain the role of communication in human existence and use language effectively in different contexts. Topics include: fundamentals of communication; elements of communication; models of communication; context, functions and uses of communication; levels of communication; verbal and nonverbal communication; factors of effective communication; language and meaning; communication and culture; writing letters, memos, resumes, minutes and reports. Mode of delivery is through teaching, case studies, assignments, discussions.

SOCI 105 GENERAL SOCIOLOGY 3 CREDITS

This course will expose the students to basic sociological concepts and explore influences of social and cultural factors upon the behavior of individuals, families, groups and communities and their influence on health and disease.

PSYC 105 INTRO TO PSYCHOLOGY 3 CREDITS

This course covers the basic principles and concepts in psychology, including the principles of motivation, learning, and perception. It is designed to introduce University students to history, development, and present scope of psychology with additional emphasis on non-Western psychological approaches.

BBIS 221 PROGRAMMING WITH C++ 3 CREDITS

The course is design to introduce the principles and concepts of programming and teach problem-solving methods and algorithm development; high-level, structured programming using C++. Development of process of design, coding, debugging, documentation; focus upon techniques of good programming style and sound program construction.

BBIS 220 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS 3 CREDITS

The objective of this course is to provide the students with an overall knowledge of business organizations and their structure. The unit will cover all the steps from business strategy to operational planning and financial systems. The internal processes of a business organization will be described with an emphasis on how they work together to achieve the financial and physical goals of the business. Accounting information systems and the systems for the processing and recording of business

transactions, inventory, sales, purchasing and financial reporting will be described in detail. Tutorial exercises using commercial software will take students through the operational steps of sales, purchasing and deliveries and then produce the main financial statements for the organization. A range of new management concepts and tools such as process oriented organizations, control matrices, and systems theory will be described. The unit will also look at how e-commerce and e-business is used in a modern organization, and give a brief description of contracts and contract law. Mode of delivery is through teaching, case studies, assignments, discussions.

PEAC 100: PHYSICAL ACTIVITY

NC

The objective of this course is to train the body as 'the temple of God' and to develop a positive attitude towards exercise for the improvement and maintenance of overall health and fitness. Objectives of the course include improving cardio-respiratory endurance and other components of physical fitness. Mode of delivery is through teaching, case studies, assignments, discussions.

MKTG 351 PRINCIPLES OF MARKETING

3 CREDITS

This course gives an overview of the marketing process as it applies to marketing products and/or services in public, private and not-for-profit organizations. At the end of the course, the students should understand the four Ps of marketing, Price, Place, Promotion and Product; and the interrelationships between marketing and overall business practices. It is an introductory course; hence it touches on most aspect of the marketing discipline. It again touches on contemporary issues and the changing role of marketing in the current global dispensations.

AFST 253 & 254: AFRICAN STUDIES A & B

1 CREDIT

All second year students are required to take one African Studies course in the first and second semesters from Group A and B respectively. Each course is one credit hour and a requirement for graduation.

RELB 251 PRINCIPLES OF CHRISTIAN FAITH

3 CREDITS

This course surveys the fundamentals of Christian teachings: Revelation, Inspiration, the Godhead, Angels, the Devil and the Origin of sin, Creation, man's original condition and fall, his condition in death, Incarnation, Ministry, Death, Resurrection and Ascension of Christ. The Holy Spirit, The Plan of Redemption. The Covenant, The Sanctuary. Essentials of Christian Living, Baptism, and Christian Growth. The Sabbath. God's church in the world, The coming crisis. Christ second coming, the Millennium, Heaven.

BSAD 331 QUANTITATIVE METHODS

3 CREDITS

The objective of this course is to give students an introduction to statistical and quantitative methods within a business-related framework and to provide students with a sound foundation for more advanced statistical and quantitative studies. The unit will provide opportunities for the student to gain skills in the presentation of business and economic data, the use of frequency distributions, measures of central tendency and

dispersion, principles of probability, use of probability distributions, sampling theory, estimation, hypothesis testing, regression analysis, the use of indices and forecasting methods. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 203 IT PROFESSIONAL ETHICS AND PRACTICE

3 CREDITS

The objective of this course is to provide a practical and theoretical introduction to what it means to be an IT professional today. Students will encounter a range of issues relevant to professional practice in the workplace, as well as an understanding of the wider responsibilities that professionals are called upon to uphold in society. Topics addressed include: organizational and professional communication; teamwork; the nature of the IT professions; the role of professional associations; problem solving and information use; cross-cultural awareness; personal and professional ethics and codes of practice. Mode of delivery is through teaching, case studies, assignments, discussions.

ACCT 211 INTRODUCTION TO ACCOUNTING

3 CREDITS

The objective of this course is to cover the fundamentals of accounting applicable to different business entities with emphasis on the accounting cycle and the preparation of financial statements. Topics include basic accounting concepts and principles, double entry book-keeping, accounting treatment of assets, capital and liabilities, books of original entry and preparation of financial statements. Mode of delivery is through teaching, case studies, assignments, discussions.

ACCT 222: PRINCIPLES OF ACCOUNTING

3 CREDITS

This is course is a continuation of ACCT 221 Principles of Accounting I. It provides students with further principles and concepts of financial accounting. It focuses on the preparation of control accounts, accounting for property, plant and equipment including depreciation and preparation of financial statements from incomplete records. It also introduces students to the accounts of manufacturing concerns, non-profit organizations, partnerships and companies.

BSAD 234 PRINCIPLES OF MANAGEMENT

3 CREDITS

The objective of this course is to study business management theory and practice including topics such as, functions of management, history of management thought, executive functions of a manager (planning, organizing, directing, coordinating, staffing and controlling). This course also introduces students to the functional areas of business such as marketing, financial, personnel and operations. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 202 DATABASE MANAGEMENT

3 CREDITS

The objective of this course is to provide an introduction to the concepts of database design and usage and the related issues of data management. Students will develop skills in planning, designing, and implementing a data model using an enterprise-scale relational database system (Oracle). Methods and techniques will also be presented to populate, retrieve, update and implement integrity features on data in the implemented

database

system.

Manipulation of a database necessarily raises issues of data collection/creation and management, data rights (ownership, copyright, access, privacy etc) and data curation, which this unit will also address. Mode of delivery is through teaching, case studies, assignments, discussions.

GNED 230 CAREER EXPLORATION AND PLANNING

1 CREDIT

This course deals with career planning and exploration. The four stages of Career Planning are dealt with- Career Awareness, Career Exploration, Career Preparation and Work Experience. These help students make career decisions and choices. It also helps them plan their pathway for life after graduation.

HLTH 200: HEALTH PRINCIPLES

3 CREDITS

The objective of this study is to study the basic health practices which seek to improve health and longevity. It focuses on holistic health which includes the physical, mental, social and spiritual aspect of the human being. It also encourages students to apply these principles for achieving and maintaining good health in their various communities. It also studies physiology, including the principles governing community and personal health and the methods of applying these principles to successful daily living. Course coverage includes: introduction to health, S.D.A. philosophy of health and Biblical concept of health, understanding the levels of human body organization, application of "CELEBRATIONS" to healthy lifestyles etc. Mode of delivery is through teaching, case studies, assignments, discussions. Mode of delivery is through teaching, case studies, assignments, discussions.

COSC260 SYSTEMS ANALYSIS AND DESIGN

3 CREDITS

The objective of this course is to provide students with an introduction to systems development using an agile development approach. The unit will focus on the application of UML models to the analysis and design of a system. The unit will introduce students to the nature of systems analysis and design as a problem-solving activity, describe the key elements of analysis and design, and explain the place of the analysis and design phases within the an agile development life cycle. The unit will introduce students to the nature of modelling as an analytical and a communicative process.

Major topics include: Agile development and the role of prototyping in systems development, user interface design, domain modelling with UML class diagrams, process modelling with use-case diagrams, use-case driven development and testing, use-case realization with sequence diagrams, requirements gathering and the implementation and support phases of systems development. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 271 COMPUTERS AND NETWORKS

3 CREDITS

The objective of this course is on the following: the fundamentals of computer communications and networks and telecommunications; digital, voice and video signals

and transmission; protocols for error and flow control; capacity utilization; multiplexing and concentration; local area networks (LANs), wide area networks (WANs). Also covered in this course are: network design, installation and maintenance issues; switching, local area networks and structured architectures, modulation/demodulation techniques; high speed modems; data-link layer issues; High Level Data Link Control Protocol (HDLC). Local network technologies: Ethernet, Token-Ring, etc. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 260 WEB AND SOCIAL MANAGEMENT TOOLS

3 CREDITS

The objective of this course is to introduce students to the design, creation, and maintenance of web pages and websites. Students learn how to critically evaluate website quality, management social media tools, learn how to create and maintain quality web pages, learn about web design standards and why they're important, and learn to create and manipulate images. The course progresses from introductory work on web design to a culminating project in which student's design and develop websites for local community organization. Mode of delivery is through teaching, case studies, assignments, discussions, lab sessions. At the end of the course, students will be able to:

- Students will gain the skills and project-based experience needed for entry into web design and development careers.
- Students will be able to use a variety of strategies and tools to create websites.
- Students will develop awareness and appreciation of the myriad ways that people access the web and will be able to create standards-based websites that are accessible and usable by a full spectrum of users.

BBIS 360: WEB ENGINEERING

3 CREDITS

The objective of this course introduce concepts in programming web application servers. Students will study of the fundamental architectural elements of programming web sites that produce content dynamically. Students will be demonstrating the course using Java Servlets, Java Server Pages, and Python/Django. Students will also cover the related topics as necessary so that students may build significant applications. Mode of delivery is through teaching, case studies, assignments, discussions, lab sessions. Such topics are expected to include:

- HTTP
- HTML and XML
- Design Patterns (e.g., Abstract Factories and Model-View-Controller)
- Relational Databases
- Non-Relational Databases
- Object-Relation Mapping tools
- Security Issues (including injection attacks, SSL, and CSRF)

- AJAX (including JavaScript and the DOM)
- Web Services
- Internationalization
- Cloud Deployment
- Scalability and Performance Issues

Several tools, software packages, and example web applications will be demonstrated.

BBIS 245 ENTREPRENEURSHIP AND HUMAN DEVELOPMENT 3 CREDITS

The objective of this course is to study the theory and practise of initiating a business venture and organizing the necessary resources. This course provides students with an understanding of the business planning techniques, economic analysis, financial analysis, market analysis and human resource analysis which are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. It examines the principles and problems of operating a small business after it is established. Topics covered include a procedural system for establishing a new business, providing physical facilities, financing, organizing, marketing and managing of the small businesses. The course would include class project in which students work in teams to write business plans with the aim of attracting support for venture capital. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 226 BUSINESS PROCESS MODELLING AND WORKFLOW 3 CREDITS

The objective of this course is to introduce students to the issues in increased globalization, companies are facing stiffer competition and successful companies cannot afford to harbour inefficiencies if they are to be competitive. Furthermore, customers are becoming more demanding. Business processes must be designed to ensure that they are effective and meet customer requirements. A well-designed process will improve efficiency and deliver greater productivity. This unit will survey the analytical tools that can be used to model, analyse, understand and design business processes. Students will also gain hands-on experience in using simulation software as a tool for analysing business processes.

Upon completion of this unit students should have acquired: an understanding of business organizations, their functional structure and the advantage of considering the process oriented view of organizations; a thorough knowledge of business processes, their structure and how processes fit in to the overall organization objectives; knowledge of the analytical tools that can be used to model, analyse, understand, and design business processes; and skills to use simulation software as a tool for analysing business processes.

Mode of delivery is through teaching, case studies, assignments, discussions.

RELT 385: INTRODUCTION TO BIBLICAL FOUNDATION ETHICS 3 CREDITS

The Objective of this course is to understand the structure and content of Christian ethics: goal, motive, and norm of the Christian life; with an analysis of ethical issues of practical decision-making, authority, life, and sexuality. Ethical considerations of

business decisions are examined in light of a Christian value system. This course covers topics such as different approaches to decision making in ethical situations, development of appropriate organizational responses to ethical problems, morality and issues of right and wrong, etc. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 309 E-BUSINESS SYSTEMS

3 CREDITS

The objective of this course is to understand organizational, inter-organizational and foundational technological issues in e-Business systems. Students are introduced to the fundamentals of trading systems so they can be better placed within an e-Business context. Various types of e-business models are discussed. Contents and processes involved in e-business planning and strategy development are reviewed. Ways to manage changes caused by e-business initiatives are discussed. Electronic auctions and their relationships with business procurement processes are discussed. Security mechanisms safeguarding e-business transactions are reviewed. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS 331 MULTIMEDIA APPLICATION & SYSTEMS DEVELOPMENT **3 CREDITS**

Multimedia is the combination of the digital forms of text, images, sounds, video and animation. This course aims to introduce students to the theories and principles of multimedia and provide students with a theoretical and practical introduction to design criteria and the design process of information delivered by multimedia. The course will cover user needs analysis and designing for the user; selection of suitable technology; designing for computer-based media; and the use of the major software tools and their accompanying skills. Pre-requisite: COSC122

BBIS304 BUSINESS INTELLIGENCE AND DATA WAREHOUSING **3 CREDITS**

Automation and the use of technological tools have resulted in the accumulation of vast volumes of data by modern business organizations. Data warehouses have been set up as repositories to store this data and improved techniques now result in the speedy collection and integration of such data. OLAP technology has resulted in the faster generation of reports and more flexible analysis based on the data repositories. Business intelligence (BI) can be considered as the art of exploring and analysing this data, extracting relevant information and identifying patterns, and turning such information and patterns into knowledge upon which actions can be taken. This unit will explore the concepts of BI, including the emergence of BI and factors influencing BI, technology requirements for BI and will provide hands on experience on designing and building business intelligence systems. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS338 REAL TIME ENTERPRISE SYSTEMS

3 CREDITS

The objective of this course is to provide both a theoretical and practical overview of real time enterprise systems. Real time enterprise systems are configurable information systems packages, implemented on-line that integrate people, technology and information processing. The three integrated processes within and across functional

areas are seamlessly interconnected and almost time-lag free in an organization. Topics include systems and technology background, ES evolution, ES lifecycle, implementation and configuration, ES and electronic commerce and ES success and failure factors. The theoretical component will be augmented by detailed case studies which focus on problems faced by real-life companies. For the practical component, laboratory exercises using a well-known enterprise system will be used to deepen student understanding. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS350 PROJECT MANAGEMENT

3 CREDITS

The objective of this course is to provide both a theoretical and practical overview of processes involved in successfully managing medium to large scale projects undertaken by organizations operating within various industry sectors. Even though, this unit makes references to projects common to the information technology industry, the principles are equally applied to non-IT related projects. Examples and mini-cases illustrating project management issues experienced by various sectors (e.g. construction, business, defense) are cited. Typical topics include the project life cycle, problem definition, project evaluation, high and low level planning using such techniques as networking, gantt charts and resource leveling, team building and people management, contract management, ethical and security issues, project monitoring and control, reporting and communication, termination and assessment. Mode of delivery is through teaching, case studies, assignments, discussions.

STAT 272: STATISTICS FOR BUSINESS

3 CREDITS

This course introduces the student to the basic methods of empirical inquiry in business. The emphasis of the course is on testing the hypotheses, empirically fitting models, produce predictions, or estimate impacts based upon some form of quantitative or statistical analysis. The course will provide a foundation in statistical inference, enabling the student to become competent in statistical research. The course content includes the following topics: growth curves, probability, probability distributions, sampling, testing of significance, one-way and two-way ANOVA. Throughout the course, a weekly computer laboratory practical assignment using SPSS software will provide a hands-on research experience to the students; this will enable them to become skillful practitioners in data entry and analysis.

BBIS364 RESEARCH METHODS

3 CREDITS

This course is designed to provide the fundamentals of research methodology applicable to Computer Science and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, hypothesis formation and its testing.

BBIS 362: E-COMMERCE

3 CREDITS

This course deals with the understanding of the basic application technology that is used to conduct business in the new market space of electronic commerce. It includes

the study of electronic channels, well-designed web sites and their impact on small and large business entities. Emphasis will be placed on analysing information and applying graphic design techniques to develop effective Web pages for on-line business. Topics include e-commerce, navigation, security issues, networks, business models, and an overview of Web design and distribution.

MGNT 363: ORGANIZATIONAL BEHAVIOUR AND DESIGN

3 CREDITS

A management capstone course for the development of thinking about organizations. The theory of organizations is studied in detail. Patterns, models, structures and architecture of organizations is dealt with. Missions, goals, strategies, and effectiveness are blended into learning about organizational design as it is influenced by external realities. Students learn organizational design alternatives to create a fit between the strengths of the organization and its external environment to achieve a sustainable competitive advantage.

BSAD 341: BUSINESS LAW I [COMMERCIAL LAW]

3 CREDITS

This an introduction to general principles of law and its interpretation including limited coverage of business torts and crimes, source of law, conflict resolution, environmental law, consumer protection, substantial coverage of contract and sale law, real and personal property law. Full coverage of commercial paper (negotiable instruments, notes, bills, drafts and cheques) law, with substantial review of agency and employment law, creditors and debtors' rights, insurance, secured transactions, property and its use as security, succession partnership law, and will and trusts laws will be made.

BSAD 342: BUSINESS LAW II [COMPANY LAW]

3 CREDITS

An introduction to the corporate law including topics such as types of companies, features of different types of companies, the company's regulations, formation of companies, memorandum of association, articles of association, The capital of a company, shares, types of shares: ordinary shares, preference shares, treasury shares. Issuing of shares, allotment of shares, call on shares, forfeiture of shares, debentures, types of debentures, surplus and income surplus, the financial statements of a company, extraordinary and exceptional items, reserves, share deal account, general reserve, corporation tax, dividends, company meetings, statutory meetings, AGM, minutes, company directors and secretaries, are all dealt with.

BKFN 310: BUSINESS FINANCE

3 CREDITS

A managerial approach to financial analysis, planning and control. Emphasis is on instruments of finance, policies of capitalization problems pertaining to working capital, and corporate expansion and reorganization. Other topics include cash flows, capital budgeting, risk and return, and long term and short term financial management.

BBIS338 ENTERPRISE SYSTEMS**3 CREDITS**

This unit provides both a theoretical and practical overview of real time enterprise systems. Enterprise systems are configurable information systems packages, implemented on-line that integrate people, technology and information processing. The three integrated processes within and across functional areas are seamlessly interconnected and almost time-lag free in an organization. Topics include systems and technology background, ES evolution, ES lifecycle, implementation and configuration, ES and electronic commerce and ES success and failure factors. The theoretical component will be augmented by detailed case studies which focus on problems faced by real-life companies. For the practical component, laboratory exercises using a well-known enterprise system will be used to deepen student understanding.

BBIS435 IT GOVERNANCE AND STRATEGY FOR BUSINESS**3 CREDITS**

This objective of this course is to provide students with an understanding of how to manage and govern the IT function in business organizations. It builds on themes relating to managing IT as an organizational resource and discusses IT function from strategy and governance perspectives. The unit also emphasizes the relationship between theoretical knowledge and its practical application using cases and real examples. Core concepts discussed in this unit include the strategic context of IT management, alignment between business strategy and IT strategy, IT governance processes, various types of IT processes, organizing and managing the IT function (including the role of the CIO), legal and ethical concerns of IT, evaluating IT portfolio management, IT provisioning issues, including outsourcing. Mode of delivery is through teaching, case studies, assignments, discussions.

BBIS488 INTELLIGENT DECISION SUPPORT SYSTEMS**3 CREDITS**

The objective of this course is to give the students an opportunity to solve some concrete decision-making problems, such as resource allocation and investment planning, using different ways of modelling and solving decision support problems of different size and complexity; strategic, tactical and operational problems; problems involving discrete alternatives and problems involving continuous variables; problems whose constraints and goals are precise and problems which need to be further pinned down. The students will be introduced to a high level problem modelling and solving platform which is supported by a variety of solvers. They will use the platform to model and solve some quite complex decision support problems and experiment with different solvers, and search methods. Mode of delivery is through teaching, case studies, assignments, discussions.

COSC425 MOBILE APPLICATIONS DEVELOPMENT**3 CREDITS**

This course aims to teach students how to develop mobile applications for mobile devices. The course focuses on the frameworks/platforms, development tools, communication and connection capabilities, human-computer interaction, development life-cycle (requirements gathering & analysis, design, construction, and testing) database integration and management, transaction management of mobile

applications. Also, issues related to mobile commerce, the current trends and future expectations regarding mobile application are considered.

BBIS435 IT GOVERNANCE AND STRATEGY FOR BUSINESS 3 CREDITS

This unit provides students with an understanding of how to manage and govern the IT function in business organizations. It builds on themes relating to managing IT as an organizational resource and discusses IT function from strategy and governance perspectives. The unit also emphasizes the relationship between theoretical knowledge and its practical application using cases and real examples. Core concepts discussed in this unit include the strategic context of IT management, alignment between business strategy and IT strategy, IT governance processes, various types of IT processes, organizing and managing the IT function (including the role of the CIO), legal and ethical concerns of IT, evaluating IT portfolio management, IT provisioning issues, including outsourcing.

INFT453 ENTERPRISE INFORMATION SECURITY 3 CREDITS

This course covers conceptual and technological aspects of network security for voice and data networks. The course deals with the analysis, design, implementation and management issues surrounding effective network security. The intention of the course is to provide an even depth of coverage across the entire domain of the network security common body of knowledge. It is not intended to provide in-depth coverage of any particular network security topic.

BBIS 491 & 492 [FINAL YEAR PROJECT I & II] 6 CREDITS

Each graduating student is to carry out under supervision of a Faculty member a practical Computer Science project on a topic or subject previously approved by the Head of Department.

BBIS 348 INDUSTRIAL EXPERIENCE PROJECT II 3 CREDITS

In their third year of study, students are given the opportunity to apply the knowledge and skills they have gained, in the development of an information system for a real world client. Students work in groups and will: design, develop and deliver an information system for a client, manage the project through all its development stages, communicate effectively with all project stakeholders, develop project documentation to a professional standard, present their project work to academics and other groups, attend unit seminars, and contribute in a professional and committed manner to the work of the group.

COSC351 EXPERT SYSTEMS AND ARTIFICIAL INTELLIGENCE 3 CREDITS

This course introduces students to the concepts, principles and the practice of Expert Systems. It also examines the processes by which machines simulate intelligence; heuristic and algorithmic processes in problem solving and programming machines to play simple games; models of cognitive process; applications and limitations of machine intelligence. The course introduces students to symbolic programming

(Common Lisp and Prolog) in the context of some of the main ideas and breakthroughs in the area of Artificial Intelligence (AI), etc.

HRMA 435: HUMAN RESOURCE MANAGEMENT

3 CREDITS

An introduction to the organization, training, motivation and direction of employees with a view to maintaining their productivity and moral at high levels. Among topics covered are selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

INFT 410: INTERNET-ENABLED APPLICATION SYSTEM

3 CREDITS

This course provides an overview of internet based application systems to support business, government, and education delivery in the web/online environment. The broad systems that will be considered but not limited to are e-commerce, e-education, e-government. The course will consider issues relating to the development of prototypes of these systems.

INFT 420: HUMAN-COMPUTER INTERACTION

3 CREDITS

This module aims to provide a theoretical and scientific framework within which the student will be able to understand the impact of computers on humans. The student will develop skills and knowledge that will enable efficient and effective human computer systems to be specified. They will develop an understanding of human factors and ergonomics that will enable high levels of system usability to be achieved. The module will introduce students to the available user interface technologies and to techniques for evaluation the relative merits of different types of interfaces.

BBIS451 DECISION SUPPORT SYSTEMS

3 CREDITS

This unit is designed to introduce students to the practical application of decision support systems using modern computer tools. It covers issues associated with the implementation, theory and risk of decision support systems. The aims of this course are to provide a study of the concepts behind decision making; the tools and techniques to support various stages of the decision making process and to explore key factors of successful decision support systems for finance problems and their development methodology. On completion of the unit, students should be able to:

- a. Understand the needs of decision makers and apply techniques and tools to support various phases of the decision making process.
- b. Formulate requirements for simulation and modelling and apply techniques of sensitivity analysis.
- c. Analyse and design effective decision support systems for finance problems.

BSAD480: STRATEGIC MANAGEMENT

3 CREDITS

A capstone course that integrates the functional business areas of accounting, marketing, finance, production and human resource. This course is therefore, necessarily integrative and interdisciplinary. It is designed to give the student

experience in strategic analysis and decision-making using the case method. Students learn to identify, analyse, propose alternative solutions, and make decisions about business strategy. Attention is given to matching organizational resources to the external environment to achieve a strategic competitive advantage. Cases are used to enhance problem identification, problem analysis and problem solving skills. Cases on contemporary issues are also built by collecting problem related data from the business environment.

DEPARTMENT OF INFORMATION SYSTEMS FACULTY LIST

Full-Time Faculty Members

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1. **ABANDOH-SAM, JOSEPH AHOR** [SENIOR LECTURER]
MS, (Software Engineering), 2012, Andrews University, USA.
BSc., (Computer Science), 2006, Valley View University, Oyibi, Ghana

 2. **ADU-MANU, KOFI SARPONG** [SENIOR LECTURER]
MPhil., (Computer Science), 2013, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 3. **NABARE, WILLIAMS** [ASSISTANT LECTURER]
MPhil., (Information Technology), 2018, Kwame Nkrumah University of Science and Technology, Kumasi.
BSc., (Information Technology), 2012, Valley View University, Oyibi, Ghana
Diploma in Accounting and Finance in Business and Management , 2006, Cambridge International Collage, UK
Teachers Certificate 'A', 2001, Asokore Seventh Day Adventist College.

 4. **OBLITEY, WILLIAM** [PROFESSOR EMERITUS]
PhD., 1988, University of Pittsburgh, Pennsylvania USA.

 5. **ASARE, MICHAEL** [ASSISTANT LECTURER]
MSc., (Information Technology), 2016, Kwame Nkrumah University of Science & Technology, Kumasi.
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.

 6. **ADJETEY, CHARLES** [LECTURER]
MPhil., (Computer Science), 2017, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2011, Valley View University, Oyibi, Ghana.

 7. **DAMOAH, D. DOMINIC** [SENIOR LECTURER]
MS, 2009, (Software Engineering), Andrews University, Michigan USA.
BSc., (Computer Science), 2001, Kwame Nkrumah University of Science & Technology, Kumasi.

 8. **ARTHUR, JOHN KINGSLEY** [LECTURER]
MSc., (Information Technology), 2011., Accra Institute of Technology, Accra, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 9. **LARYEA, EBENEZER** [SENIOR LECTURER]
MSc. (Computer Application), 2009, Symbiosis International University, India.

 10. **RONKY, FRANCIS DOH** [LECTURER]
MBA (MIS) 2011 Wisconsin University College, Accra.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.

 11. **BAMFO-BOAKYE, ABRAHAM** [SENIOR LECTURER]
PhD., (Statistics), In Progress, University of Ghana, Legon, Ghana.
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- MSc., (Mathematics), 2009, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.*
BSc., (Mathematics), 2002, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
-
12. **ADU-SACKEY, ALBERT** [LECTURER]
M.Phil., (Applied Mathematics), 2010, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2007, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
PGD, (Education), 2010, University of Education, Winneba, Ghana.
-
13. **OSEI-TUTU ATAKORA, OLIVIA** [LECTURER]
M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Applied Mathematics, Statistics Option), 2008, University for Development Studies, Tamale, Ghana.
-
15. **ADU, KWADWO ANSAH** [SENIOR LECTURER]
MPhil., (Finance), 2010, University of Ghana, Legon, Ghana.
BBA, (Accounting), 2006, Valley View University, Oyibi, Ghana.
-
16. **AKAFO, VERA** [SENIOR LECTURER]
MPhil., (Human Resource Management), 2013., University of Ghana, Legon, Ghana.
BA, (Psychology and Political Science), 2005, University of Ghana, Legon, Ghana.
-
17. **AMO, HANNAH FOSUAA** [LECTURER]
MPhil.,(Accounting), 2010, University of Ghana, Legon, Ghana.
BBA, (Accounting), 2006, Valley View University, Legon, Ghana.
-
19. **AMOAKO, PRINCE YAW OWUSU** [SENIOR LECTURER]
MPhil., (Computer Engineering), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2005, Valley View University, Oyibi, Ghana
-

Adjunct Faculty Members

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1. **BOBBIE, PATRICK** [LECTURER]
PhD., 1986, University of South-Western Louisiana.
-
2. **ANNAN, M. KWAW** [SENIOR LECTURER]
MSc., (Electronic and Electrical Engineering), 1978, State University of New York, USA.
B.Eng, (Electronic and Electrical Engineering), 1975, City University of New York, USA
AA., (Engineering Science), 1972, Bronx Community College, Bronx, USA.
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3. **EDUAFO, STEPHEN** [LECTURER]
M.Phil., (Applied Mathematics), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2008, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
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4. **ANSONG, DANSO EDWARD** [SENIOR LECTURER]
PhD, (Computer Science), 2018, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
M. E.,(Comp. Sci. & Engineering), 2008, Karuya University, India.
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5. **PROFESSOR DR. ING. NICOLAE GOGA** [PROFESSOR]
PhD, (2005) PhD Computer Science (2004), Department of Computer Science, Politehnica University of Bucharest, Romania, Department of Mathematics and Computer Science, Technical University of Eindhoven, the Netherlands
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6. **OKOE, EZEKIEL ANNAN** [ASSISTANT LECTURER]
MSc., (Information Technology), 2015, Kwame Nkrumah University of Science & Technology, Kumasi.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana.
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7. **DEBRAH, KWADWO BOAFO** [ASSISTANT LECTURER]
MSc., (Information and Communication Technology), 2016, Ghana Institute of Management and Public Administration, Accra, Ghana
BSc., (Information Technology), 2011, Valley View University, Oyibi, Ghana.
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8. **RALUCA-ANDREEA NEDELICU** [LECTURER]
PhD in Systems Engineering, (2015) University Politehnica of Bucharest, Bucharest (Romania)
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9. **VASILATEANU, ANDREI** [ASSOCIATE PROFESSOR]
PhD in Computer Science and Information Technology, 2011, University of Politehnica Bucuresti
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10. **PROF. NABIL BESEWI** [ASSOCIATE PROFESSOR]
Doctor of Science (D.Sc), Engineering Management, 1996
-
11. **DR. DONALD J.G CHIARELLA** [ASSOCIATE PROFESSOR]
PhD, Management Information Systems, 2001, Kennedy Western University
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12. **PROF. SUNDAY ANUOLUWA IDOWU** [PROFESSOR]
PhD, Computer Science, 2012, University of Ibadan, Nigeria
-
13. **DR. STEPHEN OFOSU AGYEI-MENSAH** [ASSOCIATE PROFESSOR]
Ed.D, 1996, Oklahoma State University
-
14. **PROF. RICK HALTERMAN** [PROFESSOR]
PhD, Computer Science, School of Computing Southern Adventist University
-
15. **DR. OWUSU ACHEAMPONG** [ASSOCIATE PROFESSOR]
PhD, Information Systems, 2017, Limkokwing University of Creative Technology, Cyberjaya, Malaysia
-
16. **PROF. TYSON HALL** [PROFESSOR]
PhD, Computer Science, School of Computing , Southern Adventist University
-

17. **GHANSAH BENJAMIN** [SENIOR LECTURER]

Ph.D. in Computer Application Technology ,2012-2015: Jiangsu University, China
MSc. Computer Science, 2009-2011: Sikkim Manipal University, India
MA Environmental Management and Policy, 2007-2008: University of Cape Coast, Cape Coast
BSc. Computer Science, 2002-2006: Valley View University, Oyibi, Accra

DEPARTMENT OF MATHEMATICAL SCIENCES

PHILOSOPHY

The philosophy of the Department of Mathematical Sciences is to promote interdisciplinary scholarship, as well as the search for and the application of scientific knowledge through mathematical education, training and research. The Department is committed to pursuing this philosophy by providing a programme in Mathematics with Economics aimed at training highly skilled and globally employable graduates that can conduct interdisciplinary research in the field of mathematics and economics.

MISSION STATEMENT

The mission of the Department of Mathematical Sciences is to serve as a centre of excellence in the provision of high quality holistic and professional education in mathematics and economics, as well as serve as a leading centre for interdisciplinary research and development work in current and emerging areas of Mathematical Economics. By integrating faith and learning, it is hoped that graduates will be equipped to demonstrate positive intellectual, moral and professional influence in their field of expertise.

PROGRAMMES

The department of Mathematical Sciences offer the following programs;

1. Bachelor of Sciences in Mathematics with Economics
2. Bachelor of Sciences in Mathematics with Statistics

ENTRY REQUIREMENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

1. *Senior Secondary School Certificate Examination (SSSCE): Compulsory Subjects* - Grade D or better in three (3) core subjects (Mathematics, Integrated Science and English) and *Elective Subjects* –Grade D or better in three (3) elective subjects. The three electives should include elective Mathematics).
2. *West Africa Senior School Certificate Examination (WASSCE): Compulsory Subjects* - Grade C6 or better in three (3) core subjects (Mathematics, Integrated Science and English) and *Elective Subjects* – Grade C6 or better in three (3) elective subjects. The three elective subjects should include Elective Mathematics.
3. *General Certificate of Education (GCE) Advanced Level:* Passes in two (2) subjects including Mathematics (at least, one of the passes should be Grade

D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.

4. HND holders from recognized institutions with at least second-class lower division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed. The applicant must have acquired a two-year post HND qualification working experience.
5. Diploma or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission into level 200 or 300 where applicable.
6. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. *Mature Students*: The applicant must:
 - a. Be at least 25 years old.
 - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
8. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of credit passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. The mature applicant is also required to attend an interview to determine his/her eligibility for the programme.

BACHELOR OF SCIENCE (BSc) IN MATHEMATICS AND ECONOMICS

PROGRAMME OBJECTIVES

The objectives of the Mathematical Science Department are:

- To prepare graduates for a career in mathematics and economics.
- To teach students the different applications of mathematics and economics in solving economic and industry problems.
- To encourage graduates of the programme to go into self-employment by creating their own consultancy businesses in their areas of mathematics and economics.
- To develop in students the ability to think critically and to develop the highest levels of human values,
- To encourage students to appreciate the dignity of labour through work-study programme,
- To encourage students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.
- To expose students to a wide range of mathematical and economics skills to prepare them for the job market as professionals in mathematics and economics.
- To provide students with a high-quality programme that confers skills required to enter into graduate degree programmes in mathematics and economics.
- To provide students the opportunity for a balanced development of the intellectual, spiritual, and social dimensions of life in harmony with the Christian heritage.
- To enhance the relationship between the University and the business community in order to continue to provide opportunities for faculty research and service

REQUIREMENTS FOR GRADUATION

- Total Credits required – 140 semester credits
- Breakdown of total credits into major curriculum sub-divisions: See Table below. The required distribution of credits is as follows:

BSc. [Mathematics With Economics] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions -divisions	Credits Requirements
A	General Education	29
B	Mathematics Courses	57
C	Statistics Courses	12
D	Economics Courses	36
E	Research Methods	03
F	Final Year Project	03
	Total	140

A. GENERAL EDUCATION 24

CLUSTER 1. Language and Communications 10

ENGL121 Language and Writing Skills I	2
ENGL122 Language and Writing Skills II	2
FREN111 French for General Communication I	2
FREN112 French for General Communication II	2
CMME105 Intro to Communication Skills	2

CLUSTER 2. Religion, Theology and Philosophy 11

RELB163 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Introduction to Biblical Foundation Ethics	3
RELG451 Bible and Family Dynamics	3

CLUSTER 3. Health and Physical Education 3

PEAC100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease	3
OR	
HLTH 200 Health Principles	3

CLUSTER 4. Behavioural and Social Science 3

SOC1105 Principles of Sociology	3
OR	
PSYC105 Introduction to Psychology	3

CLUSTER 5. Natural and Physical Sciences Mathematics

Courses in Mathematical Sciences satisfy this requirement

CLUSTER 6. Counselling, Career Planning, Human Development NC

GNED230 Career Exploration and Planning	NC
OR	
GNED468 Job Search Strategies and Techniques (optional)	
GNED125 Study Skills	NC

CLUSTER 7. African Studies course	2
AFSTxxx African Studies course	2

B. MATHEMATICS COURSES

MATH101 Algebra and Trigonometry	3
MATH 113 Vectors and Geometry	3
MATH 112 Calculus I	3
MATH 114 Algebra	3
MATH 213 Introduction to Abstract Algebra	3
MATH 215 Calculus II	3
MATH 216 Calculus of Several Variables	3
MATH212 Vectors and Mechanics	3
MATH 331 Discrete Mathematics I	3
MATH 333 Introductory Analysis	3
MATH 313 Abstract Algebra	3
MATH 336 Linear Algebra	3
MATH 332 Discrete Mathematics II	3
MATH 334 Analysis	3
MATH 338 Numerical Analysis	3
MATH 457 Complex Analysis	3
MATH 455 Ordinary Differential Equations	3
MATH 456 Partial Differential Equations	3
MATH 468 Operations Research	3

C. STATISTICS COURSES

STAT 101 Introduction to Statistics	3
STAT 112 Introduction to Probability	3
STAT 203 Statistical Methods	3
STAT 204 Regression Analysis	3

D. ECONOMIC COURSES

ECON 101 Principles of Microeconomics	3
ECON 102 Principles of Macroeconomics	3
ECON 201 Intermediate Microeconomics	3
ECON 214 Mathematical Economics	3
ECON 202 Intermediate Macroeconomics	3
ECON 301 Microeconomic Theory	3

ECON 329 Growth and Development	3
ECON 302 Macroeconomic Theory	3
ECON 403 Econometrics I	3
ECON 463 International Trade	3
ECON 462 Econometrics II	3
ECON 464 International Finance	3

E. RESEARCH METHODS

RESH 330 Research Methods	3
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F. FINAL YEAR RESEARCH PROJECT

MATH 470 Senior research project	3
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ADDITIONAL REQUIREMENTS FOR GRADUATION

- a. Research Component
- b. Competence-Based Training (CBT) component
- c. Problem-Based Learning (PBL) component
- d. Practical training, Industrial attachment, Internship, Clinical experience, etc.,
- e. Structure of the programme (Semester-by- semester schedule/structure of course, showing the credit value of each course)

Prerequisite Courses

COSC115 Introduction to Computer Science I	NC
ENGL121 Language and Writing Skill I	2
FREN111 French for General Communication I	2
MATH113 Vectors and Geometry	3
ECON101 Principles of Microeconomics	3
MATH114 Algebra	3
MATH331 Discrete Mathematics I	3
MATH 333 Introduction to Analysis	3
ECON 403 Econometrics I	3

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
STAT101 Introduction to Statistics	3	STAT112 Introduction to Probability	3
MATH101 Algebra & Trigonometry	3	MATH112 Calculus I	3
MATH113 Vectors & Geometry	3	MATH114 Algebra	3
ECON101 Prin. of Microeconomics	3	ECON102 Prin. Of Macroeconomics	
ENGL121 Language & Writing Skills I	3	ENGL122 Language & Writing Skills II	3
COSC115 Intro to Computer Science I	NC	COSC116 Intro to Computer Science II	NC
FREN111 French for Gen. Communication I	2	FREN112 French for Gen. Communication II	2
RELB163 Life and Teachings of Jesus	3	CMME115 Communication Skills	2
PEAC100 Physical Activity	NC		
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
STAT203 Statistical Methods	3	STAT204 Regression Analysis	3
MATH213 Introduction to Abstract Algebra	3	MATH216 Calculus of Several Variables	3
MATH215 Calculus II	3	MATH212 Vectors & Mechanics	3
ECON201 Intermediate Microeconomics	3	ECON214 Mathematical Economics	3
RELB251 Principles of Christian Faith	3	ECON202 Intermediate Macroeconomics	3
HLTH200 Health Principles	3		
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON301 Microeconomics Theory	3	RESH330 Research Method	3
ECON329 Growth & Development	3	ECON302 Macroeconomics Theory	3
MATH331 Discrete Mathematics I	3	MATH332 Discrete Mathematics II	3
MATH333 Introductory Analysis	3	MATH334 Analysis	3
MATH313 Abstract Algebra	3	MATH336 Linear Algebra	3
RELT385 Introduction to Biblical Foundation of Ethics	3		
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON403 Econometrics I	3	ECON462 Econometrics II	3
ECON463 International Trade	3	ECON464 International Finance	3
MATH457 Complex Analysis	3	MATH456 Partial Differential Equation	3
MATH455 Ordinary Differential Equations	3	MATH468 Operations Research	3
MATH459 Numerical Analysis	3	MATH470 Senior Research Project	3
RELG451 Bible and Family Dynamics	3		
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

COURSE DESCRIPTIONS

STAT 101: INTRODUCTION TO STATISTICS

3 CREDITS

Introduction to Statistics, Types of data (qualitative, quantitative, continuous, discrete, etc.); scales of measurement (nominal, ordinal, interval, ratio, etc.); Descriptive Analysis of Data: Graphical (histogram, bar chart, pie chart, percentiles, quartiles, Box plot) and Tabular Representation of data, outliers. Measures of Central Tendency (mean, trimmed mean, median, mode) and Dispersion, Skewness and Kurtosis, Correlation Analysis & Coefficient of Determination. The primary analysis tools for this course are Microsoft Excel, SPSS, Minitab or Statistica

MATH 101: ALGEBRA AND TRIGONOMETRY

3 CREDITS

The course concentrates on functions and trigonometric functions. It aims at introducing students to various types of functions, which will enable them to do Calculus, Statistics and other related Maths courses at higher levels. Topics include exponential functions, Logarithmic functions and radicals, polynomial functions and equations. Rational functions and Partial fractions. Inequalities in one and two variables. Permutations and combinations, series and sequences, use of recurring orders. Binomial theorem for a positive integral index, principles of induction. Trigonometric functions and identities.

MATH 113: VECTORS AND GEOMETRY

3 CREDITS

This course concentrates on the concepts of Vectors and Analytic Geometry. It aims at preparing students for further studies in Calculus of Single and Several Variables, Differential Geometry and Linear Algebra. Topics include: Vectors and Vector

Algebra, the Scalar Product and the Vector product. Applications to Geometry, lines and plane; position vector of a point in a plane and in space, direction and normal vectors of a line. Equation of a line, equation of a circle, intersection of a line and a circle. Loci, parametric representation of a curve. The conic sections in a rectangular Cartesian form, parabola, ellipse and hyperbola. Vector equations of lines and planes.

ECON 101 PRINCIPLES OF MICROECONOMICS

3 CREDITS

This course will provide students with an introduction to a core area of economics known as microeconomics. It considers the operation of a market economy and the problem of how best to allocate society's scarce resources. The course considers the way in which various decisions making units in the economy (individual and firms) make their consumption and production decisions and how these decisions are coordinated. It considers the laws of supply and demand, elasticities and introduces the theory of the firm and its components, production, cost theories and revenue and model of market structure (perfect competition and monopoly).

ENGL 111 LANGUAGE AND WRITING SKILLS

2 CREDITS

This course aims at developing the student's basic skills in the grammatical systems of English language and to use these effectively in writing for academic and professional pursuits. Coverage includes introduction to parts to speech, vocabulary development, vocabulary usage, nouns: identification, types, functions, plural formation; pronouns: types/case, functions; adjectives: types, functions/position, sequencing, comparison; determiners/interjections; verbs: identification, types, tenses: types, sequencing; concord: types of Concord; adverbs and prepositions: formation, types, functions; conjunction/ transitional devices; sentences: types, parts, sentence errors: fragments, run-on and punctuation.

FREN 101 FRENCH FOR GENERAL COMMUNICATION I

2 CREDITS

This course provides a foundation on which to build the skills of listening, speaking, reading and writing simple material in French. The approach is essentially communicative and accurate pronunciation is stressed. The following topics will be studied: greetings; alphabets and phonetics; accents; introduction; articles; countries and nationalities; numbers (1 – 100); days of the week; months of the year; time; demonstrative adjectives; possessive adjectives; prepositions (à, de, en, au, aux, à la, à l', du, des, etc.); expressing the past; expressing the future; giving general information about a person (name, age, origin, residence, marital status, occupation, etc.); describing a person (general outlook, first impressions, height and structure, hairs, eyes, clothing); talking about one's health and physical status.

CMME 105 COMMUNICATION SKILLS

2 CREDITS

This course is designed to assist students to acquire verbal and non-verbal communication skills in order to communicate effectively. The course is also to raise students' level of proficiency as well as prepare them to function effectively on their own.

STAT 203 STATISTICAL METHODS**3 CREDITS**

The course covers both parametric and non-parametric tests. It aims at preparing students for research. Topics include: Joint Probability Distributions: Properties, Marginal and Conditional distributions. Conditional Mean and Variance. Statistical Inference: Basic Concepts of Statistical Inference, Sampling distributions. Introduction to sampling methods, Sampling distributions of sample means, proportions and variances. Estimation: Point and Interval. Estimation of Parameters (mean, proportion and variance). Hypothesis Testing: Type I and II Errors and Power Function, Neyman-Pearson Lemma and Likelihood Ratio Test for Most Powerful Critical Region. Parametric Tests for parameters (mean, proportion and variance), Analysis of Variance Test for several means. Non-Parametric Tests: Chi-Square Tests Chi-Square Tests, Tests for Independent and Paired Samples, Mann-Whitney U-Test, Wilcoxon Signed Rank Test, Kruskal-Wallis and Friedman's tests and Sign Test. The primary analysis tools for this course are MATLAB, Mathematica, or Octave.

MATH 213 INTRODUCTION TO ABSTRACT ALGEBRA**3 CREDITS**

This course provides the basic foundations of Sets, Number Theories and Mathematical Logic. It serves as a foundation for further studies in Abstract Algebra. Topics for the course are: Mathematical logic and proof, Elements of set theory, Cartesian products, binary relations and equivalence relation. Elementary number theory, algebraic structures, introduction to groups. Rings, fields and integral domains, vectors spaces and subspace, basis.

MATH 215 CALCULUS II**3 CREDITS**

The course concentrates on the continuation of Calculus of Single Variables. It aims at preparing students to apply Calculus to Statistics and Economics. Topics for this course include: the first and second derivatives and their applications. Integration as a sum; definite and indefinite integrals, in particular reduction formulas. Logarithmic and exponential functions, hyperbolic functions and their inverse, inverse circular functions, integrating by parts and by substitution, applications to plane curves, arc length area of surface of revolution and volume of rotation. Ordinary differential equations, first order linear equation; integrating factors, second order linear differential equations with constant coefficients.

ECON 201 INTERMEDIATE MICROECONOMICS**3 CREDITS**

This course builds on the microeconomics principles studied in Level 100 and provides an analysis of the way in which the market system functions as a mechanism for coordinating the independent choices of individual economic agents. It develops basis for evaluating the efficiency and equity implications of competition and other market structures and perspective on the appropriate role of government. Included are the study of consumer theory, production and cost, market structures and market failure. This course will put more emphasis of mastery of theoretical concepts and analytical tools already discussed.

RELB 163 LIFE AND TEACHINGS OF JESUS**3 CREDITS**

The course deals with a comprehensive study of the life and teachings of Jesus Christ as unfolded in the four Gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of His self-revelation in that age and ours. The objective of the course is to link the student spiritually with the Lord Jesus Christ. Topics covered include: Inter-Testamental Period, Jewish Religious Groups, Synoptic Gospels, Harmony of the Four Gospels, Nature of Jesus Christ, Jesus Christ-His Birth to Manhood, Preparation for Ministry, Ministry in Galilee, Retirement from Public Ministry, Ministry in Samaria, The Passion Week, and Resurrection to Ascension. Mode of Delivery: Lectures, Discussions and Group Presentations.

HLTH 200 HEALTH PRINCIPLES**3 CREDITS**

This course deals with the study of basic health practices which seek to improve health and longevity. It focuses on holistic health, which includes the physical, mental, social and spiritual aspect of the human being. It also encourages students to apply these principles for achieving and maintaining good health in their various communities. It also studies physiology, including the principles governing community and personal health and the methods of applying these principles to successful daily living. Course coverage includes: introduction to health, S. D. A. philosophy of health and Biblical concept of health, understanding the levels of human body organization, application of "CELEBRATIONS" to healthy lifestyles etc.

STAT 204 REGRESSION ANALYSIS**3 CREDITS**

This course concentrates on the relationships between two variables and among three or more variables. It aims at preparing students for research in Statistics and Economics. Basic Concepts of Regression and Correlation Analysis. Simple Regression Model: Estimation of regression coefficients by least squares method and Error variance. Interpretation of regression coefficients, Coefficient of Determination, forecasting. Multiple Regression Model: Some Basic Concepts and results of Matrices and Vectors. Expectation and Covariance Matrix for linear combination(s) of random variables, Estimation of the Multiple Regression Model by the Least Squares Method, Interpretation of regression coefficients using Analysis of Variance, Concepts of Multi-Collinearity and the use of Dummy or Qualitative Variables. Residual Analysis: Testing Regression Model Assumptions. Use of Statistical Packages

MATH 216 CALCULUS OF SEVERAL VARIABLES**3 CREDITS**

This course concentrates on derivatives of functions of several variables, Multiple Integrals, and their applications to Business, Economics, and Statistics. Higher derivatives and their applications, Taylor's and Maclaurin's series of standard functions – vector functions, functions of several variables and partial derivatives, Euler's theorem of homogeneous functions, Gradients, maxima and minima the method of Lagrange Multipliers and constraints optimization. The gradient operator,

curves, surfaces, tangent planes and normals, The divergence and curl operators, Introduction to multiple integrals.

MATH 212 VECTORS AND MECHANICS

3 CREDITS

Prerequisite: MATH113

It examines the concept of vectors and its application to Mechanics. It aims at letting students appreciate the motion of objects in space and the forces that acts on them. It also serves as a foundation to Linear Algebra and further studies in Mechanics. Topics include Vector functions of a single variable, differentiation and integration, velocity and acceleration. Relation motion, Newton's laws of motion. Forces: composition and resolution of forces, work, energy and power, Momentum and impulse, energy conservation and momentum conservation. Rectilinear motion resisted motion and simple harmonic motion.

ECON 214 MATHEMATICAL

3 CREDITS

This course presents a fairly rigorous and detailed application of various mathematical techniques in economics. Topics to be covered in this course include derivatives of exponential and logarithmic functions, optimization without constraints and optimization with inequality constraints (non-linear programming and Kuhn-Tucker conditions), the envelope theorem (reciprocity conditions and duality; profit and utility maximization; derivation of Slutsky equation), integral calculus, differential equations, difference equations (first and second order; cobweb model) and optimal control theory (Pontragin's maximum principle; Hamiltonian; transversality conditions and application to growth models).

COSC115 INTRODUCTION TO COMPUTER SCIENCE I

NC

This course introduces students to the basic principles, concepts and practice of computer science. The course provides an overview of key topics in computer science emphasizing on the underlying mathematical concepts and principles of computer science, topics relating to hardware as well as system development components and aspects of computer science.

COSC116 INTRODUCTION TO COMPUTER SCIENCE

NC

Prerequisite: COSC115

This course provides a good appreciation of the fundamentals of computer architectures and their operation. It covers the following topics: number systems; basic computer components; the fetch-decode-execute cycle; branch instructions and flow control; addressing modes; stacks and subroutines; input output; interrupts; exceptions.

RELB 251 PRINCIPLES OF CHRISTIAN FAITH

3 CREDITS

The course deals with the detailed study of the fundamental doctrines of the Christian Faith. The aim of the course is to enable students have a working knowledge of the different doctrines of the Christian Faith and be able to practically apply these doctrines to the challenges of living as Christians in today's society. Course topics include: The Nature and Scope of Theology, The Doctrine of

Revelation and Inspiration, The Gift of Prophecy, The Doctrine of God and the Natural Beings, God's Special Agents, The Devil and the Origin of Sin, The Doctrine of Creation, The Doctrine of Man, The Doctrine of Sin, The Doctrine of Christ, and Death (The Ultimate End of Life on Earth). Mode of Delivery: Lectures, Discussions and Group Presentations.

ECON 202 INTERMEDIATE

3 CREDITS

The first year course provided a broad overview of the subject area. In this course, the aim is to delve a little deeper into the subject. In particular, it addresses the big issues which affect us on a day to day basis. We would be interested in finding out why some countries grow more quickly than others, why some experience high inflation while others have stable prices and why all countries experience recession and booms. Furthermore, we want to know if government policy can have an impact on these factors. Specific topics to be covered include but not limited to: Absolute Income, Life Cycle, Permanent income and Relative Income Hypothesis; Theory of Investment. Equilibrium in product and money markets: IS and LM functions; open economy; aggregate supply and the short-run trade-off between inflation and unemployment; stabilization policy; government and budget deficits.

ECON 329 GROWTH AND DEVELOPMENT

3 CREDITS

This course is intended to familiarize students with some major growth models (exogenous and endogenous growth models), poverty and inequality. The course is also designed to uncover issues such as the relationship between Aid, debt and growth and trade and growth. Specifically, topic may include: theories of economic growth and development, poverty and inequality, population growth and development, education and health in economic development, environment and development and international trade and development.

RELT 385 INTRODUCTION TO BIBLICAL FOUNDATION ETHICS

3 CREDITS

This course studies the structure and content of Christian ethics: goal, motive, and norm of the Christian life; with an analysis of ethical issues of practical decision-making, authority, life, and sexuality. Ethical considerations of business decisions are examined in light of a Christian value system. This course covers topics such as different approaches to decision making in ethical situations, development of appropriate organizational responses to ethical problems, morality and issues of right and wrong, etc.

MATH 331 DISCRETE MATHEMATICS I

3 CREDITS

The course concentrates on set theories, Logic and their Applications. It aims at enabling students to develop critical thinking for Computer Programming. Topics include: Foundations: Logic, Sets, and Functions: Logic, Propositional Equivalences, Predicates and Quantifiers, Sets, Set Operations, Functions, Sequences and Summations, Growth Functions. Algorithms, the Integers, and Matrices: Algorithms, Complexity of Algorithms, Integers and Division, Integers and Algorithms, Applications of Number Theory, Matrices. Mathematical Reasoning:

Methods of Proof, Mathematical Induction, Recursive Definitions, Recursive Algorithms, Program Correctness. Counting: Basics of Counting, Pigeonhole Principle, Permutations and Combinations, Discrete Probability, Probability Theory, Generalized Permutations and Combinations, Generating Permutations and Combinations. Advanced Counting Techniques: Recurrence Relations, Solving Recurrence Relations, Divide-and-Conquer Relations, Generating Functions, Inclusion-Exclusion, and Applications of Inclusion-Exclusion.

MATH 333 INTRODUCTORY ANALYSIS I

3 CREDITS

The course concentrates on the real number system, and sequences of real numbers. It aims at making students gain insight into the behavior of real numbers. Topics Include: Construction of Real Numbers. Least Upper Bound, and the Greatest Lower Bound of a Set (of real numbers). Convergence of sequences, upper and lower Limits. The Bolzano-Weierstrass Theorem and the Cauchy criteria for convergence. The concept of a function of a real variable. Limit, continuity and derivative of a function (treatment).

MATH 313 ABSTRACT ALGEBRA

3 CREDITS

Prerequisite: Math114

It concentrates on Algebraic Structures aiming at providing insight into the fundamentals of properties of Groups, Rings and Fields. Topics under this course are: Groups Rings and Fields; Definitions, Examples and Properties. Polynomial Rings. Euclidean Algorithms. Ideals and Quotient Rings. The Homomorphism Theorems. The field of Quotients of an Integral Domain.. Principal Ideal Domains. Factorisation in Principal Ideal Domain. Groups. Examples of Groups such as Cyclic Groups, Groups of Permutations, and Dihedral Groups. Subgroups, Cosets and Lagrange's Theorem. groups. Normal Subgroups and Factor Groups. The Homomorphism Theorems for Groups

ECON 302 MACROECONOMIC THEORY

3 CREDITS

This course presents a detailed discussion of the structure of the macroeconomic system. It discusses the major theoretical questions and controversies of the structure of macroeconomics. The course would employ a general equilibrium view of the macro economy wherein we analyse equilibrating conditions of supply and demand in the goods, money and labour markets and the effect of policy (fiscal and monetary) on these markets. Using literary, graphic and algebraic approaches, we would show that the function of the macro economy is based on the optimizing decisions of microeconomic agents in utility and profit maximization. Specific topics covered include: advanced equilibrium analysis in the goods, money and labour markets; effectiveness of fiscal, monetary and income policies; theories of money demand (regressive expectation model, Tobin's model of liquidity preference, inventory approach to Tobin's model of liquidity preference, inventory approach to transactions demand and Friedman quantity theory of money model).

MATH 336 LINEAR ALGEBRA**3 CREDITS****Prerequisite: Math113**

The course is a continuation of Vectors and Geometry. It also concentrates on Matrixes and Vector Spaces. It is an important tool for Business, Statistics and Economics. Topics include: Vector spaces and subspace, spanning sets, bases, linear maps and their matrices. Range space rank and kernel. Eigen values and eigenvectors. Diagonalisation of a linear operator, diagonalising a matrix; bases of Eigen vectors, symmetric maps, matrices and quadratic forms

MATH 332 DISCRETE MATHEMATICS II**3 CREDITS**

This course is the continuation of Discrete Mathematics I. It aims at helping students to gain insight into Mathematical relations and Graphs. Topics Include: Relations: Relations and Their Properties, n-ary Relations and Their Applications, Representing Relations, Closures of Relations, Equivalence Relations, Partial Orderings. Graphs: Introduction to Graphs, Graph Terminology, Representing Graphs and Graph, Isomorphism, Connectivity, Euler and Hamilton Paths, Shortest Path Problems, Planar Graphs, Graph Colouring. Trees: Introduction to Trees, Applications of Trees, Tree Traversal, Trees and Sorting, Spanning Trees, Minimum Spanning Trees. Boolean Algebra: Demoivre's Theorem, Boolean Functions, Representing Boolean Functions, Logic Gates, Minimization of Circuits. Modelling Computation: Languages and Grammars, Finite-State Machines with Output, Finite-State Machines with No Output, Language Recognition, Turing Machines.

MATH 334 ANALYSIS**3 CREDITS****Prerequisite: Math333**

This course concentrates on derivatives of functions of real variables, sequences and series and the fundamental theorem of Calculus. It aims at preparing students for Mathematical Analysis and Functional Analysis at higher levels and for research. Topics include: Derivative of a function, its properties and applications. Mean value theorem, Rolle 's Theorem, maximum value theorem, and the intermediate value theorem. Series as the sequence of n'th partial sums. Existence of limits, increasing (decreasing) sequences bounded above (below). Series with positive terms. Convergence tests. Absolute convergence and conditional convergence. Sequences of functions point wise and uniform convergence. Power series. Definition of integral and continuity as criterion for integrability, fundamental theorem of calculus. The Riemann integral.

RESH 330 RESEARCH METHODS**3 CREDITS**

This course is designed to provide the fundamentals of research methodology applicable to mathematical sciences and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, testing of hypothesis. Presentation of oral and written reports

ECON 403 ECONOMETRICS I**3 CREDITS**

This course introduces students to the primary tools of quantitative data analysis employed in the study of economic and social relationships. It equips students for independent econometric research and for critical reading of empirical research papers. A survey of economics devoted to the statistical testing of propositions derived from economic theory, with primary emphasis on business and economic applications. It deals with applications of statistical methods to the testing and estimation of economic relationships. The main topics covered include structure of economic data, the linear regression model, extensions of the basic linear regression model, the problems of omitted variables, two-stage least squares and weighted least squares regression methods, and problems that arise when analyzing cross section and time series data by means of regression models.

ECON 463 INTERNATIONAL TRADE**3 CREDITS**

This is a preparatory course in international economics. It is intended to introduce students to international trade theory and provide a foundation for understanding trade policies. The course covers major theories of trade (Ricardian, Heckscher-Ohlin and modern trade theories) as well as the relationship between trade and economic growth, with a particular focus on the role of trade policy.

MATH 457 COMPLEX ANALYSIS**3 CREDITS**

This course concentrates on the behaviours of complex numbers and complex functions. It serves as a foundation for students who wish to study complex analysis at higher levels. It also aims at helping students to gain more experience in complex numbers and calculus of complex numbers. Topics include: Graphical Representation of complex Numbers, Demoivre's Theorem, Roots of complex Numbers, Vector Representation of Complex Numbers, Limits, Continuity, Complex Functions, Analytic Functions, Cauchy-Riemann Equations Conjugate Functions, Harmonic Functions, Conformal Mappings Taylor and Laurent's Series, Complex Integration and Cauchy's Theorem.

MATH455 ORDINARY DIFFERENTIAL EQUATIONS**3 CREDITS**

This course serves as bases of Mathematical Modelling. It aims at enabling student model real life situations in Business, Economics and Statistics using Differential Equations. Topics for the course include: Differential forms in R^2 and R^3 , exactness conditions and inerrability condition, existence and uniqueness of solution. Ordinary differential equations with constant and variable coefficients, reduction of orders. Variation of parameters, series solution. Ordinary and regular points, fubini's theorem. Introduction to Legendre equations and Bessel equations, Laplace transformation; application to initial-value problems.

MATH 459 NUMERICAL ANALYSIS**3 CREDITS**

The course concentrates on numerical analyses of real numbers. It aims at enabling students to solve complex algebraic, transcendental and differential equations. Sources and type of errors; round-off errors, truncation error, Basic Error Analysis.

Evaluation of functions. Numerical solution of non-linear algebraic equation; one-point methods; simple iteration, bisection, secant, false position and Newton-Raphson Methods. Bisection and false-position methods. Numerical solution of sets of linear algebraic equations; Solution of Tridiagonal Systems, Iterative Method, Gaussian Elimination Method, Gauss Seidel and Gauss Jordan Method, matrix inversion. LU Decomposition. Finite Differences, Lagrange's interpolation, Inverse Interpolations, Least square, fitting a straight line, nonlinear curve fitting, Data fitting with cubic splines. Numerical differentiation using interpolation method, numerical integration, Trapezoidal rule, Simpson's 1/8 rule, Simpson 3/8 rule. Euler method, Runge-Kutta method, Predictor corrector method. Use of Visual C# programming language.

MATH 468 OPERATIONS RESEARCH

3 CREDITS

This course aims at helping students to develop models to determine the optimum use and allocation of resources in industries and at their workplaces. Topics to be covered include: Linear Programming, Sensitivity Analysis, Transportation Model, Assignment Model, Integer Programming, Non-Linear Programming, Queuing Models, Sequencing Problems, and Game Theory, Dynamic Programming, Goal Programming, Deterministic Inventory models, Probabilistic Inventory models, Simulation model, CPM / PERT, Markov Analysis, Decision Theory. Lab sessions will use Excel Solver and Quantitative Management software.

MATH 456 PARTIAL DIFFERENTIAL EQUATIONS

3 CREDITS

Prerequisite: Math216

This course is the continuation of calculus of several variable. It deals with unknown functions of several variables and their derivatives. It aims at helping students to model real life situations in Business, Economics, and Statistics. Topics for the course include: First and second order partial differential equations with constant coefficients: classification of 2nd P.D.E., elliptic, parabolic and hyperbolic types. Initial and boundary value problem. Separation of variables, heat equation, vibrating strings, one dimensional wave equation.

ECON 464 INTERNATIONAL FINANCE

3 CREDITS

Prerequisite: ECON 463

This course is complementary to Econ 463 and aims to teach tools for understanding international financial flows for a complete understanding of the workings of the external sector of the economy. The main areas covered include balance of payments, exchange rate determination and policy making in an open economy. Topical issues in the international monetary system, aid, debt and foreign direct investment are also discussed.

ECON 406 ECONOMETRICS II

3 CREDITS

Prerequisite: ECON 403

It is a continuation of Econ403. This course delves into the estimation problems in OLS estimation (Concept and consequences) Heteroscedasticity: when the error

variance is nonconstant. Autocorrelation: when the error terms are correlated. Multicollinearity: when the regressors are correlated. Time Series Data Analysis. Other Advanced topic include: the method of maximum likelihood estimation (MLE), simultaneous equations, Panel Data Analysis (pooled model, fixed effect model, random effect model, testing for heteroscedasticity in panel and remedies, dynamic panel data, non-stationary panel data), binary choice models (linear probability models, Probit and Logit models). Laboratory work shall be done to give students hands on experience in data handling using STATA and E-views.

MATH 470 SENIOR RESEARCH PROJECT

3 CREDITS

The Senior Research Project is to be taken by every final year student. This must be done as a partial fulfilment of the requirements for the award of bachelor's degree at VVU. The students should register for this course at least a semester before they hope to graduate. The student should then choose the topic in the relevant field and submit it to the Head of Department. The Department, after deliberation, will suggest a supervisor. The research project should be type-written and double-spaced. The completed research work should not be less than 4000 words. The student has to defend the research work in the presence of examiners.

BACHELOR OF SCIENCE IN MATHEMATICS WITH STATISTICS

PROGRAMME OBJECTIVES

The objectives of the Mathematics with Statistics Department are:

- To prepare graduates for a career in Mathematics with Statistics.
- To teach students the different applications of mathematics and statistics in solving industry problems.
- To equip students with knowledge and skills needed to perform professional duties and to work more effectively with other specialists in other fields of study.
- To encourage graduates of the programme to go into self-employment by creating their own consultancy businesses in Mathematical Statistics.
- To develop the students' ability to think critically and to develop the highest levels of human values,
- To encourage students to appreciate the dignity of labour through work-study programme,
- To train the students to dedicate their lives to leadership in selfless service to God and to humanity through participation in community service.
- To expose students to a wide range of mathematical science skills to prepare them for the job market as professionals and practising mathematical science in their areas of specialization.
- To provide students with a high-quality programme that provide skills required for job placement or entrance into graduate degree programmes in Mathematical Statistics.
- To provide students the opportunity for a balanced development of the intellectual, spiritual, and social dimensions of life in harmony with the Christian heritage.

ENTRY REQUIREMENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

1. *Senior Secondary School Certificate Examination (SSSCE): Compulsory Subjects* - Grade D or better in three (3) core subjects (Mathematics, Integrated Science and English) and *Elective Subjects* –Grade D or better in three (3) elective subjects. The three electives should include elective Mathematics).

2. *West Africa Senior School Certificate Examination (WASSCE)*: Compulsory Subjects - Grade C6 or better in three (3) core subjects (Mathematics, Integrated Science and English) and Elective Subjects – Grade C6 or better in three (3) elective subjects. The three elective subjects should include Elective Mathematics.
3. *General Certificate of Education (GCE) Advanced Level*: Passes in two (2) subjects including Mathematics (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science subject (for non-science students) and an Arts subject for Science students.
4. HND holders from recognized institutions with at least second-class lower division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed. The applicant must have acquired a two-year post HND qualification working experience.
5. Diploma or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission into level 200 or 300 where applicable.
6. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. *Mature Students*: The applicant must:
 - a. Be at least 25 years old.
 - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
 - c. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of credit passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. The mature applicant is also required to attend an interview to determine his/her eligibility for the programme.

REQUIREMENTS FOR GRADUATION

- a) Total Credits required – 140 semester credits

- b) Breakdown of total credits into major curriculum sub-divisions: See Table below. The required distribution of credits is as follows:

BSc. [Mathematics With Statistics] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions -divisions	Credits Requirements
A	General Education	29
B	Mathematics Courses	57
C	Statistics Courses	33
D	Economics Courses	15
E	Research Methods	03
F	Final Year Project	03
	Total	140

A. GENERAL EDUCATION	29
CLUSTER 1. Language and Communications	10
ENGL121 Language and Writing Skills I	2
ENGL122 Language and Writing Skills II	2
FREN111 French for General Communication I	2
FREN112 French for General Communication II	2
CMME105 Intro to Communication Skills	2
CLUSTER 2. Religion, Theology and Philosophy	12
RELB163 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Introduction to Biblical Foundation Ethics	3
RELG451 Bible and Family Dynamics	3
CLUSTER 3. Health and Physical Education	3
PEAC100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 4. Behavioural and Social Science	5
SOC1105 Principles of Sociology	3
OR	
PSYC105 Introduction to Psychology	3
CLUSTER 5. Natural and Physical Sciences Mathematics	
Courses in Computer Science satisfy this requirement	

CLUSTER 6. Counselling, Career Planning, Human Development	NC
GNED230 Career Exploration and Planning	NC
OR	
GNED468 Job Search Strategies and Techniques (optional)	NC
GNED125 Study Skills	NC

CLUSTER 7. African Studies course	2
AFSTxxx African Studies course	2

B. MATHEMATICS COURSES

MATH101 Algebra and Trigonometry	3
MATH 113 Vectors and Geometry	3
MATH 112 Calculus I	3
MATH 114 Algebra	3
MATH 213 Introduction to Abstract Algebra	3
MATH 215 Calculus II	3
MATH 216 Calculus of Several Variables	3
MATH212 Vectors and Mechanics	3
MATH 331 Discrete Mathematics I	3
MATH 333 Introductory Analysis	3
MATH 313 Abstract Algebra	3
MATH 336 Linear Algebra	3
MATH 332 Discrete Mathematics II	3
MATH 334 Analysis	3
MATH 338 Numerical Analysis	3
MATH 457 Complex Analysis	3
MATH 455 Ordinary Differential Equations	3
MATH 456 Partial Differential Equations	3
MATH 468 Operations Research	3

C. STATISTICS COURSES

STAT 101 Introduction to Statistics	3
STAT 112 Introduction to Probability	3
STAT 203 Statistical Methods	3
STAT 204 Regression Analysis	3
STAT 325 Design and Analysis of Experiment	3
STAT 327 Time Series Analysis	3
STAT 312 Sampling Techniques and Survey Methods	3
STAT 326 Data Analysis	3
STAT 461 Statistical Inference	3
STAT 452 Multivariate Analysis	3
STAT 112 Statistical Quality Control	3

D. ECONOMIC COURSES

ECON 101 Principles of Microeconomics	3
ECON 102 Principles of Macroeconomics	3
ECON 201 Intermediate Microeconomics	3
ECON 214 Mathematical Economics	3
ECON 202 Intermediate Macroeconomics	3

G. RESEARCH METHODS

RESH 330 Research Methods	3
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H. FINAL YEAR RESEARCH PROJECT

MATH 470 Senior research project	3
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ADDITIONAL REQUIREMENTS FOR GRADUATION

- a. Research Component
- b. Competence-Based Training (CBT) component
- c. Problem-Based Learning (PBL) component
- d. Practical training, Industrial attachment, Internship, Clinical experience, etc.,
- e. Structure of the programme (Semester-by- semester schedule/structure of course, showing the credit value of each course

Prerequisite Courses

COSC115 Introduction to Computer Science I	NC
ENGL121 Language and Writing Skill I	2
FREN111 French for General Communication I	2
MATH113 Vectors and Geometry	3
ECON101 Principles of Microeconomics	3
MATH114 Algebra	3
MATH331 Discrete Mathematics I	3
MATH 333 Introduction to Analysis	3
ECON 403 Econometrics I	3

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
STAT101 Introduction to Statistics	3	STAT112 Introduction to Probability	3
MATH101 Algebra & Trigonometry	3	MATH112 Calculus I	3
MATH113 Vectors & Geometry	3	MATH114 Algebra	3
ECON101 Prin. Of Microeconomics	3	ECON102 Prin. Of Macroeconomics	
ENGL121 Language & Writing Skills I	3	ENGL122 Language & Writing Skills II	3
COSC115 Intro to Computer Science I	NC	COSC116 Intro to Computer Science II	NC
FREN111 French for Gen. Communication I	2	FREN112 French for Gen. Communication II	2
RELB163 Life and Teachings of Jesus	3	CMME105 Communication Skills	2
PEAC100 Physical Activity	NC		
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
<i>COURSE</i>	<i>CREDITS</i>	<i>COURSE</i>	<i>CREDITS</i>
STAT203 Statistical Methods	3	STAT204 Regression Analysis	3
MATH213 Introduction to Abstract Algebra	3	MATH216 Calculus of Several Variables	3
MATH215 Calculus II	3	MATH212 Vectors & Mechanics	3
ECON201 Intermediate Microeconomics	3	ECON214 Mathematical Economics	3
RELB251 Principles of Christian Faith	3	ECON202 Intermediate Macroeconomics	3
HLTH200 Health Principles	3		
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
<i>COURSE</i>	<i>CREDITS</i>	<i>COURSE</i>	<i>CREDITS</i>
STAT325 Design and Analysis of Experiments	3	STAT326 Data Analysis	3
STAT327 Time Series Analysis	3	STAT312 Sampling Techniques and Survey Methods	3
RELT385 Introduction to Biblical Foundation of Ethics	3	MATH336 Linear Algebra	3
MATH331 Discrete Mathematics I	3	MATH331 Discrete Mathematics II	3
MATH333 Introductory Analysis	3	MATH 334 Analysis	3
MATH 313 Abstract Algebra	3	RESH330 Research Methods	3
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	18

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
STAT461 Statistical Inference	3	STAT452 Multivariate Analysis	3
STAT457 Complex Analysis	3	STAT462 Statistical Quality Control	3
GNED468 Job Search Strategies and Techniques	3	MATH468 Operation Research	3
MATH455 Ordinary Differential Equation	3	MATH456 Partial Differential Equation	3
MATH459 Numerical Analysis	3	MATH470 Senior Research Project	3
RELG451 Bible and Family Dynamics	3		
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

COURSE DESCRIPTIONS

STAT 101: INTRODUCTION TO STATISTICS

3 CREDITS

This course introduces students into various types and analysis of data. By the end of this course, students should be able to collect and analyse quantitative and qualitative data and determine the strength of relationship between two variables.

Topics include: Introduction to Statistics, Types of data (qualitative, quantitative, continuous, discrete, etc.); scales of measurement (nominal, ordinal, interval, ratio, etc.); Descriptive Analysis of Data: Graphical (histogram, bar chart, pie chart, percentiles, quartiles, Box plot) and Tabular Representation of data, outliers. Measures of Central Tendency (mean, trimmed mean, median, mode) and Dispersion, Skewness and Kurtosis, Correlation Analysis & Coefficient of Determination. The primary analysis tools for this course are Microsoft Excel, SPSS, Minitab or Statistical.

MATH 101: ALGEBRA AND TRIGONOMETRY

3 CREDITS

The course concentrates on functions and trigonometric functions. It aims at introducing students to various types of functions, which will enable them to do Calculus, Statistics and other related Maths courses at higher levels. **Topics include** exponential functions, Logarithmic functions and radicals, polynomial functions and equations. Rational functions and Partial fractions. Inequalities in one and two variables. Permutations and combinations, series and sequences, use of recurring orders. Binomial theorem for a positive integral index, principles of induction. Trigonometric functions and identities.

MATH 113: VECTORS AND GEOMETRY

3 CREDITS

This course concentrates on the concepts of Vectors and Analytic Geometry. It aims at preparing students for further studies in Calculus of Single and Several Variables, Differential Geometry and Linear Algebra. Topics include: Vectors and Vector Algebra, the Scalar Product and the Vector product. Applications to Geometry, lines and plane; position vector of a point in a plane and in space, direction and normal vectors of a line. Equation of a line, equation of a circle, intersection of a line and a circle. Loci, parametric representation of a curve. The conic sections in a rectangular Cartesian form, parabola, ellipse and hyperbola. Vector equations of lines and planes.

ECON 101 PRINCIPLES OF MICROECONOMICS

3 CREDITS

This course will provide students with an introduction to a core area of economics known as microeconomics. It considers the operation of a market economy and the problem of how best to allocate society's scarce resources. The course considers the way in which various decisions making units in the economy (individual and firms) make their consumption and production decisions and how these decisions are coordinated. It considers the laws of supply and demand, elasticities and introduces the theory of firm and its components, production, cost theories and revenue and model of market structure (perfect competition and monopoly).

ENGL 111 LANGUAGE AND WRITING SKILLS

2 CREDITS

This course aims at developing the student's basic skills in the grammatical systems of English language and to use these effectively in writing for academic and professional pursuits. Coverage includes introduction to parts of speech, vocabulary development, vocabulary usage, nouns: identification, types, functions, plural formation; pronouns: types/case, functions; adjectives: types, functions/position, sequencing, comparison; determiners/interjections; verbs: identification, types, tenses: types, sequencing; concord: types of Concord; adverbs and prepositions: formation, types, functions; conjunction/ transitional devices; sentences: types, parts, sentence errors: fragments, run-on and punctuation.

FREN 101 FRENCH FOR GENERAL COMMUNICATION I

2 CREDITS

This course provides a foundation on which to build the skills of listening, speaking, reading and writing simple material in French. The approach is essentially communicative and accurate pronunciation is stressed. The following topics will be studied: greetings; alphabets and phonetics; accents; introduction; articles; countries and nationalities; numbers (1 – 100); days of the week; months of the year; time; demonstrative adjectives; possessive adjectives; prepositions (à, de, en, au, aux, à la, à l', du, des, etc.); expressing the past; expressing the future; giving general information about a person (name, age, origin, residence, marital status, occupation, etc.); describing a person (general outlook, first impressions, height and structure, hairs, eyes, clothing); talking about one's health and physical status.

EDST 202 PHILOSOPHY OF CHRISTIAN EDUCATION

2 CREDITS

The course examines the Seventh-day Adventist philosophy of education within the context of their basic beliefs. It includes the distinctive characteristics of Adventist

education—derived from Bible and the writings of Ellen G. White which points to the redemptive aim of true education: to restore human beings into the image of their Maker. This course seeks to prepare students for a useful and joy-filled life, fostering friendship with God, whole-person development, Bible-based values, and selfless service.

STAT 112 INTRODUCTION TO PROBABILITY

3 CREDITS

This course introduces the concepts of probability. It aims at preparing students for further studies in Probability and Statistics. **Topics include:** Basic terms, definition of probability of events, set theory, random experiments and outcomes, measure of probability of events, theorems of probability; conditional probability and independent events, laws of probability, Bayes' theorem and applications. Random variables and probability distributions: expectations, variance and properties of random variables, probability mass function, probability density function, cumulative distribution functions, moments and moment generating functions. *Discrete probability distributions:* Bernoulli, Binomial, Poisson, Uniform, Geometric, Negative Binomial, and Multinomial distributions with applications; *Continuous Distributions:* Normal, Uniform, Exponential, Beta and Gamma distributions

MATH 112 CALCULUS I

3 CREDITS

The course introduces the concepts of single variable functions and their limits, derivatives of single variable functions, antiderivatives of single variable functions and some applications of derivatives and antiderivatives. **Topics for this course include:** Limits and continuity of functions, differentiation, Derivatives of polynomial, rational functions, exponential and logarithmic functions, trigonometric functions, maxima and minima, tangents and normals, implicit differentiation (rules of differentiation), integration as inverse of differentiation. Area under a curve, substitution and integration by parts, integration by partial fractions. Introduction to the first order separable differential equations.

MATH 114 ALGEBRA

3 CREDITS

This course provides the basic foundations of complex numbers and matrices. It serves as a foundation for further studies in Abstract Algebra and Linear Algebra. **Topics for the course are:** Algebra of complex numbers, modulus and argument form of a complex number. Geometry of complex numbers, the complex plane, de Moivre's theorem, roots of unity and roots of a general complex number. Loci in the complex plane, elementary transformation from the complex z -plane to the complex w -plane. Algebra of matrices and determinants (up to 3×3 matrices), applications to solving linear equations. Linear transformations and matrix representation of linear transformations.

ECON 102 PRINCIPLES OF MACROECONOMICS

3 CREDITS

This course introduces some of the basic concepts and issues of macroeconomics – the study of the economy as a whole, to explain how economic events affect households, firms and governments simultaneously. It will cover topics such as money and banking, the supply of money, monetary policy (mechanisms, problems

and issues) as well as fiscal policy. Other areas to be treated include inflation and unemployment, aggregate demand and aggregate supply, inflation and unemployment, the gains from trade, international exchange, trade policy (mechanics, problems and issues), economic development and poverty.

ENGL 122 LANGUAGE AND WRITING SKILLS II

2 CREDITS

Prerequisite: ENGL 121

This course is a study of writing processes and good writing skills. It is designed to help students advance their skills in writing variety of compositions. The course content covers areas such as: sentence construction (avoiding fragments and run-on sentences), sources of information and documentation, paragraph development, the writing process, note taking paraphrasing, quoting, outlining, summary writing, etc. Other topics include: the reading process, types of reading and types of composition.

FREN 112 FRENCH FOR GENERAL COMMUNICATION II

2 CREDITS

Prerequisite: FREN 111

Vocabulary is widened and the grammar becomes more demanding. Careful attention is given to the oral as well as the written aspect of the language. French for General Communication II Course will address communication difficulties detected during the teaching of French for General Communication I. It will therefore be based on reading and oral expression. Learners will be called upon to undertake repetitive reading and simulation drills in class. The course will try to address phonetic difficulties through basic lessons on the French alphabets and phonetics.

CMME 105 COMMUNICATION SKILLS

2 CREDITS

This course is designed to assist students to acquire verbal and non-verbal communication skills in order to communicate effectively. The course is also to raise students' level of proficiency as well as prepare them to function effectively on their own.

STAT 203 STATISTICAL METHODS

3 CREDITS

The course covers both parametric and non-parametric tests. It aims at preparing students for research. **Topics include:** Joint Probability Distributions: Properties, Marginal and Conditional distributions. Conditional Mean and Variance. Statistical Inference: Basic Concepts of Statistical Inference, Sampling distributions. Introduction to sampling methods, Sampling distributions of sample means, proportions and variances. Estimation: Point and Interval. Estimation of Parameters (mean, proportion and variance). Hypothesis Testing: Type I and II Errors and Power Function, Neyman-Pearson Lemma and Likelihood Ratio Test for Most Powerful Critical Region. Parametric Tests for parameters (mean, proportion and variance), Analysis of Variance Test for several means. Non-Parametric Tests: Chi-Square Tests Chi-Square Tests, Tests for Independent and Paired Samples, Mann-Whitney U-Test, Wilcoxon Signed Rank Test, Kruskal-Wallis and Friedman's tests and Sign Test. The primary analysis tools for this course are MATLAB, Mathematica, or Octave.

MATH 213 INTRODUCTION TO ABSTRACT ALGEBRA**3 CREDITS**

This course provides the basic foundations of Sets, Number Theories and Mathematical Logic. It serves as a foundation for further studies in Abstract Algebra. Topics for the course are: Mathematical logic and proof, Elements of set theory, Cartesian products, binary relations and equivalence relation. Elementary number theory, algebraic structures, introduction to groups. Rings, fields and integral domains, vectors spaces and subspace, basis.

MATH 215 CALCULUS II**3 CREDITS**

The course concentrates on the continuation of Calculus of Single Variables. It aims at preparing students to apply Calculus to Statistics and Economics. Topics for this course include: the first and second derivatives and their applications. Integration as a sum; definite and indefinite integrals, in particular reduction formulas. Logarithmic and exponential functions, hyperbolic functions and their inverse, inverse circular functions, integrating by parts and by substitution, applications to plane curves; arc length area of surface of revolution and volume of rotation. Ordinary differential equations, first order linear equation; integrating factors, second order linear differential equations with constant coefficients.

ECON 201 INTERMEDIATE MICROECONOMICS**3 CREDITS**

This course builds on the microeconomics principles studied in Level 100 and provides an analysis of the way in which the market system functions as a mechanism for coordinating the independent choices of individual economic agents. It develops basis for evaluating the efficiency and equity implications of competition and other market structures and perspective on the appropriate role of government. Included are the study of consumer theory, production and cost, market structures and market failure. This course will put more emphasis of mastery of theoretical concepts and analytical tools already discussed.

RELB 163 LIFE AND TEACHINGS OF JESUS**3 CREDITS**

The course deals with a comprehensive study of the life and teachings of Jesus Christ as unfolded in the four Gospels with analytical attention to the gospel writers and their writings in an attempt to reveal the impact of His self-revelation in that age and ours. The objective of the course is to link the student spiritually with the lord Jesus Christ. Topics covered include: Inter-Testamental Period, Jewish Religious Groups, Synoptic Gospels, Harmony of the Four Gospels, Nature of Jesus Christ, Jesus Christ-His Birth to Manhood, Preparation for Ministry, Ministry in Galilee, Retirement from Public Ministry, Ministry in Samaria, The Passion Week, and Resurrection to Ascension. Mode of Delivery: Lectures, Discussions and Group Presentations.

HLTH 200 HEALTH PRINCIPLES**3 CREDITS**

This course deals with the study of basic health practices which seek to improve health and longevity. It focuses on holistic health, which includes the physical, mental, social and spiritual aspect of the human being. It also encourages students to apply these principles for achieving and maintaining good health in their various

communities. It also studies physiology, including the principles governing community and personal health and the methods of applying these principles to successful daily living. Course coverage includes: introduction to health, S. D. A. philosophy of health and Biblical concept of health, understanding the levels of human body organization, application of "CELEBRATIONS" to healthy lifestyles etc.

STAT 204 REGRESSION ANALYSIS

3 CREDITS

This course concentrates on the relationships between two variables and among three or more variables. It aims at preparing students for research in Statistics and Economics. Basic Concepts of Regression and Correlation Analysis. Simple Regression Model: Estimation of regression coefficients by least squares method and Error variance. Interpretation of regression coefficients, Coefficient of Determination, forecasting. *Multiple Regression Model*: Some Basic Concepts and results of Matrices and Vectors. Expectation and Covariance Matrix for linear combination(s) of random variables, Estimation of the Multiple Regression Model by the Least Squares Method, Interpretation of regression coefficients using Analysis of Variance, Concepts of Multi-Colinearity and the use of Dummy or Qualitative Variables. Residual Analysis: Testing Regression Model Assumptions. Use of Statistical Packages

MATH 216 CALCULUS OF SEVERAL VARIABLES

3 CREDITS

This course concentrates on derivatives of functions of several variables, Multiple Integrals, and their applications to Business, Economics, and Statistics. Higher derivatives and their applications, Taylor's and Maclaurin's series of standard functions – vector functions, functions of several variables and partial derivatives, Euler's theorem of homogeneous functions, Grachets, maxima and minima the method of Lagrange Multipliers and constraints optimization. The gradient operator, curves, surfaces, tangent planes and normals, The divergence and curl operators, Introduction to multiple integrals.

MATH 212 VECTORS AND MECHANICS

3 CREDITS

Prerequisite: MATH113

It examines the concept of vectors and its application to Mechanics. It aims at letting students appreciate the motion of objects in space and the forces that acts on them. It also serves as a foundation to Linear Algebra and further studies in Mechanics. Topics include: Vector functions of a single variable, differentiation and integration, velocity and acceleration. Relation motion, Newton's laws of motion. Forces: composition and resolution of forces, work, energy and power, Momentum and impulse, energy conservation and momentum conservation. Rectilinear motion resisted motion and simple harmonic motion.

ECON 214 MATHEMATICAL ECONOMICS

3 CREDITS

This course presents a fairly rigorous and detailed application of various mathematical techniques in economics. Topics to be covered in this course include derivatives of exponential and logarithmic functions, optimization without constraints and optimization with inequality constraints (non-linear programming

and Kuhn-Tucker conditions), the envelope theorem (reciprocity conditions and duality; profit and utility maximization; derivation of Slutsky equation), integral calculus, differential equations, difference equations (first and second order; cobweb model) and optimal control theory (Pontragin's maximum principle; Hamiltonian; transversality conditions and application to growth models).

COSC115 INTRODUCTION TO COMPUTER SCIENCE I

NC

This course introduces students to the basic principles, concepts and practice of computer science. The course provides an overview of key topics in computer science emphasizing on the underlying mathematical concepts and principles of computer science, topics relating to hardware as well as system development components and aspects of computer science.

COSC116 INTRODUCTION TO COMPUTER SCIENCE

NC

Prerequisite: COSC115

This course provides a good appreciation of the fundamentals of computer architectures and their operation. It covers the following topics: number systems; basic computer components; the fetch-decode-execute cycle; branch instructions and flow control; addressing modes; stacks and subroutines; input output; interrupts; exceptions.

RELB 251 PRINCIPLES OF CHRISTIAN FAITH

3 CREDITS

The course deals with the detailed study of the fundamental doctrines of the Christian Faith. The aim of the course is to enable students have a working knowledge of the different doctrines of the Christian Faith and be able to practically apply these doctrines to the challenges of living as Christians in today's society. Course topics include: The Nature and Scope of Theology, The Doctrine of Revelation and Inspiration, The Gift of Prophecy, The Doctrine of God and the Natural Beings, God's Special Agents, The Devil and the Origin of Sin, The Doctrine of Creation, The Doctrine of Man, The Doctrine of Sin, The Doctrine of Christ, and Death (The Ultimate End of Life on Earth). Mode of Delivery: Lectures, Discussions and Group Presentations.

ECON 202 INTERMEDIATE MACROECONOMICS

3 CREDITS

The first-year course provided a broad overview of the subject area. In this course, the aim is to delve a little deeper into the subject. In particular, it addresses the big issues which affect us on a day to day basis. We would be interested in finding out why some countries grow more quickly than others, why some experience high inflation while others have stable prices and why all countries experience recession and booms. Furthermore, we want to know if government policy can have an impact on these factors. Specific topics to be covered include but not limited to: Absolute Income, Life Cycle, Permanent income and Relative Income Hypothesis; Theory of Investment. Equilibrium in product and money markets: IS and LM functions; open economy; aggregate supply and the short-run trade-off between inflation and unemployment; stabilization policy; government and budget deficits.

STAT 325 DESIGN AND ANALYSIS OF EXPERIMENTS**3 CREDITS**

Introduction: Basic Principles of Design, Randomization, Replication and blocking, Guidelines for planning experiments. Statistical Analysis Methods: ANOVA: One Way and Two – Way Classification, mean squares and expected mean squares, standard errors for specific comparisons, Multiple comparisons, Model assumptions, empirical detection of the failure of assumptions. Principles of design, replication and randomization, Completely Randomised Design, Randomized Block Design, Meaning of the error mean square, handling missing observations, Latin Square Design/multiple Latin Square Design. Sequential experiments with many factors: Collecting and interpreting data from a factorial experiment, Main effects and interactions, 2^2 factorial experiments, 2^3 factorial experiments, 2^k factorial experiments, Cross-over designs, split -plot designs, Split-split plot designs, Incomplete block designs, Covariance, Analysis of covariance, Error variance estimates. Use of Statistical packages for analysis of experiments

STAT 327 TIME SERIES ANALYSIS**3 CREDITS**

The objective of this course is to make students learn and apply statistical methods for the analysis of data that have been observed over a period of time. Topics covered in this course include: components of time series, methods for modelling univariate time series data with Autoregressive and Moving Average Models (denoted as ARIMA models, sometimes called Box Jenkins models); Tools for Model Identification; Model Estimation and Assessment of the Suitability of the Model; using a Model for Forecasting and Determine Prediction Intervals; Smoothing methods and Trend/Seasonal Decomposition Methods (smoothing methods include Moving Averages, exponential smoothing and Lowes smoothers); Relationship between Time Series Variables, Cross correlation, lagged regression models; Intervention Analysis; Longitudinal Analysis and Repeated Measures Model for comparing Treatments when the Response is a Time Series. The statistical software program to analyze time series data is R.

MATH 313 ABSTRACT ALGEBRA**3 CREDITS*****Prerequisite: Math114***

It concentrates on Algebraic Structures aiming at providing insight into the fundamentals of properties of Groups, Rings and Fields. **Topics under this course are:** Groups Rings and Fields; Definitions, Examples and Properties. Polynomial Rings. Euclidean Algorithms. Ideals and Quotient Rings. The Homomorphism Theorems. The field of Quotients of an Integral Domain. Principal Ideal Domains. Factorisation in Principal Ideal Domain. Groups. Examples of Groups such as Cyclic Groups, Groups of Permutations, and Dihedral Groups. Subgroups, Cosets and Lagrange's Theorem. groups. Normal Subgroups and Factor Groups. The Homomorphism Theorems for Groups

RELT 385 INTRODUCTION TO BIBLICAL FOUNDATION ETHICS**3 CREDITS**

This course studies the structure and content of Christian ethics: goal, motive, and norm of the Christian life; with an analysis of ethical issues of practical decision-

making, authority, life, and sexuality. Ethical considerations of business decisions are examined in light of a Christian value system. This course covers topics such as different approaches to decision making in ethical situations, development of appropriate organizational responses to ethical problems, morality and issues of right and wrong, etc.

MATH 331 DISCRETE MATHEMATICS I

3 CREDITS

The course concentrates on set theories, Logic and their Applications. It aims at enabling students to develop critical thinking for Computer Programming. **Topics include:** *Foundations: Logic, Sets, and Functions:* Logic, Propositional Equivalences, Predicates and Quantifiers, Sets, Set Operations, Functions, Sequences and Summations, Growth Functions. *Algorithms, the Integers, and Matrices:* Algorithms, Complexity of Algorithms, Integers and Division, Integers and Algorithms, Applications of Number Theory, Matrices. *Mathematical Reasoning:* Methods of Proof, Mathematical Induction, Recursive Definitions, Recursive Algorithms, Program Correctness. *Counting:* Basics of Counting, Pigeonhole Principle, Permutations and Combinations, Discrete Probability, Probability Theory, Generalized Permutations and Combinations, Generating Permutations and Combinations. *Advanced Counting Techniques:* Recurrence Relations, Solving Recurrence Relations, Divide-and-Conquer Relations, Generating Functions, Inclusion-Exclusion, and Applications of Inclusion-Exclusion.

MATH 333 INTRODUCTORY ANALYSIS I

3 CREDITS

The course concentrates on the real number system, and sequences of real numbers. It aims at making students gain insight into the behaviour of real numbers. Topics Include: Construction of Real Numbers. Least Upper Bound, and the Greatest Lower Bound of a Set (of real numbers). Convergence of sequences, upper and lower Limits. The Bolzano-Weierstrass Theorem and the Cauchy criteria for convergence. The concept of a function of a real variable. Limit, continuity and derivative of a function ($\varepsilon - \sigma$ treatment).

STAT312 SAMPLING TECHNIQUES AND SURVEY METHODS

3 CREDITS

This course aims at helping students to use various sampling techniques to collect and analyse data. Topics covered include: Fundamentals of Probability Sampling and Estimation; Sampling Techniques and Mathematical Properties of the Estimates. Simple Random Sampling: Theory involved in Estimation Procedures, Estimating Population Mean, Variance, Total and Proportion. Estimating a Ratio and its Variance, Estimation Using Ratio and Regression methods and Properties. Sample Size Determination. Stratified Sampling: Proportional and Optimal Cost Allocation to Strata, Estimation of Population Mean, Variance, Total and Proportion. Post Stratification: quota sampling; Cluster Sampling: Sampling with equal and unequal clusters. Two-Stage Cluster Sampling: sampling with equal and unequal probabilities with or without replacement, Selection of cluster of clusters with probabilities proportional to size. Design of Questionnaire and Data Collection

Methods; Complex Surveys. Field practicum will be conducted for students to apply what they have learned.

STAT326 DATA ANALYSIS

3 CREDITS

This course aims at using Statistical Software packages such as R, SAS, Minitab and MATLAB to analyse data. It will help students to be conversant with these Statistical software packages for further research or analysis. Topics covered will include: types of data, Descriptive Statistics and Graphical Presentation of data. Correlation and Regression: simple and multiple linear regressions, nonlinear regression, logistic regression. Inferential Statistics: Hypothesis testing (Z, t, F, Chi-Square tests); some nonparametric tests; ANOVA. Analysis of Time Series Data. In a nutshell, real practical situation will be used for students to be able to understand the concept well.

MATH 336 LINEAR ALGEBRA

3 CREDITS

Prerequisite: Math113

The course is a continuation of Vectors and Geometry. It also concentrates on Matrixes and Vector Spaces. It is an important tool for Business, Statistics and Economics. **Topics include:** Vector spaces and subspace, spanning sets, bases, linear maps and their matrices. Range space rank and kernel. Eigen values and eigenvectors. Diagonalization of a linear operator, diagonalising a matrix; bases of Eigen vectors, symmetric maps, matrices and quadratic forms

MATH 332 DISCRETE MATHEMATICS II

3 CREDITS

This course is the continuation of Discrete Mathematics I. It aims at helping students to gain insight into Mathematical relations and Graphs. **Topics Include:** Relations: Relations and Their Properties, n-ary Relations and Their Applications, Representing Relations, Closures of Relations, Equivalence Relations, Partial Orderings. *Graphs:* Introduction to Graphs, Graph Terminology, Representing Graphs and Graph, Isomorphism, Connectivity, Euler and Hamilton Paths, Shortest Path Problems, Planar Graphs, Graph Colouring. *Trees:* Introduction to Trees, Applications of Trees, Tree Traversal, Trees and Sorting, Spanning Trees, Minimum Spanning Trees. *Boolean Algebra:* Demoivre's Theorem, Boolean Functions, Representing Boolean Functions, Logic Gates, Minimization of Circuits. *Modelling Computation:* Languages and Grammars, Finite-State Machines with Output, Finite-State Machines with No Output, Language Recognition, Turing Machines.

MATH 334 ANALYSIS

3 CREDITS

Prerequisite: Math333

This course concentrates on derivatives of functions of real variables, sequences and series and the fundamental theorem of Calculus. It aims at preparing students for Mathematical Analysis and Functional Analysis at higher levels and for research. **Topics include:** Derivative of a function, its properties and applications. Mean value theorem, Rolle 's Theorem, maximum value theorem, and the intermediate value theorem. Series as the sequence of n'th partial sums. Existence of limits,

increasing (decreasing) sequences bounded above (below). Series with positive terms. Convergence tests. Absolute convergence and conditional convergence. Sequences of functions point wise and uniform convergence. Power series. Definition of integral and continuity as criterion for integrability, fundamental theorem of calculus. The Riemann integral.

RESH 330 RESEARCH METHODS

3 CREDITS

This course is designed to provide the fundamentals of research methodology applicable to mathematical sciences and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, testing of hypothesis. Presentation of oral and written reports

MATH455 ORDINARY DIFFERENTIAL EQUATIONS

3 CREDITS

This course serves as bases of Mathematical Modelling. It aims at enabling student model real life situations in Business, Economics and Statistics using Differential Equations. **Topics for the course include:** Differential forms in R^2 and R^3 , exactness conditions and inerrability condition, existence and uniqueness of solution. Ordinary differential equations with constant and variable coefficients, reduction of orders. Variation of parameters, series solution. Ordinary and regular points, Fubini's theorem. Introduction to Legendre equations and Bessel equations, Laplace transformation; application to initial-value problems.

STAT461 STATISTICAL INFERENCE

3 CREDITS

This course introduces the student to the basic theory behind the development and assessment of statistical analysis techniques in areas of point and interval estimation and hypothesis testing. Topics covered will include: Point Estimation, including method of moments and maximum likelihood; Bias and Variance; Mean Square Error and the Cramer-Rao Inequality; Sufficiency, Completeness and Exponential Families; Uniformly Minimum Variance Unbiased Estimators; Bayesian Estimation Methods; Resampling estimation methods, including the jackknife and bootstrap; Confidence Interval Construction Methods, including likelihood-based intervals, inversion methods, interval based on pivots and simple resampling-based percentile intervals; Highest Posterior Density and Bayesian Credibility Region; Likelihood Ratio Test and the Neymann-Pearson Lemma. Hypothesis testing. R and MATLAB will be used in the practical.

MATH 457 COMPLEX ANALYSIS

3 CREDITS

This course concentrates on the behaviours of complex numbers and complex functions. It serves as a foundation for students who wish to study complex analysis at higher levels. It also aims at helping students to gain more experience in complex numbers and calculus of complex numbers. **Topics include:** Graphical Representation of complex Numbers, Demoivre's Theorem, Roots of complex

Numbers, Vector Representation of Complex Numbers, Limits, Continuity, Complex Functions, Analytic Functions, Cauchy-Riemann Equations Conjugate Functions, Harmonic Functions, Conformal Mappings Taylor and Laurent's Series, Complex Integration and Cauchy's Theorem.

MATH 459 NUMERICAL ANALYSIS

3 CREDITS

The course concentrates on numerical analyses of real numbers. It aims at enabling students to solve complex algebraic, transcendental and differential equations. Sources and type of errors; round-off errors, truncation error, Basic Error Analysis. Evaluation of functions. Numerical solution of non-linear algebraic equation; one-point methods; simple iteration, bisection, secant, false position and Newton-Raphson Methods. Bisection and false-position methods. Numerical solution of sets of linear algebraic equations; Solution of Tridiagonal Systems, Iterative Method, Gaussian Elimination Method, Gauss Seidel and Gauss Jordan Method, matrix inversion. LU Decomposition. Finite Differences, Lagrange's interpolation, Inverse Interpolations, Least square, fitting a straight line, nonlinear curve fitting, Data fitting with cubic splines. Numerical differentiation using interpolation method, numerical integration, Trapezoidal rule, Simpson's 1/8 rule, Simpson 3/8 rule. Euler method, Runge-Kutta method, Predictor corrector method. Use of Visual C# programming language.

MATH 456 PARTIAL DIFFERENTIAL EQUATIONS

3 CREDITS

Prerequisite: Math216

This course is the continuation of calculus of several variable. It deals with unknown functions of several variables and their derivatives. It aims at helping students to model real life situations in Business, Economics, and Statistics. **Topics for the course include:** First and second order partial differential equations with constant coefficients: classification of 2nd P.D.E., elliptic, parabolic and hyperbolic types. Initial and boundary value problem. Separation of variables, heat equation, vibrating strings, one dimensional wave equation.

STAT462 STATISTICAL QUALITY CONTROL

3 CREDITS

The course aims at helping students to develop Statistical Techniques to ensure that industrial products conform to the set standard and to carefully select the characteristics of a product (or service) whose quality is to be maintained. **Topics include:** Deming Philosophy and Taguchi Approach in Quality Control, Statistical Data Characterize action, Shewhart's Concept of Statistical Process Control, Basis for and construction of Shewhart Control Chart for Variable Data, Application of Xbar and R control Charts, Rational Sampling and Analysis of out-of-control Patterns, Process Capabilities, Tolerance Assessment, Taguchi's Loss Function, Tolerance Engineering, Statistical Thinking, X, Rm Control Charts, Exponentially Weighted Moving Average Control Charts, Cusum Control Charts and Cusum Plots, Bivariate Control Charts.

STAT452 MULTIVARIATE ANALYSIS**3 CREDITS**

The course concentrates on analysis of multiple variables and their relationships. It aims at helping students to develop statistical models which consist of several variables. Topics include: Multivariate Normal Distribution: definition, marginal and conditional distributions, distribution of linear combination of normally distributed variables. Estimation of Mean Vector and Covariance Matrix and their Independence. Distribution of Sample Correlation Coefficient (Single and Multiple) under Null Hypothesis. Testing Hypothesis of Significance of these Correlation Coefficient. Hotelling's T Square Distribution: distribution under null case, its uses, Mahalanobis square statistics, Behren-Fisher's problem. Principal Component Analysis; Cluster Analysis and Discriminant Analysis. The statistical software program is SAS, MATLAB or R.

MATH 468 OPERATIONS RESEARCH**3 CREDITS**

This course aims at helping students to develop models to determine the optimum use and allocation of resources in industries and at their work places. Topics to be covered include: Linear Programming, Sensitivity Analysis, Transportation Model, Assignment Model, Integer Programming, Non-Linear Programming, Queuing Models, Sequencing Problems, and Game Theory, Dynamic Programming, Goal Programming, Deterministic Inventory models, Probabilistic Inventory models, Simulation model, CPM / PERT, Markov Analysis, Decision Theory. Lab sessions will use Excel Solver and Quantitative Management software.

MATH 470 SENIOR RESEARCH PROJECT**3 CREDITS**

The Senior Research Project is to be taken by every final year student. This must be done as a partial fulfilment of the requirements for the award of bachelor's degree at VVU. The students should register for this course at least a semester before they hope to graduate. The student should then choose the topic in the relevant field and submit it to the Head of Department. The Department, after deliberation, will suggest a supervisor. The research project should be type-written and double-spaced. The completed research work should not be less than 4000 words. The student has to defend the research work in the presence of examiners.

DEPARTMENT OF MATHEMATICAL SCIENCES FACULTY LIST

Full-Time Faculty Members

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1. **AMPONSAH, ABRAHAM** [LECTURER]
MSc., (Mathematics), 2000, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
BSc., (Mathematics), 1994, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
Diploma, (Mathematics), 1986, Advanced Teacher Training College, Winneba, Ghana.

 2. **BAMFO-BOAKYE, ABRAHAM** [SENIOR LECTURER]
MSc., (Mathematics), 2009, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2002, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

 3. **ADU-SACKEY, ALBERT** [LECTURER]
M.Phil., (Applied Mathematics), 2010, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2007, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
PGD, (Education), 2010, University of Education, Winneba, Ghana.

 4. **OSEI-TUTU ATTAKORA, OLIVIA** [LECTURER]
M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Applied Mathematics, Statistics Option), 2008, University for Development Studies, Tamale, Ghana.

 5. **MAWUTOR, GODFRED** [LECTURER]
MPhil., (Economics), 2009, University of Ghana, Legon, Ghana.
BA., (Economics and Sociology), 2004, University of Ghana, Legon, Ghana.
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Adjunct Faculty Members

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1. **ASIEDU, LOUIS** [SENIOR LECTURER]
PhD., (Mathematical Statistics), 2016, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
MPhil., (Statistics), 2013, University of Ghana, Legon, Ghana.
BSc., (Mathematics and Statistics), 2010, University of Ghana, Legon, Ghana.

 2. **EDUAFO, STEPHEN** [LECTURER]
M.Phil., (Applied Mathematics), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
-

BSc., (Mathematics), 2008, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

3. **AGYEN, JAMES KWAKU** [LECTURER]

M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

MSc., (Environmental Science), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

MEd., (Measurement and Evaluation), 2019, University of Cape Coast.

BSc., (Mathematics), 2004, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

BIOMEDICAL EQUIPMENT (OR ENGINEERING)

COORDINATOR	Emmanuel Prah
FACULTY [FULL TIME]:	John Okyere Asirifi, Michael Oppong Yeboah,
FACULTY [PART-TIME]:	Prince Owusu Amoako, Albert Adu- Sackey, Dominic Damoah, Kwaw M. Annan, Luis Asiedu, S. Eduafo

INTRODUCTION

Medical equipment is extensively used in all aspects of health services, ranging from prevention, screening, diagnosis, monitoring and treatment to rehabilitation. It is virtually impossible to provide health services without it.

Unlike other types of health technologies, medical equipment requires maintenance (scheduled and unscheduled) during its useful life. Cost-effective management of medical equipment within a healthcare organization is critical to the delivery of quality, effective and safe healthcare. Proper planning, acquisition and deployment of medical technology will maximize clinical outcomes and financial returns, and lower cost (investment and recurring). The appropriate deployment of medical technology contributes to the improvement in the quality of healthcare, the containment of cost, and to increased access to health services. Improper planning and acquisition will lead to acquisition of inappropriate equipment, which does not produce effective and efficient patient care.

MISSION STATEMENT

To produce biomedical engineers and biomedical equipment technologists equipped with the requisite theoretical knowledge and practical skill, within a Christian environment, necessary for pursuing professional careers in the healthcare industry and for graduate studies through curricula that integrate mathematics, engineering and life sciences in a global context.

PHILOSOPHY

Medical equipment is one of the essential elements for effective delivery of health care services. In spite of its obvious importance, medical equipment in developing countries has not received the requisite attention in terms of planning, acquisition, utilization, and maintenance. Significant proportion of all health equipment in developing countries cannot be used for one reason or the other. This situation seriously undermines efforts to deliver health services to people of developing countries. A major cause of equipment idleness in developing countries is improper or lack of equipment management. There

is therefore a growing need for engineers and engineering technicians who can support the rapidly expanding use of technology in patient care.

The philosophy of the Department is to produce biomedical engineers and biomedical equipment technicians through a curriculum that incorporates the spiritual, physical, mental and social development of qualified students.

VISION STATEMENT

To be a national leader in biomedical engineering and biomedical equipment technology education. To this end, the Department aspires to be the department of choice for students who wish to pursue careers in the biomedical engineering and biomedical equipment technology fields.

OBJECTIVES

- Offer students a strong and rigorous foundation in the life sciences, physical sciences, mathematics, and engineering.
- Offer students problem-solving skills, the ability to think independently, and to assess ideas and situations with an open mind.
- Offer students the ability to exhibit professional responsibility and sensitivity to a broad range of societal concerns including ethical, environmental, political, and regulatory issues in making decisions.
- Provide students with the ability to integrate the life sciences, physical sciences, mathematics, and engineering for understanding, analysing and solving problems at the interface between medicine and engineering.
- Provide students the basics of oral and written communication, and the values and skills necessary for working effectively in teams.
- Prepare students to assume management, entrepreneurial and leadership roles in the medical technology industry.
- Provide students with the ability to engage in professional development through life-long learning.

PROGRAMMES OFFERED

The department offers a Diploma in Biomedical Equipment Technology and a Degree in Biomedical Engineering respectively.

PROGRAMME OBJECTIVES

The education objectives for graduates of graduates of the Diploma programme in Biomedical Equipment Technology are to:

- Apply knowledge of mathematics, physical and life sciences, and engineering to solve problems at the interface between engineering and medicine.
- Function on multi-disciplinary teams.
- Communicate effectively both orally and written.
- Recognize the need for and engage in life-long learning.
- Identify, formulate and solve engineering problems.
- Understand professional and ethical responsibility.
- Use the techniques, skills and modern engineering tools necessary for engineering practice.
- Understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- Solve biomedical equipment technology problems within realistic constraints such as economic, environmental, social, political, ethical, health, safety, regulation and sustainability.
- Understand the use, application and operation of a wide range of biomedical equipment and instrumentation systems.
- Perform preventive maintenance (PM), safety and performance inspections (SPI), and performance assurance (or verification) on a wide range of biomedical equipment and instrumentation systems.
- Apply knowledge of mathematics, science, and engineering to solve problems with medical instrumentation systems.
- Understand the use and application of electronic test and measurement equipment, biomedical test equipment, simulators and tools required to perform inspection and preventive maintenance (IPM), calibration, troubleshooting, and repair of biomedical equipment and instrumentation systems.
- Perform installation and acceptance testing (or initial inspection) of medical equipment.
- Properly document all maintenance activities.

- Know and understand the application of applicable national and international codes, standards, and regulations regarding medical equipment management.
- Participate in medical equipment planning and acquisition.
- Understand and apply basic networking principles to medical instrumentation.

PROGRAMME OUTCOMES

Upon completing Diploma programme in Biomedical Equipment Technology, students will possess:

- an ability to apply knowledge of mathematics, science, and engineering.
- an ability to function effectively on multi-disciplinary teams.
- an ability to recognize the need for and engage in life-long learning.
- an ability to communicate effectively.
- an ability to identify, analyse, formulate, and solve engineering and technical problems.
- an understanding of professional and ethical responsibility.
- an ability of using techniques, skills, and modern engineering tools necessary for engineering practice.
- the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- an ability to solve biomedical engineering technology problems within realistic constraints such as economic, environmental, social, political, ethical, safety, regulation and sustainability.
- an understanding of the design, development and construction, theory of operation, application, installation, maintenance, and management of biomedical equipment and instrumentation systems.
- an ability to perform preventive maintenance (PM), safety and performance inspections (SPI), performance assurance (or verification), installation, and acceptance testing of biomedical equipment and instrumentation systems.
- an ability to use electronic test and measurement equipment, biomedical test equipment and simulators to perform inspection and preventive maintenance (IPM), calibration, troubleshooting, and repair of biomedical equipment and instrumentation systems.

- knowledge and understanding of the applicable national and international codes, standards, and regulations regarding management of medical equipment.
- knowledge and understanding of medical equipment management including: equipment planning, evaluation, selection and acquisition, installation and acceptance testing, maintenance, equipment replacement and disposal.

NATIONAL DEMAND FOR PROGRAMME

The quest of every society, including Ghana, is to continuously improve the quality of its member's lives through promoting of health, prevention of disease, and access to an efficient health care delivery system. The delivery of efficient and quality health care system largely depends upon technology especially medical technology. As medical technology continues to evolve, so does its impact on patient outcomes, hospital operations, and financial resources. The ability to manage this continual evolution has become a major challenge in all health care organizations. The effective and efficient management of medical technology has become a matter of financial survival for health care facilities, and therefore medical technology management is one of the most important segments of the health care system.

Medical technology management requires both technical and managerial expertise. The Biomedical Equipment Technician is trained to ensure cost-effective, efficacious and safe management of medical technology to meet the demands of quality patient care. Currently, there is no institution in Ghana that offers a programme in Biomedical Equipment Technology. It is therefore not surprising that a visit to some of our hospitals, including the major ones, reveals the deplorable state of the medical technology in those hospitals.

It is to address this prevailing national need that Valley View University has decided to start a two-year Diploma programme in Biomedical Equipment Technology.

ENTRY OR ADMISSION REQUIREMENTS

Admission to the Diploma programme in Biomedical Equipment Technology at Valley View University is available to any student who meets the academic and character requirements of the University, and who expresses willingness to cooperate with its policies.

Applicants must have one of the following academic requirements in order to be admitted to the Diploma programme in Biomedical Equipment Technology.

a. SSSCE Applicants

Six passes (A-D) in six (6) subjects comprising three core subjects; Social Studies, English Language, Integrated Science and Mathematics, plus three (3) electives; Elective Mathematics, Physics, Chemistry, Applied Electricity and Biology.

b. WASSCE Applicants

Six passes (A1-D7) in six (6) subjects comprising three core subjects; Social Studies, English Language, Integrated Science and Mathematics, plus three (3) electives; Elective Mathematics, Physics, Chemistry, Applied Electricity and Biology. Three of the passes must be C6 or better.

c. Mature Applicants

The applicant must:

- a. Be at least 25 years old.
- b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;
- c. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations.

d. Technical Certificates Candidates

Intermediate, Part I, Part II, or Part III in Electrical Engineering Technician, TV, Radio, and Electronics, Electrical Installation, and Mechanical Engineering Technician

GRADUATION REQUIREMENTS:

- a. Course Requirements:
 - i. General Education (Mandatory) Courses: 8 (12 Credits)
 - ii. Core Courses: 26 (75 Credits)
- b. Credits Requirements: 87 Credits
- c. Any Additional Requirements:
 - i. Submission of a project report. The project must be submitted before a student can receive his / her certificate.
 - ii. Overall Cumulative Grade Point Average (CGPA) of 2.00 or above.

EMPLOYMENT PROSPECTS

Sectors of the economy that could employ graduates of the programme:

- Healthcare: Hospitals, Clinics, Medical Laboratories

- Private: Independent Service Organizations, Medical Equipment vendors
- Public: Regulatory Institutions / Agencies, Research Institutions.

SEQUENCE OF COURSES:

First Year				
First Semester				
Course Code	Course Title	T	P	C
MATH 131	Mathematics I	3	0	3
BMET 121	Electrical Circuit Analysis I	2	3	3
BMET 131	Electronic Devices and Circuits I	2	3	3
BMET 141	Digital Fundamentals I	2	3	3
RELB 163	Life and Teaching of Jesus	3	0	3
ENGL 111	Language and Writing Skills I	2	0	2
COSC 117	Fundamentals of Computing Skills	3	0	3
GNED 125	Study Skills	1	0	NC
Total		20		
Second Semester				
Course Code	Course Title	T	P	C
MATH 132	Mathematics II	3	0	3
BMET 128	Technical Communication	2	0	2
BMET 132	Electronic Devices and Circuits II	2	3	3
BMET 142	Digital Fundamentals II	2	3	3
BMET 156	Database Management	3	0	3
BMET 164	Biomedical Electronics	2	3	3
BMET 178	Physics for Biomedical Equipment Technology	2	0	2
BMET 122	Electrical Circuit Analysis II	2	3	3
PEAC 100	Physical Activity			NC
Total		22		
Second Year				
First Semester				
Course Code	Course Title	T	P	C
BIOL 211	Basic Human Anatomy and Physiology	3	0	3
BMET 227	Medical Imaging Systems I	2	3	3
BMET 235	Networking and Data Communication	2	3	3
BMET 247	Basic Medical Imaging and Radiotherapy Physics	3	0	3
BMET 255	Computers and Microprocessors	3	0	3
BMET 261	Biomedical Measurement and Instrumentation I	2	3	3
RELB 251	Principles of Christian Faith	3	0	3
AFST XXX	African Studies	1	0	1
Total		22		

Second Semester				
Course Code	Course Title	T	P	C
BSAD 216	Bess Essentials	3	0	3
BMET 228	Medical Imaging Systems II	2	3	3
BMET 236	Biomedical Equipment Management	3	0	3
BMET 248	Medical Device Standards	3	0	3
BMET 258	Biomedical Equipment Technology Practicum	NC	9	3
BMET 262	Biomedical Measurement and Instrumentation II	2	0	3
BMET 214	Medical Laboratory Instrumentation	2	3	3
BMET 267	Biomedical Equipment Technology Project	NC	NC	3
GNEB 230	Career Exploration and Planning	1	0	NC
Total				24

T = Teaching Hours, P = Practical Hours, and C = Credit Hours

COURSES DESCRIPTIONS

MATH 131 MATHEMATICS I

3 CREDITS

The objective of this course is to help students acquire a solid foundation in algebra and trigonometry for further coursework such as calculus, show students how algebra and trigonometry can model and solve authentic real-world problems, and to enable students to develop problem-solving skills, while fostering critical thinking. Topics covered include: Introduction to Functions, Linear Functions, Quadratic Functions, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Partial Fractions, Series and Sequences, and Matrices and Determinants.

BMET 121 ELECTRICAL CIRCUIT ANALYSIS I

3 CREDITS

This course deals with the study of DC circuits. The objective of this course is to provide students with a comprehensive practical coverage of electric circuit with emphasis on application and troubleshooting. Topics covered include: Voltage, Current and Resistance, Ohm's Law, Power and Energy, Series Circuits, Parallel Circuits, Series-Parallel Circuits, Circuit Theorems and Conversion.

BMET 131 ELECTRONIC DEVICES AND CIRCUITS

3 CREDITS

The first part of a two-semester course in electronic devices and circuits. The objective of the course is to help students acquire a solid foundation in analog electronics (discrete electronic devices and linear integrated circuits) with strong emphasis on real-world applications and troubleshooting. Topics covered include: Introduction to Semiconductors, Diode Applications, Special Purpose Diodes, Bipolar Junction Transistor (BJT), Transistor Bias Circuits, BJT Amplifiers, and Power Amplifiers.

BMET 141 DIGITAL FUNDAMENTALS I**3 CREDITS**

The first part of a two-semester course in digital electronics. The course aims at providing students with a strong foundation in the core fundamentals of digital electronics with emphasis on application and troubleshooting. Topics covered include: Introductory Concepts, Number Systems, Operations and Codes, Logic Gates, Boolean Algebra and Simplification, and Combinatorial Logic Analysis.

MATH 132 MATHEMATICS II**3 CREDITS**

An introduction to differential and integral calculus, and differential equations. The goal of this course is to provide students with a solid foundation in differential and integral calculus with particular emphasis on their applications. Topics covered include: Limits and Continuity, Differentiation, Applications of Differentiation, Integration, Applications of Integration, and Introduction to Differential Equations.

BMET 122 ELECTRICAL CIRCUIT ANALYSIS II**3 CREDITS**

This course deals with the study of AC circuits. The objective of this course is to provide students with a comprehensive practical coverage of electric circuit with emphasis on application and troubleshooting. Topics covered include: Voltage, Magnetism and Electricity, Introduction to Alternating Current and Voltage, Capacitors, Inductors, RC Circuits, RL Circuits, RLC Circuits and Resonance, Passive Filters, and Transformers.

BMET 128 TECHNICAL COMMUNICATION**2 CREDITS**

A study of writing, reading, listening, and speaking skills. The objective of this course is to help students understand the concept of communication, plan and prepare material for communication of technical information, and be able to present technical information orally. Course topics include: The Concept of Communication, Technical Communication, Effective Communication, Writing, Reading, Listening, and Speaking.

BMET 132 ELECTRONIC DEVICES AND CIRCUITS II**3 CREDITS**

The second part of a two-semester course in electronic devices and circuits. The aim of the course is to provide students with a solid foundation in discrete electronic devices and linear integrated circuits, with emphasis on real-world applications and troubleshooting. Topics covered include: Amplifier Frequency Response, The Operational Amplifier, Basic Op-amp Circuits, Special-Purpose Op-amp Circuits, Active Filters, Oscillators, Voltage Regulators, and Communication Circuits.

BMET 142 DIGITAL FUNDAMENTALS II**3 CREDITS**

The second part of a two-semester course in digital electronics. The objective of the course is to provide students with a strong foundation in the core fundamentals of digital electronics with emphasis on application and troubleshooting. Topics covered include: Functions of Combinational Logic, Latches, Flip-Flops and Timers, Counters, Registers, Memory and Storage.

BMET 156 DATABASE MANAGEMENT**3 CREDITS**

A study of the fundamentals of database architecture, database management systems, and database systems. The aim of the course is to provide students with a general understanding of modelling of data analysis, analysis of data relationships, programming of database management systems, and analysis of database concurrency protocols and algorithms. Topics covered include: Databases and Database Users, Data Models, Schemes and Instances, Database Design and Implementation, Data Modelling, The Relational Data Model and Relational Database Constraints, The Relational Algebra and Relational Calculus, Structure Query Language, Normalization, Practical Database Design Methodology, Concepts of Object Databases, and Distributed Database Concepts.

BMET 164 BIOMEDICAL ELECTRONICS**3 CREDITS**

A study of basic theories of measurement, bioelectric signals, biomedical transducers and sensors, instrumentation amplifiers, isolation amplifiers, biopotential amplifiers, signal processing circuits, electrical safety, and biomedical troubleshooting techniques. The course is designed to assist students understand the characteristics of physiological signals and the methods to collect, process, display and record such signals. Course topics include: Basic Theories of measurement, Fundamentals of Biomedical Transducers, Pressure Transducers, Temperature Transducers, Flow Transducers, Electrochemical Transducers, Biopotential Electrodes, Biopotential Amplifiers, and Signal Conditioning Circuits.

BMET 178 PHYSICS FOR BIOMEDICAL EQUIPMENT TECHNOLOGY **2 CREDITS**

A study of general physics with emphasis on the applications of basic physics principles to biomedical equipment technology. The aim of the course is to enable students acquire a solid foundation in the fundamental principles of physics and how to apply them. Topics covered include: Mechanics, Sound and Waves, Heat and Thermodynamics, Electromagnetism, Optics, and Modern Physics.

BIOL 211 BASIC HUMAN ANATOMY AND PHYSIOLOGY**3 CREDITS**

A systems approach to the study of the fundamental structure and function of the human body. The course is designed to provide students with a strong foundation in the principles of anatomy and physiology for understanding both health and disease with emphasis on the integration of structure and function. Topics covered include: Cellular Level of Organization, Tissue Level of Organization, Integumentary System, The Skeletal System, The Nervous System, The Cardiovascular System, The Respiratory System, The Digestive System, and The Urinary System.

BMET 227 MEDICAL IMAGING SYSTEMS I**3 CREDITS**

The first part of a two-semester course in the study of the operation and hardware of imaging devices used in medicine. The goal of the course is to enable students acquire knowledge and understanding of theory of operation, design and construction, fundamental building blocks, circuit analysis, general inspection and

preventive maintenance, troubleshooting, and repair of imaging devices. Course topics include: Overview of Radiographic Equipment, Conventional X-Ray Machine, Mobile Radiographic Equipment, Fluoroscopic Equipment, and Mammographic Equipment.

BMET 235 NETWORKING AND DATA COMMUNICATION 3 CREDITS

A study of the principles of data communication and network fundamentals with applications in biomedical equipment technology. The aim of the course is to provide students with a comprehensive knowledge of the basic concepts, principles, technologies, systems, solutions and applications relating to data communications and computer networks. Topics covered include: Introduction to Computer System Configurations, Data Communication and Network Concepts, The OSI Model, Data Communications Channels / Media, Systems and Solutions, and Local Area Networks.

BMET 247 BASIC IMAGING AND RADIOTHERAPY PHYSICS 3 CREDITS

A study of the physical principles of medical imaging devices. The goal of the course is to enable students gain an understanding of the physics concepts underlying each medical imaging device. Topics include: Radiation Concepts, Production of X-Rays, Interaction of X-Rays with Matter, Radiation Units and Radiation Protection, Radiation Biology, Physical Principles of Diagnostic Ultrasound, Physical Principles of Magnetic Resonance Imaging, and Basic Nuclear Medicine Physics.

BMET 255 COMPUTERS AND MICROPROCESSORS 3 CREDITS

A study of typical PC architecture and organization, and microprocessor architecture. The objective of the course is to provide students with an understanding of PC hardware organization and the interaction between operating system and application software, and a comprehensive overview of microprocessor internal architecture. Course topics include: Hardware Organization and Configuration, Hardware Maintenance and Troubleshooting, Software Installation, Software Maintenance and Troubleshooting, Microprocessor Fundamentals, Addressing Modes, Interfacing the Microprocessor, Programming Models, and Interrupt Structures and Handling.

BMET 261 BIOMEDICAL MEASUREMENT AND INSTRUMENTATION I 3 CREDITS

The first part of a two-semester course in the study of the operation and hardware of selected medical equipment. The course is designed to enable students gain an understanding of the relevant physiology, principles of operation, design and construction, functional building blocks, circuit analysis, general inspection and preventive maintenance procedures, and common problems / troubleshooting of common medical equipment. Course topics include: Introductory Concepts, Electrocardiograph, ECG Monitor, ECG Telemetry Systems, Electroencephalograph, NIBP Monitor, IBP Monitor, Physiological Monitor, Cardiotocograph, and Pulse Oximeter.

BSAD 216 BUSINESS ESSENTIALS**3 CREDITS**

This course looks at the basic principles of entrepreneurship and management. The course is designed to introduce students to the many exciting and challenging facets of business. Topics covered include: Fundamentals of Entrepreneurship, Basics of Human Resource Management, Costing and Pricing, Financial Performance Measurement, and Basics of Project Management.

BMET 228 MEDICAL IMAGING SYSTEMS II**3 CREDITS**

The second part of a two-semester course in the study of the operation and hardware of imaging devices used in medicine. The goal of the course is to enable students gain an understanding of the theory of operation, design and construction, fundamental building blocks, circuit analysis, general inspection and preventive maintenance procedures, common problems / troubleshooting of selected medical imaging devices. Course topics include: Computed Tomography (CT) Scanner, Magnetic Resonance Imaging (MRI) Scanner, Diagnostic Ultrasound Machine, and Nuclear Medicine Instrumentation

BMET 236 BIOMEDICAL EQUIPMENT MANAGEMENT**3 CREDITS**

This course discusses the management of medical technology from user's perspective, starting from technology acquisition to disposal. The purpose of the course is to enable students acquire practical understanding in the management of medical equipment in clinical settings. Topics covered include: Introduction to Medical Technology Management, Medical Technology Life Cycle, Technology Maintenance (Planning, Implementation and Management), Organization of Support Services, Technology Acceptance and Documentation, Introduction to Needs Assessment and Acquisition, Budgeting (Technology Deployment Cost), Hospital-Level Technology Acquisition, and Technology Replacement.

BMET 248 MEDICAL DEVICE STANDARDS**3 CREDITS**

This course discusses the standards and regulations that guide the medical device industry and the management of medical equipment. The aim of the course is to introduce students to the relevant laws, regulations, and requirements in major medical device markets worldwide. Course topics include: NFPA 99, IEC 60601 and JCAHO Standards, The Medical Device Directives (MDD), The Active Implantable Medical Device Directives (AIMDD), The In Vitro Diagnostic Device Directive (IVDD), and the Federal Food, Drug and Cosmetic Act.

BMET 258 BIOMEDICAL EQUIPMENT TECHNOLOGY PRACTICUM**3 CREDITS**

Practical experience within or related to a hospital environment on a variety of medical equipment and instrumentation systems. Students work under supervision in a hospital or technical and support organization (independent service organization). The aim is to enable students put into practice knowledge acquired in the classroom, reinforce their knowledge, and gain valuable work experience

BMET 262 BIOMEDICAL MEASUREMENT AND INSTRUMENTATION II 3 CREDITS

The second part of a two-semester course in the study of the operation and hardware of selected medical equipment. The aim of the course is to enable students gain an understanding of the relevant physiology, principles of operation, design and construction, functional building blocks, circuit analysis, general inspection and preventive maintenance procedures, common problems / troubleshooting of common medical equipment. Topics covered include but not limited to Electrosurgical Unit, Cardiac Defibrillator, Infusion Device, Dialysis Machine, Mechanical Ventilator, Anaesthesia Machine, Baby Incubator, Radiant Warmer, Phototherapy Unit, Shortwave Diathermy Unit, Microwave Diathermy Unit, and Ultrasound Diathermy Unit.

BMET 214 MEDICAL LABORATORY INSTRUMENTATION 3 CREDITS

This course deals with the comprehensive treatment of the engineering principles, theory of operation and hardware of selected clinical laboratory instruments. The objective of the course is to enable students gain an understanding of the relevant physiology, function, clinical application / use, design and construction, functional building blocks (or system diagram) circuit analysis, theory of operation, installation / acceptance testing, general inspection and preventive maintenance (IPM) procedures, and common problems / troubleshooting of selected clinical laboratory instruments. Topics covered include: Basic Laboratory Technology, Overview of Clinical Laboratory Department, Spectrophotometry, Spectrophotometer, Filter Photometer, Automation in Clinical Laboratory, Automated Chemistry Analyzer, Electrolyte Analyzer, Blood Gas Analyzer, and Haematology Analyzer

PROGRAMME OBJECTIVES

To produce graduates who, during the first few years of professional practice, will be able to:

- Apply knowledge of mathematics, physical and life sciences, and engineering to solve problems at the interface between engineering and medicine.
- Function effectively on multi-disciplinary teams.
- Communicate effectively both orally and written.
- Recognize the need for and engage in life-long learning.
- Identify, analyse, formulate and solve engineering and technical problems.
- Understand professional and ethical responsibility.
- Use the techniques, skills and modern engineering tools necessary for engineering practice.
- Understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- Solve biomedical engineering technology problems within realistic constraints such as economic, environmental, social, political, ethical, health, safety, regulation and sustainability.
- Understand the design and construction, use, application and operation of biomedical equipment and instrumentation systems.
- Perform preventive maintenance (PM), safety and performance inspections (SPI), and performance assurance (or verification) of biomedical equipment and instrumentation systems (e.g. electrocardiographs, physiological monitors, cardiac defibrillators, pulse oximeters, infusion pumps, electrosurgical units).
- Apply knowledge of mathematics, science, and engineering to solve problems in medical instrumentation systems.
- Understand the use and application of electronic test and measurement equipment, biomedical test equipment, simulators and tools required to perform inspection and preventive maintenance (IPM), calibration, troubleshooting, and repair of biomedical equipment and instrumentation systems.
- Properly document all maintenance activities.
- Know and understand the application of applicable national and international codes, standards, and regulations regarding medical equipment management.
- Participate in medical equipment incorporation, installation and acceptance testing (or initial inspection) of medical equipment
- Understand and apply basic networking principles to medical instrumentation

PROGRAMME OUTCOMES

Upon completing the undergraduate Biomedical Engineering degree, students will possess:

- an ability to apply knowledge of mathematics, science, and engineering.
- an ability to function effectively on multi-disciplinary teams.
- an ability to recognize the need for and engage in life-long learning.
- an ability to communicate effectively.
- an ability to identify, analyse, formulate, and solve engineering and technical problems.
- an understanding of professional and ethical responsibility.
- an ability of using techniques, skills, and modern engineering tools necessary for engineering practice.
- the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- an ability to solve biomedical engineering technology problems within realistic constraints such as economic, environmental, social, political, ethical, safety, regulation and sustainability.
- an understanding of the design, development and construction, theory of operation, application, installation, maintenance, and management of biomedical equipment and instrumentation systems.
- an ability to perform preventive maintenance (PM), safety and performance inspections (SPI), performance assurance (or verification), installation, and acceptance testing of biomedical equipment and instrumentation systems.
- an ability to use electronic test and measurement equipment, biomedical test equipment and simulators to perform inspection and preventive maintenance (IPM), calibration, troubleshooting, and repair of biomedical equipment and instrumentation systems.
- knowledge and understanding of the applicable national and international codes, standards, and regulations regarding management of medical equipment.
- knowledge and understanding of medical equipment management including equipment planning, evaluation, selection and acquisition, installation and acceptance testing, maintenance, equipment replacement and disposal.

ENTRY OR ADMISSION REQUIREMENTS

Applicants must have one of the following requirements:

- a. SSSCE Candidates: Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, Integrated Science or Social Studies plus three (3) electives; Elective Mathematics, Physics, Chemistry, Biology, Agricultural Science or Applied Electricity.

- b. WASSCE Candidates: Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, Integrated Science or Social Studies plus three (3) electives; Elective Mathematics, Physics, Chemistry, Biology, Agricultural Science or Applied Electricity.
 - c. A two-year University Diploma in Biomedical Equipment Technology, and other equivalent certificates. These students will be admitted at level 200.
 - d. HND Electrical / Electronic Engineering and HND Mechanical Engineering, and other HND engineering degrees. Applicants must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division). In addition, the applicant must have acquired a 2-year post-HND working experience. HND Applicants will be admitted at level 200 (i.e. Second Year).
8. Mature Applicants: The applicant must:
- a. Be at least 25 years old.
 - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
 - c. Pass Mature Students' Entrance Examinations conducted by Valley View University with three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations.

GRADUATION REQUIREMENTS

- a. Total Credits required: 150
- b. Overall Cumulative Grade Point Average (CGPA) of 2.00 or above.
- c. Clear any financial obligation to the University The total credits for graduation is 83.

EMPLOYMENT PROSPECTS

Areas in which students are likely to be employed are:

- Hospitals
- Independent Service Organizations (for medical equipment)
- Original Medical Equipment Manufacturers
- Regulatory Authorities / Institutions
- Medical Equipment Vendors (or Distributors)
- Free-standing Diagnostic Imaging Centres

SEQUENCE OF COURSES:

First Year				
First Semester				
Course Code	Course Title	T	P	C
BMET 151	Language and Communication Skills, I	2	0	2
FREN 121	French For General Communication I	2	0	2
COSC 117	Fundamentals of Computing Skills	3	0	3
RELB 163	Life and Teachings of Jesus Christ	3	0	3
PSYC 105	Introduction to Psychology	3	0	3
COSC 113	Elements of Programming	3	0	3
MATH 111	College Algebra and Trigonometry	3	0	3
GNED 125	Study Skills	1	0	NC
Total		19		
Second Semester				
Course Code	Course Title	T	P	C
BMET 152	Language and Communication Skills II	3	0	3
FREN 122	French for General Communication II	2	0	2
PHYS 124	Physics for Biomedical Engineering	2	3	3
COSC 114	Programming with C	3	0	3
MATH 112	Calculus I	3	0	3
BMET 114	Principles of Electric Circuits	2	3	3
PEAC 100	Physical Activity			NC
Total		17		
Second Year				
First Semester				
Course Code	Course Title	T	P	C
MATH 211	Calculus II	3	0	3
BMET 213	Thermodynamics for Biomedical Engineering	2	0	2
BMET 231	Electronic Circuits I	2	3	3
BMET 241	Digital Electronics I	2	3	3
COSC 221	Programming with C++	3	0	3
RELB 251	Principles of Christian Faith	3	0	3
AFST XXX	African Studies	1	0	1
GNED 230	Career Exploration and Planning	1	0	NC
Total		18		

Second Semester				
Course Code	Course Title	T	P	C
MATH 214	Multivariable Calculus	3	0	3
CHEM 224	Chemistry for Biomedical Engineering	2	3	3
BMET 232	Electronic Circuits II	2	3	3
BMET 242	Digital Electronics II	2	3	3
BMET 254	Computers and Microprocessors	3	0	3
COSC 230	Database System Design	3	0	3
BMET 278	Biomedical Transducers and Sensors	2	0	2
AFST XXX	African Studies	1	0	1
BMET 264	Biomedical Engineering Internship I	NC	NC	NC
Total			21	
Third Year				
First Semester				
Course Code	Course Title	T	P	C
BIOL 321	Human Anatomy and Physiology I	3	0	3
BMET 325	Biomaterials	2	0	2
MATH 311	Probability and Statistics	3	0	3
BMET 331	Biomedical Instrumentation I	2	3	3
BMET 347	Medical Physics	3	0	3
BMET 315	Computer Networks and Data Communication	3	0	3
RELT 385	Introduction to Biblical Foundation of Ethics	3	0	3
Total			20	
Second Semester				
Course Code	Course Title	T	P	C
BSAD 316	Essentials of Business	3	0	3
BIOL 322	Human Anatomy and Physiology II	3	0	3
BMET 336	Quantitative Human Physiology	2	0	2
BMET 374	Research Methods	3	0	3
BMET 346	Transport Phenomena in Biomedical Engineering	2	0	2
BMET 332	Biomedical Instrumentation II	2	3	3
BMET 354	Biomedical Engineering Internship II	N/A	N/A	NC
COSC 360	Software Engineering	3	0	3
Total			19	

Fourth Year				
First Semester				
Course Code	Course Title	T	P	C
BMET 411	Medical Imaging I	2	3	3
BMET 413	Biomechanics	2	0	2
BMET 435	Introduction to Clinical Engineering	3	0	3
BMET 447	Design of Biomedical Devices and Systems	3	0	3
BMET 453	Codes, Standards, and Ethics in Medical Devices	2	0	2
BMET 465	Biomedical Engineering Project I	N/A	N/A	3
Elective I		3	0	3
Total			19	
Electives				
BMET 415	Information Systems in Healthcare			
BMET 417	Biomedical Telemetry			
BMET 427	Advanced Biomedical Instrumentation			
Second Semester				
Course Code	Course Title	T	P	C
BMET 412	Medical Imaging II	2	3	3
BMET 424	Digital Radiography	2	0	2
BMET 436	PACS and Medical Imaging Informatics	2	0	2
BMET 446	Biofluid Mechanics	2	0	2
BMET 466	Biomedical Engineering Project II	N/A	N/A	3
Elective II		3	0	3
RELG451	Bible and Family Dynamics	3	0	0
Total			18	
Electives				
BMET 454	Biomedical Signal and Image Processing			
BMET 414	Biomedical Optics			
BMET 426	Advanced Medical Imaging			

T = Teaching Hours, P = Practical Hours, and C = Credit Hours

COURSE DESCRIPTIONS

BMET 151 LANGUAGE AND COMMUNICATION SKILLS I

2 CREDITS

This course covers the study of the grammatical systems of the English Language. The course aims at helping students to develop the basic skills in the grammatical systems of the English Language and to use these effectively in writing good sentences, paragraphs and essays for both academic and professional pursuits. Topics covered include: Introduction to Parts of Speech and Vocabulary Usage,

Grammatical Elements, Nouns, Pronouns, Adjectives, Verbs, Concord, Adverbs and Propositions, Conjunction / Transitional Devices, Sentences, and Sentence Errors.

PHYS 124 PHYSICS FOR BIOMEDICAL ENGINEERING

3 CREDITS

The course discusses the concepts of general physics and their applications. The aim of the course is to enable students acquire a solid foundation in the fundamental principles of physics, and to apply the understanding of these principles to applications in biomedical engineering technology. Course topics include: Mechanics, Sound and Waves, Optics, Electromagnetism, and Modern Physics.

COSC 113 ELEMENTS OF PROGRAMMING

3 CREDITS

The course addresses the techniques necessary to write well-documented and structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, and iteration. The objective of the course is to promote good programming practices for further study of programming languages. Topics will include: Program Design, Pseudo-Code, Flowcharts, and other Graphical Representations, Developing an Algorithm, Selection Control Structures, Algorithms using Sequence, Selection and Repetition, Modularization, Communication between Modules, Cohesion and Coupling, and Primitive Data Structures.

MATH 111 COLLEGE ALGEBRA AND TRIGONOMETRY

3 CREDITS

The course provides a detailed treatment of college algebra and trigonometry. The objectives of the course are to assist students acquire a solid foundation in algebra and trigonometry for further coursework such as calculus, show students how algebra and trigonometry can model and solve real-world problems, and to enable students develop problem-solving skills and critical thinking ability. Topics covered include: Functions, Linear Functions, Quadratic Functions, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Partial Fractions, Series and Sequences, Matrices and Determinants.

BMET 152 LANGUAGE AND COMMUNICATION SKILLS II

3 CREDITS

The course deals with the application of the grammatical systems studied in Communication skills I. The course is designed to enable students acquire writing skills, skills to analyse and critique written forms and to grasp information and meaning from reading materials for personal and academic writing. The course also aims at assisting students to acquire verbal and non-verbal communication skills. Topics covered include: Punctuations, The Writing Process, Paragraph Development, Types of Communications, Elements of Communication, Models of Communication, Levels of Communication, Paraphrasing, Quoting, Writing in Response to Reading, Sources of Information / Information Search.

COSC 114 PROGRAMMING WITH C

3 CREDITS

This course covers the comprehensive study of the C programming language. It focuses on the principles of problem-solving using C and structured programming

techniques for computer systems, and addresses the fundamentals of program design, analysis and implementation. The objective of the course is to give students the fundamentals for understanding and using other programming languages. Topics covered include: Functions and Operators, Control Flow Constructs, The C Preprocessor, Simple I / O and File I / O, Bit Manipulation, Strings, Higher Dimensional Arrays, Separate Compilation, Pointers, Structures, and Structured Related Items.

CHEM 224 CHEMISTRY FOR BIOMEDICAL ENGINEERING 3 CREDITS

The course discusses the fundamentals of general, organic, and biological chemistry. The course is primarily designed to provide students with the appropriate background in chemistry, and to develop students' understanding in the fundamental concepts of chemistry and their application to biological systems. Topics covered include: Energy and Matter, Structure of Matter, Chemical Bonding, Chemical Formulas and Reactions, Oxidation-Reduction Reactions, Gases, Liquids and Solids, Solutions, Acid, Bases and Salts, Saturated Hydrocarbons (Alkanes), Unsaturated Hydrocarbons (Alkenes, Alkynes), Alcohols, Amines, Carbohydrates and Proteins.

MATH 112 CALCULUS I 3 CREDITS

The course provides a detailed treatment of differential and integral calculus. The objective of the course is to provide students with a solid foundation in differential and integral calculus with particular emphasis on their applications. Topics covered include: Limits, The Derivative, Applications of the Derivative: Integration, Techniques of Integration, Applications of Integration, Indeterminate Forms and Improper Integrals.

BMET 114 PRINCIPLES OF ELECTRIC CIRCUITS 3 CREDITS

This course covers the study of DC and AC circuits. The objective of this course is to provide students with a comprehensive practical coverage of electric circuits (DC and AC) with emphasis on application and troubleshooting. Topics covered include: Voltage, Current and Resistance, Ohm's Law, Power and Energy, Series Circuits, Parallel Circuits, Series and Parallel Circuits, Circuit Theorems, Magnetism and Electromagnetism, Introduction to Alternating Current and Voltage, Capacitors, Inductors, and Transformers.

MATH 211 CALCULUS II 3 CREDITS

The course provides a detailed treatment of differential equations. The course is designed to give students a strong foundation in differential equations with special emphasis on their applications. Topics covered include: First-Order Differential Equations, Second-Order Differential Equations, Laplace Transforms, Fourier series, Fourier Integrals and the Fourier Transform, and Partial Differential Equations.

BMET 213 THERMODYNAMICS FOR BIOMEDICAL ENGINEERING 2 CREDITS

The course deals with the study of energy transformations involving heat, mechanical work, and other aspects of energy and how these transformations relate to the properties of matter. The course is designed to enable students appreciate the concepts of thermodynamics and their applications. Topics covered include: Temperature and Heat, Thermal properties of Matter, First Law of Thermodynamics, Second Law of Thermodynamics, Third Law of Thermodynamics, and Thermodynamic Potentials.

BIOL 321 HUMAN ANATOMY AND PHYSIOLOGY I 3 CREDITS

This course is the first part of a two-semester course in human anatomy and physiology. The course provides a systems approach to the study of the structure and function of the human body. The objective of the course is to provide students with a strong foundation in the principles of anatomy and physiology for understanding both health and disease with emphasis on integration of structure and function. Topics covered include: Cellular Level of Organization, Tissue Level of Organization, The Integumentary System, The Skeletal System, The Muscular System, and The Nervous System.

BMET 231 ELECTRONIC CIRCUITS I 3 CREDITS

This course is the first part of a two-semester comprehensive practical coverage of electronic devices and circuits. The objective of the course is to enable students acquire a solid foundation in discrete devices and circuits with strong emphasis on real-world applications and troubleshooting. Topics covered include: Introduction to Semiconductors, Diode Applications, Special Purpose Diodes, Bipolar Junction Transistors, Transistor Bias Circuits, BJT Amplifiers, and Power Amplifiers.

BMET 241 DIGITAL ELECTRONICS I 3 CREDITS

This course is the first part of a two-semester comprehensive study of the principles and techniques of digital electronics. The course aims at providing students with strong foundation in the core fundamentals of digital electronics with emphasis on application and troubleshooting. Course topics include: Introductory Concepts, Number Systems, Operations and Codes, Logic Gates, Boolean Algebra and Logic Simplification, and Combinatorial Logic Analysis.

COSC 221 PROGRAMMING WITH C++ 3 CREDITS

This introductory course addresses the development process of analysis, design, coding, debugging and documentation, and focus on techniques of good programming style and sound program construction which are fundamental to computer programming. The course is designed to introduce students to the principles and concepts of programming, teach problem-solving methods, algorithm development and coding using the C++ language. Topics covered include: Fundamentals of Computer Programming, Control Statements, Functions, Arrays, Pointers, Strings, and Classes.

MATH 214 MULTIVARIABLE CALCULUS**3 CREDITS**

This course provides a comprehensive study of multivariable calculus. The course is designed to give students a strong foundation in the principles and techniques of multivariable calculus and their applications. Topics covered include: Vectors, Vector-Valued Functions, Functions of Several Variables, Multiple Integration, and Vector Calculus and Analysis.

BIOL 322 HUMAN ANATOMY AND PHYSIOLOGY II**3 CREDITS**

This course is the second part of a two-semester course in human anatomy and physiology. The course provides a systems approach to the study of the structure and function of the human body. The objective of the course is to provide students with a strong foundation in the principles of anatomy and physiology for understanding both health and disease with emphasis on integration of structure and function. Topics covered include: The Cardiovascular System, The Respiratory System, The Urinary System, The Digestive System, and The Reproductive System.

BMET 232 ELECTRONIC CIRCUITS II**3 CREDITS**

This course is the second part of a two-semester comprehensive practical treatment of electronic devices and circuits. The objective of the course is to enable students acquire a strong foundation in electronic devices and circuits, and integrated circuits with strong emphasis on real-world applications and troubleshooting. Topics covered include: Amplifier Frequency Response, The Operational Amplifier, Basic Op-amp Circuits, Special-Purpose Op-amp Circuits, Active Filters, Oscillators, Voltage Regulators and Communication Circuits.

BMET 242 DIGITAL ELECTRONICS II**3 CREDITS**

This course is the second part of a two-semester comprehensive study of the principles and techniques of digital electronics. The course aims at providing students with a strong foundation in the core fundamentals of digital electronics with emphasis on application and troubleshooting. Topics covered include: Functions of Combinational Logic, Latches, Flip-Flops and Timers, Counters, Shift Registers, Memory and Storage, and Integrated Circuit Technologies.

BMET 254 COMPUTERS AND MICROPROCESSORS**3 CREDITS**

This course covers the study of typical PC architecture and organization, and microprocessor architecture. The objective of the course is to provide students with an understanding of PC hardware organization and the interaction between operating system and application software, and a comprehensive overview of microprocessor internal architecture. Course topics include: Hardware Organization and Configuration, Hardware Maintenance and Troubleshooting, Software Installation, Software Maintenance and Troubleshooting, Microprocessor Fundamentals, Addressing Modes, Interfacing the Microprocessor, Programming Models, and Interrupt Structures and Handling.

COSC 230 DATABASE SYSTEM DESIGN**3 CREDITS**

This course covers the study of the fundamentals of database architecture, database management systems, and database systems. The aim of the course is to provide students with a general understanding of modelling of data analysis, analysis of data relationships, programming of database management systems, and analysis of database concurrency protocols and algorithms. Topics covered include: Databases and Database Users, Data Models, Schemes and Instances, Database Design and Implementation, Data Modelling, The Relational Data Model and Relational Database Constraints, The Relational Algebra and Relational Calculus, Structure Query Language, Normalization, Practical Database Design Methodology, Concepts of Object Databases, and Distributed Database Concepts.

BMET 278 BIOMEDICAL TRANSDUCERS AND SENSORS**2 CREDITS**

The course covers the basic theories of measurement, bioelectric signals, biomedical transducers and sensors for acquiring physiological signals and their associated signal conditioning circuits, and electrical safety. The course is designed to assist students to understand the characteristics of physiological signals (such as ECG, EEG, EMG) and the methods to collect, process, display and record such signals. Topics covered include: Basic Theories of Measurement, Fundamentals of Biomedical Transducers and Sensors, Pressure Transducers, Temperature Transducers, Flow Transducers, Electrochemical Transducers, Biopotential Electrodes, Biopotential Amplifiers, and Electrical Safety.

BMET 413 BIOMECHANICS**2 CREDITS**

This introductory course deals with the application of mechanical principles to the study of the musculoskeletal system. The objective of the course is to acquaint students with the force-motion relationship within the musculoskeletal system and the various techniques used to understand these relationships. Topics covered include: Introduction to Biomechanics (Basic Terminology and Concepts), Biomechanics of Soft Tissues, Biomechanics of Hard Tissues, Biomechanics of Joints, and Applied Biomechanics.

BMET 325 BIOMATERIALS**2 CREDITS**

This introductory course covers natural and synthetic materials and their biomedical applications such as the design of implantable and extracorporeal devices. The course is designed to assist students understand the structure, properties and processing of biomaterials. Topics covered include: Introductory Concepts, Metals, Ceramics, Polymers, Composite Materials, Biocompatibility of Biomaterials, and Sterilization Techniques.

MATH 311 PROBABILITY AND STATISTICS**3 CREDITS**

The course provides a comprehensive study of the probability models and statistical methods for analysing data. The course aims at providing students with an understanding of probability models and statistical methods, and how they may be applied in the solution of engineering problems. Topics covered include: Descriptive

Statistics, Probability Discrete Random Variables and Probability Distributions, Continuous Random Variables and Probability Distributions, Joint Probability Distributions and Random Samples, Point Estimation, Statistical Intervals Based on s Single Sample, Test of Hypotheses Based on s Single Sample, Inferences Based on Two Samples, The Analysis of Variance, and Regression and Correlation.

BMET 331 BIOMEDICAL INSTRUMENTATION I

3 CREDITS

This course is the first part of a two-semester comprehensive treatment of the theory of operation and hardware of selected medical equipment. The objective of the course is to enable students gain an understanding of the relevant physiology, design and construction, functional building blocks (or system diagram) circuit analysis, theory of operation, general inspection and preventive maintenance (IPM) procedures, and common problems / troubleshooting of selected medical equipment. Topics covered include: Overview of Biomedical Instrumentation, Electrocardiograph, Electroencephalograph, Cardiac or ECG Monitor, NIBP Monitor, IBP Monitor, Physiological Monitoring System, Cardiotocograph, and Pulse Oximeter.

BMET 347 MEDICAL PHYSICS

3 CREDITS

This course discusses the application of physics to medicine, in particular diagnosis and treatment of diseases. The objective of the course is to enable students gain an understanding of the physics concepts and their application to medicine. Topics covered include: Structure of the Atom, Radiation Concepts, Production of X-rays, Interaction of X-rays with Matter, Biological effects of Radiation, Radiation Units, and Radiation Protection, Fundamentals of Dosimetry, Physics of Nuclear Medicine, Physics of MRI, Physics of Ultrasound, Radiobiology, and Radiotherapy.

BMET 315 COMPUTER NETWORKS AND DATA COMMUNICATION

3 CREDITS

This course covers the principles of data communication and network fundamentals with applications in biomedical engineering technology. The aim of the course is to provide students with a comprehensive knowledge of the basic concepts, principles, technologies, systems, solutions and applications relating to data communications and computer networks. Topics covered include: Introduction to Computer System Configurations, Data Communication and Network Concepts, The OSI Model, Data Communication Channels / Media, Systems and Solutions, and Local Area Networks.

BSAD 316 ESSENTIALS OF BUSINESS

3 CREDITS

The course looks at the basic principles of entrepreneurship and management. The course is designed to introduce students to the many exciting and challenging facets of business. Topics covered include: Fundamentals of Entrepreneurship, Basics of Human Resource Management, Costing and Pricing, Financial Performance Measurement, and Basics of Project Management.

BMET 336 QUANTITATIVE HUMAN PHYSIOLOGY**2 CREDITS**

The course deals with quantitative study of human physiology using the quantitative methods of engineering and physical science with emphasis on the operation of major organ systems. The objective of the course is to provide students with a rigorous integration of mathematical and applications of engineering principles in human physiology. Topics covered include: Physical and Chemical Foundations of Physiology, Membranes, Transport, and Metabolism, Physiology of Excitable Cells, The Nervous System, The Cardiovascular System, Respiratory Physiology, and Renal Physiology.

BMET 446 BIOFLUID MECHANICS**2 CREDITS**

This introductory course covers biofluid mechanics with emphasis on microcirculation, microcirculation, and other biological flows in the human body. The objective of the course is to enable students understand fluid mechanics principles and their applications to systems of the human body. Topics covered include: Fundamentals of Fluid Mechanics, Conservation Laws, The Heart, Blood Rheology, Blood Flow in Arteries and Veins, Microvascular Beds, Flow in the Lungs, and Flow through the Kidneys.

BMET 374 RESEARCH METHODS**3 CREDITS**

This course covers the fundamentals of research methodology. The objective of the course is to provide students with the basic concepts and strategies in research, and to enable students develop the most appropriate methodology for their research studies. Course content include: Introduction (Meaning of Research, Objectives of Research, Types of Research, Tools of Research, Research Process etc), The Research Problem, Literature Review, Writing the Research Proposal, Research Design, Sampling Design, Methods of Data Collection, Research Ethics, and Preparing the Research Report.

BMET 346 TRANSPORT PHENOMENA IN BIOMEDICAL ENGINEERING 3 CREDITS

This introductory course addresses the issues of transport phenomena in physiological systems. The objective of the course is to provide students with the fundamentals of mass, heat, and momentum transfer in physiological systems and their applications in solving problems. Course content include: Introductory Concepts, Mass Transport, Transport of Gases between Blood and Tissues, Transport in the Kidneys, and Energy Transport.

BMET 332 BIOMEDICAL INSTRUMENTATION II**3 CREDITS**

This course is the second part of a two-semester comprehensive treatment of the theory of operation and hardware of selected medical equipment. The objective of the course is to enable students gain an understanding of the relevant physiology, design and construction, functional building blocks (or system diagram) circuit analysis, theory of operation, general inspection and preventive maintenance (IPM) procedures, and common problems / troubleshooting of selected medical equipment. Course content include Electrosurgical Unit, Cardiac Defibrillator,

Infusion Devices, Infant Incubators, Warmers and Phototherapy Units, Mechanical Ventilators and Respiration Monitors, Anaesthesia Delivery System, Dialysis Machine, Oxygen Concentrators.

BMET 354 BIOMEDICAL ENGINEERING INTERNSHIP II

NC

Practical experience within or related to a hospital environment on a variety of medical equipment and instrumentation systems. Students work under supervision in a hospital or technical and support organization (independent service organization). The aim is to enable students put into practice knowledge acquired in the classroom, reinforce their knowledge, and gain valuable practical work experience.

COSC 360 SOFTWARE ENGINEERING

3 CREDITS

The course presents the concepts and methodologies for constructing robust software systems and for managing software projects. The objective of the course is to introduce students to the techniques necessary to develop complex, high quality software systems. Topics covered include: Project Management, Requirements Engineering Process, Design, User Interface Design, Verification and Validation, Managing People, Security Engineering, and Service Oriented Software Engineering.

BMET 411 MEDICAL IMAGING I

3 CREDITS

This course is the first part of a two-semester comprehensive discussion of the theory of operation and hardware of medical imaging devices. The objective of the course is to enable students acquire knowledge and understanding of the design and construction, functional building blocks, circuit analysis, theory of operation, general inspection and preventive maintenance (IPM) procedures, installation, and troubleshooting / repair of medical imaging devices. Course content include: Overview of Radiographic Equipment, Conventional X-Ray machine, Mobile Radiographic Equipment, Fluoroscopic Equipment, and Mammographic Equipment.

BMET 435 INTRODUCTION TO CLINICAL ENGINEERING

3 CREDITS

The course discusses the management of medical technology from user's perspective, starting from technology acquisition to disposal. The purpose of the course is to enable students acquire practical understanding in the management of medical equipment in clinical settings. Topics covered include: Introduction to Medical Technology Management, Medical Technology Life Cycle, Technology Maintenance (Planning, Implementation and Management), Organization of Support Services, Technology Acceptance and Documentation, Introduction to Needs Assessment and Acquisition, Budgeting (Technology Deployment Cost), Hospital-Level Technology Acquisition, and Technology Replacement.

BMET 447 DESIGN OF BIOMEDICAL DEVICES AND SYSTEMS

3 CREDITS

The course provides a comprehensive coverage of all major design principles. The course addresses all aspects of the design process including project selection,

specification development, concept design, analysis, construction, evaluation and documentation. The objective of the course is to enable students understand design principles. Course content include: Design Process, Acquiring and Presenting the Idea, Minimal Criteria for Design, Product Checklist for the Team, Writing the Design Specification, Concept Design, Design Evaluation, Detailed Technical Design, Device or Process Development, Pilot Production, and Volume Production.

BMET 453 CODES, STANDARDS, AND ETHICS IN MEDICAL DEVICES 2 CREDITS

This course discusses the codes and standards that guide the medical device industry and the management of medical equipment, ethical guidelines and codes of ethics. The aim of the course is to introduce students to the relevant laws, regulations and requirements in major medical device markets worldwide, and to give students an in-depth knowledge of ethical considerations. Course content include: Standards, Medical Device Regulations, The European Medical Device Directives, The Medical Device Directive, The Active Implantable Medical Device Directive, The In Vitro Diagnostic Device Directive, The Federal Food, Drug and Cosmetic Act, Introduction to Ethics, and Experiments with Human Subjects or Animals.

BMET 465 BIOMEDICAL ENGINEERING PROJECT I 3 CREDITS

Independent research and writing on an approved topic under the supervision of a faculty member. The course provides students the opportunity to individually identify a problem or issue within their field of study and apply their education to conduct scientific research, and propose solutions to the problem so identified for the benefit of society. The objective of the course is to introduce students to the process of carrying out independent research.

BMET 412 MEDICAL IMAGING II 3 CREDITS

This course is the second part of a two-semester comprehensive discussion of the theory of operation and hardware of medical imaging devices. The objective of the course is to enable students acquire knowledge and understanding of the design and construction, functional building blocks, circuit analysis, theory of operation, general inspection and preventive maintenance (IPM) procedures, installation, and troubleshooting / repair of medical imaging devices. Course content include: Computed Tomography (CT) Scanner, Magnetic Resonance Imaging (MRI) Scanner, Diagnostic Ultrasound Machine, and Nuclear Medicine Instrumentation.

BMET 424 DIGITAL RADIOGRAPHY 2 CREDITS

The course presents the physical principles and technical description of digital radiography imaging systems and associated technologies. The objective of the course is to give students in-depth knowledge and understanding of the architecture of digital radiography imaging systems and how they work. Course content include: Overview of Digital Radiography, Computed Radiography, Flat-Panel Digital Radiography, Digital Fluoroscopy, Digital Mammography, and Quality Control in Digital Radiography.

BMET 436 PACS AND MEDICAL IMAGING INFORMATICS **2 CREDITS**

The course discusses PACS basic concepts, terminology, technology development and implementation, as well as PACS-based applications to clinical practice and PACS-based imaging informatics. The objective of the course is to give students in-depth knowledge and understanding of PACS architecture and operation, and the principles of imaging informatics. Topics covered include: PACS Components and Workflow, PACS Network Design, Industrial Standards (HL7 and DICOM), PACS Server and Archive, Display Workstation, Integration of HIS, RIS, PACS and EPR, PACS Data Management and Web-Based Image Distribution, PACS Clinical Implementation, Acceptance and Evaluation, and PACS and DICOM-based Imaging Informatics.

BMET 454 BIOMEDICAL SIGNAL AND IMAGE PROCESSING **3 CREDITS**

This course discusses the application of signal processing tools / techniques such as Laplace transforms, Fourier transforms, and time-frequency analysis to biomedical signals and systems. The objective of the course is to enable students understand the mathematical principles of continuous and digital signal processing, and apply these principles to biomedical signal processing. Course content include: Basic Concepts, Spectral Analysis (Classical Methods), Digital Filters, Spectral Analysis (Modern Techniques), Time-Frequency Analysis, Wavelet Analysis, Advanced Signal Processing Techniques, Fundamentals of Image Processing, Image Processing (Filters, Transformation and Registration), Image Segmentation and Image Reconstruction.

BMET 466 BIOMEDICAL ENGINEERING PROJECT II **3 CREDITS**

Students continue with BMET 465 and produce a full report that documents the research

BMET 264 BIOMEDICAL ENGINEERING INTERNSHIP I **NC**

Practical experience within or related to a hospital environment on a variety of medical equipment and instrumentation systems. Students work under supervision in a hospital or technical and support organization (independent service organization). The aim is to enable students put into practice knowledge acquired in the classroom, reinforce their knowledge, and gain valuable practical work experience.

BMET 414 BIOMEDICAL OPTICS **3 CREDITS**

This course deals with the study of interaction of light with biological media. The purpose of the course is to enable students understand general biomedical optics theory, and diagnostic and therapeutic applications of light. Topics covered include: Review of Optical Principles, Optical Interaction Properties, Light-Tissue Interaction Variables, Light-Tissue Interaction Theory, Light-Tissue Interaction Mechanisms and Applications, Therapeutic Applications of Light, and Diagnostic Applications of Light.

BMET 417 BIOMEDICAL TELEMETRY**3 CREDITS**

This course discusses the design of biomedical telemetry devices, and propagation and communication concepts in biomedical telemetry. The objective of the course is to enable students gain an understanding of the principles of biomedical telemetry and their applications. Course content include: Introduction to Biomedical Telemetry, Design of Biomedical Telemetry Devices, Sensing Principles of Biomedical Telemetry, Sensing Technologies for Biomedical Telemetry, Power Issues in Biomedical Telemetry, Antennas and RF Communication, Optical Biotelemetry, and Safety Issues in Biomedical Telemetry.

BMET 417 INFORMATION SYSTEMS IN HEALTHCARE**3 CREDITS**

The course discusses the various information systems used in healthcare. The purpose of the course is to enable students understand the concepts of information systems, and the information systems used in healthcare. Topics covered include: Review of Information Systems, Hospital Information System (HIS), Radiology Information System (RIS), Electronic Medical Record (EMR), Laboratory Information System (LIS), Public Health Information System, and Pharmacy Information System

INTERNSHIP PROGRAM

The internship programme affords participating students' opportunity to put into practice theory and concepts learnt in the classroom and thereby gain valuable work experience before graduation. The programme will also enable students: to increase the awareness of career demands, to identify skill strength and weakness, and to accumulate valuable work experience before seeking permanent employment.

The internship will not only equip participating students with the tools essential to a smooth transition from school to work but will also offer employers a partnership in the training of prospective employees. The mastering of certain field specific competencies will make students greater assets to employers and to the community as a whole.

Full-Time Faculty Members

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1. **PRAH, EMMANUEL** [LECTURER]
MSc. (Medical Technology (Biomedical Engineering)), 2004, Luebeck University of Applied Sciences, Germany
BSc.(Electrical/ Electronic Engineering), 2000, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

 2. **ASIRIFI, JOHN** [LECTURER]
M.Phil.,2006 (Medical Physics), University of Ghana, Legon, Ghana.

 3. **YEBOAH, MICHEAL OPPONG** [LECTURER]
MTech, (2012) Biomedical Engineering, SRM University, Chennai, India.

 4. **AMOAKO, PRINCE YAW OWUSU** [SENIOR LECTURER]
MPhil., (Computer Engineering), 2011, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2005, Valley View University, Oyibi, Ghana

 5. **ABANDOH-SAM, JOSEPH AHOR** [SENIOR LECTURER]
MS, (Software Engineering), 2012, Andrews University, USA.
BSc., (Computer Science), 2006, Valley View University, Oyibi, Ghana

 6. **ADU-MANU, KOFI SARPONG** [SENIOR LECTURER]
MPhil., (Computer Science), 2013, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Computer Science), 2007, Valley View University, Oyibi, Ghana

 7. **BAMFO-BOAKYE, ABRAHAM** [SENIOR LECTURER]
MSc., (Mathematics), 2009, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 2002, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

 8. **ADU-SACKY, ALBERT** [LECTURER]
M.Phil., (Applied Mathematics), 2010, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Mathematics), 1994, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
PGD, (Education), 2010, University of Education, Winneba, Ghana.

 9. **OSEI-TUTU ATTAKORA, OLIVIA** [LECTURER]
M.Phil., (Applied Mathematics), 2012, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
BSc., (Applied Mathematics, Statistics Option), 2008, University for Development Studies, Tamale, Ghana.

 10. **AMPONSAH, ABRAHAM** [LECTURER]
MSc., (Mathematics), 2000, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
-

BSc., (Mathematics), 1994, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.

Diploma, (Mathematics), 1986, Advanced Teacher Training College, Winneba, Ghana.

11. **DAMOAH, D. DOMINIC** [SENIOR LECTURER].

MS, (Software Engineering), 2009 Andrews University, Michigan USA.

BSc., (Computer Science), 2001, Kwame Nkrumah University of Science & Technology, Kumasi.

12. **ANNAN, M. KWAW** [LECTURER]

MSc., (Electronic and Electrical Engineering), 1978, State University of New York, USA.

B.Eng, (Electronic and Electrical Engineering), 1975, City University of New York, USA

AA., (Engineering Science), 1972, Bronx Community College, Bronx, USA.

DEPARTMENT OF AGRIBUSINESS

HEAD:	Emmanuel Yaw Opoku
FACULTY [FULL TIME]:	Esther Abandoh-Sam, Peter Frimpong, Dr. Asare-Bediako Ankra, Samuel Barnie, Denice Okrah, Dr. Robbert Aidoo, Mary Otiwah Osei, Felicia Berko
FACULTY [ADJUNCT]:	Joseph. K.Osei, Joshua Asraku Sarpong

BACHELOR OF SCIENCE (BSc) IN AGRIBUSINESS

Ghana is basically an agricultural country but lacks manpower to create and manage strategic agro based businesses which offer well paid jobs for large number of unemployed people. Farmers still use crude implements and poor technology to produce food. A large quantity of the food produced in Ghana is lost through poor post-harvest handling. The program seeks to train and produce graduates to create and manage strategic agri-businesses through in depth knowledge and application of Agricultural Science and Business principles.

MISSION STATEMENT

To serve as an international centre of excellence in the provision of high-quality holistic education, and professional

EMPLOYMENT PROSPECTS OF STUDENTS

Graduate of this programme can be employed in sectors such as the Agric sector, Trade and Industry and the Banking Industry

Graduate of this programme can also establish Agro processing companies, small and medium scale enterprises, or other self-employment companies

THE OBJECTIVES

The objectives of the Agribusiness programme are:

1. To provide a four-year instruction, practical training and demonstration leading to the attainment of a degree of Bachelor of Science (Agric Business) which will prepare graduands to undertake, manage, research and create sustainable, viable and environmentally friendly Agribusiness.
2. To address the production, storage and marketing constraints in agriculture in Ghana through teaching, research, training and extension.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

i. Senior Secondary School Certificate Examination (SSSCE)

Compulsory subjects – Grade D or better in three (3) core subjects, including English and Mathematics (core)

And Elective subjects – Grade D or better in three (3) elective subjects.

ii. West Africa Senior School Certificate Examination (WASSCE)

Compulsory subjects- Grade C6 or better in three (3) core subjects including English and Mathematics (core)

And Elective subjects –Grade C6 or better in three (3) elective subjects.

iii. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English, Mathematics and a Science (for non-science students) and an Arts subject (for science students).

iv. Advanced Business Certificate Examination (ABCE)

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination.

1. Mature Students' Entry

Mature students entry avenues to tertiary education provide opportunities for people who could not do so earlier in their lives to further their education at the tertiary level after some years in the workplace (preferably, the formal workplace). Such applicants should normally not exceed 5%(for Public Tertiary Educational Institutions) and 20% (for Private Tertiary Educational Institutions) of the total admissions of an institution in a given academic year. The applicant must:

- a. Be at least 25 years old.
- b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
- c. Provide introductory letter from employer or show any other proof of employment.
- d. (for admission into chartered institutions) pass Mature Students' Entrance Examinations conducted by the institution itself (English Language, Mathematics and an Aptitude Test). In the case of non-chartered institutions, the examinations should be moderated and the marked scripts, vetted by their Mentor Institution. In lieu of such examinations, the applicant should show proof of credit passes in English and

Mathematics in WASSCE or any other nationally recognized standard High School level examinations (for qualifications from countries outside WAEC's aegis)

2. Foreign Qualifications

All foreign qualifications should be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to tertiary institutions in Ghana (National Accreditation Board Act, 2007[Act 744(2(2b))]). Note should be taken however that the American SAT, TOEFL etc. cannot in themselves be acceptable as entry qualifications into Ghanaian tertiary educational institutions.

3. Higher National Diploma (HND) Qualifications

For institutions willing to admit HND holders to undergraduate programmes, the applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division). In addition, the applicant must have acquired a 2-year post-HND qualification working experience. Institutions under mentorship should follow their Mentor Institutions' practice with regard to entry levels for HND applicants.

Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered.

4. Professional and Other Entry Qualifications.

All professional certificates and any other qualifications beyond the ones specified above must be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to tertiary education institutions-universities, university colleges, polytechnics, etc.

Notes that the Diploma in Business Studies (DBS) qualification cannot, in itself, be used for admission into tertiary education Institutions and programmes.

REQUIREMENT FOR GRADUATION

- A) Total Credits required – 146 semester credits
- B) Breakdown of total credits into major curriculum sub-divisions – See Table 1 below.

BSc. [Agribusiness] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions –divisions	Credits Requirements
A	General Education	16
B	Agribusiness Required Core Courses	94
C	Agribusiness Cognate Course Requirements	21

D	Agribusiness Practicum & Student Research Project	15
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Total	146
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SEQUENCE OF COURSES

FIRST YEAR			
1st Semester	Credits	2nd Semester	Credits
AGRB 103 Introduction to Agricultural Botany	2	AGRB 122 Biology of Farm animals	2
AGRB 105 Introduction to Soil Science	2	AGRB 124 Introduction to Agric Engineering	2
AGRB 107 Introduction to Agric Economics	2	AGRB 114 Principles of Crop Production	2
AGRB 109 Principles of Agribusiness Management	2	BSAD 126 Business Communication	2
COSC 117 Fundamentals of Computers	3	STAT 128 Statistics for Agriculture	2
ENGL 113 Language and Writing Skills	2	SOCI 132 Rural Sociology	2
AGRB 115 Business Mathematics	2	RELB 163 The Life & Teachings of Jesus	3
ACCT 117 Principles of Accounting	2	AGRB 192 Practicum I	3
RELB 254 Principles of Christian Faith	3		
Total Credits	20	Total Credits	18
SECOND YEAR			
1st Semester	Credits	2nd Semester	Credits
AGRB 215 Insect Biology and Plant microbes	2	AGRB 232 Animal Production and Health	3
AGRB 213 Crop Protection		AGRB 234 Soil Physical and Chemical Fertility	2
AGRB 217 Business and Land Use Laws	2	AGRB 222 Introduction to Food Science II	2
RELB 247 Christian Ethics for Business	3	AGRB 236 Soil and Water Engineering	2
AGRB 219 Introductory Genetics	2	ACCT 238 Auditing	2
AGRB 221 Introduction to Food Science I	2	BSAD 246 Company and Partnership Law	2

AGRB 223 Economics for Agribusiness	2	BSAD 248 Entrepreneurship I	2
BSAD 225 Business Finance	3	FREN 111 French for General Communication I	2
AGRB 227 Emerging Non-traditional Agribusinesses	2	AGRB 292 Practicum II	3
	2		
Total Credits	20	Total Credits	20
THIRD YEAR			
1st Semester	Credits	2nd Semester	Credits
AGRB 315 Plant Breeding and Seed Science	3	AGRB 324 Poultry Production	3
AGRB 317 Management of Soil Environment	2	AGRB 326 Introduction to Animal Breeding	2
AGRB 319 Field crops: Cereals and legumes	3	AGRB 328 Agricultural Marketing	2
AGRB 323 Fruits and Vegetables	2	AGRB 334 Managerial and Business Economics	2
BSAD 327 Entrepreneurship II	2	AGRB 336 Introduction to Post Harvest Technology	2
BSAD 325 Supply Chain Management	3	AGRB 338 Quantitative Methods and Operation Research	2
AGRB 329 Research Methods for Agribusiness	3	AGRB 340 Agricultural Price Analysis	2
FREN 112 French for General Communication II	2	AGRB 392 Practicum III	3
		RELT385 Biblical Foundation of Ethics	3
Total Credits	20	Total Credits	21
FOURTH YEAR			
1st Semester	Credits	2nd Semester	Credits
AGRB 491 Research Project	3	AGRB 492 Research Project	3
AGRB 413 Plantation and Industrial Crops	2	AGRB 422 Ruminant Production	2
AGRB 415 Root and Tuber Crops	2	AGRB 424 Grassland Management	2
AGRB 417 Project Planning and Management	3	AGRB 426 Current Issues in Agribusiness	2
AGRB 423 Financial Management	2	AGRB 428 Agribusiness Strategic Management	2

ACCT 425 Management Accounting	2	AGRB 430 Agri-food Business and Agro Processing	2
BSAD 427 International Trade	2	AGRB 434 Industrial Psychology	2
AGRB 431 Seminar I	1	BSAD 436 Fundamentals of Business Planning and Policy	2
RELG451 Bible and Family Dynamics	3	AGRB 432 Seminar II	1
Total Credits	20	Total Credits	18

COURSES DESCRIPTION

AGRB 103 INTRODUCTION TO AGRICULTURAL BOTANY

2 CREDITS

The objective of the course is to provide the basic botanical foundation necessary for students to understand the principles of crop production. Some topics in this course include: Plant cell, tissues and organs. Fine cell structures and their functions. Mitosis, meiosis, molecular basis of inheritance, protein synthesis. Root: medication of roots, arrangement of tissues in monocotyledonous (monocot) and dicotyledonous (dicot) roots. Stem: medication of stems, arrangement of tissues in monocot and dicot stems. Lead: simple, compound, venation, shapes, arrangement and modification of leaves: arrangement of tissues in monocot and dicot leaves. Flower: parts, types, floral arrangements (inflorescence), and floral diagrams. Fruit and seed: structure, types germination and dormancy. Principles of classification including concepts of species, genus, family, order, division and kingdom, binomial system of nomenclature.

AGRB 105 INTRODUCTION TO SOIL SCIENCE

2 CREDITS

The objective of the course is to provide the basic foundation for students to know and understand the soil environment in which crops grow. Some topics in this course include: Pedology: Concepts of soil: composition of the earth-crust and its environment, pedogenic factors and their interactions, major components of soil; introduction to inorganic components of soil (origin and nature of rocks): Soil Physics :Soil as a 3-phase dispersed system, definition of physical quantities, the solid phase, soil texture, classification systems, Stoke's law and particle size analysis; specific surface, bulk density, particle density: Soil Chemistry: Soil acidity: definition, calculations, effect on the soil environment, liming and liming materials. Agricultural chemicals and the soil: fertilizers, pesticides, etc. Soil Microbiology and Biochemistry Major groups of microorganisms, requirements for microbial/bacterial growth classification of bacteria-morphological and/or physiological characteristics, soil carbohydrates with examples of monomers, dimmers, polymers etc., soil organic N compounds especially proteins, amides, amino acids, peptides,. Enzymes and their roles in the soil.

AGRB 107 INTRODUCTION TO AGRICULTURAL ECONOMICS 2 CREDITS

The objective of the course is to introduce students to the nature and concepts of Economics and their application in the field of agriculture and agribusiness management. Some topics in this course include: Nature of Economics, the scientific method and tools of economic analysis, economic variables, production and economic systems, demand, supply and equilibrium price: use and application of elasticity concept, theory of the firm, special topics of contemporary interest (inflation, unemployment, national income and its distribution).

AGRB 109 PRINCIPLES OF AGRIBUSINESS MANAGEMENT 2 CREDITS

The objective of the course is to introduce students to management theory in the context of agribusiness. Some topics in this course include: Management theory in the context of Agribusiness, the Decision making process; The Agribusiness Manager and his responsibilities, The role of marketing and market planning in agribusiness management, Business organizations (types, merits, demerits and organizational structure), Budgeting and forecasting, Records and Accounting information (Profit and Loss Account, Cash flow Statement and Balance sheet).

COSC 117 FUNDAMENTALS OF COMPUTERS 3 CREDITS

The objective of this course is to introduce students to Personal Computers and their application in agribusiness management. Some topics in this course include: Overview of the historical development of micro computers, Application and use of operating systems, word processing, spreadsheets, data base managers, graphics, desktop publishing, and presentation of managers for agribusiness, Introduction to information technology and the use of the internet.

ENGL 111 LANGUAGE AND WRITING SKILLS 2 CREDITS

The objective of the course is to sharpen the grammatical skills of students to enhance their communication and report writing abilities. Some topics in this course include: The first semester section of this full semester course focuses on English grammar and is a required course for all first year students. They will be assisted to review some common problem areas of their writing, such as verb/tense system, concord, as well as other problem areas to be identified by the lecturers in charge. There shall also be a study of basic grammatical structures that shall involve teaching students to write formally correct sentences, avoiding sentence errors, and using punctuation effectively.

AGRB 115 BUSINESS MATHEMATICS 2 CREDITS

To improve on students' understanding of basic mathematical theories as they apply to the field of business. Some topics in this course include: The study of the notations of equation and linear equation, Cartesian coordinates, functions, graphs, laws of exponent, linear function (applications to agribusiness). Quadratic functions (applications to agribusiness), polynomial function, rational functions, exponential and logarithmic functions. Matrices (application to agribusiness. Sequences and

Series, Binomial expansions, Mathematics of Money and interest (Deferential Annuities, Interest on loans, Bank Discount, Amortization, Singing funds, etc.)

ACCT 117 PRINCIPLES OF ACCOUNTING

2 CREDITS

To introduce students to accounting concepts and principles for agribusiness management. Some topics in this course include: Nature, role and principles of accounting, Types of business entity; The global accounting regulatory system; Recording, classifying, presenting and analysis of financial data. Accounting for fixed assets(tangibles and intangibles). Adjustments; financial statements (excluding notes and disclosures); Partnership accounts. Introduction to final accounts of limited liability companies.

RELB 254 PRINCIPLES OF CHRISTIAN FAITH

3 CREDITS

The object of this course is to expose students to the fundamental teachings in the Bible that relate to Christian faith. Some topics in this course include: This course surveys the fundamentals of Christian teachings: Revelation, Inspiration, the Godhead, Angels, the Devil and the Origin of sin, Creation, Man's original condition and fall, his condition in death, Incarnation, Ministry, Death, Resurrection and Ascension of Christ. The Holy Spirit, the plan of Redemption, the Covenant, the Sanctuary, Essentials of Christian living, Baptism and Christian growth. The Sabbath, God's church in the world, the coming crisis, Christ and second coming, the Millennium, Heaven.

AGRB 122: BIOLOGY OF FARM ANIMALS

2 CREDITS

To expose students to the anatomy and physiology of farm animals to enhance their understanding of the behaviour of farm animals. Some topics in this course include: Blood and circulation – composition of blood, functions of blood, heart and blood vessels, the respiratory system – structure of the respiratory system of mammalian and avian species, gaseous exchange in the lungs and tissues, transport of oxygen and carbon dioxide. The excretory system – structure of the kidneys, the functional unit of the kidneys and formation of urine; the reproductive system – reproductive organs of livestock and avian species, spermatogenesis and oogenesis, endocrine functions of the testes and ovaries; skeletal system of livestock and avian species; the digestive system – structure and functions of the different sections of the digestive systems of livestock and avian species.

AGRB 124: INTRODUCTION TO AGRICULTURAL ENGINEERING

2 CREDITS

This course is an introduction to the basic concepts in Agricultural Engineering

Some topics in this course include:

1. Concepts of work, Power, Horsepower, and Torque. Types of Farm Power, Internal Combustion Engines and Power Applications.
2. Farm equipment and implements: Calibration, performance, hitching and stability.
3. Cost of using Farm Equipment.

- 4 Measuring distances, angles, areas and volumes. Different and profile levelling, topographic maps.
- 5 Weather and water run-off. Water measurement. Introductory Hydraulics, Farm Water Systems. Irrigation Water Use.
- 6 Selection of structural members for farm structures. Ventilation and heat balance for buildings, the Psychometric Chart. Principal views of an object.
- 7 Basic Electricity: - Series and parallel circuits, voltage drop, wiring. Single phase motors, etc.

AGRB 114: PRINCIPLES OF CROP PRODUCTION

2 CREDITS

This course will provide students with the basic principles and cultural practices in crop production. Some topics in this course include: The physical environment and crop production. Adapting crops and management practices to the environment. Soil and water conservation. Farming, cropping and agro forestry systems. Plant propagation, crop establishment and management. Weed control strategies. Pest and disease control. Integrated crop nutrient management.

BSAD 126 BUSINESS COMMUNICATIONS

2 CREDITS

The objective of this course is to provide students with the necessary skills to build effective human relation and to communicate effectively in the workplace and in dealing with business partners. Some topics in this course include: Principles and methods of communication, basics of communication, written, oral and visual communication, electronic communication systems, IT and information presentation. In this course, students will organize and compose acceptable business documents in accordance with current business communication procedures and principles.

STAT 128 STATISTICS FOR AGRIBUSINESS

2 CREDITS

The objective of this course is to introduce students to various statistical methods and techniques to enable them organize, analyze and interpret field and survey data. Some topics in this course include: Graphical Presentation of data, Measures of central location and dispersion, probability and probability distributions, estimation, test of hypothesis, and simple linear regression.

SOCI 132 RURAL SOCIOLOGY

2 CREDITS

This course will introduce students to the behaviour of rural people in the rural setting and give insight into perception and reality that will inform the formulation of plans and strategies to improve the rural economy. Some topics in this course include: Fundamental concepts in Rural Sociology, rural society, rural organization, rural people and culture, elements in the structure of culture, origin and nature of institutions, with particular reference to the rural agricultural system and the sociological implications in extension work.

RELB 163 THE LIFE & TEACHINGS OF JESUS AND THE GOSPEL**3 CREDITS**

To expose students to the Biblical teachings on Jesus Christ and His role in the plan of salvation. Some topics in this course include: A comprehensive study of the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the Gospel writers and their writings in an attempt to reveal the impact of His self-revelation in that age and ours.

AGRB 192 PRACTICUM I**3 CREDITS**

During the summer break, students will understudy nursery techniques including budding, grafting, rapid field multiplication of food crops and compost preparation. In addition, students will undertake visits to established agribusiness firms for at least 6 weeks and a report on all activities carried out during the period of training shall be submitted by each candidate during the following semester. Lecturers of the Department shall visit all students on vacation training to monitor and assess their progress.

AGRB 215: INSECT BIOLOGY AND PLANT MICROBES**2 CREDITS**

To introduce students to the different pests and diseases of crops, their control measures and some microbes, characteristics and their uses. Some topics in this course include: History of plant pathology: including spontaneous generation and germ theories of diseases. Characteristics of plant microbes (fungi, bacteria, viruses, viroids, mollicutes, nematodes, algae and protozoa): morphology structure and function- growth, reproduction, dispersal and classification of the microbes. Importance of plant microbes in agriculture: including soil fertility involving rhizobia, mycorrhiza and algae. Concept of pests. Classification of pests. Economic importance of pests. Effects of pest presence. Methods of insect pest control. Merits and demerits of different methods, with emphasis on pesticides. Current trends in pest control.

AGRB 213: CROP PROTECTION**2 CREDITS**

To introduce students to the different pests and diseases of crops and their control measures. Some topics in this course include: Concept of pests. Classification of pests. Economic importance of pests. Effects of pest presence. Methods of insect pest control. Merits and demerits of different methods, with emphasis on pesticides. Current trends in pest control. Meaning, scope and history of plant pathology; concept of diseases in plants; importance, classification causes, symptoms and general control of plant diseases. Practicals will involve the recognition of some important plant diseases in Ghana. Characteristics of weeds; classification of weeds; competitive ability of autotrophic and practical weeds (Persistence and survival mechanisms; factors affecting weed persistence). Specific losses caused by weeds in relation to agric weed control strategies with emphasis on efficient herbicide usage.

AGRB 217 BUSINESS AND LAND USE LAWS**2 CREDITS**

This course aims to introduce students to the evolution and concepts in Ghanaian business and land use laws and their implications in agribusiness management. Some topics in this course include: Introduction: Historical evolution of law; Sources of Ghanaian land law; Terminology – (ownership, possession, titles, rights, liability, land, etc.) Customary land law; Concept of ownership of land: Nature of title to land; Control and management of community land-individual rights and extent of community land today; Creation of family land-nature and extent of members right in family land, control of family land alienation, alienation of family land, recovery of family land, development by a member of the family, termination of family land; An outline of succession to rights in land. . Identify essential elements of Ghana's legal system including the main sources of business law and explain its operation. Laws relating to employment relationships with particular regards to dismissal, redundancy and discrimination.

RELB 247 CHRISTIAN ETHICS FOR BUSINESS**3 CREDITS**

This course will expose students to basic ethical issues in business and everyday life from the viewpoint of Christianity. Some topics in this course include: This course critically examines the major themes- nature, content and rationality of the norms which guide actions – which organize ethics as a field of study. It provides the self/individual (a human being or a corporate body or institution in society) with moral directive to resolve dilemmas in real life situations – economic, medical, legal, intellectual, sociological, as well as religious. Finally, itss projects Christianity (the ethics of Christ) as the model or standard of judging morals in our contemporary permissive world.

AGRB 219 INTRODUCTORY GENETICS**2 CREDITS**

This course will expose students to the basic concepts and principles in Genetics as they relate to crops and farm animals. Some topics in this course include: Basic principles of genetics including mitosis, meiosis, laws of segregation gene interactions, sex and inheritance, chemical basis of heredity, mutations and fingerprinting.

AGRB 221 INTRODUCTION TO FOOD SCIENCE I**2 CREDITS**

This course provides students with basic understanding of the various food nutrients and their functions in the diet of farm animals and humans. Some topics in this course include: Major nutrients in foods and their values: Carbohydrates, Proteins, Lipids, Vitamins and minerals.

AGRB 223 ECONOMICS FOR AGRIBUSINESS**2 CREDITS**

The course will expose students to the principles of microeconomic and macroeconomic theories and their application to the workings of the economy of Ghana. Some topics in this course include: Areas to be covered under microeconomics include: Demand and supply – The price mechanism in a market

economy, the Theory of consumer behaviour, the Theory of the Firm and Market Structures. Under macroeconomics, the following areas shall be covered: Concept of an Economy, Macroeconomic Theory, Inflation and Unemployment, National Income Accounting, Money Demand and Supply; Aggregate Demand and Supply Functions, Fundamentals of Exchange Rate Determination and their Applications to the Economy of Ghana; especially the Agricultural and Agribusiness sectors.

BSAD 225 BUSINESS FINANCE

2 CREDITS

This course introduces students to various methods of sourcing funding and managing business funds for profitability and long-term survival. Some topics in this course include: Introduction to business finance; Sources of funding (merits and demerits). Raising capital, controlling it and evaluating expenditure are activities that are common to all business enterprises and are explored in this course from a small business and medium scale enterprise perspective. Other topics include working capital management and capital budgeting and risks associated with various sources of capital for businesses.

AGRB 227 EMERGING NON-TRADITIONAL AGRIBUSINESSES

2 CREDITS

The objective of this course is to introduce students to emerging non-traditional agricultural enterprises such as aquaculture, apiculture (Bee keeping), Mushroom culture, etc. to arouse interest and develop student capacity for successful agribusiness operations in future. Some topics in this course include: Aquaculture planning, species selection for aquaculture; pond culture; running water; pen culture; stocking open waters; sanitation and health; fish feeds and nutrition. Simple record keeping of aquaculture inputs; costs activities. Simple profit and loss analysis for decision making. Best practices in Aquaculture. Apiculture Industry. Features of tropical apiculture, Hive Management and equipment, feeding hives, Colony behaviour, Pollination, Types of hives, Pest and Diseases of bees, Harvesting honey: Removing and Extracting Honey. Processing, Preservation and Packaging, Safety standards and Marketing of honey. Mushroom cultivation techniques: media, growth and environmental conditions for spore production. Processing and Marketing of these non-traditional products.

AGRB 232: ANIMAL PRODUCTION AND HEALTH

2 CREDITS

This course provides students with the fundamental principles underlying farm animal production with emphasis on nutrition and health. Some topics in this course include: Animal production and its importance in the Ghanaian economy; introduction to animal nutrition; feed composition and common methods of analysis for nutrients and feedstuffs; the gastrointestinal tract and nutrition; measurements of feed and nutrition utilization and requirements by farm animals. Factors affecting the health of farm animals; Deficiency diseases of farm animals (mineral and vitamin deficiencies in cattle, sheep, goats and poultry). Selected major diseases of farm animals in Ghana: incidence, aetiology, transmission, epizootiology, pathogenesis, clinical symptoms, pathology, diagnosis, treatment and control of bacterial, viral, protozoan and parasitic diseases of ruminants, pigs and poultry. Notifiable and

zoonotic diseases, responsibilities of stockowners and others in relation to requirements of the Veterinary Services Department of Ghana.

AGRB 234 SOIL PHYSICAL AND CHEMICAL FERTILITY

2 CREDITS

This course provides students with the understanding of the physical and chemical properties of the soil as they relate to fertility. Some topics in this course include: Inorganic components of soils: rocks and minerals, primary minerals, secondary minerals, clay minerals (1:1 and 2:1); weathering of rocks and minerals: types of weathering, types of parent materials; soil formation and profile development: processes and factors of profile development; nomenclature and identification of soil horizons: master and sub-horizons and layers, transitional and combination horizons, suffix symbols, soil catena concept. The liquid phase of soil: soil water content, methods of determination; gravimetric, electrical resistance, soil water storage, concept of equivalent depth, soil water potentials, potential diagrams, soil moisture characteristic and use, available water capacity, saturated water flow in soils, Darcy Law. Clay minerals: origin, composition and chemical nature of clay minerals, soil colloids and ion exchange phenomenon, soil reaction, soil as a buffer, nutrient elements: forms and their availability in soils, functions in plants, deficiency symptoms, soil organic carbon/organic matter, total soil nitrogen, fertilizers and calculations involving rates of application

AGRB 222 INTRODUCTION TO FOOD SCIENCE II

2 CREDITS

This course exposes students to digestion of the main food nutrients in the GIT of animals. It also introduces students to the principles underlying nitrogen fixation, nucleic acid replication, protein synthesis, DNA and photosynthesis. Some topics in this course include: Digestion of carbohydrates, proteins and lipids., Nitrogen fixation, Nucleic acid replication and protein synthesis., DNA replication transcription and translation, Photosynthesis.

AGRB 236 SOIL AND WATER ENGINEERING

2 CREDITS

The objective of the course is to provide students with the understanding of the fundamental principles underlying key processes in the soil and water environment. Some topics in this course include: Definition of soil and water engineering, its component parts and position in agricultural engineering. Fundamentals of hydrology, Precipitation, infiltration, Evapotranspiration, and runoff. Factors affecting runoff, Erosion (Types, causes, effects and control), Contour farming, Construction of contour guidelines, etc.

ACCT 238 AUDITING

2 CREDITS

This course aims at developing fundamental knowledge necessary for auditing. Some topics in this course include: The course provides basic coverage of audits and related attests, assurance and other services provided by certified Accountants and Auditors. The emphasis is on audits of financial statements including auditing standards and procedures. Engagement planning, assessment

of risk and internal control, evidence accumulation and evaluation, and the selection and composition of the appropriate audit report are among the topics covered.

BSAD 246 COMPANY AND PARTNERSHIP LAW

2 CREDITS

This course introduces students to formation of businesses and the laws governing companies and partnerships in Ghana. Some topics in this course include: Company formation, shareholders, officers of the company, methods of raising capital, disclosure of corporate information, capital reorganization and liquidation, partnership law and legislation relating to fraud.

BSAD 248 ENTREPRENEURSHIP I (SAME AS BSAD 121 AT VVU MAIN CAMPUS)

2 CREDITS

The main objective of this course is to provide the student with an understanding of the problems and challenges facing an entrepreneur in the process of creating a business. Some topics in this course include: Introduction to entrepreneurship (Meaning, scope, concepts), Characteristics of entrepreneurs, Rewards for the entrepreneur, Identification of Businesses and development of business ideas, Creation of business and how to manage the business created. An important part of the course will be the identification of business and managerial leadership skills as they relate to the functions of planning, organizing, staffing, directing, and controlling a business.

FREN 111 FRENCH FOR GENERAL COMMUNICATION I

2 CREDITS

The objective of the course is to enable students to develop basic communication skills in French. This course provides a foundation on which to build the skills of listening, speaking, reading and writing. The approach is essentially communicative or interactive.

AGRB 292 PRACTICUM II

2 CREDITS

In the summer break, students will select a cereal or vegetable crop of their choice and grow to full maturity and prepare partial farm budget for it. In addition, students will undertake visits to established agribusiness firms for at least 6 weeks and a report on all activities carried out during the period of training shall be submitted by each candidate during the following semester. Lecturers of the Department shall visit all students on vacation training to monitor and assess their progress.

AGRB 315: PLANT BREEDING AND SEED SCIENCE

2 CREDITS

This course will introduce students to fundamental principles in plant breeding and seed production as a business. Some topics in this course include: Plant genetic resources. Reproductive systems in crop plants. The genetic basis and methods for breeding self- and cross-pollinated crops. Mutation breeding. Polyploidy. Inter- and intra-specific hybridization. Introduction to techniques of biotechnology utilized or with potential to be utilized in crop improvement. Biology of seeds – ontogeny, structure, storage, germination and storage behaviour. Principles and practices involved in the production, harvesting, processing, conditioning, storage, testing,

quality management and use of agricultural seeds. Seed improvement, national seed laws, international seed institutions and regulations, seed industry policy and germplasm policy for Ghana. Developments in the international seed arena including patenting. Establishment and management of seed production as a business.

AGRB 317: MANAGEMENT OF SOIL ENVIRONMENT

2 CREDITS

This course aims at providing students with the skills to examine the soil environment and determine the nutrient requirements as well as understand various soil conservation measures. Some topics in this course include: *Soil Chemistry* : Kinds of fertilizers, manufacture of nitrogen, phosphorus and potash fertilizers, manufacture of secondary, micronutrient and mixed fertilizers. Fertilizer usage: fertilizer and economic development cost/benefit of fertilizer use, effect of fertilizer use on the soil environment. Fertilizer application methods: broadcast and band application, side-dressing, top dressing, foliar application, fertilization, instrumentation, principle of soil, plant and water analysis, soil and water salinity.

Biochemistry/Microbiology: Crop residue and organic matter decomposition and management (cellulose, hemicellulose, lignin, C/N ratio), biochemistry of composting, microbiology of composting, green manuring, nitrogen, phosphorus and sulphur cycles, microbial respiration and its importance to ecosystem processes (glycolysis, Krebs cycle, respiratory chain, oxidative phosphorylation, proteins in soil.

Practical : Soil fertility assessment, pot experiments with N.P.K. and analysis of plant tissue, micro-nutrient analysis for iron determinations, pH changes due to nitrogen fertilizers (demonstration in solution culture) heavy metals, soil salinity assessment: electrical conductivity, determination of inorganic carbon, soil carbonate content.

AGRB 319: FIELD CROPS: CEREALS AND LEGUMES

2 CREDITS

This course will enable students to understand the principles and management practices in cereals and legumes production. Some topics in this course include: Origin, botany, distribution, adaptation, propagation, cultural practices, harvesting, utilization and post-harvest handling of tropical food crops including cereals and legumes. Other crops include beverage, oil, spice and fibre crops. Constraints to production and research needs.

AGRB 323: FRUITS AND VEGETABLES

2 CREDITS

This course will enable students to understand the principles and management practices in Fruits and Vegetable production. Some topics in this course include: The fruit industry. Classification of fruit crops. Factors affecting fruit production. Establishment of an orchard: propagation and nursery practices and fruit crop management; fruit quality and marketing. Detailed knowledge of the botany, physiology and production practices for citrus, banana, mango, avocado pear,

cashew and pineapple. Minor fruit crops of Ghana. Importance of vegetable enterprises. Classification of vegetables. Factors affecting vegetables production in Ghana. The vegetable production process: site selection and handling.

BSAD 327 ENTREPRENEURSHIP II

3 CREDITS

This course introduces students to initiating a business venture and organizing the necessary resources for efficient management. Some topics in this course include: Business planning techniques, economic analysis, financial analysis, market analysis and human resource analysis are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. Problems associated with operating a small business, procuring physical facilities, financing, organizing, marketing and managing small and medium scale enterprises. Students will also work in teams to prepare business plans with the aim of attracting venture capital.

BSAD 325 SUPPLY CHAIN MANAGEMENT

3 CREDITS

This course will provide students with the skills to manage the primary and support activities in various agricultural value chains. Some topics in this course include: The concept of supply chain management and its relevance to the agribusiness industry will be introduced; The concept of Value Chain and the components of the value chains of selected agricultural commodities. The roles of Wholesalers and Retailers in an agricultural value chain, Warehousing/storage, inventory management and insurance. The course includes both practical aspects of the delivery process and theoretical foundations in the context of developing economies.

AGRB 329 RESEARCH METHODS FOR AGRIBUSINESS

2 CREDITS

The objective of this course is to expose students to various research methods used in the social sciences with particular focus on agribusiness. Some topics in this course include: The Scientific Method in economics and Agribusiness research, Research proposal writing, Literature search, Data/information gathering. Sampling methods, Data types (Qualitative data, Quantitative data, Primary data, secondary data, cross sectional data, time series data, panel data, etc.); Methods of collecting Quantitative/qualitative and data; Farming systems research; Economic analysis of Agronomic data. Tools for and methods of data analysis (Descriptive and Inferential analysis of data), the use of statistical programmes/packages for data analysis (e.g. SPSS, eVIEWS); Presentation and interpretation of research results.

FREN 112: FRENCH FOR GENERAL COMMUNICATION II

2 CREDITS

This course aims at further enhancing the written and spoken communication skills in French. Some topics in this course include: This course builds on the foundation laid in French for General Communication I. Vocabulary is widened and the grammar becomes more demanding. Careful attention is given to the oral as well as the written aspect.

AGRB 324: POULTRY PRODUCTION**2 CREDITS**

This course will introduce students to the various management practices in Poultry production. Some topics in this course include: Avian biology and its importance in management; different poultry management systems; Egg production, Broiler production, nutrition, poultry feed formulation, Farm hygiene, Disease and pest management in poultry production, hatchery set up and management; processing and marketing of poultry; Records keeping in poultry production.

AGRB 326: INTRODUCTION TO ANIMAL BREEDING**2 CREDITS**

The objective of this course is to introduce students to the principles in Animal Breeding. Some topics in this course include: Genes and gene action – the nature and control of gene function and the phenotypic expression of genes; definitions, types and consequences of mutations and chromosome aberrations; detrimental and lethal genes in farm animals; concept of gene frequencies; variations in economic traits of farm animals – genetic, Environmental and phenotypic variance, heritability and repeatability; definitions and measurements of inbreeding and relationships; introduction to the principles of selection – theory and practice. Principles of selection; improvement of livestock through selection – factors affecting rate of genetic improvement, basis for selection, types of selection, mating systems; system of breeding and selection of livestock; special problems of implementing genetic improvement of livestock programmes in the tropics (with particular reference to Ghana).

AGRB 328: AGRICULTURAL MARKETING**2 CREDITS**

The purpose of this course is to enable students to have a better understanding of the functioning of the agricultural marketing system and equip them with tools for analyzing the functioning and performance of agricultural marketing systems. Some topics in this course include: **Overview of Agricultural Marketing:** Definition and Scope; the marketing system and institutions; Problems in agricultural marketing. **Markets and Competition:** Concept of market and market structure: the static theory of perfect competition; the static theory of monopoly. **Group behaviour and pricing:** non-collusive oligopoly models; collusive oligopoly concepts; cartels; price leadership; price discrimination and price flexibility. **Non-price competition:** Theory of product differentiation. **Welfare issues in marketing:** Social choice mechanisms; Market failure and government intervention; Pricing public goods; Estimation of Marketing Costs, Marketing Margins and Market Efficiency; marketing Research. **Field case studies.**

AGRB 334: MANAGERIAL AND BUSINESS ECONOMICS**2 CREDITS**

The purpose of this course is to introduce students to the economic environment in which business operates and provide an understanding of how economic principles are applied in management and business. Some topics in this course include: The scope and Nature of Management and Business Economics; The firm and its environment; Alternative business objectives; Demand Estimation; Forecasting;

AGRB 491: RESEARCH PROJECT**3 CREDITS**

To help students carry out scientific research and present report on it. Some topics in this course include: This course will expose students to actual practical field research. Information collected based on literature search and a field survey will be analyzed and used to prepare a dissertation and a business plan.

AGRB 413 PLANTATION AND INDUSTRIAL CROPS**2 CREDITS**

To provide students with an understanding of plantation and industrial crops and the various management practices used in their production. Some topics in this course include: The origin, spread, uses, botany, ecology, agronomy, major pests and diseases, improvement, utilization and trade of major industrial and plantation crops in Ghana. Emphasis will be on cocoa, oil palm, rubber, shea, coconut, cotton, and sugarcane.

AGRB 415 ROOT AND TUBER CROPS**2 CREDITS**

To provide students with an understanding of Root and Tuber Crops and the various management practices used in their production. Some topics in this course include: The botany, ecology, agronomy, major pests and diseases, storage, utilization and trade of major root and tuber crops and plantain and bananas in Ghana.

AGRB 417 PROJECT PLANNING AND MANAGEMENT**2 CREDITS**

To equip students with the knowledge and skills in the analysis and planning of agricultural projects as well as writing of business plans for implementation. Some topics in this course include: The Concept of Project; Project cycle (Project identification, preparation, appraisal, implementation, evaluation). Process and participatory approaches to project planning and implementation; Measures of project worth: benefit-cost analysis, payback period, simple rate of return, discounting methods (net present value, internal rate of return). World Bank, DFID, and related tools for monitoring and evaluation of agricultural projects, Business Plan Preparation and implementation.

AGRB 423 FINANCIAL MANAGEMENT**2 CREDITS**

The general objective of the course is to foster an in-depth understanding of the application of financial management principles in the operation of an agribusiness firm. Some topics in this course include: This includes the use of financial statements, capital budgeting and risk management techniques and analysis of the impact of risk and time on business decisions. The regulatory framework and the financial institutions serving the farm and agribusiness sector will be discussed.

ACCT 425: MANAGEMENT ACCOUNTING**2 CREDITS**

The aim of this course is to acquaint students with the fundamental of managerial accounting to enable them use accounting information in managing an organization. Some topics in this course include: Management accounting techniques, Cost management process and planning, control and decision making. Cost Description by classification and purpose. Principles of costing and budgeting. Application of

principles in product and work in progress costing. Cost elements and breakeven analysis.

BSAD 427: INTERNATIONAL TRADE

2 CREDITS

The course is designed to provide the fundamental analytical framework, hypotheses and theorems required for an understanding of international economic relations, trade problems and policies options open to nations. Some topics in this course include: Introduction; the Theory of International Trade (Supply); the Theory of International Trade (Demand); the Dynamic Basis of Trade; the Balance of Payments; the Foreign Exchange Market; Elements in the Adjustment Process; the Price Mechanism in International Trade; Income and International Trade; Tariffs and International Trade; Economic Integration and International Trade.

AGRB 431 SEMINAR I

1 CREDIT

To help students streamline their final projects and develop skills for scientific presentation.

Content:

Students present the introduction, literature review and methodology of their projects after which they interact with Lecturers and colleague students for feedback.

AGRB 492: RESEARCH PROJECT

3 CREDITS

To help students carry out scientific research and present report on it. Information collected based on the field survey is analysed and presented in the form of a dissertation. Also, a complete business plan will be presented.

AGRB 422: RUMINANT PRODUCTION

2 CREDITS

This course will provide students with the knowledge in ruminant production. Some topics in this course include: Limitations to the small ruminant industry in Ghana and Government interventions to enhance the industry; reproductive wastage and factors that affect reproductive rates in small ruminants – litter size, young mortality and lambing/kidding interval; management practices – flushing, mating, creep feeding, weaning, castration, dehorning, spraying and drenching. Year round programming for a small ruminant enterprise; status of the dairy industry in Ghana; constraints to cattle milk and meat production in West Africa; factors affecting profitability of a dairy enterprise. Variations in normal lactation; factors affecting yield and composition of milk; dairy management; production systems in the tropics – extensive, semi-intensive and intensive.

AGRB 424 GRASSLAND MANAGEMENT

2 CREDITS

This course introduces students to various grassland management techniques. Some topics in this course include: Ecology (review)- definition, ecosystem concept and function, succession, range conditions, Vegetational zones of West Africa; the value of vegetation to livestock, factors affecting herbage intake; vegetation measurement- weight, cover, density, frequency and quality; Stocking

rate, carrying and grazing capacity, management and improvements of grasslands; re-seeding, fertilization, control of invading vegetation. Grazing management systems; Continuous, rotational, zero and creep grazing. Forage conservation; silage, hay.

AGRB 426 CURRENT ISSUES IN INTERNATIONAL AGRIBUSINESS 2 CREDITS

The objective of this course is to expose students to current trends in the field of agribusiness in international circles. Some topics in this course include: The origin and principal features of the World Trade Organization (WTO), its role and mandated ISO. The need for an ISO content variation and applicability to developed and developing countries, international trade and international commodity organizations. Alternatives and consequences of public policy in the agri-food system. Analysis of economic implications for food and agribusiness firms, farmers, consumers and society.

AGRB 428 AGRIBUSINESS STRATEGIC MANAGEMENT 2 CREDITS

This course aims at providing the student with strategic management techniques needed to manage agribusinesses. Some topics in this course include: Analysis of strategic management issues for agribusiness. Formulation of business strategy and solutions to strategic problems. Integration of operations, marketing, finance and human resource management.

AGRB 430 AGRIFOOD BUSINESS AND AGROPROCESSING 2 CREDITS

The purpose of the course is to introduce students to modern dynamics and trends in agrifood business. The course focuses on case studies to introduce students to methods and concepts in agrifood business and agro processing. Some topics in this course include: A Systems approach to agro industrial analysis: production chain linkages, micro policy linkages, institutional linkages, international linkages, Organization of Agrifood Business: vertical integration/differentiation, horizontal integration/differentiation, cooperative systems, outgrower systems. Case Studies:- Management strategies, Marketing strategies, Financing strategies: Egg Production Business, Chicken meat processing business, Palm Oil Processing, Pineapple Processing business, Grain processing business.

AGRB 434 INDUSTRIAL PSYCHOLOGY 2 CREDITS

This course provides the students with the fundamentals in Psychology to guide them in the management of agribusinesses after completion. Some topics in this course include: The course is about getting the best out of people to work in the changing world Human resource management principles for farms, agribusiness and food firms: Planning recruiting, training, scheduling, motivating, Supervising and evaluating. Labour regulations, compensation and records; other organizational topics covered include working in teams, managing change and human resource policy development.

BSAD 436 FUNDAMENTALS OF BUSINESS PLANNING AND POLICY 2 CREDITS

The course is designed to equip the students to think strategically, plan, strategize and implement business policies in the agribusiness sector. Some topics in this course include: The nature and importance of Business Policy and Planning: Policy and levels of planning: Strategic planning: Choosing the strategy, implementing the strategy. Evaluating the strategy: Annual plans: information system for planning; Contingency planning; the route to market entry; and Business plan; Term paper on Business Plan Preparation.

AGRB 432 SEMINAR II

1 CREDIT

To help students' present updates on their research projects (results and discussions) for feedback. Students present the results, discussion and conclusions of their project work.

DEPARTMENT OF AGRIBUSINESS FACULTY LIST

Full-time Faculty Members

1. **ABANDOH-SAM, ESTHER [LECTURER]**
MPhil (Human Nutrition), 2010, University of Ghana, Legon
BSc (Community Nutrition), 2006, University for Development Studies, Nyankpala

 2. **ANSONG, PETER FREMPONG [LECTURER]**
MPhil (Soil Science) 2012, University of Ghana
BEd (Chemistry), 2007, University of Education, Winneba

 3. **ASARE-BEDIAKO ANKRAH, [SENIOR LECTURER]**
PhD (Animal Nutrition), 2018, KNUST
MSc (Animal Nutrition), 2008, KNUST
BSc (General Agric), 1991, University of Cape Coast
Diploma (Education), (1991) University of Cape Coast

 4. **BARNIE, SAMUEL [LECTURER]**
PhD. ((Hydrology and Water resources), 2019, China University of Geoscience, Beijing
M.Sc (Water Resources Engineering and Management), 2010, KNUST
B.Sc (Hons) (Agricultural engineering), 2006, KNUST

 5. **BERKO FELICIA [LECTURER]**
MSc (Agric Econs) 2012, Kwame Nkrumah University of Science and Technology

 6. **NEIZER, KINGSLY EVANS [LECTURER]**
MPhil (Agric Econs), 2005, University of Cape Coast
BSc (General Agric), 1998, University of Cape Coast

 7. **OPOKU, EMMANUEL [LECTURER]**
MPhil (Agric Economics), 2010, KNUST
(General Agric), 2005, University of Cape Coast

 8. **OSEI, MARY OTIWAH [LECTURER]**
M.Phil(Crop Science) University of Ghana, Legon, 2012
-

Adjunct Faculty Members

9. **OSEI, J.K. [PROFESSOR]**
PhD, 1993 (Pennsylvania State University, USA).

 10. **AIDOO, ROBBERT [LECTURER]**
PhD (Agric Econs) 2010, Kwame Nkrumah University of Science and Technology
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SCHOOL OF BUSINESS

DEPARTMENT OF ACCOUNTING

Bachelor of Business Administration, Accounting

DEPARTMENT OF BANKING AND FINANCE

Bachelor of Business Administration, Banking & Finance

DEPARTMENT OF MANAGEMENT STUDIES

Bachelor of Business Administration, Human Resource Management

Bachelor of Business Administration, Management

Bachelor of Business Administration, Marketing

Diploma in Business Administration

SCHOOL OF BUSINESS

DEAN: Samuel Kanyandekwe

AG. HEAD, ACCOUNTING: Ocansey, Evans O.N.D

AG HEAD, BANKING & FINANCE Opoku, Ababio Kwaku

**AG. HEAD, MANAGEMENT STUDIES &
MARKETING** Abdulai Issaka

INTRODUCTION

For persons entering the business world, business studies is an exciting profession and offers a wide variety of opportunities and the School of Business, VVU is the place to start successful career in business.

OUR VISION

The vision of the School of Business is to be a centre of excellence for business education producing mature and successful graduates who think critically and creatively with high ethical and professional standards for service to God and humanity.

OUR MISSION

Our mission is to provide value-based business education in a Christian environment through a well-integrated academic programme.

OBJECTIVES

Generally, our ultimate aim is to develop students who are professionally qualified, socially responsible, ethically upright and functionally skilful to manage both business and non-business organizations. To this end, the following are our specific objectives:

- 1) To provide the student with a quality academic programme and with basic business skills required for initial job placement and retention.
- 2) To prepare and motivate students to become entrepreneurs and self-employed individuals seeking to generate wealth by exploiting resources creatively.
- 3) To offer specialized skills and tools for effective management of organizations.
- 4) To build a high degree of ethical and moral responsibility to the task one undertakes in the management of organisational functions.
- 5) To prepare and encourage Seventh-day Adventist students to serve as church workers and in positions of business leadership with organisations sponsored by this denomination.

- 6) To provide the necessary academic background for entrance into graduate degree programmes in business.
- 7) To assist students to get the necessary exemptions from Professional Associations such as ACCA, ICA, CIMA, CIM, ACIB, IHRM, CIB, CIAMC etc. by streamlining the BBA curriculum with the course offerings of the professional bodies.
- 8) To foster within all students a commitment to excellence, integrity and service in the workplace and to community.

PROGRAMMES OFFERED

The School of Business offers the following:

- ◆ BBA, Accounting
- ◆ BBA, Banking & Finance
- ◆ BBA, Human Resource Management
- ◆ BBA, Management
- ◆ BBA, Marketing
- ◆ HND 'Top –up' Programs (Accounting, Marketing, & Management)
- ◆ Diploma in Business Administration

CAREER OPPORTUNITIES

Job markets in our country, and around the world, are becoming increasingly competitive. However, for someone with the right qualifications and the right skills numerous avenues are open. Our graduates, year after year, have found job placements in private firms and companies, banks, non-governmental organisations (NGOs), church related organisations, hospitals, educational institutions and also governmental organisations. Some have found jobs in foreign countries and there are others who have become entrepreneurs and wealth creators. Refer to specific departments for job opportunities, career options and career paths for our BBA graduates.

ADMISSION REQUIREMENTS

1. Senior Secondary School Certificate Examination (SSSCE): An applicant for admission to a degree programme must have CREDITS in the THREE SSSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE SSSCE Elective Subjects or its equivalent with aggregate 24 or better. Grades A-D are considered to be passes while grade E is not considered as a pass and is therefore not acceptable for admission purposes.

2. West Africa Senior Secondary Certificate Exam (WASSCE): An applicant for admission to a degree programme must have CREDITS in the THREE WASSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE WASSCE Elective Subjects or its equivalent with aggregate 36 or better. Grades A1 - C6 are considered to be passes while D7, E8 and F9 are not considered as passes and are therefore not acceptable for admission purposes.
3. GCE 'O' Level: An applicant must have five (5) credits including English Language and Mathematics plus at least two (2) GCE 'A' Level passes and a pass in the General Paper.
4. HND holders from recognized institutions with at least second class upper division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed.
5. Diploma certificates from recognized Universities with second class upper division may be considered for admission into level 100 or 200 in their area of specialization depending on the subjects passed.
6. International Students having equivalent qualifications as stated in (a), (b) or (c) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. Mature Students: Applicants must have attained the age of 25 years at the time of submitting the application, with at least THREE (3) years relevant working experience.

EITHER

FIVE (5) credits at O' Level in English Language and Mathematics.

OR

Credit passes in the mature entrance examination in English, Mathematics and General Paper.

The mature applicants must pass an interview before getting admission.

Only students who have fulfilled all entry requirements at the time of application shall be considered for admission.

BBA DEGREE REQUIREMENTS

A. GENERAL EDUCATION	36
B. BBA REQUIRED CORE	51

C. AREAS OF OPTIONS

- [Management, Human Resource Management, Marketing] 33
- [Banking and Finance] 35
- [Accounting] 38

D. BBA Cognate Requirement 11

E. Practicum and Senior Research Project 09

Total Credits Hours

Management, Human Resource Management, Marketing 140

Banking and Finance 142

Accounting 145

SPECIAL HND TOP-UP DEGREE PROGRAMME

Minimum Admission Requirements:

- HND from a recognised Polytechnic with at least a Second-Class Lower:
- Candidates for admissions to the 'top-up' programme must have at least two years substantive experience that may be evidence through CV review, applicant interview, or employer recommendations; and
- The desired top-up degree programme should correspond with the candidate's HND specialization as follows:

Top-up Degree Programme	HND Specialization
BBA (Accounting Option)	HND Accounting
BBA (Marketing Option)	HND Marketing
BBA (Management option)	HND Management

Requirements for Graduation:

The total credits required for the top-up Bachelor of Business Administration (BBA) degree is 71 credits. Hence, a student is required to fulfil the following:

General Education Requirements	21
BBA Required Core	27
Areas of Options	15
BBA Cognate Requirement	08
Total Credits Hours	71

DIBM DIPLOMA REQUIREMENTS

Applicants for the Diploma in Business Administration are expected to have met the following prerequisites:

SSCE Holders:

- i. Six passes (A-D) in all subjects, including English Language and Mathematics; and
- ii. At least three (3) of the passes must be relevant to the area of specialisation.

WASSCE Holders:

- i. Six passes (A1-D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.

Mature Applicants:

Mature applicants must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application; will be required to take and pass an entrance examination in English Language, Mathematics and General Paper. Candidates will also be required to attend an interview to determine their eligibility for the programme.

A. GENERAL EDUCATION	21
CLUSTER 1: Language and Communication	6
ENGL 121 Language & Writing Skills 1	2
ENGL 122 Language & Writing Skills 2	2
CMME 105 Introduction to Communication Skills	2
CLUSTER 2. Behavioural and Social Science	3
SOC1105 Principles of Sociology	3
OR	
PSYC105 Introduction to Psychology	3
CLUSTER 3. Religion, Theology and Philosophy	9
RELB163 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Biblical Foundation of Ethics	3

CLUSTER 4. Health and Physical Education	3
BIOL 140 Human Body in Health & Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 5. Counselling, Career Planning, Human Development	NC
GNED230 Career Exploration and Planning	OR
OR	
GNED468 Job Search Strategies and Techniques (optional)	NC

Components of the Top-up [Marketing Option]

B. BUSINESS REQUIRED CORE	27
ACCT 210 Intro to Accounting	3
MKTG 335 Service Marketing	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 497 Senior Research Project 1	3
BSAD 498 Senior Research Project 2	3
C. MARKETING OPTION	15
MKTG 465 Brand Management	3
MKTG 480 Strategic Marketing Management	3
MKTG 455 Marketing Research	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
MKTG 350 Strategic Marketing Management	3
MGNT 325 Material & Supply Chain Management	3
BSAD 460 E-Commerce	3
MKTG 435 Channels of Distribution	3
MKTG 460 Export Administration	3
MKTG 470 Integrative Case Study in Marketing	3
MKTG 490 Seminar in Marketing	3
E. BBA COGNATE	8
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

Components of the Top-up [Accounting Option]

B. BUSINESS REQUIRED CORE	27
MKTG 250 Principles of Marketing	3
ACCT 476 Microcomputer Application	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 497 Senior Research Project 1	3
BSAD 498 Senior Research Project 2	3
C. ACCOUNTING OPTION	15
ACCT 450 Corporate Reporting	3
ACCT 430 Investment & Portfolio Management	3
ACCT 485 Accounting Information System	3
Electives	6

Six hours of electives is to be selected from the following courses:

ACCT 470 Integrative Case Study in Accounting	3
ACCT 490 Seminar in Accounting	3
ACCT 445 Government & Institutional Accounting	3
BSAD 460 E-Commerce	3

D. BBA COGNATE	08
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

Components of the Top-up [Management Option]

B. BUSINESS REQUIRED	27
ACCT 210 Intro to Accounting	3
MNGT 480 Total Quality Management	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3

C. MANAGEMENT OPTION	15
MGNT 340 International Business	3
MGNT 350 Managerial Leadership	3
MGNT 360 Production & Operations Management	3
Electives	6

Six hours of electives is to be selected from the following courses:

MGNT 335 Management and Society	3
MGNT 325 Material and Supply Chain Management	3
MGNT 415 Organizational Theory & Design	3
MGNT 370 Project Planning & Management	3
BSAD 460 E-Commerce	3
MGNT 470 Integrative Case Study in Management	3
MGNT 490 Seminar in Management	3

D. BBA COGNATE	8
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

HND TOP-UP BBA PROGRAMME SCHEDULE

[MANAGEMENT OPTION]

1 st Semester	Credits	2 nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language & Writing Skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Prin. Of Christian Faith	3
SOCI 105 Introduction to Sociology OR	3	ACCT 210 Intro. to Accounting	3
PSYC 105 Intro. to Psychology		STAT 371 Statistical Methods I	2
BIOL 140 Human Body in Health OR	3	BSAD 325 Business Communication	3
HLTH 200 Health Principles		COCS 202 Database Applications	2
HRMA 235 Human Resource Management	3	CMME 105 Introduction to Communication skills	2
COSC 201 Spread Sheet		Total	
Total	2 16		17
3 rd Semester	Credits	4 th Semester	Credits
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 372 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small Bus	3
MGNT 480 Total Quality Management	3	MGNT 360 Production & Operations Management	3
MGNT 340 International Business	3	BSAD 498 Senior Research Project 2	3
MGNT 350 Managerial Leadership	3	GNEB 468 Job Search Strategies	
GNEB 230 Career Exploration & Planning	NC	Electives	NC
RELB 385 Biblical Foundation of Ethics	3		6
BSAD 497 Senior Research project 1		Total	
Total	3 20		18

HND TOP-UP BBA PROGRAMME SCHEDULE

[MARKETING OPTION]

1 st Semester	Credits	2 nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language & Language skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Prin. Of Christian Faith	3
SOCI 105 Introduction to Sociology OR	3	ACCT 210 Intro to Accounting	3
PSYC 105 Intro. to Psychology		STAT 371 Statistical Methods I	2
BIOL 140 Human Body in Health OR	3	BSAD 325 Business Communication	3
HLTH 200 Health Principles		COCS 202 Database Applications	2
HRMA 235 Human Resource Management	3	CMME 105 Introduction to Communication Skills	2
COSC 201 Spread Sheet	2		
Total	16	Total	17
3 rd Semester	Credits	4 th Semester	Credits
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 372 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small Bus	3
MKTG 335 Service Marketing	3	MKTG 455 Marketing Research	3
MKTG 480 Strategic Marketing Management	3	BSAD 499 Senior Research Project 2	3
GNED 230 Career Exploration & Planning	NC	GNED 468 Job Search Strategies	NC
RELB 385 Biblical Foundation of ethics	3	Electives	6
BSAD 498 Senior Research Project 1	3		
MKTG 465 Brand Management	3		
Total	20	Total	18

HND TOP-UP BBA PROGRAMME SCHEDULE

[ACCOUNTING OPTION]

1st Semester	Credits	2nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language and Writing Skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Principles of Christian Faith	3
SOCI 105 Principles of Sociology OR	3	MKTG 250 Principles of Marketing	3
PSYC 105 Introduction to Psychology		ACCT 311 Intermediate Accounting I	3
BIOL 140 Human Body in Health OR	3	ACCT 331 Cost & Mgt. Accounting I	3
HLTH 200 Health Principles		COSC 202 Database Applications	2
HRMA 235 Human Resource Mgt.	3	CMME 105 Introduction to Communication skills	2
COSC 201 Spreadsheet	2		
Total	16	Total	18
3rd Semester		4th Semester	
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
ACCT 312 Intermediate Accounting II	3	BSAD 435 Entrepreneurship & SB Mgt.	3
ACCT 476 Microcomputer Apps in Acct/Fin.	3	ACCT 450 Corporate Reporting	3
ACCT 332 Cost & Mgt. Accounting II	3	GNED 468 Job Search Strategies	NC
GNED 230 Career Exploration & Planning	NC	ACCT 405 Auditing	3
BSAD 385 Christian Business Ethics	3	ACCT 485 Accounting Infor. Systems	3
BSAD 497 Senior Research Project 1	3	BSAD 498 Senior Research Project 2	3
		ACCT 445 Governmental Accounting	3
Total	18	Total	21

DEPARTMENT OF ACCOUNTING

INTRODUCTION

Welcome to the Department of Accounting, Valley View University. As a department in the leading Christian university in Ghana, we train our students to exercise ethical judgment in the application of accounting knowledge. As a result, we ensure a healthy balance between ethics, mental knowledge, research and practice

Our graduates are conversant with current trends in Accounting because the course contents are constantly updated to suit the ever-changing business environment. These course contents are harmonized with those of the professional accounting bodies to ensure that our students qualify for certain exemptions from professional courses. The BBA Accounting programme also prepares students to work effectively in corporate organizations.

MISSION STATEMENT

The accounting department exists to achieve excellence in accounting education through teaching, research and ethics.

OBJECTIVES

Thus, the specific objective of the accounting programme is to develop graduates who will

- a. have a high level of proficiency, skill and ability in accounting principles
- b. be able to apply appropriate problem-solving methodologies to the analysis and solution of accounting/financial problems.
- c. be able to demonstrate personal discipline, moral and social responsibility.
- d. have a positive attitude toward business functions and appreciate the value of hard work to achieve advancement in the accounting profession.
- e. continue their professional education in accounting.

PROGRAMS OFFERED

BBA Accounting

CAREER OPPORTUNITIES

Job markets in our country, and around the world, are becoming increasingly competitive. However, for someone with the right qualifications and the right skills numerous avenues are open. Our graduates, year after year, have found job placements in private firms and companies, banks, non-governmental organisations (NGOs), church related organisations, hospitals, educational institutions and

governmental organisations. Some have found jobs in foreign countries and there are others who have become entrepreneurs and wealth creators. Some of the many job opportunities, career options and career paths for our BBA Accounting graduates are given below:

CAREER PATH	ACCOUNTING
Entry Level Career	Accountants Cashiers Auditing Interns Cost Accountants Tax Executives, Bookkeepers
Middle Level Career	Controller of Accounts Chief Cashiers Staff Auditors Cost Analysts
Senior Level Career	Chief Accountants Chief Auditors Cost Consultants Tax Consultants
Professional Qualification after BBA	ACCA/ICA CMA,CIMA CPA
Academic Qualification after BBA	MBA, MSc, MPhil.

BBA ACCOUNTING DEGREE REQUIREMENTS

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	36
B	Business Required Core	51
C	Specialization <i>Accounting Option (32) Electives (6)</i>	38
D	BBA Cognate Requirement	11
E	Practicum and Senior Research Project	09
	Total	145

A. GENERAL EDUCATION REQUIREMENTS

CLUSTER 1: Language and Communication	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2

FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
PSYC 105 Introduction to Psychology,	3
OR	
SOCI 105 Introduction to Sociology	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	6
COSC 117 Fundamentals of Computing Skills	3
MATH 181 Business Mathematics	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical ActivityNC	
BIOL 140 Human Body in Health and Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 6: Counselling, Career Planning	NC
GNED 125 Study Skills (Mandatory)	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies	2
B. BUSINESS REQUIRED CORE	51
ACCT 121 Financial Accounting I	3
ACCT 122 Financial Accounting II	3
ACCT 476 Microcomputer Application in Accounting & Finance	3
BKFN 210 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 241 Business Law I [Commercial]	3
BSAD 242 Business Law II [Company]	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
ECON 225 Principles of Microeconomics	3

ECON 226 Principles of Macroeconomics	3
HRMA 235 Human Resource Management	3
MGNT 255 Principles of Management	3
MKTG 250 Principles of Marketing	3
ACCT 487 Management and Accounting Information Systems	3
C. ACCOUNTING OPTION	32
ACCT 213 Financial Reporting I	3
ACCT 214 Financial Reporting II	3
ACCT316 Financial Reporting III	3
ACCT 331 Cost & Management Accounting I	3
ACCT 332 Cost & Management Accounting II	3
ACCT 341 Taxation I	2
ACCT 342 Taxation II	2
ACCT 321 Auditing I	2
ACCT 322 Auditing II	2
ACCT451 Corporate Reporting I	3
ACCT452 Corporate Reporting II	3
ACCT447 Public Sector Accounting	3
D. ELECTIVE COURSES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
ACCT 440 Financial Management	3
ACCT 470 Integrative Case Study in Accounting	3
ACCT455 Business Ethics and Corporate Governance	3
ACCT 490 Seminar in Accounting	3
BSAD 460 E-Commerce	3
E. BBA COGNATE	11
COSC 201 Business Spreadsheet	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2
F. BUSINESS PRACTICUM [INTERNSHIP] & SENIOR RESEARCH PROJECT I & II	9

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language & Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
MATH 181 Business Mathematics	3	ACCT 122 Financial Accounting II	3
COSC 117 Fundamentals of Computer Skills	3	SOCI 105 Principles of Sociology OR	3
ACCT 121 Financial Accounting I	3	PSYC 105 Introduction to Psychology	
PEAC 105 Physical Activity	NC	BIOL 140 Human Body in Health OR	3
RELB 163 Life and Teaching of Jesus	3	HLTH 200 Health Principles	
GNED 125 Study skills	NC	MATH 182 Introductory Calculus	3
FREN 121 French for General Communication	2	FREN 122 French for General Communication	2
CMME 115 Introduction to Communication Skills	2		
TOTAL CREDITS	18	TOTAL CREDITS	16

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON 225 Principles of Microeconomics I	3	ECON 226 Principles of Macroeconomics	3
MGNT255 Principles of Management	3	RELB 251 Principles of Christian Faith I	3
COSC 201 Intro to Spreadsheet	2	HRMA 235 Human Resource Management	3
ACCT 213 Financial Reporting I	3	COSC202 Database Application	2
MKTG 250 Principles of Marketing	3	ACCT 214 Financial Reporting II	3
African studies	1	African studies	1
BSAD 241 Business Law	3	BSAD 242 Company Law	3
TOTAL CREDITS	18	TOTAL CREDITS	18

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 325 Business Communication	3	BSAD 330 Quantitative Methods	3
RELT 385 Biblical Foundations of Ethics	3	STAT 372 Statistical Methods II	2
STAT 371 Statistical Methods I	2	BSAD 305 Business Research	3
BKFN 210 Business Finance	3		
ACCOUNTING OPTION			
ACCT 331 Cost & Management Accounting I	3	ACCT 318 Financial Reporting III	3
ACCT 341 Taxation I	2	ACCT 332 Cost & Management Accounting II	3
ACCT 321 Auditing I	2	ACCT 342 Taxation II	2
		ACCT322 Auditing II	2
TOTAL CREDITS	18	TOTAL CREDITS	18

SUMMER	
COURSE	CREDITS
BSAD 490 Business Practicum	3

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 497 Senior Research Project I	3	BSAD 480 Strategic Management	3
RELB 451 Bible & Family Dynamics	3	BSAD 435 Entrepreneurship and Small Business	3
ACCOUNTING OPTION			
ACCT487: Management and Accounting Information Systems	3	ACCT 452 Corporate Reporting II	3
ACCT 447 Public Sector Accounting	3	ACCT 476 Microcomputer Application in Accounting and Fin	3
ACCT 451 Corporate Reporting I	3	BSAD 498 Senior Research Project II	3

Elective (Business Ethics and Corporate Governance)	3	Elective (ACCT 440 Financial Management)	3
TOTAL CREDITS	18	TOTAL CREDITS	18

MINOR IN ACCOUNTING

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3
ACCT	121	Financial Accounting I	3
ACCT	122	Financial Accounting II	3
MGNT	255	Principles of Management	3
MKTG	250	Principles of Marketing	3
BKFN	210	Business Finance	3
			18

ACCOUNTING OPTION

ACCT	213	Financial Reporting I	3
ACCT	214	Financial Reporting II	3
ACCT	331	Cost & Managerial Accounting I	3
ACCT	332	Cost & Managerial Accounting II	3
ACCT	476	Microcomputer Application in Acc.& Finance	3
			15

ELECTIVE (Choose any one of the following):

ACCT	341	Taxation I	3
ACCT	321	Auditing I	3
			6

DIPLOMA IN BUSINESS ADMINISTRATION

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 101 Introduction to Business Studies	3	DIBM 102 Fundamentals of Management	3
DIBM 103 Fundamentals of Accounting I	3	DIBM 104 Fundamentals of Accounting II	3
DIBM 107 Business Mathematics	3	DIBM 108 Business Communication	3

DIBM 109 Introduction to Microeconomics	3	DIBM 110 Introduction to Macroeconomics	3
ENGL 111 English Language and Writing Skills	3	DIBM 112 Principles of Marketing	3
GNED 125 Study Skills	NC	COSC 117 Fundamentals of Computing Skills	3
RELB 163 Life and Teaching of Jesus	3		
TOTAL CREDITS	18	TOTAL CREDITS	18

SUMMER	
COURSE	CREDITS
DIBA 144 Industrial Attachment	3

NB: ATTACHMENT IS A MINIMUM OF TEN (10) WEEKS

SECOND YEAR

***Students aspiring to do a top up in Banking and Finance should select DIBM 206 Course Sequence – Semester by Semester layout**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 201 Introduction to Public Administration	3	*DIBM 206 Economics of Banking/ DIBM 202 Principles of Financial Management	3
DIBM 203 Office Practice and Administration	3	DIBM 204 Operations Management	3
DIBM 205 Commercial Law	3	DIBM 210 Customer Relationship Management	3
DIBM207 Human Resource Management	3	DIBM 212 Fundamentals of Cost Accounting	3
DIBM 209 Introduction to Business Finance	3	DIBM 214 Entrepreneurship and Small Business Management	3
DIBM 211 Basic Statistics	3	GEND 230 Career Exploration and Planning.	NC
PEAC 105 Physical Activity	NC	RELB 251 Principles of Christian Faith	3
TOTAL CREDITS	18	TOTAL CREDITS	18

TOP UP ACCOUNTING FOR DIPLOMA STUDENTS

FIRST SUMMER	
COURSE	CREDITS
MATH 182 Introductory Calculus	3
COSC 201 Introduction to Spread Sheet	2
COSC202 Database Application	2
African Studies I	1
African Studies II	1
STAT372 Statistical Methods II	2
TOTAL CREDITS	11

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 105 Introduction to Psychology/SOCI 105 Introduction to Sociology	3	BSAD 330 Quantitative Methods for Business Decisions	3
RELT 385 Biblical Foundation of Ethics	3	BSAD 305 Business Research Methods	3
HLTH 200 Health Principles	3	BSAD 242 Company Law	3
ACCOUNTING OPTION			
ACCT213 Financial Reporting I	3	ACCT342 Taxation II	2
ACCT341 Taxation I	2	ACCT322 Auditing II	2
ACCT321 Auditing I	2	ACCT332 Cost and Management Accounting II	3
		ACCT214 Financial Reporting II	3
TOTAL CREDITS	16	TOTAL CREDITS	19

SECOND SUMMER	
COURSE	CREDITS
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 105 Introduction to communication skills	2
ENGL 112 Language and Writing Skills II	2
ACCT318 Financial Reporting III	3
TOTAL CREDITS	11

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 497 Senior Research Project I	3	BSAD 480 Strategic Management	3
RELT 451 Bible and Family Dynamics	3	BSAD 498 Senior Research Project II	3
ACCOUNTING OPTION			
ACCT487 Management and Accounting Information Systems	3	ACCT452 Corporate Reporting II	3
ACCT447 Public Sector Accounting	3	ACCT476 Microcomputer Applications in Accounting and Finance	3
ACCT451 Corporate Reporting I	3	Elective (ACCT440 Financial Management)	3
Elective (ACCT455 Business Ethics and Corporate Governance)	3	Job Search	NC
TOTAL CREDITS	18	TOTAL CREDITS	16

DEPARTMENT OF BANKING & FINANCE

INTRODUCTION

We are a dynamic Department that offers a unique academic and professional program in Banking and Finance. We take pride in being accommodating, flexible, and committed to maintaining the heritage of academic quality, while providing our students with the skills they need to succeed in the dynamic Banking & Finance environment. The qualification from this department provides students with knowledge in Banking & Finance and prepares them with the necessary organizational skills to serve in public and private financial systems and for further studies.

MISSION STATEMENT

The mission of the Department of Banking and Finance is to fulfil the need for qualified members in the field of banking and finance, and to prepare ethically and morally skilled personnel to work in different finance and banking sectors.

OBJECTIVE

Our objective is to provide the Finance & Banking industry with high quality professional graduates who are competitive in leadership and research and endowed with Christian values and virtues for the nation and the world as large.

PROGRAMS OFFERED

The BBA (Banking & Finance Option)

CAREER OPPORTUNITIES

Job markets in our country, and around the world, are becoming increasingly competitive. However, for someone with the right qualifications and the right skills numerous avenues are open. Our graduates, year after year, have found job placements in private firms and companies, banks, non-governmental organizations (NGOs), church related organizations, hospitals, educational institutions and governmental organizations. Some have found jobs in foreign countries and there are others who have become entrepreneurs and wealth creators. Some of the many job opportunities, career options and career paths for our BBA (Banking & Finance option) graduates are given below:

CAREER PATH	BANKING AND FINANCE OPTION
Entry Level Career	Bank Clerks Banking Exec. Bank Accountant Investment Exec.
Middle Level Career	Branch Managers Portfolio Planners Investment Officer
Senior Level Career	Bank Managers Portfolio Managers Investment – Consultants Financial – Consultants Bankers
Professional Qualification after BBA	ACIB
Academic Qualification after BBA	MBA, MSc., MPhil

BBA BANKING & FINANCE DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	35
Banking and Finance Option (29)	
Electives (6)	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	9
Total Credits Hours	142
A. GENERAL EDUCATION REQUIREMENTS	36
CLUSTER 1: Language and Communication	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
PSYC 105 Introduction to Psychology,	3
OR	
SOC1 105 Introduction to Sociology	3

CLUSTER 3: Natural and Physical Sciences, Mathematics	6
COSC 117 Fundamentals of Computing Skills	3
MATH 181 Business Mathematics	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical ActivityNC	
BIOL 140 Human Body in Health and Disease	3
OR	
HLTH 200 Health Principles	3
CLUSTER 6: Counselling, Career Planning	NC
GNED 125 Study Skills (Mandatory)	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies	2
B. BUSINESS REQUIRED CORE	51
ACCT 121 Financial Accounting I	3
ACCT 122 Financial Accounting II	3
ACCT 476 Microcomputer Application in Accounting & Finance	3
BKFN 210 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 241 Business Law I [Commercial]	3
BSAD 242 Business Law II [Company]	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
ECON 225 Principles of Microeconomics	3
ECON 226 Principles of Macroeconomics	3
HRMA 235 Human Resource Management	3
MGNT 255 Principles of Management	3
MKTG 250 Principles of Marketing	3
MKTG 250 Principles of Marketing	3
C. BANKING AND FINANCE OPTION	35
BKFN 440 Advanced Financial Management	3

BKFN 320 Law Relating to Banking	3
BKFN 325 Banking Operations: Practices, Treasury Mgt. and Ethics	3
BKFN 340 Finance of International Trade	3
BKFN 350 Monetary and Financial Systems	3
BKFN 460 Financial Reporting: Planning and Analysis	3
BKFN 326 Credit Administration and Lending Practices	3
BKFN 102 Economics of Banking	2
BKFN 375 Marketing of Financial Products and Services	3
BKFN 430 Investment and Portfolio Management	3
D. ELECTIVE COURSES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
BKFN 335 Central Banking Practices and Monetary Policy	3
BKFN 420 E-Banking	3
BKFN 425 Microfinance & Rural and Community Banking (RCB) Operations in Ghana	3
BKFN 470 Integrative Case Study in Banking and Finance	3
BKFN 490 Contemporary Issues in Banking and Finance	3
E. BBA COGNATE	11
COSC 201 Business Spreadsheet	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2
F. PRACTICUM AND SENIOR RESEARCH PROJECT	9
BSAD 390 Business Practicum (Internship)	3
BSAD 497 Senior Research Project I	3
BSAD 498 Senior Research Project II	3

Prerequisites—Students must complete all prerequisites with a grade not less than a ‘C’.

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language & Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
MATH 181 Business Mathematics	3	FREN 121 French for General Communication II	2
COSC 117 Fundamentals of Computer Skills	3	SOCI 105 Principles of Sociology OR PSYC 105 Introduction to Psychology	3
FREN 110 French for General Communication I	2	BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3
PEAC 105 Physical Activity	NC	MATH 182 Introductory Calculus	3
RELB 163 Jesus & the Gospels	3	ACCT 122 Financial Accounting II	3
GNED 125 Study skills	NC	BKFN 102 Economics of Banking	2
Introduction to Communication Skills	2		
ACCT121 Financial Accounting I	3		
TOTAL CREDITS	18	TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON 225 Principles of Microeconomics	3	ECON 226 Principles of Macroeconomics	3
MGNT255 Principles of Management	3	BSAD 242 Business Law II	3
COSC 201 Introduction to Spread Sheet	2	HRMA 235 Human Resource Management	3
BSAD 241 Business Law I	3	RELB 251 Principles of Christian Faith I	3
BKFN 210 Business Finance	3	COSC202 Database Application	2
MKTG 250 Principles of Marketing	3	African Studies	1
African Studies	1		
TOTAL CREDITS	18	TOTAL CREDITS	15

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 325 Business Communication	3	BSAD 330 Quantitative Methods	3
RELT 385 Biblical Foundations of Ethics	3	STAT 372 Statistical Methods II	2
STAT 371 Statistical Methods I	2	BSAD 305 Business Research	3
BANKING & FINANCE OPTION			
BKFN 325 Banking Operations: Practices, Treasury Mgt. & Ethics	3	BKFN 340 Finance of International Trade	3
BKFN 375 Marketing of Financial Services and Products	3	BKFN 350 Monetary and Financial Systems	3
BKFN 326 Credit Administration and Lending Practices	3	BKFN 320 Law Relating to Banking	3
TOTAL CREDITS	17	TOTAL CREDITS	17

SUMMER	
COURSE	CREDITS
BSAD 490 Business Practicum	3

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BKFN 315 Insurance and Risk Management	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	BSAD 435 Entrepreneurship and Small Business	3
RELB 451 Bible and Family Dynamics	3	BSAD 498 Senior Research Project II	3
BKFN 430 Investment & Portfolio Management	3	ACCT 476 Microcomputer Applications	3
BANKING & FINANCE OPTION			
BKFN 440 Advanced Financial Management	3	BKFN 460 Financial Reporting: Planning and Analysis	3
Elective	3	Elective	3

TOTAL CREDITS	18	TOTAL CREDITS	18
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MINOR IN BANKING AND FINANCE

A student at Valley View University may opt for a minor program in the Department of Banking & Finance. This is part of the unique opportunity granted to students by the University. The minor program is aimed at preparing the graduate for a reasonable number of exemptions in a professional program and also to qualify for admission into a graduate program. The minor program requires a two-semester course load. The BBA Required Core is to be taken by students coming from other Schools besides the School of Business but who desire to undertake a minor program in any Department within the School of Business.

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3
ACCT	222	Financial Accounting I	3
ACCT	224	Financial Accounting II	3
MGNT	255	Principles of Management	3
MKTG	250	Principles of Marketing	3
BKFN	210	Business Finance	3
			18

BANKING & FINANCE OPTION

BKFN	320	Law Relating to Banking	3
BKFN	326	Credit Administration and Lending Practices	3
BKFN	340	Finance of International Trade	3
BKFN	325	Banking Operations Practices Treasury Management and Ethics	3
BKFN	440	Advanced Financial Management	3
BKFN	350	Monetary and Financial Systems	3
			18

ELECTIVE (Choose any one of the following):

BKFN	425	Microfinance & Rural and Community Banking Operations in Ghana	3
BKFN	430	Investment and Portfolio Management	3
BKFN	460	Financial Reporting - Planning and Analysis	3
			3

TOP UP ACCOUNTING FOR DIPLOMA STUDENTS

FIRST SUMMER	
COURSE	CREDITS
MATH 182 Introductory Calculus	3
COSC 201 Introduction to Spread Sheet	2
COSC202 Database Application	2
African Studies I	1
African Studies II	1
TOTAL CREDITS	9

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 105 Introduction to Psychology/SOCI 105 Introduction to Sociology	3	BSAD 330 Quantitative Methods for Business Decisions	3
RELT 385 Biblical Foundation of Ethics	3	STAT 372 Statistical Methods II	2
HLTH 200 Health Principles	3	BSAD 305 Business Research Methods	3
		BSAD 242 Company Law	3
BANKING & FINANCE OPTION			
BKFN 320 Law Relating to Banking	3	BKFN 340 Finance of International Trade	3
BKFN 325 Banking Operations: Practices, Treasury Mgt. & Ethics	3	BKFN 350 Monetary and Financial Systems	3
BKFN 375 Marketing of Financial Services and Products	3	BKFN 326 Credit Administration and Lending Practices	3
TOTAL CREDITS	18	TOTAL CREDITS	20

SECOND SUMMER	
COURSE	CREDITS
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 105 Introduction to communication skills	2
ENGL 112 Language and Writing Skills II	2
TOTAL CREDITS	8

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BKFN 315 Insurance and Risk Management	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	BSAD 498 Senior Research Project II	3
RELB 451 Bible and Family Dynamics	3	ACCT 476 Microcomputer Applications	3
BKFN 430 Investment & Portfolio Management	3	BSAD 435 Entrepreneurship and Small Business	3
BANKING & FINANCE OPTION			
BKFN 440 Advanced Financial Management	3	BKFN 460 Financial Reporting: Planning and Analysis	3
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	18

DEPARTMENT OF MANAGEMENT STUDIES

INTRODUCTION

The Department of Management Studies is distinguished with a proud history of being the first department with two main options in the School of Business, Valley View University: Management and Human Resource Management. Our proficient, dedicated, dexterous, staunch faculty and staff are united in believing that the fundamental purpose of education is to develop thinking men and women who integrate knowledge and application with high moral values.

MISSION STATEMENT

The mission of the Department of Management Studies is to provide high-quality, relevant, and varied educational programs for intellectual, spiritual, cultural, economic and personal growth that promote individual development and improve the overall quality of life.

It thrives on the principles that knowledge is acquired through discipline, competence is established when knowledge is tempered by experience, and character is developed when competence is exercised for the service and benefit of others, in Ghana and the global community.

OBJECTIVES

- ◆ To provide opportunities for acquisition of skills and knowledge for job placement.
- ◆ To provide career programs that meets the needs of students and employers.
- ◆ To inculcate in students the ethics of Christian living and love for all humanity.
- ◆ To provide undergraduate course-work designed to develop learning proficiencies and to cultivate the values and perspectives of educated citizens.
- ◆ To challenge students to develop their talents, intellectual interests, and creative abilities need for self-employment.
- ◆ To provide the impetus for a lifelong commitment to, and enthusiasm for, learning and research for entrance into graduate programs.
- ◆ To instill in students a willingness to address difficult societal issues with honesty, civility, and practicality.
- ◆ To enrich the minds of students by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it.

PROGRAMS OFFERED

The Department offers Bachelor of Business Administration (BBA) with two degree options:

- ◆ Management
- ◆ Human Resource Management; and a
- ◆ Diploma in Business Administration

CAREER OPPORTUNITIES

Job markets in our country, and around the world, are becoming increasingly competitive. However, for someone with the right qualifications and the right skills numerous avenues are open. Our graduates, year after year, have found job placements in private firms and companies, banks, non-governmental organisations (NGOs), church related organisations, hospitals, educational institutions and also governmental organisations. Some have found jobs in foreign countries and there are others who have become entrepreneurs and wealth creators. Some of the many job opportunities, career options and career paths for our BBA (Management & Human Resource Management) graduates are given below:

CAREER PATH	HUMAN RESOURCE OPTION	MANAGEMENT OPTION
Entry Level Career	Human Resource Officer Recruiting Officer Labour Relations Officer, Welfare Officer Training Officer	Management, Interns Supervisors Works Manager Office Executive Personal Assistants Office Secretaries Admin Assistants
Middle Level Career	Personnel Manager Recruiting Manager Labour Relations-Manager Welfare Administrator Training/Development Manager	Office -Administrator Exec. Secretaries Admin Officers
Senior Level Career	General Manager HRM Director HRM	General Manager Managing Director Chief Exec. Officer
Professional Qualification after BBA	IHRM	CIA, IMP

Academic Qualification after BBA	MBA, MSc, MPhil, PhD	MBA, MSc, MPhil, PhD
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BBA [HUMAN RESOURCE MGNT. & MANAGEMENT] DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	33
Management / Human Resource Option (27)	
Electives (6)	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	9
Total Credits Hours	140

A. GENERAL EDUCATION REQUIREMENTS

CLUSTER 1: Language and Communication	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
PSYC 105 Introduction to Psychology,	3
OR	
SOC1 105 Introduction to Sociology	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	6
COSC 117 Fundamentals of Computing Skills	3
MATH 181 Business Mathematics	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical ActivityNC	
BIOL 140 Human Body in Health and Disease	3
OR	
HLTH 200 Health Principles	3

CLUSTER 6: Counselling, Career Planning	NC
GNED 125 Study Skills (Mandatory)	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies	2
B. BUSINESS REQUIRED CORE	51
ACCT 121 Financial Accounting I	3
ACCT 122 Financial Accounting II	3
MGNT 480 Total Quality Management (TQM)	3
BKFN 210 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 241 Business Law I [Commercial Law]	3
BSAD 242 Business Law II [Company Law I]	3
BSAD 435 Entrepreneurship and Small Business Magt.	3
BSAD 480 Strategic Management	3
ECON 225 Principles of Microeconomics	3
ECON 226 Principles of Macroeconomics	3
HRMA 235 Human Resource Management	3
MGNT 255 Principles of Management	3
MGNT 425 Management Information Systems/	
HRMA 425 Human Resource Info. Systems	3
MKTG 250 Principles of Marketing	3
C. AREAS OF OPTIONS	33
<i>(One of the following options is to be selected)</i>	
MANAGEMENT OPTION	27
MGNT 315 Insurance and Risk Management	3
MGNT 325 Material and Supply Chain Management	3
MGNT 340 International Business	3
MGNT 350 Managerial leadership	3
MGNT 460 Production and Operations Management	3
MGNT 415 Organizational Theory and Design	3
MGNT 360 Organizational Behaviour	3
MGNT 370 Project Planning and Management	3
ECON 320 Managerial Economics	3
ELECTIVES	6
Six hours of electives is to be selected from the following courses:	
BSAD 460 E-Commerce	3
MGNT 335 Management and Society	3

MGNT 470 Integrative Case Study in Management	3
MGNT 490 Seminar in Management	3
MGNT 337 Service Management	3
HUMAN RESOURCE MANAGEMENT OPTION	27
HRMA 315 Human Resource Planning	3
HRMA 325 Human resource Development and Training	3
HRMA 340 Compensation and Benefit Administration	3
HRMA 350 Industrial Law	3
HRMA 460 Labour Relations and Collective Bargaining	3
HRMA 425 Conflict Management Procedures	3
HRMA 360 Organizational Behaviour	3
HRMA 435 Labour Economics	3
HRMA 451 International Human Resource Management	3
HRMA 425 Strategic Human Resource Management	3
ELECTIVES	6
Six hours of electives is to be selected from the following courses:	
BSAD460 E-Commerce	3
HRMA 450 Mass Media and Communication	3
HRMA 470 Integrative Case Study in HRM	3
MGNT 337 Service Management	3
HRMA 490 Seminar in HRM	3
HRMA 415 Organizational Theory and Design	3
HRMA 425 Conflict Management Procedures	3
MKTG 465 Brand Management	3
BKFN 305 Financial Management	3
HRMA 453 Public Sector HRM	3
D. BBA COGNATE	11
COSC 201 Business Spreadsheet	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2
E. PRACTICUM AND SENIOR RESEARCH PROJECT	9
BSAD 390 Business Practicum (Internship)	3
BSAD 497 Senior Research Project I	3
BSAD 498 Senior Research Project II	3

Prerequisites—Students must complete all prerequisites with a grade not less than a ‘C’.

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language & Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
MATH 181 Business Mathematics	3	FREN 121 French for General Communication II	2
COSC 117 Fundamentals of Computer Skills	3	SOCI 105 Principles of Sociology OR PSYC 105 Introduction to Psychology	3
FREN 110 French for General Communication I	2	BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3
RELB 163 Jesus & the Gospels	3	MATH 182 Introductory Calculus	3
GNED 125 Study skills	NC	ACCT 121 Financial Accounting I	3
Introduction to Communication Skills	2	ACCT 122 Financial Accounting II	3
TOTAL CREDITS	18	TOTAL CREDITS	16

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON 225 Principles of Microeconomics	3	ECON 226 Principles of Macroeconomics	3
MGNT255 Principles of Management	3	BSAD 242 Company Law	3
COSC 201 Introduction to Spread Sheet	2	HRMA 235 Human Resource Management	3
BSAD 241 Commercial Law	3	RELB 251 Principles of Christian Faith I	3
BKFN 210 Business Finance	3	COSC202 Database Application	2
MKTG 250 Principles of Marketing	3	African Studies	1
African Studies	1	PEAC 105 Physical Activity	NC
TOTAL CREDITS	18	TOTAL CREDITS	15

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
*HRMA 375 Labour Economics / ECON320 Managerial Economics	3	BSAD 330 Quantitative Methods	3
BSAD 325 Business Communication	3	STAT 372 Statistical Methods II	2
RELT 385 Biblical Foundation of Ethics	3	BSAD 305 Business Research Methods	3
STAT 371 Statistical Methods I	2		
MANAGEMENT OPTION			
MGNT315 Insurance & Risk Management	3	MGNT 340 International Business	3
MGNT325 Material & Supply Chain Management	3	MGNT 350 Managerial Leadership	3
		MGNT 370 Project Planning & Management	3
HUMAN RESOURCE MANAGEMENT OPTION			
HRMA315 Human Resource Planning	3	HRMN 340 Compensation and Benefit Administration	3
HRMA325 HR Training and Development	3	HRMN 360 Labour Relations and Collective Bargaining	3
		HRMA 451 International Human Resource Management	3
TOTAL CREDITS	17	TOTAL CREDITS	17

* HRMA 375 Labour Economics for HRM Students / ECON320 Managerial Economics for Management

SUMMER	
COURSE	CREDITS
BSAD 490 Business Practicum	3

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 425 Management Info Systems/HRMA 425 Human Resource Info Systems	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	BSAD 435 Entrepreneurship and Small Business	3
HRMA 360 /MGNT 360 Organizational Behaviour	3	MGNT 480 Total Quality Management	3
RELB 451 Bible and Marriage Dynamics	3	BSAD 498 Senior Research Project II	3
		GNED 468 Job Search Strategies and Techniques	NC
MANAGEMENT OPTION			
MGNT 415 Organizational Theory and Design	3	MGNT 460 Production and Operations Management	3
Elective	3	Elective	3
HUMAN RESOURCE MANAGEMENT OPTION			
HRMA 427 Strategic Human Resource Management	3	HRMN 460 Industrial Law	3
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	18

MINOR IN MANAGEMENT STUDIES

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3
ACCT	212	Principles of Accounting	3
MGNT	315	Insurance and Risk Management	3
MGNT	255	Principles of Management	3
MKTG	250	Principles of Marketing	3
BKFN	210	Business Finance	3
			18

MANAGEMENT OPTION

BSAD	105	Introduction to Business	3
BSAD	325	Business Communication	3
BSAD	435	Entrepreneurship & Small Business Mgt.	3
BSAD	460	Organizational Behavior	3
BSAD	480	Strategic Management	3
			15

ELECTIVE (Choose any one of the following):

BSAD	335	Management & Society	3
BSAD	340	International Business	3
BSAD	350	Managerial Leadership	3
			3

HUMAN RESOURCE MANAGEMENT OPTION

HRMA	235	Human Resource Management	3
BSAD	325	Business Communication	3
HRMA	325	HR Training and Development	3
HRMA	315	Human Resource Planning	3
HRMA	425	Conflict Management Procedures	3
			15

ELECTIVE (Choose any one of the following):

HRMA	350	Industrial Law	3
HRMA	360	Labor Relations and Collective Bargaining	3
HRMA	340	Managerial Leadership	3
			3

DIPLOMA IN BUSINESS ADMINISTRATION

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 101 Introduction to Business Studies	3	DIBM 102 Fundamentals of Management	3
DIBM 103 Fundamentals of Accounting I	3	DIBM 104 Fundamentals of Accounting II	3

DIBM 107 Business Mathematics	3	DIBM 108 Business Communication	3
DIBM 109 Introduction to Microeconomics	3	DIBM 110 Introduction to Macroeconomics	3
ENGL 111 English Language and Writing Skills	3	DIBM 112 Principles of Marketing	3
GNED 125 Study Skills	NC	COSC 117 Fundamentals of Computing Skills	3
RELB 163 Life and Teaching of Jesus	3		
TOTAL CREDITS	18	TOTAL CREDITS	18

SUMMER	
COURSE	CREDITS
DIBA 144 Industrial Attachment	3

NB: ATTACHMENT IS A MINIMUM OF TEN (10) WEEKS

SECOND YEAR

***Students aspiring to do a top up in Banking and Finance should select DIBM 206 Course Sequence – Semester by Semester layout**

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 201 Introduction to Public Administration	3	*DIBM 206 Economics of Banking/ DIBM 202 Principles of Financial Management	3
DIBM 203 Office Practice and Administration	3	DIBM 204 Operations Management	3
DIBM 205 Commercial Law	3	DIBM 210 Customer Relationship Management	3
DIBM207 Human Resource Management	3	DIBM 212 Fundamentals of Cost Accounting	3
DIBM 209 Introduction to Business Finance	3	DIBM 214 Entrepreneurship and Small Business Management	3
DIBM 211 Basic Statistics	3	GEND 230 Career Exploration and Planning.	NC
PEAC 105 Physical Activity	NC	RELB 251 Principles of Christian Faith	3
TOTAL CREDITS	18	TOTAL CREDITS	18

TOP UP MANAGEMENT OPTION FOR DIPLOMA STUDENTS

FIRST SUMMER	
COURSE	CREDITS
MATH 182 Introductory Calculus	3
COSC 201 Introduction to Spread Sheet	2
COSC202 Database Application	2
African Studies I	1
African Studies II	1
TOTAL CREDITS	9

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 105 Introduction to Psychology/SOCI 105 Introduction to Sociology	3	BSAD 330 Quantitative Methods for Business Decisions	3
RELT 385 Biblical Foundation of Ethics	3	STAT 372 Statistical Methods II	2
HLTH 200 Health Principles	3	BSAD 305 Business Research Methods	3
		BSAD 242 Company Law	3
MANAGEMENT OPTION			
MGNT315 Insurance & Risk Management	3	MGNT 340 International Business	3
MGNT325 Material & Supply Chain Management	3	MGNT 350 Managerial Leadership	3
ECON320 Managerial Economics	3		
TOTAL CREDITS	18	TOTAL CREDITS	17

SECOND SUMMER	
COURSE	CREDITS
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 105 Introduction to communication skills	2
ENGL 112 Language and Writing Skills II	2
TOTAL CREDITS	8

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 425 Management Info. Systems	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	MGNT 480 Total Quality Management	3
RELT 451 Bible and Family Dynamics	3	BSAD 498 Senior Research Project II	3
MANAGEMENT OPTION			
MGNT 460 Organizational Behaviour	3	MGNT 370 Project Planning & Management	3
MGNT 415 Organizational Theory and Design	3	MGNT 460 Production and Operations Management	3
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	15

TOP UP HUMAN RESOURCE MANAGEMENT OPTION FOR DIPLOMA STUDENTS

FIRST SUMMER	
COURSE	CREDITS
MATH 182 Introductory Calculus	3
COSC 201 Introduction to Spread Sheet	2
COSC202 Database Application	2
African Studies I	1
African Studies II	1
TOTAL CREDITS	9

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 105 Introduction to Psychology/SOCI 105 Introduction to Sociology	3	BSAD 330 Quantitative Methods for Business Decisions	3
RELT 385 Biblical Foundation of Ethics	3	STAT 372 Statistical Methods II	2
HLTH 200 Health Principles	3	BSAD 305 Business Research Methods	3

		BSAD 242 Company Law	3
HUMAN RESOURCE MANAGEMENT OPTION			
HRMA315 Human Resource Planning	3	HRMN 340 Compensation and Benefit Administration	3
HRMA325 HR Training and Development	3	HRMN 360 Labour Relations and Collective Bargaining	3
HRMA 375 Labour Economics	3		
TOTAL CREDITS	18	TOTAL CREDITS	17

SECOND SUMMER	
COURSE	CREDITS
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 105 Introduction to communication skills	2
ENGL 112 Language and Writing Skills II	2
TOTAL CREDITS	8

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
HRMA 425 Human Resource Info. System	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	MGNT 480 Total Quality Management	3
RELT 451 Bible and Family Dynamics	3	BSAD 498 Senior Research Project II	3
MANAGEMENT OPTION			
HRMA 460 Organizational Behaviour	3	HRMN 460 Industrial Law	3
MA 427 Strategic Human Resource Management	3	HRMA 451 International Human Resource Management	3
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	15

DEPARTMENT OF MARKETING

INTRODUCTION

The modern world of business is highly competitive and to be successful, tomorrow 's marketing executives need a thorough understanding of modern marketing techniques. At the Valley View University, our Marketing Department faculty is dedicated to helping students learn the skills necessary to excel in the real world of marketing opportunities. The field of marketing has several exciting career opportunities in areas such as sales, advertising, and promotion, retailing and internet marketing, supply chain management, marketing research, product and brand management, public relations, and more. The possibilities are almost endless.

The department also offers a two-year 'top-up' programme for Higher National Diploma (HND) holders who wish to have a degree in Marketing.

OBJECTIVES

The specific objectives of the marketing programme is to develop highly intelligent graduates who will

- a. Attain a high level of proficiency, skill and ability in Marketing Principles.
- b. Be able to apply the knowledge and skills learned to perform effective marketing functions for business organizations.
- c. Have high discipline, moral and social responsibility.
- d. Have a positive attitude toward business functions and appreciate the value of hard work to achieve advancement in marketing professions.
- e. Continue their professional education in Marketing and other related fields.

PROGRAM OFFERED

BBA Marketing

CAREER OPPORTUNITIES

Job markets in our country, and around the world, are becoming increasingly competitive. However, for someone with the right qualifications and the right skills numerous avenues are open. Our graduates, year after year, have found job placements in private firms and companies, banks, non-governmental organizations (NGOs), church related organizations, hospitals, educational institutions and also governmental organizations. Some have found jobs in foreign countries and there are others who have become entrepreneurs and wealth creators. Some of the many job opportunities, career options and career paths for our BBA (Marketing) graduates are given below:

CAREER PATH	MARKETING
Entry Level Career	Marketing Exec. Sales Executive Advertising Exec. PR Executive Customer Service Executives Cap / Writers
Middle Level Career	Marketing Manager Sales Manager IMC Manager PR Officer Brand Manager Customer Service-Manger Trade Channel Manager
Senior Level Career	GM Marketing Advertising -Consultant PR Consultant Media Consultant Chief Marketing Officer Brand Management Consultant
Professional Qualification after BBA	CIM
Academic Qualification after BBA	MBA, MSc, MPhil, PhD

BBA MARKETING DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	33
Marketing Option (27)	
Electives (6)	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	9
Total Credits Hours	140

A. GENERAL EDUCATION REQUIREMENTS 36

CLUSTER 1: Language and Communication 10

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2

CLUSTER 2: Social and Behavioural Sciences, Humanities	3
PSYC 105 Introduction to Psychology,	3
OR	
SOC1 105 Introduction to Sociology	3
 CLUSTER 3: Natural and Physical Sciences, Mathematics	 6
COSC 117 Fundamentals of Computing Skills	3
MATH 121 College Algebra Applicable to each Department	3
 CLUSTER 4: Religion, Theology and Philosophy	 12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
 CLUSTER 5: Health and Physical Education	 3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
OR	
HLTH 200 Health Principles	3
 CLUSTER 6: Counselling, Career Planning	 NC
GNED 125 Study Skills (Mandatory)	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
 CLUSTER 7: African Studies	 2
AFSTxxx African Studies	2
 B. BUSINESS REQUIRED CORE	 51
ACCT 121 Financial Accounting I	3
ACCT 122 Financial Accounting II	3
BKFN 210 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 241 Business Law I [Commercial]	3
BSAD 242 Business Law II [Company Law]	3
BSAD 435 Entrepreneurship and Small Business Management	3
BSAD 480 Strategic Management	3
ECON 225 Principles of Microeconomics	3
ECON 226 Principles of Macroeconomics	3
HRMA 235 Human Resource Management	3
MGNT 255 Principles of Management	3
MGKT 425 Marketing Information Systems	3

MKTG 250 Principles of Marketing	3
MKTG 335 Service Marketing	3
C. AREAS OF OPTION	33
MARKETING OPTION	27
MKTG 315 Consumer Behaviour	3
MKTG 325 Selling & Sales Management	3
MKTG 340 Integrated Marketing Communications I	3
MKTG 341 Integrated Marketing Communications II	3
MKTG 350 Marketing Management	3
MKTG 360 International Marketing	3
MKTG 455 Marketing Research	3
MKTG 465 Brand Management	3
MKTG 480 Strategic Marketing Management	3
ELECTIVE COURSES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
BSAD460E-Commerce	3
MGNT 325 Material & Supply Chain Management	3
MKTG 435 Distribution and Logistics Management	3
MKTG 460 Export Administration	3
MKTG 470 Integrative Case Study in Marketing	3
MKTG 490 Seminar in Marketing	3
MKTG 452 Social Media Marketing	3
MGNT 315 Insurance and Risk Management	3
D. BBA COGNATE	11
COSC 201 Business Spreadsheet	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2
E. PRACTICUM AND SENIOR RESEARCH PROJECT	9
BSAD 390 Business Practicum (Internship)	3
BSAD 497 Senior Research Project I	3
BSAD 498 Senior Research Project II	3

Prerequisites—Students must complete all prerequisites with a grade

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language & Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
MATH 181 Business Mathematics	3	FREN 121 French for General Communication II	2
COSC 117 Fundamentals of Computer Skills	3	SOCI 105 Principles of Sociology OR PSYC 105 Introduction to Psychology	3
FREN 110 French for General Communication I	2		
RELB 163 Jesus & the Gospels	3	BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3
GNED 125 Study skills	NC		
Introduction to Communication Skills	2	MATH 182 Introductory Calculus	3
ACCT121 Financial Accounting I	3	ACCT 122 Financial Accounting II	3
TOTAL CREDITS	18	TOTAL CREDITS	16

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ECON 225 Principles of Microeconomics	3	ECON 226 Principles of Macroeconomics	3
MGNT255 Principles of Management	3	BSAD 242 Company Law	3
COSC 201 Introduction to Spread Sheet	2	HRMA 235 Human Resource Management	3
BSAD 241 Commercial Law	3	RELB 251 Principles of Christian Faith I	3
BKFN 210 Business Finance	3	COSC202 Database Application	2
MKTG 250 Principles of Marketing	3	PEAC 105 Physical Activity	NC
African Studies	1	African Studies	1
TOTAL CREDITS	18	TOTAL CREDITS	15

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 325 Business Communication	3	BSAD 330 Quantitative Methods	3
RELT 385 Biblical Foundations of Ethics	3	STAT 372 Statistical Methods II	2
STAT 371 Statistical Methods I	2	BSAD 305 Business Research	3
MARKETING OPTION			
MKTG 341 Integrated Marketing Communication I	3	MKTG 342 Integrated Marketing Communication II	3
MKTG 315 Consumer Behaviour	3	MKGT 350 Marketing Management	3
MKTG 325 Selling and Sales Management	3	MKTG 360 International Marketing	3
TOTAL CREDITS	17	TOTAL CREDITS	17

SUMMER	
COURSE	CREDITS
BSAD 490 Business Practicum	3

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MKGT 425 Marketing Info. Systems	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	BSAD 435 Entrepreneurship and Small Business	3
RELB 451 Bible and Family Dynamics	3	BSAD 498 Senior Research Project II	3
		GNEC 468 Job Search Strategies and Techniques	NC
MARKETING OPTION			
MKTG 455 Marketing Research	3	MKTG 480 Strategic Marketing Management	3
MKTG 465 Brand Management	3		
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	18

MINOR IN MARKETING

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3
ACCT	222	Financial Accounting I	3
MGNT	315	Insurance and Risk Management	3
MGNT	255	Principles of Management	3
MKTG	250	Principles of Marketing	3
BKFN	310	Business Finance	3
			18

BANKING & FINANCE OPTION

MKTG	315	Selling & Sales Management	3
MKTG	325	Consumer Behaviour	3
MKTG	350	Marketing Management	3
MKTG	360	International Marketing	3
MKTG	480	Strategic Marketing Management	3
			15

ELECTIVE (Choose any one of the following):

MKTG	341	Integrated Marketing Communication I	3
MKTG	335	Service Marketing	3
MKTG	455	Marketing Research	3
			3

TOP UP MARKETING FOR DIPLOMA STUDENTS

FIRST SUMMER	
COURSE	CREDITS
MATH 182 Introductory Calculus	3
COSC 201 Introduction to Spread Sheet	2
COSC202 Database Application	2
African Studies I	1
African Studies II	1
TOTAL CREDITS	9

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
PSYC 105 Introduction to Psychology/SOCI 105 Introduction to Sociology	3	BSAD 330 Quantitative Methods for Business Decisions	3
RELT 385 Biblical Foundation of Ethics	3	STAT 372 Statistical Methods II	2
HLTH 200 Health Principles	3	BSAD 305 Business Research Methods	3
		BSAD 242 Company Law	3
MARKETING OPTION			
MKTG 340 Integrated Marketing Communications I	3	MKTG 341 Integrated Marketing Communications II	3
MKTG 315 Consumer Behaviour	3	MKGT 350 Marketing Management	3
MKTG 325 Selling and Sales Management	3		
TOTAL CREDITS	18	TOTAL CREDITS	17

SECOND SUMMER	
COURSE	CREDITS
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 105 Introduction to communication skills	2
ENGL 112 Language and Writing Skills II	2
TOTAL CREDITS	8

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 425 Management Info. Systems	3	BSAD 480 Strategic Management	3
BSAD 497 Senior Research Project I	3	BSAD 498 Senior Research Project II	3
RELB 451 Bible and Family Dynamics	3	MKTG 335 Service Marketing	3
MARKETING OPTION			
MKTG 455 Marketing Research	3	MKTG 360 International Marketing	3
MKTG 465 Brand	3	MKTG 480 Strategic	3

Management		Marketing Management	
Elective	3	Elective	3
TOTAL CREDITS	18	TOTAL CREDITS	15

DIPLOMA IN BUSINESS ADMINISTRATION

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 101 Introduction to Business Studies	3	DIBM 102 Fundamentals of Management	3
DIBM 103 Fundamentals of Accounting I	3	DIBM 104 Fundamentals of Accounting II	3
MATH 181 Business Mathematics	3	DIBM 108 Business Communication	3
DIBM 109 Introduction to Microeconomics	3	DIBM 110 Introduction to Macroeconomics	3
ENGL 111 English Language and Writing Skills	3	DIBM 112 Principles of Marketing	3
GNED 125 Study Skills	NC	COSC 117 Fundamentals of Computing Skills	3
RELB 163 Life and Teaching of Jesus	3		
TOTAL CREDITS	18	TOTAL CREDITS	18

SUMMER	
COURSE	CREDITS
DIBA 144 Industrial Attachment	3

NB: ATTACHMENT IS A MINIMUM OF TEN (10) WEEKS

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DIBM 201 Introduction to Public Administration	3	DIBM 202 Principles of Financial Management	3
DIBM 203 Office Practice and Administration	3	DIBM 204 Operations Management	3
DIBM 205 Commercial Law	3	DIBM 210 Customer Relationship Management	3
DIBM207 Human Resource Management	3	DIBM 212 Fundamentals of Cost Accounting	3

DIBM 209 Introduction to Business Finance	3	DIBM 214 Entrepreneurship and Small Business Management	3
DIBM 211 Basic Statistics	3	GEND 230 Career Exploration and Planning.	NC
		RELB 251 Principles of Christian Faith	3
TOTAL CREDITS	18	TOTAL CREDITS	18

PRE-REQUISITE COURSES

A pre-requisite course is a course, which is required to be taken in order to qualify for a higher course. Students are strongly advised to take pre-requisite course before proceeding to the higher course. This will enhance the student's knowledge and ability to pass the subsequent course. Courses with pre-requisites are listed below:

ENGL 102: Language and Writing Skills.

II

Pre-Requisite: ENGL 101

FREN 112: French For General Comm. II

Pre-Requisite: FREN 111

MATH 182: Introductory Calculus

Pre-Requisite: MATH 181

COSC 201: Business Spreadsheet

Pre-Requisite: COSC 117

COSC 202: Database Application

Pre-Requisite: COSC 201

STAT 371: Statistical Methods I

Pre-Requisite: MATH 182

STAT 372: Statistical Methods II

Pre-Requisite: Stats 271

ACCT 122: Financial Accounting II

Pre-Requisite: ACCT 122

ECON 225: Principles of Microeconomics

Pre-Requisite: MATH 182

ECON 226: Principles of
Macroeconomics

Pre-Requisite: ECON 225

ECON 320: Managerial Economics

Pre-Requisite: ECON 226

HRMA 235 Human Resource
Management

Pre-Requisite: MGNT 255

BSAD 305: Business Research Methods

Pre-Requisite: Engl 102, STAT 272

BSAD 325: Business Communication

Pre-Requisite: Engl102

MGNT 315: Insurance & Risk
Management

Pre-Requisite: MGNT 225

BKFN 210: Business Finance

Pre-Requisite: ACCT 122

Bsad330: Quantitative Methods

Pre-Requisite: STAT 272, MGNT 225

BSAD 241: Business Law I

Pre-Requisite: ACCT 122

BSAD 242: Business Law II

Pre-Requisite: BSAD 241

BSAD 435: Entrepreneurship

Pre-Requisite: ECON 226, MGNT 255,
BKFN 210 and All Third Year Courses.

BSAD 460: E-Commerce

Pre-Requisite: COSC 202, MKTG 250

BSAD 480: Strategic Management

Pre-Requisite: MKTG 250, BKFN 210,
HRMA 235 and All Third Year Courses.

ACCT 476: Microcomputer Application

Pre-Requisite: ACCT 122, COSC 117 and
All Third Year Courses.

BSAD 497: Senior Research Project I

Pre-Requisite: BSAD 305

BSAD 498: Senior Research Project II

Pre-Requisite: BSAD 305
 BKFN 325: Banking Operation and Ethics
Pre-Requisite: ECON 226
 BKFN 335: Central Banking Practices & Monetary Policy
Pre-Requisite: BKFN 325
 BKFN 350: Monetary and Financial System
Pre-Requisite: BKFN 325, ECON 226
 BKFN 340: Finance of International Trade
Pre-Requisite: BKFN 325
 BKFN 326: Credit Administration & Lending Practices
Pre-Requisite: BKFN 325
 BKFN 425: Rural & Community Banking Operations
Pre-Requisite: BKFN 325
 BKFN 430: Investment and Portfolio Magt
Pre-Requisite: BKFN 325
 BKFN 440: Advanced Financial Management
Pre-Requisite: BKFN 310, ACCT 122
 BKFN 470: Integrative Case Study in Banking & Finance
Pre-Requisite: Approval from Department Head
 BKFN 490: Contemporary Issues in Banking & Finance
Pre-Requisite: Approval from Department Head
 BKFN 315: Insurance & Risk Management
 Pre- Requisite: MGNT 255
 BKFN 370 Micro Finance
Pre-Requisite: BKFN 325
 BKFN 375 Marketing of Financial Products & Services
Pre-Requisite: BKFN 325
 BKFN 460 Financial Reporting, Planning Analysis
Pre-Requisite: BKFN 210 / ACCT 122
 MGNT 325: Material and Supply Chain
Pre-Requisite: MGNT 255, STAT 272

MGNT 335: Management and Society
Pre-Requisite: MGNT 255, Psy 105/ Soci 105
 MGNT 350: International Business
Pre-Requisite: MGNT 255
 MGNT 350: Managerial Leadership
Pre-Requisite: MGNT 255
 MGNT 460: Production & Operation Magt
Pre-Requisite: MGNT 255, Stats 272
 MGNT 425: Management Infor. Sysytem
Pre-Requisite: MGNT 225
 MGNT 415: Organisational Theory
Pre-Requisite: MGNT 225
 MGNT 360: Organisational Behaviour
Pre-Requisite: MGNT 255, Psy 105/ Soci 105
 MGNT 480: Total Quality Management
Pre-Requisite: MGNT 255
 MGNT 370 Project Planning and Management
Pre-Requisite: MGNT 255
 MGNT 470: Integrative Case Study in Magt
Pre-Requisite: Permission of the Department Head
 MGNT 490: Seminar in Management
Pre-Requisite: Permission of the Department Head
 HRMA 350: Industrial Law
 Pre- Requisite: BSAD 242
 HRMA 315: Human Resources Planning
Pre-Requisite: MGNT 255, Psyc 105, / Soci 105, HRMA 235
 HRMA 325: Human Resource Development
Pre-Requisite: MGNT 255, Psyc 105, / Soci 105, HRMA 235
 HRMA 340: Compensation and Benefit Admin
Pre-Requisite: MGNT 255, HRMA 235
 HRMA 360: Labour Relations & Collective Bargaining
Pre-Requisite: MGNT 255, Psyc 105, / Soci 105, HRMA 235

HRMA 415: Organisational Theory
Pre-Requisite: MGNT 255

HRMA 435: Conflict Management
Pre-Requisite: MGNT 255, Psyc 105, / Soci 105, HRMA 235

HRMA 450: Labour Economics
Pre-Requisite: ECON 225

HRMA 450: Mass Media and Comm
Pre-Requisite: BSAD 325

HRMA 360: Organisational Behaviour
Pre-Requisite: MGNT 255, Psyc 105, / SOCI 105, HRMA 235

HRMA 470: Seminar in Human Resource Management:
Pre-Requisite: Permission of the Department Head

HRMA 490: Integrative Case Study In Human Resource Management:
Pre-Requisite: Permission of the Department Head

ACCT 213: Financial Reporting I
Pre-Requisite: ACCT 222

ACCT 214: Financial Reporting II
Pre-Requisite: ACCT 213

ACCT 331: Cost & Managerial Accounting I
Pre-Requisite: ACCT 122, STAT 272

ACCT 331: Cost & Managerial Accounting II
Pre-Requisite: ACCT 331

ACCT 341: Taxation I
Pre-Requisite: ACCT 122

ACCT 342: Taxation II
Pre-Requisite: ACCT 341

ACCT 321: Auditing I
Pre-Requisite: ACCT 241

ACCT 321: Auditing II
Pre-Requisite: ACCT 321

ACCT 430: Investment and Portfolio Magt
Pre-Requisite: BKFN 310

ACCT 447: Public Sector Accounting
Pre-Requisite: ACCT 214

ACCT 451: Corporate Reporting I

Pre-Requisite: MGNT 318, ACCT 332

ACCT 451: Corporate Reporting II
Pre-Requisite: MGNT 318, ACCT 332, ACCT 451

ACCT 487: Accounting Information Systems
Pre-Requisite: ACCT 122

ACCT 470: Seminar in Accounting
Pre-Requisite: Permission of the Department Head

ACCT 490: Integrative Case Study in Accounting:
Pre-Requisite: Permission of the Department Head

MKTG 315: Consumer Behaviour
Pre-Requisite: MKTG 250

MKTG 350: Selling & Sales Management
Pre-Requisite: MKTG 250

MKTG 335: Service Marketing
Pre-Requisite: MKTG 250

MKTG 340: Integrated Marketing Com.
Pre-Requisite: MKTG 250

MKTG 350: Marketing Management
Pre-Requisite: MKTG 250

MKTG 260: International Marketing
Pre-Requisite: MKTG 250

MKTG 435: Distribution & Logistics Management
Pre-Requisite: MKTG 250

MKTG 455: Marketing Research
Pre-Requisite: STAT 372

MKTG 460: Export Administration
Pre-Requisite: MKTG 250

MKTG 480: Strategic Marketing Management
Pre-Requisite: MKTG 350

MKTG 490: Seminar In Marketing
Pre-Requisite: Permission of the Department Head

MKTG 470: Integrative Case Study in Marketing
Pre-Requisite: Permission of the Department Head

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BUSINESS

BSAD 105: INTRODUCTION TO BUSINESS

3 CREDITS

This course introduces students to the principles, practices and functions of businesses as they are practised in both the national and global economies. It covers functional areas of the business organization (marketing, human resources, finance, etc.), and the inter-relatedness of them. Business terminologies, types of business organizations, business environment, are all discussed.

BSAD 325: BUSINESS COMMUNICATION

3 CREDITS

Prerequisite: ENGL 102

Provide students with a theoretical and practical framework for understanding and conducting effective oral and written communication. Special emphasis is on business letter writing, memorandum and circular drafting, report development, presentation delivery, presentation technology, resume writing, interview skills, web surfing and business proposal drafting.

BSAD 305: BUSINESS RESEARCH METHODS

3 CREDITS

Prerequisite: ENGL 102

This course provide the fundamentals of research methodology applicable to business and its related areas. Analysis, critical reading, presentations, evaluation and application of research needed for the development of skills in research proposals are emphasized. Topics include types of research, research designs, problem statement formulation, sampling techniques, developing instruments of data collection, statistical treatment of data, hypothesis formation and its testing.

BSAD 330: QUANTITATIVE METHODS FOR BUSINESS DECISION

3 CREDITS

The course is to provide skills in analysing quantitative problems, and issues faced by operations managers in manufacturing and service industries. Topics include operations scheduling: assignment model, transportation problem, quality control, queuing techniques, inventory control, forecasting methods, linear programming, PERT and CPM, and game theory.

MATH 181: BUSINESS MATHEMATICS

3 CREDITS

The study of the notions of equation and line equation, Cartesian coordinates, functions, graphs, laws of exponent, Linear functions (applications to Business). Quadratic functions (applications to Business). Polynomial functions, rational functions, Exponential and logarithmic functions (applications to Business and Economics). Matrices (applications to Business). Sequences and series (applications to Business). Binomial expansions, and mathematics of money and interests (Deferential Annuities, Interest on loans, Bank discount, Amortization, Sinking funds, etc).

MATH 090 INTERMEDIATE ALGEBRA

NC

This course is fundamentally designed to provide the requisite foundation in Mathematics, needed by students with weak mathematical background, to prepare them for all the mathematically oriented courses within the School of Business Administration. The course seeks, among other things, to instill in the student a lasting appreciation of how to use algebra to solve problems. It may take some time and effort, but it promises to be worth the investment. It aims to sharpen the student's pattern recognition and problem solving skills.

BSAD 241: BUSINESS LAW I [COMMERCIAL LAW]

3 CREDITS

This is an introduction to general principles of law and its interpretation including limited coverage of business torts and crimes, source of law, conflict resolution, environmental law, consumer protection, substantial coverage of contract and sale law, real and personal property law. Full coverage of commercial paper (negotiable instruments, notes, bills, drafts and cheques) law, with substantial review of agency and employment law, creditors and debtors' rights, insurance, secured transactions, property and its use as security, succession partnership law, and will and trusts laws will be made.

BSAD 242: BUSINESS LAW II [COMPANY LAW]

3 CREDITS

Prerequisite: BSAD 241

An introduction to the corporate law including topics such as types of companies, features of different types of companies, the companies regulations, formation of companies, memorandum of association, articles of association, The capital of a company, shares, types of shares: ordinary shares, preference shares, treasury shares. Issuing of shares, allotment of shares, call on shares, forfeiture of shares, debentures, types of debentures, surplus and income surplus, the financial statements of a company, extraordinary and exceptional items, reserves, share deal account, general reserve, corporation tax, dividends, company meetings, statutory meetings, AGM, minutes, company directors and secretaries, are all dealt with.

BSAD 435: ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

3 CREDITS

Prerequisite: ECON 226, MGNT 255, BKFN 310 & all third year courses

A study of the theory and practice of initiating a business venture and organizing the necessary resources. This course provides students with an understanding of the business planning techniques, economic analysis, financial analysis, market analysis and human resource analysis which are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. Examines the principles and problems of operating a small business after it is established. Topics covered include a procedural system for establishing a new business, providing physical facilities, financing, organizing, marketing and managing of the small businesses. The course would include class project in which students work in teams to write business plans with the aim of attracting support for venture capital.

BSAD 460: E-COMMERCE

3 CREDITS

Prerequisite: ECON 226, MGNT 255, COSC202, MKTG250

This course deals with the understanding of the basic application technology that is used to conduct business in the new market space of electronic commerce. It includes the study of electronic channels, well-designed web sites and their impact on small and large business entities. Emphasis will be placed on analyzing information and applying graphic design techniques to develop effective Web pages for on-line business. Topics include e-commerce, navigation, security issues, networks, business models, and an overview of Web design and distribution.

ECON 225: PRINCIPLES OF MICROECONOMICS

3 CREDITS

***Prerequisites:* MATH 182**

An analysis of the basic concepts which describe how individuals choose what to consume and how entrepreneurs choose what to produce. The pricing mechanism and the determination of a output levels and various market structures is also investigated. Topics covered are theory of consumer behaviour, competition, market structures, economies of a firm, theory of production, theory of product pricing, theory of factor pricing, and theories of economic growth.

ECON 226: PRINCIPLES OF MACROECONOMICS

3 CREDITS

***Prerequisites:* MATH 182**

An analysis of national income and expenditure. Theories of unemployment, inflation and growth are examined as well as international trade and the balance of payments. Other topics that will be covered are national problems such as supply and demand, growth, output, productivity, employment, interest rates, fiscal and monetary policies etc.

ECON 320: MANAGERIAL ECONOMICS

3 CREDITS

***Prerequisites:* ECON 225, ECON226, MATH181, MATH182ECON 226:**

The application of economic principles relating to cost, revenue, profit and competition that aid business decision making and policy formulation. Topics covered are demand analysis, production and costs, theory of pricing and output determination, pricing practices, cost benefit analysis, profits and national income analysis.

MANAGEMENT

BSAD 480: STRATEGIC MANAGEMENT

3 CREDITS

***Prerequisite:* MKTG 250, BKFN 310, HRMA 235 & all third-year courses**

A capstone course that integrates the functional business areas of accounting, marketing, finance, production and human resource. This course is therefore, necessarily integrative and interdisciplinary. It is designed to give the student experience in strategic analysis and decision-making using the case method. Students learn to identify, analyze, propose alternative solutions, and make decisions about business strategy. Attention is given to matching organizational resources to the external environment to achieve a strategic competitive advantage.

Cases are used to enhance problem identification, problem analysis and problem solving skills. Cases on contemporary issues are also built by collecting problem related data from the business environment.

MGNT 255: PRINCIPLES OF MANAGEMENT

3 CREDITS

A beginning course designed to study business management theory and practise including topics such as, functions of management, history of management thought, executive functions of a manager (planning, organizing, directing coordinating, staffing and controlling). This course also introduces students to the functional areas of business such as marketing, financial, personnel and operations.

MGNT 315: INSURANCE AND RISK MANAGEMENT

3 CREDITS

***Prerequisite:* MGNT 255**

An introductory study in the field of risk management. Material covered includes insurance categories of liability, property, unemployment, fire, automobile, health and life. Primary emphasis will be on business applications, but some consideration will be given to personal risk. Government regulation of the industry and contractual classes are examined as well.

MGNT 325: MATERIAL AND SUPPLY CHAIN MANAGEMENT

3 CREDITS

***Prerequisite:* MGNT 255**

The course deals with the management of material resources of an organisation. The planning and management of an organisation's materials inputs are emphasized. The topics included are vendor identification, vendor analysis, vendor development, outsourcing of resources, problems and solution of logistics, inventory management and control, transportation models, just-in-time concepts, and quality concerns of material resources.

MGNT 335: MANAGEMENT AND SOCIETY

3 CREDITS

***Prerequisite:* MGNT 225, PSYC 105 / SOCI 105**

A study of how managements of business organisations operate within the political, legal and social environment, their relationship to government agencies and government controls, and how business relates its activities to various social problems. Social considerations of business decisions as related to this environment are also considered. The corporate social responsibilities of organizations in the modern business context are the focus of the course.

MGNT 340: INTERNATIONAL BUSINESS

3 CREDITS

***Prerequisite:* MGNT 255**

A study of how culture and social values influence management and marketing practises throughout the world. Problems and perspectives encountered in operating business across boundaries are considered. Topics covered include international business environment, globalization, theories of international trade, country risk analysis, political risk analysis, cultural and social factors in foreign markets, managing multinational corporations, international financial management, international marketing, entry strategies and decisions, and foreign investments decisions.

MGNT 350: MANAGERIAL LEADERSHIP**3 CREDITS*****Prerequisite:* MGNT 255**

Examines theory and leadership practises in various types of organizations. Particular emphasis is placed on the strategic role of leaders in leading organisational development and change in an age of rapidly changing markets and technologies. Examines why organizational change efforts succeed or fail, and what leaders can do to anticipate and effect needed organizational changes successfully.

MGNT 360: PRODUCTION AND OPERATIONS MANAGEMENT**3 CREDITS*****Prerequisite:* MGNT 255, STAT 372**

Analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Topics include, production planning and control, production techniques and methods, plant location and layout, supply chain management, just-in-time, inventory management, TQM and quality control, operations scheduling, workers and productivity.

MGNT 370 PROJECT PLANNING AND MANAGEMENT**3 CREDITS*****Prerequisite:* MGNT 255**

Definition of terms, reasons for project planning, planning approaches, community needs assessment, methods of assessment and strategic planning. Facets of planning including the roles of monitoring and evaluation, ensuring effective and efficient implementation and project outcomes will be discussed.

MGNT 415: ORGANISATIONAL THEORY AND DESIGN**3 CREDITS*****Prerequisite:* MGNT 255**

A management capstone course for the development of thinking about organisations. The theory of organizations is studied in detail. Patterns, models, structures and architecture of organizations are dealt with. Missions, goals, strategies, and effectiveness are blended into learning about organisational design as it is influenced by external realities. Students learn organisational design alternatives to create a fit between the strengths of the organisation and its external environment to achieve a sustainable competitive advantage.

MGNT 425: MANAGEMENT INFORMATION SYSTEM**3 CREDITS*****Prerequisite:* MGNT 255**

This course covers the use and effect of computer information processing in a business environment with emphasis on management, the technical foundations of information processing, the system development lifecycle, legal, security, an ethical issues, database management, and artificial intelligence.

MGNT 460: ORGANISATIONAL BEHAVIOUR**3 CREDITS*****Prerequisite:* MGNT 255, PSY 105 / SOCI 105**

Investigates the impact that individuals and groups have on values, attitudes, job satisfaction, motivation, and how the resultant organizational structure and culture are affected. Topics include human behaviour at work, perception, learning, motivation, morale, group dynamics, leadership, conflict resolution, organizational

development, industrial counselling and change. The purpose of the course is the application of this knowledge towards improving an organisation's effectiveness.

MGNT 470: INTEGRATIVE CASE STUDY IN MANAGEMENT

3 CREDITS

Prerequisite: Permission of the Department Head

A case study approach is used to deal with topics and problems across different courses. Cases and problems cutting across different courses are used in an integrative and comprehensive manner. Cases are used to enhance problem identification, problem analysis and problem solving skills, cases on contemporary issues are also built by collecting problem related data from the business environment.

MGNT 480: TOTAL QUALITY MANAGEMENT (TQM)

3 CREDITS

Prerequisite: MGNT 255

TQM provides a means by which an organisation can develop the necessary competitive edge to survive in this global market place. This course deals with total quality concepts, global competitions, origin of total quality, Dr Deming's 14 points, transformation process, continuous improvement of process, product and service, process thinking, understanding variation and waste, standardization, quality management system and quality assurance system.

MGNT 490: SEMINAR IN MANAGEMENT

3 CREDITS

Prerequisite: Permission of the Head of Department

A seminar of open discussion and guest lectures relating to current issues developing within the science of management. The course will involve researching and writing papers, group presentation of topics and defence of paper presented. Topics include key concepts in leadership, motivation, management of change, social issues, community relations, ethics, TQM, environmental concerns, globalisation, organizational development and e-business.

HUMAN RESOURCE MANAGEMENT

HRMA 235: HUMAN RESOURCE MANAGEMENT

3 CREDITS

Prerequisite: MGNT 255

An introduction to the organisation, training, motivation and direction of employees with a view to maintaining their productivity and moral at high levels. Among topics covered are selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

HRMA 315: HUMAN RESOURCE PLANNING

3 CREDITS

Prerequisite : HRMA 235

The course deals with the process of determining manpower requirements and the means for meeting those requirements in order to carry out the integrated plan of the organisation. Strategy for the acquisition, utilization, improvement, and preservation of an enterprise's human resources are also covered. Topics include forecasting future manpower requirements, making an inventory of present manpower resources, recruitment plan, training and development plan, job analysis, job description, job specification and job design.

HRMA 325: HUMAN RESOURCE DEVELOPMENT AND TRAINING**3 CREDITS*****Prerequisite* : PSYC 105 / SOCI 105, HRMA 235**

Theories and practises for developing and training people in the organisation. Considers facilities, media, and human resources used in selecting, developing, implementing, staffing, and evaluating training programmes. Emphasizes methods to upgrade employees skills based on their aptitudes and interests, in addition to the needs of the organization. Topics include psychological testing, learning, training methods/techniques, training evaluation, executive development, management development and organisation development.

HRMA 340: COMPENSATION AND BENEFIT ADMINISTRATION**3 CREDITS*****Prerequisite*: HRMA 235**

A study including job analysis, job descriptions, job specifications, job evaluation, setting of wage scales, fringe benefits, wage incentives, management of wage, and salary problems. Incentives, intrinsic and extrinsic motivation factors are discussed as components of compensation systems. Compensation systems consider employee retention, growth, and compensation plan that meet corporate objectives. Benefit Administration is an increasingly important duty of the human resource function. Covering employees with medical, disability, retirement and other benefits is an important component in attracting and retaining a high performance work force. Emphasis is placed on designing a benefits system that is reasonable to build, implement, monitor while keeping within budget constraints.

HRMA 450: INDUSTRIAL LAW**3 CREDITS*****Prerequisite*: BSAD 342**

The course deals with laws concerning factories, industrial establishment, employment contracts, workers' compensation, trade unions, industrial disputes, minimum wages, payment of wages, employee welfare, workers' health and safety, retirement benefits and laws related to industries and workers.

HRMA 360: LABOUR RELATIONS AND COLLECTIVE BARGAINING**3 CREDITS*****Prerequisite*: HRMA 235**

Provides students with knowledge of how healthy labour management relations can be developed. Focus on maintenance of industrial peace, avoidance of industrial strife, development and growth of industrial democracy, negotiation with unions, redressing employee's grievances, assuring labour law compliance, interpretation of labour agreements, trade unionism, industrial disputes.

HRMA 415: ORGANISATIONAL THEORY AND DESIGN**3 CREDITS*****Prerequisite*: MGNT 225**

A human resource management capstone course for the development of thinking about organizations. The theory of organizations are studied in detail. Patterns, models, structures and architecture of organizations is dealt with Missions, goals, strategies and effectiveness are blended into learning about organisational design as it is influenced by external realities. Students learn design alternatives to create

a fit between the strengths of the organisation and its external environment to achieve a sustainable competitive advantage.

HRMA 425: HUMAN RESOURCE INFORMATION SYSTEM

3 CREDITS

This course covers the use and effect of computer information processing in a business environment with emphasis on management, the technical foundations of information processing, the system development lifecycle, legal, security, an ethical issues, database management, and artificial intelligence. The course further covers The scope and foundation of information systems in business, IT infrastructure and emerging technologies, telecommunications, the internal and wireless technologies, the functional classification system in an organization, types of management information systems, uses of management information systems, enterprise business systems, supply chain management, using technology to enhance business processes

HRMA 435: CONFLICT MANAGEMENT PROCEDURE

3 CREDITS

Prerequisite: HRMA 235

The course deals with how conflicts are resolved in an industrial setting. Topics include different theories of conflicts, stages of conflicts and conflict resolution techniques. Methods of arbitration, negotiations between parties to the conflicts and interpersonal relations are other topics that are covered.

HRMA 435: LABOUR ECONOMICS

3 CREDITS

Prerequisite: ECON 226

An analysis of the labour market focusing on labour demand, supply, wage differentials, human capital, discrimination, and the labour union.

HRMA 450: MASS MEDIA AND COMMUNICATION

3 CREDITS

Prerequisite: BSAD 325

A critical study of the role played by mass communication in shaping not only business but also culture, social values, public opinion, behavioural norms, and attitudes. Individual media institutions such as print, broadcast, electronic, outdoor display and internet are examined in terms of the information they distribute, the entertainment they provide, and the influence they bring.

HRMA 460: ORGANISATIONAL BEHAVIOUR

3 CREDITS

Prerequisite : PSYC 105 / SOCI 105, HRMA 235

Investigates the impact that individuals and groups have on values, attitudes, job satisfaction, motivation and how the resultant organisational structure and culture are affected. Topics include human behaviour at work, perception, leading, motivation morale, group dynamics, leadership, conflict resolution, organisational development, industrial counselling and change. The purpose of the course is the application of this knowledge towards improving an organisation's effectiveness.

HRMA 470: INTEGRATIVE CASE STUDY IN HRM

3 CREDITS

Prerequisite: Permission of the Head of Department

A case study approach is used to deal with topics and problems across different courses. Cases and problems cutting across different courses are used in an integrative and comprehensive manner. Cases are used to enhance problem identification, problem analysis and problem-solving skills, cases on contemporary issues are also built by collecting problem related data from the business environment.

HRMA 490: SEMINAR IN HUMAN RESOURCE MANAGEMENT

3 CREDITS

Prerequisite: Permission of the Head of Department

A seminar of open discussion and guest lectures relating to current issues developing within the area of Human Resource Management. The course will involve researching and writing papers, group presentation of topics and defense of paper presented. Topics include recruitment, selection, psychological testing, training, executive development, grievance handling, employee welfare, industrial safety, discipline, employee counselling, collective bargaining, performance appraisal, industrial relations and human relations.

MARKETING COURSE DESCRIPTIONS

MKTG 250: PRINCIPLES OF MARKETING

3 CREDITS

This course gives an overview of the marketing process as it applies to marketing products and/or services in public, private and not-for-profit organizations. At the end of the course, the students should understand the four Ps of marketing, Price, Place, Promotion and Product; and the interrelationships between marketing and overall business practices. It is an introductory course; hence it touches on most aspect of the marketing discipline. It again touches on contemporary issues and the changing role of marketing in the current global dispensations.

MKTG 341/342: INTEGRATED MARKETING COMMUNICATIONS I & II

3 CREDITS

Prerequisite: MKTG 250

Integrated Marketing Communication (IMC) is a cross-functional process for creating and nourishing profitable relationships with customers and publics by strategically controlling or influencing all messages sent to these groups and encouraging purposeful dialogue with them.

In this course, students learn an analytical approach to the study of marketing communications including how to integrate all of the marketing communication elements and why this is critical to an organization's success. Advertising, public relations, publicity, sales promotion, event marketing, direct marketing, e-communication, and personal selling must be integrated to present customers and publics with a consistent message, identity, or theme and contribute to brand equity for an organization.

MKTG 360: INTERNATIONAL MARKETING

3 CREDITS

Prerequisite: MKTG 250

This course analyses international markets and development of strategic and tactical options for marketing across national boundaries. Cultural norms, behaviours and nuances are evaluated for appropriate marketing strategies and tactics. The course develops student's knowledge of theoretical concepts and practical aspects of marketing for firms competing in countries with different cultural, legal, economic, and political environments.

MKTG 350: MARKETING MANAGEMENT

3 CREDITS

Prerequisite: MKTG 250

Introduces students to the substantive and procedural aspects of marketing management and sharpens their skills for analytical thinking and effective communication. Specifically, the goals are to introduce students to marketing strategy and the elements of marketing analysis. Topics include development and planning of marketing programme, marketing resource management, introduction to strategic marketing, strategic analysis in marketing., objectives and strategy formulation in marketing, marketing strategies for products, price and promotion, marketing strategy implementation and control.

MKTG 480: STRATEGIC MARKETING MANAGEMENT**3 CREDITS*****Prerequisite: MKTG 350***

This course introduces students to strategy development through intensive analysis of a diverse selection of cases from consumer, industrial, and technological markets, including both product and service businesses. Application of tools, frameworks, and concepts developed in MKTG 250 and 350 to the strategy development process. Students will build a marketing plan as one of the course requirements.

MKTG 325: SELLING AND SALES MANAGEMENT**3 CREDITS*****Prerequisite: MKTG 250***

This course focuses on examining the essential functions of a Sales Professional in today's business environment. With the emerging nature of global and fiercely competitive markets, the onus is on the sales team within most business organizations to provide that vital edge.

The course introduces students to key theoretical frameworks for a sound foundation in the 'science of selling' and allows for enough opportunity to experience the practical application of this theory. The course has a focus on customer decision process and an influence approach for each stage of buying. It has a strong emphasis on managing the selling process and the sales force itself. Topics include recruitment and selection, training, deployment of the sales force, compensation and motivation, monitoring and evaluation of the sales force etc.

MKTG 315: CONSUMER BEHAVIOUR**3 CREDITS*****Prerequisite: MKTG 250***

This course analyzes how psychological variables and social influences affect an individual's or household's buying behavior, both domestically and globally. Students learn why and how any purchase situation has an effect on consumer behavior; and they gain an appreciation and understanding of how consumers handle all the behavioral variables and incoming stimuli that affect their problem/need-solving processes.

MKTG 455: MARKETING RESEARCH**3 CREDITS*****Prerequisite: MKTG 250, STAT 372,***

The course focuses on the systematic collection of business and marketing related data to provide information to decision makers. Emphasis on translating management problems into research questions, developing a research design to address these questions, and analysing research results with recommendations to management.

MKTG 435: DISTRIBUTION AND LOGISTICS MANAGEMENT**3 CREDITS*****Prerequisite: MKTG 250***

Studies the administration and coordination of distribution systems that link product producer to channel members and consumers. Emphasis is on channel cooperation and partnership.

The course focuses on the major channel decisions made by marketing management. Attention to the marketing strategy problems of designing channel objectives, distinguishing major channel alternatives, and selecting the most appropriate channel to facilitate the flow of goods from producers to consumers

MKTG 335: SERVICE MARKETING

3 CREDITS

Prerequisite: MKTG 250

This course focuses on knowledge needed to implement service strategies for competitive advantage across industries. In addition to traditional marketing mix topics (product, price, place, and promotion), this course will thoroughly investigate services marketing in terms of understanding and meeting customer requirements, aligning service design and standards, delivering and performing service, and managing service promises, while establishing long-term relationships.

MKTG 460: EXPORT ADMINISTRATION

3 CREDITS

Course Prerequisite: MKTG 250

This course specifically deals with how goods and services manufactured domestically will be marketed internationally. Topics include market research in international markets. Demand assessment in such markets, preparation of Export documents, Export laws and regulations, Export Houses, Clearing Agents, Custom and Exercise Duties, Trade Barriers to export, Tariffs and non-tariff barriers and competition in the international market.

MKTG 460: EXPORT ADMINISTRATION

3 CREDITS

Course Prerequisite: MKTG 250

The course will focus on providing students with the skills and knowledge required to develop and execute a successful brand strategy and how to build, measure and manage brand equity. What brands are, how they are created and managed, and how they add value to consumers and the firm are important aspects of understanding brand management and building brand equity.

Students learn how to leverage the marketing mix to build a strong brand platform with a strong customer focus, analytical orientation and interactive approach.

MKTG 470: INTEGRATIVE CASE STUDY IN MARKETING

3 CREDITS

Prerequisite: Permission of the Head of Department

A case study approach is used to deal with topics and problems across different courses. Cases and problems cutting across different courses are used in an integrative and comprehensive manner. Cases are used to enhance problem identification, problem analysis and problem-solving skills. Cases on contemporary issues are also built by collecting problem related data from the business environment.

MKTG 490: SEMINAR IN MARKETING

3 CREDITS

Prerequisite: Permission of Head of Department

A seminar of open discussion and guest lectures relating to current issues developing within the area of marketing. The course will involve researching and

writing papers, group presentation of topics and defense of paper presented. Topics include emerging marketing concepts, E-marketing, changing patterns of consumer behaviour, market segmentation and brand positioning, brand equity, advertising, media planning, customer relations, relationship marketing, event marketing, product management etc.

ACCOUNTING

ACCT 210 INTRODUCTION TO ACCOUNTING

3 CREDITS

This course is designed to cover the fundamentals of accounting applicable to different business entities with emphasis on the accounting cycle and the preparation of financial statements. Topics include basic accounting concepts and principles, double entry book-keeping, accounting treatment of assets, capital and liabilities, books of original entry and preparation of financial statements.

ACCT 121: FINANCIAL ACCOUNTING I

3 CREDITS

Prerequisite: MATH 181

This course introduces students to accounting principles and the framework for financial reporting. It acquaints students with the nature and functions of accounting, the accounting equation and the effects of business transactions on the accounting equation. It also deals with principles of double entry, the accounting cycle, books of accounts and the preparation of final accounts of sole proprietorship. It exposes students to ethical principles in accounting.

ACCT 122: FINANCIAL ACCOUNTING II

3 CREDITS

Prerequisite: ACCT 121

This is course is a continuation of ACCT 221 Principles of Accounting I. It provides students with further principles and concepts of financial accounting. It focuses on the preparation of control accounts, accounting for property, plant and equipment including depreciation and preparation of financial statements from incomplete records. It also introduces students to the accounts of manufacturing concerns, non-profit organizations, partnerships and companies.

ACCT 213: FINANCIAL REPORTING I

3 CREDITS

Prerequisite: ACCT122

This course acquaints students with conceptual framework of financial accounting. It covers relevant accounting standards and legal provisions that affect the preparation of cash flow statements, financial statements of partnerships and companies.

ACCT 214: FINANCIAL REPORTING II

3 CREDITS

Prerequisite: ACCT 213

This course is continuation of ACCT 213 Financial Reporting I. It covers the preparation of financial statements of specialized entities – banks and insurance companies. It also covers accounting for hire purchases and leases, analysis of financial statements.

ACCT 318: FINANCIAL REPORTING III**3 CREDITS*****Prerequisite: ACCT 214***

This course is continuation of ACCT 214 Financial Reporting II. The course also covers in detail the elements contained in the basic financial statements presented to external users. The course explains and apply appropriate accounting and financial reporting standards in the preparation of financial statements. It covers the preparation of single entity financial statements in accordance with IFRSs and introduction to preparation of consolidated financial statements.

ACCT 331: COST & MANAGERIAL ACCOUNTING I**3 CREDITS*****Prerequisite: ACCT 122, STAT 372***

This course introduces students to cost concepts, techniques and methods used by manufacturing and service organizations in accumulating cost data for product costing purposes with emphasis on job and process costing systems. It also deals with cost behaviour and relevant costs for decision making.

ACCT 332: COST & MANAGERIAL ACCOUNTING II**3 CREDITS*****Prerequisite: ACCT 331***

This course is a continuation of ACCT 331 Cost and Managerial Accounting I. It acquaints students with relevant cost and revenue for short-term decision making, principles of activity-based costing, budgeting and budgetary control. It also covers variance analysis, capital investment decisions and evaluation of decentralized operations.

ACCT 341: TAXATION I**2 CREDITS*****Prerequisite: ACCT 122***

This course aims at enhancing students' knowledge and skills in principles of taxation describes the Ghanaian system of taxation. It aims to provide students with understanding of the key principles and bodies with responsibility for the Ghana tax systems, fiscal policy measures in relation to taxation as a tool for economic management, administration of the Ghanaian tax system, compute the income tax liabilities of individuals and partnerships and withholding tax administration.

ACCT 342: TAXATION II**2 CREDITS*****Prerequisite: ACCT 341***

ACCT322 is the continuation of ACCT321. It covers the computation of the corporate tax liabilities of companies, compute the taxation of gains arising from the realisation of assets by companies and individuals, the treatment of gifts received for tax purposes, the impact of social security contributions and pension funds, and value added tax on taxable supplies by taxable persons.

ACCT 321: AUDITING I**2 CREDITS*****Prerequisite: ACCT 214***

This course provides students with knowledge in auditing. It covers the nature of audit and assurance engagements, the role of internal audit and assurance in

relation to external audit and performance management, how International Standards on Auditing are developed and updated, explains the regulatory, professional and ethical issues relevant to those carrying out an audit or assurance engagement and the processes involved in accepting and managing audit or assurance engagements.

ACCT 322: AUDITING II

2 CREDITS

Prerequisite: ACCT 321

This course is the continuation of ACCT 321. It covers the performance of audit or assurance engagements in accordance with the terms of the engagements and appropriate standards, the nature of evidence required for a specified audit or assurance engagement, the nature of the audit review required for a specified engagement and the procedures to conclude and draft a report on specified audit or assurance engagements

ACCT 430: INVESTMENT & PORTFOLIO MANAGEMENT

3 CREDITS

Prerequisite: BKFN 210

A study of how to invest for personal or institutional portfolios. Investment methods and investment markets. Basic investment theory with emphasis given to the analysis of securities, portfolio management, and the operation of securities market

This course also looks at investment prospects in real estates. Other topics include methods of financing real estates investments, forecasting changes in real estate values, analysis of returns on real estate investment

ACCT 440: FINANCIAL MANAGEMENT

3 CREDITS

Prerequisite: BKFN 210

The nature of the course is such that it attempts to apply management accounting techniques in business environment. Primary focus is to equip students with skills that would be expected from a finance manager responsible for the finance function of a business. The course focuses on investing and financing activities of firms. Emphasis is on concepts and applications of risk, return and value; cost of capital and capital budgeting; techniques of financial analysis and planning; Working capital management and control activities, all helping to project the financial management function within a business. Thus, It looks at the sources of finance, cost of capital, dividend policy and how much finance can be raised from within the business. The principle underlying valuation of business and financial assets, including impact of cost of capital on the value of business. The course may end with an introduction to, and an examination of risk and the main techniques employed in the management of such risk.

ACCT 447: PUBLIC SECTOR ACCOUNTING**3 CREDITS*****Prerequisite: ACCT 214***

This course deals with principles and practices of recording transactions and preparing financial reports for governmental agencies. It also covers the legal framework for governmental accounting and acquaints students with the various provisions in the Financial Administrative Act, local government audit and performance measurement.

ACCT 451 CORPORATE REPORTING I**3 CREDITS*****Prerequisite: ACCT 318, ACCT332***

This course is an advanced accounting course which aims at enhancing students' knowledge and skills in corporate accounting and reporting. It aims to provide students with knowledge in International Financial Reporting Standards such as financial instruments. It also covers reconstruction and reorganization, and valuation of business and simple value-added statements.

ACCT 452 CORPORATE REPORTING II**3 CREDITS*****Prerequisite: ACCT451, ACCT332***

This course is the continuation of ACCT 451. It intends to build students' knowledge in financial statements, notes and extracts for groups that comply with IFRSs.

ACCT 465 BUSINESS ETHICS AND COPORATE GOVERNANCE**3 CREDITS*****Prerequisite: Permission of the Department Head***

The course aims to develop the understanding of contemporary and controversial ethical issues underlying the concepts of corporate governance, business ethics and corporate social responsibility relevant to the business environment. It is intended to foster students' understanding of the ethical influences on economic, financial, managerial, and environmental aspects of business and to critically analyse ethical issues in business. After the completion of this course, students should be able to establish an understanding of their moral responsibilities and obligations as members of the workforce and society

ACCT470: INTEGRATIVE CASE STUDY IN ACCOUNTING**3 CREDITS*****Prerequisite: Permission of the Department Head.***

A case study approach is used to deal with topics and problems across different courses. Cases and problems cutting across different courses are used in an integrative and comprehensive manner. Cases are used to enhance problem identification, problem analysis and problem solving skills. Cases on contemporary issues are also built by collecting problem related data from the business environment.

ACCT 476: MICROCOMPUTER APPLICATION IN ACCT & FIN**3 CREDITS*****Prerequisite: ACCT 318, COSC 117***

This module concentrates on intermediate to advanced computer applications to business and accounting practices within operating environments. The students are

familiarized with the use of microcomputer accounting programme including applications for business decision-making.

ACCT487: MANAGEMENT AND ACCOUNTING INFORMATION SYSTEM 3 CREDITS

Prerequisite: ACCT 318, ACCT 321, COSC 202

Cover the use of computer and information processing in the business environment with emphasis on management and accounting, the technical information foundation processing, system development cycle, legal, security, ethical issues, database management and artificial intelligence. It focuses on the conceptual issues relating to accounting information system with a business processing organisations. The development and control of information system in accounting revenue and acquisition cycle and database management will also be covered

ACCT 490: SEMINAR IN ACCOUNTING 3 CREDITS

Prerequisite: Permission of the Department Head.

A seminar of open discussion and guest lectures, relating to current issues developing in the field of accounting. The course will involve researching and writing papers, group presentation of topics and defense of paper presented. Topics include professional ethics in accounting, business taxation, financial reporting, auditing and internal review, corporate reporting etc.

BANKING AND FINANCE

BKFN 102: ECONOMICS OF BANKING 3 CREDITS

This course is an introductory course in banking. The course aims to help students understand the role of economics and the place of banks in the economy. Student will be introduced to how economic events affect daily operations of banks, the products marketed by banks and the profits earned by banks. The course will then cover how governments try to manage the economy and the effect of governments' policies on banks and other financial institutions

BKFN 305 FINANCIAL MANAGEMENT AND BUDGETING 3 CREDITS

Prerequisite: ACCT 122

In an introductory course in Financial Management and Budgeting, topics covered are overview of financial management, review of financial statements, financial analysis, financial securities and markets, profit planning coverage, working capital management, management of receivables and inventories, capital budgeting, sources of financing and budgeting

BKFN 210: BUSINESS FINANCE 3 CREDITS

Prerequisite: ACCT 122

A managerial approach to financial analysis, planning and control. Emphasis is on instruments of finance, policies of capitalization problems pertaining to working capital, and corporate expansion and reorganization. Other topics include cash flows, capital budgeting, risk and return, and long term and short-term financial management.

BKFN 315: INSURANCE AND RISK MANAGEMENT**3 CREDITS*****Prerequisite:* MGNT255**

An introductory study in the field of risk management. Material covered includes insurance categories of liability, property, unemployment, fire, automobile, health and life. Primary emphasis will be on business applications, but some consideration will be given to personal risk. Government regulation of the industry and contractual classes are examined as well.

BKFN 320: LAW RELATING TO BANKING**3 CREDITS**

The course deals with those principles of law most relevant to everyday provision of domestic and international banking and financial services such as: bank-customer relationship, handling of negotiable instruments and laws relating to cheques and other payments systems, some basic principles of mercantile law, and types of securities taken by banks.

BKFN 325: BANKING OPERATIONS: PRACTICES, TREASURY MGT. AND ETHICS**3 CREDITS*****Prerequisite:* ECON 226**

Introduces students to the operations of the banking system and the installation of professional ethics in banking practise. Topics included are origin of banks, structure of the banking system, banks and customer relationship, types of accounts and banking services. Focus is also on the principle of lending, securities for advances, and ethics in banking.

BKFN 335: CENTRAL BANKING PRACTICE AND MONETARY POLICY**3 CREDITS*****Prerequisite:* ECON 226, BKFN 325**

The course is designed to critically examine the functions and operations of the central bank in its role as the manager and supervisor of the national currency, monetary, foreign exchange, banking credit, payments and price systems within the economy. The course is structured into parts namely: (i) first part concentrating on the general functions and structures of a central bank (with emphasis on Bank of Ghana); and (ii) the second part emphasizing on the Conduct of Monetary Policy and its effect on the financial sub-sector of the economy.

BKFN 340: FINANCE OF INTERNATIONAL TRADE**3 CREDITS*****Prerequisite:* BKFN 310**

An overview of international business and the various instruments used to finance international trade through the banking system. The topics covered include international trade, role of the banks in international trade, international trade finance and other services provided by banks.

BKFN 350: MONETARY AND FINANCIAL SYSTEMS**3 CREDITS*****Prerequisite:* BKFN 325, ECON 226**

The course is structured to give students an overview of the monetary and financial systems that exist in a developing economy like Ghana. It is structured into two main parts namely: i) the operation of the monetary system and (ii) the financial

markets which concentrates mainly on the financial institutions and instruments that exist in the developing economies.

BKFN 460: FINANCIAL REPORTING PLANNING AND ANALYSIS

3 CREDITS

Prerequisite: ACCT 122

The course provides an appreciation of the uses and limitations of accounting information as basis for understanding the financial affairs of bank customers. Topics include preparation of financial statements, financial statements analysis, shares and business valuation, business performance assessment, principles of financial planning, tool and techniques used in the financial planning process, appraisal of capital projects and cost of capital.

BKFN 370 MICRO FINANCE

3 CREDITS

An analysis of credit schemes for micro entrepreneurs, their effectiveness and impact, strategic and operational planning. The course reviews the content of training package for beneficiaries and monitoring procedures, loan recovery and empowerment, and sustainability of project. Planning institutional resources and capacity.

BKFN 375 MARKETING OF FINANCIAL PRODUCTS AND SERVICES

3 CREDITS

Prerequisite: MKTG 250

The model is developed to equip students with the modern marketing strategies that FIs do adopt in order to capture new customers as they thrive to retain the existing ones. Topics to be covered include: development, design and packaging of financial product, pricing, promotion and selling of these products, consumer research, product innovations in banking and non-banking FIs, customer satisfaction and retention strategies, KYC concept in banking and all the other marketing strategies FIs employ in reaching public with their products.

BKFN 420 E-BANKING

3 CREDITS

This course is designed to give students an understanding of the finance and banking-related issues which are central to the success of all e-business. It provides an overview of e-commerce, including new developments such as wireless commerce, RFID and broadband, and also covers finance related topics such as payment systems, security issues in e-banking and developments, corporate systems and software, electronic markets, government policy and strategy and new developments.

BKFN 326: CREDIT ADMINISTRATION AND LENDING PRACTICES

3 CREDITS

Prerequisite: BKFN 325

An in-depth study of the relationship between banker and customer, banking operation, the implication arising from different types of accounts and events affecting their banking operations. The course also includes securities for advance as encountered by banker/lenders in common situations. Topics include banker and

customer relationship, determination of the banker/customer relationship, banking transactions, types of account holders and securities acceptable to bankers.

BKFN 415: CREDIT RISK ANALYSIS AND RISK MANAGEMENT IN FINANCIAL INSTITUTIONS
3 CREDITS

***Prerequisite:* BKFN 326**

This module concentrates on the practical aspects of financial institutional management and lending with particular emphasis on the process of credit risk identification, assessment and reduction techniques. It therefore examines the financial institution-customer relationship in detail and the legal aspects of banker-customer transactions. Principles of lending both on- and off- shore are analyzed and facilities central to the lending process are discussed for decision making, packaging loans and loan management. The concept of moral hazard and adverse selection in credit administration is thoroughly treated. The module concludes with a general treatment of risk management strategies and performance evaluation.

BKFN 425: MICROFINANCE, RURAL AND COMMUNITY BANKING (RCB) OPERATIONS IN GHANA
3 CREDITS

***Prerequisite:* BKFN 325**

The course is designed to introduce students to the concept of Microfinance, and Rural & Community Banking. It connects the fields of microfinance and rural banking and positions it as an important development effort in the war against poverty and rural development. It therefore deals with the importance of rural economy in the life of Ghanaians and of the need to mobilize rural deposits and to assist those engaged in rural activities such as farming, cottage industries, rural and community projects. It is to serve as a forum to learn about current challenges and debates in the world of microfinance, rural banking and development. Including the changing role of Microfinance and rural banking Institutions.

BKFN 430: INVESTMENT AND PORTFOLIO MANAGEMENT
3 CREDITS

***Prerequisite:* BKFN 310**

A study of how to invest for personal or institutional portfolios. Investment methods and investment markets. Basic investment theory with emphasis given to the analysis of securities, portfolio management, and the operation of securities market. This course also looks at investment prospects in real estates. Classification of real estates, estates valuation, and investment in them is the focus of the course. Other topics include methods of financing real estates investments, forecasting changes in real estate values, analysis of returns on real estate investment.

BKFN 440: ADVANCED FINANCIAL MANAGEMENT
3 CREDITS

***Prerequisite:* BKFN 210**

This course investigates the investment and financing decisions of firms from the perspective of the corporate manager. The approach is rigorous and analytical. Topics covered include discounted cash flow techniques; corporate capital budgeting and valuation; investment decisions under uncertainty; capital asset

pricing; options; and market efficiency. The course will also analyze corporate financial policy, including capital structure, cost of capital, dividend policy, and related issues

BKFN 470: INTEGRATIVE CASE STUDY IN BANKING AND FINANCE **3 CREDITS**

Prerequisite: Permission of the Head of Department

A case study approach is used to deal with topics and problems across different courses. Cases and problems cutting across different courses are used in an integrative and comprehensive manner. Cases are used to enhance problem identification problem analysis and problem solving skills. Cases on contemporary issues are also built by collecting problem related data from the business environment.

BKFN 490: CONTEMPORARY ISSUES IN BANKING AND FINANCE **3 CREDITS**

Prerequisite: Permission of the Head of Department

The course structure is such that a review and open discussion of current issues developing in the field of banking and finance. The course will make use of guest lecturers and other experienced industry players in the fields of banking and finance, who will make seminar presentation to the students concerning new trends and best practices.

BBA COGNATES: COURSE DESCRIPTION

COSC 201: INTRODUCTION SPREAD SHEETS **2 CREDITS**

Prerequisites: COSC 117

This course covers the use of spreadsheets software on a microcomputer as an aid to financial planning and management.

COSC 202: DATABASE APPLICATION **2 CREDITS**

Prerequisites: COSC 201

The course deals with the use of software on a microcomputer to create databases for managerial decision making. Electronic filing cabinets, information retrieval, report generation etc. shall be covered.

MATH 182: INTRODUCTORY CALCULUS **3 CREDITS**

Prerequisites: MATH 181

The course covers Differential and Integral Calculus of elementary functions (non-trigonometric). Topics included are limit and continuity, the derivative, and computation of derivatives, applications of the derivative to Business and Economics, the definite integral computation of anti-derivatives, applications of the integral to Business and Economics and partial differentiation and applications to Business and Economics.

STAT 371: STATISTICAL METHODS I **2 CREDITS**

Prerequisites: MATH, 182

This course introduces the student to the basic concepts of statistics (definition, scope and limitation of statistics. Tabulation and classification of data, types of data – nominal, ordinal, interval & ratio/numeric.). The course includes discussion on the following topics - measures of central tendency, measures of dispersion, correlation, regression, time series, skewness and kurtosis, and index numbers. Computer laboratory using SPSS & MINITAB Software will be provided.

STAT 372: STATISTICAL METHODS II

2 CREDITS

Prerequisites: STAT 371

This course introduces the student to the basic methods of empirical inquiry in business. The emphasis of the course is on testing the hypotheses, empirically fitting models, produce predictions, or estimate impacts based upon some form of quantitative or statistical analysis. The course will provide a foundation in statistical inference, enabling the student to become competent in statistical research. The course content includes the following topics: growth curves, probability, probability distributions, sampling, testing of significance, one-way and two-way ANOVA. Throughout the course, a weekly computer laboratory practical assignment using SPSS software will provide a hands-on research experience to the students; this will enable them to become skillful practitioners in data entry and analysis.

BSAD 490 BUSINESS PRACTICUM

3 CREDITS

All BBA students are required to register and complete a business internship programme in a company during the summer vacation following the completion of the third year. This experience should offer students an opportunity to apply theoretical knowledge in a professional environment. Students are expected to work at least 35 hours a week. The performance of the student at the work place shall be evaluated by the host supervisor and graded by the faculty supervisor assigned on a prescribed form.

BSAD 497 & BSAD 498 SENIOR RESEARCH PROJECT I & II

6 CREDITS

The Senior Research Project is to be taken by every final year student in the School of Business as a partial fulfilment of the requirements for the award of Bachelor's Degree at VVU. The students should register for this course at least a semester before they hope to graduate. The student should then choose the topic in the relevant field of major option and submit it to the Head of Department. The Department, after deliberation, will suggest a supervisor. Students plan and carry the research project with the assistance of the faculty supervisor. The research paper should be type-written and double-spaced. The completed research work should not be less than 6000 words.

SCHOOL OF BUSINESS FACULTY LIST

FULL-TIME FACULTY MEMBERS

- 1 **KANYANDEKWE, SAMUEL** [SENIOR LECTURER]
MBA, 1989, Andrews University, USA.
MA (Economics), 1990, Tilak University, India
BA (Economics), 1982, Rwanda National University, Rwanda

- 2 **AMO, HANNAH FOSUAA** [LECTURER]
M Phil(Accounting), 2010, University of Ghana, Ghana.
BBA (Accounting), 2006, Valley View University, Ghana.
ICA, (Ghana) 2013.

- 3 **AMPONSAH, EMMANUEL BISMARCK** [ASSOCIATE PROFESSOR]
Ph.D. Business Administration (Management Accounting), 2014, Babcock University, Nigeria.
MPhil (Accounting), 2009, Kwame Nkrumah University of Science and Technology, Ghana.
BA (Bachelor of Arts (Religion/Business Administration), 1996, Andrews University, USA.
Diploma in Data Processing (Computer Science), 1996, ASWA Computing Institute, Nigeria.
“A” 3-Year Teacher’s Certificate, 1990, Offinso Teacher Training College.
Chartered Institute of Management Accountants (CIMA), UK (Management Level).
Institute of Chartered Accountants, Ghana (ICAG) (Level II).

- 4 **OPPONG-ASAMOAH, FELIX** [LECTURER]
MBA (Accounting), 2009, Kwame Nkrumah University of Science and Technology, Kumasi
BBA (Accounting), Valley View University, Accra

- 5 **ADJEI, LUTHER NTIM** [SENIOR LECTURER]
MBA, 2011, Kwame Nkrumah University of Science and Technology, Kumasi
BBA (Accounting), 2008, Valley View University, Accra

- 6 **AGYEI, ALBERT** [LECTURER]
MBA, 2013, University of Professional Studies, Accra
BBA (Accounting), 2009, Valley View University, Accra

- 7 **AGBEWOMU, SAMUEL YAWLUI** [LECTURER]
M.Phil Accounting, 2012, Kwame Nkrumah University of Science and Technology, Kumasi
BEd. Accounting & Mathematics, 1999, University of Education, Winneba, Kumasi
Diploma in Business Education, Accounting & Mathematics, 1996, University of Education, Winneba, Kumasi
Cert ‘A’ 4 Years, 1998, Dambai College of Education

- 8 **KONADU, JOSEPH SARPONG** [LECTURER]
MBA Accounting (2009), Kwame Nkrumah University of Science and Technology, Kumasi
BBA Accounting, Valley View University, Ghana

- 9 **OCANSEY, EVANS O. N. D.** [LECTURER]
MSc (2015), Babcock University, Nigeria

	<i>BBA Accounting, Valley View University, Ghana</i>
10	ADU, KWADJO ANSAH [SENIOR LECTURER] <i>M Phil (Finance), 2010, University of Ghana, Ghana.</i> <i>BBA (Accounting), 2006, Valley View University, Ghana</i>
11	OPOKU, ABABIO KWAKU [LECTURER] <i>MBA, (Banking & Finance), 2012, Kwame Nkrumah University of Science & Technology, Ghana.</i> <i>BSc. (Banking & Finance), 1997, University of Ghana.</i>
12	OTENG, EVANS [LECTURER] <i>MBA (Finance), 2011, Kwame Nkrumah University of Science & Technology, Ghana.</i> <i>BBA (Accounting), 2007, Valley View University, Ghana</i>
13	MAWUTOR, GODFRED [LECTURER] <i>MPhil. (Economics), 2009 University of Ghana.</i> <i>BA (Economics & Sociology), 2004, University of Ghana</i>
14	ABABIO-GYAMFI, ABRAHAM [LECTURER] <i>MPhil (Economics), ,2013, Kwame Nkrumah University of Science & Technology, Ghana</i> <i>B.A (Economics), 2006, University of Ghana</i> <i>Diploma (Education), 2013, University of Education, Winneba</i> <i>Certificate (Data Management in STATA), 2016, University of Michigan</i>
15	ABDULAI, ISSAKA [LECTURER] <i>MBA, 2005, University of Wolverhampton, UK.</i> <i>BSc. (Administration), 2001, University of Ghana.</i> <i>Postgraduate Diploma (Marketing), 2008.</i> <i>Chartered Institute of Marketing, UK.</i> <i>Advanced Certificate in Marketing, 2006, Chartered Institute of Marketing, UK</i>
16	ARTHUR, STEPHEN [LECTURER] <i>MPhil (Marketing), 2001, University of Ghana</i> <i>BSc. Administration, Marketing (University of Ghana)</i>
17	AKUAMOAH-BOATENG, IRENE [ASSOCIATE PROFESSOR] <i>MBA, (Management), 2002, University of Maiduguri, Nigeria.</i> <i>BA, (Hons), (English), 1999, University of Maiduguri, Nigeria.</i> <i>Diploma in Education, NCE, 1994, College of Education, Azare, Nigeria</i> <i>Certificate in Computer, 2001, Corporate Computer Training School, Azar, Nigeria.</i>
18	BOATENG, PETER AGYEKUM [ASSOCIATE PROFESSOR] <i>PhD (2015), Babcock University, Nigeria</i> <i>MBA, (General Administration), 2001, Universidad de Montemorelos, Mexico.</i> <i>BA, (Religion/ Business Administration), 1995, Andrews University, USA.</i> <i>Diploma in Data Processing, 1995, Adventist Seminary of West Africa, Nigeria</i>
19	AKAFO, VERA [LECTURER] <i>MPhil, (HRM), 2012, University of Ghana.</i> <i>BA (Psychology & Political Science), 2005 University of Ghana</i>
20	KARIKARI, AMA FORIWAA [SENIOR LECTURER] <i>MBA (Management), 2005, Adventist International Institute of Advanced Studies, Philippines.</i>

	<i>BBA (Accounting), 2002, Valley View University, Ghana.</i>
21	LAWRENCE LOWELL [LECTURER] <i>PhD, (Strategic Management & Leadership) 2012, Universidad Empresarial de Costa Rica, Costa Rica</i>
22	PEPRA-MENSAH, JOSEPHINE [LECTURER] <i>MBA, Human Resource Management, 2010, University of Cape Coast, Ghana</i> <i>BBA, University of Cape Coast, Ghana</i>
23	YAMOAH, PATIENCE [LECTURER] <i>MBA, (2004) Adventist University of the Philippines</i>

ADJUNCT-FACULTY MEMBERS

24	MARFO-YIADOM, EDWARD [ASSOCIATE PROFESSOR] <i>MBA, 1996, University of Ghana.</i> <i>ICA, (Ghana), 1999.</i> <i>BCOM/Dip Ed. University of Cape Coast, 1992.</i>
25	YAMOAH, EMMANUEL [SENIOR LECTURER] <i>PhD. Business Administration, 2013, Babcock University, Nigeria,</i> <i>MBA, (Marketing) 2006, University of Cape Coast, Ghana.</i> <i>BBA, (Accounting), 2002, Valley View University, Ghana.</i>
26	OHENEBA ASSENSO-OKOFO [LECTURER] <i>PhD, (Accounting) 2015, La Trobe University, Australia</i>
27	HEGBOR, NATHANIEL [LECTURER] <i>MSc Development Finance, 2014, University of Ghana</i> <i>LLB (Hons), (2002), Ghana Law School, Accra</i> <i>Barrister's/Solicitor's Certificate, 2002, Ghana School of Law, Accra</i> <i>Chartered Institute of Bankers Ghana</i> <i>Chartered Institute of Development Finance</i>
28	OWUSU-DANKWA, ISAAC [LECTURER] <i>MIBA (Finance), 1996, US International University, Africa.</i> <i>BBA (Accounting), 1993, University of Eastern Africa, Baraton Kenya</i>
29	RICHARD AMANKWA FOSU [LECTURER] <i>M Phil (Accounting), 2010, University of Ghana</i> <i>BSc (Accounting), 2005, University of Ghana.</i> <i>ICA, (Ghana), 2008</i>
30	DZOGBENUKU, ROBERT [LECTURER] <i>MBA, (Marketing), 2006, University of Cape Coast</i> <i>Postgraduate Diploma Marketing, 2008,</i> <i>CIM Diploma (Mathematics), 1986, ATTC, Winneba, Ghana.</i>

SCHOOL OF EDUCATION

DEPARTMENT OF ARTS AND SOCIAL STUDIES EDUCATION

Bachelor of Education, English Language

Bachelor of Education, Religion

Bachelor of Education, Social Studies

DEPARTMENT OF BUSINESS EDUCATION

Bachelor of Education, Accounting

Bachelor of Education, Management

DEPARTMENT OF MATHEMATICS AND SCIENCE EDUCATION

Bachelor of Education, Mathematics

Bachelor of Education, Information Technology

DEPARTMENT OF MUSIC EDUCATION

Bachelor of Education, Music

Diploma in Music

SCHOOL OF EDUCATION

DEAN	Samuel Adaboh
HEAD, BUSINESS EDUCATION	Samuel Stevens Boateng
HEAD, MATHEMATICS AND SCIENCE EDUCATION	Robert Akpalu
HEAD, ARTS AND SOCIAL STUDIES EDUCATION	Felicia Annin
ACTING HEAD, MUSIC EDUCATION	Emmanuel Boahen
COORDINATOR, TECHIMAN	Kate Yeboah-Appiagyei

INTRODUCTION

The School of Education offers Bachelor of Education degrees in Secondary Education and Graduate Programmes in Education (in collaboration with the School of Graduate Studies). The School also offers mature entry admission to applicants who do not meet the direct entry requirements.

PHILOSOPHY

The School of Education aims at providing quality Christian education for Senior High School teachers. The primary goal of the School is to restore the lost image of God in humanity by developing their physical, mental, and spiritual capabilities for the joy of service to God and humanity.

MISSION STATEMENT

The School of Education aims at providing a curriculum in which future educators are given opportunities to become competent, caring, and highly qualified teachers. The School of Education provides a foundation for learning that enables future teachers to become instructional leaders.

Field experience in private and public schools enable our students to reflect on and apply the pedagogical concepts and strategies introduced in University classes. Graduates will utilize pedagogical principles, content knowledge, awareness of diversity, and technology to enhance instruction for all learners, demonstrating the recursive relationship between and among standards, instruction, and assessment.

VISION

The School of Education is to be a centre of excellence in training professionals who provide leadership and exemplary educational and related services to improve the lives of individuals in a changing and complex global society.

GOALS

The primary goals of the Bachelor of Education programmes are to prepare and turn out trained and qualified teachers who

- possess in-depth knowledge in the relevant subject areas
- have a fair appreciation and understanding of curricular and pedagogical issues
- can employ critical and reflective thinking in analysing educational issues

BROAD SCHOOL OBJECTIVES

The School of Education strives to prepare students to be leaders in the classroom, effective practitioners in their particular fields, and lifelong learners for their personal and professional growth.

To this end, the objectives of the School of Education are to:

- Assist students to imbibe the history of education, the major philosophical movements within education, current legal and social issues, and the role of the teacher.
- Identify the cultures that exist in the schools and promote appreciation and understanding of a multicultural classroom.
- Strengthen the physical environment for learning and promote maximum pupil achievement, and provision for special needs of students with differential abilities.
- Adopt grouping and behavioural management strategies that promote students' confidence in learning towards better achievement.
- Plan and implement lessons and units of instruction that reflect knowledge of human development, including the cognitive, affective, and psychomotor characteristics of the learner.
- Provide effective speaking and interpersonal communication skills' model, and the use of appropriate non-verbal and verbal communication in individual, small group and whole class settings.
- Modify instructional methods to accommodate the needs of special learners.
- Encourage effective use of technology and media to enhance instruction.
- Apply the principles and the knowledge of research to develop, implement and evaluate appropriate instruction. Support student learning through collaboration with faculty, parents, community organizations and others.

RATIONALE

The School of Education operates within the framework of the Seventh-day Adventist philosophy of education which promotes "... a harmonious development of the physical, mental and spiritual powers". The goal of this type of education is to prepare students

“... for the joy of service in this world and in the world to come” (White, E. G.1952, Education p. 13).

The School of Education aims to provide a curriculum in which future educators are given opportunities to become competent, caring, and highly qualified teachers. The School of Education provides a foundation for learning that enables future teachers to become instructional leaders. Numerous field placements in private and public schools enable our students to reflect on and apply the pedagogical concepts and strategies introduced in University classes. Graduates will utilize pedagogical principles, content knowledge, awareness of diversity, and technology to enhance instruction for all learners, demonstrating the recursive relationship between and among standards, instruction, and assessment.

EMPLOYMENT PROSPECTS

The Bachelor of Education programmes offer professional training in education and teaching and equips students with skills in teaching at primary, secondary and post-secondary levels of education. The programmes aim to achieve the mission and objectives of Valley View University by training students with solid Christian moral foundations, equipped academically to teach in Junior and Senior High Schools. Graduates can also be counsellors or serve in Education Offices. Ghana presently needs teachers with this experience. They will therefore help address the challenges of improving the quality of education in Ghana and beyond.

DEGREES OFFERED BY THE SCHOOL

1. Bachelor of Education - Information Technology
2. Bachelor of Education - Accounting
3. Bachelor of Education - Management
4. Bachelor of Education - Religion
5. Bachelor of Education - Social Studies
6. Bachelor of Education - English Language
7. Bachelor of Education - Mathematics
8. Bachelor of Education – Music
9. Diploma in Music

Minor Fields of Concentration

- English Language
- Mathematics
- Study of Religions
- Management
- Accounting
- Social Studies

- Information Technology

We also run the following post-graduate and graduate programmes in collaboration with the School of Graduate Studies:

- i. M.Phil. in Curriculum and Instruction
- ii. M.Phil. in Educational Administration and Leadership
- iii. M.Ed. in Curriculum and Instruction
- iv. M.Ed. in Educational Administration and Leadership
- v. Post-graduate Diploma in Education

MAJOR AND MINOR SELECTION

Students in the School may choose one Major and one Minor. The Minor selected should be different from the Major. If a student wishes to take two Majors then a Minor field of concentration is not required.

BACHELOR OF EDUCATION (SECONDARY EDUCATION)

The B.Ed. Secondary Education programme offers professional training in education and teaching and equips students with skills in teaching at the secondary level of education. The programme aims to help achieve the mission and objectives of Valley View University by training students with solid Christian moral foundations and equipped academically and practically to teach in Junior and Senior High Schools. Graduates can also assist in counselling and serve in Education Offices. Ghana needs teachers with this experience who will help address the present challenges of improving the quality of education especially at the Senior High level.

Entry Requirements

1. *Senior Secondary School Certificate Examination (SSSCE)*: Compulsory Subjects - Grade D or better in three (3) core subjects (English, Mathematics, Integrated Science or Social Studies and Elective Subjects – Grade D or better in three (3) elective subjects.
2. *West Africa Senior School Certificate Examination (WASSCE)*: Compulsory Subjects - Grade C6 or better in three (3) core subjects (English, Mathematics, Integrated Science or Social Studies) and Elective Subjects – Grade C6 or better in three (3) elective subjects.
3. *General Certificate of Education (GCE) Advanced Level*: Passes in three (3) subjects including Mathematics and/or Science (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language and Mathematics.

4. HND holders from recognized institutions with at least second class lower division may be considered for admission.
5. Diploma in Education, and 3-Year Post-Secondary Teacher's Certificate "A" or other certificates from recognized institutions assessed to be equivalent to (1), (2) or (3) may be considered for admission.
6. International Students having equivalent qualifications as stated in (1), (2) or (3) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign students must have their high school certificates/diplomas translated into English if they are not written in English.
7. *Mature Students*: The applicant must:
 - a. Be at least 25 years old;
 - b. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
 - c. Pass Mature Students' Entrance Examinations conducted by Valley View University in three subjects (English Language, Mathematics and General Paper). In lieu of entrance examination, the applicant should show proof of passes in English and Mathematics in WASSCE, SSCE, GCE or any other nationally recognized standard High School level examinations. Applicants will also be required to attend an interview to determine their eligibility into the program.

LIST OF MANDATORY EDUCATION COURSES

COURSE CODE.	EDUCATION REQUIRED CORE	CR
	EDUCATIONAL FOUNDATIONS	20
EDST 225	Principles and Practice of Education	3
EDST 125	Philosophy of Education	3
EDST 138	Development of Education in Ghana	2
EDST 316	Educational Measurement and Evaluation	3
EDST 118	Sociological Foundations of Education	3
EDST 357	Research Methods in Education	3
EDST 228	Educational Statistics	3
	EDUCATIONAL CURRICULUM AND INSTRUCTION	9
EDST 225	Technology in the Classroom	3
EDST 244	Curriculum Studies	3
EDST 236	Development of Instructional Materials	3

	EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128	Principles of Guidance and Counselling	2
EDST 136	Psychology and Education of Exceptional Child	1
	BUSINESS REQUIRED CORE	3
BSAD 435	Entrepreneurship and Small Business Management	3
	EDUCATIONAL ADMINISTRATION	3
EDST 389	School Organization, Administration & Supervision	3
	EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT	12
EDST 327	On-Campus Teaching Practice	3
EDST 374	Off-Campus Teaching Practicum	3
EDST 495	Senior Research Project	6
	Total credits for Education required courses	50

COURSE DESCRIPTION FOR EDUCATION COURSES

EDUCATION CORE

EDUCATIONAL FOUNDATION

EDST 215: EDUCATIONAL PSYCHOLOGY

3 CREDITS

The course introduces the student to the nature and scope of educational psychology. It provides students with knowledge in principles and theories about developmental characteristics of the learner, the learning process and the learning situation. Specifically, it looks at such areas as the nature and scope of educational psychology and its relevance to classroom teaching, characteristics of the learner, principles of growth and development, learning theories and their classroom application, basic teaching techniques and classroom management.

EDST 124 PRINCIPLES AND PRACTICE OF EDUCATION

3 CREDITS

This course discusses the concepts and processes of education. It examines schooling, training and learning as related concepts of education. It further considers the modes of education like formal, informal and non-formal education. Specific areas to be covered include aims of education to the individual, family and society. It also examines attainment of harmony in the school.

EDST 126 PHILOSOPHY OF EDUCATION

2 CREDITS

The course deals with the nature and scope of philosophy and philosophy of education. There is particular focus on the major schools of philosophy and how they influence the aims, curricula and methods of teaching in Africa in general and Ghana in particular. Coverage includes such specifics as philosophy and

philosophy of education, concepts in philosophy of education, aims of Ghanaians and African education, schools of philosophy, basic concepts that influence organization and administration of education and the classroom, etc.

EDST 138 DEVELOPMENT OF EDUCATION IN GHANA

2 CREDITS

The course introduces students to the developmental history of education in Ghana. It discusses the establishment of the national systems of education and the factors that contributed to its development. Specific areas to cover include the early merchant missionary enterprise in educational provision in Ghana. It will further take a look at post colonial education reforms.

EDST 316 EDUCATIONAL MEASUREMENT AND EVALUATION

2 CREDITS

The course examines the role of measurement and evaluation in education. It further examines the related concepts of assessment, evaluation, grading and validity. It further examines techniques for testing, test scores and test score interpretation.

EDST 118 SOCIOLOGICAL FOUNDATIONS OF EDUCATION

1 CREDIT

The course examines the indigenous and social ideals in African education. It looks at such issues as the community and family in African education, structure of opportunity in the rural setting, the rural urban dichotomy as well as contemporary education problems resulting from changing social conditions. Some specific areas covered include indigenous Ghanaian education, culture and educational relationship, community influences on education, socialisation, and rural/urban disparities in educational opportunities.

EDST 357 RESEARCH METHODS IN EDUCATION

3 CREDITS

The course introduces students to a range of issues and practises in educational inquiry and research. It focuses on theoretical and practical considerations in planning, conducting and reporting research. Coverage includes such aspects as educational research and classification, the research problem and statement, descriptive and non-descriptive types of research, research population, sampling techniques, data gathering strategies and instruments, data analysis and interpretation, writing the research proposal and the research report.

EDST 219 GENERAL PRINCIPLES AND METHODS OF TEACHING

3 CREDITS

The course introduces students to current methodological issues in teaching. It deals with such issues as theories of learning and implication for classroom teaching. General principles, methods, and techniques of teaching will be discussed; lesson planning, classroom management and control; will also be examined. It will also treat projected and non-projected instructional materials: Specifically, information –chalkboard, flipchart, flannel board, zigzags, multi board, etc.; display information –flashcard, overhead transparency, wall chart etc.; a summary of complex information-charts, graphs, flow diagram etc.

EDUCATIONAL CURRICULUM AND INSTRUCTION

EDST 225 TECHNOLOGY IN THE CLASSROOM

3 CREDITS

This introduces students to the concept of educational technology. It aims at equipping students with basic skills in the production and utilization of instructional materials. Coverage includes such aspects as the concept of educational technology, role and importance of audio-visual technology, types, selection and use of instructional media in the classroom, communication, production and uses of projected and non-projected media for instruction. It also looks at assessment and planning for current and future technology needs, including technical support, upgrades and staff development, etc.

EDUCATIONAL PSYCHOLOGY AND COUNSELLING

EDST 128 PRINCIPLES OF GUIDANCE AND COUNSELLING

2 CREDITS

The course equips students with the rudiments of guidance and counselling as part of the student personnel work in first and second cycle schools. It looks at definitions and practises of some of the major service employed in guidance and counselling regarding school related problems. Specific coverage includes the broad concept of student personnel work, basic principles in guidance practise in schools, services involved in operationalising the guidance programme like appraisal, informational services, placement, counselling (individual and group), follow-up and evaluation, nature and management of school related problems, role of guidance/counselling functionaries, characteristics of a counsellor, etc.

EDST 136 PSYCHOLOGY AND EDUCATION OF EXCEPTIONAL CHILD

1 CREDIT

The course introduces students to the learning and behavioural characteristics of exceptional individuals with various disabilities as well as the gifted. It looks at the educational implications of their characteristics and the instructional techniques, which may be unique to meeting the needs of these individuals. Specific issues covered include the concept of special education, who an exceptional individual is, categories of exceptionality like mental retardation, visual impairment, hearing impairment, communication disorders, behaviour disorders, learning disabilities, giftedness, etc.

EDST 270: STUDY OF SENIOR HIGH SCHOOL SYLLABUS

2 CREDITS

The course is designed to cover the entire content of the syllabus in the specific subject areas at the Senior High School level. Coverage includes the scope of the subject area, the rationale for teaching it, the general aims, the deviation and setting up of behavioural objectives and expressive outcomes and the year wise organisation of the syllabus. The focus will be on the two major profiles-knowledge and understanding.

EDUCATIONAL ADMINISTRATION

EDST 464 ASSESSMENT IN SUBJECT AREAS

2 CREDITS

The course is designed to assess the behaviours of students in terms of performance in order to identify the strengths and weaknesses that may help in decision making process. The assessment is based on the profile dimensions – knowledge and understanding that are acquired through the receptive skills of listening and reading, and the use of knowledge that are also acquired through productive skills of writing and speaking. Both the formative and summative types of assessment will be covered. The criterion-referenced testing procedure will be used in the area of class tests, class assignment, homework, projects (practical and investigative study) more frequently than the norm-referenced testing procedures. In the construction of the test, the test purpose, content specification, test development, etc. may be covered.

EDST 244 CURRICULUM STUDIES

3 CREDITS

Curriculum constitutes the core of the teaching-learning process. This course is central in preparing the student-teacher in the theory and practices of curriculum. It introduces the student-teacher to curriculum concepts, issues and processes at various levels of education. The determinants of curriculum are explored including the philosophical, sociological, psychological, historical, political, and technological foundations. The elements and processes of curriculum planning, design, implementation and evaluation are explored.

EDST 236 DEVELOPMENT OF INSTRUCTIONAL MATERIALS

3 CREDITS

The course introduces student teachers to the concepts of instructional materials, and equips them with the basic techniques of their development and the use of such materials in the classroom. It looks at the processes for their development and treats such broad areas as projected and non-projected instructional materials. The specific areas to be covered from the projected and non-projected materials include those that carry information-chalkboard, flipchart, flannel board, zigzags, multi board, etc; those that display information-flashcard, overhead transparency, wall chart, etc; those that summarize complex information-charts, graphs, flow diagram etc. Mode of delivery will include lectures, discussion, group work, symposium, and demonstrations.

BUSINESS REQUIRED CORE

BSAD 435 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

3 CREDITS

A study of the theory and practise of initiating a business venture and organizing the necessary resources. This course provides students with an understanding of the business planning techniques, economic analysis, financial analysis, market analysis and human resource analysis which are utilized in conceiving and launching a new business. The course also provides an understanding of the risks and rewards associated with entrepreneurship. Examines the principles and

problems of operating a small business after it is established. Topics covered include a procedural system for establishing a new business, providing physical facilities, financing, organizing, marketing and managing of the small businesses. The course would include class project in which students work in teams to write business plans with the aim of attracting support for venture capital.

EDST 388 SCHOOL ORGANISATION, ADMIN. & SUPERVISION

3 CREDITS

The course introduces students to theory, principles and facts about school organisation and management. It looks at the system of education in Ghana – the Ministry of Education (MOE) and the Ghana Education Service (GES). Specific coverage includes such aspects as the nature of school organisation and administration, theoretical frame work for the study of educational administration like what theory is, schools of thought on administrative tasks of the school head, communication, school and community, the system of education in Ghana, MOE and GES, introduction to school budgeting and accounting, etc.

EDST 228 EDUCATIONAL STATISTICS

3 CREDITS

This course is designed to provide students with statistical applications in education. Major topics to be treated include: types of data: discrete, categorical and continuous. Organization of data; into frequency, tables, graphs and diagrams. The course will mainly treat descriptive statistics: the measures of central tendency, the measures of dispersion and measures of position. Correlation and Regression will be investigated. Elementary concepts of Probability will be discussed. Finally, test scores using T-score, Z- Score and Percentile ranks will be treated.

EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT

EDST 327 ON-CAMPUS TEACHING PRACTICE

3 CREDITS

The course introduces students to the study of the theories of teaching and learning. It looks at the school curriculum/syllabus and the role of the classroom teacher. It further introduces the students to lessons preparation and its presentation in the classroom.

EDST 374 OFF-CAMPUS TEACHING PRACTICUM

3 CREDITS

This course is the culminating activity of the professional education sequence. Four weeks would be spent in selected off-campus school sites. The teacher candidate in a teaching learning situation, is required to adhere to established policies and procedures of the school system in addition to those policies and procedures established by the University. The clinical experience is designed to enable the teacher trainee to engage in competent reflective decision making while teaching, demonstrating professionalism, scholarship and sensitively to individual and communal interests. Standards of good practise and ethical, professional behaviour as laid down by the GES code should be maintained.

EDST 495 SENIOR RESEARCH PROJECT

6 CREDITS

Students gather research data, analyse the data, and process the data and interpret the data under the guide of assigned lecturers. Students write and resent reports on their findings.

DEPARTMENT OF ARTS AND SOCIAL STUDIES EDUCATION

BACHELOR OF EDUCATION IN SOCIAL STUDIES

Programme Objectives:

- To develop and practice skills and approaches of teaching for learning in social studies.
- To appreciate more fully the significance of current issues and social institutions and their influence.
- To foster an awareness and encourage a critical evaluation of the historical, political and social features of modern societies with particular reference to Ghana
- To advance knowledge of current trends in social studies curriculum.
- To educate prospective teachers who will have a deep knowledge and practical teaching ability as to keep positively abreast with the rapid changes of society
- To provide the necessary academic background for entrance into graduate degree programmes in social studies education

Total credits required for graduation are as follows

A. General Education (University Required Courses)	39
B. Education Required Core Courses	38
C. Major Concentration	69
D. Practicum/Senior Research Project	12

TOTAL CREDIT HOURS **158**

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS **39**

CLUSTER 1: Language and Communication **13**

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 301 Advanced Writing Skills	3

CLUSTER 2: Social and Behavioural Sciences, Humanities **3**

EDST 245 Educational Psychology	3
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CLUSTER 3: Natural and Physical Sciences, Mathematics	6
MATH 121 College Algebra (for non-Mathematics students)	3
COSC 117 Fundamentals of Computer Skills	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
AFST 203 Indigenous Technologies for Development in Africa	1
AFST 213 Africa in Globalization World	1
AFST 223 Africa and the Diaspora	1
AFST 233 Cultural and Development	1
AFST 243 Chieftaincy and Development	1
AFST 204 Literacy Traditions in Africa	1
AFST 214 Traditional Festivals	1
AFST 234 African Drama	1
AFST 244 Language Proficiency- Ga	1
AFST 254 Language Proficiency- Twi	1
AFST264 Language Proficiency- Ewe	1
AFST 274 Language Proficiency- Dagbani	1
B. EDUCATION REQUIRED CORE	38
EDUCATIONAL FOUNDATIONS	20
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 138 Development of Education in Ghana	2
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3

EDUCATIONAL CURRICULUM AND INSTRUCTION	12
EDST 226 Technology in the Classroom	3
EDST 244 Curriculum Studies	3
EDST 234 Development of Instructional Materials	3
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
BSAD 435 Entrepreneurship and Small Business Management	3
EDUCATIONAL ADMINISTRATION	3
EDST 389 School Organization, Administration & Supervision	3
C. MAJOR CONCENTRATION	69
ESST 101 The Nature and Philosophical Foundations of Social Studies	3
ESST 213 Introduction to The Study of Ghanaian	3
ESST 227 Foundations of Social Studies	3
ESST 217 Marriage and Family Life Issues	3
ESST 201 Social Studies for Basic Schools	3
ESST 232 The Development of Social Std. in Ghana And Africa	3
ESST 223 Conflict and Peace Studies in Africa	3
ESST 224 Resource Development and Utilization	3
ESST 227 The Individual and Community in Perspective	3
ESST 228 Principles and Methods of Teaching in Social Studies	3
ESST 315 The Constitution and Nation Building	3
ESST 317 Population and Development	3
ESST 324 Reproductive Health and Family Life Education	3
ESST 325 Disaster Prevention and Management	3
ESST 326 Environmental Problems in Ghana	3
ESST 415 Gender Issues and Development	3
ESST 417 Traditional Socio-Political Institutions in Ghana	3
ESST 325 Education and Social Change	3
ESST 423 Reflective Practice and Strategies in Social Studies	3
ESST 424 Contemporary Economic Issues	3
ESST 425 Science, Technology and Modernization	3
ESST 427 The World of Work	3
ESST 464 Assessment in Social Studies	3
D. EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT	12
EDST 327 On-Campus Teaching Practice	3

EDST 374 Off-Campus Teaching Practicum
 EDST 495 Senior Research Project

3
 6

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATH 121 College Algebra	3	ESST 102 Introduction to the Study of Ghanaian History	3
RELB 163 Life and Teachings of Jesus	3	EDST 118 Sociological Foundations of Education	3
COCS 117 Fundamentals of Computing Skills	3	EDST 138 Dev. of Education in Ghana	2
EDST 125 Philosophy of Education	3	EDST 128 Principles of Guidance and Counselling	2
GNED 125 Study Skills	NC	EDST 136 Psychology and Education of Exceptional Child	1
PEAC 100 Physical Activity	NC	PEAC 100 Physical Activity	NC
ESST 101 The Nature and Philosophical Foundations of Social Studies	3	ESST 102 Introduction to the Study of Ghanaian History	3
TOTAL CREDITS	21	TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 225 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 245 Educational Psychology	3	ESST 226 Conflict and Peace Studies in Africa	3
ESST 228 Principles and Methods of Teaching in Social Studies	3	ESST 227 The Individual and Community in Perspective	3
ESST 217 Marriage and Family Life Issues	3	ESST 225 Resource Development and Utilization	3
RELB 251 Principles of Christian Faith	3	EDST 234 Development of Instructional Materials	2
EDST 244 Curriculum Studies	3	EDST 226 Technology in the Classroom	3
		AFST *** African Studies	1
TOTAL CREDITS	18	TOTAL CREDITS	18

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	EDST 316 Educational Measurement and Evaluation	3
AFST *** African Studies	1	ESST 324 Reproductive Health and Family Life Education	3
ESST 315 The Constitution and Nation Building	3	ESST 326 Environmental Problems in Ghana	3
RELT 385 Introduction to Biblical Foundations of Ethics	3	EDST 374 Off-Campus Teaching Practicum	6
EDST 357 Research Methods in Education	3	ESST 325 Disaster Prevention and Management	3
ESST 317 Population and Development	3		
EDST 327 On-Campus Teaching Practice	3		
ENGL 301 Advanced Writing skills	3		
TOTAL CREDITS	22	TOTAL CREDITS	18

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 435 Entrepreneurship and Small Business Management	3	ESST 424 Contemporary Economic Issues in the World	3
ESST 415 Gender Issues and Development	3	ESST 425 Science, Technology and Modernization	3
ESST 417 Traditional Socio-Political Institutions in Ghana	3	ESST 446 The World of Work	3
ESST 325 Education and Social Change	3	ESST 464 Assessment in Social Studies	3
EDST 495 Senior Research Project	6	EEST 425 Democracy and Nation Building	3
		ESST 423 Reflective Practice and Strategies in Social Studies	3
TOTAL CREDITS	18	TOTAL CREDITS	18

B.ED SOCIAL STUDIES MINOR COURSE SCHEDULE FOR EDUCATION STUDENTS

CODE	COURSE TITLE	CREDITS
ESST 117	Meaning and Scope of Social Studies	3
EDST 118	Sociological Foundations of Education	3
ESST 227	Foundations of Social Studies	3
ESST 201	Social Studies for Basic Schools	3
ESST 232	The Dev. of Social Std. in Ghana and Africa	3
EDST 327	Method of Teaching Social Studies	3
ESST 417	Traditional Socio-Political Institutions in Ghana	3
	Total	24

COURSE DESCRIPTIONS

ESST 213 THE NATURE AND PHILOSOPHICAL FOUNDATIONS OF SOCIAL STUDIES

3 CREDITS

The course examines the historical evolution of Social Studies and the history of defining Social Studies in Africa. The course will also look at the unsteady development of Social Studies in Ghana until the implementation of the New Educational Reform Programme of 1987. The areas to cover includes, the meaning, nature, scope, goals and objective of Social Studies education. Controversial issues, facts, misconceptions and generalizations will also be examined in this course.

ESST 214 MARRIAGE AND FAMILY LIFE ISSUES

3 CREDITS

This course discusses issues related to Marriage and Family Life. Under this course the theories of marriage and family life will also be examined. Topics to cover include the concept of marriage and family. The course will further look at the classification of marriage, residential pattern, types of family, socialization and the role of the family in the process of socialization.

ESST 225 RESOURCE DEVELOPMENT AND UTILIZATION

3 CREDITS

The course focuses on resources, the concepts of development and economic growth. Coverage of the course includes development and theories of development, sectors of the economy, meaning and types of resources and the relationship between these resources. Other issues include factors that influence development, economic growth and development planning.

ESST 227 THE INDIVIDUAL AND COMMUNITY IN PERSPECTIVE

3 CREDITS

The course examines the individual and their role in the community. It also looks at the social environment which will enable the students develop positive attitudes, skills and knowledge to adapt well in the ever-changing society. The course coverage includes the concept of self, Abraham Maslow's Hierarchy of needs, how individuals can ensure sustainability of themselves and the social environment.

EDST 228 PRINCIPLES AND METHODS OF TEACHING IN SOCIAL STUDIES

3 CREDITS

The course considers the overview of Social Studies and the need to adopt the problem-solving method in teaching the subject in order to achieve the objectives of Social Studies. The methods, techniques, skills and strategies of teaching Social Studies will also be examined. The skills of lesson planning, preparation, introduction, presentation and closure will also be explored. Coverage will also include skills of stimulus variations, skills of questioning, skills of using Teaching Learning Materials, skills of using the chalkboard and lastly the skills of classroom management and discipline.

ESST 223 CONFLICT AND PEACE STUDIES IN AFRICA**3 CREDITS**

This course seeks to examine conflict and the implications of conflict in Africa. The course will also look at the need for peace building to ensure development. The course coverage includes the concept of conflict, levels of conflict, theories of conflict, conflict analysis, conflict prevention, conflict resolution, conflict management, and alternative dispute resolution and peace education.

ESST315 THE CONSTITUTION AND NATION BUILDING**3 CREDITS**

The course equips students with the knowledge and provisions of the constitution as the highest law to which all other laws must conform. Besides, the course aims to provide the relationship between the constitution and nation building. The content includes definition and types of constitution, constitutional rule, stakeholders of the constitution, provisions of the constitution including rights, responsibilities and the directive principle of state policy. The concept of nation building will also be examined.

ESST 317 POPULATION AND DEVELOPMENT**3 CREDITS**

This course aims at making students appreciate the structure of Ghana's population; the usual and trend of population growth rate, and the impact on socio – economic development. Some topics to be treated include: factors responsible for rapid population growth, the general growth rate of Ghana's population, factors contributing to the distribution of Ghana's population, impact of population growth on the socio- economic development of Ghana, the concept of sustainable development as it relates to population growth, population policies in Ghana, etc.

ESST 326 ENVIRONMENTAL PROBLEMS OF GHANA**3 CREDITS**

This course seeks to examine the natural environment and the ways in which human actions are degrading the environment. It will also examine efforts that are being made to address environmental problems. In order to have sufficient knowledge about the environment in general, the concept of environment, ecology, ecosystem and the structure of the atmosphere, land degradation, pollution, agro-forestry, desertification, deforestation and global warming will be examined.

ESST 324 REPRODUCTIVE HEALTH AND FAMILY LIFE EDUCATION**3 CREDITS**

This course introduces students to the basic concept of maternal and child health including reproductive physiology. It provides overview of life stages of adolescence and menopause; issues surrounding conception and pregnancy, including morbidity and mortality related to childbearing; contraception, perinatal and infant health. Strategies to improve the family life are emphasized with a special focus on relationship development, sexuality development, resources development, and parenting education within the family cycle.

ESST 325 DISASTER PREVENTION AND MANAGEMENT**3 CREDITS**

This course is designed to expose students to disaster and ways of preventing disaster. The course will also look at ways of managing disasters in the World with special reference to Ghana. The course coverage includes the concept of disaster, types of disaster, phases of disaster, characteristics and the concept of disaster management and prevention.

ESST 41 5 GENDER ISSUES AND DEVELOPMENT**3 CREDITS**

The course examines gender issues and how such issues affect development. It also looks at the historical perspectives of gender issues in the world. Specifics include: the concept of gender and sex, feminism, waves of feminism, types of feminism, the essential features of development from gender perspective, the theories of gender role acquisition and a situational analysis of gender issues in Ghana.

ESST 41 7 TRADITIONAL SOCIO – POLITICAL INSTITUTIONS OR GHANA**3 CREDITS**

The course is intended to expose students to some traditional and political institutions in the society. It will expose them also some social kinship organisation like the Family, Lineage and the Clan. Coverage areas shall include culture, common cultural traits among Ghanaians, traditional symbols and national symbols.

ESST 318: EDUCATION AND SOCIAL CHANGE**3 CREDITS**

The course exposes students to how education equips them to play an effective role in the transformation and development of the society and the relationship between education and the changes taking place in our social settings. It also looks at the obligations an educated person and an educator have, in bringing about change and development in the community. The course looks at theories of social change, and the social and economic limits in addressing the issue of social change in Ghana.

ESST 424 CONTEMPORARY ECONOMIC ISSUES**3 CREDITS**

This course is designed to introduce students to contemporary economic issues. Students would be required to examine these economic issues with the objective of finding the impact of these issues on the economies of countries with special reference to the sub-region as a whole and Ghana in particular. Coverage includes; population and economic growth, poverty alleviation, inflation, Unemployment, ECOWAS, AU, NEPAD, Globalisation.

ESST 428 DEMOCRACY AND NATION BUILDING**3 CREDITS**

The course examines the concept of democracy and its importance in building a prosperous society. It will review problems hindering democratic practice in Africa with special reference to Ghana. This course looks at the concept of Nation Building,

Democracy, types, and principles of a democratic state. Attempts will be made to suggest pragmatic solutions to the problem.

ESST 425 SCIENCE TECHNOLOGY AND MODERNIZATION

3 CREDITS

The course aims at developing in students an attitude to re-examine society from the point of view of development in science, technology and modernity. Modern life will be impossible without science and technology therefore there is the need for students to orient themselves with the concepts of science and technology to fit well into the modern society. The course coverage includes the concept of science, technology and modernisation and global issues for Science – Technology Society (STS). The role and effect of science and technology in the development of Ghana will also be examined.

ESST 423 REFLECTIVE PRACTICE AND STRATEGIES IN SOCIAL STUDIES

3 CREDITS

The course exposes students to reflective practises which is an integral part of Social Studies education. The course will enable students reflects critically on the Social Studies syllabus at the Senior High School level and their implication on teaching. The course looks at concept of reflective practices and the importance of reflective practises. The course examines at the various levels of the Blooms taxonomy in the various topics found in the syllabus.

ESST 426 ASSESSMENT IN SOCIAL STUDIES

3 CREDITS

The course examines assessment and the relevance of assessment to the Social Studies teacher in the classroom. The course will also look at how assessment especially formative assessment can be made to play an integral part in the Social Studies Teacher's classroom activities. Coverage includes meaning of assessment, types of assessments, purpose and use of assessment and debates or contentions in assessment. The students will also be taken through how to construct good or appropriate assessment items in Social Studies.

ESST 446 THE WORLD OF WORK

3 CREDITS

The course considers issues related to work and work ethics that would help enhance efficiency at the workplace. Topics to cover would include the concept of work, Work ethics, working conditions, trade unions, causes and solutions of employer-employee conflicts, stress and how to cope with stress in the workplace. Unemployment, effects of unemployment as well as measures to reduce unemployment. are also considered.

BACHELOR OF EDUCATION IN RELIGION

The aim of the programme is to enable students search and acquire knowledge in the study of religions and to impart such knowledge and understandings to students at the senior high school. The Programme exposes students to the various major religions especially those that are taught in the senior high school curriculum. The programme philosophy in sum, is to educate students by providing them with a strong background in religious studies.

Programme Objectives

- To train graduates who will utilize pedagogical skills and content knowledge require for effective teaching of religion.
- To train teachers who will help improve instructional practice of the basic level of education in religion.
- To inculcate in students the spirit of tolerance, appreciation and understanding for people who have different world view.
- To inculcate in students moral values to enable them to impart such values to the youth at the secondary school level.
- To prepare students to teach other religions without indoctrination.
- To provide students with the necessary background for entering into graduate degree programmes in the study of religions and other disciplines

Total credits required for graduation are as follows

A. General Education (University Required Courses)	39
B. Education Required Core Courses	38
C. Major Concentration	60
D. Practicum/Senior Research Project	12

TOTAL CREDIT HOURS **149**

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS **39**

CLUSTER 1: Language and Communication **10**

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2

CLUSTER 2: Social and Behavioural Sciences, Humanities **3**

EDST 245 Educational Psychology	3
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CLUSTER 3: Natural and Physical Sciences, Mathematics	6
MATH 121 College Algebra (for non-Mathematics students)	3
COSC 117 Fundamentals of Computer Skills	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
B. EDUCATION REQUIRED CORE	
EDUCATIONAL FOUNDATIONS	21
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 138 Development of Education in Ghana	3
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3
EDUCATIONAL CURRICULUM INSTRUCTION	17
EDST 226 Technology in the Classroom	3
EDST 464 Assessment in the Study of Religion	3
EDST 244 Curriculum Studies	3
EDST 270 Study of SHS Curriculum in Religion	3
RELE 359 Methods of Teaching Religion	3
EDST 234 Development of Instructional Materials	2
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3

BSAD 435 Entrepreneurship and Small Business Management 3

EDUCATIONAL ADMINISTRATION 3

EDST 389 School Organization, Administration & Supervision 3

C. MAJOR CONCENTRATION

(RELIGION CONTENT AND PEDAGOGY)

RELIGIOUS STUDIES 18

RELE 426 Introduction to Sociology of Religion 3

RELS 417 Gender Issues in Religion and Culture 3

RELS 407 Psychology of Religion 3

RELS 405 Comparative Study of Religion 3

RELS 111 Introduction to Philosophy of Religion 3

RELS 108 Introduction to the Study of Religion 3

CHRISTIANITY 18

RELS 101 Background to Christianity 3

RELE 305 Studies in Church History 3

RELE 222 Biblical Gospels 3

RELS 411 Apocalyptic Studies I – OT 3

RELS 412 Apocalyptic Studies II – NT 3

RELE 223 Acts and Epistles 3

ISLAM 9

RELE 268 Introduction to Islam 3

RELE 268 Qur'anic Studies 3

RELE 310 Islam in Ghana 3

AFRICAN TRADITIONAL RELIGION 12

RELE 214 Introduction to African Traditional Religion 3

RELE 305 African Traditional Religion and Ethics 3

RELE 311 African Traditional Religion and Culture 3

RELE 403 African Traditional Religion in Contemporary time 3

ASIAN RELIGIONS 3

RELE 325 Introduction to Asian Religions 3

D. EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT

12

EDST 327 On-Campus Teaching Practice 3

EDST 374 Off-Campus Teaching Practicum 3

EDST 495 Senior Research Project 6

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATH 121 College Algebra	3	RELS 111 Introduction to Philosophy of Religion	3
RELB 163 Life and Teachings of Jesus	3	RELE 108 Introduction to the Study of Religions	3
COCS 117 Fundamentals of Computing Skills	3	EDST 118 Sociological Foundations of Education	3
EDST 125 Philosophy of Education	3	EDST 138 Dev. of Education in Ghana	2
GNED 125 Study Skills	NC	EDST 128 Principles of Guidance and Counselling	2
PEAC 100 Physical Activity	NC	EDST 136 Psychology and Education of Exceptional Child	1
TOTAL CREDITS	18	TOTAL CREDITS	21

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 225 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 245 Educational Psychology	3	EDST 270 Study of SHS Curriculum in Religion	3
RELE 122 Biblical Gospels	3	RELE 268 Qur'anic Studies	3
RELS 101 Background to Christianity	3	RELE 359 Method of Teaching Religion	3
RELB 251 Principles of Christian Faith	3	EDST 234 Development of Instructional Materials	2
EDST 244 Curriculum Studies	2	EDST 226 Technology in the Classroom	3
EDST 219 General Principles and Methods of Teaching	3	AFST *** African Studies	1
TOTAL CREDITS	20	TOTAL CREDITS	18

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	EDST 316 Educational Measurement and Evaluation	3
AFST *** African Studies	1	RELE 223 Acts and Epistles	3
RELE 225 Introduction to Asian Religions	3	RELE 305 Studies in Church History	3
RELT 385 Introduction to Biblical Foundations Ethics	3	RELE 310 Islam in Ghana	3
EDST 357 Research Methods in Education	3	RELE 311 African Traditional Religion and Culture	3
EDST 327 On-Campus Teaching Practice	3	EDST 374 Off-Campus Teaching Practicum	3
ENGL 301 Advanced Writing Skills	3		
TOTAL CREDITS	19	TOTAL CREDITS	18

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 435 Entrepreneurship and Small Business Management	3	RELS 412 Apocalyptic Studies II– NT	3
RELE 411 Apocalyptic Studies I – OT	3	RELE 426 Introduction to Sociology of Religion	3
RELS 407 Psychology of Religion	3	RELE 417 Gender Issues in Religion and Culture	3
RELE 403 Introduction to African Traditional Ethics	3	RELE 464 Assessment in Study of Religion	3
RELE 405 Comparative Study of Religions	3	RELG 451 Bible and Family Dynamics	3
EDST 495 Senior Research Project	6	GNEB 468 Job Search Strategies and Techniques	NC
TOTAL CREDITS	21	TOTAL CREDITS	16

COURSE DESCRIPTIONS

RELS 101 BACKGROUND TO CHRISTIANITY

3 CREDITS

This course is designed as an introduction to the history of Christianity and the church from its beginnings in the apostolic period to its most recent expressions in the twentieth century. Major movements, leading personalities, theological developments and religious trends will be examined with the aim to better understand the broad spectrum of Christian expressions in both the West and non-West. The objective of this course is to acquaint the student with the major movements, leading personalities, theological developments and religious trends that have shaped the history of the Christian church from its inception to the present day. Topics include: Study of the Old Testament prophecies about the Messiah; Conceptions about the Messiah in the inter-testamental period; New Testament fulfilment of messianic prophecies in the life and ministry of Jesus Christ. The Greco-Roman setting and its effect on the development of Christianity.

RELE 108 INTRODUCTION TO THE STUDY OF RELIGIONS

3 CREDITS

This course will introduce students to the academic study of religion, an interdisciplinary enterprise that calls upon a wide range of disciplines, such as anthropology, philosophy, psychology, sociology, and feminist theory. By the end of the course, students should become familiar with the kinds of theories and methods used to study religion, examine the strengths and weaknesses of these theories and methods, be able to articulate differences between the study of religion and religious practice, demonstrate development of critical-thinking and writing, learn to acknowledge the perspectives of scholars and religious thinkers, as well as how one's own background and cultural context impacts one's own perspective. Topics include: Theories of Religion (e.g., Definitions and Origins of Religion); Dimensions and characteristics of Religion (e.g., Religious experience and its expressions); Methods of studying Religion, especially the scientific/phenomenological approach; Social dimensions of Religion especially in the African/Ghanaian setting; Dialogue and the pluralistic nature of Religion.

RELS 111 INTRODUCTION TO PHILOSOPHY OF RELIGION

3 CREDITS

Introduction to Philosophy of Religion is a study of the nature and method of religious philosophical thinking. Aspects of religious faith and practice that provoke philosophical questions such as arguments for and against the existence of God, relationship between God and human, origins and meaning of human life, the problem of good and evil, the human search for happiness and fulfilment, the phenomenon of religious phenomenon, and the relationship between faith and reason. The course will also examine the main thinkers and schools of thought from the middle ages to the present and their influence on biblical theology and the Christian faith. Its learning outcomes are to assist students to approach the study of religion in a philosophical manner, to assist students to appreciate the extent to which philosophers and their schools of thought through the ages have influenced biblical

theology and the Christian faith, to help students to have better understanding of issues relating to the existence/or not of God, religious experience, the problem of evil, and the dichotomy between reason and faith and also to lead students to become more aware of some of the philosophical underpinnings of the African Traditional Religions.

RELT 122 BIBLICAL GOSPELS

3 CREDITS

This course is an introductory study of the earthly life and ministry of the Lord Jesus Christ. It reviews the political, social, and religious environment of Jesus' day to bring clarity to the three Synoptic accounts. Jesus' birth, ministry preparation, Galilean and Judean ministry, and His passion and resurrection are covered, with emphasis given to the various portraits of Christ. The objective of the course is for students to identify the historical, cultural, geopolitical, and religious framework from which the gospels can be better understood. Students will also be able to identify and distinguish the purpose, theme, style and structure of the each of the synoptic gospels. The course will treat topics like the similarities and differences in the synoptic gospels and the various theories to solve the synoptic problem, theological motifs of the gospel of John, a comprehensive study of the life and the teachings of Jesus Christ as unfold in the prophecies. It further surveys the harmony of the four gospels with analytical attention to the gospel writers and their writings in relation to the life of Jesus.

RELE 223 ACTS AND EPISTLES

3 CREDITS

Introduction to the Book of Acts, Pauline Epistles and the General Epistles covering issues of authorship, background, structure, contents and basic theological themes. In the book of ACTS the course will treat the recorded selective history of the early church after Christ's resurrection and ascension. The basic theological themes in the epistles will include topics like eschatology, Christology, ecclesiology, missions, stewardship, revelation, faith, etc. by the end of the course, at the end of this course, students will be able to identify major introductory issues of the epistles studied, describe the occasions of the epistles and also identify major theological themes of the epistles.

RELE 225 INTRODUCTION TO ASIAN RELIGIONS

3 CREDITS

Introduction to Asian Religions is a historical and topical survey of the major indigenous religions of Asia. The course will examine the concept of religion and some examples of the phenomenon of religion from Asia in order to understand the doctrines and practices of Asian traditions and the existential needs that religious behaviour meets. The focus will be on the historical developments of these traditions and the fundamental issues and concerns of their theologies and philosophies. The objective of the course is to nurture historical critical thinking and also to formulate a broad understanding of the historical development of the Christian Church (its institutions, theology, and lifestyles) beginning with the time of

Christ and moving through the Patristic Period the Medieval Period, and the Reformation Period to the Modern Period; Topics include: Study of the origins, beliefs and practices of Judaism, Buddhism and Hinduism, Jainism, Sikhism, Zoroastrianism. The similarities, differences and potential for understanding among the religions

RELE 268 QUR'ANIC STUDIES

3 CREDITS

This course description introduces the student with no or little academic background on the Qur'an, to two types of Qur'anic studies: Qur'anic sciences (which consists of scholarly disciplines related to the study of the Qur'an, examining subjects such as the revelation of the Qur'an, its compilation and structure); and the methods and approaches to Qur'anic exegesis (tafsīr) (which explores how religious knowledge is derived from the Qur'an) It also equips students with important insights into these key areas of Qur'anic study, which will assist them to a better understanding of the Book and the works of pioneering exegetes, providing a solid basis for their future years of study and research. Topics include: What is meant by Revelation? The seven modes (aḥruf) of the Qur'an and different recitations (qirā'āt), Clear and ambiguous verses (muḥkam and mutashābih), Abrogation (naskh), The question of alteration and distortion of the Qur'an (taḥrīf), Compilation of the Qur'an, The historical development of Qur'anic exegesis, especially during the time of the Prophet, his Companions, Successors and Imams from the Ahl al-Bayt, The need for Qur'anic exegesis, its possibility and permissibility, The concept of ta'wīl (esoteric interpretation) and its accepted criteria, Exegetical methods and approaches, The expertise required by an exegete, Sources used in exegesis.

EDST 270 STUDY OF SHS SYLLABUS IN RELIGION

3 CREDITS

The course is designed to cover the entire content of the syllabus in Religious Studies at the Senior High School (SHS) level. The objective of the course to assist the student to be aware of the details of the SHS syllabus as provided by the Ministry of Education (MOE) and Ghana Education Service (GES) for SHS in Ghana. Coverage includes the scope of the subject area, the rationale for teaching and learning religion, the general aims, the deviation and setting up of behavioural objectives and expressive outcomes, and the year-wise organization of the syllabus. Special attention will be paid to the two major profiles of Knowledge and understanding in the teaching and learning of Religion in SHS.

RELE 305 STUDIES IN CHURCH HISTORY

3 CREDITS

This course is made up of a survey of the Christian Church. It highlights major historical developments from the second century to the nineteenth century. The following developments would be covered: Christianity and the Roman Empire; the Apologists; Asceticism and Monasticism; the Councils; Heretics; the Reformation; Counter-Reformation; Puritanism; Enlightenment; Evangelicalism; Emergence of Missionary Societies.

RELE 310 ISLAM IN GHANA**3 CREDITS**

This course is aimed at surveying some of the fundamental teaching and general belief structure in Islam. The doctrinal background of the articles of faith of Islam will form an integral part of the course. The course will equip students with the basic doctrines, dogmas and creed in Islam. Topics include Iman (faith) and its articles – Kufr and Kafr, Tauhid (Unity of God) – attributes of Allah, shirk and mushriq and its forms, tauhid and some beliefs in other theistic faiths, significance of tauhid, belief in angels, man, jinn and angels, nature of angels, general and specific functions of angels, iblis (satan) and his fall, belief in scriptures (books), revelation as a source of scripture, earlier scriptures al-taura, injil, zabour, suhuf ibrahim, functions of the scriptures, qur'an and the earlier scriptures, defects of the scriptures, nabuwa – belief in Allah's prophets, yawmul qiyam – Islamic eschatology, death, barzakh, and resurrection, brief discussion on the five pillars of Islam with emphasis on salah (prayers).

RELE 311 AFRICAN TRADITIONAL RELIGION AND CULTURE 3 CREDITS

The course discusses the human situation holistically and contextually from God's point of view and from the African traditional point of view, using both the diachronic and synchronic approaches. Its core content concerns the clearest, deep, systematic and broad understanding of the truth about God, the universe and human life in the context of its origin, direction and destination. The course also aims at elucidating and relating the African life experience in the world today. It seeks to establish the roots of the African people since time immemorial, and to analyze how time and space have affected them. In addressing the different aspects of human life as defined by the Africans, the course applies the issues centered approach, which is substantiated and concretized by relevant case studies and examples from Africa. Topics include: The meaning of culture; relationship between African culture and ATR; their mutual influence. Study of traditional African relations with respect to nature, ecology, concepts of community and ethics/morality.

RELE 359 METHODS OF TEACHING RELIGION**3 CREDITS**

Methods of Teaching Religion offers an introduction to major methods of teaching Religious Education. It explains the concepts, definitions, principles, models, techniques, and others for teaching to equip student teachers with the ability to define, create and maintain an effective learning environment. All students are required to participate in Micro-teaching as part of this module. Topics to be covered include: methods of teaching – definitional issues, methods of imparting content – Teacher talks, mini lectures, demonstrations; Discussion, questioning, recitation; Practice drills; Problem-solving, inquiry, discovery, inductive learning; Role-playing, games, simulation games, etc., classification of teaching methods – Behaviour-group types; Discovery-learning group types; Rational-group types, selecting a teaching method, factors that motivate teaching, domains of knowledge of teaching, principles and methods of teaching, lesson forecast/preparation/plan, guidelines for

on/off-campus teaching practice, acquiring the skills of teaching the content of Religious and Moral Education, outlining the suggested principles for teaching the basic and senior high school syllabus.

RELE 403 INTRODUCTION TO AFRICAN TRADITIONAL ETHICS

3 CREDITS

Introduction to African Traditional Ethics is a course that examines the different ethical theories, values in traditional African societies with the intention of identifying the impact on the ethical behaviour of the Africans of today. It also examines the foundation and the implications of these values for practical application today. The aim of the course is to help the student identify critical African ethical issues, values and principles, so that he/she may be able to compare them with western ethics. This will help them differentiate the influence of these values and principles on the behaviour of an African of today. To understand those values and principles that would still be relevant for them today. Topics include: The foundation of African Ethics, The Basic Principles of African Indigenous Ethics, Basic Ethical Values of Indigenous African ethics, Similarities between Indigenous African Ethics and Western Ethics, Differences between Indigenous African Ethics and Western Ethics, The strengths and weaknesses of indigenous African Ethical Principles and Values

RELE 405 COMPARATIVE STUDY OF RELIGIONS

3 CREDITS

The course discusses a survey of the origins, beliefs and contemporary practices of major religious systems. Attention is given to Hinduism, Buddhism, Confucianism, Judaism, Christianity, Shintoism, Taoism, Islam and African Traditional Religion; the interaction between the specific religions and the cultures in which they are practiced. There is also a look at the similarities, differences and potential for understanding among the religions. This course objective is to explore the nature, theories and scientific methods of studying religions in order to offer students a broad basis for understanding religions as a phenomenological force in the world, assist students to become aware of the divergent expressions of faith our contemporary pluralistic world, assist students to gain better understanding of the basis stages of development of religion as a social phenomenon and their functions in, and effects on society: their ethic, rite and myth, on the one hand and their genre on the other and also encourage students to appreciate the basic tenets of the major world religions: i. Judaism, ii. Christianity, iii. Islam, iv. African Traditional Religion (ATR) v. Hinduism, vi. Confucianism, vii. Shintoism, viii. Taoism.

RELS 407 PSYCHOLOGY OF RELIGION

3 CREDITS

This course introduces students to the psychological approaches to the study of religion, forms of beliefs and behaviour, religious experiences, conversion and experiences, ecstasies, transcendental experiences, dogmatism, conversion methods and techniques, use of religious symbols, development of religious thinking. Methods of studying Religion, especially the Scientific/phenomenological

approach. Theories of the psychology of religion, e.g., definitions and psychological origins of Religion will also be addressed. The objectives of the courses are to explore the nature, theories and scientific methods applied in Psychology of religions in order to offer students a broad basis for understanding the psychological dimensions of religions, assist students become aware of the scholarly theories of psychology of religion including the definitions, origins and dimensions, assist students to become aware of the divergent forms of religious conversion and experiences such as ecstasies and transcendentalism and also help students to gain better understanding of the basic stages of development of religious thinking as a psycho-social phenomenon and their functions in, and effects on the individual and society.

RELS 411: APOCALYPTIC STUDIES I NT

3 CREDITS

The objectives of the course are to identify and evaluate several approaches used when interpreting the Book of Revelation, identify key interpretive approaches in interpreting symbolic features of the book, analyse critically the relevance of the book in our present age, describe the theme(s) of the book. A historicist study of both content and construction of Revelation is the primary concern. Special attention is given to interpreting the apocalyptic imagery and symbols and their implications for contemporary Christians.

RELS 412 APOCALYPTIC STUDIES II - OT

3 CREDITS

The course looks at the general studies of Old Testament Apocalypics with special emphasis on the Book of Daniel as part of the Jewish Canon. Issues concerning authorship, historicity, literary genre and structure as well as the various schools of interpretation of the Historical and Prophetic parts of the book are studied. The meaning and relevance of the prophetic messages for today are looked at. Upon successful completion of this course, the student should be able to acquire a general knowledge of both canonical and extra-canonical apocalyptic literature, namely OT, ANE, and Jewish apocalyptic texts, explain basic critical issues relating to the book of Daniel: authorship, structure, historical backgrounds, and schools of interpretation, interpret the book by applying correct exegetical and hermeneutical principles and also discover the theological and spiritual significance of the book

RELE 417 GENDER ISSUES IN RELIGION AND CULTURE

3 CREDITS

This course is designed to assist students to understand the relationship between religion, gender, and culture, and to approach the study of gender issues as they relate to religion and culture in a philosophical manner. Furthermore, aims at helping students to appreciate the extent to which gender issues are intertwined theoretically and methodologically in religious traditions, especially Christian, Islamic and African Traditional Religions. Issues to be discussed include theoretical and methodological issues; critique and deconstruction of religious traditions,

beliefs and practices with regard to gender; reconstructing images of gender and power relationship; and current trends in gender issues in religion.

RELE 426 INTRODUCTION TO SOCIOLOGY OF RELIGION

3 CREDITS

Students will be introduced to the study of religion as an aspect of social structure and social change. The course will examine sociological approaches to systems of belief based on classical and post-modern theorists and define the basic concepts which underpin contemporary debates about the role of religion in society. Topics to be covered include: the relationship between religion and society, sociological methods, methods of religiously, sociological theories of religion, functions or religion, religious crises, the preservation of religions, their mutual influence.

EDST 464 ASSESSMENT IN THE STUDY OF RELIGION

3 CREDITS

This course examines the role of assessment in education generally and particularly religious studies. It furthermore examines the related concepts of measurement and evaluation, and draws the distinction and link between them. The objective of the course to assist the student to be able to define Assessment, explain the value of Assessment in the Ghana Education system, drawing a distinction between measurement and evaluation. It is anticipated that the student will become aware of the difference(s) between purpose and objective of Assessment, and gain a meta-cognition, and its value in class instruction. Critical elements to be discussed include the process of assessment, planning of assessment, administering of tests, types of tests, and interpretation of test scores. Application of concepts in teaching religion will also be examined.

BACHELOR OF EDUCATION IN ENGLISH LANGUAGE

Programme objectives:

- To train graduates who will utilize pedagogical principles and content knowledge to teach English in secondary schools.
- To equip students with analytical skills to enable them to critique texts.
- To inculcate in students moral values to enable them to impart such values to the youth at the secondary school level.
- To prepare students with the necessary knowledge, skills, and dispositions to enable them pursue graduate studies.

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS	37
CLUSTER 1: Language and Communication	13
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 301 Advanced writing skills	3
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
EDST 245 Educational Psychology	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	6
MATH 121 College Algebra (for non-Mathematics students)	3
COSC 117 Fundamentals of Computer Skills	3
CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC

CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
B. EDUCATION REQUIRED CORE	
EDUCATIONAL FOUNDATIONS	23
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 138 Development of Education in Ghana	3
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3
EDUCATIONAL CURRICULUM INSTRUCTION	12
EDST 226 Technology in the Classroom	3
ENGE 401 Assessment in English	3
EDST 244 Curriculum Studies	3
EDST 234 Development of Instructional Materials	3
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
BSAD 435 Entrepreneurship and Small Business Management	3
C. MAJOR CONCENTRATION	69
ENGE 111 Introduction to Literature	3
ENGE 122 Introduction to Grammar	3
ENGE 112 Survey of English Literature	3
ENGE 221 Phonetics	3
ENGE 211 African Literature	3
ENGE 212 Literary Stylistics	3
ENGE 222 Phonology	3
ENGE 224 Morphology	3
ENGE 226 Modern English Structure and Usage	3
ENGE 321 Syntax of English	3
ENGE 323 Discourse Analysis	3
ENGE 312 Ghanaian Literature	3
ENGE 322 Semantics of English	3

ENGE 324 Sociolinguistics	3
ENGE 326 Pragmatics	3
ENGE 401 Assessment in English	3
ENGE 359 Method of teaching English	3
ENGE 411 The Romantic Movement in English Literature	3
ENGE 413 Shakespeare and The Renaissance Period	3
ENGE 412 Literary Criticism	3
ENGE 414 Oral Literature	3
ENGE 422 Functions and Varieties Of English	3
ENGE 424 The Victorian English Literature	3

D. EDUCATIONAL PRACTICUM AND

SENIOR RESEARCH PROJECT	12
EDST 327 On-Campus Teaching Practice	3
EDST 374 Off-Campus Teaching Practicum	3
EDST 495 Senior Research Project	6

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATH 121 College Algebra	3	EDST 118 Sociological Foundations of Education	3
RELB 163 Life and Teachings of Jesus	3	EDST 138 Dev. of Education in Ghana	2
COCS 117 Fundamentals of Computing Skills	3	EDST 128 Principles of Guidance and Counselling	2
EDST 125 Philosophy of Education	3	EDST 136 Psychology and Education of Exceptional Child	1
GNEC 125 Study Skills	NC	PEAC 100 Physical Activity	NC
ENGE 111 Introduction to Literature	3	ENGE 122 Introduction to Grammar	3
		ENGE 112 Survey of English Literature	3
TOTAL CREDITS	21	TOTAL CREDITS	21

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 225 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 245 Educational Psychology	3	ENGE 212 Literary Stylistics	3
ENGE 221 Phonetics	3	ENGE 222 Phonology	3
ENGE 211 African literature	3	ENGE 224 Morphology	3
RELB 251 Principles of Christian Faith	3	EDST 234 Development of Instructional Materials	2
EDST 244 Curriculum Studies	3	EDST 226 Technology in the Classroom	3
EDST 219 General Principles and Methods of Teaching	3	AFST *** African Studies	1
		ENGE 226 Modern English Structure and Usage	3
TOTAL CREDITS	21	TOTAL CREDITS	21

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	EDST 316 Educational Measurement and Evaluation	3
AFST *** African Studies	1	ENGE 312 Ghanaian Literature	3
ENGE 321 Syntax of English	3	ENGE 322 Semantics of English	3
RELT 385 Introduction to Biblical Foundations of Ethics	3	ENGE 324 Sociolinguistics	3
EDST 357 Research Methods in Education	3	ENGE 326 Pragmatics	3
EDST 327 On-Campus Teaching Practice	3	EDST 374 Off-Campus Teaching Practicum	6
ENGE 323 Discourse Analysis	3		
ENGE 301 Advanced Writing Skills	3		

TOTAL CREDITS	22	TOTAL CREDITS	21
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FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGE 401 Assessment in English	3	RELG 451 Bible and Family Dynamics	3
ENGE 411 The Romantic Movement in English Literature	3	GNEB 468 Job Search Strategies and Techniques	NC
ENGE 413 Shakespeare and the Renaissance Period	3	ENGE 412 Literary Criticism	3
EDST 495 Senior Research Project	6	ENGE 414 Oral literature	3
		ENGE 422 Functions and Varieties of English	3
		ENGE 424 Applied English	3
		ENGE 424 The Victorian English Literature	3
TOTAL CREDITS	15	TOTAL CREDITS	19

B.ED ENGLISH MINOR COURSE SCHEDULE FOR EDUCATION STUDENTS

CODE	COURSE TITLE	CREDITS
ENGE119	The Use of English	3
ENGE 114	Introduction to Grammar	3
ENGE 138	Introduction to Literature	3
ENGE 225	Introduction to African Literature	3
ENGE 327	Introduction to Ghanaian Literature	3
ENGE 354	Modern English Structure and Usage	3
ENGE 417	Functions and Varieties of English	3
ENGE 448	Literary Criticism	3
	Total	24

COURSE DESCRIPTIONS

ENGE: 111 INTRODUCTION TO LITERATURE

3 CREDITS

The course introduces students to general literature. It is designed to guide students to appreciate the work of literature. The definition and scope of the elements of literature will be looked at. Also, of great consideration is the importance of literature in the contemporary society. The course also introduces students to the forms and the various genres of literature i.e. prose, drama and poetry. Emphasis would be laid on types of the various genres. Common literary devices will also be surveyed and selected text items in the various genres will be discussed.

ENGE 122: INTRODUCTION TO ENGLISH GRAMMAR

3 CREDITS

The course is designed to introduce students to the basic concepts in English Grammar. It is aimed at helping students identify and use basic grammatical units appropriately. It is also aimed at helping students write, use and analyze English sentences in terms of structure and form. Students will develop the ability to write Standard English with a focus on correct usage. Major areas of concentration will include the parts of speech, phrases, clauses, sentence types and their functions.

ENGE 112 SURVEY OF ENGLISH LITERATURE

3 CREDITS

The course traces the development of English Literature from the Anglo-Saxon period to the Twentieth Century. It takes students through the empirical milestones as well as the socio-political exigencies of each era and the influence of such occurrences on literary works. Sample texts from each of these eras – Anglo-Saxon, Medieval, Renaissance, Seventeenth Century, Eighteenth Century, Romantic, Victorian, and the Twentieth Century – will be analyzed.

ENGE 201 CURRICULUM STUDIES IN ENGLISH

3 CREDITS

The aim of this course is to introduce students to the contents of the Senior High School English syllabus. It is to give a survey of the entire sections of the syllabus and to expose students to what would be expected of them in the Senior High School classrooms. Areas that would be touched on are Literature in English, Comprehension, Summary, Oral Comprehension, Lexis and Structure, etc. The English multi-choice aspect of the English paper would critically be looked at. This will be done by concentrating on topics such as synonyms, antonyms, etc. Students should be equipped in all these areas in order to function effectively in the classroom. Special focus will be on the contents of the WAEC English Language examinations.

ENGE 211 AFRICAN LITERATURE

3 CREDITS

This course introduces students to the major writers in African literature. It looks at the patterns of writing in prose, poetry and drama. The focus will be on the examination of the thematic and stylistic concerns of selected African writers. Texts

for reading will be selected from notable literary works from Ghana, Nigeria, South Africa, Central Africa, Eastern Africa, etc.

ENGE 221 PHONETICS OF ENGLISH

3 CREDITS

This course is aimed at helping students get an appreciable knowledge with respect to the appropriate use of English sounds. The focal point is pronunciation which will eventually make students become proficient in reading, writing and engage in effective communication. The course covers two major areas of Phonetics study. These are Sound Production and Description. The first part of the study concentrates on articulation of speech sounds which involves basic anatomy of the vocal tract, the acoustic properties of speech sounds and speech perception. Topics to be treated include airstream mechanism, organs of speech and phonation. The second part also deals with the description of English sounds. This part aims at helping students do constant practice of transcription using the International Phonetic Alphabet (IPA) of the Received Pronunciation (RP).

ENGE 212 INTRODUCTION LITERARY STYLISTICS

3 CREDITS

The course offers introductory insights into the study of Literary Stylistics. It involves examining the language of literary texts in all the genres of literature. It will reveal that the language used in literary texts differs from everyday language in purpose and function. A brief account of the discipline is also given as to the major proponents and exponents. Additionally, important principles such as foregrounding, deviation, parallelism, etc. will be fully discussed.

ENGE 222 PHONOLOGY OF ENGLISH

3 CREDITS

This course focuses on phonological processes and analysis: the study of the inventory and distribution of sounds in specific languages. The notion of distinctiveness as regards phonemes, allophones, natural classes and their distinctive features will be explored. The English syllable – weak and strong; stress – in both simple and complex words – will also be discussed. In addition, aspects of connected speech in English – rhythm, assimilation, elision and linking – will be covered. Another area of importance to be considered is intonation together with its attitudinal, accentual, grammatical, and discourse functions. In brief, emphasis will be laid on the theory and practice of segmental and supra-segmental features of the English language.

ENGE 224 MORPHOLOGY OF ENGLISH

3 CREDITS

This course explores the internal structure of words and the theoretical approaches which account for these patterns. Students will be introduced to some fundamental issues in English morphology, including allomorph, morpheme order, etc. Other topics include a survey of word formation processes (such as affixation, blending, reduplication, and stem changes). Lastly, the interface between word structure and

other domains of organization in grammar, such as sound structure (phonology) and sentence (syntax) will also be explored.

***ENGE 226 MODERN ENGLISH STRUCTURE AND USAGE**

3 CREDITS

The course surveys the structure and usage of present-day English. The major focus will be on performance, and therefore, issues relating to correctness, appropriateness and meaning will be examined. The course will cover areas such as the basic concepts in grammar – words and lexemes, constituent structure, paradigmatic and syntagmatic relations, kernel clauses, coordination and subordination. It will also examine the areas of tense, aspect, mood and modality, passivization, etc. and their effects on the interpretation of speech.

ENGE 321 SYNTAX OF ENGLISH

3 CREDITS

The course examines basic principles that underlie sentence formation in human language. It is aimed at providing students with a thorough grounding in current syntactic theories. Students will examine the relevance of these theories to the structure and ordering of components, within sentences in the English language. Being able to identify constituents and agreement will help students to improve and correct their academic writing. Topics to be treated include word classes, phrase structure, sentence structure, test for constituency, transformations, etc.

ENGE 323 DISCOURSE ANALYSIS

3 CREDITS

The course is designed to offer students the opportunity to analyze and evaluate text (that is, larger unit of meaning than a clause and sentence). The course will as well examine how the various units of grammar combine to create meaning in discourse. In addition, elements such as cohesion and coherence and their influence on texts will be discussed. Students will also be introduced to various approaches to discourse analysis, including Critical Discourse Analysis (CDA), in analyzing both written and spoken texts. Samples of texts to analyse will be on everyday interactions such as casual conversation, interviews and interrogations, public speaking, emailing, mobile phone texting, mass media articles, etc.

***ENGL 301 ADVANCED WRITING SKILLS**

3 CREDITS

The course is designed to help students improve and strengthen their writing skills both in academic and business communication. Students will develop a greater understanding of the writing process and master the various rhetorical modes of the academic essay. The course will also prepare students for effective summary writing skills and engage students on the appropriate academic style and language that are needed in developing key components (such as the abstract, problem statement, etc.) of the senior project. Particular attention will be on developing critical writing, argumentation and synthesis skills as well as mastering referencing and ways of avoiding plagiarism. The knowledge and skills gained in the course will help students write and engage in independent academic work.

ENGE 312: GHANAIA N LITERATURE**3 CREDITS**

The course is designed to help students appreciate the works of Ghanaian writers. It primarily looks at their form and content. The thematic concerns and styles of the various writers would be studied. Students will be guided to study the works of popular writers. Texts for reading will be selected from the works of Ghanaians in all the genres i.e. poetry, drama and prose.

ENGE 322 SEMANTICS OF ENGLISH**3 CREDITS**

The course aims at exploring the systematic study of meaning in language. Students are introduced to the complex issues of meaning relations. These issues will be presented to cover three major semantic areas:

1. Meaning of isolated lexemes
2. Sense relations on the paradigmatic level (vocabulary structure)
3. Meaning and the interrelationship of semantics and syntax (syntagmatic level)

Specific topics will include word meaning, sentence meaning, presupposition, ambiguity, truth condition, sense relation, thematic roles, etc.

ENGE 324 SOCIOLINGUISTICS*3 CREDITS**

The course is designed to introduce students to the basic concepts in the field of Sociolinguistics. The focus is to establish the relationship between language and society and to investigate how language varies according to its social context. An exploration of key tenets such as Dell Hymes' SPEAKING Model and Labov's variations approach and their educational, political and social relevance will be of particular importance. Major topics to be treated include definition and scope, linguistic varieties, speech communities, language and culture, language and gender, attitudes and ideologies, bilingualism and multilingualism. Other topics include language planning, language development and language death.

ENGE 326 PRAGMATICS**3 CREDITS**

This course examines the role of context in the production and interpretation of utterances. Particular attention will be paid to the Speech Act Theory, cooperative principles, politeness and relevance as defined by the context of the language. The relationship between word/sentence meaning and utterance meaning will also be examined. In addition, the interrelationship between semantics, syntax, and pragmatics will equally be explored.

ENGE 401: ASSESSMENT IN ENGLISH*3 CREDITS**

This course is designed to equip students with the requisite skills in the assessment of the Senior High School English language syllabus. It will cover two thematic areas. The first part will introduce students to some key topics in general

assessment such as evaluation, measurement, testing (test construction, test purpose, content specification, test development), and test types. Also, to be looked at are profile dimensions, formative and summative types of assessment, etc. The second part of the course will revise the content (i.e. the various topics of the English syllabus – comprehension, summary, essay, etc.) and will also thoroughly discuss the mode of assessment of the English language subject in accordance with the West Africa Senior Secondary Certificate Examinations (WASSCE) paper and marking scheme.

ENGE 411 THE ROMANTIC MOVEMENT IN ENGLISH LITERATURE

3 CREDITS

This course aims at introducing students to the rise and development of Romanticism in English Literature. A historical survey of Romantic prose and poetry will be examined. Selected works of major novelists and poets of the Romantic era will be read.

ENGE 412 LITERARY CRITICISM

3 CREDITS

This course will examine the principles and assumptions that underlie contemporary critical practice. It will also look at how literature works and the various lenses through which texts are read today. The concept literary criticism and its theories – formalism/ practical criticism, reader-response, feminist criticism, deconstruction, post-colonial criticism, etc. will be examined and applied to selected reading texts.

ENGE 413 SHAKESPEARE AND THE RENAISSANCE PERIOD

3 CREDITS

The course is in two parts. The first part introduces students to the Renaissance Era and prominent writers associated with it. The second part explores the place of the works of Shakespeare in the Renaissance Era. A representative sample of Shakespeare's texts will be read to examine the cyclical influence of the Shakespearean movement on the Renaissance Period and vice versa.

ENGE 414: ORAL LITERATURE

3 CREDITS

The course is designed to introduce students to the various genres of oral literature. It focuses on two major forms - content and performance. In the first instance, students will be introduced to definitions, scope and features of oral literature. The various forms such as folktale, drama, riddles, poetry, myths, libation, and proverbs, etc. will be looked at. The course is also aimed at helping students appreciate and perform these various forms using the various local instruments (in Ghana and beyond where necessary). The role of these forms in the contemporary lives of the people will also be looked at.

ENGE 422 FUNCTIONS AND VARIETIES OF ENGLISH

3 CREDITS

This course has two components: Functions of English and Varieties of English. The first part introduces students to the functions of the English language and how they can use the register theory (that is, the field, mode and tenor) to analyse texts

and to bring out the contributions of these parameters to the effective functioning of language. This aspect of the course would equip students to linguistically analyse patterns of texts. The second component aims at helping students to identify regional varieties of English – British and American English, Ghanaian English, Nigerian English, among others. The primary focus here is to employ linguistic analysis in charactering the elements that identifies a given regional dialect as a distinctive variety.

DEPARTMENT OF BUSINESS EDUCATION

BACHELOR OF EDUCATION IN ACCOUNTING

Programme Objectives:

- To train teachers who will help improve the quality of teaching accounting as a subject at the secondary school level
- To provide the student with a quality academic programme and with basic business skills in the field of accounting required for teaching at the second cycle setting
- To equip teachers with specialized skills and tools in accounting and who can impart such to their students
- To build a high degree of ethical and moral responsibility in them as teachers who will also impart such to students preparing for future careers in the accounting profession.
- To provide the necessary academic background for entrance into graduate degree programmes in business.

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS 39

CLUSTER 1: Language and Communication 13

ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 301 Advanced Writing Skills	3

CLUSTER 2: Social and Behavioural Sciences, Humanities 3

EDST 245 Educational Psychology	3
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CLUSTER 3: Natural and Physical Sciences, Mathematics 6

MATH 121 College Algebra (for non-Mathematics students)	3
COSC 117 Fundamentals of Computer Skills	3

CLUSTER 4: Religion, Theology and Philosophy 12

RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3

CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
B. EDUCATION REQUIRED CORE	38
EDUCATIONAL FOUNDATIONS	23
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 138 Development of Education in Ghana	2
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3
EDUCATIONAL CURRICULUM AND INSTRUCTION	12
EDST 226 Technology in the Classroom	3
EDST 464 Assessment in Accounting	3
EDST 244 Curriculum Studies	3
EDST 234 Development of Instructional Materials	3
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
BSAD 435 Entrepreneurship and Small Business Management	3
EDUCATIONAL ADMINISTRATION	3
EDST 389 School Organization, Administration & Supervision	3
C. MAJOR CONCENTRATION	77
BSAD 105 Introduction to Business	3
ECON 224 Introduction to Economics	3
ACCT121 Financial Accounting I	3
ACCT122 Financial Accounting II	3
MGNT 225 Principles of Management	3
MATH 282 Introductory Calculus	3
BSAD 330 Quantitative Methods	3

ACCT213 Financial Reporting I	3
ACCT214 Financial Reporting II	3
ACCT 316 Financial Reporting III	3
ACCT 331 Cost and Managerial Accounting I	3
ACCT 332 Cost and Managerial Accounting II	3
BKFN 310 Business Finance	3
BSAD 341 Business Law I	3
BSAD 305 Business Research Methods	3
ACCT341 Taxation I	2
ACCT 342 Taxation II	2
ACCT 487 Management and Accounting Information Systems	3
BSAD 342 Business Law II	3
ACCT 447 Public Sector Accounting	3
BSAD 480 Strategic Management	3
ACCT 321 Auditing I	2
ACCT 322 Auditing II	2
ACCT 476 Microcomputer Applications in Accounting & Finance	3
ACCT451 Corporate Reporting I	3
ACCT452 Corporate Reporting II	3
ACCT 464 Assessment in Accounting	3

D. EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT

	12
EDST 327 On-Campus Teaching Practice	3
EDST 374 Off-Campus Teaching Practicum	3
EDST 495 Senior Research Project	6

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATE 121 College Algebra	3	BSAD 105 Introduction to Business	3
RELB 163 Life and Teachings of Jesus	3	EDST 118 Sociological Foundations of Education	3

COCS 117 Fundamentals of Computing Skills	3	EDST 138 Dev. of Education in Ghana	2
EDST 125 Philosophy of Education	3	EDST 128 Principles of Guidance and Counselling	2
GNED 125 Study Skills	NC	EDST 136 Psychology and Education of Exceptional Child	1
PEAC 100 Physical Activity	NC	ACCT122 Financial Accounting II	3
ACCT121 Financial Accounting I	3		
TOTAL CREDITS	21	TOTAL CREDITS	21

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 225 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 245 Educational Psychology	3	MGNT 225 Principles of Management	3
ECON 224 Intro. To Economics	3	ACCT 214 Financial Reporting II	3
ACCT 213 Financial Reporting I	3	MATH 282 Introductory Calculus	3
RELB 251 Principles of Christian Faith	3	EDST 236 Development of Instructional Materials	2
EDST 244 Curriculum Studies	3	EDST 225 Technology in the Classroom	3
AFST *** African Studies	1	AFST *** African Studies	1
BSAD 241 Business Law I	3	BSAD 242 Business Law II	3
TOTAL CREDITS	22	TOTAL CREDITS	21

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	ACCT316 Financial Reporting III	3
BSAD 330 Quantitative methods	3	ACCT 332 Cost and Managerial Accounting II	3

RELT 385 Introduction to Biblical Foundations Ethics	3	ACCT342Taxation II	2
EDST 357 Research Methods in Education	3	BKFN 310 Business Finance	3
ACCT 331 Cost and Managerial Accounting I	3	EDST327 On Campus Teaching Practice	3
ACCT 321 Auditing I	2	ACCT 322 Auditing II	2
ACCT 341 Taxation I	2	EDST 316 Educational Measurement and Evaluation	3
ENGL 301 Advanced Writing Skills	3		
TOTAL CREDITS	22	TOTAL CREDITS	16

Summer	
EDST 374 Off-Campus Teaching Practicum	6

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ACCT 451 Corporate Reporting I	3	BSAD 480 Strategic Management	3
ACCT 487 Management & Acct. Info. Systems	3	ACCT 476 Microcomputer Applications In Accounting & Finance	3
RELE 451 Bible and Family Dynamics	3	ACCT452 Corporate Reporting II	3
EDST 495 Senior Research Project	6	ACCT 464 Assessment in Accounting	3
ACCT 447 Public Sector Accounting	3	ACCT 440 Financial Management	3
		ACCT 455 Business and Corporate Governance	3
TOTAL CREDITS	18	TOTAL CREDITS	18

B.ED ACCOUNTING MINOR COURSE SCHEDULE FOR EDUCATION STUDENTS

CODE	COURSE TITLE	CREDIT
ACCT 221	Financial Accounting I	3
ACCT 222	Financial Accounting II	3

ACCT 311	Intermediate Accounting I	3
ACCT 312	Intermediate Accounting II	3
ACCT 405	Auditing	3
ACCT 485	Accounting Information System	3
BSAD 105	Introduction to Business	3
ECON 225	Introduction to Economics	3
	Total	24

COURSE DESCRIPTIONS

BSAD 105: INTRODUCTION TO BUSINESS

3 CREDITS

This course introduces students to the principles, practices and functions of businesses as they are practiced in both the national and global economies. It covers functional areas of the business organization (marketing, human resources, finance, etc.), and the inter-relatedness of them. Business terminologies, types of business organizations, business environment, are all discussed.

ECON 224: INTRODUCTION TO ECONOMICS

3 CREDITS

This course introduces the basics of economics, including economic behaviour of consumers, businesses, and government agencies. It covers the two branches of economics, microeconomics and macroeconomics in an orderly manner. At the end of the course students would appreciate everyday economics and should be able to digest economic issues.

MATH 182: INTRODUCTORY CALCULUS

3 CREDITS

Prerequisites: MATH 181

The course covers Differential and Integral Calculus of elementary functions (non-trigonometric). Topics included are limits, continuity, the derivative, computation of derivatives, applications of the derivative, the definite integral computation of antiderivatives, applications of the integral and partial differential equation.

ACCT 221: FINANCIAL ACCOUNTING I

3 CREDITS

Prerequisite: MATH 181

This course introduces students to accounting principles and the framework for financial reporting. It acquaints students with the nature and functions of accounting, the accounting equation and the effects of business transactions on the accounting equation. It also deals with principles of double entry, the accounting cycle, books of accounts and the preparation of final accounts of sole proprietorship. It exposes students to ethical principles in accounting.

ACCT 222: FINANCIAL ACCOUNTING II

3 CREDITS

Prerequisite: ACCT 221

This course is a continuation of ACCT 221 Financial Accounting I. It provides students with further principles and concepts of financial accounting. It focuses on the preparation of control accounts, accounting for property, plant and equipment including depreciation and preparation of financial statements from incomplete records. It also introduces students to the accounts of manufacturing concerns, non-profit organisations, partnerships and companies.

ACCT 311: INTERMEDIATE ACCOUNTING I

3 CREDITS

Prerequisite: ACCT 222

This course acquaints students with conceptual framework of financial accounting. It covers relevant accounting standards and legal provisions that affect the preparation of financial statements of partnerships and companies.

ACCT312: INTERMEDIATE ACCOUNTING II

3 CREDITS

Prerequisite: ACCT 311

This course is a continuation of ACCT 311 Intermediate Accounting I. It covers the preparation of financial statements of specialized entities – banks and insurance companies. It also covers accounting for hire purchases and leases, analysis of financial statements and introduction to preparation of consolidated financial statements.

ACCT 213: FINANCIAL REPORTING I

3 CREDITS

Prerequisite: ACCT122

This course acquaints students with conceptual framework of financial accounting. It covers relevant accounting standards and legal provisions that affect the preparation of cash flow statements, financial statements of partnerships and companies.

ACCT 214: FINANCIAL REPORTING II

3 CREDITS

Prerequisite: ACCT 213

This course is continuation of ACCT 213 Financial Reporting I. It covers the preparation of financial statements of specialized entities – banks and insurance companies. It also covers accounting for hire purchases and leases, analysis of financial statements.

ACCT 318: FINANCIAL REPORTING III

3 CREDITS

Prerequisite: ACCT 214

This course is continuation of ACCT 214 Financial Reporting II. The course also covers in detail the elements contained in the basic financial statements presented to external users. The course explains and apply appropriate accounting and financial reporting standards in the preparation of financial statements. It covers the preparation of single entity financial statements in accordance with IFRSs

ACCT 331: COST AND MANAGEMENT ACCOUNTING I

3 CREDITS

Prerequisite: ACCT 222, STAT 272

This course introduces students to cost concepts, techniques and methods used by manufacturing and service organisations in accumulating cost data for product costing purposes with emphasis on job and process costing systems. It also deals with cost behaviour and relevant costs for decision making.

ACCT 332: COST AND MANAGEMENT ACCOUNTING II

3 CREDITS

Prerequisite: ACCT 331

This course is a continuation of ACCT 331 Cost and Management Accounting I. It acquaints students with relevant cost and revenue for short-term decision making, principles of activity-based costing, budgeting and budgetary control. It also covers variance analysis, capital investment decisions and evaluation of decentralized operations.

ACCT 341: TAXATION I

2 CREDITS

Prerequisite: ACCT 122

This course aims at enhancing students' knowledge and skills in principles of taxation describes the Ghanaian system of taxation. It aims to provide students with understanding of the key principles and bodies with responsibility for the Ghana tax systems, fiscal policy measures in relation to taxation as a tool for economic management, administration of the Ghanaian tax system, compute the income tax liabilities of individuals and partnerships and withholding tax administration.

ACCT 342: TAXATION II

2 CREDITS

Prerequisite: ACCT 341

ACCT322 is the continuation of ACCT321. It covers the computation of the corporate tax liabilities of companies, compute the taxation of gains arising from the realization of assets by companies and individuals, the treatment of gifts received for tax purposes, the impact of social security contributions and pension funds, and value added tax on taxable supplies by taxable persons.

ACCT 405: AUDITING

3 CREDITS

Prerequisite: ACCT 312

This course covers the principles and standards of auditing, appointment, remuneration powers and responsibilities of an auditor, internal checks and controls, audit programmes, scope and techniques of vouching, sampling procedures, valuation and verification of assets and liabilities. Other topics to be covered are professional and ethical considerations, rules of professional conduct, professional responsibility and liability, quantity control practices and procedures, audit strategy, assignments, auditor's reports and current issues and developments.

ACCT 430: INVESTMENT & PORTFOLIO MANAGEMENT

3 CREDITS

Prerequisite: BKFN 310

A study of how to invest for personal or institutional portfolios. Investment methods and investment markets. Basic investment theory with emphasis given to the analysis of securities, portfolio management, and the operation of securities market. This course also looks at investment prospects in real estates. Classification of real

estates, estates valuation, and investments in them is the focus of the course. Other topics include methods of financing real estates investments, forecasting changes in real estate values, analysis of returns on real estate investment.

ACCT 445: PUBLIC SECTOR ACCOUNTING

3 CREDITS

Prerequisite: ACCT 312

This course deals with principles and practices of recording transactions and preparing financial reports for governmental agencies. It also covers the legal framework for governmental accounting and acquaints students with the various provisions in the financial Administration Act, local government audit and performance measurement.

BKFN 310 BUSINESS FINANCE

3 CREDITS

Prerequisite: ACCT 222

It deals with managerial approach to financial analysis planning and control. Emphasis is on instruments of finance, policies of capitalization problems pertaining to working capital, and corporate expansion and reorganization. Other topics include cash flows, capital budgeting, risk and return, and long term and short-term financial management.

ACCT485: ACCOUNTING INFORMATION SYSTEM

3 CREDITS

Prerequisite: ACCT 222

This course builds on fundamentals of computing and Financial Accounting. It focuses on the conceptual issues relating to accounting information systems in a business process in organisations and assumes that the student already has computing skills in the use of Word Processors, Spreadsheets and Databases. The course involves the development and control of information systems for accounting and emphasis will be on microcomputer technology and database management systems.

BACHELOR OF EDUCATION IN MANAGEMENT

The aim of the Department of Business Education (Management Option) seeks to provide excellent Educational programmes that prepares teachers to be servant leaders, and dedicated teachers in any classroom or position at which they find themselves after their course of study.

The B.Ed. Management programme seeks to inculcate effective management of time, human and material resources that teachers may happen to encounter in the course of their service to God and humanity.

Programme Objectives

The B.Ed. Management programme seeks to:

- Equip would be teachers (Students) with skills, principles, and techniques of teaching in the first place.
- Prepare them for career opportunities in the teaching profession, banking and any public office position, to which their skills may be needed.
- Mould them to internalise aesthetic and ethical values in consonance with the standards of contemporary managers of both human and material resources
- Train learners to be versatile in personal, institutional, and business management.
- Instill in learners the inquiry skills for research and publication of knowledge, and thus pave way for graduate school entry

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS	37
CLUSTER 1: Language and Communication	13
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 301 Advanced writing skills	3
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
EDST 245 Educational Psychology	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	6
MATH 121 College Algebra (for non-Mathematics students)	3
COSC 117 Fundamentals of Computer Skills	3

CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
B. EDUCATION REQUIRED CORE	
EDUCATIONAL FOUNDATIONS	23
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 138 Development of Education in Ghana	3
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3
EDUCATIONAL CURRICULUM INSTRUCTION	12
EDST 226 Technology in the Classroom	3
ENGE 401 Assessment in English	3
EDST 244 Curriculum Studies	3
EDST 234 Development of Instructional Materials	3
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
BSAD 435 Entrepreneurship and Small Business Management	3

EDUCATIONAL ADMINISTRATION	3
EDST 389 School Organization, Administration & Supervision	2

C. MAJOR CONCENTRATION	63
BSAD 105 Introduction to Business	3
ECON 224 Introduction to Economics	3
ACCT 221 Financial Accounting I	3
MGNT 230 Principles of Management	3
ACCT 222 Financial Accounting II	3
HRMA 236 Human Resource Management	3
MGNT 317 Insurance and Risk Management	3
MGNT 325 Material and Supply Chain Management	3
BSAD 341 Business Law I	3
BSAD 326 Business Communication	3
MGNT 336 Management and Society	3
BSAD 342 Business Law II	3
MGNT 350 Managerial Leadership	3
MGNT 415 Organizational Theory and Design	3
MGNT 425 Management Information System	3
BSAD 435 Entrepreneurship and Small Business Management	3
MGNT 460 Organizational Behaviour	3
BSAD 480 Strategic Management	3
MGNT 464 Assessment in Management Studies	3
MGNT 482 Total Quality Management	3
MGNT 484 Productions and Operations Management	3

D. EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT	12
EDST 327 On-Campus Teaching Practice	3
EDST 374 Off-Campus Teaching Practicum	3
EDST 495 Senior Research Project	6

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATH 121 College Algebra	3	BSAD 105 Introduction to	3

		Business	
RELB 163 Life and Teachings of Jesus	3	EDST 118 Sociological Foundations of Education	3
COCS 117 Fundamentals of Computing Skills	3	EDST 138 Dev. of Education in Ghana	2
EDST 125 Philosophy of Education	3	EDST 128 Principles of Guidance and Counselling	2
GNED 125 Study Skills	NC	EDST 136 Psychology and Education of Exceptional Child	1
PEAC 100 Physical Activity	NC	PEAC 100 Physical Activity	NC
TOTAL CREDITS	18	TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 225 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 245 Educational Psychology	3	MGNT 230 Principles of Management	3
ECON 224 Introduction to Economics	2	ACCT 222 Financial Accounting II	3
ACCT 221 Financial Accounting I	3	EDST 234 Development of Instructional Materials	3
RELB 251 Principles of Christian Faith	3	EDST 226 Technology in the Classroom	3
EDST 244 Curriculum Studies	3	AFST *** African Studies	1
AFST *** African Studies	1	HRMA 236 Human Resource Management	3
TOTAL CREDITS	18	TOTAL CREDITS	19

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	MGNT 350 Managerial Leadership	3
BSAD 341 Business Law I	3	EDST 374 Off-Campus Teaching Practicum	3
MGNT 317 Insurance & Risk Management	3	MGNT 336 Management & Society	3
RELT 385 Introduction to Biblical Foundations Ethics	3	EDST 316 Educational Measurement and Evaluation	3
EDST 357 Research Methods in Education	3	BSAD 325 Business Communication	3
MGNT 325 Material and Supply Chain Management	3	BSAD 342 Business Law II	
EDST 327 On-Campus Teaching Practice	3	EDST 328 Methods of Teaching Management	3
ENGL 301 Advanced Writing Skills	3		
TOTAL CREDITS	24	TOTAL CREDITS	21

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MGNT 415 Organizational Theory and Design	3	BSAD 480 Strategic Management	3
MGNT 425 Management Information System	3	MGNT 464 Assessment in Management Studies	3
BSAD 435 Entrepreneurship and Small Business Management	3	MGNT 482 Total Quality Management	3
MGNT 460 Organizational Behaviour	3	MGNT 484 Productions and Operations Management	3
EDST 495 Senior Research Project	6	GNEC 468 Job Search Strategies and Techniques	NC
RELG 451 Bible and Family Dynamics	3		
TOTAL CREDITS	21	TOTAL CREDITS	12

COURSE DESCRIPTION

BSAD 105 INTRODUCTION TO BUSINESS

3 CREDITS

This course introduces students to the principles, practices and functions of businesses in both the national and global economies. It covers functional areas of the business organisation (marketing, human resources, finance, etc.), and the inter-relatedness of them. Business terminologies, types of business organisations, business environment, are all discussed.

ECON 225 INTRODUCTION TO ECONOMICS

3 CREDITS

An analysis of the basic concepts which describe how individuals choose what to consume and how entrepreneurs choose what to produce. The pricing mechanism and the determination of output levels and various market structures is also investigated. Topics covered are theory of consumer behaviour, competition, market structures, economies of a firm, theory of production, theory of product pricing, theory of factor pricing, and theories of economic growth.

ACCT 221 FINANCIAL ACCOUNTING I

3 CREDITS

This course introduces students to accounting principles and the framework for financial reporting. It acquaints students with the nature and functions of accounting, the accounting equation and the effects of business transactions on the accounting equation. It also deals with principles of double entry, the accounting cycle, books of accounts and the preparation of final accounts of sole proprietorship. It exposes students to ethical principles in accounting.

ACCT 222 FINANCIAL ACCOUNTING II

3 CREDITS

This course is a continuation of ACCT 221 Financial Accounting I. It provides students with further principles and concepts of financial accounting. It focuses on the preparation of control accounts, accounting for property, plant and equipment including depreciation and preparation of financial statements from incomplete records. It also introduces students to the accounts of manufacturing concerns, non-profit organisations, partnerships and companies.

HRMA 234 HUMAN RESOURCE MANAGEMENT

3 CREDITS

An introduction to the organisation, training, motivation and direction of employees to maintaining their productivity and morale at high levels. Among topics covered are selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

MGNT 230 PRINCIPLES OF MANAGEMENT

3 CREDITS

A beginning course designed to study business management theory and practice including topics such as functions of management, history of management thought, executive functions of a manager (planning, organising, directing coordinating, staffing and controlling). This course also introduces students to the functional areas of business such as marketing, financial, personnel and operations.

BSAD 341 BUSINESS LAW I (COMMERCIAL LAW)**3 CREDITS*****Prerequisite:* MGNT 255, ECON 226, ACCT 222**

This an introduction to general principles of law and its interpretation including limited coverage of business torts and crimes, source of law, conflict resolution, environmental law, consumer protection, substantial coverage of contract and sale law, real and personal property law. Full coverage of commercial paper (negotiable instruments, notes, bills, drafts and cheques) law, with substantial review of agency and employment law, creditors and debtors' rights, insurance, secured transactions, property and its use as security, succession partnership law, and will and trusts laws will be made.

MGNT 317 INSURANCE AND RISK MANAGEMENT**3 CREDITS**

An introductory study in the field of risk management. Material covered includes insurance categories of liability, property, unemployment, fire, automobile, health and life. Primary emphasis will be on business applications, but some consideration will be given to personal risk. Government regulation of the industry and contractual classes are examined as well.

MGNT 325 MATERIAL AND SUPPLY CHAIN MANAGEMENT**3 CREDITS**

The course deals with the management of material resources of an organisation. The planning and management of an organisation's materials inputs are emphasized. The topics included are vendor identification, vendor analysis, vendor development, outsourcing of resources, problems and solution of logistics, inventory management and control, transportation models, just-in-time concepts, and quality concerns of material resources. Below are some reading materials for the course.

EDST 327 OFF-CAMPUS TEACHING PRACTICUM**3 CREDITS**

This course is the culminating activity of the professional education sequence. Eight weeks would be spent in selected off-campus school sites. The teacher-candidate in a teaching learning situation is required to adhere to established policies and procedures of the school system in addition to those policies and procedures established by the University. The clinical experience is designed to enable the teacher trainee to engage in competent reflective decision making while teaching, demonstrating professionalism, scholarship and sensitivity to individual and communal interests. Standards of good practice and ethical, professional behaviour as laid down by the GES code should be maintained.

BSAD 325 BUSINESS COMMUNICATION**3 CREDITS**

This course is designed to provide students with a theoretical and practical framework for understanding and conducting effective oral and written communication. Special emphasis of the course is on business letter writing, memorandum, report development, public speech, resume writing, and interview skills. Also, business communication focuses on the development of the communication skills necessary for effective management. Interpersonal, small groups and organisational communications are considered.

BSAD 342 BUSINESS LAW II (COMPANY LAW)**3 CREDITS**

An introduction to the corporate law includes topics such as types of companies, features of different types of companies, the company's regulations, formation of companies, memorandum of association, and articles of association. Students will also study about the capital of a company, shares, types of shares: ordinary shares, preference shares, and treasury shares. How to Issue shares, allotment of shares, call on shares, and forfeiture of shares will be covered. Other areas of interest include debentures, types of debentures, surplus and income surplus, the financial statements of a company, extraordinary and exceptional items, and reserves, will be discussed. Business Law II will expose students to knowledge on share deal account, general reserve, corporation tax, dividends, company meetings, and statutory meetings. Annual General Meeting (AGM) minutes, company directors and secretaries, are all examined.

MGNT 336 MANAGEMENT AND SOCIETY**3 CREDITS**

A study of how management of business organisations operate within the political, legal and social environment, their relationship to government agencies and government controls, and how business relates its activities to various social problems. Social considerations of business decisions as related to this environment are also considered. The corporate social responsibilities of organisations in the modern business context are the focus of the course.

MGNT 350 MANAGERIAL LEADERSHIP**3 CREDITS**

The course examines theory and leadership practices in various types of organisations. Particular emphasis is placed on the strategic role of leaders in leading organisational development and change in an age of rapidly changing markets and technologies. Examines why organisational change efforts succeed or fail, and what leaders can do to anticipate, and effect needed organisational changes successfully.

BSAD 435 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**3 CREDITS**

Students will learn to identify resources and tools to translate opportunities into sustainable solutions, formulate business plans and develop ethical orientations to build informed decisions, strategies and relationships. The entrepreneurship course includes an introductory seminar on entrepreneurial thinking, as well as business skills for entrepreneurs. The difference between entrepreneurship and small business management; specifically, the difference between sole proprietorship and entrepreneurship; traits of the entrepreneur and that of a Manager; importance of small businesses to local economies; these are the areas to cover.

MGNT 415 ORGANIZATIONAL THEORY AND DESIGN**3 CREDITS**

A management capstone course for the development of thinking about organisations. The theory of organisations is studied in detail. Patterns, models, structures and architecture of organisations are treated. Missions, goals, strategies, and effectiveness are blended into learning about organisational design as external realities influence it. Students learn organisational design alternatives to create a

fit between the strengths of the organisation and its external environment to achieve a sustainable competitive advantage.

MGNT 425 MANAGEMENT INFORMATION SYSTEMS

3 CREDITS

This course covers the use and effect of computer information processing in a business environment with emphasis on management, the technical foundations of information processing, the system development lifecycle, legal, security, an ethical issue, database management, and artificial intelligence.

MGNT 459 ORGANIZATIONAL BEHAVIOUR

3 CREDITS

Investigates the impact that individuals and groups have on values, attitudes, job satisfaction, motivation, and how the resultant organisational structure and culture are affected. Topics include human behaviour at work, perception, learning, motivation, morale, group dynamics, leadership, conflict resolution, organisational development industrial counselling and change. The purpose of the course is the application of this knowledge towards improving an organisations' effectiveness.

BSAD 480 STRATEGIC MANAGEMENT

3 CREDITS

Strategic Management is a capstone course that integrates the functional business areas of accounting, marketing, finance, production and human resource. This course is, therefore, necessarily integrative and interdisciplinary. It is designed to give the student experience in strategic analysis and decision-making using the case method. Students learn to identify, analyse, propose alternative solutions, and make decisions about business strategy. Attention is given to matching organisational resources to the external environment to achieve a strategic competitive advantage. Cases are used to enhance problem identification, problem analysis and problem-solving skills. Cases on contemporary issues are also resolved by collecting problem-related data from the business environment. Below are some reading materials for the course.

MGNT 464 ASSESSMENTS IN MANAGEMENT STUDIES

3 CREDITS

Students are provided with adequate and requisite information on the ways of knowing/having comprehensive knowledge about learners. Topics include the gathering and the interpretation of information through tests and examinations, types of tests, types of questions, observations, quizzes, socio-metric techniques, anecdotes, rating scales, types of evaluations, etc.

MGNT 482 TOTAL QUALITY MANAGEMENT (TQM)

3 CREDITS

TQM provides a means by which an organisation can develop the necessary competitive edge to survive in this global marketplace. This course deals with total quality concepts, global competitions, origin of total quality, Dr Deming's 14 points, transformation process, continuous improvement of process, product and service, process thinking, understanding variation and waste, standardisation, quality management system and quality assurance system.

MGNT 484 PRODUCTION AND OPERATIONS MANAGEMENT**3 CREDITS**

Analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Topics include production planning and control, production techniques and methods, plant location and layout, supply chain management, just-in-time, inventory management, TQM and quality control, operations scheduling, workers and productivity.

DEPARTMENT OF MATHEMATICS AND SCIENCE EDUCATION

BACHELOR OF EDUCATION IN MATHEMATICS

The aim of the B.Ed. (Mathematics) programme is to produce SHS mathematics teachers with a solid foundation in both subject content knowledge, pedagogical content knowledge, research skills and imbued with professional values to be competent and committed to teaching high school mathematics in Ghana.

Programme Objectives:

The B.Ed (Mathematics) programme will:

- Provide a strong undergraduate coursework in mathematics to enable students develop adequate content knowledge for teaching Senior High School mathematics.
- Provide a competent mathematics education coursework to enable teachers to develop solid pedagogical content knowledge for teaching senior high school mathematics.
- Create opportunities for field-based experiences for students, to develop teacher values, identity and transactional learning (i.e. reflective practice) skills to improve teaching and learning in Senior High School mathematics.
- Provide skills in the planning, implementing and evaluating curriculum in mathematics education.
- Promote the development of lifelong learning skills for students' future personal and professional development.

PROGRAMME REQUIREMENTS

A. GENERAL EDUCATION REQUIREMENTS	37
CLUSTER 1: Language and Communication	13
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Communication I	2
FREN 122 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2
ENGL 301 Advanced Writing Skills	3
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
EDST 245 Educational Psychology	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	6
COSC 117 Fundamentals of Computer Skills	3

CLUSTER 4: Religion, Theology and Philosophy	12
RELB 163 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELB 451 Bible and Family Dynamics	3
CLUSTER 5: Health and Physical Education	3
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Disease	3
CLUSTER 6. Career Planning and Human Development (Mandatory)	
GNED 125 Study Skills	NC
GNED 468 Job Search Strategies and Techniques	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies Courses	2
B. EDUCATION REQUIRED CORE	
EDUCATIONAL FOUNDATIONS	20
EDST 225 Principles and Practice of Education	3
EDST 125 Philosophy of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 138 Development of Education in Ghana	2
EDST 316 Educational Measurement and Evaluation	3
EDST 118 Sociological Foundations of Education	3
EDST 357 Research Methods in Education	3
EDUCATIONAL CURRICULUM AND INSTRUCTION	12
EDST 226 Technology in the Classroom	3
EDST 464 Assessment in Mathematics	3
EDST 24 Curriculum Studies	3
EDST 234 Development of Instructional Materials	3
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
BSAD 435 Entrepreneurship and Small Business Management	3
EDUCATIONAL ADMINISTRATION	3
EDST 389 School Organization, Administration & Supervision	3
C. MAJOR CONCENTRATION	75

MATE 117 *Nature of Mathematics	3
MATE 136 Analytic and Euclidean Geometry	3
MATE 225 Algebra and Trigonometry	3
MATE 257 Introduction to Statistics	3
MATE 264 Algebra	3
MATE 238 Introduction to Probability Theory	3
MATE 270 Study of (SHS) Mathematics Curriculum	3
MATE 276 Introduction to Abstract Algebra	3
MATE 228 Calculus I	3
MATE 333 Calculus II	3
MATE 331 Statistical Methods	3
MATE 328 Introduction to Analysis	3
MATE 346 Vectors & Mechanics I	3
MATE 354 Numerical and Computational Methods	3
MATE 366 Discrete Mathematics I	3
MATE 394 Calculus of Several Variables	3
MATE 395 Methods of Teaching Mathematics	3
MATE 433 Ordinary Differential Equations	3
MATE 435 Linear Algebra	3
MATE 449 Vectors & Mechanics II	3
MATE 448 Partial Differential Equations	3
MATE 458 Teaching Mathematics through Problem Solving	3
MATE 467 Discrete Mathematics II	3
EDST 464 Assessment in Mathematics	3
MATE 430 Real Analysis	3

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 Language and Writing Skills I	2	ENGL 112 Language and Writing Skills II	2
FREN 121 French for General Comm. I	2	FREN 122 French for General Comm. II	2
CMME 115 Introduction to Com. Skills	2	BIOL 140 Human Body in Health and Dis.	3
MATH 117 Nature of Mathematics	3	MATE 136 Analytical and Euclidean Geometry	3
RELB 163 Life and Teachings of Jesus	3	EDST 118 Sociological Foundations of Education	3
COCS 117 Fundamentals of Computing Skills	3	EDST 138 Dev. of Education in Ghana	2
EDST 125 Philosophy of Education	3	EDST 128 Principles of Guidance and Counselling	2
GNED 125 Study Skills	NC	EDST 136 Psychology and Education of Exceptional Child	1
PEAC 100 Physical Activity	NC	EDST 126 Philosophy of Education	3
TOTAL CREDITS	18	TOTAL CREDITS	21

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 217 Principles and Practice of Education	3	MATE 264 Algebra	3
EDST 215 Educational Psychology	3	MATE 276 Introduction to Abstract Algebra	3
MATE 225 Algebra and Trigonometry	3	MATE 228 Calculus I	3
MATE 257 Introduction to Statistics	3	EDST 236 Development of Instructional Materials	3
RELB 251 Principles of Christian Faith	3	AFST *** African Studies	1
EDST 244 Curriculum Studies	3	MATE 211 Foundational Mathematics II	3
EDST 226 Technology in the Classroom	3	MATE 238 Introduction to Probability Theory	3

TOTAL CREDITS	21	TOTAL CREDITS	19
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THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST 389 School Organisation, Administration and Supervision	3	EDST 316 Educational Measurement and Evaluation	3
AFST *** African Studies	1	EDST 374 Off-Campus Teaching Practicum	3
EDST 327 On-Campus Teaching Practice	3	MATE 328 Introduction to Analysis	3
RELT 385 Introduction to Biblical Foundations of Ethics	3	MATE 346 Vectors and Mechanics I	3
EDST 357 Research Methods in Education	3	MATE 354 Numerical and Computational Methods	3
MATE 333 Calculus II	3	MATE 366 Discrete Mathematics I	3
MATE 331 Statistical Methods	3	MATE 394 Calculus of Several Variables	3
MATE 359 Methods of Teaching Mathematics	3		
TOTAL CREDITS	22	TOTAL CREDITS	21

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
BSAD 435 Entrepreneurship and Small Business Management	3	MATE 485 Teaching Mathematics Through Problem Solving	3
MATE 433 Ordinary Differential Equation	3	MATE 430 Real Analysis	3
MATE 467 Discrete Mathematics II	3	MATE 448 Partial Differential Equations	3
MATE 447 Vectors and Mechanics II	3	MATE 464 Assessment in Mathematics	3
MATE 432 Linear Algebra	3		
EDST 495 Senior Research Project	6		
RELB 421 Bible and Family Dynamics	3		

TOTAL CREDITS	24	TOTAL CREDITS	12
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B.ED MATHEMATICS MINOR COURSE SCHEDULE FOR EDUCATION STUDENTS

CODE	COURSE TITLE	CREDIT
MATE 117	Nature of Mathematics	3
MATE 136	Analytical and Euclidean Geometry	3
MATE 257	Introduction to Statistics	3
MATE 264	Algebra	3
MATE237	Calculus I	3
MATE 256	Probability Theory	3
MATE 225	Algebra and Trigonometry	3
EDST 327	Methods of Teaching in Subject Areas	3
MATE 378	Introduction to Abstract Algebra	3
MATE 361	Discrete Mathematics I	3
	Total	30

COURSE DESCRIPTIONS

MATE: 117 NATURE OF MATHEMATICS

3 CREDITS

This course is aimed at exposing the student to the world of mathematics and the views held by mathematicians. Topics include: Definitions of mathematics, historical development of some branches of mathematics. The philosophy of mathematics, symbols, abstraction, generalization and proofs in mathematics.

MATE 136:ANALYTIC AND EUCLIDEAN GEOMETRY

3 CREDITS

This course provide students the opportunity to acquire knowledge and skills in rectangular Cartesian co-ordinate system: distance between two points, gradient of a line, coordinate of a point dividing a line segment in a given ratio. Equation of a line, parallel and perpendicular lines, angle between two lines. The idea of locus. Equation of a circle in the form:

$$(x - a)^2 + (y - b)^2 = r^2 \text{ and } x^2 + y^2 + 2gx + 2fy + c = 0.$$

Tangent and normal to a circle. Points of intersection of a line and a circle. The conic sections: the parabola, the ellipse and the hyperbola and their cartesian and parametric equations. Circle geometry-parts of a circle and circle theorems. Tangents to circle and their properties. Areas and volumes of some plane and solid figures: triangle, square, prism, cone, pyramid and sphere.

MATE 225: ALGEBRA AND TRIGONOMETRY

3 CREDITS

Indices and Logarithms and their applications, rational functions and their graphs, partial fractions, circular functions of angles magnitude and their graphs,

trigonometry formula including multiple angles, half angles and identities, solution of trigonometry equations.

MATE: 211 FOUNDATIONAL MATHEMATICS I

3 CREDITS

This course introduces students into a revision of secondary school mathematics to equip them with basic mathematical methods, contents directed towards core mathematics to prepare them for elective areas ahead as well as teaching practice. The course content includes numbers and numeration systems, Algebra (simplification, factorizations and rational algebraic expressions) Plane Geometry (angles on straight lines, triangles, circle theorems), Mensuration (perimeters and areas of plane figure, total surface areas and volumes of two and three dimensional figures), Statistics and Probability (sample space and events, addition and multiplications rules, compliments, permutation and combinations), Trigonometry (trigonometrical ratios, angle of elevations and depressions and applications to bearings) Vectors and transformation in a plane, Problem solving and applications (mathematical processes applicable to all topics).

MATE 212: FOUNDATIONAL MATHEMATICS II

3 CREDITS

The course further introduce students into a revision of Secondary Mathematics to equip them with pre-requisite further mathematical methods with contents directed towards secondary elective mathematics to prepare them for their elective areas ahead as well as teaching practicum, both on-campus and off-campus. The course content includes Algebra (binomial and polynomial function, zeros and factors of polynomial functions, remainder theorems, Partial fractions) Trigonometry (further trigonometrical identities). Coordinate Geometry (slope, mid-point, ratio theorem and equation of lines, circles-equations of circles, normal and tangent to a circle, orthogonal circles), conic sections (circles, parabolas, ellipse, hyperbolas), Calculus (limits, differentiation and integration of polynomial functions). Vectors and Mechanics in two dimensional planes (vectors and its applications to forces, dynamics and statics), Matrices and Transformation. Introduction to Logic, Statistics and Probability (correlation, conditional probabilities, binomial distribution)

MATE 136: ANALYTIC AND EUCLIDEAN GEOMETRY

3 CREDITS

The course will focus on the concepts and principles of Euclidean geometry. Conic sections, their classifications, focal properties, and their geometry will be discussed in detail. Topics include: Rectangular Cartesian co-ordinate system: distance between two points, gradient of a line, coordinate of a point dividing a line segment in a given ratio. Equation of a line, parallel and perpendicular lines, angle between two lines. The idea of a locus. Circle geometry-parts of a circle and circle theorems. Tangents to circle and their properties. Equations of a circle in standard and general form. Tangent and normal to a circle. Points of intersection of a line and a circle. The conic sections: the parabola, the ellipse and the hyperbola and their Cartesian and parametric equations. Areas and volumes of some plane and solid figures: triangle, square, prism, cone, pyramid and sphere.

MATE 225: ALGEBRA AND TRIGONOMETRY**3 CREDITS**

The topics covered in this course include, but are not limited to, Radicals, Indices and Logarithms and their applications, rational functions and their graphs, partial fractions, circular functions of angles magnitude and their graphs, trigonometry formula including multiple angles, half angles and identities, solution of trigonometry equations. Systems of Equations, Matrices, Polynomials. An emphasis will also be made to bring math to life with real-life applications

MATE 264: ALGEBRA**3 CREDITS**

This course focuses on essential mathematical concepts to help the students understand mathematical relationship and its equation using symbols to represent entities. It is a pre-requisite course to Abstract Algebra. It aims at preparing students for Mathematical Analysis at higher levels for research.

Topics include; Algebra of sets, Relations Equivalence Relations. Mapping and Functions, mathematics induction. Transformation of the complex plane, complex numbers, Algebraic functions, Trigonometry, exponential forms of a complex number, De Moivre's Theorem, 11th root of a complex number. Vector algebra, Matrix algebra; scalar product and vector product.

MATE 228: CALCULUS I**3 CREDITS**

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Specific topics include, Limits and continuity of functions, Derivative of Polynomial, rational functions, exponential and logarithmic functions,, trigonometric functions, maxima and minima points of a curve, tangents and normal ,implicit differentiation(Rules of differentiation), Integration as Inverse of differentiation, Area under a curve, substitution and integration by parts, Integration by partial fractions, Introduction to first order separable differential equations.

MATE 329: CALCULUS II**3 CREDITS*****Prerequisites: MATE 228***

This course is designed to develop slightly advanced topics of differential and integral calculus. Emphasis is placed on the applications of first and second derivatives, Integration as a sum, definite and indefinite integrals, Logarithm and exponential functions, hyperbolic functions and their inverses, Inverse circular functions, Integration by parts and by substitution, applications to plane curves; arc length area of surface of evolution and volume of rotation. Ordinary differential equations, first order linear equations: Integrating factors, second order linear differential equations with constant coefficients.

MATE: 367 INTRODUCTORY ANALYSIS**3 CREDITS**

This course concentrates on the Real number system, and sequences of real numbers. It aims at making students gain insight into the behaviour of real numbers. Topics include real number system; least upper bound and the greatest lower bound

of a set (of real numbers). Sequences and series; limit, continuity and differentiation; the Riemann integral; elementary metric space theory including compactness, connectedness and completeness; differentiation and integration of functions of several variables. This course is a pre-requisite to Real Analysis.

MATE: 361 DISCRETE MATHEMATICS I

3 CREDITS

This is an introductory course in discrete mathematics. The goal of this course is to introduce students to ideas and techniques from discrete mathematics that are widely used in science and engineering. This course teaches the students techniques as to how to think logically and mathematically and apply these techniques in solving problems. To achieve this goal, students will learn logic and proof, sets, functions, as well as algorithms and mathematical reasoning. Key topics involving; *Foundations: Logic, Sets, and Functions: Logic, Propositional Equivalences, Predicates and Quantifiers, Sets, Set Operations, Functions, Sequences and Summations, Growth Functions. Algorithms, the Integers, and Matrices: Algorithms, Complexity of Algorithms, Integers and Division, Integers and Algorithms, Applications of Number Theory, Matrices. Mathematical Reasoning: Methods of Proof, Mathematical Induction, Recursive Definitions, Recursive Algorithms, Program Correctness. Counting: Basics of Counting, Pigeonhole Principle, Permutations and Combinations, Discrete Probability, Probability Theory, Generalized Permutations and Combinations, Generating Permutations and Combinations. Advanced Counting Techniques: Recurrence Relations, Solving Recurrence Relations, Divide-and-Conquer Relations, Generating Functions, Inclusion-Exclusion, Applications of Inclusion-Exclusion.*

MATE 362: DISCRETE MATHEMATICS II

3 CREDITS

This is an introductory course in discrete mathematics. The goal of this course is to introduce students to ideas and techniques from discrete mathematics that are widely used in science and engineering. This course teaches the students techniques in how to think logically and mathematically and apply these techniques in solving problems.

To achieve this goal, students will learn logic and proof, sets, functions, as well as algorithms and mathematical reasoning. Key topics involving relations, graphs, trees, *Relations: Relations and Their Properties, n-ary Relations and Their Applications, Representing Relations, Closures of Relations, Equivalence Relations, Partial Orderings. Graphs: Introduction to Graphs, Graph Terminology, Representing Graphs and Graph, Isomorphism, Connectivity, Euler and Hamilton Paths, Shortest Path Problems, Planar Graphs, Graph Coloring. Trees: Introduction to Trees, Applications of Trees, Tree Traversal, Trees and Sorting, Spanning Trees, Minimum Spanning Trees.*

MATE494: NUMERICAL AND COMPUTATIONAL METHODS

3 CREDITS

This course concentrates on topics involving numerical and computational methods and their applications to ordinary differential equations and partial differential equations. Topics include introduction to mathematical and programming errors, error analysis, sorting and searching algorithms, various polynomial

approximations, curve fitting, iterative techniques for solving linear and non-linear equations, interpolation and approximation, numerical differentiation and integration, systems of linear equations and numerical solution of differential equations. Note that MATLAB would be used as computer software to aid the practical part of this course.

MATE 469: REAL ANALYSIS

3 CREDITS

This course is the continuation of MATE 367 and concentrates on derivatives of functions of real variables, sequences and series and the fundamental theorem of Calculus. It aims at preparing students for Mathematical Analysis and Functional analysis at higher levels for research. Topics include Derivative of a function, its application. Mean value theorem, Rolle's theorem, maximum value theorem, and the intermediate value theorem. Series as the sequence of n th partial sums. Existence of limit, increasing and decreasing sequences bounded above and below. Series with positive terms. Convergence test, absolute convergence and conditional convergence, integral test, comparison test, and other tests. Sequence of functions point wise and uniform convergence. Power series. Definition of integral continuity as criterion for integrability, fundamental theorem of calculus. The Riemann integral. Topology of Real numbers.

MATE 258 INTRODUCTION TO PROBABILITY THEORY

3 CREDITS

The course introduce students to introduction aspect of probability theories outside statistics: definitions of some basic terms, definition of probability of events, set theory, random experiments and outcomes, measure of probability of events, theorems of probability; conditional probability and independent events, laws and rules in probability, Bayes' theorem and applications. Permutations and Combination and their application to probability. Random variables (discrete and continuous distributions): expectations, variance and properties of random variables, probability mass function, probability density function, cumulative distribution functions, moments and moment generating functions. The course further introduces students to various Probability distributions: Bernoulli distribution, Binomial distribution, Poisson distribution, the normal distribution, Negative binomial, geometric, multinomial, uniform, beta and gamma distribution, hypergeometric, joint distribution

MATE 331: STATISTICAL METHODS

3 CREDITS

The course is designed to give students the necessary basic tools in carrying out research. Topics include: Sampling Techniques. Statistical estimation—estimation of parameters (point and interval estimations), unbiased, efficient and sufficient estimations. Random variable and probability parameters (Expectation and variance of random variables, moment and moment generation functions). Hypotheses testing- test of significance concerning means and proportions –one and two paired sample test (Z , t and χ^2). Experimental design (one- and two-ways ANOVA, LCD-2 and 3 factor levels). Multiple regression, regression analyses (generalized linear models-GLM, logit and probit models). Non-parametric test (run test, Wilcoxon Rank Sum Test, Man- Whitney Test, Kruskal-Wallis test,

McNemar Test), Throughout the course, a weekly computer laboratory practical assignment using SPSS, MINITAB, STATA, MATLAB software will provide a hands-on research experience to the students; this will enable them to become skilful practitioners in data entry and analysis.

MATE 259: METHODS OF TEACHING MATHEMATICS

3 CREDITS

This course is designed to help the student to be competent in the various methods of teaching mathematics. Topics include the following: Lecture method, inductive and deductive method, analytic and synthetic method, heuristic method, project method, laboratory method, and problem-solving method. Merits and demerits of each method would also be thoroughly examined.

MATE493: CALCULUS OF SEVERAL VARIABLES

3 CREDITS

A function of two or more variables often arises in engineering and in sciences. It is important to be able to deal with such functions with confidence and skill. In view of that, this course focuses on a comprehensive treatment of differential and Integral Calculus of several Variables. Under this course, we will start out the chapter with, Functions of Several Variables, Partial Derivative, Multiple Integrals, Differential Vector Calculus, Integral Vector Calculus and Applications.

MATE 346: VECTORS AND MECHANICS I

3 CREDITS

This course is designed to give students insight into the physical environment. Topics to be studied includes: Elementary definitions and theories of vectors, vector algebra. Vector functions of a scalar variable. Triple scalar product of vectors, cross product of vectors in three-dimensional vector space. Equation of vectors and planes. Differentiation and integration of vectors functions. Kinematics of a single particle in motion, displacement, velocity and acceleration. Concept of a force, line of action of a force and forces acting on particles. Newton 's law of motion, rectilinear motion, work, energy and power.

MATE 447: VECTORS AND MECHANICS II

3 CREDITS

Prerequisite: MATE 346 Vectors and Mechanics I

This course is designed to enable students to have a sound grounding in vectors and mechanics. Topics include: Impulse and linear momentum, moments of a force, couples and condition for equilibrium of rigid bodies. Dynamics of a particle, rectilinear motion in a resisting medium, kinetic and potential energy and conservation of energy. Simple harmonic motion, motion in a plane. The projectile, and circular motion.

MATE 394: ORDINARY DIFFERENTIAL EQUATIONS

3 CREDITS

This course provides an introduction to topics involving ordinary differential equations and their applications to mathematical models. Topics include: Definition of differential equations, Examples of differential equations, Classifications of Ordinary differential equations (Type, Order, Linearity), Initial Value Problems, Boundary Value Problems. First order Ordinary Differential Equations (Separable

equations, Linear equations, Exact equations, Integrating factors, Homogeneous and, Nonhomogeneous equations, Bernoulli's equation, Riccati's equation). Direction Fields-the geometry of Differential equations, Autonomous First Order Ordinary Differential equations, Existence and Uniqueness for First Order Differential equations. Applications of First Order ODE's in Biology, Physics etc. Introduction to Higher order equations: Operator notation, Linear Independence and Wronskian, Reduction of Order, Equations with constant coefficient (Real distinct roots, repeated roots, complex roots), Homogeneous Equations with constant coefficient, Nonhomogeneous equations, Method of Undetermined coefficients (Superposition and Annihilator approaches), Method of Variation of parameters, Differential operator method, Mechanical and Electrical vibrations, Forced vibrations. Systems of First Order Linear Equations: Basic Theory of Linear systems, Eigenvalues and eigenvectors, homogeneous linear systems, Distinct real eigenvalues, Repeated eigenvalues, complex eigenvalues, Nonhomogeneous linear systems (Undetermined coefficients, Variation of parameters, Differential operator). Qualitative Theory of Ordinary Differential equations: Autonomous Systems and Stability, Plane Autonomous systems, Stability of Linear Systems, Linearization and Local Stability (nodal source, nodal sink, saddle, centre, spiral sink, spiral source), Phase Portraits for planer linear systems, The Trace-Determinant Plane, Autonomous Systems as Mathematical Models. Liapunov Direct Method. Matrix Exponentials. Laplace Transformations, application to initial value problems, Inverse Laplace transforms. Series solution of Ordinary Differential equations: ordinary points, regular points, Frobenius method. Introduction to Bessel's and Legendre's equation.

MATE 498: PARTIAL DIFFERENTIAL EQUATIONS

3 CREDITS

This course introduces students to the three main types of Partial Differential Equations: Parabolic, Elliptic and Hyperbolic. It includes mathematical tools and real-world applications. Topics include: Introduction to PDE-definition, examples of some important PDEs, Classification of PDEs: Order, Linear Equations and Nonlinear Equations (quasilinear, Semi-linear, fully nonlinear), Homogeneous and Nonhomogeneous. Initial and Boundary Value conditions, Principle of Superposition for Linear ODEs, Separation of Variables for Linear PDEs, Homogeneous PDEs, Eigenvalue Problems. Second Order PDEs with constant coefficient: Classification of 2nd Order PDE (elliptic, parabolic and hyperbolic types), with examples, Initial and Boundary Value Problems, Separation of Variables, Heat equation (or Diffusion equation), Wave equation, Laplace equation, vibrating of strings, Applications of 2nd Order PDEs. Fourier Series: Properties of Sine and Cosine (periodicity, symmetry, orthogonality), The Fourier Series, Fourier Series-Proof of Pointwise Convergence, Fourier Sine and Cosine series, Completeness. Solving the Homogeneous Heat equation for a finite rod, Solving the Homogeneous Wave equation for a finite String, Nonhomogeneous PDEs.

MATE 441: PROGRAMMING WITH MATLAB

3 CREDITS

This course introduces students to the use of MATLAB software. It gives a broad overview of the use of Matlab to solving Mathematical problems. Topics include:

Variables and Constants in Matlab, Data Structure (double-precision, symbolic and other data types). Basic structure of Matlab (direct call statement, functional call statement and their example). Fundamental Mathematical calculations: Algebraic Operations of Matrices (Transpose, Addition and Subtraction, Multiplication, Left division, Right division, flip and rotation, Matrix Power, Dot operation). Logic Operations of matrices (“And” operation, “Or” operation, “Not” operation, Exclusive or), Relationship operations of Matlab (>, <, >=, ==). Simplification and Presentation of Analytic results (syms, simple (), factor (), expand (), collect (), numden(), subs(), taylor() etc). Basic Number Theory computations (floor (), ceil (), round (), fix(), rat(), rem(), gcd(), lcm() factor(), isprime()). Flow Control Structures of Matlab Language: Loop control structures, Conditional control structures, Switch structures, Trial Structure. Basic structure of Matlab functions. Programming of functions with variable inputs/outputs, Inline functions and anonymous functions. Plotting Two-Dimensional(2D) and Three-Dimensional(3D) Graphs with Matlab. Solving simple mathematical problems in Calculus, Linear Algebra and Matrices, Statistics, Ordinary and Partial Differential Equations with MATLAB.

BACHELOR OF EDUCATION IN INFORMATION TECHNOLOGY

Programme Objectives

The B. Ed (IT) programme has the following objectives:

- to equip students with the requisite knowledge and skills to effectively teach IT in second cycle institutions in Ghana.
- to provide the necessary academic background for entrance into graduate degree programmes in ICT education
- to train students to develop computer-based educational courseware and instructional materials to support teaching and learning in various schools and subject areas.
- to equip students with skills that will enable them to employ emerging educational and communication delivery technologies to promote technology enabled distributed and collaborative learning.
- To train students to teach with technology.

Total credits required for graduation are as follows

A. General Education	25
B. Education Required Core	28
C. Research	9
D. IT/Computer Science Core Courses	39
E. BEIT Concentration Courses	45
F. Practicum	6
TOTAL CREDIT HOURS	152

PROGRAMME REQUIREMENTS

GENERAL EDUCATION COURSES			
COURSES	CREDIT	THEORY	PRACTICAL
CLUSTER 1. Language and Communications			
ENGL121 Language and Writing Skills I	2	2	0
ENGL122 Language and Writing Skills II	2	2	0
FREN111 French for General Communication I	2	2	0
CMME105 Intro to Communication Skills	2	2	0
ENGL 301 Advanced Writing Skills	3	3	0
CLUSTER 2. Religion, Theology and Philosophy			
RELB163 Life and Teaching of Jesus	3	3	0
RELB251 Principles of Christian Faith	3	3	0
RELT385 Introduction to Biblical Foundation Ethics	3	3	0

RELG451 Bible and family Dynamics	3		
CLUSTER 3. Health and Physical Education			
PEAC100 Physical Activity	NC	0	2
BIOL 140 Human Body in Health & Disease OR HLTH200 Health Principles	3	3	0
CLUSTER 4. Behavioural and Social Science			
Courses in Education Provide for this requirement			
CLUSTER 5. Natural and Physical Sciences/ Mathematics			
Courses in Computer Science and Information Technology satisfy this requirement			
CLUSTER 6. African Studies course			
AFSTxxx African Studies Course Group I	1	1	0
AFSTxxx African Studies Course Group II	1	1	0
	22		

EDUCATION CORE COURSES			
COURSES	CREDIT	THEORY	PRACTICAL
EDST 115 Educational Psychology	3	3	0
EDST 118 Sociological Foundation of Education	1	1	0
EDST 125 Philosophy of Education	3	3	0
EDST 138 Development of Education in Ghana	2	2	0
EDST 215 Educational Psychology	3	3	0
EDST 224 Principles and Practice of Education	3	3	0
EDST236 Psychology and Education of Exceptional Child	1	1	0
EDST228 Educational Statistics	3	3	0
EDST 316 Educational Measurement and Evaluation	3	3	0
EDST 318 Principles of Guidance and Counselling	3	2	0
EDST327 On Campus Teaching Practice	3	3	0

EDST 374 Off-Campus Teaching Practicum	3	0	6
EDST 488 School Organization, Adm. and Supervision.	3	3	0
	34		
RESEARCH			
INFT364 Research Methods	3	3	0
BEIT491 Senior Research Project I	3	2	2
BEIT492 Senior Research Project II	3	2	2
	09		
MATHEMATICS			
MATE121 College Algebra	3	3	0
	03		

MAJOR COURSES			
IT/COMPUTER SCIENCE CORE COURSES			
COURSES	CREDIT	THEORY	PRACTICALS
COCS113 Elements of Programming	3	2	2
COSC118 Programming with Visual Basic	3	2	2
INFT210 Computer Ethics	3	2	2
INFT221 Computer Architecture and Hardware	3	2	2
COSC230 Database Systems Design	3	2	2
INFT240 Programming with C#	3	2	2
COSC 255 Operating Systems	3	2	2
INFT361 Data Structures and Algorithm	3	2	2
COSC260 System Analysis and Design	3	2	2
COSC271 Data Communication and Network	3	2	2
COSC325 Mobile Application Development	3	2	2
INFT360 Web Application Systems	3	2	2
INFT452 Information Security	3	2	2
	39		
BEIT CONCENTRATION COURSES			

BEIT110 Educational and Instructional Technologies	3	2	2
BEIT120 Emerging Technologies in Educational Computing	3	2	2
BEIT230 Principles and Methods of Teaching with ICT	3	2	2
BEIT146 Microsoft Office Essentials	3	2	2
BEIT234 Educational IT project Management	3	2	2
BEIT412 Assistive and Adaptive Technologies in Special Education	3	2	2
BEIT341 Multimedia in Education I	3	2	2
BEIT342 Multimedia in Education II	3	2	2
BEIT352 Technology-Based Curriculum Development	3	2	2
BEIT360 Courseware and Instructional Materials Development I	3	2	2
BEIT415 Distributed & Collaborative Learning	3	2	2
BEIT425 Integrating IT into Education	3	2	2
BEIT450 Learning theories & Instructional Design	3	2	2
BEIT461 Courseware and Instructional Materials Development II	3	2	2
BEIT476 Gamification of Education	3	2	2
	45		

SEQUENCE OF COURSES

FIRST YEAR			
1 st Semester	Credits	2 nd Semester	Credits
<i>GENERAL EDUCATION</i>		<i>GENERAL EDUCATION</i>	
ENGL111 Language and Writing Skills I	2	ENGL112 Language and Writing Skills II	2
FREN111 French for Oral Communication I	2	BIOL140 Human Body in Health OR	3
MATH121 College Algebra	3	HLTH200 Health Principles	
RELB163 The Life & Teachings of Jesus	3	CMME105 Intro. To Comm. Skills	2
		PEAC100 Physical Activity	NC(**1)
<i>CORE</i>		<i>CORE</i>	
EDST125 Philosophy of Education	3	EDST118 Sociological Foundations of Education	3
		EDST138 Development of Education in Ghana	2
<i>MAJOR</i>		<i>MAJOR</i>	
COSC113 Elements of Programming	3	COSC118 Programming with Visual Basic	3
BEIT120 Emerging Technologies in Educational Computing	3	BEIT110 Educational and Instructional Technologies	3
		BEIT146 Microsoft Office Essentials	3
Total Credits	19	Total Credits	(19)20

SECOND YEAR			
1 st Semester	Credits	2 nd Semester	Credits
<i>GENERAL EDUCATION</i>		<i>GENERAL EDUCATION</i>	
AFSTxxx African Studies – Group A	1	AFSTxxx African Studies – Group B	1
RELB251 Principles of Christian Faith I	3	<i>CORE</i>	1
		EDST 236 Psychology and Education of Exceptional Child	3
<i>CORE</i>		EDST 224 Principles and Practice of Education	3
EDST 215 Educational Psychology	3		
		<i>MAJOR</i>	
COSC230 Database Systems Design	3	INFT240 Programming with C#	3

INFT221 Computer Architecture and Hardware	3	BEIT 234 Educational IT project Management	
COSC271 Data Communication and Network	3	INFT210 Computer Ethics	3
BEIT230 Principles and Methods of Teaching with ICT	3	COSC255 Operating Systems	3
		COSC260 System Analysis and Design	3
Total Credits	19	Total Credits	20

THIRD YEAR			
1st Semester	Credits	2nd Semester	Credits
<i>GENERAL EDUCATION</i>		<i>CORE</i>	
RELT 385 Christian Ethics	3	EDST 316 Educational Measurement and Evaluation	3
<i>CORE</i>		EDST 318 Principles of Guidance and Counseling	3
EDST 327 On Campus Teaching Practice	3	EDST328 Educational Statistics	3
<i>MAJOR</i>		<i>MAJOR</i>	
INFT360 Web Application Systems	3	BEIT 352 Technology-based Curriculum Development	3
BEIT341 Multimedia in Education I	3	INFT364 Research Methods	3
BEIT 360 Courseware and Instructional Materials Development I	3	BEIT342 Multimedia in Education II (<i>Elective 1</i>)	3
COSC325 Mobile Application Development	3	INFT361 Data Structures and Algorithm	3
Total Credits	18	Total Credits	21
SUMMER VACATION			
EDST 374 Off-Campus Teaching Practicum			3 Credits

FOURTH YEAR			
1 st Semester	Credits	2 nd Semester	Credits
<i>CORE</i>		<i>MAJOR</i>	
EDST489 School Organisation, Administration and Supervision	3	BEIT 415 Distributed & Collaborative Learning	3
		INFT452 Information Security	3
<i>MAJOR</i>		BEIT 492 Final Year Project	3
BEIT 491 Final Year Project I	3	BEIT476 Gamification of Education	3
BEIT 425 Integrating IT into Education	3	BEIT412 Assistive and Adaptive Technologies in Special Education	3
BEIT 461 Courseware and Instructional Materials Development II (Elective 2)	3		
BEIT450 Learning theories & Instructional Design (Elective 3)	3		
Total Credits	15	Total Credits	15

COURSE DESCRIPTIONS

COSC113 ELEMENTS OF PROGRAMMING

3 CREDITS

This course introduces students to the principles of problem solving using fundamental algorithmic techniques and design, structured programming, and computer systems concepts. The course covers the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, iteration and basics of computer arithmetic, data structures, sorting and searching. The course is designed to promote good programming practices for further study of programming languages. Upon successful completion of this course, the students should be able to design simple, structured, well-documented computer programs. Topics to be covered shall include: Program Design paradigms, Pseudo-code, Flowcharts, Developing Algorithms, Selection Control Structures, Repetition Control Structures, Algorithms using Sequence, Selection and Repetition, Modularization and Communication between Modules, Searching and Sorting, Cohesion and Coupling and Primitive Data Structures. Evaluation instruments will include written and/or skills-based examinations and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

COSC118 PROGRAMMING WITH VISUAL BASIC

3CREDITS

This a project-based course designed to introduce students to Visual and Object-Oriented Programming Concepts with Classes, Objects, Inheritance, Polymorphism and Encapsulation. Students are taught how to write event driven stand-alone windows applications with controls. The course then outlines the language fundamentals such as data types, strings, operators, conditional code, and looping

constructs. Students will discover how to package reusable code in functions and subroutines, and explore the object-oriented nature of Visual Basic through custom classes. Topics include: Learning Visual Basic syntax, declaring variables and data types, working with numbers, Boolean values, and dates, using strings, words, and characters, repeating blocks of code with loops, evaluating conditions with if, then, and else, debugging and handling exceptions, managing ordered data with arrays, managing application logic with modules, defining custom classes, and storing data with instance fields.

Method of assessment will be projects, quizzes, mid semester examination (40%) and End of semester examinations (60%).

BEIT120 EMERGING TECHNOLOGIES IN EDUCATIONAL COMPUTING 3 CREDITS

This course will examine different emerging technologies in the rapidly changing world of software. Students will gain hands-on experience by using the emerging web development technologies and investigate several emerging tools in education such as Cloud Computing, Mobile Computing, Open Content, 3D printing, Learning Analytics, Virtual Worlds, Games and Gamification, Tablet Computing and Wearable Technologies.

BEIT146 MICROSOFT OFFICE ESSENTIALS 3 CREDITS

This course is an advanced use of Office application tools in solving real life problems. Principles of text editing, spreadsheets, relational databases, presentation and email services covered their use for the generation of plans, reports, financial statements, etc. Both the spreadsheet and database components incorporate an introduction to data processing and reporting in educational and business environments. The various components will also cover principles of design and application in real life. The application software packages used in the unit are Microsoft Word, Microsoft Excel Microsoft, PowerPoint, Microsoft Outlook, Microsoft Publisher and Microsoft Access. At the completion of this unit, students will have:

- A sound knowledge of application packages which will provide an understanding of modelling for text editing, data analysis, reporting and presentation of organizational data;
- learnt to use office applications for enhancing the appearance and usability of documents, spreadsheets, database systems and mail management;
- an appreciation of how the knowledge acquired can be used to enhance the office productivity in education.

Students will be assessment in Examination (2 hours): 60%; In-semester assessments: 40%

BEIT 110: INTRODUCTION TO EDUCATIONAL AND INSTRUCTIONAL TECHNOLOGIES 3 CREDITS

This course introduces students to educational and instructional technologies. The course lays emphasis on how these technologies are being used to support new ways of educational delivery within the classrooms and beyond. The course

explores how to improve experience of students in Direct Instruction, Distance Learning, Virtual Learning, Assistive and Adaptive Technologies, Museum Education, Educational Games, Mobile Education and Blended Instructional technologies

BEIT230 PRINCIPLES AND METHODS OF TEACHING WITH ICT

3 CREDITS

General Instructional Methods is designed to provide teacher education students with an opportunity to study, reflect, question, become knowledgeable about, and develop skills in instructional methods while applying and practicing these methods in a collaborative and constructive setting. Major topics include: Methods of teaching and learning with technology, characteristics of effective and intentional teaching and learning; meaningful teaching with technology to engage constructive, intentional, authentic, active and cooperative learning, student diversity and how understanding students influence learning; planning for instruction using ICT; creating effective lessons using a variety of approaches & technologies; classroom management; assessment of student learning; and professional development. Throughout the course students will develop components of their professional educational portfolio based on topics assigned by the lecturer.

COCS 230: DATABASE SYSTEMS DESIGN

3 CREDITS

This course is aimed at introducing students to the theoretical and practical issues in management, retrieval and organization of large quantities of data. The course provides a general understanding on issues relating to: The modelling of data within an organization or enterprise, the analyses of data relationships for exploitation within database management systems, the programming of database management, the analyses of various database concurrency protocols and algorithms to assess their performance and relative appropriateness in differing operating environments and developing concurrency control algorithms and appropriate data structures for data management.

INFT 361 DATA STRUCTURES AND ALGORITHMS

3 CREDITS

The course aims at introducing students to writing pseudo code for recursion, time estimates, big and small O-notations, searching and sorting iterative and recursive algorithms. Simple graphs, multigraphs, directed graphs, binary and spanning trees and tree related algorithms are also covered.

COCS 271: DATA COMMUNICATION & COMPUTER NETWORK I

3 CREDITS

This course concentrates on: the fundamentals of computer communications and networks and telecommunications; digital, voice and video signals and transmission; protocols for error and flow control; capacity utilization; multiplexing and concentration; local area networks (LANs), wide area networks (WANs). Also covered in this course are: network design, installation and maintenance issues; switching, local area networks and structured architectures, modulation/demodulation techniques; high speed modems; data-link layer issues; High Level Data Link Control Protocol (HDLC). Local network technologies: Ethernet, Token-Ring etc.

INFT211 COMPUTER ARCHITECTURE AND HARDWARE**3 CREDITS**

The course covers instruction formats and addressing methods, data types and instruction, Assembly language programming, definition and use of macros, program segmentation and linkage, assemblers and microprocessors, interrupt structures and handling. Further topics covered include; micro-programming level issues (interconnection structures and general structure of buses) and processors. Advanced topics such as RISC, pipelined issues (such as vector processors and multiprocessors) are also covered.

COSC255 OPERATING SYSTEMS**3 CREDITS**

This course provides a thorough understanding of the principles and design of operating systems. The aim is to illustrate the algorithms and approaches which can be taken in developing operating system functionalities. The course compares and contrasts the approaches taken in several modern operating systems. This course leads to a deep knowledge of the problems and solutions in developing modern concurrent systems. Topics covered in this course include: Operating Systems Overview and History – Process Management – Threads – Processor Scheduling – Process Synchronisation – Deadlocks – Memory Management – Virtual Memory – Input/Output Management – File Management – Protection and Security – Distributed Systems. The course compares and contrasts the approaches taken to achieve the above facilities in a number of operation systems.

INFT 240: PROGRAMMING WITH C#**3 CREDITS**

This a project-based course designed to introduce students to Visual and Object-Oriented Programming Concepts such as Classes, Objects, Inheritance, Polymorphism and Encapsulation. Students are taught how to write event driven stand-alone windows applications with controls.

BEIT 234 EDUCATIONAL IT PROJECT MANAGEMENT**3 CREDITS**

This course is aimed at helping students to understand the tools and techniques of project management such as: project selection methods, work breakdown structures, network diagrams, critical path analysis, and critical chain scheduling, time and Cost estimates, earned value management and motivation theory and team building

INFT210 COMPUTER ETHICS**3 CREDITS**

This course examines the ethical use of computer systems and data for the IT professional. Topics covered include software theft, privacy, property rights, accountability, hacking, viruses, piracy, crime, responsibility and liability and Internet issues. The course further examines the code of ethics and professional conduct as published by technical organizations such as ACM and IEEE. The course thus equips students with the tools to build information systems to the highest ethical and moral standards.

COCS 260: SYSTEMS ANALYSIS & DESIGN**3 CREDITS**

This course introduces students to the concepts, principle and practice of systems analysis and designed. A number of systems analysis methodologies, techniques and tools are covered with emphasis on prescriptive models, agile models, use case models, computer aided software engineering (CASE) tools, object-oriented models and commercial off-the-counter tools. The course covers the system development life cycle (SDLC) and consider practical issues involved in the development of implementable systems for user organizations.

INFT 360: WEB APPLICATION SYSTEMS**3 CREDIT**

A study of basic database principles and web applications using technologies such as PHP, MySQL, Three Tier Architectures, scripting languages and database manipulation using SQL. Topics covered include sessions, authentication and security. Also, a study of the current technologies and their effects, including web server software, e-commerce, human-computer interaction, perception, and related issues will be considered.

BEIT 341 MULTIMEDIA IN EDUCATION I**3 CREDITS**

This course provides the background needed for the design and development of computer-based business systems that combine text, still images, sound, animation, and full motion video. The course will examine the authoring tools in video, text, audio and graphics. Students will be taken through basic features of the authoring tools such as programming, editing and organizing, interactivity, performance tuning and playback, and delivery, cross platform and internet playability features.

BEIT 360: EDUCATIONAL COURSEWARE AND INSTRUCTIONAL MATERIAL DEVELOPMENT I**3 CREDITS**

The course introduces students to development of computer-based educational courseware and instructional materials to support teaching and learning in various school subject areas. This course constitutes the first session of a two-part course and it focuses on introductory concepts and a review of the basic tools and skills required for designing and developing courseware and instructional materials using the computer as the development and delivery platform.

COSC325 MOBILE APPLICATION DEVELOPMENT**3 CREDITS**

This course aims to teach students how to develop mobile applications for mobile devices. The course focuses on the frameworks/platforms, development tools, communication and connection capabilities, human-computer interaction, development life cycle (requirements gathering & analysis, design, construction, and testing) database integration and management, transaction management of mobile applications. Also, issues related to mobile commerce, the current trends and future expectations regarding mobile application are considered.

BEIT 352: TECHNOLOGY-BASED CURRICULUM DEVELOPMENT**3 CREDITS**

The course explores a number of current and emerging curriculum design and development issues as they relate to the introduction and the use of computers and other educational technologies to support teaching and learning in the school system. The course exposes students to current educational delivery concepts and paradigms that are being used to design suitable curriculum to support computer and other educational technology-based education and learning within the school system.

INFT364 RESEARCH METHODS

3 CREDITS

This course is designed to provide the fundamentals of research methodology applicable to Information Technology and its related areas. Analysis, critical reading, evaluation, and application of research needed for the development of skills in research proposals are emphasized. Topics covered include types of research, population sampling, research design, developing instruments of data collection, statistical treatment of data, hypothesis formation and its testing.

BEIT342: MULTIMEDIA IN EDUCATION II

3 CREDITS

Multimedia is the combination of the digital forms of text, images, sounds, video and animation. This course aims to introduce students to the theories and principles of multimedia and provide students with theoretical and practical introduction to design criteria and the design process of information delivered by multimedia. The course will cover user needs analysis and designing for the user; selection of suitable technology; designing for computer-based media; and the use of the major software tools and their accompanying skills.

BEIT491 & BEIT492 SENIOR RESEARCH PROJECT I & II

3 CREDITS

Students gather research data, analyze the data, and process the data and interpret the data under the guidance of assigned lecturers. Students write and present reports on their findings.

BEIT 425: INTEGRATING IT INTO EDUCATION AND TRAINING IN SCHOOLS

3 CREDITS

Students on this course are introduced to the use of IT to support various aspects of education planning and the management of the delivery of educational programmes. The emphasis is on the use and the application of IT tools and systems to facilitate efficient planning and management of educational resources within the schools.

BEIT 461: EDUCATIONAL COURSEWARE AND INSTRUCTIONAL MATERIAL DEVELOPMENT II

3 CREDITS

Prerequisite BEIT 361

This is a practical course which draws on the system development skills acquired by the students on the programming and systems development courses of the program to develop multimedia courseware. Students are taught how to use Camtasia, advanced power point techniques, photography and videography techniques, Photoshop and web-sites design. They are assisted to create and use

online communities and online resource centres to support technology-based teaching and learning in the schools.

INFT452 INFORMATION SECURITY

3 CREDITS

This course provides the underlying concepts and principles of computer security. Topics covered include: accidental and malicious damage, viruses, security threats, hacking and fraud, physical security, message authentication procedures, techniques and tools, back-up recovery, encryption and decryption, digital signatures, access privileges and control schemes, trusted systems, Internet and network security systems and mechanisms, firewalls, etc.

BEIT 415: DISTRIBUTED & COLLABORATIVE LEARNING

3 CREDITS

This course explores issues relating to the concepts and principles of distributed and collaborative learning made possible by the emerging educational and communications delivery technologies including the Internet and the use of social media teaching and learning. The course examines the impact and the implications of the available and emerging new communications technologies on the landscape, mode, nature and the scope of education and learning activities within the school system. Students on this course will explore among other things the possibilities, prospects and the impact of collaborative learning in the school system made possible by the distributed nature of these educational.

BEIT 450 LEARNING THEORIES AND INSTRUCTIONAL DESIGN

3 CREDITS

This course in Instructional Design reviews important aspects such as learning theories and learning objectives and how they influence the design process. It also reviews the role of memory, needs analysis, and design models such as ADDIE (Analysis, Design, Development, Implementation, and Evaluation). Robert Gagne's Nine Events of Instruction are also discussed with examples of their application and use. Finally, learning technologies and how they are used to deliver training are reviewed, as well as techniques for measuring and evaluating the effectiveness of the instructional materials. This course will be of great interest to students who will be involved in training, instructional design and e-learning, and who would like to learn more about important aspects of instructional systems design and their use and application in designing and developing highly effective instructional materials for courses.

BEIT412 ASSISTIVE AND ADAPTIVE TECHNOLOGIES

3 CREDITS

Pre-requisite EDST 236

This course will focus on the use of assistive and adaptive technologies to support learners. Students will explore practices using technology within the context of Special Education. The course focuses on a range of exceptionalities that benefit from the use of adaptive and assistive technologies. Teachers will develop and implement effective programs for students with special needs, based on appropriate assessment. Topics to be covered include but not limited to overview of Assistance Technology (AT), the AT Implementation Process, AT that Supports Learning, AT that Supports Participation and others.

BEIT476 GAMIFICATION OF EDUCATION**3 CREDITS**

This course presents general principles of gamification and its application in the spectrum of learning. The focus of the course is to use the principles of games and applying them to teaching and learning. The level of engagement in Digital Game-Based Learning will also be emphasized. As a means of ensuring problem-based learning, active learning, collaborative and social learning of students in a virtual environment gamification will be used to foster learner independence. Students will learn how to gamify selected school activities and implement them in the classroom. Topics shall include but not limited to what is gamification, thinking games, Strategic Use of Games, Gaming Elements and Formal Properties of Games, Psychology and Behaviourism, Gamification Design Framework, Design Choices, Social Good and Risks Factors and Gamification Application to Education. Class evaluation will be done through case analysis, group problem solving, design and analysis and implementation.

DEPARTMENT OF MUSIC EDUCATION

BACHELOR OF EDUCATION IN MUSIC

Introduction

The mandate of the Department of Music Education is to prepare musicians and music teachers to excel in the music industry. However, contemporary trends and demands in music careers have dictated the pace for expansion in the knowledge base of the music curriculum. In the light of this, the department seeks to train and equip students of Bachelor of Arts in Music Education with appropriate skills to pursue careers in the music industry as choral directors, church organist, composer, music technicians, studio managers, music broadcasters and theatre directors.

The underlying and guiding philosophy of this programme is to promote scholarship, as well as the search for and the application of musical knowledge through education. It is primarily informed by the theoretical understanding and knowledge generation in Music. It aims to make professional musicians out of candidates, enabling them to take on leadership roles in church and music industry. The department is committed to pursuing this philosophy through the provision of a world-class programme in music aimed at training highly skilled and globally employable musicians and music educators capable of practicing music in the field.

Programme Objectives

At the end of the programme, students will be able to:

- acquire the requisite skills and competencies for the teaching of music, dance, and drama at the pre-tertiary levels.
- promote cultural and music activities in schools and communities.
- develop and maintain interest in indigenous music in themselves and others.
- take up leadership roles in organizations that deal with music.
- take up various careers in the music profession outside the classroom.

Summary of Credit Structure

The Bachelor of Education (Music) programme will require a minimum of 148 credits to graduate. The breakdown is as follows:

A. General Education	35	
B. Education Required Core	45	
C. Major Concentration	78	
D. Senior Research Project 1&II and (Original Composition Project)		9-3
TOTAL CREDIT HOURS	149	

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
ENGL 121 Language & Writing Skills I	2	ENGL122 Language and Writing Skills II	2
FREN 111 French for General Communication I	2	FREN 112 French for General Communication II	2
CMME 115 Introduction to Communication Skills	2	EDST160 Philosophy of Christian Education	2
RELB 163 Life & Teachings of Jesus	3	MUED 121 Elementary Harmony	3
HLTH 200 Health Principles	3	EDST126 Philosophy of Education	2
MUED 111 Rudiments and Theory of Music	3	EDST118 Sociological Foundation of Education	1
COSC 117 Fundamentals of Computing Skills	3	EDST128 Principles of Guidance and Counseling	2
MUED 112 Aural and Sight Reading	3	EDST136 Psychology and Education of Exceptional Child	1
GNED 125 Study Skills	NC	EDST 138 Development of Education in Ghana	2
MATE121 College Algebra	3	MUED 122 Musicianship & Ensemble I	3
		PEAC 100 Physical Activity	NC
TOTAL CREDITS	24	TOTAL CREDITS	20

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
EDST217 Principles and Practice of Education	3	MUED 241 Composition II	3
EDST215 Educational Psychology	3	MUED 242 Musicianship & Ensemble III	3
MUED 231 Composition I	3	MUED 243 Musical Styles II- Introduction to Western Music Literature	3
MUED 232 Musicianship & Ensemble II	3	MUED 244 Music Technology II	3
MUED 233 Musical Styles I- Introduction to Music of Africa	3	MUED 245 Curriculum Studies in Music I: KG-B6 and JHS	3

MUED 234 Introduction to Music Technology (Music Notation)	3	EDST227 Technology in the Classroom	3
EDST 244 Curriculum Studies	2	EDST 228 Educational Statistics	3
AFST 233 African Studies	1	AFST 214 African Studies	1
TOTAL CREDITS	21	TOTAL CREDITS	22

THIRD YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MUED 351 Musical Composition and Orchestration	3	EDST 316 Educational Measurement and Evaluation	3
EDST 219 General Principles and Methods of Teaching	3	MUED 361 Original Composition Project	3
RELB251 Principles of Christian Faith	3	MUED 363 Introduction to Analysis of Tonal Music	3
MUED 352 Musicianship & Ensemble IV	3	MUED 362 Applied & Ensemble V	3
MUED 353 Curriculum Studies in Music II: SHS	3	EDST 374 Off Campus Teaching Practicum	3
EDST 327 On-Campus Teaching Practice	3		
EDST 357 Research Methods in Education	3		
TOTAL CREDITS	21	TOTAL CREDITS	15

FOURTH YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
MUED 471 Introduction to Twentieth Century Music	3	MUED 481 Introduction to Music Business	3
MUED 472 Choral/Band Directing and Management	3	MUED 482 Music Aesthetics and Criticism	3
GNED 468 Job Search Strategies and Techniques	NC	MUED 483 Music and Health	3
RELT 385 Introduction to Biblical Foundation of Ethics	3	EDST 488 School Organization, Administration and Supervision	3
EDST 495 Senior Research Project	3	EDST 464 Assessment in Subject Areas (Music)	2
MUED 473 Post- Internship	3	MUED 475 Music in Christian Liturgy	3

TOTAL CREDITS	15	TOTAL CREDITS	17
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MUSIC MINOR COURSE SCHEDULE

CODE	COURSE TITLE	CREDITS
MUED 111	Rudiments and Theory of Music	3
MUED 112	Aural and Sight Reading	3
MUED 232	Musicianship & Ensemble II	3
MUED 121	Elementary Harmony	3
MUED 481	Introduction to Creativity and Innovation in Music	3
MUED 232	Musicianship & Ensemble II	3
MUED 234	Introduction to Music Technology (Music Notation)	3
MUED 231	Composition I	3
MUED 472	Conducting/Management	3
MUED 475	Music in Church Liturgy	3
	Total	30

COURSE DESCRIPTIONS

MUED 111 RUDIMENTS AND THEORY OF MUSIC

3 CREDITS

The course is designed to introduce students to basic Rudiments of Music. This includes staff notation, terms and signs concerning tempo and dynamics as used in performance procedures, construction of major and minor scales, diatonic intervals, triads, time and key signatures and melody writing up to 8 bars; transposition of simple melodies from treble to bass clef or vice versa.

MUED 112 AURAL AND SIGHT READING

3 CREDITS

The course is designed to introduce students to Intensive & systematic development of musicianship and aural skills, including skills of sight reading, harmonic hearing, clef reading, score reading, error identification, stylistic analysis & basic principles of aural training.

MUED 121 ELEMENTARY HARMONY

3 CREDITS

The course is designed to strengthen students in Basic rudiments of music. Students will be introduced to 4-part writing skills in harmony and will be required to add 3 parts to a given melody or bass. Students will be introduced to basic principles of chord progression and voice leading and application of this principle in the harmonization of both major and minor modes using primary and secondary chords as well harmonization of cadences, setting words to music, and melody writing for both voice and instruments.

MUED 122 MUSICIANSHIP & ENSEMBLE I

3 CREDITS

This is an introductory course to Aural, performance and repertoire building on the keyboard and all the other instruments available at the department. It is designed to introduce the student to the art of solo performance on the keyboard, performing together in an ensemble in student's major instrumental area. Students are encouraged to select repertoire from a variety of African and Western sources. Attention is paid to quality of performance and contribution of individuals. Assessment will be in the performance and repertoire from various eras of Western and African Music. It is a requirement for students to participate in Mixed, Male/female choirs throughout the programme. Assessment will take into consideration the standard and quality of performance, variety of repertoire and the contributions of individual members of the group.

MUED 231 COMPOSITION I

3 CREDITS

The course is designed to strengthen students' knowledge in harmony and to introduce them to 2-part counterpoint. It includes writing of simple tunes for voice and/or instruments with accompaniment in simple forms such as binary and ternary. Students will be required to add simple counterpoint to melodies: note against note, two notes against one.

MUED 232 MUSICIANSHIP & ENSEMBLE II

3 CREDITS

This is an elementary course to aural and sight reading, performance on the keyboard and in an ensemble of a student's major instrumental area and the students are encouraged to select repertoire from a variety of African and Western sources. Students choose their major instrumental area at the beginning of this semester. The course focuses on improving group sound, musical interpretation and public performance. It builds on the foundation for students to develop their skills in aural, sight and keyboard. Attention is paid to quality of performance and contribution of individuals.

MUED 233 MUSICAL STYLES I: INTRODUCTION TO MUSIC OF AFRICA

3 CREDITS

This course is an introductory study of music in culture. It seeks to develop in students an appreciation of the social power and importance of music. The focus is on African music and it will consider the various contexts within which traditional music is performed in African societies. The course will consider the major

contributory factors to the evolution and development of neo-traditional music in some selected African countries; music in traditional religion and rites of passage, economic, occupational and recreational activities; praise singing, music in traditional informal education such as storytelling and the place of music in soothsaying and secret societies.

MUED 234 INTRODUCTION TO MUSIC TECHNOLOGY (MUSIC NOTATION) 3 CREDITS

Students will be introduced to the study of music technology and music fundamentals. The course will enhance and facilitate production experience of music with the use of electronic devices and computer software. Areas of instruction will include instrument and equipment care and the study of electronic musical instruments since the 1870s. Investigation of computer music software and its role in contemporary performance practice; composition and computer assisted music. This course introduces students to the study of music technology, including electroacoustic music, computer and MIDI Digital studio work applications; music notation software-Finale and Sibelius (two popular music notation applications), Synthesizers, MIDI and Desktop music and Computer music using latest software including CUBASE.

MUED 241 COMPOSITION II 3 CREDITS

The course focuses on Western and Pan-African instruments, their capabilities and characteristics, and a mental conception of their sounds, both individually and in combination. Students will undertake the arrangement of simple pieces for voices, Strings, Winds and a combination of these. Scoring for Dance Band and for African Instruments will also be discussed.

MUED 242 MUSICIANSHIP & ENSEMBLE III 3 CREDITS

The course further develops student's techniques required for solo performance of an instrument. Attention is given to skills and techniques necessary for reading and playing at increasing level of proficiency. It is a lower level course to aural and sight reading, performance on the keyboard and in an ensemble of a student's major instrumental area and the students are encouraged to select repertoire from a variety of African and Western sources. It builds on the elementary level of performance for aural, keyboard and performance in an ensemble. In keyboard skills, students start playing chants and are expected to finish up with Adult-All-in-One Tutor. They are also expected to read music at sight in the major keys of C, G and F and build more confidence in playing their major instruments.

MUED 243 MUSICAL STYLES II: INTRODUCTION TO WESTERN MUSIC LIT. 3 CREDITS

This course provides an introduction to elements of selected western musical types. It focuses on countries and personalities and their contribution to the development of Western art music. It covers early church music and brief historical background to the music of the Renaissance including the Mass, Gregorian chants, and organum as well as contributions of Ambrose, Pope Gregory and Gregorian chants.

It will also consider the music of the Baroque-the cantata, opera, and oratorio and Instrumental forms such as the Sonata, Suite, Concerto Grosso; It will also cover the General nature of classical music-Sonata Allegro form and Romantic Period-Programme music, the Art song (Lied)

MUED 244 MUSIC TECHNOLOGY II

3 CREDITS

This course offers a comprehensive study of music and technology, including electroacoustic music, computer and MIDI applications, sequencing, soundscape and multimedia composition, music and the web. Digital studio work-principles of physical acoustics: acoustics of musical instruments, the human voice and concert halls. The course will include strategies for writing, recording and producing music in the context of an integrated MIDI and Digital audio production environment.

MUED 245 CURRICULUM DEVELOPMENT AND SCHOOL MUSIC IN GHANA

3 CREDITS

The course involves a detailed study of the Basic School Music and Dance syllabuses. It looks at our national philosophy of music education and determines how this fits into the broad aims and objectives of our music curriculum. The following implications for the curriculum will be addressed:

- Resources, including staff, curriculum time, group size, accommodation and equipment needed for implementation of the curriculum
- Skills, quality and expectations required of teachers
- The schools' expectations for extended and extra-curricular activities

Class discussions will be supplemented and reinforced by school visits for observation and reporting.

MUED 351 MUSICAL COMPOSITION AND ORCHESTRATION

3 CREDITS

This course is designed to further strengthen the student's skills in arranging for various mediums. Students will compose between 8 and 36 bars of music in various forms and styles, and to arrange for various mediums and instruments of their choice. It will give students the opportunity to apply their knowledge of music theory to actual composition in specific styles and to thought-provoking the stylistic features of Ghanaian composers like Amu, Nketia, Nayo and Amissah and their contemporaries.

The course is also designed to introduce students to the art of Orchestration. The course will look at individual orchestral instruments, their capabilities and characteristics, and a mental conception of the sound of each. Students will be taken through basic effects and resources of instrumental combination. They will also undertake the arrangement of simple pieces for stringed orchestra; wind orchestra and a combination of these. Likewise, students will score for dance band and African instruments.

MUED 352 MUSICIANSHIP & ENSEMBLE IV

3 CREDITS

This is an intermediate level course to aural and sight reading, performance on the keyboard and in an ensemble of a student's major instrumental area and the

students are encouraged to select repertoire from a variety of African and Western sources. It builds on the lower level of performance for aural, keyboard and performance in an ensemble. In keyboard skills, students start playing double chants and hymns and in the scales of C, G, D Major and A, and D Minor and finish up with Adult-All-in-One. They are expected to read music at sight in the major keys of C, G and F and build more confidence in playing their major instruments. Students will continue with their chosen instruments and study technical exercises of higher degree for proficiency and prepare for the performance of such pieces as recommended according to their aptitude. Assessment will be based on fluent and authoritative playing/singing; musically convincing and aesthetically satisfying performance.

MUED 353 METHODS OF TEACHING MUSIC

3 CREDITS

The course is designed to expose students to the tenets of the Music and Dance syllabus for the Basic Schools and to assist them to develop basic skills associated with the teaching of Music and Dance to children. Students will be taken through the preparation of instructional objectives and lesson planning.

MUED 361 ORIGINAL COMPOSITION PROJECT

3 CREDITS

There are three options for this course: (a) Original Composition, (b) Ethnomusicological Fieldwork, and (c) Practical Instrumental Recital.

(A). Students interested in Composition will be encouraged to write for a wide variety of forces, dance types; dance drama; small chamber combinations of African instruments and/or voices, etc. The project will be performed before a panel of examiners to an audience. Performance will not be less than three minutes. Two bound copies of the work will be submitted to the Department.

(B). Students interested in Ethnomusicological Fieldwork would select a dance genre of their choice for their report and write about it. First part of the project will be to learn the performance practice and demonstrate this to an External Examination Panel for 60 marks. The second part will be the write up that will carry 40 marks.

(C). Students interested in Practical Instrumental Recital will select a repertoire that would be approved by the head of unit. First part of the project will be to learn the pieces and add a brief write-up and give a performance in a concert before an External Examination Panel for 60 marks. The second part will be the write up on the pieces that will carry 40 marks.

MUED 362 APPLIED MUSIC & ENSEMBLE V

3 CREDITS

Students will continue with their major instrumental areas and prepare to give their final solo performance on their chosen instrument. They will study technical exercises of higher degree for proficiency. It is expected that students will apply the theories in Rudiments of music, harmony, composition and orchestration and the

musical skills acquired throughout the course such as ensemble work and mixed, male and female choruses to bring the final performance to fruition.

MUED 363 ORCHESTRATION

3 CREDITS

The course is designed to introduce students to the art of Orchestration. The course will look at individual orchestral instruments, their capabilities and characteristics, and a mental conception of the sound of each. Students will be taken through basic effects and resources of instrumental combination. They will also undertake the arrangement of simple pieces for stringed orchestra; wind orchestra and a combination of these. Likewise, students will score for dance band and African instruments.

MUED 364 INTRODUCTION TO ANALYSIS OF TONAL MUSIC

3 CREDITS

The course is designed to expose students to the various approaches to Analysis of tonal music. This course will also teach student how to think about and critically examine music in ways that will inform their understanding and performance of great compositions of both western and African Art Music.

MUED 471 INTRODUCTION TO TWENTIETH CENTURY MUSIC

3 CREDITS

This course provides an introduction to the general elements of twentieth century music. The module focuses on the major movement of the period, including Impressionism, Expressionism, Neo-Classicism, Atonality, Serialism, Post War Modernism and Postmodernist Development. It also examines the continuing legacy of tonality, as well as how the development of Art Music has been influenced by the Popular Music and Music of other cultures.

MUED 472 CONDUCTING /MANAGEMENT

3 CREDITS

The course is designed to familiarize students with general rehearsal techniques. In addition, it prepares them for such leadership roles as director of choirs or director of bands. The course will include conducting and analysis of both choral and instrumental scores and the preparation of students for public performances. Care of musical instruments and voice therapy will also be discussed.

MUED 474 INTRODUCTION TO MUSIC BUSINESS

3 CREDITS

The course is designed as introduction and overview of the business aspect of the contemporary music business. The course will imbue the student with knowledge, practical strategies and entrepreneurial framework for approaching music. It examines how changes in music usher new creative and business opportunities.

MUED 475 MUSIC IN CHRISTIAN LITURGY

3 CREDITS

The course focuses on the organisational, rehearsal and performance techniques of church music. The programme consists of Music, Religious Studies, Church Music and Worship practicum courses. The programme is designed to prepare

DIPLOMA IN MUSIC

The rationale for the programme is to prepare amateur musicians to become professional musicians in Ghana. However, contemporary trends in musical careers have dictated the pace for expansion in the knowledge base of the curriculum. In light of this, the programme seeks to train and equip students with relevant skills to teach musical arts, as well as train general musicians with appropriate skills to pursue the wide range of careers available currently in the music profession (performance, music business, healthcare, worship, music production, music technology, music publishing, musical theatre, instrument making, repair and restoration, film/TV/radio and administration).

The Diploma in Music programme will require a minimum of 72 credits to graduate. The breakdown is as follows:

1ST YEAR SEMESTER I		Credits
University Requirements		8
Music requirements		<u>10</u>
		18
1ST YEAR SEMESTER II		Credits
University Requirements		NC
Music requirements		15
Industrial Attachment		<u>3</u>
		18
2ND YEAR SEMESTER III		Credits
University Requirements		4
Music requirements		<u>14</u>
		18
2ND YEAR SEMESTER IV		Credits
i. University Requirements		NC
ii. Music requirements		12
iii. Industrial Attachment		3
iv. Project/Composition		<u>3</u>
		18

S/N	COURSE COMPONENT	DIP Credits
i.	University Requirements	12
ii.	Music Requirements	51
iii.	Industrial Attachment	6
iv.	Project/Composition	3
	Total Credits	72

- (a) Research component; **N/A**
- (b) Competence-Based Training (CBT) component: **CEMU 113, CEMU 114, CEMU 123, CEMU 124, DPMU 125, DPMU 233, DPMU 243**
- (c) Problem-Based Learning (PBL) component: **N/A**
- (d) Practical training, industrial attachment, internship, clinical experience, etc: **CEMU126 Industrial Attachment I/ DPMU 246 Industrial Attachment II.**
- (e) Structure of the programme (Semester-by-semester schedule/structure of course, showing the credit value of each course):

SEQUENCE OF COURSES

FIRST YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CEMU 111 Rudiments and Theory of Music	3	CEMU 121 Advanced Rudiments and Theory of Music	3
CEMU 112 Music Appreciation I – (World Art Music)	3	CEMU 122 Music Appreciation II – (Music in Ghana)	3
CEMU 113 Applied Music (Western & African) Instrumental Ensemble Work I	2	CEMU 123 Applied Music (Western & African) Instrumental Ensemble Work II	3
CEMU 114 Choral Directing and Keyboard Skills	2	CEMU 124 Wind Band Directing and Keyboard Skills	3
RELB 163 Life and Teaching of Jesus	3	DPMU 125 Music and ICT	3
ENGL 111 Language and Writing Skills I	2	PEAC 100 Physical Activity	NC
COSC 117 Fundamentals of Computer Skills	3	CEMU 126 Industrial Attachment Programme I	3
GNEC 125 Study Skills	NC		
TOTAL CREDITS	18	TOTAL CREDITS	18

SECOND YEAR

FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
DPMU 231 Compositional Techniques	3	DPMU 241 Original Composition (Project)	3
DPMU 232 Music Appreciation III – (Pop in Diaspora)	3	DPMU 242 Music Appreciation IV – (Non-Western Cultures)	3
DPMU 233 Applied Music (Western & African)	2	DPMU 243 Applied Music (Western & African)	3

Instrumental Ensemble Work III		Instrumental Ensemble Work IV	
DPMU 234 Introduction to music business	3	DPMU 244 Church music	3
DPMU 235 Music, ICT and Sound Engineering Basics	3	DPMU 245 Music Recording Project	3
RELB 251 Principles of Christian Faith	3	DPMU 246 Industrial Attachment Programme II	3
AFST 205 African Studies Courses	1	GNEB 230 Career Exploration and Planning	NC
TOTAL CREDITS	18	TOTAL CREDITS	18

COURSE DESCRIPTIONS

CEMU 111 RUDIMENTS AND THEORY OF MUSIC

3 CREDITS

The course is designed to enable the student acquire skills necessary for the study of Harmony. Topics include the construction of Major and Minor scales, Intervals, Note values and rests, Writing and identifying triads and their inversions, use of Tonic, Supertonic, Dominant and Subdominant chords in harmonizing a cadence. Some frequently used terms and signs concerning tempo, dynamics and performance procedures would be dealt with or studied.

CEMU 112 MUSIC APPRECIATION I – (WORLD ART MUSIC)

3 CREDITS

This course provides an introduction to elements of selected Western musical types. It focuses on countries and personalities and their contribution to the development of Western art music. It covers early Church music and brief historical background to the music of the Renaissance including the Mass, Gregorian chants, and organum as well as contributions of Ambrose, Pope Gregory and Gregorian chants. It will also consider the music of the Baroque-the cantata, opera, and oratorio and instrumental forms such as the Sonata, Suite, and Concerto Grosso. It will also cover the General nature of classical music-Sonata Allegro form and Romantic Period-Programme music, the Art song (Lied).

CEMU 113 APPLIED MUSIC (WESTERN & AFRICAN) AND ENSEMBLE

2 CREDITS

The course is divided into two parts: Applied Music & Ensemble. In Applied Music, the Students will be introduced to the basic techniques required for performing in voice, piano, wind instruments, strings, guitar, atenteben, and African drums. Assessment will be based on fluent and authoritative playing/singing; musically convincing and aesthetically satisfying performance. For non-piano majors, keyboard skills shall be a required course. ENSEMBLE; In addition to the choral ensembles, students shall be required to join one of the departmental ensembles (brass band, strings orchestra, dance band and African dance troupe). Students will be exposed to the art of playing various instruments and singing with others in a

group setting. Students are assessed in performance of repertoire from various eras of Western and African music.

CEMU 114 CHORAL DIRECTING AND KEYBOARD SKILLS

2 CREDITS

The course is designed to familiarize students with general rehearsal techniques. In addition, it prepares them for such leadership roles as director of choirs or director of bands. The course will include conducting and analysis of both choral and instrumental scores and the preparation of students for public performances. Care of the voice will also be discussed.

CEMU 121 ADVANCED RUDIMENTS AND THEORY OF MUSIC

3 CREDITS

The course is designed to strengthen students in basic rudiments of music; 4-part writing skills in harmony and 2-part contrapuntal writing. Students will be taught the principles of voice leading; apply this understanding in harmonizing in both major & minor modes using root, first inversion and second inversion triads in addition to the dominant seventh. Students will be required to add a simple counterpoint to a melody: - note-against-note, two notes-against-note and three notes-against-note.

CEMU 122 MUSIC APPRECIATION II - (MUSIC IN GHANA)

3 CREDITS

The course aims at giving students insights into different musical types as subsumed in the following categories in Ghana: (i) Traditional music; (ii) Contemporary traditional music; (iii) African/Afro-European Art music and (iii) Contemporary popular music. It focuses on ethnicities and personalities and their contribution to the development of music in Ghana. The course will discuss elements of sound, musical relationships and organisation, and the performing media in the selected works.

CEMU 123 APPLIED MUSIC II (MAJOR/MINOR) AND ENSEMBLE II

3 CREDITS

Students will continue with their chosen instruments and study technical exercises of higher degree for proficiency and prepare for the performance of such pieces as recommended according to their aptitude. Assessment will be based on: Technical fluency; musically committed interpretation; imaginative and instinctive rendition and quality of communication. For students offering Piano as a major instrument, the minor instrument shall be any Western melodic instrument, voice or any two of the following African instrument combinations (xylophone, drums, and atenteben). For non-piano majors, keyboard skills shall be a required course. ENSEMBLE: In addition to the choral ensembles, students shall be required to join one of the departmental ensembles (brass band, strings orchestra, dance band and African dance troupe). Students will be exposed to the art of playing various instruments and singing with others in a group setting. Students are assessed in performance of repertoire from various eras of Western and African music. Assessment will also take into consideration the standard and quality of performance, variety of repertoire

and the contributions of individual members of the group in concerts such as Lunchtime; Christmas, Easter, Congregation, etc.

CEMU 124 WIND BAND DIRECTING AND KEYBOARD SKILLS II

3 CREDITS

The course is designed to sharpen students' skills in general rehearsal techniques and prepare them for such roles as directors of brass bands or military bands. The course will focus on identifying instruments used in the military band; knowing tit-bits on how new bands men are trained; discussing tit-bits on how scores are arranged for the military band; analyse simple band scores and prepare them for performance; demonstrate a mastery of techniques (gestures) in conducting; rehearse and conduct a band for public performance; design their own programmes for such performances and accompany them with relevant programme notes or executive commentary. The Keyboard skills component focuses on playing the piano as well as aural culture. (a) Reading and playing elementary level repertoire, simple hymns and chants; western and African pieces; (b) Selected black key scales (B flat, E flat, and F sharp), two octaves, hands separately; (c) Harmonising with primary triads, melodies in the major and minor keys; (d) Playing by ear. AURAL: The aural course is designed to develop student's listening and sight-reading skills; ear training in pitch and rhythm; melodic writing and melodic dictation in major keys and simple time; sight singing of easy melodies in simple time.

CEMU 125 MUSIC AND ICT

3 CREDITS

This course offers a comprehensive study of music and technology, including electroacoustic music, computer and MIDI applications, sequencing, soundscape and multimedia composition, music internet resources. Digital studio work-principles of physical acoustics: acoustics of musical instruments, the human voice and concert halls. The course will include strategies for writing, recording and producing music in the context of an integrated MIDI and Digital audio production environment.

CEMU 126 INDUSTRIAL ATTACHMENT PROGRAMME

3 CREDITS

Job based learning experiences are central to any modern vocational training programme. Students are expected to do Industrial Attachment in a music career-related area as a requirement towards the award of their Certificate in music. The objective of the Industrial Attachment exercise is to give trainees opportunity to familiarize themselves with their chosen career fields. Students will discover for themselves how the theory functions and where possible, receive hand-on experiences. Mentors will be required to assist in their assessment. This will be discussed when the Coordinator visits the respective institutions chosen by students. A wide range of music career-related activities have been identified. These include such as theatre, film industry, radio and television, advertising agencies, symphony orchestra, Pan-African orchestra, centre for national culture, military bands, churches, recording studios, pop music bands and cultural troupes.

The duration shall be four (4) weeks and shall be between September and November.

DPMU 231 COMPOSITION TECHNIQUES

3 CREDITS

The course is offer more advanced melody writing and analysis; advanced work in harmony involving use of secondary dominants, secondary sevenths, and modulation to related keys; introduction to general compositional techniques. Write simple compositions for SATB as well as solo instruments with piano accompaniment.

DPMU 232 MUSIC APPRECIATION III – (POP IN DIASPORA)

3 CREDITS

The course aims at giving students insights into different popular musical genres. It focuses on incursions into African music of the Diaspora with the view to establishing the links between contemporary African popular music and that of African-Americans and the Caribbean. Students will also sample popular music of Africans on the continent to make them aware of how the conceptualisation of music differs from culture to culture. Points of similarities among various musical traditions will also be noted. The course will discuss elements of sound, musical relationships and organisation, and the performing media in the selected works.

DPMU 233 APPLIED MUSIC III (MAJOR/MINOR) AND ENSEMBLE III

3 CREDITS

APPLIED: Students will continue with their chosen instruments and study technical exercises of higher degree for proficiency and prepare for the performance of such pieces as recommended according to their aptitude. Assessment will be based on: Technical fluency; musically committed interpretation; imaginative and instinctive rendition and quality of communication. For students offering Piano as a major instrument, the minor instrument shall be any Western melodic instrument, voice or any two of the following African instrument combinations (xylophone, drums, and atenteben). For non-piano majors, keyboard skills shall be a required course. **ENSEMBLE:** In addition to the choral ensembles, students shall be required to join one of the departmental ensembles (brass band, strings orchestra, dance band and African dance troupe). Students will be exposed to the art of playing various instruments and singing with others in a group setting. Students are assessed in performance of repertoire from various eras of Western and African music. Assessment will also take into consideration the standard and quality of performance, variety of repertoire and the contributions of individual members of the group in concerts such as Lunchtime; Christmas, Easter, Congregation, etc.

DPMU 234 INTRODUCTION TO MUSIC BUSINESS

3 CREDITS

The course is designed as introduction and overview of the business aspect of the contemporary music business. The course will imbue the student with knowledge, practical strategies and entrepreneurial framework for approaching music. It examines how changes in music usher new creative and business opportunities.

DPMU 235 MUSIC, ICT AND SOUND ENGINEERING BASICS**3 CREDITS**

The course will focus on audio basics including soundproofing and acoustics; microphone technology and positioning; preamplifier technology, selection and operation; equalization; compression; recording software; effects & plug-ins; synthesizers, samplers and sequencers; recording techniques mixing; mastering and marketing your music and recording services. The course has a recording project component.

DPMU 241 ORIGINAL COMPOSITION (PROJECT)**3 CREDITS**

Student will be given the opportunity to apply their knowledge of music theory to actual composition in specific styles: emulating the stylistic features of Amu, Nketia, Nayo, Amissah and their contemporaries; emulating the stylistic features of Ghanaian gospel music songwriters for studio work. Simple arrangements for western chamber groups, orchestra as well as pan-African chamber groups are encouraged. Students will be encouraged to write for a wide variety of forces. The project will be performed before a panel of examiners to an audience. Performance will not be less than three minutes. Two bound copies of the work will be submitted to the Department.

DPMU 242 MUSIC APPRECIATION IV – (NON-WESTERN CULTURES)**3 CREDITS**

The course aims at giving students insights into different popular musical genres of non-western cultures. It focuses on incursions into Asian music (China, Burma, India, Indonesia, Singapore etc.) with the view to establishing the links between contemporary African popular music. Students will also sample popular music of Japan, Australia, Latin America and Alaska to make them aware of how the conceptualisation of music differs from culture to culture. Points of similarities among various musical traditions will also be noted. The course will discuss elements of sound, musical relationships and organisation, and the performing media in the selected works.

DPMU 243 APPLIED MUSIC IV (MAJOR/MINOR) AND ENSEMBLE IV**3 CREDITS**

APPLIED: Students will continue with their chosen instruments and study technical exercises of higher degree for proficiency and prepare for the performance of such pieces as recommended according to their aptitude. Assessment will be based on: Technical fluency; musically committed interpretation; imaginative and instinctive rendition and quality of communication. For students offering Piano as a major instrument, the minor instrument shall be any Western melodic instrument, voice or any two of the following African instrument combinations xylophone, drums, and atenteben. For non-piano majors, keyboard skills shall be a required course. **ENSEMBLE:** In addition to the choral ensembles, students shall be required to join one of the departmental ensembles (brass band, strings orchestra, dance band and African dance troupe). Students will be exposed to the art of playing various instruments and singing with others in a group setting. Students are assessed in

performance of repertoire from various eras of Western and African music. Assessment will also take into consideration the standard and quality of performance, variety of repertoire and the contributions of individual members of the group in concerts such as Lunchtime; Christmas, Easter, Congregation, etc. Pieces shall be performed before an Internal Examination Jury.

DPMU 244 CHURCH MUSIC AND KEYBOARD SKILLS IV

3 CREDITS

CHURCH MUSIC: The course focuses on the organisational, rehearsal and performance techniques of church music. The program consists of Music, Religious Studies, Church Music and Worship practicum courses. The program is designed to prepare students with the theoretical and practical background for the consideration of questions related to the function of music in a worship setting.

DPMU 245 MUSIC, ICT AND SOUND ENGINEERING BASICS II

3 CREDITS

The course is a follow up to DPMU 235. Students will undertake advanced work in audio basics including soundproofing and acoustics; microphone technology and positioning; preamplifier technology, selection and operation; equalization; compression; recording software; effects & plug-ins; synthesizers, samplers and sequencers; recording techniques mixing; mastering and marketing your music and recording services. The course has a recording project component.

DPMU 246 INDUSTRIAL ATTACHMENT PROGRAMME II

3 CREDITS

Job based learning experiences are central to any modern vocational training programme. Students are expected to do Industrial Attachment in a music career-related area as a requirement towards the award of their diploma. The objective of the Industrial Attachment exercise will be to give trainees opportunity to familiarize themselves with their chosen career fields. Students will discover for themselves how it functions and where possible, receive hand-on experiences. Mentors will be required to assist in their assessment. This will be discussed when the Coordinator visits the respective institutions chosen by students. A wide range of music career-related activities have been identified. These include theatre, film industry, radio and television, advertising agencies, symphony orchestra, Pan-African orchestra, centre for national culture, military bands, churches, recording studios, pop music bands and cultural troupes. The duration shall be four (4) weeks and shall be between September and November.

SANDWICH PROGRAMME

This Bachelor of Education Degree is a four-year programme. Each academic year is broken down into three sessions:

SESSION	PERIOD	DURATION
1st Session	Long Vacation (Summer)	12 weeks
2nd Session	Christmas Break	4 weeks
3rd Session	Easter Break	4 weeks

DEGREE REQUIREMENT

In order to qualify for a Bachelor of Education (B.ED) degree, a student is required to fulfil the following requirements:

- A. General Education 32
- B. Education Required Core 45
- C. Senior Research Project 03
- D. Major Concentration 60
- E. Minor Concentration 24-29

TOTAL CREDIT HOURS 149

BREAKDOWN OF THE ACADEMIC CALENDAR

YEAR 1

Period	No. of Weeks	No. of Courses	Total Credits
Long Vacation	12	6	18
Christmas Break	4	2	06
Easter Break	4	2	06
TOTAL	20	10	30

YEAR 2

Period	No. of Weeks	No. of Courses	Total Credits
Long Vacation	12	7	19
Christmas Break	4	2	06
Easter Break	4	2	06
TOTAL	20	11	31

YEAR 3

Period	No. of Weeks	No. of Courses	Total Credits
Long Vacation	12	7	21
Christmas Break	4	2	06
Easter Break	4	4	10*
TOTAL	20	13	37

Including Off-Campus Teaching Practice

YEAR 4

Period	No. of Weeks	No. of Courses	Total Credits
Long Vacation	12	8	25*
Christmas Break	4	3	10
Easter Break	4	2	06
TOTAL	20	13	41

Including Senior Research Project

YEAR WISE SEQUENCE OF COURSES

FIRST YEAR

1ST SESSION – LONG VACATION (SUMMER)		2ND SESSION – CHRISTMAS BREAK	
COURSE	CREDITS	COURSE	CREDITS
ENGL 111 English Language & Writing Skills I	2	Core	
FREN 121 French for General Communication I	2	EDST 160 Philosophy of Christian Education	2
CMME 115 Introduction to Communication Skills	2	EDST 126 Philosophy of Education	3
RELB 163 Life and Teachings of Christ	3	General	
MATH 121 College Algebra OR MATE 117 Nature of Mathematics	3	ENGL 112 Language and Writing Skills II	2
COSC 117 Fundamentals of Computing Skills	3	FREN 122 French for General Communication II	2
BIO 140 Human Body in Health and Diseases	3		
FIRST SESSION TOTAL CREDITS	18	SECOND SESSION TOTAL CREDITS	9

3RD SESSION – EASTER BREAK	
COURSE	CREDITS
Core	
EDST 118 Sociological Foundations of Education	1
EDST 138 Development of Education in Ghana	2
EDST 128 Principles of Guidance and Counselling	2
EDST 136 Psychological & Education of Exp. Child	1
MATE 136 Analytical Geometry & Calculus	3
BSAD 105 Introduction to Business	3
ESST 117 Meaning and Scope of Social Studies	3
ENGE 119 Introduction to Grammar	3

RELS 108 Introduction to the Study of Religions	3
THIRD SESSION TOTAL CREDITS	18

SECOND YEAR

1ST SESSION – LONG VACATION (SUMMER)		2ND SESSION – CHRISTMAS BREAK	
<i>COURSE</i>	<i>CREDITS</i>	<i>COURSE</i>	<i>CREDITS</i>
<i>Core</i>		<i>Core</i>	
EDST 217 Principles and Practice of Education	3	EDST 228 Educational Statistics	3
EDST 215 Educational Psychology	3	<i>General</i>	
EDST 227 Technology in the Classroom	3	AFST African Studies	1
<i>General</i>		<i>Major Concentration</i>	
RELE 251 Principles of Christian Faith	3	MATE 264 Algebra	3
<i>Major Concentration</i>		MATE 270 Introduction to Abstract Algebra	3
MATE 225 Algebra and Trigonometry	3	MGNT 225 Principles of Management	3
MATE 257 Introduction to Statistics & Probability	3	ACCT 222 Financial Accounting II	3
ECON 225 Introduction to Economics	3	ESST 215 Social Studies for Basic Schools	3
ACCT 221 Financial Accounting I	3	ESST 232 The Dev. of Social Std. in Ghana and Africa	3
ESST 126 Foundations of Social Studies	3	ENGE 286 Introduction to Literary Criticism	3
ESST 217 Marriage	3	RELS 122 Biblical Gospels	3
ENGE 138 Survey of English Literature	3	<i>Core</i>	
ENGE 225 African Literature	3	EDST 228 Educational Statistics	3
RELS 111 Introduction to Philosophy of Religion	3	<i>General</i>	
RELS 101 Background to Christianity	3	AFST African Studies	1
<i>Minor Concentration</i>		<i>Major Concentration</i>	
MATE 257 Introduction to Statistics & Probability	3	MATE 264 Algebra	3
ENGE 225 Introduction to African Literature	3	MATE 270 Introduction to Abstract Algebra	3

RELE 227 Introduction to Islam	3	MGNT 225 Principles of Management	3
MGNT 225 Principles of Management	3	ACCT 222 Financial Accounting II	3
ACCT 221 Financial Accounting	3	ESST 215 Social Studies for Basic Schools	3
ESST 215 Social Studies for Basic Schools	3	ESST 232 The Dev. of Social Std. in Ghana and Africa	3
ESST 221 Curriculum Studies in Social Studies	3	ENGE 286 Introduction to Literary Criticism	3
		RELS 122 Biblical Gospels	3
		RELS 123 History and Growth of SDA Church in Ghana	3
FIRST SESSION TOTAL CREDITS	18	SECOND SESSION TOTAL CREDITS	10

3RD SESSION – EASTER BREAK	
COURSE	CREDITS
Core	
EDST 244 Curriculum Studies	3
EDST 236 Development of Instructional Materials	3
General	
AFST 214 Traditional Festivals	1
AFST 234 African Drama	1
AFST 244 Language Proficiency-Ga	1
AFST 254 Language Proficiency-Twi	1
AFST 264 Language Proficiency-Ewe	1
AFST 274 Language Proficiency-Dagbani	1
AFST 204 Literary Traditions in Africa	1
Major Concentration	
MATE 228 Calculus I	3
MGNT 226 Business and Society	3
ACCT 311 Intermediate Accounting I	3
ACCT 331 Cost and Management Accounting I	3
ESST 224 Resource Development and Utilization	3
ESST 226 Entrepreneurship	3
ENGE 227 Phonetics	3
ENGE 263 Morphology	3
RELS 203 Introduction to Islamic Religion	3
RELS 214 Introduction to African Traditional Religion	3
THIRD SESSION TOTAL CREDITS	10

THIRD YEAR

1ST SESSION – LONG VACATION (SUMMER)		2ND SESSION – CHRISTMAS BREAK	
COURSE	CREDITS	COURSE	CREDITS
Core		Core	
EDST 327 On-Campus Teaching Practice	3	EDST 316 Educational Measurement and Evaluation	3
EDST 357 Research Methods in Education	3	Major Concentration	
EDST 388 School Organization, Adm. and supervision	3	MATE 346 Vectors and Mechanics I	1
General		MATE 328 Introductory Analysis	3
RELT 385 Biblical Foundation of Ethics	3	MGNT 315 Insurance and Risk Management	3
Major Concentration		MGNT 335 Management and Society	3
MATE 329 Calculus II	3	BKFN 310 Business Finance	3
MATE 331 Probability and Statistics	3	ACCT 360 Taxation	3
MGNT 325 Material and Supply Chain Management	3	ESST 326 Environmental Problems in Ghana	3
BSAD 341 Business Law I	3	ESST 324 Reproductive Health and Family Life Education	3
ACCT 312 Intermediate Accounting II	3	ENGE 319 Oral literature	3
ACCT 332 Cost and Management Accounting II	3	ENGE 332 Semantics of English	3
ESST315 Constitution and Nation Building	3	RELS 223 Acts and Epistles	
ESST 317 Population and Development	3	RELS 305 Studies in Church History (Early to Medieval Period)	3
ENGE 291 Syntax of English	3	ENGE 330 Expository Writing	
ENGE 327 Shakespeare and the Renaissance Period	3	Education Core Courses	1
RELS 212 Hebrew Law and Writings		EDST 335 Psychology of Educ. of Exceptional Child	
RELS Introduction to Asian Religions	3	EDST 316 Educa. Measurement & Evaluation	3
ENGE 225 Introduction to African Literature	3		
Major Concentration		3	

MATE 337 Probability and Statistics I	3		
ENGE 254 Introduction to Grammar	3		
RELE 268 Introduction to the New Testament	3		
ACCT 311 Intermediate Accounting I	3		
MGNT 315 Insurance and Risk Management	3		
ESST 301 Social Studies for Senior High School	3		
FIRST SESSION TOTAL CREDITS	18	SECOND SESSION TOTAL CREDITS	10

3RD SESSION – EASTER BREAK	
COURSE	CREDITS
Core	
EDST 374 * Off-Campus Teaching Practicum	3
Major Concentration	
MATE 354 Numerical and Computational Methods	1
MATE 394 Calculus of Several Variables	1
MATE 366 Discrete Mathematics I	1
MGNT 350 Managerial Leadership	1
BSAD 342 Business Law II	1
BSAD 325 Business Communication	1
BSAD 330 Quantitative Methods	1
BSAD 341 Business Law I	
ESST 318 National Economic Life	3
ESST221 Physical Environment	3
ESST 222 Social Environment	3
ENGE 347 Introduction to Literary Stylistic	3
ENGE 339 Sociolinguistics	3
ENGE 359 Modern English Structure and Usage	3

RELS 305 Studies in Church History (Reformation to Modern)	3
RELS 310 Islam in Ghana	3
RELS 311 African Traditional Religion and Culture	3
THIRD SESSION TOTAL CREDITS	09
LECTURE OFF-CAMPUS	03

FOURTH YEAR

1ST SESSION – LONG VACATION (SUMMER)		2ND SESSION – CHRISTMAS BREAK	
COURSE	CREDITS	COURSE	CREDITS
Core		Major Concentration	
EDST 495 Senior Research Project	3	MATE 458 Teaching Problem Solving in Mathematics	3
Major Concentration		MATE 464 Assessment in Mathematics	3
MATE 433 Differential Equations	3	BSAD 480 Strategic Management	3
MATE 467 Discrete Mathematics I	3	MGNT 468 Assessment in Management Studies	3
MATE 447 Vectors and Mechanics II	3	BSAD 480 Strategic Management	3
MATE 435 Linear Algebra	3	*ACCT 445 Public Sector Accounting	3
BSAD 435 Entrepreneurship and Small Business Mgt.	3	ACCT 464 Assessment in Accounting	3
MGNT 415 Organizational Theory and Design	3	ESST 424 Contemporary Economic Issues	3
MGNT 425 Management information Systems	3	ESST 426 Community Studies	3
MGNT 460 Organisational Behaviour	3	ESST 482 Assessment in Social Studies	3
ACCT 405 Auditing	3	EDST 464 Assessment in English	3
ACCT 485 Accounting Information System	3	ENGE 448 Literary Criticism	3
BSAD 342 Business Law II	3	RELS 411 Apocalyptic Studies-OT & NT	3
ACCT 445 Public Sector Accounting	3	RELE 456 Assessment in Religion	3
ESST 214 Family Issues	3		

ESST 415 Gender Issues and Development	3		
ESST 417 Traditional Socio-Political Institutions in Ghana	3		
ENGE 366 Phonology	3		
ENGE 417 Functions and Varieties of English	3		
ENGE 435 The Romantic Movement in English Literature	3		
ENGE 458 Pragmatics	3		
RELS 312 Old Testament Prophets	3		
RELS 403 Intro. To African Traditional Ethics	3		
RELS 405 Comparative Study of Religions	3		
RELS 407 Psychology of Religion	3		
Minor Concentration			
MATE 435 Linear Algebra	3		
ENGE 417 Variety of English & Adv. Writing Skills	3		
RELE 457 The New Religious Movement	3		
ACCT 405 Auditing	3		
MGNT 480 Production & Operational Management	3		
ESST 415 Gender Studies in Social Studies	3		
FIRST SESSION TOTAL CREDITS	15	SECOND SESSION TOTAL CREDITS	10

3RD SESSION – EASTER BREAK	
COURSE	CREDITS
Major Concentration	
MATE 448 Partial Differential Equations	3
MATE 430 Analysis	3
MGNT 480 Total Quality Management	3
MGNT 480 Production and Operations Management	3

ACCT 476 Micro Computer Application	3
ACCT 450 Advanced Accounting	3
ESST 428 Democracy and Nation Building	3
ESST 446 The World of work	3
ENGE 464 The Victorian Literature	3
ENGE 493 Discourse Analysis	3
RELS 417 Gender Issues in Religion and Culture	3
<i>Minor Concentration</i>	
MATE 458 Teaching Problem-Solving in Maths	3
ENGE 448 Literary Criticism	3
RELE 478 African Traditional Religions	3
ACCT 485 Accounting Information System	3
BSAD 480 Strategic Management	3
ESST 416 Community Studies	2
THIRD SESSION TOTAL CREDITS	6

SCHOOL OF EDUCATION FACULTY LIST

FULL-TIME FACULTY MEMBERS

ADABOH, SAMUEL [SENIOR LECTURER]

PhD, Curriculum and Instruction, 2014, Andrews University, USA
MPhil (Administration in Higher Education), 2003, University of Cape Coast, Ghana.
BA (Hons) History and Sociology), 1986, Diploma in Education, 1986, University of Cape Coast, Ghana.

NSIAH, GABRIEL K. B. [SENIOR LECTURER]

EdD, (Education), 2010, La Sierra University, USA.
EdS, (Curriculum and Instruction), 2007, La Sierra University, USA.
MA, (Administration and Leadership Education), 2003, La Sierra University, USA.
BA, (Religion and History), 2003, Griggs University, Silver Spring, MD, USA

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PhD, (Mathematics Education), 2017, University of Cape Coast, Ghana
M.Phil. (Mathematics Education) 1996, University of Cape Coast, Ghana
B.Sc. (Mathematics & Dip. Ed), 1989, University of Cape Coast, Ghana

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Ph.D. Business Administration (Management Accounting), 2014, Babcock University, Nigeria.
MPhil (Accounting), 2009, Kwame Nkrumah University of Science and Technology, Ghana.
BA (Bachelor of Arts (Religion/Business Administration), 1996, Andrews University, USA.
Diploma in Data Processing (Computer Science), 1996, ASWA Computing Institute, Nigeria.
“A” 3-Year Teacher’s Certificate, 1990, Offinso Teacher Training College.
Chartered Institute of Management Accountants (CIMA), UK (Management Level).

ADU, ISAAC KWASI [SENIOR LECTURER]

PhD 2019, Applied Mathematics, Central China Normal University, Wuhan-China
MPhil 2011, Applied Mathematics KNUST-Ghana.
Bed 2008, Bachelor of Education in Mathematics, University of Education, Winneba-Ghana.
Teachers Certificate A, 2001, Mampong Technical Teachers College, Mampong- Ghana.

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PhD (Information Systems), 2019, University of Ghana, Legon
MBA (MIS), 2011, University of Ghana (UG).
BSc. (Computer Science), 2007, Valley View University (VVU).

OWUSU – DARKO, ISAAC [SENIOR LECTURER]

M.Phil Mathematics KNUST, 2011
M.Ed. Mathematics Education University of Cape Coast, 2012.
B.Ed. Mathematics Education University of Cape Coast, 2007.

Diploma in Basic Education University of Cape Coast, 2003.
Teacher cert A, SDA College of Education, 2001

ANNIN, FELICIA [SENIOR LECTURER]

MPhil, (English), 2014, University of Education, Winneba, Ghana
MA, (Comparative Literature), 2003, KNUST, Ghana
B Ed Arts, (English), 1998, University of Cape Coast, Ghana

BIMPEH-BOATENG, ISAAC [LECTURER]

PhD, (Educational Leadership), 2014, Andrews University, Berrien Springs, Michigan, USA
MA, (Educational Administration, Policy and Leadership), 2009, Ohio State University, Columbus, Ohio, USA
DMin, (Concentration Missions), Andrews University, 2006, Michigan, USA
MDiv, (Equivalence), 1998, Andrews University, Michigan, USA
MA, 1992, (Pastoral Ministry), 1992, Andrews University, ASWA Campus, Nigeria
BSc (Hons), 1986, (Chemistry and Biology), Diploma in Education, University of Cape Coast, Ghana

ANKU, JOYCE A. S. [LECTURER]

PhD, (English), 2017, University of Venda, South Africa
MPhil, (English), 2010, University of Ghana, Legon
BA, (Linguistics) and English2007, 2007, University of Ghana, Legon

PEPRA-MENSAH, JOHN [LECTURER]

PhD, (Qualitative Research), 2018, University of Cape Coast, Ghana
M.Phil, (Educational Administration.), 2000, University of Cape Coast, Ghana
BA, (English and Religious Studies), 1981, University of Cape Coast, Ghana

OPPONG ASAMOAH, FELIX [LECTURER]

MBA (Accounting), 2010, KNUST, Ghana
PGDE University of Cape Coast, 2009, Ghana
BBA, (Accounting), 2003, Valley View University, Oyibi, Accra, Ghana

BOAHEN, EMMANUEL [LECTURER]

MPhil, (Music Composition), 2012, University of Education, Winneba, Ghana
BEd, (Music), 2009, University of Education, Winneba, Ghana

SIAW-MARFO, DOROTHY [LECTURER]

MPhil, (Curriculum Studies), 2011, University of Cape Coast, Ghana
BEd, (Social Studies), 1996, University of Cape Coast, Ghana
Diploma in Economics, 1996, University of Cape Coast, Ghana

AMFO, JOYCE [ASSISTANT LECTURER]

MPhil, (Social Studies). 2015, University of Education, Winneba, Ghana
BEd, (Social Studies), 2012, University of Education, Winneba, Ghana

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MPhil, (Curriculum Studies). 2002, University of Coast, Ghana
LLB, (Bachelor of Laws), 2016,
BEd, Social Studies, 1996, University of Cape Coast, Ghana
Diploma in Geography, 1996. University of Cape Coast, Ghana

PEPRA-MENSAH, FELICIA [LECTURER]

MEd, (Administration), 2011, University of Cape Coast, Ghana

BEd., (Guidance and Counseling), 2007, University of Education, Winneba, Ghana

Diploma in Librarianship, 2004, University of Ghana

ADJEI-FOBI, CHARLES KWEKU [ASSISTANT LECTURER]

MPhil, (English), 2011, University of Ghana, Legon

B. Ed, (English), University of Education, Winneba, Ghana.

Dip. Ed. (English), University of Education, Winneba, Ghana

YEBOAH – APPIAGYEI, KATE [LECTURER]

MPhil, 2011 (Curriculum Studies, Accounting) University of Cape Coast, Ghana.

B.Ed. Social Sciences (Accounting and Management), 2008. UCC, Ghana.

OSUMANU SHEIK JIBILILU [ASSISTANT LECTURER]

MPhil (Social Studies), 2015. University of Education, Winneba, Ghana.

Bachelor of Education in Social Studies, 2009, University of Education, Winneba Ghana.

USSHER, JAMES [LECTURER]

MEd, (Educational Information Technology), 2010, University of Cape Coast, Ghana

BEd, (Mathematics Education), 2001, 2001 University of Cape Coast, Ghana

AGBEWORNU, SAMUEL YAWULI [LECTURER]

MPhil Accounting 2012 KNUST

B.Ed Accounting & Mathematics option UEW 1999 Kumasi Campus

Dip Business Education Accounting & Mathematic option 1996 UEW Kumasi Campus.

Cert 'A' 4 Year 1998 Dambai College Of Education

WIREKO, FREDRICK ASENSO [LECTURER]

MPhil, in Applied Mathematics. KNUST, 2017.

B.Ed. Mathematics, Valley View University, 2014

OSEI-BOADU, YAW [LECTURER]

MSc Industrial Mathematics KNUST 2009.

Cert. in Education UEW Kumasi campus 2004.

BSc Mathematics/Statistics University of Cape Coast 2000

DOMINIC, FRIMPONG [LECTURER]

MPhil Linguistics, University of Ghana, 2012.

BA Linguistics, University of Ghana, 2003.

Teachers Cert A, Fosu Training College, 1997

ANSAH – HUGHES, WINIFRED [LECTURER]

MPhil Guidance and Counselling. UCC, 2010

B.Ed. Psychology 2000, University of Cape Coast.

Holy Child Training College, 1994.

SUJATHA PANDIYAN [LECTURER]

MEd (English)- Sri Vengadeswara College of Education, 2014

MA (English) Holy Cross College, 2012

BEd (English)- Dhanalakshmi Srinivasan College of Education, 2010

BA (English) Dhanalakshmi Srinivasan Arts and Science, 2009.

AFRIYIE, AMOS OPPONG [LECTURER]

PhD. (Business), 2013, Adventist International Institute of Advanced Studies (AIIAS), Philippines.

MBA (MIS) 2004, Adventist International Institute of Advanced Studies (AIIAS), Philippines.

BA (Religion/Business Administration), 1995, Andrews University, USA.

Diploma in Data Processing (Computer Science), 1995, Adventist Seminary of West Africa, Nigeria.

Associate Degree (Business), 1985, Adventist Missionary College, Accra.

OBENG, MATILDA KYEREH

Master of Public Administration, 2010, Kwame Nkrumah University of Science and Technology, Ghana.

B.Ed. (Education), 2003, University of Cape Coast, Ghana

ANNOR BOAFO, KWABENA

DMin (Missions), 2017, Adventist University of Africa, Kenya

MPh (Health Services Planning and Management), 2008, Kwame Nkrumah University of Science and Technology (KNUST).

MA (Pastoral Ministry), 1999, Andrews University, USA.

BA (Theology), 1989, Andrews University, USA

“A” 3-year Teacher’s Certificate, 1982, Wesley College, Kumasi

DJIN, VICTOR ASANTE

MBA (Finance), 2010, Kwame Nkrumah University of Science and Technology (KNUST).

BSc (Chemistry) 2005, Kwame Nkrumah University of Science and Technology (KNUST).

The Institute of Chartered Accountants, Ghana (ICA-G), 2016

ADJUNCT FACULTY (PART TIME MEMBERS)

OYIBI CAMPUS

Professor Kankam Boadu, PhD, University of Cape Coast, Ghana

Professor Yaw Ankomah, PhD, FAMU, Florida, USA

Yayra Dzakadzie, PhD, University of Cape Coast, Ghana

Winston Abroampah, PhD, University of Illorin, Nigeria

Godwin Utukah, PhD, Victoria University of Wellington, New Zealand

Abraham Okrah, PhD, University of Cape Coast, Ghana

Emmanuel Adjei Boateng, PhD, University of North Dakota, USA

Ama Dankwa, MPhil, University of Cape Coast, Ghana

Razak Issifu, MPhil, University of Ghana, Legon

Ruth Kwarteng, University of Ghana, Legon

Timothy Mensah, M.Phil, University of Education, Winneba, Ghana

Kingsley Ampomah, PhD, University of Education, Winneba, Ghana

Amos Darkwa Asare, MA, Sibelius Academy, University of the Arts, Helsinki, Finland

Roland Adams, MPhil (English), 2012, University of Ghana, Legon

Winnand Archer Nkani. MED, (Mathematics Education), 1994, University of Cape Coast

Salifu Norga MPhil, (Mathematics Education), 2004, University of Cape Coast, Ghana

Roland Adams, MPhil (English), 2012, University of Ghana

Alfred Adu Asiwome, MSc (Mathematics), 2014, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

TECHIMAN CAMPUS

AKOLGO JOSEPH OCTAVIUS [LECTURER]

MPhil African Studies, 2011 UG, Legon.

BA (Hons) Political Science & Theatre Arts (200) UG, Legon

AMOH JAMES [ASSISTANT LECTURER]

MABTS (Biblical Theological Studies), 2016, Adventist University of Africa

BA (Theological Studies), 2005, Valley View University

AWUDU OBENG [ASSISTANT LECTURER]

MPhil, Applied Mathematics, (2013) KNUST.

B.Ed. Mathematics, (2008) University of Education Winneba

AYAMAH RICHARD [ASSISTANT LECTURER]

MPhil, 2011, Mathematics, KNUST, Ghana.

B.Ed., 2006, Mathematics, University of Cape Coast, Ghana

3 year-Post-Sec, 1999, Technical and mathematics, MTTC, Ghana

KESSE BRYCE YAW [ASSISTANT LECTURER]

MPhil (Information Technology), KNUST

B.Ed. (Information Technology), University of Education Winneba

MENSAH, CHARLES [ASSISTANT LECTURER]

MSc Telecommunication Management, 2015, KNUST.

B. ED Information Technology, 2009, University of Education, Winneba

OBENG-SARPONG, CHARLES. [LECTURER]

PhD (Development Studies), 2018, KNUST

MBA (Human Resource Management), 2009, KNUST

B.Ed (Psychology), 2000, University of Cape Coast

KUDAWE, CHRISTIANA [ASSISTANT LECTURER]

Mphil Social Studies, University of Education, 2011, Winneba, Ghana.

Bachelor of Education in Social Studies, 2007, University of Education, Winneba, Ghana

OFORI, DANIEL MENSAH [ASSISTANT LECTURER]

MPhil Educational Psychology, 2018, University of Cape Coast

B.Ed. Psychology, 2005, University of Cape Coast

AFRAM, GABRIEL KWADWO [ASSISTANT LECTURER]

MSc in information Technology, Sikkim Manipal University, Gangtok-India.

*Bachelor of Education in Information Technology, University of Education,
Winneba, Ghana.*

Teachers Cert 'A', University of Cape Coast

ASIAM, GIDEON KORSI [ASSISTANT LECTURER]

MPhil (Social Studies), 2016, University of Education, Winneba, Ghana.

B.Ed. (Social Studies), 2009, University of Education, Winneba Ghana.

Cert A (3 Year Post Sec. 2000) Jasikan Training College.

MANU, JACOB PhD [LECTURER]

2010- Ph.D., (1 DT), University of North Dakota

M.Ed. (Teacher Education), 2009, Minot State University, Minot-North Dakota 1999-

B.Ed. (Social Studies), 2003, University of Education, Winneba

MOKANI, JAPHET [ASSISTANT LECTURER]

MPhil, 2015, (English), University of Education, Winneba, Ghana

B.Ed. English Language, University of Education Winneba (2009) Ghana.

ARTHUR, JONES LEWIS PhD [LECTURER]

Ph.D. (Geography), 2015, University of Victoria – Canada

PGD (Innovation in Financing Cities), 2010

Cert. in Transitions; System Innovations), 2008, Jehu Nehu University, India

M.A (Environment Management and Policy), 2006, UCC

B.Ed. (Hons) Social Studies, 2000, UCC

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MABTS (Biblical Theological Studies), 2016, Adventist University of Africa

BA (Theological Studies), 2005, Valley View University

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MPhil Curriculum Studies (2013)- University of Cape Coast

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MSc Mathematics (Industrial Mathematics) 2014, KNUST.

B.Ed. Mathematics – 2007, University of Education Winneba

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MSc (Information Technology), 2018, KNUST

BSc. (Computer Science), 2009, Babcock University, Nigeria

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MPhil English Language, University of Education, Winneba, Ghana.

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MPhil (Applied Linguistics), 2016, UEW Winneba

MA (Teaching English as 2nd Language), 2005, Legon.

B.Ed. English (UCEW), 1999, Winneba

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MPhil (Applied Mathematics), 2016, Kwame Nkrumah University of Science and Technology (KNUST).

MSc (Mathematical Sciences), 2015, University of Cape Coast (UCC).

BSc (Mathematics), 2013, Kwame Nkrumah University of Science and Technology (KNUST).

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MPhil. (Mathematical Statistics), 2012, Kwame Nkrumah University of Science and Technology (KNUST).

B.Ed. (Mathematics), 2005, University of Cape Coast (UCC).

HND (Statistics), 2007, Kumasi Technical University.

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MPhil. (Mathematical Statistics), 2013, Kwame Nkrumah University of Science and Technology (KNUST).

BSc. (Mathematics), 2007, Kwame Nkrumah University of Science and Technology (KNUST).

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BL (Law), 2014, Ghana School of Law

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BA (French & Linguistics), 2005, University of Ghana (UG).

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M.Ed. (Teacher Education), 2010, University of Cape Coast (UCC).

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MPhil (Educ. Leadership, Curriculum Dev't), 2015, University of Education, Winneba

MEd (Computer Education & Tech), 2009, Ohio University, USA

B.Ed. (Social Science), 2006, University of Cape Coast,

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MPhil (English), 2015, Kwame Nkrumah University of Science and Technology (KNUST).

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B.Ed. (Accounting), 2007, University of Cape Coast (UCC).

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B.Ed. (Accounting/Finance), 2007, University of Education (UEW)

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MBA (Accounting), 2016, Kwame Nkrumah University of Science And Technology (KNUST).

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PhD (Management & Leadership) ,2019, Management University of Africa, Kenya.

MPhil. (Public Administration), 2014, University of Ghana (UG).

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SCHOOL OF NURSING AND MIDWIFERY

DEPARTMENT OF NURSING

Bachelor of Science, Nursing

DEPARTMENT OF MENTAL HEALTH NURSING

Bachelor of Science, Mental Health Nursing

DEPARTMENT OF MIDWIFERY

Bachelor of Science, Midwifery

SCHOOL OF NURSING AND MIDWIFERY

DEAN: Ninon P. Amertil

HEAD, NURSING: Stella Appiah

AG. HEAD, MENTAL HEALTH NURSING Ninon P. Amertil

HEAD, MIDWIFERY Doris Grace Kpongboe

SCHOOL ADVISORY BOARD:	Veronica Darko, Ruth Gyan, Victoria Aku Quaye, Rita Amonoo Neizer, Georgina Nortey, Sarah Addo, Helenmary Baison, Pauline Hayeh, Dorcas Awo Laryea, Lydia Aziato, Cecilia Oppong Peprah, Vida Otoo,
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INTRODUCTION

Valley View University School of Nursing and Midwifery is a top ranked nursing school in Ghana, known for high quality preparation of nurses and midwives for work in the healthcare settings locally and internationally. For students seeking the best training in theory, clinical practice and research for better health of all communities, Valley View University is the right place to start a fulfilling career.

MISSION STATEMENT

The School of Nursing and Midwifery provides innovative, highest quality and Christ-centered education to nurses and midwives through classroom learning, clinical practice and scientific research. Our programs attract students from Ghana and other African countries.

VISION STATEMENT

The vision of the School of Nursing and Midwifery is to become a centre of excellence in the West-African sub region, producing the next generation of competent and Christ-centered nursing leaders caring for the health and wellbeing of people in the community.

OBJECTIVES

1. To train nurses and midwives who personify a culture of care;
2. To emphasize the healing ministry of Christ;
3. To train innovative and competent professionals capable of addressing the rapidly changing healthcare needs of individuals, families and communities.

4. To train professionals who can critically analyze, interpret and apply research findings to advance clinical practice.

PROGRAMMES OFFERED

The School of Nursing and Midwifery offers the following:

- Bachelor of Science [BSc] in Nursing
- Bachelor of Science [BSc] Mental Health Nursing
- Bachelor of Science [BSc] Midwifery

CAREER OPPORTUNITIES

Clinicians, educators, researchers, administrators, graduate school and specialization opportunities and several others.

DEPARTMENT OF NURSING

INTRODUCTION

Nursing is an art and a science that enables individuals and families to aim toward health promotion, maintenance and restoration. No other career focuses so completely on the physical, emotional and spiritual needs of other people. Degree graduates will fill positions as clinical nurses at the bedside and in the community. They will also practice as professionals in varied capacities and venues including but not limited to school health, private industry, government and non-governmental organizations as well as clinics. Bachelor's degree graduates will also be qualified to assist in teaching in Diploma level programmes and be prepared to pursue graduate/post graduate studies in nursing and other related specialties.

MISSION STATEMENT

The mission of Valley View University Bachelor of Nursing programme flows out of the overall mission of Valley View University (VUU) and includes:

- ◆ The education of professional nurses within a Christian environment dedicated to the provision of high quality wholistic care to individuals, families, groups and communities.
- ◆ Integrating evidence base to support nursing care practices.
- ◆ Preparing Christian nurses for service to God and humanity.
- ◆ Emphasizing the healing ministry of Jesus Christ.
- ◆ The acknowledgement of God as the source of all wisdom and to encourage nurses to form a personal relationship with Him.

OBJECTIVES

The goal of the Department of Nursing is to prepare competent nurses who are committed to compassionate Christian service. Upon completion of the Bachelor of Science degree programme the graduate nurse will be able to:

- ◆ Think critically and utilize the nursing processes to assist clients to achieve and maintain optimal wellness.
- ◆ Synthesize knowledge from the sciences, liberal arts and nursing to provide appropriate and effective client care in a variety of settings.
- ◆ Evaluate, participate in and utilize research knowledge in nursing practice
- ◆ Demonstrate skills necessary to implement primary, secondary and tertiary levels of health intervention in various cultural settings.
- ◆ Utilize principles of teaching and learning to promote healthy lifestyles through client education which addresses health promotion, risk reduction, disease prevention and health maintenance.

- ◆ Design professional health education programmes to address the multiple health care needs of the residents of Ghana, particularly in rural communities.
- ◆ Use managerial skills effectively to allocate resources, manage personnel and evaluate nursing care outcomes.
- ◆ Contribute to society and the nursing profession by demonstrating continued growth in personal and professional competence and Christian values.
- ◆ Enable students to apply a wholistic approach to nursing practice.
- ◆ Perform beginning leadership and managerial nursing roles.
- ◆ Exercise accountability in decision making and self awareness.
- ◆ Demonstrate ability to communicate effectively and work with other members of the health care team.
- ◆ Demonstrate an academic foundation for graduate study.

PROGRAMME OFFERED

The School of Nursing and Midwifery offers:

Bachelor of Science [BSc] in Nursing

CAREER OPPORTUNITIES

Career opportunities in nursing include but are not limited to the following: better working conditions; array of specialty choices; graduate study opportunities conducive to personal and professional growth and development. There is a great need for the development of more highly skilled professional nurses in order to reach a high standard of nursing care and management needed to meet the health demands of the country. It is equally important that at this crucial time where there is a global nursing shortage that we prepare nurses to confront present and future health care needs.

The need for nurses is particularly felt in the rural communities of Ghana. Bachelor of Science prepared Christian nurses from Valley View University will function as change agents by providing leadership and clinical expertise to improve health care outcomes for individuals, families and communities in diverse settings of Ghana and West Africa.

ADMISSION REQUIREMENTS

Admission to the Nursing programme at Valley View University will be available to any student who meets the academic and character requirements of the University and its Nursing Programme and who commits to cooperate with its policies. Since the Seventh-day Adventist Church operates Valley View University, any student who will feel comfortable within the religious, social and cultural atmosphere may be admitted.

ENTRY REQUIREMENTS

- ◆ Senior Secondary School Certificate Examination: Six SSSCE passes with aggregate of 24 or better comprising A-D in three core subjects (Mathematics, Integrated Science, and English) and in three elective subjects (A-D). The electives could be any of the following: Science (Physics, Chemistry, Biology, and elective Mathematics) or General Arts, Home Economics and Agricultural Science electives.
- ◆ West African Senior Secondary Certificate Exam (WASSCE): Six WASSCE passes with aggregate of 36 or better comprising (A1 – C6) in three core subjects (mathematics, integrated Science, and English) and three electives subjects in Science (Physics, Chemistry, Biology or Mathematics) or General Arts, Home Economics and Agricultural Science electives.
- ◆ Foreign students may be admitted on the basis of qualifications from the home country for which the West African Examination Council shall determine equivalences. Evidence of proficiency in English language for non english speaking countries will be needed. That is, foreign students' requirements should be equivalent to a or b of the general entry requirement.
- ◆ The first year of the programme is considered primarily pre-clinical. Nursing students are admitted ONLY in August and since most courses are sequential they are usually offered once a year.
- ◆ Registered General Nurses (Diploma), Midwives, Mental Health Nurses, Health Assistant Clinical (HAC), Nurse Assistant Clinical (NAC) and applicants with State Registered Nurses (SRN) certificates would also be considered for a two to three (2-3) year BSN depending on the mode selected and/or entry requirements.

NOTE:

It should be noted that these requirements satisfy both professional and academic entries.

ADMISSION PROCEDURE TO THE REGISTERED GENERAL NURSING (RGN)/ GENERIC BACHELOR OF SCIENCE (BSc.) IN NURSING PATHWAY

- A. Admission by the University.
- B. A completed health history and physical examination specific to the programme from a health facility designated/approved by the VVU School of Nursing and Midwifery.
- C. Obtain application and pay fee for indexing with the Nursing and Midwifery Council of Ghana during the first semester. This also requires two passport size photos.
- D. An interview with the School of Nursing and Midwifery admissions committee. The admissions committee is looking for individuals with a high degree of

personal integrity, dependability, self discipline, intellectual strength, physical stamina, very sound mind and who are caring, compassionate, and thoughtful toward others.

- E. Students wishing to change from another programme to nursing should refer to the 'Change of Programme Policy' in the University bulletin.
- F. Students who wish to transfer to the nursing programme should go through the nursing admission process as outlined in the academic bulletin.

ADMISSION PROCEDURE TO THE REGULAR GENERAL NURSING (RGN) GENERIC BSCN PATHWAY THROUGH ACCESS COURSE (HAC/NAC)

- A. Admission by the University.
- B. An interview with the School of Nursing and Midwifery admissions committee. The admissions committee is looking for individuals with a high degree of personal integrity, dependability, self-discipline, intellectual strength, physical stamina, very sound mind and who are caring, compassionate, and thoughtful toward others.
- C. A completed health history and physical examination.
- D. Obtain application and pay fee for indexing with the Nursing and Midwifery Council of Ghana during the first semester. This also requires two passport size photos.
- E. Must be registered with the Nursing and Midwifery Council of Ghana as Health Assistant Clinical (HAC) or Nurse Assistant Clinical (NAC).
- F. Must have a valid Auxiliary Identification Number (AIN).
- G. Must work for a minimum of three (3) years in an accredited health care facility as a HAC/NAC.

ADMISSION PROCEDURE FOR DIPLOMA TO BSC IN NURSING PATHWAY

- A. Admission into the University.
- B. A formal application and 3 letters of recommendation to the office of admissions and records.
- C. Copy of current Licensure with the Nursing and Midwifery Council of Ghana including a valid Personal Identification Number (PIN.)
- D. A copy of official transcripts to the office of admissions and records
- E. Completion of at least 2 years of nursing practice
- F. An interview with the admissions committee of the School of Nursing and Midwifery.
- G. Complete a medical history and physical examination from the health facility designated/approved by the department of nursing

MODE OF ADMISSION

There are three modes of admission in the Department of Nursing. These are Regular, Evening and Summer modes.

REGULAR MODE

In this mode, a student registers to study full time. Admission information into the regular mode may be obtained by contacting the Admissions Office.

EVENING MODE

In this mode, a student enrolls full time while working as a Registered General Nurse. These students will be able to keep their employment while attending the nursing programme.

SUMMER MODE

In the summer mode, a student enrolls to study while working as a Registered General Nurse. These students will be able to retain their employments while studying. In this mode classes are held within the months of June and July every year.

ATTENDANCE

Due to the nature of the educational process and professional nursing practice, faculty expects students to attend all class and clinical sessions. The responsibility for class attendance rests with the student. The student who is absent for any reason is accountable for work missed. Faculty members will be supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue three (3) absences during any one term may jeopardize their grades and successful course completion. Therefore, regular attendance is important. The effect of absences upon course grades is determined by course faculty. Attendance policies are more specifically spelled out in each course syllabus and in the Nursing and Midwifery Student Handbook.

If the student is unable to attend assigned clinical, the clinical unit and the faculty member should be notified as soon as possible. Individual faculty will inform students of guidelines for this notification. Lack of proper notification may result in receipt of an unsatisfactory evaluation for the clinical assignment.

Two clinical absences will result in clinical failure.

Students are expected to be present for all scheduled examinations. Failure to sit for an examination may result in the student receiving a zero (0) for that component of the course.

ASSESSMENT

Assessment of students' performance and achievements:

The final grade will be made up as follows:

Assignments, Projects and Presentations	10
Class Tests, Quizzes	10
Mid-Semester Examinations	20
Final Examination	60
TOTAL	100

DEGREE REQUIREMENTS [BSc. IN NURSING] GENERIC

A. General Education Requirements	20
B. Required Core	86
C. Cognate Requirement	34
D. Practicum and Senior Research Project	30
TOTAL CREDITS HOURS	170
CLUSTER 1: Language, Communication, Literature and Fine Arts	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 300 French for Health Care I	2
FREN 302 French for Health Care II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	6
PSYC 241 Introduction to Psychology	2
SOCI 142 Principles of Sociology	2
PSYC 222 Human Growth and Development	2
CLUSTER 3: Natural and Physical Sciences, Mathematics	11
MATH 121 General Mathematics	3
RNUR 101 Nursing and Midwifery Informatics*	3
PHYS 101 Physics for Health Sciences	2
CHEM 102 Chemistry for Health Sciences	3
CLUSTER 4: Religion, Theology and Philosophy	15
RELB 163 Life and teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
*RNUR 122 Professional Adjustment in Nursing	3

CLUSTER 5: Health and Physical Education	4
RNUR 132 Health Promotion and Environmental Health*	4
PEAC 100 Physical Activity	NC

**Also listed in Required for Core for Nursing, Credits to be counted only once*

CLUSTER 6: Counselling, Career Planning, Human Development	NC
GNED 125 Study Skills	NC

CLUSTER 7: African Studies	2
AFSTxxx African Studies courses	2

GENERIC PATHWAY

TOTAL CREDITS	<u>168 CREDITS</u>
A. GENERAL EDUCATION REQUIREMENTS	20
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
ENGL 111 Language and writing Skills I	2
ENGL 112 Language and writing Skills II	2
PEAC 100 Physical Activity	NC
CMME 115 Introduction to Communication Skills	2
GNED 125 Study Skills	NC
RELB 163 Life and Teachings of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES COURSES	34
CHEM 121 Chemistry for Health Sciences	3
PHYS 101 Physics for Health Sciences	2
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
MATH 120 General Mathematics	3
BIOL 231 Microbiology& Infection Prevention/Control	3
NUTR 204 Nutrition& Dietetics	2
PSYC 222 Human Growth and Development	2
STAT 202 Statistical Methods for Health Sciences	3
FREN 300 French for Healthcare I	2
FREN 302 French for Healthcare II	2
SOCI 142 Introductory Sociology	2
PSYC 241 Introduction to Psychology	2

C. CORE COURSES – NURSING	86
RNUR 101 Nursing and Midwifery Informatics	3
*RNUR132 Health Promotion& Environmental Health	4
RNUR102 Foundations of Nursing	3
RNUR 201 Principles of Pharmacology I	2
RNUR 212 Principles of Pharmacology II	2
RNUR 251 Pathophysiology	3
RNUR 213 Medical Crisis Intervention I	3
RNUR 215 Surgical Crisis Intervention I	3
RNUR 221 Health Assessment	3
*RNUR 350 Transcultural Nursing	3
RNUR 214 Medical Crisis Intervention II	3
RNUR 216 Surgical Crisis Intervention II	3
RNUR 342 Community Health Nursing	3
RNUR 122 Professional Adjustment in Nursing	3
RNUR 317 Medical Crisis Intervention III	3
RNUR 318 Surgical Crisis Intervention III	3
RNUR 302 Mental Health Nursing	3
RNUR 307 Maternal and Newborn Nursing	3
RNUR 301 Nursing Research Methods	3
RNUR 461 Gynaecology	3
RNUR 352 Sign Language for Healthcare	1
RNUR 332 Paediatric Nursing	3
RNUR 373 Adolescent Health Nursing	2
RNUR 413 Medical Crisis Intervention IV	3
RNUR 414 Surgical Crisis Intervention IV	3
RNUR 411 Critical Care/ Emergency Nursing & Disaster Management	3
RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3
RNUR 432 Supply Chain Management	2
RNUR 412 Marketing Strategies and Entrepreneurship for Healthcare	3
RNUR 421 Patient/Family – Centred Care Study	1

These courses have each 1 credit practicum integrated in their theoretical component.

*RNUR 101 Nursing and Midwifery Informatics	(2) + 1
*RNUR132 Health Promotion& Environmental Health	(3) + 1
*RNUR 350 Transcultural Nursing	(2) + 1

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	30
RNUR152 Foundations of Nursing Practicum	2
RNUR 263 Medical Surgical Crisis Intervention I Practicum	2

RNUR 244 Medical Surgical Crisis Intervention II Practicum	2
RNUR 363 Medical Surgical Crisis Intervention III Practicum	2
RNUR 443 Medical Surgical Crisis Intervention IV Practicum	2
RNUR 362 Community Health Nursing Practicum	1
RNUR 373 Mental Health Nursing Practicum	1
RNUR 451 Critical Care/ Emergency Nursing & Disaster Management Practicum	1
RNUR 100 Long Vacation Practicum I	3
RNUR 200 Long Vacation Practicum II	3
RNUR 300 Long Vacation Practicum III	3
RNUR 400 Long vacation Practicum IV (Patient/Family Care Study)	2
RNUR 392 Senior Research Project I	3
RNUR 493 Senior Research Project II	3

HAC/NAC – BSc. NURSING PATHWAY

TOTAL CREDITS	<u>157 CREDITS</u>
A. General Education Requirements	17
B. Required Core	88
C. Cognate Requirement	34
D. Practicum and Senior Research Project	20
TOTAL CREDITS HOURS	159
A. GENERAL EDUCATION REQUIREMENTS	17
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
ENGL 111 Language and writing Skills I	2
ENGL 112 Language and writing Skills II	2
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELG 451 Bible and Family Dynamics	3
CMME 115 Introduction to Communication Skills	2
B. COGNATES COURSES	34
CHEM 121 Chemistry for Health Sciences	3
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
MATH 120 General Mathematics	3
BIOL 231 Microbiology& Infection Prevention/Control	3
PHYS 101 Physics for Health Sciences	2
NUTR 204 Nutrition& Dietetics	2

PSYC 222 Human Growth and Development	2
STAT 202 Statistical Methods for Health Sciences	3
FREN 300 French for Healthcare I	2
FREN 302 French for Healthcare II	2
SOCI 142 Introductory Sociology	2
PSYC 241 Introduction to Psychology	2
C. CORE COURSES – NURSING	88
*RNUR 101 Nursing and Midwifery Informatics	3
*RNUR132 Health Promotion & Environmental Health	4
RNUR102 Foundations of Nursing	3
RNUR 201 Principles of Pharmacology I	2
RNUR 212 Principles of Pharmacology II	2
RNUR 251 Pathophysiology	3
RNUR 215 Surgical Crisis Intervention I	3
RNUR 213 Medical Crisis Intervention I	3
RNUR 221 Health Assessment	3
RNUR 350 Transcultural Nursing	3
RNUR 214 Medical Crisis Intervention II	3
RNUR 216 Surgical Crisis Intervention II	3
*RNUR 252 Advanced Nursing	2
RNUR 324 Community Health Nursing	3
RNUR 122 Professional Adjustment in Nursing	3
RNUR 307 Maternal and Newborn Nursing	3
RNUR 317 Medical Crisis Intervention III	3
RNUR 318 Surgical Crisis Intervention III	3
RNUR 302 Mental Health Nursing	3
RNUR 301 Nursing Research Methods	3
RNUR 461 Gynaecology	3
RNUR 352 Sign Language for Healthcare	1
RNUR 334 Paediatric Nursing	3
RNUR 373 Adolescent Health Nursing	2
RNUR 413 Medical Crisis Intervention IV	3
RNUR 414 Surgical Crisis Intervention IV	3
RNUR 411 Critical Care/ Emergency Nursing & Disaster Management	3
*RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3
RNUR 432 Supply Chain Management	2
RNUR 412 Marketing Strategies and Entrepreneurship for Healthcare	3
RNUR 421 Patient/Family – Centred Care Study	1

These courses have each 1 credit practicum integrated in their theoretical component.

* RNUR101 Nursing and Midwifery Informatics	(2)+1
* RNUR132 Health Promotion& Environmental Health	(3)+1
* RNUR 252 Advanced Nursing	(2)+1
* RNUR 422 Nursing Leadership/Management	(2)+1

D. PRACTICUM AND SENIOR RESEARCH PROJECTS 20

RNUR152 Foundations of Nursing Practicum	2
RNUR 100 Long Vacation Practicum I	3
RNUR 200 Long Vacation Practicum II	3
RNUR 300 Long Vacation Practicum III	3
RNUR 400 Long vacation Practicum IV (Patient/Family Care Study)	2
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3
RNUR 252 Advanced Nursing	1

RGN – BSc. NURSING SUMMER PATHWAY

TOTAL CREDITS 109 CREDITS

A. General Education Requirements	11
B. Required Core	57
C. Cognate Requirement	23
D. Practicum and Senior Research Project	18

TOTAL CREDITS HOURS 109

A. GENERAL EDUCATION REQUIREMENTS 11

AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
RELB 163 Life and Teachings of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3

B. COGNATES COURSES 23

BIOL 231 Microbiology& Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
EDST 219 General Principles and Methods of Teaching	3
EDST 217 Principles and Practice of Education	3
EDST 244 Curriculum Studies	3
MATH 120 General Mathematics	3
CHEM 121 Chemistry for Health Sciences	3

PHYS 101 Physics for Health Sciences	2
C. CORE COURSES – NURSING	57
RNUR 250 Transition to professional Nursing	2
RNUR 350 Transcultural Nursing	3
RNUR 201 Principles of Pharmacology I	2
RNUR 212 Principles of Pharmacology II	2
RNUR 251 Pathophysiology	3
RNUR 211 Family Health Crisis Intervention I	3
RNUR 221 Health Assessment	3
RNUR 232 Family Health Crisis Intervention II	3
RNUR 330 Public Health Nursing	4
RNUR 311 Family Health Crisis Intervention III	3
RNUR 320 Psychiatric Nursing	4
RNUR 301 Nursing Research Methods	3
RNUR 308 Paediatric Nursing	4
RNUR 373 Adolescent Health Nursing	2
RNUR 341 Obstetrics/Gynaecology Nursing	4
RNUR 302 Family Health Crisis Intervention IV	3
RNUR 411 Critical Care/ Emergency Nursing & Disaster Management	3
RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3
D. PRACTICUM AND SENIOR RESEARCH PROJECTS	18
RNUR 100 Long Vacation Practicum I	3
RNUR 200 Long Vacation Practicum II	3
RNUR 300 Long Vacation Practicum III	3
RNUR 450 Long Vacation Practicum IV	3
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3

RGN – BSc. NURSING EVENING PATHWAY

TOTAL CREDITS	<u>106 CREDITS</u>
A. General Education Requirements	8
B. Required Core	57
C. Cognate Requirement	23
D. Practicum and Senior Research Project	18
TOTAL CREDITS HOURS	106
A. GENERAL EDUCATION REQUIREMENTS	8
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
B. COGNATES	23
BIOL 231 Microbiology& Infection Prevention/Control	3
CHEM 121 Chemistry for Health Sciences	3
MATH 120 General Mathematics	3
PHYS 101 Physics for Health Sciences	2
STAT 202 Statistical Methods for Health Sciences	3
EDST 219 General Principles and Methods of Teaching	3
EDST 217 Principles and Practice of Education	3
EDST 244 Curriculum Studies	3
C. CORE COURSES – NURSING	57
RNUR 250 Transition to professional Nursing	2
RNUR 350 Transcultural Nursing	3
RNUR 201 Principles of Pharmacology I	2
RNUR 212 Principles of Pharmacology II	2
RNUR 251 Pathophysiology	3
RNUR 211 Family Health Crisis Intervention I	3
RNUR 221 Health Assessment	3
RNUR 232 Family Health Crisis Intervention II	3
RNUR 330 Public Health Nursing	4
RNUR 311 Family Health Crisis Intervention III	3
RNUR 320 Psychiatric Nursing	4
RNUR 301 Nursing Research Methods	3
RNUR 308 Paediatric Nursing	4
RNUR 373 Adolescent Health Nursing	2
RNUR 341 Obstetrics/Gynaecology Nursing	4
RNUR 401 Family Health Crisis Intervention IV	3

RNUR 411 Critical Care/ Emergency Nursing & Disaster Management	3
RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3

D. PRACTICUM AND SENIOR RESEARCH PROJECTS 18

RNUR 100 Long Vacation Practicum I	3
RNUR 200 Long Vacation Practicum II	3
RNUR 300 Long Vacation Practicum III	3
RNUR 450 Long Vacation Practicum IV	3
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3

SEQUENCE OF COURSES

BSc. NURSING PROGRAMME COURSE OFFERING REGULAR MODE									
TOTAL CREDITS 170 (THEORY – 145/PRACTICUM – 25)									
LEVEL 100									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
ENGL 111	Language and Writing Skills I	2	-	2	ENGL 112	Language and Writing Skills II	2	-	2
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 102	Foundations of Nursing	3	-	3
MATH 120	General Mathematics	3	-	3	BIOL 112	Anatomy & Physiology II	4	-	4
GNED 125	Study Skills	0	-	0	RNUR 122	Professional Adjustment in Nursing	3	-	3
RNUR 101	Nursing and Midwifery Informatics	2	1	3	RNUR 132	Health Promotion and Environmental health	3	1	4
BIOL 111	Anatomy and Physiology I	4	-	4	SOCI 142	Introductory Sociology	2	-	2
CMME 115	Introduction to Communication Skills	2	-	2	RNUR 152	Foundations of Nursing Practicum	-	2	2

RELB 163	Life and Teachings of Jesus	3	-	3		PHYS 101	Physics for Health Sciences	2	-	2
TOTAL CREDITS		19	1	20		TOTAL CREDITS		19	3	22
						RNUR 100 Long Vacation Practicum I		-	3	3

LEVEL 200									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 201	Principles of Pharmacology I	2	-	2	STAT 202	Statistical Methods for Health Sciences	3	-	3
RNUR 213	Medical Crisis Intervention I	3	-	3	RNUR 212	Principles of Pharmacology II	2	-	2
RNUR 215	Surgical Crisis Intervention I	3	-	3	PSYC 222	Human Growth and Development	2	-	2
RNUR 221	Health Assessment	3	-	3	RNUR 214	Medical Crisis Intervention II	3	-	3
PEAC 100	Physical Activity	0	-	0	RNUR 216	Surgical Crisis Intervention II	3	-	3
BIOL 231	Microbiology & Infection Prevention/Control	3	-	3	NUTR204	Nutrition & Dietetics	2	-	2
PSYC 241	Introduction to Psychology	2	-	2	RELB251	Principles of Christian Faith	3	-	3
RNUR 251	Pathophysiology	3	-	3	RNUR 244	Medical Surgical Crisis Intervention II Practicum	-	2	2
RNUR 263	Medical Surgical Crisis	-	2	2	AFST 214	Traditional Festivals	1	-	1

	Intervention I Practicum								
AFST 205	Introduction to African Music	1	-	1					
TOTAL CREDITS		20	2	22	TOTAL CREDITS		19	2	21
					RNUR 200 Long Vacation Practicum II	-	3	3	

LEVEL 300									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 301	Nursing Research Methods	3	-	3	RNUR 302	Mental Health Nursing	3	-	3
RNUR 307	Maternal and Newborn Nursing	3	-	3	RNUR 318	Surgical Crisis Intervention III	3	-	3
RNUR 317	Medical Crisis Intervention III	3	-	3	RNUR 332	Paediatric Nursing	2	1	3
RNUR 350	Transcultural Nursing	2	1	3	RNUR 342	Community Health Nursing	3	-	3
RELT 385	Biblical Foundations of Ethics	3	-	3	RNUR 352	Sign Language for Healthcare	1	-	1
FREN 300	French for Healthcare I	2	-	2	RNUR 362	Community Health Nursing Practicum	-	1	1
RNUR 363	Medical Surgical Crisis Intervention III Practicum	-	2	2	RNUR 373	Mental Health Nursing Practicum	-	1	1
RNUR 373	Adolescent Health Nursing	2	-	2	RNUR 392	Senior Research Project I	3	-	3
					FREN 302	French for Healthcare II	2	-	2
TOTAL		18	3	21	TOTAL		17	3	20
					RNUR 300 Long vacation Practicum III	-	3	3	

LEVEL 400									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 413	Medical Crisis Intervention IV	3	-	3	RNUR 412	Marketing Strategies and Entrepreneurship for Healthcare	3	-	3
RNUR 411	Critical Care Nursing /Emergency & Disaster Management	3	-	3	RNUR 414	Surgical Crisis Intervention IV	3	-	3
RNUR 421	Patient/Family-Centred Care Study	1	-	1	RNUR 422	Nursing Leadership/ Management	2	1	3
RNUR 432	Supply Chain Management	2	-	2	RNUR 442	Palliative Care/Gerontology Nursing	3	-	3
RNUR 443	Medical Surgical Crisis Intervention IV Practicum	-	2	2	RELG 451	Bible and Family Dynamics	3	-	3
RNUR 451	Critical Care Nursing /Emergency & Disaster Management Practicum	-	1	1					
RNUR 461	Gynaecology	3	-	3					
RNUR 493	Senior Research Project II	3	-	3					
TOTAL		15	3	18	TOTAL		14	1	15
RNUR 400 Long vacation Practicum IV (Patient/Family Care Study)		-	2	2					

HAC/NAC – BSc. NURSING PROGRAMME COURSE OFFERING									
TOTAL CREDITS 157 (THEORY – 142/PRACTICUM – 15)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
ENGL 111	Language and Writing Skills I	2	-	2	ENGL 112	Language and Writing Skills II	2	-	2
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 102	Foundations of Nursing	3	-	3
MATH 120	General Mathematics	3	-	3	BIOL 112	Anatomy & Physiology II	4	-	4
PSYC 241	Introduction to Psychology	2	-	2	RNUR 122	Professional Adjustment in Nursing	3	-	3
RNUR 101	Nursing and Midwifery Informatics	2	1	3	SOCI 142	Introductory Sociology	2	-	2
BIOL 111	Anatomy and Physiology I	4	-	4	RNUR 132	Health Promotion and Environmental health	3	1	4
RELB 251	Principles of Christian Faith	3	-	3	STAT 202	Statistical Methods for Health Sciences	3	-	3
AFST 205	Introduction to African Music	1	-	1	PHYS 101	Physics for Health Sciences	2	-	2
CMM E 115	Introduction to Communication Skills	2	-	2					
TOTAL CREDITS		22	1	23	TOTAL CREDITS		22	1	23
RNUR 152 Foundations of Nursing Practicum		0	2	2	RNUR 100 Long Vacation Practicum I		0	3	3

YEAR 2									
SEMESTER III					SEMESTER IV				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 201	Principles of Pharmacology I	2	-	2	RNUR 212	Principles of Pharmacology II	2	-	2
RNUR 213	Medical Crisis Intervention I	3	-	3	PSYC 222	Human Growth and Development	2	-	2
RNUR 215	Surgical Crisis Intervention I	3	-	3	RNUR 214	Medical Crisis Intervention II	3	-	3
RNUR 221	Health Assessment	3	-	3	RNUR 216	Surgical Crisis Intervention II	3	-	3
RNUR 251	Pathophysiology	3	-	3	RNUR 252	Advanced Nursing	2	1	3
RNUR 301	Nursing Research Methods	3	-	3	RNUR 302	Mental Health Nursing	3	-	3
BIOL 231	Microbiology & Infection Prevention/Control	3	-	3	RELT 385	Biblical Foundation of Ethics	3	-	3
RNUR 373	Adolescent Health Nursing	2	-	2	RNUR 324	Community Health Nursing	3	-	3
					AFST 214	Traditional Festivals	1	-	1
TOTAL CREDITS		22	-	22	TOTAL CREDITS		22	1	23
RNUR 491 Senior Research Project I		3	-	3	RNUR 200 Long Vacation Practicum II		0	3	3

YEAR 3									
SEMESTER V					SEMESTER VI				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 307	Maternal and Newborn Nursing	3	-	3	RNUR 350	Transcultural Nursing	2	1	3
RNUR 317	Medical Crisis Intervention III	3	-	3	RNUR 352	Sign Language for Healthcare	1	-	1
RNUR 318	Surgical Crisis Intervention III	3	-	3	RNUR 412	Marketing Strategies and Entrepreneurship for Healthcare	3	-	3
FREN 300	French for Healthcare	2	-	2	RNUR 413	Medical Crisis Intervention IV	3	-	3
RNUR 334	Paediatric Nursing	3	-	3	RNUR 414	Surgical Crisis Intervention IV	3	-	3
RNUR 411	Critical Care Nursing /Emergency & Disaster Management	3	-	3	RNUR 432	Supply Chain Management	2	-	2
RNUR 421	Patient/Family-Centred Care Study	1	-	1	RNUR 422	Nursing Leadership/Management	3	-	3
RNUR 461	Gynaecology	3	-	3	RNUR 442	Palliative Care/Gerontology Nursing	3	-	3
RELG 451	Bible and Family Dynamics	3	-	3	NUTR 204	Nutrition & Dietetics	2	-	2
TOTAL		24		24	TOTAL		22	1	23
RNUR 400 Long vacation Practicum IV		0	2	2	RNUR 492 Senior Research Project II		3	-	3

(Patient/Family-Centred Care Study					RNUR 300 Long Vacation Practicum III	0	3	3
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RGN – BSc. NURSING PROGRAMME COURSE OFFERING (EVENING)									
TOTAL CREDITS 106 (THEORY – 88/PRACTICUM – 18)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 212	Principles of Pharmacology II	2	-	2
MATH 120	General Mathematics	3	-	3	PHYS 101	Physics for Health Sciences	2	-	2
RNUR 201	Principles of Pharmacology I	2	-	2	STAT 202	Statistical Methods for Health Sciences	3	-	3
RNUR 211	Family Health Crisis Intervention I	3	-	3	RNUR 232	Family Health Crisis Intervention II	3	-	3
RNUR 221	Health Assessment	3	-	3	RNUR 250	Transition to Professional Nursing	2	-	2
BIOL 231	Microbiology & Infection Prevention/Control	3	-	3	AFST 214	Traditional Festivals	1	-	1
AFST 205	Introduction to African Music	1	-	1	RNUR 301	Nursing Research Methods	3	-	3
RNUR 251	Pathophysiology	3	-	3	RNUR 350	Transcultural Nursing	3	-	3
RELB 251	Principles of Christian Faith	3	-	3	EDST 244	Curriculum Studies	3	-	3
TOTAL CREDITS		24	-	24	TOTAL CREDITS		22	-	22
RNUR 100 Long Vacation Practicum I		-	3	3	RNUR 200 Long Vacation Practicum II		-	3	3

YEAR 2									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 308	Paediatric Nursing	4	-	4	RNUR 320	Psychiatric Nursing	4	-	4
RNUR311	Family Health Crisis Intervention III	3	-	3	RNUR 401	Family Health Crisis Intervention IV	3	-	3
RELT 385	Biblical Foundations of Ethics	3	-	3	RNUR 411	Critical Care Nursing /Emergency & Disaster Management	3	-	3
RNUR 330	Public Health Nursing	4	-	4	RNUR 422	Nursing Leadership/ Management	3	-	3
RNUR 341	Obstetrics/Gynaecology Nursing	4	-	4	RNUR 442	Palliative Care/ Gerontology Nursing	3	-	3
RNUR 373	Adolescent Health Nursing	2	-	2	EDST 217	Principles and Practice of Education	3	-	3
EDST 219	General Principles and Methods of Teaching	3	-	3	RNUR 495	Senior Research Project	6	-	6
TOTAL		23	-	23	TOTAL		25	-	25
RNUR 300 Long Vacation Practicum III		-	3	3	RNUR 450 Long Vacation Practicum IV		-	3	3

RGN – BSc. NURSING PROGRAMME COURSE OFFERING (SUMMER)									
TOTAL CREDITS 109 (THEORY – 97/PRACTICUM – 12)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
CHEM 121	Chemistry for Health Sciences	3	-	3	PHYS 101	Physics for Health Sciences	2	-	2
MATH 120	General Mathematics	3	-	3	RNUR 201	Principles of Pharmacology I	2	-	2
RNUR 211	Family Health Crisis Intervention I	3	-	3	RNUR 232	Family Health Crisis Intervention II	3	-	3
RELB 251	Principles of Christian Faith	3	-	3	RNUR 250	Transition to Professional Nursing	2	-	2
BIOL 231	Microbiology & Infection Prevention/Control	3	-	3	STAT 202	Statistical Methods for Health Sciences	3	-	3
AFST 205	Introduction to African Music	1	-	1	RNUR 251	Pathophysiology	3	-	3
TOTAL CREDITS		16	-	16	TOTAL CREDITS		15	-	15
RNUR 100 Long Vacation Practicum I		-	3	3	RNUR 200 Long Vacation Practicum II		-	3	3

YEAR 2 (SUMMER)									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 212	Principles of Pharmacology II	2	-	2	RNUR 301	Nursing Research Methods	3	-	3
RNUR 221	Health Assessment	3	-	3	RNUR 302	Family Health Crisis Intervention IV	3	-	3
RNUR 311	Family Health Crisis Intervention III	3	-	3	RNUR 320	Psychiatric Nursing	4	-	4
RNUR 330	Public Health Nursing	4	-	4	AFST 214	Traditional Festivals	1	-	1
RELT 385	Biblical Foundations of Ethics	3	-	3	EDST 244	Curriculum Studies	3	-	3
					RNUR 373	Adolescent Health Nursing	2	-	2
TOTAL		15	-	15	TOTAL		16	-	16
RNUR 300 Long Vacation Practicum III		-	3	3	RNUR 450 Long Vacation Practicum IV		-	3	3

YEAR 3									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
EDST 219	General Principles and Methods of Teaching	3	-	3	RNUR 308	Paediatric Nursing	4	-	4
EDST 217	Principles and Practice of Education	3	-	3	RNUR 411	Critical Care Nursing /Emergency & Disaster Management	3	-	3

RNUR 341	Obstetrics/Gynaecology Nursing	4	-	4	RNUR 422	Nursing Leadership/ Management	3	-	3
RELG 451	Bible and Family Dynamics	3	-	3	RNUR 442	Palliative Care/ Gerontology Nursing	3	-	3
RNUR 350	Transcultural Nursing	3	-	3	RNUR 495	Senior Research Project	6	-	6
TOTAL		16	-	16	TOTAL		19	-	19

COURSE DESCRIPTIONS

CORE REQUIREMENTS (NURSING)

RNUR 101 NURSING AND MIDWIFERY INFORMATICS

3 CREDITS

The purpose of this course is to provide student with a basic understanding of Health/ Medical Informatics and its application nursing and midwifery practice especially for Ghana. It introduces the definition of data, information and knowledge as well as what defines a system and a model. It also places a lot of emphasis on the use of electronic patient records systems for the definition and implementation of the nursing process. A central focus will be issues relating to standards, taxonomies, privacy, confidentiality, security and the ethical use of patient information. This will include discussions of relevant legislation. This course consists of 2 credits theory and 1 credit practicum.

RNUR 102 FOUNDATIONS OF NURSING

3 CREDITS

This course introduces the student to basic nursing and patient care procedures necessary for patient comfort. They include nutrition, elimination, personal hygiene and other basic needs. The nursing process, vital signs, bed-making, aseptic techniques, communication skills and the teaching/learning process will also be covered as well as an introduction to drug classification and their routes of administration. This course includes a clinical component (**RNUR 152 – 2 Credits**).

RNUR 122 PROFESSIONAL ADJUSTMENT IN NURSING

3 CREDITS

This course provides information on basic principles underlying health and diseases in mental health nursing and enables the student to develop the requisite skills and positive attitude to meet the physical, psychological, social and spiritual needs of patients/clients. It is also designed to equip the student nurse with the

history, developmental and legal aspect of the profession as well as provide her with the right skills and attitude for practice.

RNUR132 HEALTH PROMOTION AND ENVIRONMENTAL HEALTH

4 CREDITS

This course focuses on the Biblical and SDA health principle. It will equip the student with knowledge and skills required to promote healthful living and how to function in emergency situations using the first aid and CPR techniques. It focuses on the need for every individual and family to be responsible for their own health; thereby sustaining the health of the environment and the community at large. Various methods and strategies of interventions such as behaviour modification, exercise and health education will be presented for use in promoting optimum wellness. This course includes 3 credits theory and 1 credit practicum.

RNUR 201 PRINCIPLES OF PHARMACOLOGY I

2 CREDITS

Prerequisites: MATH 120, BIOL 111, BIOL 112, CHEM 121

This course is designed to enable the student gain knowledge of the principles of pharmacology and pharmaco-kinetics. An overview of therapeutic agents used in health care and major drug classifications will provide a foundation for specific pharmacological applications in each clinical course. The roles and responsibilities of the nurse in drug administration will be a major focus. The course also highlights the importance of maintaining the integrity and dignity of the client using the wholistic nursing care approach.

RNUR 212 PRINCIPLES OF PHARMACOLOGY II

2 CREDITS

Prerequisites: RNUR 201, RNUR 251

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic nervous system agents, and drugs for treating respiratory, cardiovascular, digestive, neoplastic and endocrine disorders. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

RNUR 213 MEDICAL CRISIS INTERVENTION I

3 CREDITS

Prerequisites: BIOL 111, BIOL 112, RNUR 102, RNUR 152

Co-requisites: RNUR 201, RNUR 221, RNUR 251

This course introduces students to medical conditions of the adult patient with nutritional deficiencies, fluid and electrolyte, respiratory and parasitic and some infectious conditions. The conditions will be discussed with reference to definition, types, prevalence, aetiology, pathophysiology, and clinical manifestation, and diagnostic investigations, medical and nursing management. Critical thinking through the use of the nursing process and physical assessment skills will be used to develop their competencies/skill to manage adults with alteration in the above systems and conditions. Learners will understand the relationship between

Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory.

RNUR 215 SURGICAL CRISIS INTERVENTION I

3 CREDITS

Prerequisites: BIOL 111, BIOL 112, RNUR 102, RNUR 152

Co-requisites: RNUR 201, RNUR 221, RNUR 251

This course introduces students to surgical conditions of the adult patient with respiratory surgical conditions, neoplasm, wounds, inflammatory conditions and theatre nursing. The conditions will be discussed with reference to definition, types, aetiology, clinical manifestation, diagnostic investigations, surgical and nursing management. Critical thinking through the use of the nursing process and physical assessment skills will be used to develop their competencies/skill to manage adults with alteration in the above conditions. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development.

RNUR 216 SURGICAL CRISIS INTERVENTION II

3 CREDITS

Prerequisites: RNUR215 Surgical Crisis Intervention I

This course introduces student to surgical conditions and procedures of the gastro-intestinal, genito-urinary, and endocrine systems. The conditions will be discussed with reference to definition, types, prevalence, aetiology, pathophysiology, clinical manifestation, diagnostic investigations, and management. Critical thinking through the use of the nursing process and physical assessment skills will be used to guide student to manage adults with alteration in the above systems. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory.

RNUR 214 MEDICAL CRISIS INTERVENTION II

3 CREDITS

Prerequisite: RNUR213 Medical Crisis Intervention I

This course introduces student to conditions of the hepatobiliary, genito-urinary and endocrine systems. The conditions will be discussed with reference to definition, types, prevalence, aetiology, pathophysiology, clinical manifestation, diagnostic investigations, and management. Critical thinking through the use of the nursing process and physical assessment skills will be used to guide student to manage adults with alteration in the above systems.

RNUR 317 MEDICAL CRISIS INTERVENTION III**3 CREDITS****Prerequisites: RNUR 213 Medical Crisis Intervention I, and RNUR 214 Medical Crisis Intervention II**

This course introduces students to conditions of the musculo-skeletal, cardiovascular, neurological systems and haematologic disorders. The conditions will be discussed with reference to definition, types, prevalence, aetiology, pathophysiology, clinical manifestation, and diagnostic investigations, medical and nursing management. Critical thinking through the use of the nursing process and physical assessment skills will be used to guide students develop their competencies/skill to manage adults with alteration in the above systems and conditions. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory.

RNUR 318 SURGICAL CRISIS INTERVENTION III**3 CREDITS****Prerequisites: RNUR 211 Surgical Crisis Intervention I, and RNUR 232 Surgical Crisis Intervention II**

This course focuses on adults with alteration in the musculo-skeletal, cardiovascular, neurological systems and haematologic disorders. Students will use the nursing process to provide care in a variety of clinical settings. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory.

Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development.

RNUR 413 MEDICAL CRISIS INTERVENTION IV**3 CREDITS****Prerequisite: RNUR 213 Medical Crisis Intervention I, RNUR 214 Medical Crisis Intervention II and RNUR 317 Medical Crisis Intervention III**

This course introduces students to disorders and diseases of the ear, eye, nose, throat and skin. The conditions will be discussed with reference to definition, types, prevalence, aetiology, pathophysiology, clinical manifestation, diagnostic investigations, medical and nursing management. Supervised experiences will be provided in the ENT, eye and dermatological clinics. Emphasis will also be on tropical diseases. Critical thinking through the use of the nursing process and physical assessment skills will be used to guide students develop their competencies/skill to manage adults with alteration in conditions of the eye, ear, nose throat, skin and tropical diseases. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development.

RNUR 414 SURGICAL CRISIS INTERVENTION IV**3 CREDITS****Prerequisite: RNUR 318 Surgical Crisis Intervention IV**

This course exposes the student to disorders and diseases of the ear, eye, nose, throat and skin and its surgical management. Supervised experiences will be provided in the ENT, eye and dermatological clinics. Emphasis will also be on tropical diseases. Students will use the nursing process to provide care to in-patients with conditions of the eye, ear, nose throat, skin and tropical diseases. Practical assessment and evaluation of the systems will be conducted in the Nursing Demonstration/Skills Laboratory.

Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to self-care and professional development.

RNUR 221 HEALTH ASSESSMENT**3 CREDITS****Prerequisites: BIOL 111, BIOL 112, CHEM 121**

This course introduces the student to basic health assessment of patients. They include assessment of the whole person and physical examination. Assessment for Health and illness, developmental tasks and health promotion across the life cycle, Transcultural considerations in assessment, interview, and assessment techniques and approach to the clinical setting are included in the course.

RNUR 251 PATHOPHYSIOLOGY**3 CREDITS****Prerequisites: BIOL 111, BIOL 11, CHEM 121****Co-requisite: BIOL 231**

This course is the study of physiological changes that occur as a result of disease processes and body functions. Signs and symptoms manifested, and laboratory findings are also examined. It builds on the knowledge from anatomy, physiology, chemistry and microbiology. The areas of interest in this course will be cell biology, Endocrine, Immune, Cardiovascular and Respiratory Systems. This course focuses on developing students' intellectual, spiritual, physical and social abilities through the integration of faith and learning principles. The course also highlights the importance of maintaining the integrity and dignity of the client using the wholistic nursing care approach.

RNUR 301 NURSING RESEARCH METHODS**3 CREDITS****Prerequisites: MATH 120, STAT 202**

This course introduces students to the fundamentals of the research process and their application in nursing. The course aims to develop students' awareness of research and the need for identifying high quality evidence for practice, and to begin to develop research skills.

RNUR 342 COMMUNITY HEALTH NURSING**3 CREDITS**

This course involves the study and application of concepts and theories of community health nursing. It exposes the student to the principles adopted in community involvement through community mobilization and participation. The course will also provide the student opportunity to participate in the setting up and management of various community health services projects. It will help students to work with individuals, groups and families in the community with special needs. The student will also contribute to the care of the school child, maintenance of worker's health and the general health and wellbeing of the community members. The student will also apply the government's policy on nutrition in the care of clients. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to community health nursing and professional development.

RNUR 341 OBSTETRICS/GYNAECOLOGY NURSING**4 CREDITS**

This course focuses on the promotion and maintenance of women's health during the childbearing period. The course addresses the use of the nursing process and using clinical judgment to promote health in the childbearing family during the normal process of reproduction, pregnancy, labour, delivery and postpartum periods. It also enables the student to recognize the physiological changes that take place in the reproductive cycle such as ovulation and menstruation and some disorders that are likely to arise during this period. It also aims enabling the student to be able to recognize early manifestations of pregnancy and the signs and symptoms of complications during the first trimester of pregnancy. Ethical issues affecting women with obstetric/gynaecological disorders are discussed.

RNUR 332 PAEDIATRIC NURSING**2 CREDITS****Prerequisites: RNUR 221, RNUR 251**

This course is designed to equip the student with knowledge and skills to understand the growth and development of children. It will also equip the student to recognize and manage abnormalities, medical and surgical condition and its emergencies. Inherent to the course is integration of faith and learning. Its goal is to help students understand the relationship between Christian faith and human knowledge while learning life-long skills relevant to self-care and the career of nursing.

RNUR 307 MATERNAL AND NEWBORN NURSING**3 CREDITS**

This course focuses on the promotion and maintenance of women's health during the childbearing period. The course addresses the use of the nursing process and using clinical judgment to promote health in the childbearing family during the normal process of reproduction, pregnancy, labour, delivery and postpartum periods. Attention is also directed toward the normal newborn. Professional responsibilities of the nurse, patient quality, improvement, and patient safety

issues are integrated throughout the course along with significant ethical and legal responsibilities.

RNUR 302 MENTAL HEALTH NURSING

3 CREDITS

Prerequisites: PSYC 241, PSYCH222

This course focuses on conditions that affect the nervous system. It covers problems and behaviours related to lifestyle that places individuals at risk for developing mental disorders. It emphasizes the application of the therapeutic interpersonal process learnt in prior courses and theoretically and scientifically based problem-solving approaches in meeting biopsychosocial needs of the individual, groups and communities. This course is accompanied by a practicum component (**RNUR 373 – 1 Credit**).

**RNUR 411 CRITICAL CARE NURSING/EMERGENCY &
DISASTER MANAGEMENT**

3 CREDITS

Prerequisites: RNUR 211, RNUR 232, RNUR 252, RNUR 311

Co-requisite: 401

This course is designed to prepare students for practice in critical care and emergency settings. It will also equip students with knowledge and skills to enable them to recognize the need for first aid and prompt and competent care to clients. It focuses on the needs of clients with life-threatening conditions in an acute and emergency care setting, which may present in multiple body systems. It also highlights on critical care nursing knowledge, sound professional judgments, decision making and utilization of relevant technology in caring for patients with critical conditions. This course is accompanied by a clinical component (**RNUR 451 – 1 Credit**).

RNUR 421 PATIENT/FAMILY – CENTERED CARE STUDY

1 CREDIT

Prerequisites: RNUR 211, RNUR 232, RNUR 252, RNUR 311

This course gives the student the opportunity to offer continuous and comprehensive nursing care to a patient and family and to compile the care into a written document. For a minimum period of 4 weeks after lectures, students will be sent to the wards to select and nurse patients for this care study. The student will admit patient, assess and analyze patient/family strengths and weaknesses, plan and give care to patients and relatives. At the end of the course, the care rendered must be evaluated and amendments made where necessary. The written document is then submitted to the Nursing and Midwifery Council of Ghana as a requirement for writing the licensing examinations. This course is accompanied by a clinical component (**RNUR400 – 2 Credits**).

RNUR 461 GYNAECOLOGY

3 CREDITS

Prerequisites: RNUR 381, RNUR 382, RNUR 300

The course aims at enabling the student to recognize the physiological changes

that take place in the reproductive cycle such as ovulation and menstruation and some disorders that are likely to arise during this period. It also aims enabling the student to be able to recognize early manifestations of pregnancy and the signs and symptoms of complications during the first trimester of pregnancy such bleeding in early pregnancy, molar pregnancy among others. It is also to help the student to be able to recognize gynaecological disorders commonly occurring during the reproductive cycle and in the pre-adolescent period. Ethical issues affecting women with gynaecological disorders are discussed.

RNUR 422 NURSING LEADERSHIP/ MANAGEMENT

3 CREDITS

Prerequisites: RNUR 301 RNUR 321

Focuses on principles and theories of administration and management in nursing. It also prepares learners for leadership roles in all areas of nursing and instils the pursuit of creating positive changes in healthcare policy and delivery systems. This Course includes 2 credits theory and 1 credit practicum.

RNUR 442 PALLIATIVE CARE/GERONTOLOGY NURSING

3 CREDITS

Prerequisites: RNUR 201, RNUR 211, RNUR 212, RNUR 232, RNUR 251, RNUR 252, RNUR 311, RNUR 401

This course focuses on the art and science of caring for and relieving the suffering of individuals living with serious chronic, life-threatening and life-limiting illnesses. Lessons on the provision of nursing care for the patient and family, with emphasis on their physical, psychological, emotional and spiritual needs when experiencing a life-threatening illness and through bereavement will be discussed.

RNUR 412 MARKETING STRATEGIES AND ENTREPRENEURSHIP FOR HEALTHCARE

3 CREDITS

This course focuses on creating a viable competitive advantage in the marketplace (health care marketplace), it will emphasize the need to create a robust customer-oriented perspective with explicit attention towards building and maintaining long-term customer (client/patient) relationship(s). Additionally, it introduces students to the concepts, theories and practices of Entrepreneurship in profit and non-profit making organizations.

RNUR 432 SUPPLY CHAIN MANAGEMENT

2 CREDITS

This course focuses on equipping the student with the knowledge and skills in Supply Chain and its relationship to commodity security. It also aims at exposing the student to the components of a Health Supply Chain Management System in Ghana. Students will be empowered in organizing resources and utilizing them efficiently to achieve goals. The course will also emphasize on the nurses' roles and responsibilities in supply chain management as well as supervision.

RNUR 350 TRANSCULTURAL NURSING**3 CREDITS**

This course integrates ways in which students will be able to examine ways by which values, beliefs and cultural practices affect health and illness and communication among individuals, families, groups and communities, while providing Christian nursing care and services in a worldwide context.

RNUR 320 PSYCHIATRIC NURSING**4 CREDITS****Course Description**

This course focuses on conditions that affect the nervous system. It covers problems and behaviours related to lifestyle that places individuals at risk for developing mental disorders. It emphasizes the application of the therapeutic interpersonal process learnt in prior courses and theoretically and scientifically based problem-solving approaches in meeting biopsychosocial needs of the individual, groups and communities

RNUR 330 PUBLIC HEALTH NURSING**4 CREDITS****Prerequisites: RNUR 320**

This course is designed to equip students with the knowledge, skills and the role of the Public Health Nurse in providing total nursing care to individuals, families and the community as whole. It is also to help the student to be able to identify public health problems such as communicable diseases and measures of preventing and controlling them. This knowledge will enable him/her in the maintenance of the health of the school child, the health of the worker and the general sanitation of the community.

RNUR 252 ADVANCED NURSING**3 CREDITS****Prerequisites: RNUR 211, RNUR 232**

This course is designed to equip the student nurse with knowledge and skills to carry out advanced nursing procedures. It enables the student to provide care for patients with specific medical and surgical conditions using the nursing process. This course consists of 2 credits theory and 1 credit practicum.

RNUR 250 TRANSITION TO PROFESSIONAL NURSING**2 CREDITS**

This course introduces learners to the mission, philosophy and core values of the VVU department of nursing. Learners are prepared for the roles and expectations of the RGN to BSN in the healthcare delivery system. Focus will be placed on trends and issues that will assist the learner better prepared to practice nursing in today's world.

RNUR 443 MEDICAL SURGICAL CRISIS INTERVENTION IV PRACTICUM**2 CREDITS**

This course exposes the RGN-BSc. Nursing student to disorders and diseases of the ear, nose, throat (ENT), eye and skin. Supervised experiences will be provided

in the ENT, eye and dermatological clinics. Emphasis will also be on tropical diseases. Students will use the nursing process to provide care to in-patients with conditions of the eye, ear, nose throat, skin and tropical diseases.

RNUR 352 SIGN LANGUAGE FOR HEALTHCARE

1 CREDIT

This course is designed to equip the student with knowledge and skills in sign language. It will also help the student to communicate effectively with the hearing-impaired client/patient for inclusiveness or integration in the health care delivery system.

RNUR 373 ADOLESCENT HEALTH NURSING

2 CREDITS

Prerequisite: PSYC 222

This course is designed to equip the student with knowledge and skill for the provision of health care to the adolescent. It also seeks to help the student to identify attitudes and behaviours that affect the health and development of the adolescent. It is meant to expose the student to socio-cultural issues that affect the adolescent and how to manage them. Learners will understand the relationship between Christian worldview and therapeutic use whiles learning life-long skills relevant to care of the adolescent and professional development.

EDST 219 GENERAL PRINCIPLES AND METHODS OF TEACHING

3 CREDITS

The course introduces students to current methodological issues in teaching. It deals with such issues as theories of learning and implication for classroom teaching. General principles, methods, and techniques of teaching will be discussed; lesson planning, classroom management and control; will also be examined. It will also treat projected and non-projected instructional materials: Specifically, information –chalkboard, flipchart, flannel board, zigzags, multi board, etc.; display information –flashcard, overhead transparency, wall chart etc.; a summary of complex information-charts, graphs, flow diagram etc.

EDST 217 PRINCIPLES AND PRACTICE OF EDUCATION

3 CREDITS

This course discusses the concepts and processes of education. It examines schooling, training and learning as related concepts of education. It further considers the modes of education like formal, informal and non-formal education. Specific areas to be covered include aims of education to the individual, family and society. It also examines attainment of harmony in the school.

EDST 244 CURRICULUM STUDIES

3 CREDITS

This course aims to equip students with adequate knowledge and skills in curriculum development, evaluation and implementation. Application of curriculum principles in specific subject area, in this case, Social Studies shall be emphasized. Topics include definition of curriculum, the differences between the curriculum and the syllabus, criteria for selection of learning experiences [activities], criteria for selection of content, criteria for organisation of content and

learning experiences, types of evaluation and designing a simple model of social Studies Syllabus.

Lecture, discussion, brainstorming, group work, symposium, questioning, and demonstration.

RNUR 211 FAMILY HEALTH CRISIS INTERVENTION I

3 CREDITS

Prerequisites: BIOL 111, BIOL 112, RNUR 102, RNUR 152

Co-requisites: RNUR 201, RNUR 221, RNUR 251

This course is designed to help students learn about collaborative practice in the care of the adult medical-surgical patient. The nursing process will be used to develop their competencies/skills in the management of patients with nutritional deficiencies. Focus will also be on Respiratory, Musculo-skeletal, neoplasm, wound and inflammatory conditions, as well as theatre nursing. Assessment and evaluation of the latter will be conducted in the Nursing Acquisition Skills Laboratory. This course includes a clinical component (**RNUR261 – 2 Credits**).

RNUR 232 FAMILY HEALTH CRISIS INTERVENTION II

3 CREDITS

Prerequisites: RNUR 211, RNUR 221, RNUR 251, 201

This course introduces students to conditions of the Gastro-intestinal (GI), Genitourinary (GU), and Endocrine systems. The conditions will be discussed with reference to definition, types, prevalence, etiology, pathophysiology, clinical manifestation, diagnostic investigations, and management. Critical thinking through the use of the nursing process and health assessment skills will be used to guide students to manage adults with alteration in the above systems. This course includes a clinical component (**RNUR 242-2 Credits**).

RNUR 311 FAMILY HEALTH CRISIS INTERVENTION III

3 CREDITS

Prerequisites: RNUR 211, RNUR 212, RNUR 252, RNUR 232

This course focuses on adults with alteration in the cardiovascular, neurological systems and hematologic disorders. Students will use the nursing process to provide care in a variety of clinical settings. This course provides opportunity for students to utilize the nursing process and physical assessment skills to manage adults with alterations in cardiovascular, neurological systems and hematologic disorders. This course includes a clinical component (**RNUR 361 – 2 Credits**).

RNUR 401 FAMILY HEALTH CRISIS INTERVENTION IV

3 CREDITS

Prerequisites: RNUR 211, RNUR 232, RNUR 311

This course exposes the student to disorders and diseases of the ear, nose, throat (ENT), eye and skin. Supervised experiences will be provided in the ENT, eye and dermatological clinics. Emphasis will also be on tropical diseases. Students will use the nursing process to provide care to in-patients with conditions of the eye, ear, nose throat, skin and tropical diseases. This course accompanied by a clinical component (**RNUR 441 – 2 Credits**).

RNUR152 FOUNDATIONS OF NURSING PRACTICUM**2 CREDITS**

The focus of this practicum is to introduce students to the basic nursing skills in effective communication, developing skills in meeting the basic needs of an individual, providing care to pre and post-operative patients, and administering oral medication.

RNUR 263 MEDICAL SURGICAL CRISIS INTERVENTION I PRACTICUM**2 CREDITS**

The focus of this practicum is on the acquisition of knowledge and skill to the nursing care of patients with nutritional deficit, respiratory and musculoskeletal disorders, as well as management of pain and neoplastic conditions. Additionally, wound care and theatre nursing techniques will be included in this practicum.

RNUR 244 MEDICAL SURGICAL CRISIS INTERVENTION II PRACTICUM**2 CREDITS**

The focus of this practicum is on the acquisition of knowledge and skill to the nursing care of patients with endocrine, hepatobiliary and the urinary system.

RNUR 363 MEDICAL SURGICAL CRISIS INTERVENTION III PRACTICUM**2 CREDITS**

The focus of this practicum is on the acquisition of knowledge and skill to the nursing care of patients with cardiovascular, neurological and haematologic disorders.

RNUR 362 COMMUNITY HEALTH NURSING PRACTICUM**1 CREDIT**

This practical course is designed to introduce students to the application of the nursing process in the community oriented care of selected families, groups and communities. Students will assess behavioral patterns, needs, coping patterns, and resources of the client/family system. Students will also identify actual and potential risk factors affecting the family/communities and implement a health teaching plan appropriate to the affected family.

RNUR 373 MENTAL HEALTH NURSING PRACTICUM**1 CREDIT**

This practical course is designed to introduce students to the care planned in the management of psychiatric patients as well as prepare and assist patients on undergoing psychological and physical/chemical therapies.

**RNUR 451 CRITICAL CARE NURSING/EMERGENCY DISASTER
MANAGEMENT PRACTICUM****1 CREDIT**

This course is designed to prepare students for practice in acute care, emergency settings and disaster management. It focuses on the needs of clients with life-threatening conditions in an acute care setting. The course also emphasizes on critical care nursing knowledge, sound professional judgments, decision making and utilization of relevant technology in caring for patients with critical conditions.

RNUR 100 LONG VACATION PRACTICUM I**3 CREDITS****Prerequisites: RNUR 102**

This practical course is designed to introduce the student to basic nursing skills in the clinical setting.

RNUR 200 LONG VACATION PRACTICUM II**3 CREDITS****Prerequisites: RNUR 211, RNUR 232**

This practical course is designed to introduce the student to advance nursing skills in the clinical setting.

RNUR 300 LONG VACATION PRACTICUM III**3 CREDITS****Prerequisites: RNUR 382**

The focus of this practicum is on the acquisition of knowledge to the nursing care of women during normal and abnormal aspects of their maternity cycle and newborn nursing. Emphasis is placed on the nursing management of pregnancy, labour, Puerperium and gynaecological problems and high-risk neonates.

RNUR 400 LONG VACATION PRACTICUM IV**2 CREDITS**

This course gives the student the opportunity to offer continuous and comprehensive nursing care to a patient and family on the ward and to compile the care into a written document. The written document is then submitted to the Nursing and Midwifery Council of Ghana as a requirement for writing the licensing examinations.

RNUR 450 LONG VACATION PRACTICUM IV**3 CREDITS**

This practicum exposes the student to disorders and diseases of the ear, nose, throat (ENT), eye and skin. Supervised experiences will be provided in the ENT, eye and dermatological clinics. Emphasis will also be on tropical diseases. Students will use the nursing process to provide care to in-patients with conditions of the eye, ear, nose throat, skin and tropical diseases.

RNUR 322/392/491/SENIOR RESEARCH PROJECT I**3 CREDITS****Prerequisites: STAT 202, RNUR 301**

The course challenges the student to put into practice the knowledge and skills acquired through courses in STAT 202 and RNUR 301. It also provides the opportunity to demonstrate the ability to make connections across disciplines in the context of the student's particular area(s) of concentration as reflected in their elective choices. Students are expected to identify a potential topic and a faculty will be assigned for project supervision.

RNUR 431/492 SENIOR RESEARCH PROJECT II**3 CREDITS****Prerequisites: RNUR 322/491**

In this course students are guided to put into practice the proposal prepared during RNUR 322. Students will complete a research report suitable for publication. Students will receive feedback continuously from their supervisor during the writing phase of the project. At the end of the semester final defence will be scheduled by a panel in collaboration with the supervisor.

NURSING COGNATES**BIOL 111 ANATOMY AND PHYSIOLOGY I****4 CREDITS****Prerequisite: High School Biology**

This course introduces the nursing student to the structure and functions of various systems in the human body, the structure and function of the cell with emphasis on the DNA and RNA. Coverage includes the integumentary, skeletal, muscular and nervous systems. It focuses on developing students' intellectual, spiritual, and social abilities through the integration of faith and learning principles. It highlights the importance of maintaining the integrity and dignity of the client using a biophysical approach.

BIOL 112 ANATOMY AND PHYSIOLOGY II**4 CREDITS****Prerequisite: BIOL 111**

This course involves the study of the structure and function of systems such as the circulatory, endocrine, genitor-urinary, digestive and respiratory systems of the human body. Students are also expected to observe specimens in the laboratory by way of atlases, charts and models as well as physical examinations on subjects. This is to enhance their understanding of the various theoretical concepts learnt in the classroom. The course provides a knowledge base that is essential to students interested in various health-related fields. This course will provide students with an appreciation of the design, balance and capability of the human body. It highlights the importance of maintaining the integrity and dignity of the client using a biophysical approach.

BIOL 231 MICROBIOLOGY AND INFECTION PREVENTION / CONTROL**3 CREDITS****Prerequisite: BIOL 111, BIOL 112**

This course deals with the nature of bacteria and disease producing organisms, their habits and methods of reproduction and the relationship of these organisms to disease in the human body. The student is exposed to the various agents and approaches utilized to halt and prevent the growth of micro-organisms. It focuses on developing students' intellectual, spiritual, and social abilities through the integration of faith and learning principles. It highlights the importance of maintaining the integrity and dignity of the client using a biophysical approach.

CHEM 121 CHEMISTRY FOR HEALTH SCIENCES**3 CREDITS**

This course will focus on fundamental principles of chemistry, which apply to the health professions. Students will be exposed to chemical elements and compounds, atomic and molecular structures, properties of water solutions, electrolytes, acid–base, organic compounds, chemistry of food, nutrients, body cells, lipids and enzymes.

PHYS 101 PHYSICS FOR HEALTH SCIENCES**2 CREDITS****Prerequisite: SSCE or WASSCE Integrated Science and Mathematics**

This course will focus on basic physical concepts and their application in nursing. Content includes radiation, energy sound waves, properties of fluid, fluid in motion and molecules and solution, heat and heat flow, electricity.

SOCI 142 INTRODUCTORY SOCIOLOGY**2 CREDITS**

This course is designed to assist student to gain knowledge on the theoretical perspectives and subject matter of sociology. The main focus of the course is to help students develop sociological imagination in understanding, explaining and addressing every-day.

PSYC 241 INTRODUCTION TO PSYCHOLOGY**2 CREDITS**

This course introduces student to the study of behaviour and mental processes. The course will focus on the evolution of psychology into a scientific study and some psychological principles that explain human behaviour; mental process; sensation and perception; learning and thinking as well as motivation and emotions. In addition, there will be application of these principles to everyday life to help students appreciate how these psychological principles affect their daily lives and interaction with others.

MATH 120 GENERAL MATHEMATICS**3 CREDITS**

This course aims to provide students with the mathematical skills and understanding needed for further coursework. The course also aims to develop problem-solving and critical thinking skills of students. Emphasis is placed on modelling of real-world problems using the relevant mathematical concepts. Coverage includes Fractions, Ratio, Proportion and Percentages (and their applications), Algebraic Expressions, Linear Equations in one variable, Linear Equations in two variables, Quadratic Equations, Dosage Calculations, Introduction to Functions, Linear and Quadratic Functions, Polynomial and Rational Functions, and Exponential and Logarithmic Functions.

STAT 202 STATISTICAL METHODS FOR HEALTH SCIENCES**3 CREDITS****Prerequisite: MATH 120**

An introduction to the fundamental concepts and methods of statistics emphasizing applications in the health sciences. Exploratory data analysis,

correlation and regression, descriptive statistics, sampling distributions, confidence intervals and hypothesis testing. This offers students the tool to handle basic statistical problems effectively both in within academic context and healthcare.

NUTR 204 NUTRITION AND DIETETICS

2 CREDITS

Co-requisites: PSYC 222

This course indicates basic principles of nutrition, the study of food nutrients and allowances for various stages of development. Coverage includes the physiology of food metabolism, food habits and its effects on health as well as intervention for various nutritional deficiencies. The course examines the role of the dietician in the health team and will provide opportunity for student to identify specific diets recommended for the treatment of various diseases.

PSYC 222 HUMAN GROWTH AND DEVELOPMENT

2 CREDITS

Prerequisites: PSYC 241, SOCI 142

This course includes the study of physical cognitive and psycho-emotional stages of the individual from conception to old age, it explores human development across the life span examining the biosocial, cognitive and psychosocial developmental process of each major life stage. Major the one of human development are presented with specific application to nursing, medical psychological, educational and parental needs of professionals working in these diverse fields.

FREN 300 FRENCH FOR HEALTH CARE I

2 CREDITS

This course is referred to as “French for Healthcare” but in actual fact it is a combination of “French for General Communication I” and the Functional French used in the medical setting. The course is designed for School of Nursing students. It is aimed at quickly preparing health professionals to communicate with French-speaking patients in Ghana and beyond, providing them with health care and services. The course provides a basic foundation on which to build the skills of listening, speaking, reading and writing simple material in French. Vocabulary is widened and the grammar become more demanding. It also focuses on the ability of the student to communicate with patient and conduct basic health assessment in health care settings.

FREN 302 FRENCH FOR HEALTH CARE II

2 CREDITS

Prerequisite: FREN 300

This course is a continuation of FREN 300 with more advanced conversation, basic writing, listening, reading comprehension and vocabulary building. It also to gives the student the opportunity to enhance their communication skills with patients and conduct with relative ease basic health assessment in health care settings.

GENERAL EDUCATION COURSES

AFST 205 AFRICAN STUDIES (MUSIC)

1 CREDIT

The course introduces students to studies and pedagogical skills in African music. It also aims at helping students develop knowledge, understanding and appreciation of music and dance. The students are to exhibit knowledge and skills in teaching, rehearsing, and directing the performance of an indigenous Ghanaian Music.

AFST 214 TRADITIONAL FESTIVALS

1 CREDIT

This course is a general survey of Africa festivals with special emphasis on Ghanaian festivals. It is intended to make the undergraduate students conscious of this event in their own communities and to also help them identify, classify, perceive and understand the relative importance of this popular event. This course will examine Traditional Festivals of Ghana as a component of 'African/Ghanaian popular Culture'. The course will pay particular attention to conflicts in this social phenomenon and its roles in African/Ghanaian societies.

ENGL 111 LANGUAGE AND WRITING SKILLS I

2 CREDITS

This course aims at developing the basic skills in the grammatical systems of English and to use these effectively in writing for university and professional pursuits.

ENGL 112 LANGUAGE AND WRITING SKILLS II

2 CREDITS

Prerequisite: ENGL 111

Application of the grammatical systems studied in ENGL 111 to acquire writing skills, skills to analyse and critique written forms and to grasp information and meaning from reading materials for personal writings.

PEAC 100 PHYSICAL ACTIVITY

NC

This course is designed to train the body as 'the temple of God' and to develop a positive attitude towards exercise for the improvement and maintenance of overall health and fitness. Objectives of the course include improving cardio-respiratory endurance and other components of physical fitness.

CMME 115 INTRODUCTION TO COMMUNICATION SKILLS

2 CREDITS

This course is designed to assist students acquire oral, written skills and nonverbal communication skills in order to communicate effectively. The course is also to raise students' level of proficiency as well as prepare them to function effectively on their own.

RELB 163 LIFE AND TEACHINGS OF JESUS**3 CREDITS**

A comprehensive study of the life and teachings of Jesus as unfolded in the four gospels; analytical attention to the gospel writers and their writings in an attempt to reveal the impact of His self-revelation in that age and ours.

RELB 251 PRINCIPLES OF CHRISTIAN FAITH**3 CREDITS**

This course surveys the fundamentals of Christian teachings: Revelation, Inspiration, the Godhead, Angels, the Devil and the Origin of sin, Creation, man's original condition and fall, his condition in death, Incarnation, Ministry, Death, Resurrection and Ascension of Christ. The Holy Spirit. The Plan of Redemption. The Covenant. The Sanctuary. Essentials of Christian Living, Baptism, and Christian Growth. The Sabbath. God's church in the world. The coming crisis. Christ second coming, the Millennium, Heaven.

RELT 385 BIBLICAL FOUNDATION OF ETHICS**3 CREDITS**

This course studies the structure and content of Christian ethics: goal, motive, and norm of the Christian life; with an analysis of ethical issues of practical decision-making, authority, life, and sexuality.

RELG 451 BIBLE AND FAMILY DYNAMICS**3 CREDITS**

Bible and Family Dynamics focuses on the role of the Bible in aiding family members find meaning and purpose in life. From the biblical perspective, the course highlights relevant issues that are incidental to the life of family members as they strive to function effectively in an increasingly global society. Issues for discussion include dynamics of family life, individual development, life relationships, responsible parenting, family worship, crisis management, resource management, civic responsibility, healthy living, housing decisions, career planning, and trends affecting African families.

DEPARTMENT OF MENTAL HEALTH NURSING

INTRODUCTION

Nursing is an art and a science that enables individuals and families to aim toward health promotion, maintenance and restoration. No other career focuses so completely on the physical, emotional and spiritual needs of other people. Degree graduates will fill positions as clinical nurses at the bedside and in the community. They will also practice as professionals in varied capacities and venues including but not limited to school health, private industry, government and non-governmental organizations as well as clinics. Bachelor's degree graduates will also be qualified to assist in teaching in Diploma level programmes and be prepared to pursue graduate/post graduate studies in Mental Health Nursing and other related specialties.

MISSION STATEMENT

The mission of Valley View University Bachelor of Mental Health Nursing programme flows out of the overall mission of Valley View University (VUU) and includes:

- ◆ The education of professional mental health nurses within a Christian environment dedicated to the provision of high quality wholistic care to individuals, families, groups and communities.
- ◆ Integrating evidence base to support nursing care practices.
- ◆ Preparing Christian nurses for service to God and humanity.
- ◆ Emphasizing the healing ministry of Jesus Christ.
- ◆ The acknowledgement of God as the source of all wisdom and to encourage nurses to form a personal relationship with Him.

OBJECTIVES

The overall objective of the programme is to develop psychiatric and mental health nurses' competence to practice independently in each of the competency areas. The BSc degree in mental health would integrate the principles and concepts of mental health, psychopathology and treatment modalities in equipping students with the requisite skills needed to providing nursing care to patients and their families suffering from mental illnesses. Upon completion of this programme the student will be able to:

- ◆ Develop competence in interviewing and assessment skills, developing rapport with patients, performing all aspects of an evaluation including eliciting a clear and accurate history, performing physical, neurological and mental status examinations, formulating appropriate nursing diagnoses, differential diagnosis and ordering psychological tests.
- ◆ Creating an appropriate and comprehensive treatment plan for all diagnoses in the current diagnostic manual (ICD-10/DSM-V).

- ◆ Providing care and treatment for the chronically mentally ill with appropriate psychopharmacologic, psychotherapeutic and psycho-social rehabilitation interventions.
- ◆ Participating in psychiatric administration to include leadership of interdisciplinary teams and a supervised experience in utilization review, quality assurance and performance improvement.
- ◆ Providing psychiatric treatment while collaborating and coordinating treatment with non-medical therapists.
- ◆ Recognize and appropriately respond to family violence related to physical, emotional and sexual abuse and neglect and its effect on both victims and perpetrators.
- ◆ Understand the Ghanaian culture and subcultures and the approach towards care of patients with mental illness.
- ◆ Critically appraise and understand relevant research literature and apply research findings appropriately to clinical practice, including the concepts and process of evidenced-based practice.
- ◆ Communicate effectively with physicians, other health professionals, patients, families and other health related agencies.
- ◆ Demonstrate a commitment to carrying out professional responsibilities and adhere to ethical principles.
- ◆ Carry out community assessment and provide care to patients and families in their communities to minimize and prevent stigmatization and discrimination.

PROGRAMME OFFERED

The Department of Mental Health Nursing offers:

Bachelor of Science [BSc] in Mental Health Nursing.

CAREER OPPORTUNITIES

Career opportunities in Mental Health Nursing include but are not limited to the following: better working conditions; array of specialty choices; graduate study opportunities conducive to personal and professional growth and development. There is a great need for the development of more highly skilled professional Mental Health nurses in order to reach a high standard of nursing care and management needed to meet the health demands of the country. It is equally important that at this crucial time where there is a global nursing shortage that we prepare nurses to confront present and future health care needs.

The need for nurses is particularly felt in the rural communities of Ghana. Bachelor of Science prepared Christian nurses from Valley View University will function as change

agents by providing leadership and clinical expertise to improve health care outcomes for individuals, families and communities in diverse settings of Ghana and West Africa.

ADMISSION REQUIREMENTS

Admission to the Nursing programme at Valley View University will be available to any student who meets the academic and character requirements of the University and its Nursing Programme and who commits to cooperate with its policies. Since the Seventh-day Adventist Church operates Valley View University, any student who will feel comfortable within the religious, social and cultural atmosphere may be admitted.

ENTRY REQUIREMENTS

- ◆ Senior Secondary School Certificate Examination: Six SSSCE passes with aggregate of 24 or better comprising A-D in three core subjects (Mathematics, Integrated Science, and English) and in three elective subjects (A-D). The electives could be any of the following: Science (Physics, Chemistry, Biology, and elective Mathematics) or General Arts, Home Economics and Agricultural Science electives.
- ◆ West African Senior Secondary Certificate Exam (WASSCE): Six WASSCE passes with aggregate of 36 or better comprising (A1 – C6) in three core subjects (mathematics, integrated Science, and English) and three electives subjects in Science (Physics, Chemistry, Biology or Mathematics) or General Arts, Home Economics and Agricultural Science electives.
- ◆ Foreign students may be admitted on the basis of qualifications from the home country for which the West African Examination Council shall determine equivalences. Evidence of proficiency in English language for non english speaking countries will be needed. That is, foreign students' requirements should be equivalent to a or b of the general entry requirement.
- ◆ The first year of the programme is considered primarily pre-clinical. Nursing students are admitted ONLY in August and since most courses are sequential they are usually offered once a year.
- ◆ Registered General Nurses (Diploma), Midwives, Mental Health Nurses, Health Assistant Clinical (HAC), Nurse Assistant Clinical (NAC) and applicants with State Registered Nurses (SRN) certificates would also be considered for a two to three (2-3) year BSN depending on the mode selected and/or entry requirements.

NOTE:

It should be noted that these requirements satisfy both professional and academic entries.

ADMISSION PROCEDURE TO THE REGISTERED MENTAL HEALTH NURSING (RMN)/GENERIC BACHELOR OF SCIENCE IN MENTAL HEALTH NURSING (BSCN) PATHWAY

- A. Admission by the University.
- B. A completed health history and physical examination specific to the programme from a health facility designated/approved by the VVU School of Nursing and Midwifery.
- C. Obtain application and pay fee for indexing with the Nursing and Midwifery Council of Ghana during the first semester. This also requires two passport size photos.
- D. An interview with the School of Nursing and Midwifery admissions committee. The admissions committee is looking for individuals with a high degree of personal integrity, dependability, self discipline, intellectual strength, physical stamina, very sound mind and who are caring, compassionate, and thoughtful toward others.
- E. Students wishing to change from another programme to nursing should refer to the 'Change of Programme Policy' in the University Bulletin.
- F. Students who wish to transfer to the nursing programme should go through the nursing admission process as outlined in the academic bulletin.

ADMISSION PROCEDURE FOR DIPLOMA TO BSCN IN MENTAL HEALTH NURSING PATHWAY

- ◆ Admission into the University.
- ◆ A formal application and 3 letters of recommendation to the office of admissions and records.
- ◆ Copy of current Licensure with the Nursing and Midwifery Council of Ghana including a valid Personal Identification Number (PIN)
- ◆ A copy of official transcripts to the office of admissions and records
- ◆ Completion of at least 2 years of RMH practice
- ◆ An interview with the admissions committee of the School of Nursing and Midwifery.
- ◆ Complete a medical history and physical examination from the health facility designated/approved by the School of Nursing and Midwifery.

MODE OF ADMISSION

There are three modes of admission in the Mental Health Nursing programme. These are Regular, Evening and Summer modes.

REGULAR MODE

In this mode, a student registers to study full time. Admission information into the regular mode may be obtained by contacting the Admissions Office. Registered

General Nurses and Registered Midwives are eligible for admission in the regular mode only.

EVENING MODE

In this mode, a student enrolls full time while working as a Registered Mental Health Nurse. These students will be able to keep their employment while attending the nursing programme.

SUMMER MODE

In the summer mode, a student enrolls full time while working as a Registered Mental Health Nurse. These students will be able to retain their employment while studying. In this mode classes are held during the months of June and July every year.

ATTENDANCE

Due to the nature of the educational process and professional nursing practice and midwifery, faculty expects students to attend all class and clinical sessions. The responsibility for class attendance rests with the student. The student who is absent for any reason is accountable for work missed. Faculty members will be supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue three (3) absences during any one term may jeopardize their grades and successful course completion. Therefore, regular attendance is important. The effect of absences upon course grades is determined by course faculty. Attendance policies are more specifically spelled out in each course syllabus and in the School of Nursing and Midwifery Student Handbook.

If the student is unable to attend assigned clinical, the clinical unit and the faculty member should be notified as soon as possible. Individual faculty will inform students of guidelines for this notification. Lack of proper notification may result in receipt of an unsatisfactory evaluation for the clinical assignment.

Two clinical absences will result in clinical failure.

Students are expected to be present for all scheduled examinations. Failure to sit for an examination may result in the student receiving a zero for that component of the course.

ASSESSMENT

Assessment of students' performance and achievements:

The final grade will be made up as follows:

Assignments, Projects and Presentations	10
Class Tests, Quizzes	10

Mid-Semester Examinations	20
Final Examination	60
TOTAL	100

DEGREE REQUIREMENTS [BSc. IN MENTAL HEALTH NURSING]

A. General Education Requirements	20
B. Required Core	95
C. Cognate Requirement	34
D. Practicum and Senior Research Project	25
TOTAL CREDITS HOURS	174
CLUSTER 1: Language, Communication, Literature and Fine Arts	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 300 French for Health Care I	2
FREN 302 French for Health Care II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	6
PSYC 241 Introduction to Psychology	2
SOCI 142 Principles of Sociology	2
PSYC 222 Human Growth and Development	2
CLUSTER 3: Natural and Physical Sciences, Mathematics	11
MATH 121 General Mathematics	3
RNUR 101 Nursing and Midwifery Informatics*	3
CLUSTER 4: Religion, Theology and Philosophy	15
RELB 163 Life and teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
*RNUR 122 Professional Adjustment in Nursing	3
CLUSTER 5: Health and Physical Education	4
RNUR 132 Health Promotion and Environmental Health*	4
PEAC 100 Physical Activity	NC

**Also listed in Required for Core for Nursing, Credits to be counted only once*

CLUSTER 6: Counselling, Career Planning, Human Development	NC
GNED 125 Study Skills	NC

CLUSTER 7: African Studies	2
AFSTxxx African Studies courses	2

GENERIC PATHWAY

TOTAL CREDITS	<u>172 CREDITS</u>
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A. GENERAL EDUCATION REQUIREMENTS	20
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
ENGL 111 Language and writing Skills I	2
ENGL 112 Language and writing Skills II	2
PEAC 100 Physical Activity	NC
CMME 115 Introduction to Communication Skills	2
GNED 125 Study Skills	NC
RELB 163 Life and Teachings of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES COURSES	34
CHEM 121 Chemistry for Health Sciences	3
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
MATH 120 General Mathematics	3
BIOL 231 Microbiology& Infection Prevention/Control	3
NUTR 204 Nutrition& Dietetics	2
PSYC 222 Human Growth and Development	2
STAT 202 Statistical Methods for Health Sciences	3
FREN 300 French for Healthcare I	2
FREN 302 French for Healthcare II	2
PHYS 101 Physics for Healthcare	2
SOC1 142 Introductory Sociology	2
PSYC 241 Introduction to Psychology	2
C. CORE COURSES	95
RNUR 101 Nursing and Midwifery Informatics	3
*RNUR 102 Foundations of Nursing	3
RMHN 112 Professional Adjustment in Mental Health Nursing	3

*RMHN 122 Health Promotion and Environmental Health in Mental Health Nursing	4
*RMHN 132 First Aid, Emergency and Disaster Management	3
*RMHN 201 Principles and Practice in Mental Health Nursing I	3
RMHN 211 Psychiatric Assessment and Therapies	2
RMHN 221 Psychiatry and Psychopathology I	3
RNUR 251 Pathophysiology	3
RMHN 222 Psychiatry and Psychopathology II	3
*RMHN 202 Principles and Practice in Mental Health Nursing II	3
RMHN 232 Psychopharmacology	3
RMHN 242 Introductory Social Psychology	2
*RMHN 252 Advanced Nursing in Mental Health Nursing	3
RNUR 301 Nursing Research Methods	3
*RNUR 350 Transcultural Nursing	3
RNUR 342 Community Health Nursing	3
RMHN 371 Child and Adolescent Mental Health Nursing	3
RMHN 301 Mental Health Nursing Theories	3
RNUR 341 Obstetrics/Gynaecology Nursing	4
RMHN 261 Medical/Surgical Nursing	3
RNUR 421 Patient/Family-Centred Care Study	1
RMHN 441 Substance Misuse, Toxicology and Rehabilitation I	2
RMHN 451 Stress and Stress Management	3
*RMHN 461 Community-Based Rehabilitation	2
RMHN 471 Therapy Intervention for Trauma Abuse and Violence	2
RMHN 481 Introduction to Theories and Systems of Psychotherapy and Counselling	3
RNUR 412 Marketing Strategies and Entrepreneurship for Healthcare	3
RNUR 422 Nursing Leadership/Management	3
RNUR 432 Supply Chain Management	2
RNUR 442 Palliative Care/Gerontology Nursing	3
RMHN 442 Substance Misuse, Toxicology and Rehabilitation II	2
RMHN 462 Forensic and Mental Health Nursing	3
RMHN 452 Psychology of Personality	2
RNUR 352 Sign Language for Healthcare	1

*These courses have each 1 credit practicum integrated in their theoretical component. (Intra-semester Practicum)

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	25
RNUR 152 Foundations of Nursing Practicum	2

RMHN 100 Vacation Practicum I (General Nursing)	3
RMHN 200 Vacation Practicum II (Mental Health)	2
RMHN 220 Vacation Practicum III (Mental Health)	3
RMHN 300 Vacation Practicum IV (Mental Health)	2
RMHN 320 Vacation Practicum V (Mental Health)	3
RMHN 400 Patient/Family-Centred Care Study Practicum	2
RNUR 263 Medical Surgical Crisis Intervention I Practicum	2
RNUR 392 Senior Research Project I	3
RNUR 431 Senior Research Project II	3

RMN – BSc. MENTAL HEALTH NURSING EVENING PATHWAY

TOTAL CREDITS	98 CREDITS
A. General Education Requirements	10
B. Required Core	56
C. Cognate Requirement	17
D. Practicum and Senior Research Project	15
TOTAL CREDITS HOURS	98
A. GENERAL EDUCATION REQUIREMENTS	10
AFST 205 Introduction to African Music	1
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES COURSES	17
STAT 202 Statistical Methods for Health Sciences	3
EDST 219 General Principles and Methods of Teaching	3
EDST 217 Principles and Practice of Education	3
EDST 244 Curriculum Studies	3
MATH 120 General Mathematics	3
PHYS 101 Physics for Health Sciences	2
C. CORE COURSES	56
RMHN 371 Child and Adolescent Mental Health Nursing	3
RMHN 301 Mental Health Nursing Theories	3
RNUR 251 Pathophysiology	3
RMHN 372 Psychopathology	3
RMHN 380 Review of Principles and Advanced Practice in Mental Health Nursing	3
RNUR 330 Public Health Nursing	4
RMHN 232 Psychopharmacology	3
RNUR 301 Nursing Research Methods	3
RMHN 441 Substance Misuse, Toxicology and Rehabilitation I	2
RMHN 442 Substance Misuse, Toxicology and Rehabilitation II	2
RMHN 451 Stress and Stress Management	3
RMHN 461 Community-Based Rehabilitation	2
RMHN 471 Therapy Intervention for Trauma Abuse and Violence	2
RMHN 481 Introduction to Theories and Systems of Psychotherapy and Counselling	3
RNUR 341 Obstetrics/Gynaecology Nursing	4

RMHN 452 Psychology of Personality	2
RMHN 462 Forensic and Mental Health Nursing	3
RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3
RNUR 250 Transition to Professional Nursing	2

D. PRACTICUM AND SENIOR RESEARCH PROJECTS 15

RMHN 220 Vacation Practicum III (Mental Health)	3
RMHN 300 Vacation Practicum IV (Mental Health)	3
RMHN 320 Vacation Practicum V (Mental Health)	3
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3

RMN – BSc. MENTAL HEALTH NURSING SUMMER PATHWAY

TOTAL CREDITS	<u>101 CREDITS</u>
A. General Education Requirements	10
B. Required Core	56
C. Cognate Requirement	20
D. Practicum and Senior Research Project	15
TOTAL CREDITS HOURS	101
A. GENERAL EDUCATION REQUIREMENTS 10	
AFST 205 Introduction to African Music	1
RELB 251 Principles of Christian Faith	3
RELG 451 Bible and Family Dynamics	3
RELT 385 Biblical Foundations of Ethics	3
B. COGNATES COURSES 20	
STAT 202 Statistical Methods for Health Sciences	3
EDST 219 General Principles and Methods of Teaching	3
EDST 217 Principles and Practice of Education	3
EDST 244 Curriculum Studies	3
MATH 120 General Mathematics	3
PHYS 101 Physics for Health Sciences	2
CHEM 121 Chemistry for Health Sciences	3
C. CORE COURSES 56	
RMHN 371 Child and Adolescent Mental Health Nursing	3
RMHN 301 Mental Health Nursing Theories	3
RNUR 251 Pathophysiology	3
RMHN 372 Psychopathology	3

RMHN 380 Review of Principles & Advanced Practice in Mental Health Nursing	3
RNUR 330 Public Health	3
RNUR 301 Nursing Research Methods	3
RMHN 441 Substance Misuse, Toxicology and Rehabilitation I	2
RMHN 442 Substance Misuse, Toxicology and Rehabilitation II	2
RMHN 451 Stress and Stress Management	3
RMHN 461 Community-Based Rehabilitation	2
RMHN 471 Therapy Intervention for Trauma Abuse and Violence	2
RMHN 481 Intro. to Theories and Systems of Psychotherapy and Counselling	3
RNUR 341 Obstetrics/Gynaecology Nursing	4
RMHN 452 Psychology of Personality	2
RMHN 462 Forensic and Mental Health Nursing	3
RNUR 422 Nursing Leadership/Management	3
RNUR 442 Palliative Care/Gerontology Nursing	3
RNUR 250 Transition to Professional Nursing	2
D. PRACTICUM AND SENIOR RESEARCH PROJECTS	15
RMHN 220 Vacation Practicum III (Mental Health)	3
RMHN 300 Vacation Practicum IV (Mental Health)	3
RMHN 320 Vacation Practicum V (Mental Health)	3
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MENTAL HEALTH NURSING COURSE OFFERING (GENERIC PATHWAY) TOTAL CREDITS - 174 (THEORY - 151/ PRACTICUM - 23)				
LEVEL 100				
SEMESTER I				
CODE	COURSE	T	P	C
ENGL 111	Language and writing skills I	2	-	2
CHEM 121	Chemistry for Health Sciences	3	-	3
PHYS 101	Physics for Health Sciences	2	-	2
GNED 125	Study Skills	0	-	0
RNUR 101	Nursing and Midwifery Informatics	2	1	3
BIOL 111	Anatomy and Physiology I	4	-	4
CMME 115	Introduction to Communication Skills	2	-	2
MATH 120	General Mathematics	3	-	3
RELB 163	Life and Teachings of Jesus	3	-	3

TOTAL CREDITS		21	1	22
SEMESTER II				
CODE	COURSE	T	P	C
ENGL 112	Language and writing skills II	2	-	2
RNUR 102	Foundations of Nursing	3	-	3
BIOL 112	Anatomy and Physiology II	4	-	4
RMHN 112	Professional Adjustment in Mental Health Nursing	3	-	3
RMHN 122	Health Promotion and Environmental Health in Mental Health Nursing	3	1	4
SOCI 142	Introductory Sociology	2	-	2
RMHN 132	First Aid, Emergency and Disaster Management	2	1	3
RNUR 152	Foundations of Nursing Practicum	-	2	2
TOTAL CREDITS		19	4	23
RMHN 100 Vacation Practicum I (General Nursing)		-	3	3
LEVEL 200				
SEMESTER I				
CODE	COURSE	T	P	C
RMHN 201	Principles and Practice in Mental Health Nursing I	2	1	3
RMHN 211	Psychiatric Assessment and Therapies	2	-	2
RELB 251	Principles of Christian Faith	3	-	3
BIOL 231	Microbiology & Infection Prevention/Control	3	-	3
PSYC 241	Introduction to Psychology	2	-	2
RNUR 251	Pathophysiology	3	-	3
RNUR 263	Medical Surgical Crisis Intervention I Practicum	-	2	2
RMHN 261	Medical/Surgical Nursing	3	0	3
AFST 205	Introduction to African Music	1	-	1
TOTAL CREDITS		19	3	22
RMHN 200 Vacation Practicum I (Mental Health)		-	2	2
SEMESTER II				
CODE	COURSE	T	P	C
RMHN 202	Principles and Practice in Mental Health Nursing II	2	1	3
RMHN 221	Psychiatry and Psychopathology I	3	-	3
RMHN 232	Psychopharmacology	3	-	3
PSYC 222	Human Growth and Development	2	-	2
RMHN 242	Introductory Social Psychology	2	-	2

PEAC 100	Physical activity	NC	-	NC
RMHN 252	Advanced Nursing in Mental Health	2	1	3
NUTR 204	Nutrition & Dietetics	2	-	2
STAT 202	Statistical Methods for Health Sciences	3	-	3
AFST 214	Traditional Festivals	1	-	1
TOTAL CREDITS		20	2	22
RMHN 220 Vacation Practicum II (Mental Health)			3	3
LEVEL 300				
SEMESTER I				
CODE	COURSE	T	P	C
RNUR 301	Nursing Research Methods	3	-	3
RMHN 301	Mental Health Nursing Theories	3	-	3
RNUR 350	Transcultural Nursing	2	1	3
RNUR 341	Obstetrics/Gynaecology Nursing	4	-	4
FREN 300	French for Healthcare I	2	-	2
RMHN 371	Child and Adolescent Mental Health Nursing	3	-	3
TOTAL CREDITS		17	1	18
RMHN 300 Vacation Practicum III (Mental Health)			2	2
SEMESTER II				
CODE	COURSE	T	P	C
RNUR 342	Community Health Nursing	3	-	3
RELT 385	Introduction to Biblical Foundation of Ethics	3	-	3
RNUR 352	Sign Language for Healthcare	1	-	1
RNUR 392	Senior Research Project I	3	-	3
RMHN 222	Psychiatry and Psychopathology II	3	-	3
RMHN 461	Community-Based Rehabilitation	1	1	2
FREN 302	French for Healthcare II	2	-	2
TOTAL CREDITS		16	1	17
RMHN 320 Vacation Practicum IV (Mental Health)			3	3
Level 400				
SEMESTER I				
CODE	COURSE	T	P	C
RNUR 421	Patient/Family-Centered Care Study	1	-	1
RNUR 431	Senior Research Project II	3	-	3
RMHN 441	Substance Misuse, Toxicology and Rehabilitation I	2	-	2
RMHN 451	Stress and Stress Management	3	-	3
RMHN 471	Therapy Intervention for Trauma Abuse and Violence	2	-	2
RELG 451	Bible and Family Dynamics	3	-	3

RMHN 481	Introduction to Theories and Systems of Psychotherapy and Counselling	3	-	3
TOTAL CREDITS		17	0	17
RMHN 400 Patient/Family-Centered Care Study Practicum			2	2
SEMESTER II				
CODE	COURSE	T	P	C
RNUR 412	Marketing Strategies and Entrepreneurship for Healthcare	3	-	3
RNUR 422	Nursing Leadership/Management	3	-	3
RNUR 432	Supply Chain Management	2	-	2
RNUR 442	Palliative Care/Gerontology Nursing	3	-	3
RMHN 442	Substance Misuse, Toxicology and Rehabilitation II	2	-	2
RMHN 452	Psychology of Personality	2	-	2
RMHN 462	Forensic and Mental Health Nursing	3	-	3
TOTAL CREDITS		18	0	18

BACHELOR OF SCIENCE MENTAL HEALTH NURSING COURSE OFFERING (RMN – BSc. MENTAL HEALTH EVENING PATHWAY) TOTAL CREDITS - 98 (THEORY - 89/ PRACTICUM - 9)				
YEAR 1				
SEMESTER I				
CODE	COURSE	T	P	C
RMHN 301	Mental Health Nursing Theories	3	-	3
RNUR 250	Transition to Professional Nursing	2	-	2
RMHN 371	Child and Adolescent Mental Health Nursing	3	-	3
AFST 205	Introduction to African Music	1	-	1
MATH 120	General Mathematics	3	-	3
RELB 251	Principles of Christian Faith	3	-	3
PHYS 101	Physics for Health Sciences	2	-	2
RNUR 251	Pathophysiology	3	-	3
TOTAL CREDITS		20	-	20
RMHN 220 Vacation Practicum III (Mental Health)		-	3	3
SEMESTER II				
CODE	COURSE	T	P	C
RELT 385	Introduction to Biblical Foundation of Ethics	3	-	3
RMHN 232	Psychopharmacology	3	-	3
RMHN 372	Psychopathology	3	-	3
STAT 202	Statistical Methods for Health Sciences	3	-	3

RMHN 380	Review of Principles and Advanced Practice in Mental Health Nursing	3	-	3
RNUR 330	Public Health Nursing	4	-	4
EDST 244	Curriculum Studies	3	-	3
TOTAL CREDITS		22	-	22
RMHN 300 Vacation Practicum IV (Mental Health)		-	3	3
Year 2				
SEMESTER I				
CODE	COURSE	T	P	C
RNUR 301	Nursing Research Methods	3	-	3
RMHN 441	Substance Misuse, Toxicology and Rehabilitation I	2	-	2
RMHN 451	Stress and Stress Management	3	-	3
RMHN 461	Community-Based Rehabilitation	2	-	2
RMHN 471	Therapy Intervention for Trauma Abuse and Violence	2	-	2
RMHN 481	Introduction to Theories and Systems of Psychotherapy and Counselling	3	-	3
RNUR 341	Obstetrics/Gynaecology Nursing	4	-	4
RNUR 491	Senior Research Project I	3	-	3
EDST 217	Principles and Practice of Education	3		3
TOTAL CREDITS		25	-	25
RMHN 320 Vacation Practicum V (Mental Health)		-	3	3
SEMESTER II				
CODE	COURSE	T	P	C
RNUR 422	Nursing Leadership/Management	3	-	3
RNUR 442	Palliative Care/Gerontology Nursing	3	-	3
RMHN 442	Substance Misuse, Toxicology and Rehabilitation II	2	-	2
RMHN 452	Psychology of Personality	2	-	2
RELT 385	Biblical Foundations of Ethics	3	-	3
RMHN 462	Forensic and Mental Health Nursing	3	-	3
EDST 219	General Principles and Methods of Teaching	3	-	3
RNUR 492	Senior Research Project II	3	-	3
TOTAL CREDITS		22	-	22

BACHELOR OF SCIENCE MENTAL HEALTH NURSING COURSE OFFERING (RMN – BSc. MENTAL HEALTH SUMMER PATHWAY) TOTAL CREDITS - 101 (THEORY - 92/ PRACTICUM - 9)				
YEAR 1				
SEMESTER I				
CODE	COURSE	T	P	C
RNUR 250	Transition to Professional Nursing	2	-	2
RMHN 301	Mental Health Nursing Theories	3	-	3
PHYS 101	Physics for Health Sciences	2	-	2
AFST 205	Introduction to African Music	1	-	1
RELB 251	Principles of Christian Faith	3	-	3
RNUR 251	Pathophysiology	3	-	3
MATH120	General Mathematics	3	-	3
TOTAL CREDITS		17	-	17
SEMESTER II				
CODE	COURSE	T	P	C
RMHN 232	Psychopharmacology	3	-	3
RMHN 372	Psychopathology	3	-	3
CHEM 121	Chemistry for Health Sciences	3	-	3
STAT 202	Statistical Methods for Health Sciences	3	-	3
EDST 219	General Principles and Methods of Teaching	3	-	3
TOTAL CREDITS		15	-	15
RMHN 220 Vacation Practicum III (Mental Health)			3	3
Year 2				
SEMESTER I				
CODE	COURSE	T	P	C
RNUR 301	Nursing Research Methods	3	-	3
RMHN 371	Child and Adolescent Mental Health Nursing	3	-	3
RELT 385	Biblical Foundation of Ethics	3	-	3
RNUR 341	Obstetrics/Gynaecology Nursing	4	-	4
EDST 217	Principle and Practice of Education	3	-	3
TOTAL CREDITS		16	-	16
SEMESTER II				
CODE	COURSE	T	P	C
RMHN 380	Review of Principles and Advanced Practice in Mental Health Nursing	3	-	3
RMHN 441	Substance Misuse, Toxicology and Rehabilitation I	2	-	2
RMHN 452	Psychology of Personality	2	-	2
EDST 244	Curriculum Studies	3	-	3
RMHN 462	Forensic and Mental Health Nursing	3	-	3

TOTAL CREDITS	13	-	13
RMHN 300 Vacation Practicum IV (Mental Health)	-	3	3

Year 3				
SEMESTER I				
CODE	COURSE	T	P	C
RMHN 442	Substance Misuse, Toxicology and Rehabilitation II	2	-	2
RMHN 451	Stress and Stress Management	3	-	3
RMHN 471	Therapy Intervention For Trauma Abuse and Violence	2	-	2
RMHN 481	Introduction to Theories and Systems of Psychotherapy and Counselling	3	-	3
RNUR 491	Senior Research Project I	3	-	3
RELG 451	Bible and Family Dynamics	3	-	3
TOTAL CREDITS		16	-	16
RMHN 320 Vacation Practicum V (Mental Health)		-	3	3
SEMESTER II				
CODE	COURSE	T	P	C
RMHN 461	Community-Based Rehabilitation	2	-	2
RNUR 330	Public Health Nursing	4	-	4
RNUR 422	Nursing Leadership/Management	3	-	3
RNUR 442	Palliative Care/Gerontology Nursing	3	-	3
RNUR 492	Senior Research Project II	3	-	3
TOTAL CREDITS		15	-	15

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS –MENTAL HEALTH NURSING CORE

CORE REQUIREMENTS MENTAL HEALTH NURSING (GENERIC & RM – BSCN)

TO AVOID DUPLICATION, THIS LIST EXCLUDES ALL CORE COURSES WHICH BEGINS WITH RNUR CODE.

RMHN 122 HEALTH PROMOTION AND ENVIRONMENTAL HEALTH IN MENTAL HEALTH NURSING 4 CREDITS

This course is designed to provide the student with knowledge in health promotion and communication skills in the sharing of health information to clients, patients, families and the community to effect positive behaviour change. The course also fosters the student's understanding in the application of general principles of personal and environmental health in clients and patients' care.

RMHN112 PROFESSIONAL ADJUSTMENT IN MENTAL HEALTH NURSING 3CREDITS

This course provides information on basic principles underlying health and diseases in mental health nursing and enables the student to develop the requisite skills and positive attitude to meet the physical, psychological, social and spiritual needs of patients/clients. It is also designed to equip the student nurse with the history, developmental and legal aspect of the profession as well as provide her with the right skills and attitude for practice.

RMHN132 FIRST AID, EMERGENCY AND DISASTER MANAGEMENT 3 CREDITS

This course description will equip students with knowledge and skills to enable them recognize the need for first aid and provide prompt and competent care to the victims. It focuses on prevention and management of medical and surgical emergencies in hospitals and the community using the nursing process.

RMHN 380 REVIEW OF PRINCIPLES AND ADVANCED PRACTICE IN Mental HEALTH NURSING 3 CREDITS

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, cultural aspects of mental health care, enhance therapeutic relational-communication skills, use the nursing process to assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within inter-professional and inter-sectoral mental health practice.

RMHN 201/RMHN 202 PRINCIPLES AND PRACTICES OF MENTAL HEALTH NURSING I/II 3/3 CREDITS

Prerequisite: RMHN122 RMHN 112

This course is designed to foster understanding and critical thinking in relation to social, ethical, legal, professional, cultural aspects of mental health care, enhance therapeutic relational-communication skills, use the nursing process to assess and plan care for common mental health challenges and increase awareness of the entry-level nursing competencies and standards of care within inter-professional and inter-sectoral mental health practice.

RMHN 211 PSYCHIATRIC ASSESSMENT AND THERAPIES 2 CREDITS

Prerequisite: RMHN 201

This course provides the student the ability to obtain relevant data from patients and their relatives for effective management of the psychiatric client. It also provides the student the knowledge to be able to describe the methods of treatment used in psychiatric and mental health nursing.

RMHN221, RMHN 222 PSYCHIATRY AND PSYCHOPATHOLOGY I/II**3/3 CREDITS)****Prerequisite: RMHN 211**

This course will provide an introduction of a broad spectrum of psychopathological conditions as defined in the DSM-IV –TR and the ICD- 10. This course also provides an introduction to the modern concepts of psychopathology. Core features, conceptualization, and treatment of major groups of psychological disorders will be covered. The focus will include the etiology, prevalence & incidence, signs & symptoms, and criteria for differential diagnosis and various examinations carried out to arrive at good diagnosis.

RMHN 232 PSYCHOPHARMACOLOGY**3 CREDITS****Prerequisite: MATH 120, CHEM 121, BIOL 111, BIOL 112**

The framework of the course would introduce the student to the principal concepts in pharmacology, such as pharmacokinetics, pharmacodynamics and drug-drug interactions. This would also include thorough review of different classes of psychoactive compounds, including drugs used in the treatment of psychiatric disorders as well as psychoactive drugs of abuse. Special topics of interest will include the study of pharmacological treatments available for major psychiatric disorders such as schizophrenia, mood and anxiety disorders.

RMHN 252 ADVANCED NURSING IN MENTAL HEALTH**3 CREDITS****Prerequisite: RMHN 132**

This course is designed to equip the student nurse with knowledge and skills to carry out

Advanced psychiatric nursing procedures. Inherent to the course is the integration of faith and learning. Its goal is to help students understand the relationship between Christian faith and human knowledge while learning lifelong skills relevant to self-care and the career of nursing.

RMHN 242 INTRODUCTORY SOCIAL PSYCHOLOGY**2 CREDITS****Prerequisite: RMHN 211**

This course introduces students to social psychology. It explores ways of thinking and management of interpersonal relationship and their influence on social behaviour. The course will cover topics such as the social self-concept, social judgment, attitudes, persuasion, conformity, aggression, helping behaviour, prejudice, and interpersonal relationship.

RMHN 371 CHILD & ADOLESCENT MENTAL HEALTH**3 CREDITS**

This course is designed to prepare the student to expand their knowledge and skills in the field of child and adolescent mental health. It examines the various components of child and adolescent mental disorders, and explores the variety of assessment, interviewing, and communication skills needed when working with children and adolescents with mental health issues.

RMHN 301 MENTAL HEALTH NURSING THEORIES**3 CREDITS**

This is an introductory course in mental health nursing. Human beings are viewed from a holistic perspective: including the biological, environmental, cultural, and interpersonal factors that foster mental health. Relevant nursing theories and evidence-based practice form the foundation for therapeutic communication, assessment, and basic intervention skill to promote mental health in patients and families in healthcare settings. In this course, the student is introduced to basic concepts of Psychiatric-Mental Health. The course provides the student with the knowledge base to apply selected theories, concepts and research in the nursing management of mental disorders in clients throughout the life span and in a variety of settings. Traditional psychotherapeutic and integrative health therapies are addressed.

RNUR 341 OBSTETRICS/GYNAECOLOGY NURSING**4 CREDITS**

This course focuses on the promotion and maintenance of women's health during the childbearing period. The course addresses the use of the nursing process and using clinical judgment to promote health in the childbearing family during the normal process of reproduction, pregnancy, labour, delivery and postpartum periods. Attention is also directed toward the normal newborn. Professional responsibilities of the nurse, patient quality, improvement, and patient safety issues are integrated throughout the course along with significant ethical and legal responsibilities.

RMHN 261 MEDICAL/SURGICAL NURSING**3 CREDITS****Prerequisite: RMHN 132, RNUR 251**

This course introduces the student to medical-surgical nursing care for the mental health client. The nursing process will be utilized as the primary learning approach in teaching students how to manage mental health clients with alterations affecting the body systems. It will also equip students with the knowledge and skills in the management of surgical conditions.

RMHN 372 PSYCHOPATHOLOGY**3 CREDITS**

This course will provide an introduction of a broad spectrum of psychopathological conditions as defined in the DSM-IV –TR and the ICD- 10. This course also provides an introduction to the modern concepts of psychopathology. Core features, conceptualization, and treatment of major groups of psychological disorders will be covered. The focus will include the etiology, prevalence & incidence, signs & symptoms, and criteria for differential diagnosis and various examinations carried out to arrive at good diagnosis.

**RMHN 441/ RMHN 442 SUBSTANCE MISUSE, TOXICOLOGY AND
REHABILITATION I/II**

3/3 CREDITS

Nurses require an understanding of the effect that substance abuse has on individuals and the community. This course will investigate the social, ethical and legal aspects to drug use and abuse at an individual, family and community level. Harm minimization strategies including detoxification will be studied, and students will develop an understanding of their role in caring for individuals with alteration in health due to drug toxicity or drug withdrawal. Assessment and care of poisoned patients, including cases of envenomation will be addressed. A practical component is included in this course.

RMHN 451 STRESS AND STRESS MANAGEMENT

3 CREDITS

This course is aimed at equipping the student with knowledge on stress and various methods in controlling stress. The course will enable the student gain insight into crisis and crisis management.

RMHN 461 COMMUNITY-BASED REHABILITATION

2 CREDITS

Prerequisite: RNUR 321, RNUR 342

This course is designed to help the student to acquire knowledge and skills in the community-based rehabilitation, concept of disability and community engagement. The course will enable the student to use the services in the community for managing persons with disabilities and their families.

RMHN 471 THERAPY INTERVENTIONS FOR TRAUMA, ABUSE AND VIOLENCE 2 CREDITS

Co-requisite: RMHN 461

This course will examine both individual and systemic interventions for victims of trauma, abuse and violence. Interpersonal and intrapsychic approaches are outlined in an integrated treatment approach to trauma therapy. Along with individual therapeutic interventions, relational/systemic resources will be added to the therapeutic milieu. Research has shown that when trauma survivors' intimate relationships are strengthened, their ability to cope with the impacts of posttraumatic stress is also strengthened. A broad range of trauma experiences will be included such as intimate violence, sexual abuse, natural disasters, witness to violence, war, political terror, vicarious trauma and its impact on the therapist.

**RMHN 481 INTRODUCTION TO THEORIES AND SYSTEMS OF
PSYCHOTHERAPY AND COUNSELING**

3 CREDITS

Co-requisite: RMHN 471

This foundational course introduces the student to an overview of the major psychotherapeutic theories and systems available to modern-day practitioners. Each major theoretical approach is examined in terms of its concepts and applications to counselling. The students will be introduced to each, considering its historical context, theoretical approach, basic concepts of human development, and the therapeutic process, its suitability in multicultural dimensions and current

practice and research directions. Case studies are analyzed to facilitate application of theory to practice.

RMHN 462 FORENSIC MENTAL HEALTH NURSING

3 CREDITS

This course will provide specialized training to nurses who are working in (or are seeking to work in) forensic mental health contexts. Graduates will acquire in-depth knowledge and skills required to work effectively in forensic mental health nursing, including an understanding of legal and correctional systems, advanced instruction in the complex systemic and individual mental health factors that influence offending behaviour, and how to work effectively with challenging patients and behaviours.

RMHN 452 PSYCHOLOGY OF PERSONALITY

2 CREDITS

This course is an introduction to the study of personality. The course examines theoretical explanations for understanding personality development and explores each theory. It also investigates how personality is assessed. It focuses on methods that psychology has developed for understanding personality. Understanding of related research is discussed.

RMHN 100 VACATION PRACTICUM I (GENERAL NURSING)

3 CREDITS

This practicum is designed to introduce the student nurse to basic general nursing skills. It will also enable the student to demonstrate skills acquired in information technology.

RMHN 200 VACATION PRACTICUM II (MENTAL NURSING)

2 CREDITS

This practical experience is designed to help the student acquire further skills in the various basic nursing procedures.

RMHN 220 VACATION PRACTICUM III (MENTAL HEALTH)

3 CREDITS

This course is designed to equip the student with skills in advanced psychiatric nursing. Additionally, it will also expose the student to obstetric nursing skills.

RMHN 300 VACATION PRACTICUM IV (MENTAL HEALTH)

2 CREDITS

This practicum will equip the student with skills in advance nursing psychiatry and community nursing skills.

RMHN 320 VACATION PRACTICUM V (MENTAL HEALTH)

3 CREDITS

This practicum will equip students with communication skills to interact effectively with mentally-ill patients. Concepts of communication, use of self, group, and milieu therapy are utilized to define the nurse's role with clients and agencies in which mental health nursing is practiced.

RNUR 373 MENTAL HEALTH NURSING PRACTICUM

1 CREDIT

This practical experience will help the student midwife gain knowledge and skills in caring for patients with psychiatric disorders.

RMHN 400 PATIENT/FAMILY-CENTERED CARE STUDY PRACTICUM

2 CREDITS

This course gives the student the opportunity to offer continuous and comprehensive mental health nursing care to a patient and family and to compile the care into a written document. For a minimum period of 3 weeks after lectures, students will be sent to the wards to select and nurse patients for this care study. The student will admit patient, assess and analyse patient/family strengths and weaknesses, plan and give care to patients and relatives. At the end of the course, the care rendered must be evaluated and amendments made where necessary. The written document is then submitted to the Nursing and Midwifery Council of Ghana as a requirement for writing the licensing examinations.

MENTAL HEALTH NURSING COGNATE COURSES

PSYC 252 INTRODUCTION TO SOCIAL PSYCHOLOGY

2 CREDITS

Prerequisite: RMHN 211

This course introduces students to social psychology. It explores ways of thinking and management of interpersonal relationship and their influence on social behaviour. The course will cover topics such as the social self-concept, social judgment, attitudes, persuasion, conformity, aggression, helping behaviour, prejudice, and interpersonal relationship. Inherent to the course is the integration of faith and learning. Its goal is to help students understand the relationship between Christian faith and the human body while learning life-long skills relevant to self-care and the career of nursing.

DEPARTMENT OF MIDWIFERY

INTRODUCTION

The BSc Midwifery Programme is designed to prepare midwives to be lead practitioners in the provision of normal midwifery care whilst being able to coordinate and manage the delivery of complex care for women and families in vulnerable circumstances, and those with complex needs arising during childbearing. No other career focuses so completely on the physical, emotional and spiritual needs of other people. The programme is also intended to produce midwives with critical thinking skills and abilities who are able to synthesize theory into practice, utilize research and collaborate with other health professionals to enhance interprofessional learning. Degree graduates will also be qualified to assist in teaching in Diploma level programmes and be prepared to pursue graduate/post graduate studies in midwifery and other related specialties.

MISSION STATEMENT

The mission of Valley View University Bachelor of Science in Midwifery programme flows out of the overall mission of Valley View University (VUU) and includes:

- ◆ The education of professional midwives within a Christian environment dedicated to the provision of high quality wholistic care to individuals, families, groups and communities.
- ◆ Integrating evidence base to support nursing care practices.
- ◆ Preparing Christian nurses for service to God and humanity.
- ◆ Emphasizing the healing ministry of Jesus Christ.
- ◆ The acknowledgement of God as the source of all wisdom and to encourage nurses to form a personal relationship with Him.

OBJECTIVES

The overall objective of the programme is to prepare competent midwives who are committed to compassionate Christian service. Upon completion of this programme the graduate midwife will be able to:

- Achieve the necessary midwifery competencies, skills and requirements for entry as a midwife on the NMC register to practice autonomously in accordance with midwife roles and standards.
- Care for, monitor and support women at all stages of the childbearing process
- Demonstrate a commitment to high standards of professional practice within the scope of midwifery practice and health care services
- Demonstrate proficient reflective practice; use analytical and enquiry based-learning skills to evaluate the relationship between the individual childbearing experience, theoretical constructs and evidence-based knowledge.

- Undertake appropriate emergency procedures to meet the health needs of pregnant women and babies
- Effectively coordinate, organize and manage midwifery care on own initiative and in consultation with the multidisciplinary team
- Proactively effect change in response to women's needs and preferences that will benefit mothers and babies locally, nationally and internationally.
- Perform leadership and managerial midwifery roles.
- Be sensitive to, and take into account, diversity of culture, faith, belief and tradition without compromising law and ethics, and while understanding any implications
- Develop a commitment to lifelong learning, including taking responsibility for continuing professional development as a requirement for maintaining professional competence and confidence
- Contribute to society and the midwifery profession by demonstrating continued growth in personal and professional competence and Christian values.

PROGRAMME OFFERED

The School of Nursing and Midwifery offers:

Bachelor of Science [BSc] in Midwifery

CAREER OPPORTUNITIES

Career opportunities in midwifery include but are not limited to the following: better working conditions; array of specialty choices; graduate study opportunities conducive to personal and professional growth and development. There is a great need for the development of more highly skilled professional midwives in order to reach a high standard of midwifery care and management needed to meet the health demands of the country.

The need for midwives is particularly felt in the rural communities of Ghana. Bachelor of Science prepared Christian midwives from Valley View University will function as change agents by providing leadership and clinical expertise to improve health care outcomes for individuals, families and communities in diverse settings of Ghana and West Africa.

ADMISSION REQUIREMENTS

Admission to the Midwifery Programme at Valley View University will be available to any student who meets the academic and character requirements of the University and its Programme and who commits to cooperate with its policies. Since the Seventh-day Adventist Church operates Valley View University, any student who will feel comfortable within the religious, social and cultural atmosphere may be admitted.

ENTRY REQUIREMENTS

Minimum Requirements for Entry into First Degree Programme:

- a. Age: 18 – 35 years.
- b. Senior Secondary School Certificate Examination (**SSSCE**) and West African Senior Secondary Certificate Exam (**WASSCE**) Candidates

The general requirements for admission of WASSCE and SSSCE candidates to the degree in midwifery are three (3) credit passes in three (3) core subjects and three (3) credit passes in three relevant elective subjects.

- i. SSSCE Candidates: Credit passes (A-D) in Six (6) subjects comprising three (3) core subjects (Mathematics, Science, and English) plus three(3) relevant electives.
- ii. WASSCE Candidates: Credit passes (**at least A1 – C6**) in Six (6) subjects comprising three (3) core subjects (Mathematics, Integrated Science, and English) plus three (3) relevant electives in the area of Science, General Arts and Home Economics with biology or chemistry background.

Foreign students may be admitted on the basis of equalification from the home country for which the National Accreditation Board (NAB) shall evaluate and determine equivalence. Evidence of proficiency in English language for non english speaking countries. That is, foreign students' requirements should be equivalent to **i** or **ii** of the general entry requirements.

- c. The first year of the programme is considered primarily pre-clinical. Midwifery students are only admitted in August and since most courses are sequential they are usually offered once a year.
- d. Must be interviewed by the Admissions Committee of the School of Nursing and Midwifery.
- e. Complete a medical history and physical examination from the health facility designated/approved by the School of Nursing and Midwifery.

Diploma holders from recognized Institutions will be considered for on individual basis.

- i. Applicants with **Registered Midwifery (RM) Programme certificate** and a minimum of three years of RM practice would also be considered for a two year BSc. Midwifery Course.
- ii. A formal application, a copy of official transcripts and 3 letters of recommendation should be sent to the office of admissions and records of VVU.

- iii. Copy of current License with the Nursing and Midwifery Council of Ghana including a valid PIN.
- iv. Registered General Nurses, Mental Health Nurses, Registered Midwives, Midwives (Post NAC/NAP) and applicants with State Registered Nurses (SRN) certificates would also be considered for a two to three (2-3) year BSc Midwifery depending on the mode selected and/or entry requirements.

NOTE:

It should be noted that these requirements satisfy both professional and academic entries.

ADMISSION PROCEDURE TO THE GENERIC BACHELOR OF SCIENCE IN MIDWIFERY PATHWAY

- ◆ Admission by the University.
- ◆ A completed health history and physical examination specific to the programme from a health facility designated/approved by the VVU School of Nursing and Midwifery.
- ◆ Obtain application and pay fee for indexing with the Nursing and Midwifery Council of Ghana during the first semester. This also requires two passport size photos.
- ◆ An interview with the School of Nursing and Midwifery admissions committee. The admissions committee is looking for individuals with a high degree of personal integrity, dependability, self discipline, intellectual strength, physical stamina, very sound mind and who are caring, compassionate, and thoughtful toward others.
- ◆ Students wishing to change from another programme to Midwifery should refer to the 'Change of Programme Policy' in the University bulletin.
- ◆ Students who wish to transfer to the Midwifery programme should go through the admission process as outlined in the academic bulletin.

ADMISSION PROCEDURE TO THE MIDWIFERY PROGRAMME THROUGH ACCESS COURSE (HAC/NAC) AND POST NAC/NAP

- ◆ Admission by the University.
- ◆ An interview with the School of Nursing and Midwifery admissions committee. The admissions committee is looking for individuals with a high degree of personal integrity, dependability, self-discipline, intellectual strength, physical stamina, very sound mind and who are caring, compassionate, and thoughtful toward others.
- ◆ A completed health history and physical examination.
- ◆ Obtain application and pay fee for indexing with the Nursing and Midwifery

Council of Ghana during the first semester. This also requires two passport size photos.

- ◆ Must be registered with the Nursing and Midwifery Council of Ghana as Health Assistant Clinical/Nurse Assistant Clinical (HAC/NAC) or Midwife (Post NAC/NAP).
- ◆ Must have a valid Auxiliary Identification **Number (AIN)**.
- ◆ Must work for a minimum of three (3) years in an accredited health care facility as a HAC/NAC.

ADMISSION PROCEDURE FOR DIPLOMA TO BSC IN MIDWIFERY PATHWAY

- ◆ Admission into the University.
- ◆ A formal application and 3 letters of recommendation to the office of admissions and records.
- ◆ Copy of current Licensure with the Nursing and Midwifery Council of Ghana including a valid Personal Identification Number (PIN.)
- ◆ A copy of official transcripts to the office of admissions and records
- ◆ Completion of at least 2 years of nursing practice
- ◆ An interview with the admissions committee of the School of Nursing and Midwifery.
- ◆ Complete a medical history and physical examination from the health facility designated/approved by the department of nursing

MODE OF ADMISSION

There are three modes of admission in the Department of Midwifery. These are Regular, Evening and Summer modes.

REGULAR MODE

In this mode, a student registers to study full time. Admission information into the regular mode may be obtained by contacting the Admissions Office.

EVENING MODE

In this mode, a student enrolls full time while working as a Registered Midwife. These students will be able to keep their employment while attending the nursing programme.

SUMMER MODE

In the summer mode, a student enrolls full time while working as a Registered Midwife. These students will be able to retain their employment while studying. In this mode classes are held during the months of June and July every year.

ATTENDANCE

Due to the nature of the educational process and professional practice in midwifery, faculty expects students to attend all class and clinical sessions. The responsibility for

class attendance rests with the student. The student who is absent for any reason is accountable for work missed. Faculty members will be supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue three (3) absences during any one term may jeopardize their grades and successful course completion. Therefore, regular attendance is important. The effect of absences upon course grades is determined by course faculty. Attendance policies are more specifically spelled out in each course syllabus and in the School of Nursing and Midwifery Student Handbook.

If the student is unable to attend assigned clinical, the clinical unit and the faculty member should be notified as soon as possible. Individual faculty will inform students of guidelines for this notification. Lack of proper notification may result in receipt of an unsatisfactory evaluation for the clinical assignment.

Two clinical absences will result in clinical failure.

Students are expected to be present for all scheduled examinations. Failure to sit for an examination may result in the student receiving a zero for that component of the course.

ASSESSMENT

Assessment of students' performance and achievements:

The final grade will be made up as follows:

Assignments, Projects and Presentations	10
Class Tests, Quizzes	10
Mid-Semester Examinations	20
Final Examination	60
TOTAL	100

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] GENERIC

A. General Education Requirements	20
B. Required Core	85
C. Cognate Requirement	37
D. Practicum and Senior Research Project	28
TOTAL CREDITS HOURS	170

CLUSTER 1: Language, Communication, Literature and Fine Arts	10
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
FREN 300 French for Health Care I	2
FREN 302 French for Health Care II	2
CMME 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	11
PSYC 241 Introduction to Psychology	2
SOCI 142 Principles of Sociology	2
PSYC 222 Human Growth and Development	2
PHYS 101 Physics for Health Sciences	2
CHEM 102 Chemistry for Health Sciences	3
CLUSTER 3: Natural and Physical Sciences, Mathematics	11
MATH 121 General Mathematics	3
RNUR 101 Nursing and Midwifery Informatics*	3
CLUSTER 4: Religion, Theology and Philosophy	15
RELB 163 Life and teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
*RNUR 122 Professional Adjustment in Nursing	3
CLUSTER 5: Health and Physical Education	4
RNUR 132 Health Promotion and Environmental Health*	4
PEAC 100 Physical Activity	NC
<i>*Also listed in Required for Core for Nursing, Credits to be counted only once</i>	
CLUSTER 6: Counselling, Career Planning, Human Development	NC
GNEC 125 Study Skills	NC
CLUSTER 7: African Studies	2
AFSTxxx African Studies courses	2

GENERIC PATHWAY

TOTAL CREDITS	<u>168 CREDITS</u>
A. GENERAL EDUCATION REQUIREMENTS	20
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
ENGL 111 Language and writing Skills I	2
ENGL 112 Language and writing Skills II	2
PEAC 100 Physical Activity	NC
CMME 115 Introduction to Communication Skills	2
GNED 125 Study Skills	NC
RELB 163 Life and Teachings of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES COURSES	37
CHEM 121 Chemistry for Health Sciences	3
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
MATH 120 General Mathematics	3
BIOL 231 Microbiology & Infection Prevention/Control	3
NUTR 204 Nutrition & Dietetics	2
PSYC 222 Human Growth and Development	2
STAT 202 Statistical Methods for Health Sciences	3
FREN 300 French for Healthcare I	2
FREN 302 French for Healthcare II	2
BIOL 202 Reproductive Anatomy	3
SOCI 142 Introductory Sociology	2
PSYC 241 Introduction to Psychology	2
PHYS 101 Physics for Health Sciences	2
C. CORE COURSES	85
RNUR 101 Nursing and Midwifery Informatics	3
*RNUR 102 Foundations of Nursing	3
RMHN 112 Professional Adjustment in Mental Health Nursing	3
*RNUR 350 Transcultural Nursing	3
*RNUR 132 Health Promotion and Environmental Health	4
*RMWF 102 First Aid, Emergency and Disaster Management	2
RNUR 211 Family Health Crisis Intervention I	3
RNUR 201 Principles of Pharmacology I	2
RMWF 201 Health Assessment in Midwifery	2

RNUR 251 Pathophysiology	3
RMWF 202 Physiology and Management of Normal Pregnancy	2
RMWF 204 Physiology and Management of Normal Labour	2
RMWF 206 Physiology and Management of Normal Puerperium and Neonate	2
RNUR 212 Principles of Pharmacology II	2
RMWF 303 Research Methods in Midwifery	3
RMWF 305 Professional Ethics in Midwifery	2
RMWF 307 High Risk Pregnancy	2
RMWF 310 Intrapartum complications and Obstetric emergencies	3
RMWF 311 Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3
RMWF 313 Therapeutic Communication in Midwifery Practice	2
RNUR 373 Adolescent Health Nursing	2
RNUR 352 Sign Language for Health Care	1
RNUR 330 Public Health Nursing	4
RMWF 302 Women's Health	3
RNUR 302 Mental Health Nursing	3
RMWF 401 Patient/Family-Centred Maternity Care Study	1
RMWF 403 Family Planning I	2
*RMWF 405 Domiciliary Midwifery	3
RMWF 404 Family Planning II	3
*RMWF 402 Leadership and Management in midwifery	3
RNUR 432 Supply Chain Management	2
RMWF 406 Midwifery entrepreneurship	3
RMWF 408 Contemporary Holistic Midwifery in a Global Context	2
RMWF 412 Advanced Midwifery	3

*These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	28
RNUR 152 Foundations of Nursing Practicum	2
RNUR 100 Long Vacation Practicum I (General Nursing)	3
RNUR 263 Medical Surgical Crisis Intervention I Practicum	2
RMWF 208 Maternity Practicum I	2
RMWF 250 Vacation Practicum II (Midwifery)	3
RMWF315 Maternity practicum II	2
RNUR372 Mental Health Nursing practicum	1
RMWF 350 Vacation Practicum III (Midwifery)	3
RMWR 400 Patient/Family- Centred Maternity Care Study Practicum	2

RMWF392 Senior Research Project I	3
RMWF493 Senior Research Project II	3
RMWF 304 Maternity Practicum III	2

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING (GENERIC PATHWAY) TOTAL CREDITS - 170 (THEORY - 150/ PRACTICUM - 20)									
LEVEL 100									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
ENGL 111	Language and Writing Skills I	2	-	2	ENGL 112	Language and Writing Skills II	2	-	2
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 102	Foundations of Nursing	3	-	3
MATH 120	General Mathematics	3	-	3	BIOL 112	Anatomy & Physiology II	4	0	4
GNED 125	Study Skills	N C	-	NC	RMWF 102	First Aid, Emergency & Disaster Management	1	1	2
PEAC 100	Physical Activity	N C	-	NC	RMWF 104	Professional Adjustment in Midwifery	2	-	2
RNUR 101	Nursing and Midwifery Informatics	2	1	3	RNUR1 32	Health Promotion and Environmental health	3	1	4
BIOL 111	Anatomy and Physiology I	4	-	4	SOCI 142	Introductory Sociology	2	-	2
CMME 115	Introduction to Communication Skills	2	-	2	RNUR1 52	Foundations of Nursing Practicum	-	2	2

RELB 163	Life and Teachings of Jesus	3	-	3					
PHYS 101	Physics for Health Sciences	2	-	2					
TOTAL CREDITS		21	1	22	TOTAL CREDITS	17	4	21	
					RNUR 100 Long Vacation Practicum I (General Nursing)	-	3	3	
LEVEL 200									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RNUR 201	Principles of Pharmacology I	2	-	2	STAT 202	Statistical Methods for Health Sciences	3	-	3
RNUR 211	Family Health Crisis Intervention I	3	-	3	PSYC 222	Human Growth and Developme nt	2	-	2
RELB 251	Principles of Christian Faith	3	-	3	RMWF 202	Physiology and Manageme nt of Normal Pregnancy	2	-	2
BIOL 231	Microbiology & Infection Prevention/Co ntrol	3	-	3	RMWF 204	Physiology and Manageme nt of Normal Labour	2	-	2
PSYC 241	Introductory Psychology	2	-	2	RMWF 206	Physiology and Manageme nt of Normal Puerperiu m and Neonate	2	-	2

RMWF 201	Health Assessment in Midwifery	2	-	2	BIOL 202	Reproductive Anatomy	3	-	3
AFST205	Introduction to African Studies	1	-	1	NUTR 204	Nutrition & Dietetics	2	-	2
RNUR 251	Pathophysiology	3	-	3	RMWF 208	Maternity practicum I	-	2	2
RNUR 263	Medical Surgical Crisis Intervention Practicum	-	2	2	RNUR 212	Principles of Pharmacology II	2	-	2
					AFST 214	Traditional Festivals	1	-	1
TOTAL CREDITS		19	2	21	TOTAL CREDITS		19	2	21
					RMWF 250	Vacation Practicum II (Midwifery)		3	3
LEVEL 300									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 303	Research Methods in Midwifery	3	-	3	RMWF 392	Senior Research Project I	3	-	3
RMWF 305	Professional Ethics in Midwifery	2	-	2	RELT 385	Biblical Foundation of Ethics	3	-	3
RMWF 307	High Risk Pregnancy	2	-	2	RNUR 352	Sign Language for Health Care	1	-	1
FREN 300	French for Health Care I	2	-	2	RNUR 330	Public Health Nursing	4	-	4
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMWF 302	Women's Health	3	-	3

RMWF 313	Therapeutic Communication in Midwifery Practice	2	-	2	RNUR 302	Mental Health Nursing	3	-	3
RMWF 315	Maternity practicum II	-	2	2	RMWF 304	Maternity practicum III	-	2	2
RNUR 373	Adolescent Health Nursing	2	-	2	RNUR 372	Mental Health Nursing practicum	-	1	1
RNUR 350	Transcultural Nursing	2	1	3	FREN 302	French for Health Care II	2	-	2
TOTAL CREDITS		18	3	21	TOTAL CREDITS		19	3	22
					RMWF 350 Vacation Practicum III (Midwifery)			3	3

LEVEL 400

SEMESTER I

CODE	COURSE	T	P	C
RMWF401	Patient/Family -Centered Maternity Care Study	1	-	1
RMWF 403	Family Planning I	2	-	2
RMWF 493	Senior Research Project II	3	-	3
RMWF 405	Domiciliary Midwifery	2	1	3
RELG 451	Bible & Family Dynamics	3	-	3
RMWF 310	Intrapartum complications	3	-	3

SEMESTER II

CODE	COURSE	T	P	C
RMWF 402	Leadership and Management in midwifery	2	1	3
RNUR 432	Supply Chain Management	2	-	2
RMWF 404	Family Planning II	3	-	3
RMWF 406	Midwifery entrepreneurship	3	-	3
RMWF 408	Contemporary Holistic Midwifery in a Global Context	2	-	2
RMWF 412	Advanced Midwifery	3	-	3

	and Obstetric emergencies									
TOTAL CREDITS		14	1	15	TOTAL CREDITS			15	1	16
RMWF 400 Patient/Family-Centred Maternity Care Study Practicum			2	2						

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] STATE REGISTERED MIDWIFERY PATHWAY

A. General Education Requirements	11
B. Required Core	68
C. Cognate Requirement	26
D. Practicum and Senior Research Project	16

TOTAL CREDIT HOURS **121**

STATE REGISTERED MIDWIFERY PATHWAY **121 CREDITS**

A. GENERAL EDUCATION REQUIREMENTS	11
AFST 205 Introduction to African Music	1
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundation of Ethics	3
RELG 451 Bible and Family Dynamics	3
AFST 214 Traditional Festivals	1
B. COGNATES COURSES	26
BIOL 231 Microbiology & Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
BIOL 202 Reproductive Anatomy	3
EDST 217 Principles and Practice of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 244 Curriculum Studies	3
MATH 120 General Mathematics	3
PHYS 101 Physics for Health Sciences	2
CHEM 121 Chemistry for Health Sciences	3
C. CORE COURSES – MIDWIFERY	68
RNUR 201 Principles of Pharmacology I	2
RMWF 201 Health Assessment in Midwifery	2
RNUR 251 Pathophysiology	3

RMWF 202 Physiology and Management of Normal Pregnancy	3
RMWF 204 Physiology and Management of Normal Labour	3
RMWF 206 Physiology and Management of Normal Puerperium and Neonate	3
RNUR 212 Principles of Pharmacology II	2
RMWF 301 Transition to Professional Nursing/Midwifery	2
RMWF 303 Research Methods in Midwifery	3
RMWF 305 Professional Ethics in Midwifery	2
RMWF 307 High Risk Pregnancy	2
RMWF 310 Intrapartum complications and Obstetric emergencies	3
RMWF 311 Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3
RMWF 313 Therapeutic Communication in Midwifery Practice	2
RNUR 373 Adolescent Health Nursing	2
*RMWF 330 Public Health Nursing in Midwifery Context	3
RMWF 302 Women's Health	3
*RMWF409 Mental Health Nursing in Midwifery Context	3
RMWF 403 Family Planning I	3
*RMWF 405 Domiciliary Midwifery	3
RMWF 404 Family Planning II	3
*RMWF 402 Leadership and Management in midwifery	3
RNUR 432 Supply Chain Management	2
RMWF 406 Midwifery entrepreneurship	3
RMWF 408 Contemporary Holistic Midwifery in a Global Context	2
RMWF 412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	16
RMWF 200 Vacation Practicum II (Midwifery)	2
RMWF 250 Vacation Practicum III (Midwifery)	3
RMWF 300 Vacation Practicum IV (Midwifery)	2
RMWF 350 Vacation Practicum V (Midwifery)	3
RNUR 491 Senior Research Project I	3
RNUR 492 Senior Research Project II	3

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING STATE REGISTERED MIDWIFERY PATHWAY TOTAL CREDITS 121 (THEORY 111/ PRACTICUM 10)									
YEAR I									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
CHEM 121	Chemistry for Health Sciences	3	-	3	RMWF 202	Physiology and Management of Normal Pregnancy	3	-	3
MATH 120	General Mathematics	3	-	3	RMWF 204	Physiology and Management of Normal Labour	3	-	3
RNUR 201	Principles of Pharmacology I	2	-	2	RMWF 206	Physiology and Management of Normal Puerperium and Neonate	3	-	3
RELB 251	Principles of Christian Faith	3	-	3	BIOL 202	Reproductive Anatomy	3	-	3
BIOL 231	Microbiology & Infection Prevention / Control	3	-	3	RNUR 212	Principles of Pharmacology II	2	-	2
RMWF 201	Health Assessment in Midwifery	2	-	2	PHYS 101	Physics for Health Sciences	2	-	2
AFST 205	Introduction to African Music	1	-	1	EDST 219	General Principles and Methods of Teaching	3	-	3
RNUR 251	Pathophysiology	3	-	3					
TOTAL CREDITS		20	-	20	TOTAL CREDITS		19		19
RMWF 200 Vacation Practicum II (Midwifery – Observation)			2	2	RMWF 250 Vacation Practicum III (Midwifery)		-	3	3

YEAR II									
SEMESTER I					SEMESTER II				
CODE					CODE	COURSE	T	P	C
RMWF 301	Transition to Professional Nursing / Midwifery	2	-	2	RMWF 302	Women's Health	3	-	3
RMWF 307	High Risk Pregnancy	2	-	2	RMWF 310	Intrapartum Complications and Obstetric Emergencies	3	-	3
RELT 385	Biblical Foundations of Ethics	3	-	3	RMWF 330	Public Health Nursing in Midwifery Context	2	1	3
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMWF 303	Research Methods in Midwifery	3	-	3
RMWF 313	Therapeutic Communications in Midwifery Practice	2	-	2	EDST 244	Curriculum Studies	3	-	3
STAT 202	Statistical Methods for Health Sciences	3	-	3	RNUR 373	Adolescent Health Nursing	2	-	2
RMWF 409	Mental Health Nursing in Midwifery Context	2	1	3	AFST 214	Traditional Festivals	1	-	1
TOTAL CREDITS		17	1	18	TOTAL CREDITS		17	1	18

RMWF 300 Vacation Practicum IV (Midwifery)					-	2	2	RMWF 350 Vacation Practicum V (Midwifery)					-	3	3
YEAR III															
SEMESTER I							SEMESTER II								
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C	CODE	COURSE	T	P	C	
RMWF 305	Professional Ethics in Midwifery	2	-	2	RMWF 402	Leadership and Management in Midwifery	2	1	3	RMWF 404	Family Planning II	3	-	3	
RNUR 491	Senior Research Project I	3	-	3	RMWF 406	Midwifery Entrepreneurship	3	-	3	RMWF 408	Contemporary Holistic Midwifery in a Global Context	2	-	2	
RMWF 403	Family Planning I	3	-	3	RNUR 432	Supply Chain Management	2	-	2	RNUR 492	Senior Research Project II	3	-	3	
RMWF 405	Domiciliary Midwifery	2	1	3	RMWF 412	Advanced Midwifery	3	-	3						
EDST 217	Principles and Practice of Education	3		3											
RELG 451	Bible and Family Dynamics	3	-	3											
TOTAL CREDITS		16	1	17	TOTAL CREDITS		18	1	19						

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] REGISTERED MIDWIFERY EVENING PATHWAY

A. General Education Requirements	8
B. Required Core	52
C. Cognate Requirement	26
D. Practicum and Senior Research Project	11

TOTAL CREDIT HOURS **97**

A. GENERAL EDUCATION REQUIREMENTS	8
AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
RELT 385 Biblical Foundations of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES	26
BIOL 231 Microbiology & Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
MATH 120 General Mathematics	3
CHEM 121 Chemistry for Health Sciences	3
PHYS 101 Physics for Health Sciences	2
BIOL202 Reproductive Anatomy	3
EDST 217 Principles and Practice of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 244 Curriculum Studies	3
C. CORE COURSES – MIDWIFERY	52
RNUR201 Principles of Pharmacology I	2
RMWF201 Health Assessment in Midwifery	2
RNUR251 Pathophysiology	3
RMWF311 Physiology and Management of abnormal Labour, Puerperium and High-Risk Neonate	3
RNUR 212 Principles of Pharmacology II	2
RMWF 301 Transition to Professional Nursing/Midwifery	2
RMWF 302 Women's Health	3
RMWF303 Research Methods in Midwifery	3
RMWF305 Professional Ethics in Midwifery	2
RMWF307 High Risk Pregnancy	2
RMWF310 Intrapartum complications and Obstetric emergencies	3
*RMWF330 Public Health in Midwifery Context	3
RNUR373 Adolescent Health Nursing	2
*RMWF405 Domiciliary Midwifery	3
*RMWF402 Leadership and Management in midwifery	3
RMWF406 Midwifery entrepreneurship	3
RMWF 407 Family Planning & Training Services	3
RMWF408 Contemporary Holistic Midwifery in a Global Context	2
*RMWF409 Mental Health Nursing in Midwifery Context	3
RMWF412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	11
RMWF 300 Vacation Practicum IV (Midwifery)	2
RMWF 350 Vacation Practicum V (Midwifery)	3
RNUR 495 Senior Research Project	6

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING REGISTERED MIDWIFERY EVENING PATHWAY TOTAL CREDITS 97 (THEORY 86/ PRACTICUM 11)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 201	Health Assessment in Midwifery	2	-	2	RMWF F 303	Research Methods in Midwifery	3	-	3
RELT 385	Biblical Foundations of Ethics	3	-	3	RMWF F 307	High Risk Pregnancy	2	-	2
BIOL 231	Microbiology & Infection Prevention Control	3	-	3	PHYS 101	Physics for Health Sciences	2	-	2
MATH 120	General Mathematics	3	-	3	BIOL 202	Reproductive Anatomy	3	-	3
RNUR 251	Pathophysiology	3	-	3	RMWF F 310	Intrapartum Complications and Obstetric Emergencies	3	-	3
RMWF 301	Transition to Professional Nursing Midwifery	2	-	2	STAT 202	Statistical Methods for Health sciences	3	-	3
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 201	Principles of Pharmacology I	2	-	2
AFST 205	Introduction to African Music	1	-	1	RNUR 373	Adolescent Health Nursing	2	-	2
					AFST 214	Traditional Festivals	1	-	1

TOTAL CREDITS		20	-	20	TOTAL CREDITS		21	-	21
RMWF 300 Vacation Practicum IV (Midwifery)			2	2	RMWF 350 Vacation Practicum V (Midwifery)			3	3
YEAR 2									
SEMESTER III					SEMESTER IV				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 305	Professional Ethics in Midwifery	2	-	2	RMW F 302	Women's Health	3	-	3
RELG 451	Bible and Family Dynamics	3	-	3	RMW F 402	Leadership and Management in Midwifery	2	1	3
RMWF 407	Family Planning and Training Services	3	-	3	RMW F 405	Domiciliary Midwifery	2	1	3
RMWF 409	Mental Health Nursing in Midwifery Context	2	1	3	RMW F 406	Midwifery Entrepreneurs hip	3	-	3
EDST 217	Principles and Practice of Education	3	-	3	RMW F 408	Contemporary Holistic Midwifery in a Global Context	2	-	2
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMW F 410	Advanced Midwifery	3	-	3
RNUR 212	Principles of Pharmacology II	2	-	2	EDST 219	General Principles and Methods of Teaching	3	-	3
RMWF 330	Public Health in Midwifery Context	2	1	3	EDST 244	Curriculum Studies	3	-	3

TOTAL CREDITS	20	2	22	TOTAL CREDITS	19	1	23
RNUR 495 Senior Research Project	-	-	6				

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] REGISTERED GENERAL NURSING PATHWAY

A. General Education Requirements	11
B. Required Core	61
C. Cognate Requirement	26
D. Practicum and Senior Research Project	20
TOTAL CREDIT HOURS	118

REGISTERED GENERAL NURSING/BSC MIDWIFERY PATHWAY 118 CREDITS

A. GENERAL EDUCATION REQUIREMENTS	11
AFST 205 Introduction to African Music	1
RELB 251 Principles of Christian Faith	3
RELB 163 Life and Teachings of Jesus	3
RELT 385 Biblical Foundation of Ethics	3
AFST 214 Traditional Festivals	1
B. COGNATES COURSES	26
BIOL 231 Microbiology & Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
BIOL 202 Reproductive Anatomy	3
EDST 217 Principles and Practice of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 244 Curriculum Studies	3
MATH 120 General Mathematics	3
PHYS 101 Physics for Health Sciences	2
CHEM 121 Chemistry for Health Sciences	3
C. CORE COURSES – MIDWIFERY	61
RNUR 201 Principles of Pharmacology I	2
RMWF 201 Health Assessment in Midwifery	2
RNUR 251 Pathophysiology	3
RMWF 202 Physiology and Management of Normal Pregnancy	3
RMWF 204 Physiology and Management of Normal Labour	3
RMWF 206 Physiology and Management of Normal Puerperium and Neonate	2
RNUR 212 Principles of Pharmacology II	2

RMWF 301 Transition to Professional Midwifery	2
RMWF 303 Research Methods in Midwifery	3
RMWF 305 Professional Ethics in Midwifery	2
RMWF 307 High Risk Pregnancy	2
RMWF 310 Intrapartum complications and Obstetric emergencies	3
RMWF 311 Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3
RNUR 373 Adolescent Health Nursing	2
*RMWF 330 Public Health Nursing in Midwifery Context	3
RMWF 302 Women's Health	3
RMWF 401 Patient/Family-Centred Maternity Care Study	1
*RMWF409 Mental Health Nursing in Midwifery Context	4
RMWF 403 Family Planning I	2
*RMWF 405 Domiciliary Midwifery	3
RMWF 404 Family Planning II	3
*RMWF 402 Leadership and Management in midwifery	3
RMWF 408 Contemporary Holistic Midwifery in a Global Context	2
RMWF 412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	20
RMWF 208 Maternity practicum I	2
RMWF 250 Vacation Practicum II (Midwifery)	3
RMWF315 Maternity practicum II	2
RMWF 350 Vacation Practicum III (Midwifery)	3
RMWF 400 Patient/Family-Centered Maternity Care Study Practicum	2
RMWF 304 Maternity Practicum III	2
RMWF392 Senior Research Project I	3
RMWF493 Senior Research Project II	3

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME									
COURSE OFFERING REGISTERED GENERAL NURSING PATHWAY									
TOTAL CREDITS 118 (THEORY 97/ PRACTICUM 21)									
YEAR I									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C

CHEM 121	Chemistry for Health Sciences	3	-	3		RMW F 202	Physiology and Management of Normal Pregnancy	3	-	3	
RELB 163	Life and Teachings of Jesus	3	-	3		STAT 202	Statistical Methods for Health Sciences	3	-	3	
MATH 120	General Mathematics	3	-	3		RMW F 204	Physiology and Management of Normal Labour	3	-	3	
RNUR 201	Principles of Pharmacology I	2	-	2		RMW F 206	Physiology and Management of Normal Puerperium and Neonate	2	-	2	
PHYS 101	Physics for Health Sciences	2	-	2		RMW F 208	Maternity Practicum I	-	2	2	
BIOL 231	Microbiology & Infection Prevention / Control	3	-	3		BIOL 202	Reproductive Anatomy	3	-	3	
RMWF 201	Health Assessment in Midwifery	2	-	2		RNUR 212	Principles of Pharmacology II	2	-	2	
AFST 205	Introduction to African Music	1	-	1							
RNUR 251	Pathophysiology	3	-	3							
TOTAL CREDITS		22	-	22		TOTAL CREDITS			16	2	18
						RMWF 250	Vacation Practicum II (Midwifery)	-	3	3	
YEAR II											
SEMESTER I						SEMESTER II					
CODE						CODE	COURSE	T	P	C	
RMWF 301	Transition to Professional Midwifery	2	-	2		RMW F 302	Women's Health	3	-	3	

RMWF 307	High Risk Pregnancy	2	-	2	RELT 385	Biblical Foundation of Ethics	3	-	3
RMWF 310	Intrapartum Complications and Obstetric Emergencies	3	-	3	RMW F409	Mental Health Nursing in Midwifery Context	3	1	4
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMW F 330	Public Health Nursing in Midwifery Context	2	1	3
EDST 244	Curriculum Studies	3	-	3	RMW F 304	Maternity practicum III	-	2	2
RMWF 303	Research Methods in Midwifery	3	-	3	RNUR 373	Adolescent Health Nursing	2	-	2
RMWF 315	Maternity practicum II	-	2	2	AFST 214	Traditional Festivals	1	-	1
RELB 251	Principles of Christian Faith	3	-	3					
TOTAL CREDITS		19	2	21	TOTAL CREDITS		14	4	18
					RMWF 350 Vacation Practicum III (Midwifery)		-	3	3

YEAR III

SEMESTER I

CODE	COURSE	T	P	C
RMWF 305	Professional Ethics in Midwifery	2	-	2
RMWF 401	Patient/Family-Centred Maternity Care Study	1	-	1
RNUR 491	Senior Research Project I	3	-	3
RMWF 403	Family Planning I	2	-	2

SEMESTER II

CODE	COURSE	T	P	C
RMW F 402	Leadership and Management in Midwifery	2	1	3
RMW F 404	Family Planning II	3	-	3
RMW F 408	Contemporary Holistic Midwifery in a Global Context	2	-	2
EDST 219	General Principles and	3	-	3

						Methods of Teaching			
RMWF 405	Domiciliary Midwifery	2	1	3		RNUR 492 Senior Research Project II	3	-	3
EDST 217	Principles and Practice of Education	3	-	3		RMW F 412 Advanced Midwifery	3	-	3
TOTAL CREDITS		13	1	14		TOTAL CREDITS	16	1	17
RMWR 400 Patient/Family-Centered Maternity Care Study Practicum		-	2	2					

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] REGISTERED MIDWIFERY

SUMMER PATHWAY

A. General Education Requirements	11
B. Required Core	52
C. Cognate Requirement	26
D. Practicum and Senior Research Project	11
TOTAL CREDITS HOURS	100

A. GENERAL EDUCATION REQUIREMENTS 11

AFST 205 Introduction to African Music	1
AFST 214 Traditional Festivals	1
RELT 385 Biblical Foundations of Ethics	3
RELB 251 Principles of Christian Faith	3
RELG 451 Bible and Family Dynamics	3

B. COGNATES 26

BIOL 231 Microbiology& Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
BIOL202 Reproductive Anatomy	3
EDST 217 Principles and Practice of Education	3
EDST 219 General Principles and Methods of Teaching	3
EDST 244 Curriculum Studies	3
PHYS 101 Physics for Health Sciences	2
CHEM 121 Chemistry for Health Sciences	3
MATH 120 General Mathematics	3

C. CORE COURSES – MIDWIFERY	52
RNUR201 Principles of Pharmacology I	2
RMWF201 Health Assessment in Midwifery	2
RNUR251 Pathophysiology	3
RMWF311 Physiology and Management of abnormal Labour, Puerperium High Risk Neonate	3
RNUR 212 Principles of Pharmacology II	2
RMWF 301 Transition to Professional Nursing/Midwifery	2
RMWF 302 Women’s Health	3
RMWF303 Research Methods in Midwifery	3
RMWF305 Professional Ethics in Midwifery	2
RMWF307 High Risk Pregnancy	2
RMWF310 Intrapartum complications and Obstetric emergencies	3
*RMWF330 Public Health in Midwifery Context	3
RNUR373 Adolescent Health Nursing	2
*RMWF405 Domiciliary Midwifery	3
*RMWF402 Leadership and Management in midwifery	3
RMWF406 Midwifery entrepreneurship	3
RMWF 407 Family Planning & Training Services	3
RMWF408 Contemporary Holistic Midwifery in a Global Context	2
*RMWF409 Mental Health Nursing in Midwifery Context	3
RMWF412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS	11
RMWF 300 Vacation Practicum IV (Midwifery)	2
RMWF 350 Vacation Practicum V (Midwifery)	3
RNUR 495 Senior Research Project	6

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING REGISTERED MIDWIFERY SUMMER PATHWAY TOTAL CREDITS 100 (THEORY 94/ PRACTICUM 6)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMW F 201	Health Assessment in Midwifery	2	-	2	BIOL 202	Reproductive Anatomy	3	-	3
RELB 251	Principles of Christian Faith	3	-	3	STAT 202	Statistical Methods for Health sciences	3	-	3
MATH 120	General Mathematics	3	-	3	RNUR 201	Principles of Pharmacology I	2	-	2
RMW F 301	Transition to Professional Nursing/ Midwifery	2	-	2	AFST 214	Traditional Festivals	1	-	1
CHEM 121	Chemistry for Health Sciences	3	-	3	RNUR 251	Pathophysiology	3	-	3
AFST 205	Introduction to African Music	1	-	1	PHYS 101	Physics for Health Sciences	2	-	2
TOTAL CREDITS		14	-	14	TOTAL CREDITS		14	-	14
					RMWF 300 Vacation Practicum IV (Midwifery)				
YEAR 2									
SEMESTER III					SEMESTER IV				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMW F 303	Research Methods in Midwifery	3	-	3					
RMW F 305	Professional Ethics in Midwifery	2	-	2	RMW F 310	Intrapartum Complications	3	-	3

						and Obstetric Emergencies			
RELT 385	Biblical Foundations of Ethics	3	-	3	RNUR 212	Principles of Pharmacology II	2	-	2
BIOL 231	Microbiology & Infection Prevention / Control	3	-	3	RMWF 330	Public Health in Midwifery Context	2	1	3
RMWF 307	High Risk Pregnancy	2	-	2	RMWF 407	Family Planning & Training Services	3	-	3
EDST 217	Principles and Practice of Education	3	-	3	EDST 244	Curriculum Studies	3	-	3
TOTAL CREDITS		16	-	16	TOTAL CREDITS		13	1	14
					RMWF 350 Vacation Practicum V (Midwifery)			3	3

YEAR 3

SEMESTER III					SEMESTER IV				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMWF 302	Women's Health	3	-	3
RELG 451	Bible and Family Dynamics	3	-	3	RMWF 402	Leadership and Management in Midwifery	2	1	3
RMWF 405	Domiciliary Midwifery	3	-	3	RMWF 406	Midwifery Entrepreneurship	3	-	3
RMWF 409	Mental Health	2	1	3	RMWF 408	Contemporary Holistic	2	-	2

	Nursing in Midwifery Context					Midwifery in a Global Context			
RMW F 412	Advanced Midwifery	3	-	3		RNUR 373 Adolescent Health Nursing	2	-	2
						EDST 219 General Principles and Methods of Teaching	3	-	3
TOTAL CREDITS		14	1	15		TOTAL CREDITS	15	1	16
RNUR 495 Senior Research Project		6	-	6					

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] REGISTERED MIDWIFERY

POST NAC/NAP EVENING PATHWAY

A. General Education Requirements	15
B. Required Core	68
C. Cognate Requirement	35
D. Practicum and Senior Research Project	16
TOTAL CREDIT HOURS	134
A. GENERAL EDUCATION REQUIREMENTS	15
AFST 205 Introduction to African Music	1
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
RELB 251 Principles of Christian Faith	3
AFST 214 Traditional Festivals	1
RELT 385 Biblical Foundations of Ethics	3
RELG 451 Bible and Family Dynamics	3
B. COGNATES	35
BIOL 231 Microbiology & Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
MATH 120 General Mathematics	3
CHEM 121 Chemistry for Health Sciences	3
PHYS 101 Physics for Health Sciences	2
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
BIOL 202 Reproductive Anatomy	3
SOCI 142 Introductory Sociology	2

PSYC 241 Introduction to Psychology	2
NUTR 204 Nutrition & Dietetics	2
PSYC 222 Human Growth and Development	2
FREN 300 French for Healthcare	2

C. CORE COURSES – MIDWIFERY 6

*RNUR 101 Nursing and Midwifery Informatics	3
RMWF 104 Professional Adjustment in Midwifery	3
*RNUR 132 Health Promotion and Environmental Health	4
RNUR 201 Principles of Pharmacology I	2
RMWF 201 Health Assessment in Midwifery	2
RMWF311 Physiology and Management of abnormal Labour, Puerperium High Risk Neonate	3
RNUR 251 Pathophysiology	3
*RNUR 350 Transcultural Nursing	3
RNUR 212 Principles of Pharmacology II	2
RMWF 301 Transition to Professional Nursing/Midwifery	2
RMWF303 Research Methods in Midwifery	3
RMWF 305 Professional Ethics in Midwifery	2
RMWF307 High Risk Pregnancy	2
RMWF310 Intrapartum complications and Obstetric emergencies	3
*RMWF 330 Public Health in Midwifery Context	3
RNUR 373 Adolescent Health Nursing	2
*RMWF405 Domiciliary Midwifery	3
*RMWF402 Leadership and Management in midwifery	3
RMWF 407 Family Planning & Training Services	3
*RMWF409 Mental Health Nursing in Midwifery Context	3
RMWF 313 Therapeutic Communication in Midwifery Practice	2
RNUR 352 Sign Language for Health Care	1
RMWF 302 Women's Health	3
RMWF 406 Midwifery entrepreneurship	3
RMWF 408 Contemporary Holistic Midwifery in a Global Context	2
RMWF 412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS 16

RMWF 200 Vacation Practicum II (Midwifery)	2
RMWF 250 Vacation Practicum III (Midwifery)	3
RMWF 300 Vacation Practicum IV (Midwifery)	2

RMWF 350 Vacation Practicum V (Midwifery)

3

RMWF 495 Senior Research Project

6

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING REGISTERED MIDWIFERY POST NAC/NAP EVENING PATHWAY TOTAL CREDITS 134 (THEORY 124/ PRACTICUM 10)									
YEAR 1									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
ENGL 111	Language and Writing Skills I	2	-	2	PHYS 101	Physics for Health Sciences	2	-	2
RNUR 101	Nursing and Midwifery Informatics	2	1	3	BIOL 202	Reproductive Anatomy	3	-	3
MATH 120	General Mathematics	3	-	3	ENGL 112	Language and Writing Skills II	2	-	2
RMWF 201	Health Assessment in Midwifery	2	-	2	RNUR 212	Principles of Pharmacology II	2	-	2
RELB 251	Principles of Christian Faith	3	-	3	BIOL 112	Anatomy and Physiology II	4	-	4
RNUR 201	Principles of Pharmacology I	2	-	2	RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3
BIOL 111	Anatomy and	4	-	4	SOCI 142	Introductory Sociology	2	-	2

	Physiology I								
CHEM 121	Chemistry for Health Sciences	3	-	3	STAT 202	Statistical Methods for Health sciences	3	-	3
TOTAL CREDITS		21	1	22	TOTAL CREDITS		21	-	21
RMWF 200 Vacation Practicum II (Midwifery)			2	2	RMWF 250 Vacation Practicum III (Midwifery)			3	3
YEAR 2									
SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 104	Professional Adjustment in Midwifery	3	-	3	RMWF 310	Intrapartum Complications and Obstetric Emergencies	3	-	3
RMWF 301	Transition to Professional Nursing/ Midwifery	2	-	2	RMWF 330	Public Health in Midwifery Context	3	-	3
RMWF 303	Research Methods in Midwifery	3	-	3	AFST 205	Introduction to African Music	1	-	1
RMWF 307	High Risk Pregnancy	2	-	2	PSYC 222	Human Growth and Development	2	-	2
BIOL 231	Microbiology & Infection Prevention / Control	3	-	3	RMWF 409	Mental Health Nursing in Midwifery Context	2	1	3
PSYC 241	Introduction to Psychology	2	-	2	RNUR 132	Health Promotion and	3	1	4

						Environmen tal health				
RNUR 251	Pathophysi ology	3	-	3		RNUR 350	Transcultur al Nursing	2	1	3
RELT 385	Biblical Foundations of Ethics	3	-	3		NUTR 204	Nutrition	2	-	2
TOTAL CREDITS		21	-	21		TOTAL CREDITS		18	3	2 1
RMWF 300 Vacation Practicum IV (Midwifery)			2	2		RMWF 350 Vacation Practicum V (Midwifery)			3	3
YEAR 3										
SEMESTER I					SEMESTER II					
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C	
RMWF 305	Profession al Ethics in Midwifery	2	-	2	RMWF 302	Women's Health	3	-	3	
RMWF 313	Therapeuti c Communic ation in Midwifery Practice	2	-	2	RNUR 352	Sign Language for Health Care	1	-	1	
RELG 451	Bible and Family Dynamics	3	-	3	RNUR 373	Adolescent Health Nursing	2	-	2	
RMWF 405	Domiciliary Midwifery	2	1	3	RMWF 402	Leadership and Managemen t in Midwifery	2	1	3	
RMWF 407	Family Planning & Training Services	3	-	3	RMWF 408	Contempora ry Holistic Midwifery in a Global Context	2	-	2	

AFST 214	Traditional Festivals	1	-	1		RMWF 406	Midwifery Entrepreneurship	3	-	3
FREN 300	French for Healthcare	2	-	2		RMWF 412	Advanced Midwifery	3	-	3
TOTAL CREDITS		15	1	16		TOTAL CREDITS		1	1	1
								6		7
RNUR 495	Senior Research Project	6	-	6						

DEGREE REQUIREMENTS [BSc. IN MIDWIFERY] REGISTERED MIDWIFERY

POST NAC/NAP SUMMER PATHWAY

A. General Education Requirements	15
B. Required Core	68
C. Cognate Requirement	35
D. Practicum and Senior Research Project	16

TOTAL CREDITS HOURS 134

A. GENERAL EDUCATION REQUIREMENTS 15

AFST 205 Introduction to African Music	1
ENGL 111 Language and Writing Skills I	2
ENGL 112 Language and Writing Skills II	2
RELB 251 Principles of Christian Faith	3
AFST 214 Traditional Festivals	1
RELT 385 Biblical Foundations of Ethics	3
RELG 451 Bible and Family Dynamics	3

B. COGNATES 35

BIOL 231 Microbiology & Infection Prevention/Control	3
STAT 202 Statistical Methods for Health Sciences	3
MATH 120 General Mathematics	3
CHEM 121 Chemistry for Health Sciences	3
PHYS 101 Physics for Health Sciences	2
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
BIOL 202 Reproductive Anatomy	3
SOCI 142 Introductory Sociology	2
PSYC 241 Introduction to Psychology	2

NUTR 204 Nutrition & Dietetics	2
PSYC 222 Human Growth and Development	2
FREN 300 French for Healthcare	2

C. CORE COURSES – MIDWIFERY 68

*RNUR 101 Nursing and Midwifery Informatics	3
RMWF 104 Professional Adjustment in Midwifery	3
*RNUR 132 Health Promotion and Environmental Health	4
RNUR 201 Principles of Pharmacology I	2
RMWF 201 Health Assessment in Midwifery	2
RMWF311 Physiology and Management of abnormal Labour, Puerperium High Risk Neonate	3
RNUR 251 Pathophysiology	3
*RNUR 350 Transcultural Nursing	3
RNUR 212 Principles of Pharmacology II	2
RMWF 301 Transition to Professional Nursing/Midwifery	2
RMWF303 Research Methods in Midwifery	3
RMWF 305 Professional Ethics in Midwifery	2
RMWF307 High Risk Pregnancy	2
RMWF310 Intrapartum complications and Obstetric emergencies	3
*RMWF 330 Public Health in Midwifery Context	3
RNUR 373 Adolescent Health Nursing	2
*RMWF405 Domiciliary Midwifery	3
*RMWF402 Leadership and Management in midwifery	3
RMWF 407 Family Planning & Training Services	3
*RMWF409 Mental Health Nursing in Midwifery Context	3
RMWF 313 Therapeutic Communication in Midwifery Practice	2
RNUR 352 Sign Language for Health Care	1
RMWF 302 Women's Health	3
RMWF 406 Midwifery entrepreneurship	3
RMWF 408 Contemporary Holistic Midwifery in a Global Context	2
RMWF 412 Advanced Midwifery	3

* These courses have each 1 credit practicum integrated in their theoretical component.

D. PRACTICUM AND SENIOR RESEARCH PROJECTS 16

RMWF 200 Vacation Practicum II (Midwifery)	2
RMWF 250 Vacation Practicum III (Midwifery)	3
RMWF 300 Vacation Practicum IV (Midwifery)	2
RMWF 350 Vacation Practicum V (Midwifery)	3
RMWF 495 Senior Research Project	6

YEAR WISE PROGRAMME SEQUENCE OF COURSES

BACHELOR OF SCIENCE MIDWIFERY PROGRAMME COURSE OFFERING REGISTERED MIDWIFERY POST NAC/NAP SUMMER PATHWAY TOTAL CREDITS 134 (THEORY 124/ PRACTICUM 10)											
YEAR 1											
SEMESTER I					SEMESTER II						
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C		
ENGL 111	Language and Writing Skills I	2	-	2	PHYS 101	Physics for Health Sciences	2	-	2		
MATH 120	General Mathematics	3	-	3	ENGL 112	Language and Writing Skills II	2	-	2		
RELB 251	Principles of Christian Faith	3	-	3	RNUR 132	Health Promotion and Environmental health	3	1	4		
BIOL 111	Anatomy and Physiology I	4	-	4	BIOL 112	Anatomy and Physiology II	4	-	4		
CHEM 121	Chemistry for Health Sciences	3	-	3	STAT 202	Statistical Methods for Health sciences	3	-	3		
TOTAL CREDITS		15		15	TOTAL CREDITS		15	-	15		
RMWF 200 Vacation Practicum II (Midwifery)				2	2	RMWF 250 Vacation Practicum III (Midwifery)				3	3
YEAR 2											
SEMESTER I					SEMESTER II						
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C		
RNUR 101	Nursing and Midwifery Informatics	2	1	3	RMWF 104	Professional Adjustment in Midwifery	3	-	3		
RNUR 201	Principles of Pharmacology I	2	-	2	RNUR 212	Principles of Pharmacology II	2	-	2		
RMWF 201	Health Assessment in Midwifery	2	-	2	SOCI 142	Introductory Sociology	2	-	2		
RNUR 251	Pathophysiology	3	-	3	PSYC 222	Human Growth and Development	2	-	2		

RELT 385	Biblical Foundations of Ethics	3	-	3	BIOL 202	Reproductive Anatomy	3	-	3
AFST 205	Introduction to African Music	1	-	1	AFST 214	Traditional Festivals	1	-	1
					FREN 300	French for Healthcare	2	-	2
TOTAL CREDITS		14	-	14	TOTAL CREDITS		15	-	15
RMWF 300 Vacation Practicum IV (Midwifery)			2	2	RMWF 350 Vacation Practicum V (Midwifery)			3	3

YEAR 3

SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 303	Research Methods in Midwifery	3	-	3	RMWF 302	Women's Health	3	-	3
RMWF 405	Domiciliary Midwifery	2	1	3	RMWF 310	Intrapartum Complications and Obstetric Emergencies	3	-	3
RMWF 407	Family Planning & Training Services	3	-	3	RNUR 350	Transcultural Nursing	2	1	3
BIOL 231	Microbiology & Infection Prevention / Control	3	-	3	RNUR 352	Sign Language for Health Care	1	-	1
PSYC 241	Introduction to Psychology	2	-	2	RNUR 373	Adolescent Health Nursing	2	-	2
					NUTR 204	Nutrition	2	-	2
TOTAL CREDITS		13	1	14	TOTAL CREDITS		14	-	14

YEAR 4

SEMESTER I					SEMESTER II				
CODE	COURSE	T	P	C	CODE	COURSE	T	P	C
RMWF 301	Transition to Professional Nursing/ Midwifery	2	-	2	RMWF 402	Leadership and Management in midwifery	3	-	
RMWF 305	Professional Ethics in Midwifery	2	-	2	RMWF 406	Midwifery Entrepreneurship	3	-	
RMWF 307	High Risk Pregnancy	2	-	2	RMWF 408	Contemporary Holistic Midwifery	2	-	

						in a Global Context			
RMWF 311	Physiology and Management of Abnormal Labour, Puerperium and High-Risk Neonate	3	-	3	RMWF 409	Mental Health in Midwifery Context	3	-	
RMWF 313	Therapeutic Communication in Midwifery Practice	2	-	2	RMWF 412	Advanced Midwifery	3	-	
RELG 451	Bible and Family Dynamics	3	-	3	RMWF 330	Public Health in Midwifery Context	3	-	
TOTAL CREDITS		14		14	TOTAL CREDITS		17		
RNUR 495	Senior Research Project	6	-	6					

COURSE DESCRIPTIONS

RMWF 102 FIRST AID, EMERGENCY & DISASTER MANAGEMENT

2 CREDITS

This course focuses on the theoretical knowledge about emergency nursing which is an essential component of health care delivery. The course is designed to give student midwives the chance to gain in-depth understanding of the nature of emergency nursing and role of the nurse/midwife in meeting different needs of the patient. It provides the students with knowledge that will help them to deliver efficient nursing care during emergency and disaster situation either in pre-hospital settings or in hospital settings and also in disasters. Critical thinking and problem solving are emphasized.

RMWF 104 PROFESSIONAL ADJUSTMENT IN MIDWIFERY

2 CREDITS

This course provides a foundation for midwifery practice. It introduces the student midwife to the philosophy and conceptual framework of the Valley View University Department of Nursing and Midwifery. It also includes introduction to medical terminology, the definition of nursing and midwifery, scope of midwifery practice and the history of the midwifery profession. Students will discuss ethical and legal issues and the role of local, national and international organizations that the health care system.

RMWF 201 HEALTH ASSESSMENT IN MIDWIFERY**2 CREDITS**

The aim of this course is to equip student midwives with the knowledge and skills to effectively and safely undertake examination of women across the reproductive lifespan as well as the newborn. Student midwives will acquire the requisite skills to perform a thorough physical exam during preconception & antenatal and postnatal periods.

RMWF 202 PHYSIOLOGY AND MANAGEMENT OF NORMAL PREGNANCY**3 CREDITS****Prerequisite: RMWF 201**

This course provides a basic academic foundation from which student midwives will build a comprehensive understanding of the skills used by a midwife caring for a healthy mother and foetus during the antepartum period. This course intends to enable students acquire knowledge to provide independent midwifery care in diagnosing pregnancy, observing pregnancy and providing health education to a woman and her family.

RMWF 204 PHYSIOLOGY AND MANAGEMENT OF NORMAL LABOUR**3 CREDITS****Prerequisite: RMWF 201**

This course is designed to provide student midwives with in-depth knowledge about the process of labour, stages of labour and midwifery care. This course will prepare the student midwife to deal and intervene with normal conditions during labour and manage them effectively. The course is also designed to build on the foundation laid in previous courses, RMWF201 and RMWF202 to give students a greater understanding of the normal processes of labour and birth.

**RMWF206 PHYSIOLOGY AND MANAGEMENT OF NORMAL PUERPERIUM
AND NEONATE****3 CREDITS****Prerequisite: RMWF 201**

This course is designed to equip the student midwife with knowledge, skills and attitude to provide comprehensive culturally sensitive postpartum care. This course develops the knowledge base for assessing the physical and emotional changes of the postpartum period, breastfeeding, early attachment and parenting behaviours. Student midwives will be equipped with skills that will facilitate the maintenance of a normal puerperium using a holistic approach and following the principles of teamwork. It provides the knowledge base for understanding the physiology of transition to extrauterine life and early new-born adaptations. Assessments for new-born health, gestational age and attachment behaviours are included.

BIOL 202 REPRODUCTIVE ANATOMY**3 CREDITS****Prerequisite BIOL 111**

This course is designed to provide student midwives with a basic understanding and study of the anatomical and physiological functions of the female reproductive

system. The course serves as basis for understanding the variations that can occur as a result of deviation from the normal reproductive anatomy and will facilitate the acquisition of essential clinical skills which are necessary to assess the health and wellbeing of the childbearing women.

RMWF 208 MATERNITY PRACTICUM I

2 CREDITS

This practical experience will help the student midwife to acquire knowledge, skill and attitude in midwifery procedures. It will also enable student midwives to manage the client and family during labour and the puerperium including the new-born baby.

RMWF 301 TRANSITION TO PROFESSIONAL NURSING/MIDWIFERY

2 CREDITS

This course introduces learners to the mission, philosophy and core values of the VVU School of Nursing and Midwifery. Learners are prepared for the roles and expectations of the State Registered Midwife/Registered Midwife to BSc Midwifery in the healthcare delivery system. Focus will be placed on trends and issues that will assist the learner better prepared to practice midwifery in today's world.

RMWF 309 PHYSIOLOGY AND MANAGEMENT OF THE HIGH-RISK NEONATE 3 CREDITS

This course is designed to equip the student midwife with knowledge, skills and attitude to identify, manage and or refer the high-risk neonate. In this course, midwifery students will assess and utilize strategies to manage the high-risk neonate who is critically ill. Neonatal pathophysiology, therapeutic care, nursing and midwifery management, discharge planning, and family teaching are discussed.

RMWF 303 RESEARCH METHODS IN MIDWIFERY

3 CREDITS

Prerequisite RMWF STAT 202

This course introduces the student midwives to the fundamentals of the research process and their application in midwifery. The course aims to develop midwife awareness of research and the need for identifying high quality evidence for practice, and to begin to develop research skills

RMWF 305 PROFESSIONAL ETHICS IN MIDWIFERY

2 CREDITS

This course introduces the student midwife to normal issues derived in Biblical principles which provide a foundation for critical moral reflection on complex social problems and issues common to the midwifery profession. This course also aims to provide a general understanding of importance and complexity of ethics in healthcare. Student midwives explore the role of their ethics and personal opinions in the process of informed consent and how this can affect the care they provide. The course also covers concepts of informed choices, advocacy and consent matters that are fundamental to midwifery practice.

RMWF 307 HIGH RISK PREGNANCY**2 CREDITS****Prerequisite RNUR 251, BIOL 202**

This course is designed to educate students on the deviations from normal during pregnancy. It builds on the knowledge acquired of the normal parameters and physiological changes. Student midwives are expected to assess and identify women who are at high risk of experiencing complications during the normal process of childbearing. It focuses on research evidence relating to complications of pregnancy, to assist in the diagnosis and development of management plans, including the making of appropriate referrals. It also involves the analysis of national and local policy which underpins the provision of care to high risk women, specifically in relation to the role of the midwife.

RMWF 310 INTRAPARTUM COMPLICATIONS AND OBSTETRIC EMERGENCIES 3 CREDITS**Prerequisite RNUR 251, RNUR 201, RNUR 212, BIOL 202**

This course is designed to provide the student midwife with basic knowledge of complicated labour, the causes, risk factors and proper midwifery management. Current research in midwifery and obstetrics is integrated to broaden the student's understanding of these complications that can be detrimental to the life of mother and baby.

**RMWF 311 PHYSIOLOGY AND MANAGEMENT OF ABNORMAL LABOUR,
PUERPERIUM AND HIGH-RISK NEONATE****2 CREDITS****Prerequisite RMWF 201, RNUR 251, BIOL 202**

This course is designed to equip the student midwives with the knowledge and skills necessary to identify and manage abnormal conditions in labour and puerperium period. The course focuses on detailed assessment of abnormality in order for students to acquire necessary skills to render comprehensive midwifery care during the puerperium period.

RMWF 313 THERAPEUTIC COMMUNICATION IN MIDWIFERY PRACTICE 2 CREDITS

This course provides student midwives with the fundamental knowledge for caring and professional communication in midwifery. An experiential and self-reflective approach is incorporated in the course to develop self-awareness and interpersonal communication skills in the context of safe, competent and collaborative midwifery practice. Topics include communication theory, the nurse-client relationship, therapeutic communication, cross-cultural communication and effective teamwork.

RMWF 330 PUBLIC HEALTH IN MIDWIFERY CONTEXT**3 CREDITS****Prerequisite RNUR 371**

This course is designed to equip student midwives with the knowledge, skills and the role of the public health nurse. Students will be able to deliver total care to mothers and new-born/infant in the community. The knowledge will enable the

student midwife to identify public health problems such as communicable diseases and measures to prevent and control them.

RNUR 491 SENIOR RESEARCH PROJECT I

3 CREDITS

Prerequisite STAT 202

The course challenges the student midwife to put into practice the knowledge and skills acquired in previous courses. It also provides the opportunity to demonstrate the ability to make connection across disciplines in the context of the student's particular area(s) of concentration as reflected in their elective courses. Students are expected to identify a potential topic and a faculty will be assigned for project supervision.

RMWF 302 WOMEN'S HEALTH

3 CREDITS

Prerequisite RNUR 251 RMWF 201

The course aims at giving students broad exposure to a number of women's reproductive health issues. The course examines women and facets of women's health through an interdisciplinary perspective. It also explores the gendered, ethnic, culture and class dimensions that underlie the patterning of disease and illness.

RMWF 401 PATIENT/FAMILY-CENTERED MATERNITY CARE STUDY

1 CREDIT

The course is designed to help student midwives acquire knowledge and skills to manage the client and family in the community during pregnancy, labour and puerperium and compile the care given into a written document.

RMWF 409 MENTAL HEALTH NURSING IN MIDWIFERY CONTEXT

3 CREDITS

This course is designed to equip student midwives with knowledge and skills that will enable them to identify women in need of mental health support. It will also enable students to support women through pregnancy and into the early postnatal period to ensure that their emotional needs are met.

RNUR 492 SENIOR RESEARCH PROJECT II

3 CREDITS

Prerequisite RMWF 303, RMWF 392

In this course students are guided to put into practice the proposal prepared during the first part of this course. Students midwife will complete a research report suitable for publication. Student will receive feedback continuously from their supervisor during the writing phase of their project. At the end of the semester final defence will be scheduled by a panel in collaboration with their supervisor.

RMWF 403 FAMILY PLANNING I

2 CREDITS

The purpose of this course is to examine family planning and reproductive health issues, programmes, services and policies in Ghana. The course content will emphasize social, economic, environmental, behavioural and political factors that

affect family planning, reproductive health infertility. This course is designed in two parts to increase the student midwife's knowledge and skills on family planning methods.

RMWF 405 DOMICILIARY MIDWIFERY

3 CREDITS

Prerequisite RMWF 302, RMWF 310, RMWF307

This course addresses concepts of domiciliary midwife care. The course aims to provide students with tools and information that help them to identify community health problems and related associated factors especially those concerned with maternal and women's health. It guides the student midwife to utilize the tools so as to understand some important facts in their local communities that may have an effect on health. The student will do this exercise through compiling a 'community profile.' There will be special focus on women's roles, job descriptions and the health and mortality pathways that might exist in the community. Concepts of alternative therapies will also be introduced.

RMWF 404 FAMILY PLANNING II

3 CREDITS

Prerequisite RMWF 403

This course will equip student midwives with knowledge and skills to provide family planning services and provide information on cervical cancer prevention and management. Emphasis is also laid on sexually transmitted infection.

RMWF 402 LEADERSHIP AND MANAGEMENT IN MIDWIFERY

3 CREDITS

This course focuses on principles and theories of administration and management in midwifery. It also prepares student midwives for leadership roles in all areas of midwifery and instils the pursuit of creating positive changes in healthcare policy and delivery systems. The emphasis is on understanding the key skills employed by highly successful midwifery leaders/managers such as thinking critically, communicating effectively, handling conflict, delegating successfully, building teams, controlling resources, improving quality, managing stress, and leading change

MMWF 406 MIDWIFERY ENTREPRENEURSHIP

3 CREDITS

The objective of this course is to guide student midwives through the 'exciting nightmare' of taking an idea or a technology and growing the venture. Students will be introduced to the key concepts and skill requirements for new business creation. Emphasis will be placed on identifying viable business opportunities and the process of planning for new venture start-up. This course emphasizes the need to create a robust customer orientated perspective in order to maintain long term customer relationships.

RMWF 407 FAMILY PLANNING AND TRAINING SERVICES 3 CREDITS

This course emphasizes the importance of informed reproductive choices with the aim of improving the health of women and their families. It also includes basic knowledge on counselling and informed decision making to ensure that proper decisions are made.

RMWF 408 CONTEMPORARY HOLISTIC MIDWIFERY IN A GLOBAL CONTEXT 3 CREDITS
Prerequisite RMWF 330

This course aims to provide student midwives with opportunities for the exploration of socio-political, cultural and global influences and issues in relation to maternity care in Ghana and elsewhere. The course provides the opportunity for students to consider contemporary and future directions for midwifery care and practice from a global, national and local perspective. Concerns expressed by women, families and midwives related to birthing option will be analysed, and alternative models for effective care in pregnancy, labour, birth and the postnatal period will be explored.

RMWF 412 ADVANCED MIDWIFERY 3 CREDITS

This course is designed to equip the student midwife with knowledge and skills in setting trays and trolleys for operative midwifery procedures. It will also equip the student midwife to assist in the management of clients with complications of midwifery conditions in the operating theatre.

RMWF 250 VACATION PRACTICUM II (MIDWIFERY) 3 CREDITS
Prerequisite: RMWF 200

This practical experience will help the student midwife gain knowledge and skills in managing normal pregnancy and labour.

RMWF 350 VACATION PRACTICUM III (MIDWIFERY) 3 CREDITS
Prerequisite: RMWF 300

This practical experience is designed to help student midwives acquire knowledge and skills needed to manage women's health care and also to manage clients with complications of midwifery conditions in the operating theatre.

RMWF 400 PATIENT/FAMILY-CENTERED MATERNITY CARE STUDY PRACTICUM 2 CREDITS

This practical experience is designed to help student midwives acquire knowledge and skills to manage clients and family in the community during pregnancy, labour and puerperium and compile the care given into a written document.

SCHOOL OF NURSING AND MIDWIFERY FACULTY LIST (2019– 2021)

FULL-TIME FACULTY MEMBERS

1 AMERTIL, NINON P. [LECTURER]

Ph.D., University of Massachusetts-Amherst, MA 1997
MSc, Nursing Administration, Andrews University, MI 1993.
BSc Nursing, Andrews University, MI 1984.
Member, Sigma Theta Tau International Honor Society for Nursing, Beta Zeta at Large Chapter, 1997.
Family Nurse Practitioner Certification, University of Massachusetts-Amherst, MA, 1997

2 APPIAH, STELLA [SENIOR LECTURER]

Ph.D., Nursing Administration, Our Lady of Fatima University, Philippines, 2016.
MPhil, University of Ghana, Legon, 2009.
BA Nursing and Psychology, University of Ghana, Legon, 2003.
Fellow, West Africa College of Nursing, 2009.
Member, Honour Society of Nursing, Sigma Theta Tau International, 2007.
State Registered Nurse, 1996, Nurses and Midwives Council of Ghana.
Fellow, West Africa College of Nursing (FWACN), 2017.

3 ANSAH-ADU, ADWOA GYAMFUA [LECTURER]

MSc Nursing, Loma Linda University, USA – 2013
BSc Nursing,
Registered Nurse, 2008

4 AKOSAH, YAW A. [LECTURER]

MSc. Kazan Federal University of Russia-2012
Bsc. Kazan Federal University of Russia-2007

5 ADUMOAH ATTAFUAH, PRISCILLA YEYE [LECTURER]

MSc. University of Nottingham U.K 2011
BSc. Advance Nursing-2008
Registered General Nurse -2009
Fellow, West Africa College of Nursing, 2009.
Member, Honour Society of Nursing, Sigma Theta Tau International, 2007.

6 ANSONG, ISAAC KWADWO [LECTURER]

Master's Degree in Advanced Nursing, Nottingham University – United Kingdom - 2015
Registered Nurse 2001
Advanced Diploma Critical Care Nursing, Korle Bu Teaching Hospital, Ghana - 2007
BSc Nursing, Kwame Nkrumah University of Science and Technology, Ghana - 2011
State Registered Nurse, Nurse' Training College, Komfo Anokye Teaching Hospital, Ghana - 2001

7 AKUGRI, FRANCIS ABANDE [LECTURER]

MPhil Nursing, University of Ghana Legon – 2017

	<p><i>MSc Educational Innovations and Leadership Science, Kwame Nkrumah University of Science and Technology, Ghana – 2015</i> <i>BSc Nursing Garden City University College, Ghana – 2011</i> <i>Diploma in Nursing, University of Ghana Legon, Ghana – 2009</i> <i>Registered General Nursing, Presbyterian Nurses Training College, Ghana - 2006</i></p>
8	<p>ATIBILA, FIDELIS [LECTURER] <i>Master of Public Health, Kwame Nkrumah University of Science and Technology, Ghana – 2015</i> <i>BSc Nursing Garden City University College, Ghana – 2010</i> <i>Diploma in Nursing, University of Ghana, Ghana - 2008</i> <i>Registered General Nurse, Presbyterian Nurses Training College, Ghana - 2004</i></p>
9	<p>AWUBE, MENLAH [LECTURER] <i>Master of Nursing, University of Cape Coast, Ghana, - 2014</i> <i>Registered Nurse- 2002</i> <i>Nurse anaesthetist- 2007</i> <i>Fellow, West Africa College of Nursing, 2009.</i> <i>Member, Honour Society of Nursing, Sigma Theta Tau International, 2007</i></p>
10	<p>BAFFOUR AWUAH, DOROTHY [LECTURER] <i>MSN- Adventist University of the Philippines-2010</i> <i>MPH - Saint Louis University-2014</i> <i>Registered General Nurse</i></p>
11	<p>DARKO, ISABELLA [LECTURER] <i>Master of Nursing, University of Cape Coast, Ghana- 2014</i> <i>State Registered Midwife- 2004</i> <i>Fellow, West Africa College of Nursing, 2009.</i> <i>Member, Honour Society of Nursing, Sigma Theta Tau International, 2007</i></p>
12	<p>GBENYO, MATILDA DEDE [LECTURER] <i>M.Phil -University of Ghana-July 2012</i> <i>University of Ghana –May 2007</i></p>
13	<p>KPONGBOE, DORIS GRACE [LECTURER] <i>Master of Public Health Degree, University of Ghana, Legon, 2006.</i> <i>BA Nursing and Psychology, University of Ghana, Legon, 2002.</i> <i>Fellow, West Africa College of Nursing, 2009.</i> <i>State Registered Public Health Nurse, NMC, Ghana- 1983.</i> <i>State Registered Midwife, NMC, Ghana – 1980.</i> <i>State Registered Nurse, NMC, Ghana – 1976</i></p>
14	<p>OPPONG AFRIYIE, JEMIMA ADOWAA [LECTURER] <i>MSc Nursing Administration, St. Louis University, Baguio City, Philippines – 2015</i> <i>BSc Nursing Adventist University of the Philippines, Philippines – 2012</i></p>
15	<p>BARNOR, PEACE THELMA [SKILLS ACQUISITION LABORATORY INSTRUCTOR] <i>Health Administration and Management, 2010</i> <i>Public Health Nursing School, Korle Bu, 2000</i></p>

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- 16 **EPHRAIM, DORA** [SKILLS ACQUISITION LABORATORY INSTRUCTOR]
Midwifery Training School, Korle Bu, 1980
Nursing Training College, Korle Bu, 1978
-

ADJUNCT FACULTY MEMBERS

- 17 **ABEPUORING PHILIP** [LECTURER]
MMH. Nursing, University of QUEENSLAND, UK - 2016
MA Health Education, University of Cape Coast, Ghana - 2013
BA, Social Work with Psychology, University of Ghana – 2011
Diploma in Nursing/Mental Health, NTC, Pantang - 2003
Registered Mental Health Nurse -2004
-
- 18 **ABINDAU, EMMANUEL** [LECTURER]
MPhil, Human Physiology, University of Ghana, Legon, Ghana - 2016
BSc Biochemistry, University of Ghana, Legon Ghana - 2013
-
- 19 **AMOS, PRINCE OTUAH** [LECTURER]
MSc in Psychiatry Cardiff University, Wales, UK - 2016
Post Graduate Diploma in Education University of Cape Coast - 2012
BSc Nursing University of Ghana - 2009
Diploma in psychiatric nursing Pantang Nurses Training College – 2002
Registered Mental Nurse - 2002
-
- 20 **ANDREWS, LYDIA D. [Associate Professor]**
PhD, American World University, 2005.
Registered Nurse & Registered Midwife, Nursing Council of Kenya – 1998.
MSc, Midwifery, University of Alabama, Birmingham – 1995. Certified
Nurse Midwife, American College of Nurse Midwives – 1995. Certificate in
Paediatric Nursing - 1994.
MSc Nursing – 1986.
BSN, Howard University, Washington DC – 1973.
-
- 21 **ANYIDOHO, ESTHER** [LECTURER]
M. Phil. Nursing, University of Ghana - 2010
BSc., Nursing- 2007
Registered Public Health - 1983
Registered Midwife - 1981
-
- 22 **DOKU ATTUA EMELIA** [LECTURER]
MPH, University of Ghana – 2018
Master of Education in Educational Administration - 2013
Bachelor of Education in Health Sciences - 2010
Diploma in Health Sciences, University of Cape Coast – 2007
Registered Midwife – 1999
Registered General Nurse - 1994
-
- 23 **DUAH DANSO, ERIC** [LECTURER]
MBChB, Bachelor of Medicine, Bachelor of Surgery
Kwame Nkrumah University of Science and Technology (KNUST), 2011
BSc Human Biology – 2008
-
- 24 **GADD, HOLLY** [Associate Professor]
-

	<p>PhD, Nursing, Texas Woman' University, 2000 Post-masters Certificate, Family Nurse Practitioner, Midwestern State University, 1996 Master of Science, Nursing, Loma Linda University, 1983 Bachelor of Science, Nursing, Andrews University 1979 Associate Degree, Nursing, Atlantic Union College, 1977</p>
25	<p>KONLAN KENNEDY DODAM [LECTURER] MPhil, Physiology University of Ghana, Legon, Ghana – 2016 BSc., Nursing University of Ghana, Legon, Ghana – 2012</p>
26	<p>KONTOH, SAMUEL MS Advanced Nursing Practice, University of Cape Coast, Ghana - 2018 BA Psychology, University of Ghana - 2013 Diploma In Psychiatric Nursing, NTC, Pantang - 2005 Registered Mental Health Nurse -2006</p>
27	<p>MANSO, KWADWO FRIMPONG [LECTURER] Doctor of Medicine – Fatima University of Medicine, Philippines – 2007</p>
28	<p>MENSAH, WISDOM KWASI AVOR [LECTURER] M. Phil. Nursing, University of Ghana - 2016 BSc., Nursing-2010 Registered Mental Health Nurse -2007</p>
29	<p>MOTEY, VINCENTIA [LECTURER] MPH, Kwame Nkrumah University of Science and Technology, Ghana – 2015 Registered Midwife, 1998</p>
30	<p>ODAME DUODU, GODFRED [LECTURER] Ph. D., Analytical Environmental Chemistry, Queensland University of Technology, Australia – 2017 MPhil, Nuclear and Radiochemistry, University of Ghana, Legon Ghana – 2009 MA, Specializing in Ministry, Trinity Theological Seminary, Ghana -2012 BSc., Environmental Analytical Chemistry Kwame Nkrumah University of Science and Technology, Ghana – 2004</p>
31	<p>SEBIYAM NABILA MARTHA [LECTURER] MBCHB – Medicine and Surgery, Kwame Nkrumah University of Science and Technology (KNUST), 2008 Masters in Public Health, University of Nottingham (2016) BSc – Human Biology, Kwame Nkrumah University of Science and Technology</p>
32	<p>VUVOR FREDERICK [LECTURER] Ph.D., University of Ghana – 2015 Cert (Human Physiology) Duke University, USA – 2014 MPhil, University of Ghana, Legon, Ghana – 1998 BSc., Nursing University of Ghana, Legon – 1993 Registered Nurse 1994</p>
33	<p>KATHERINE DWUMFOUR</p>
34	<p>PRUDENCE NYALEDZIGBOR</p>

SCHOOL FOR ADULTY AND DISTANCE EDUCATION

BUSINESS ADMINISTRATION PROGRAMMES

Bachelor of Business Administration, Accounting

Bachelor of Business Administration, Banking and Finance

Bachelor of Business Administration, Human Resource Management

Bachelor of Business Administration, Management

Bachelor of Business Administration, Marketing

DEVELOPMENT STUDIES PROGRAMME

Bachelor of Science, Development Studies

EDUCATION PROGRAMMES

Bachelor of Education, Social Studies

Bachelor of Education, English Language

Bachelor of Education, Accounting

Bachelor of Education, Management

Bachelor of Education, Information Technology

PRE-DEGREE PROGRAMMES/SHORT COURSES

SCHOOL OF ADULT AND DISTANCE EDUCATION

DEAN: Ebenezer Quaye
COORDINATORS Emmanuel Boahen
Luther Ntim Adjei
Asare Bediako
Jemima Oppong Afriyie
David K. Asare

FACULTY All teaching faculty members

INTRODUCTION

For persons entering the job market or burnt on developing their communities or businesses, Development Studies is an exciting profession and offers a wide variety of opportunities. The School for Adult and Distance Education, VVU is the place to start a successful career in Business Administration, Development Studies or Education. The programmes offer professional training in Business, development and education by equipping students with requisite knowledge in corporate or development issues and skills relevant for intervention in business, development and education processes towards the improvement of the social and economic condition of humankind. The programmes aim to contribute towards the achievement of the overall mission and objectives of Valley View University by training students within the context of Christian and African standards and Values.

OUR VISION

To be a centre of excellence for Christian education producing mature and successful graduates who think critically and creatively with high ethical and professional standards for service to God and humanity across the globe.

OUR MISSION

Our mission is to provide value-based business education, development studies as well as education programmes in a Christian environment through a well-integrated academic programme.

OBJECTIVES

- To provide the student with a quality academic programme and with basic business skills required for initial job placement and retention.
- To prepare and motivate students to become entrepreneurs and self-employed individuals seeking to generate wealth by exploiting resources creatively.
- To offer specialized skills and tools for effective management of organizations.

- To build a high degree of ethical and moral responsibility to the task one undertakes in the management of organisational functions.
- To prepare and encourage students to serve as church workers and in positions of business leadership with organisations sponsored by this denomination.
- To provide the necessary academic background for entrance into graduate degree programmes
- To foster within all students a commitment to excellence, integrity and service in the workplace and to community.

SADE PROGRAMMES

- BBA Accounting
- BBA Banking & Finance
- BBA Human Resource Management
- BBA Management
- BBA Marketing
- HND 'Top –up' Programmes (Accounting, Marketing, & Management)
- B.Sc Development Studies
- B.Ed Information Technology
- B.Ed English
- B.Ed Mathematics
- B.Ed Accounting
- B.Ed Management
- B.Ed Social Studies

Some of the above-mentioned degrees are also available for HND top-up students.

TUTORIAL CENTRES

Valley View University operates distance-learning programmes through the hybrid mode in three campuses, and three centres:

- Oyibi Campus, Accra
- Techiman Campus
- Kumasi Campus
- Tamale Centre
- Takoradi Centre

VVU main campus in Oyibi, Accra serves as the main hub for administrative and supervision matters.

- SEMESTER SYSTEM (SEM 1 &2)
- TWO SESSIONS PER SEMESTER & FOUR SESSIONS PER ACADEMIC YEAR

- SESSION 1 (JULY –SEPTEMBER)
- SESSION 2 (OCTOBER-DECEMBER)
- SESSION 3 (JANUARY – MARCH)
- SESSION 4 (APRIL- JUNE)
- CALENDAR
- HYBRID LEARNING MODE

For Career Opportunities, Admission Requirements, Course Structure, Sequence of Courses and Degree Requirements, kindly refer to the appropriate programme under the School of Business, Development Studies and School of Education.

Introduction to Online Learning is a mandatory course offered by all SADE students.

ADMISSION REQUIREMENTS

1. Senior Secondary School Certificate Examination (SSSCE): An applicant for admission to a degree programme must have CREDITS in the THREE SSSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE SSSCE Elective Subjects or its equivalent with aggregate 24 or better. Grades A-D are considered to be passes while grade E is not considered as a pass and is therefore not acceptable for admission purposes.
2. West Africa Senior Secondary Certificate Exam (WASSCE): An applicant for admission to a degree programme must have CREDITS in the THREE WASSCE Core Subjects (English, Mathematics and Integrated Science) and CREDITS in THREE WASSCE Elective Subjects or its equivalent with aggregate 36 or better. Grades A1 - C6 are considered passes while D7, E8 and F9 are not considered as passes and are therefore not acceptable for admission purposes.
3. GCE 'O' Level: An applicant must have five (5) credits including English Language and Mathematics plus at least two (2) GCE 'A' Level passes and a pass in the General Paper.
4. HND holders from recognized institutions with at least second-class upper division may be considered for admission into level 200 or 300 in their area of specialization depending on the subjects passed.
5. Diploma certificates from recognized Universities with second class upper division may be considered for admission into level 100 or 200 in their area of specialization depending on the subjects passed.
6. International Students having equivalent qualifications as stated in (a), (b) or (c) may apply for admission. Foreign Certificates must receive authentication and equivalencies from the Ghana National Accreditation Board. Foreign

students must have their high school certificates/diplomas translated into English if they are not written in English.

7. Mature Students: Applicants must have attained the age of 25 years, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of submitting the application, with at least THREE (3) years relevant working experience.

EITHER

FIVE (5) credits at O' Level in English Language and Mathematics.

OR

Credit passes in the mature entrance examination in English, Mathematics and General Paper.

The mature applicants must pass an interview before getting admission.

Only students who have fulfilled all entry requirements at the time of application shall be considered for admission.

BBA DEGREE REQUIREMENTS

A. General Education	36
B. BBA Required Core	
• [Management, Human Resource Management, Banking and Finance, Marketing]	51
• [Accounting]	
C. Areas of Options	
• [Management, Human Resource Management, Banking and Finance, Marketing]	
• [Accounting]	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
TOTAL CREDITS HOURS	

SPECIAL HND TOP-UP DEGREE PROGRAMME

MINIMUM ADMISSION REQUIREMENTS:

- HND from a recognised Polytechnic with at least a Second-Class Lower:
- Candidates for admissions to the 'top-up' programme must have at least two years substantive experience that may be evidence through CV review, applicant interview, or employer recommendations; and
- The desired top-up degree programme should correspond with the candidate's HND specialization as follows:

Top-up Degree Programme	HND Specialization
BBA (Accounting Option)	HND Accounting
BBA (Marketing Option)	HND Marketing
BBA (Management option)	HND Management

REQUIREMENTS FOR GRADUATION:

The total credits required for the top-up Bachelor of Business Administration (BBA) degree is 71 credits. Hence, a student is required to fulfil the following:

A. General Education Requirements	21
B. BBA Required Core	27

C. Areas of Options	15
D. BBA Cognate Requirement	08

TOTAL CREDITS HOURS **71**

General Education Components of the Top-up [For all Options]

DIBM DIPLOMA REQUIREMENTS

Applicants for the Diploma in Business Administration are expected to have met the following prerequisites:

SSCE Holders:

- i. Six passes (A-D) in all subjects, including English Language and Mathematics; and
- ii. At least three (3) of the passes must be relevant to the area of specialisation.

WASSCE Holders:

- i. Six passes (A1-D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialisation.

Mature Applicants:

Mature applicants must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application; will be required to take and pass an entrance examination in English Language, Mathematics and General Paper. Candidates will also be required to attend an interview to determine their eligibility for the programme.

A. GENERAL EDUCATION REQUIREMENTS **21**

CLUSTER 1: Language and Communication **6**

ENGL 121 Language & Writing Skills 1	2
ENGL 122 Language & Writing Skills 2	2
CMME 105 Introduction to Communication Skills	2

CLUSTER 2: Social and Behavioural Sciences, Humanities **3**

PSYC 105 Introduction to Psychology	3
OR	
SOCI 105 Principles of Sociology	3

CLUSTER 4: Religion, Theology and Philosophy **12**

RELB 160 Life and Teaching of Jesus	3
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RELB 251 Principles of Christian Faith	3
BSAD 385 Biblical Foundation of Ethics	3
DREL 262 Christian Family & Marriage Dynamics	3
CLUSTER 5: Health and Physical Education	3
HLTH 200 Health Principles	3
OR	
BIOL 140 Human Body in Health & Disease	3
CLUSTER 6: Counselling, Career Planning	NC
GNED 230 Career Exploration & Planning	NC
OR	
GNED 468 Job Search Strategies & Techniques	NC

COMPONENTS OF THE TOP-UP [MARKETING OPTION]

B. BUSINESS REQUIRED CORE	27
ACCT 210 Intro to Accounting	3
ACCT 476 Microcomputer Application	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 497 Senior Research Project 1	3
BSAD 498 Senior Research Project 2	3
C. MARKETING OPTION	15
MKTG 335 Service Marketing	3
MKTG 480 Marketing Strategy	3
MKTG 455 Marketing Research	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
MKTG 350 Strategic Marketing Management	3
MGNT 325 Material & Supply Chain Management	3
BSAD 460 E-Commerce	3
MKTG 435 Channels of Distribution	3
MKTG 460 Export Administration	3
MKTG 470 Integrative Case Study in Marketing	3
MKTG 490 Seminar in Marketing	3
E. BBA COGNATE	8

COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [ACCOUNTING OPTION]

B. BUSINESS REQUIRED CORE 27

MKTG 250 Principles of Marketing	3
ACCT 476 Microcomputer Application	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3
BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 497 Senior Research Project 1	3
BSAD 498 Senior Research Project 2	3

C. ACCOUNTING OPTION 15

ACCT 450 Corporate Reporting	3
ACCT 430 Investment & Portfolio Management	3
ACCT 485 Accounting Information System	3

D. ELECTIVES 6

Six hours of electives is to be selected from the following courses:

ACCT 470 Integrative Case Study in Accounting	3
ACCT 490 Seminar in Accounting	3
ACCT 445 Government & Institutional Accounting	3
BSAD 460 E-Commerce	3

E. BBA COGNATE 8

COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [MANAGEMENT OPTION]

B. BUSINESS REQUIRED CORE 27

ACCT 210 Intro to Accounting	3
MNGT 480 Total Quality Management	3
BSAD 325 Business Communication	3
BSAD 435 Entrepreneurship & Small Business Management	3

BSAD 480 Strategic Management	3
HRMA 235 Human Resource Management	3
BSAD 305 Business Research Methods	3
BSAD 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3
C. MANAGEMENT OPTION	15
MGNT 340 International Business	3
MGNT 350 Managerial Leadership	3
MGNT 360 Production & Operations Management	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
MGNT 335 Management and Society	3
MGNT 325 Material and Supply Chain Management	3
MGNT 415 Organizational Theory & Design	3
MGNT 370 Project Planning & Management	3
BSAD 460 E-Commerce	3
MGNT 470 Integrative Case Study in Management	3
MGNT 490 Seminar in Management	3
E. BBA COGNATE	08
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT371 Statistical Methods I	2
STAT 372 Statistical Methods II	2

HND TOP-UP BBA PROGRAMME SCHEDULE [MARKETING OPTION]

1st Semester	Credits	2nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language & Language skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Prin. Of Christian Faith	3
SOCI 105 Principles of Sociology OR PSYC 105 Intro. to Psychology	3	ACCT 210 Intro to Accounting	3
BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3	STAT 371 Statistical Methods I	2
HRMA 235 Human Resource Management	3	BSAD 325 Business Communication	3
COSC 201 Spread Sheet	2	COCS 202 Database Applications	2
		CMME 105 Introduction to Communication Skills	2
Total	16	Total	17
3rd Semester	Credits	4th Semester	Credits
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 372 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small Bus	3
MKTG 335 Service Marketing	3	MKTG 455 Marketing Research	3
MKTG 480 Marketing Strategy	3	BSAD 499 Senior Research Project 2	3
GNED 230 Career Exploration & Planning	NC	GNED 468 Job Search Strategies	NC
RELB 385 Biblical Foundation of ethics	3	Electives	6
BSAD 498 Senior Research Project 1	3		
Total	17	Total	18

HND TOP-UP BBA PROGRAMME SCHEDULE [MANAGEMENT OPTION]

1st Semester	Credits	2nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language & Writing Skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Prin. Of Christian Faith	3
SOCI 105 Principles of Sociology OR PSYC 105 Intro. to Psychology	3	ACCT 210 Intro. to Accounting	3
BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3	STAT 371 Statistical Methods I	2
HRMA 235 Human Resource Management	3	BSAD 325 Business Communication	3
COSC 201 Spread Sheet	2	COCS 202 Database Applications	2
		CMME 105 Introduction to Communication skills	2
Total	16	Total	17
3rd Semester	Credits	4th Semester	Credits
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 372 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small Bus	3
MGNT 480 Total Quality Management	3	MGNT 360 Production & Operations Management	3
MGNT 340 International Business	3	BSAD 498 Senior Research Project 2	3
MGNT 350 Managerial Leadership	3	GNED 468 Job Search Strategies	NC
GNED 230 Career Exploration & Planning	NC	Electives	6
RELB 385 Biblical Foundation of Ethics	3		
BSAD 497 Senior Research project 1	3		
Total	20	Total	18

HND TOP-UP BBA PROGRAMME SCHEDULE [ACCOUNTING OPTION]

1st Semester	Credits	2nd Semester	Credits
ENGL 121 Language & Writing Skills I	2	ENGL 122 Language and Writing Skills 2	2
RELB 160 Life & Teachings of Jesus	3	RELB 251 Principles of Christian Faith	3
SOCI 105 Principles of Sociology OR PSYC 105 Introduction to Psychology	3	MKTG 250 Principles of Marketing	3
BIOL 140 Human Body in Health OR HLTH 200 Health Principles	3	ACCT 311 Intermediate Accounting I	3
HRMA 235 Human Resource Mgt.	3	ACCT 331 Cost & Mgt. Accounting I	3
COSC 201 Spreadsheet	2	COSC 202 Database Applications	2
		CMME 105 Introduction to Communication Skills	2
Total	16	Total	18
3rd Semester			
3rd Semester	Credits	4th Semester	Credits
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
ACCT 312 Intermediate Accounting II	3	BSAD 435 Entrepreneurship & SB Mgt.	3
ACCT 476 Microcomputer Apps in Acct/Fin.	3	ACCT 450 Corporate Reporting	3
ACCT 332 Cost & Mgt. Accounting II	3	GNEB 468 Job Search Strategies	3
GNEB 230 Career Exploration & Planning	NC	ACCT 405 Auditing	NC
BSAD 385 Christian Business Ethics	3	ACCT 485 Accounting Infor. Systems	3
BSAD 497 Senior Research Project 1	3	BSAD 498 Senior Research Project 2	3
		ACCT 445 Governmental Accounting	3
Total	18	Total	21

BBA ACCOUNTING DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	32
<i>Accounting Option (21)</i>	
<i>Electives (6)</i>	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
TOTAL CREDITS HOURS	139
A. GENERAL EDUCATION REQUIREMENTS	36
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
DPSY 105 Introduction to Psychology	3
OR	
DSOC 105 Principles of Sociology	3
CLUSTER 3. Natural and Physical Sciences Mathematics	6
DCOS 117 Fundamentals of Computing Skills	3
DMAT 181 Business Mathematics	3
CLUSTER 4. Religion, Theology and Philosophy	12
DREL 163 Life and Teaching of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Biblical Foundations of Ethics	3
DREL 451 Bible and Family Dynamics	3
CLUSTER 5. Health and Physical Education	3
DBIO 140 Human Body in Health and Disease	
OR	3
DHLT 200 Health Principles	3
CLUSTER 6. Counselling, Career Planning, Human Development	NC
DGNE 125 Study Skills (Mandatory)	NC
DGNE 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7. African Studies course	2

AFSTxxx African Studies courses	2
B. BUSINESS REQUIRED CORE	36
DACC121 Financial Accounting I	3
DACC 122 Financial Accounting II	3
DACC 476 Microcomputer Application in Accounting & Finance	3
DFNC 290 Business Finance	3
DREL 305 Business Research Methods	3
DBUA 325 Business Communication	3
DBUA 315 Quantitative Methods for Business Decisions	3
DBUA 375 Business Law I [Commercial]	3
DBUA 342 Business Law II [Company]	3
DBUA 210 Entrepreneurship & Small Business Manage.	3
DBSA 480 Strategic Management	3
DECO 225 Principles of Microeconomics	3
DECO 226 Principles of Macroeconomics	3
DHRM 235 Human Resource Management	3
DMGM 330 Principles of Management	3
DMKT 210 Principles of Marketing	3
DACC 487 Management and Accounting Information Systems	3
C. ACCOUNTING OPTION	32
DACC 213 Financial Reporting I	3
DACC 214 Financial Reporting II	3
DACC316 Financial Reporting III	3
DACC 331 Cost & Management Accounting I	3
DACC332 Cost & Management Accounting II	3
DACC 341 Taxation I	2
DACC 342 Taxation II	2
DACC 321 Auditing I	2
DACC 322 Auditing II	2
DACC451 Corporate Reporting I	3
DACC452 Corporate Reporting II	3
DACC447 Public Sector Accounting	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
DACC 440 Financial Management	3
DACC 470 Integrative Case Study in Accounting	3
DACC455 Business Ethics and Corporate Governance	3
DACC 490 Seminar in Accounting	3

DBSA 460 E-Commerce	3
E. BBA COGNATE	11
DCOS 201 Business Spreadsheet	2
DCOS 202 Database Application	2
DMAT 182 Introductory Calculus	3
DSTA 271 Statistical Methods I	2
DSTA 272 Statistical Methods II	2
F. Business Practicum [Internship] & Senior Research Project I & II	9

BBA MANAGEMENT DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	32
<i>Management Option (21)</i>	
<i>Electives (6)</i>	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
TOTAL CREDITS HOURS	139
A. GENERAL EDUCATION	36
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
DPSY 105 Introduction to Psychology	3
OR	
DSOC 105 Principles of Sociology	3
CLUSTER 3. Natural and Physical Sciences Mathematics	6
DCOS 117 Fundamentals of Computing Skills	3
DMAT 181 Business Mathematics	3
CLUSTER 4. Religion, Theology and Philosophy	12
DREL 163 Life and Teaching of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Biblical Foundations of Ethics	3
DREL 451 Bible and Family Dynamics	3
CLUSTER 5. Health and Physical Education	3
DBIO 140 Human Body in Health and Disease	
OR	3
DHLT 200 Health Principles	3
CLUSTER 6. Counselling, Career Planning, Human Development	NC
DGNE 125 Study Skills (Mandatory)	NC
DGNE 468 Job Search Strategies and Techniques (Optional)	NC

CLUSTER 7. African Studies course	2
AFSTxxx African Studies courses	2
B. BUSINESS REQUIRED CORE	36
DACC121 Financial Accounting I	3
DACC 122 Financial Accounting II	3
DACC 476 Microcomputer Application in Accounting & Finance	3
DFNC 290 Business Finance	3
DREL 305 Business Research Methods	3
DBUA 325 Business Communication	3
DBUA 315 Quantitative Methods for Business Decisions	3
DBUA 375 Business Law I [Commercial]	3
DBUA 342 Business Law II [Company]	3
DBUA 210 Entrepreneurship & Small Business Manage.	3
DBSA 480 Strategic Management	3
DECO 225 Principles of Microeconomics	3
DECO 226 Principles of Macroeconomics	3
DHRM 235 Human Resource Management	3
DMGM 330 Principles of Management	3
DMKT 210 Principles of Marketing	3
DACC 487 Management and Accounting Information Systems	3
C. MANAGEMENT OPTION	27
DMGM 315 Insurance and Risk Management	3
DMGN 325 Material and Supply Chain Management	3
DMGN 340 International Business	3
DMGN 350 Managerial leadership	3
DMGM 360 Production and Operations Management	3
DMGN 415 Organizational Theory and Design	3
DMGN 460 Organizational Behaviour	3
DMGN 370 Project Planning and Management	3
DECO 320 Managerial Economics	3
OR	
C. HUMAN RESOURCE MANAGEMENT OPTION	27
DMGN 335 Management and Society	3
DMGN 470 Integrative Case Study in Management	3
DMGN 490 Seminar in Management	3
DMGN 337 Service Management	3
DHRM 315 Manpower Planning	3
DHRM 325 Human Resource Development and Training	3
DHRM 340 Compensation and Benefit Administration	3

DHRM 350 Industrial Law	3
DHRM 460 Labour Relations and Collective Bargaining	3
DMGN 415 Organizational Theory and Design	3
DHRM 425 Conflict Management Procedures	3
DMGN 460 360 Organizational Behaviour	3
DHRM435 Labour Economics	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
DBSA 460E-Commerce	3
DHRM 450 Mass Media and Communication	3
DHRM 470 Integrative Case Study in HRM	3
DMGN 337 Service Management	3
DHRM 490 Seminar in HRM	3
E. BBA COGNATE	11
DCOS 201 Business Spreadsheet	2
DCOS 202 Database Application	2
DMAT 182 Introductory Calculus	3
DSTA 271 Statistical Methods I	2
DSTA 272 Statistical Methods II	2
F. Business Practicum [Internship] & Senior Research Project I & II	9

BBA MARKETING DEGREE REQUIREMENTS

A. General Education	36
B. Business Required Core	51
C. Specialization	32
<i>Marketing Option (21)</i>	
<i>Electives (6)</i>	
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
TOTAL CREDITS HOURS	139
A. GENERAL EDUCATION	36
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
DPSY 105 Introduction to Psychology	3
OR	
DSOC 105 Principles of Sociology	3
CLUSTER 3. Natural and Physical Sciences Mathematics	6
DCOS 117 Fundamentals of Computing Skills	3
DMAT 181 Business Mathematics	3
CLUSTER 4. Religion, Theology and Philosophy	12
DREL 163 Life and Teaching of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Biblical Foundations of Ethics	3
DREL 451 Bible and Family Dynamics	3
CLUSTER 5. Health and Physical Education	3
DBIO 140 Human Body in Health and Disease	
OR	3
DHLT 200 Health Principles	3
CLUSTER 6. Counselling, Career Planning, Human Development	NC
DGNE 125 Study Skills (Mandatory)	NC
DGNE 468 Job Search Strategies and Techniques (Optional)	NC

CLUSTER 7. African Studies course	2
AFSTxxx African Studies courses	2
B. BUSINESS REQUIRED CORE	36
DACC121 Financial Accounting I	3
DACC 122 Financial Accounting II	3
DACC 476 Microcomputer Application in Accounting & Finance	3
DFNC 290 Business Finance	3
DREL 305 Business Research Methods	3
DBUA 325 Business Communication	3
DBUA 315 Quantitative Methods for Business Decisions	3
DBUA 375 Business Law I [Commercial]	3
DBUA 342 Business Law II [Company]	3
DBUA 210 Entrepreneurship & Small Business Manage.	3
DBSA 480 Strategic Management	3
DECO 225 Principles of Microeconomics	3
DECO 226 Principles of Macroeconomics	3
DHRM 235 Human Resource Management	3
DMGM 330 Principles of Management	3
DMKT 210 Principles of Marketing	3
DACC 487 Management and Accounting Information Systems	3
C. MARKETING OPTION	27
DMKT 320 Consumer Behaviour	3
DMKT 325 Selling & Sales Management	3
DMKT 340 Integrated Marketing Communications I	3
DMKT 341 Integrated Marketing Communications II	3
DMKT 350 Marketing Management	3
DMKT 360 International Marketing	3
DMKT 456 Marketing Research	3
DMKT 465 Brand Management	3
DMKT 480 Marketing Planning and Strategy	3
D. ELECTIVES	6
<i>Six hours of electives is to be selected from the following courses:</i>	
DBSA 460 E-Commerce	3
DMGN 325 Material & Supply Chain Management	3
DMKT 435 Distribution and Logistics Management	3
DMKT 460 Export Administration	3
DMKT 470 Integrative Case Study in Marketing	3
DMKT 490 Seminar in Marketing	3
DMKT 452 Social Media Marketing	3
DMGM 315 Insurance and Risk Management	3

E. BBA COGNATE	11
DCOS 201 Business Spreadsheet	2
DCOS 202 Database Application	2
DMAT 182 Introductory Calculus	3
DSTA 271 Statistical Methods I	2
DSTA 272 Statistical Methods II	2
F. Business Practicum [Internship] & Senior Research Project I & II	9

**BACHELOR OF BUSINESS ADMINISTRATION YEAR WISE PROGRAMME
SEQUENCE OF COURSES**

First Year/Level 100

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DENG 111 Language & Writing Skills I	2	DENG 112 Language and Writing Skills II	2
DMAT 181 Business Mathematics	3	DACC 122 Financial Accounting II	3
DCOS 117 Fundamentals of Computer Skills	3	DSOC 105 Principles of Sociology	3
DACC 121 Financial Accounting I	3		
Total Credits	11	Total Credits	8
FIRST SEMESTER			
2ND SESSION		SECOND SEMESTER	
4TH SESSION			
DREL 163 Life and Teaching of Jesus	3	DHLT 200 Health Principles	3
GNED 125 Study skills/ Introduction to Online	NC	DMAT 182 Introductory Calculus	3
DFRE 121 French for General Communication	2	DFRE 122 French for General Communication	2
DCMM 115 Introduction to Communication Skills	2		
Total Credits	7	Total Credits	8
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	16

Second Year/Level 200

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DECO 225 Principles of Microeconomics	3	DECO 226 Principles of Macroeconomics	3
DMGN255 Principles of Management	3	DREL 251 Principles of Christian Faith I	3
DCOS 201 Intro to Spreadsheet	2	DHRM 235 Human Resource Management	3
Total Credits	8	Total Credits	9
FIRST SEMESTER			
2ND SESSION		SECOND SEMESTER	
4TH SESSION			

DACC 213 Financial Reporting I	3	DCOS202 Database Application	2
DMKT 250 Principles of Marketing	3	DACC 214 Financial Reporting II	3
African studies	1	African studies	1
DBSA 241 Business Law	3	DBSA 242 Company Law	3
Total Credits	10	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	18

ACCOUNTING OPTION

Third Year/Level 300

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DBSA 325 Business Communication	3	DBSA 330 Quantitative Methods	3
DREL 385 Biblical Foundations of Ethics	3	STAT 372 Statistical Methods II	2
DSTA 371 Statistical Methods I	2	DACC 332 Cost & Management Accounting II	3
Total Credits	8	Total Credits	8
FIRST SEMESTER		SECOND SEMESTER	
2 ND SESSION		4 TH SESSION	
Course	Credits	Course	Credits
DBKF 210 Business Finance	3	DACC 318 Financial Reporting III	3
DACC 331 Cost & Management Accounting I	3	DBSA 305 Business Research	3
DACC 341 Taxation I	2	DACC 342 Taxation II	2
DACC 321 Auditing I	2	DACC322 Auditing II	2
Total Credits	10	Total Credits	10
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	18

Fourth Year/Level 400

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DBSA 497 Senior Research Project I	3	DBSA 435 Entrepreneurship and Small Business	3
DREL 451 Bible & Family Dynamics	3	DACC 452 Corporate Reporting II	3
DACC487: Management and	3	DBSA 480 Strategic	3

Accounting Information Systems		Management	
Total Credits	9	Total Credits	
FIRST SEMESTER		SECOND SEMESTER	
2ND SESSION		4TH SESSION	
DACC 447 Public Sector Accounting	3	DACC 476 Microcomputer Application in Accounting and Fin.	3
DACC 451 Corporate Reporting I	3	DBSA 498 Senior Research Project II	3
Elective (DACC465 Business Ethics and Corporate Governance)	3	Elective (DACC 440 Financial Management)	3
Total Credits	9	Total Credits	12
FIRST SEMESTER TOTAL CREDITS	15	SECOND SEMESTER TOTAL CREDITS	18

MANAGEMENT /HUMAN RESOURCE MANAGEMENT OPTION
Third Year/Level 300

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
*DHRM 375 Labour Economics / DECO320 Managerial Economics	3	DBSA 330 Quantitative Methods	3
DBSA 325 Business Communication	3	DSTA 372 Statistical Methods II	2
DREL 385 Biblical Foundations of Ethics	3	DMGN 350 Managerial Leadership (Mgt Students) / DHRM 360 Labour Relations and Collective Bargaining (HRM Students)	3
Total Credits	9	Total Credits	8
FIRST SEMESTER		SECOND SEMESTER	
2ND SESSION		4TH SESSION	
Management Option		Management Option	
DSTA371 Statistical Methods I	2	DMGNT340 International Business	3
DMGN315 Insurance & Risk Management	3	DBSA 305 Business Research Methods	3
DMGN325 Material & Supply Chain Management	3	DMGN 370 Project Planning & Management	3

<i>HRM Option</i>		<i>HRM Option</i>	
STAT 371 Statistical Methods I	2	DHRM 340 Compensation and Benefit Administration	3
DHRM315 Manpower Planning	3	DBSA 305 Business Research Methods	3
DHRM325 HR Training and Development	3	DHRM 425 Conflict Management Procedures	3
Total Credits	8	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	17	SECOND SEMESTER TOTAL CREDITS	17

MARKETING OPTION

Third Year/Level 300

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DBSA 325 Business Communication	3	DSAD 330 Quantitative Methods	3
DREL 385 Biblical Foundations of Ethics	3	DSTA 372 Statistical Methods II	2
STAT 371 Statistical Methods I	2	DMKG 350 Marketing Management	3
Total Credits	8	Total Credits	8
FIRST SEMESTER			
2ND SESSION		SECOND SEMESTER	
Marketing Option		4TH SESSION	
Marketing Option		Marketing Option	
DMKT 341 Integrated Marketing Communication I	3	DBSA 305 Business Research	3
DDMK 315 Consumer Behaviour	3	DMKT 342 Integrated Marketing Communication II	3
DMKT 325 Selling and Sales Management	3	DMKT 360 International Marketing	3
Total Credits	9	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	17

Fourth Year/Level 400

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DBSA 497 Senior Research Project I	3	DBSA 435 Entrepreneurship and Small Business	3
DREL 451 Bible & Family	3	DMKT 335 Service Marketing	3

Dynamics			
DMKT 465 Brand Management	3	DBSA 480 Strategic Management	3
Total Credits	9	Total Credits	9
FIRST SEMESTER		SECOND SEMESTER	
2ND SESSION		4TH SESSION	
Marketing Option		Marketing Option	
DMKT 455 Marketing Research	3	DMKT 480 Marketing Planning & Strategy	3
DMGN 425 Management Info. Systems	3	DBSA 498 Senior Research Project II	3
Elective	3	Elective	3
		DGNE 468 Job Search Strategies and Techniques	NC
Total Credits	9	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	18

REQUIREMENTS FOR GRADUATION – DEVELOPMENT STUDIES

Total credit required for graduation are as follows:

A. General Education	34
B. Development Studies Required Core	87
C. *Optional Courses/Cognate	06
D. Development Practicum, Senior Research Project & Internship 18	
TOTAL CREDIT HOURS	145
A. GENERAL EDUCATION	36
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2. Health and Physical Education	3
DHLT168 Health and Nutrition	3
OR	
DHLT 200 Health Principles	3
CLUSTER 3: Social and Behavioural Sciences, Humanities	3
DPSY 105 Introduction to Psychology	3
OR	
DSOC 105 Principles of Sociology	3
CLUSTER 4. Natural and Physical Sciences Mathematics	6
DDVS 151 Development Mathematics	3
DCOS 117 Fundamentals of Computer Skills	3
CLUSTER 5. Religion, Theology and Philosophy	12
DREL 163 Life and Teaching of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Biblical Foundations of Ethics	3
DREL 451 Bible and Family Dynamics	3

* Optional courses are for students who will not do Senior Research Project. All students who will do Senior Research Project will not do the optional course.

B. OPTIONAL COURSES	6
DDVS 143 Cultural Anthropology	3
OR	3
DDVS 458 Culture and Development	3
DDVS 447 Social Development	3
OR	
DDVS 449 Social Issues and Problems of Africa	3
C. PRACTICUM	18
DDVS 251 Development Studies Practicum I	3
DDVS 352 Development Studies Practicum II	3
DDVS 487 Development Seminar	3
DDVS 495 Senior Research Project	6
DDVS 468 Internship	3
D. CORE COURSES - DEVELOPMENT STUDIES	87
DDVS 246 Population and Development	3
DDVS 245 Introduction to Social Research	3
DDVS 355 Management for Development	3
DSTA 272 Statistical methods for Social Sciences	3
DDVS 375 Financial Management and Budgeting for Local Govt.	3
DDVS 417 Project Planning and Management	3
DDVS 378 Micro, Small and Medium Scale Enterprises Development	3
DDVS 376 Micro Finance	3
DDVS 176 Social Structures and Stratifications in Ghana	3
DDVS 215 Theories of Development and Underdevelopment	3
DDVS 217 Geography for Development	3
DDVS 225 Sociology of Development	3
DDVS 245 Social Research Methods	3
DDVS 326 Reports and Proposal Writing	3
DDVS 235 Community Mobilization and Development	3
DDVS 428 Introduction to Development Communication	3
DDVS 437 Development Finance	3
DDVS 346 Local Government and Decentralization	3
DDVS 477 Leadership and Governance	3
DDVS 366 Nature of Not-for Profit-Organisations	3
DDVS 365 Gender and Development	3
DDVS 315 Conflicts and Development	3
DDVS 417: Integrated Development	3
DDVS356 Disaster Preparedness and Response	3
DDVS 218 Development and Environment	3

DDVS 353 The Economy of Ghana	3
DDVS 225 Economics for Development I	3
DDVS 226 Economics for Development II	3
DDVS 365 Introduction to Development Planning	3

DEVELOPMENT STUDIES SESSIONAL STRUCTURE

YEAR ONE

SECOND SEMESTER			FIRST SEMESTER		
3RD SESSION			1ST SESSION		
Course Code	Course Title	C/Hrs	Course Code	Course Title	C/Hrs
DENG 112	Language & Writing Skills II	2	DENG 111	Language & Writing Skills I	2
DDVS 153	Community Mobilization and Development	3	DGNE 125	Study Skills/Introduction to Online	NC
DFRE 122	French for General Communication II	2	DSOC176	Social Structures and Stratifications in Ghana	3
			DCOS 117	Fundamentals of Computing Skills	3
Total Credits		7	Total Credits		8
4TH SESSION			2ND SESSION		
COURSE CODE	COURSE TITLE	C/HRS	COURSE CODE	COURSE TITLE	C/HRS
DPSY 105	Introduction to Psychology	3	DDVS 117	Geography for Development	3
DHLT 168	Health and Nutrition	3	DFRE 121	French for General Communication I	2
DDVS 143	Cultural Anthropology	3	DREL 163	Life and teachings of Jesus	3
			DCMM 115	Introduction to Communication Skills	2
Total Credits		9	Total Credits		10
SECOND SEMESTER TOTAL CREDITS		16	FIRST SEMESTER TOTAL CREDITS		18

Summer Vacation - DDVS 251 Development Studies Practicum 1 3

YEAR TWO

SECOND SEMESTER			FIRST SEMESTER		
3RD SESSION			1ST SESSION		
Course Code	Course Title	C/Hrs	Course Code	Course Title	C/Hrs
DDVS215	Theories of Development and Underdevelopment	3	DDVS 224 DDVS 146	Agriculture and Rural Development / The Economy of Ghana	3
DDVS225	Sociology of Development	3	DDVS 438	Statistics for Social Sciences	3
DREL251	Principles of Christian Faith	3	DDVS 218	Development and Environment	3
Total Credits		9	Total Credits		9
4TH SESSION			2ND SESSION		
COURSE CODE	COURSE TITLE	C/HRS	COURSE CODE	COURSE TITLE	C/HRS
DDVS 237	Development Mathematics	3	DDVS 275	Economics for Development I	3
DDVS 276	Economics for Development II	3	DDVS 249	Population Problems and Analysis / Population and Development	3
DDVS246	Social Research Methods II	3	DDVS 245	Introduction Social Research Methods I	3
Total Credits		9	Total Credits		9
SECOND SEMESTER TOTAL CREDITS		18	FIRST SEMESTER TOTAL CREDITS		18

Summer Vacation - DDVS 352 Development Studies Practicum II 3

YEAR THREE

SECOND SEMESTER			FIRST SEMESTER		
3RD SESSION			1ST SESSION		
Course Code	Course Title	C/Hrs	Course Code	Course Title	C/Hrs
DDVS315	Conflict and Development	3	DDVS 326	Reports and Proposal Writing	3
DDVS 365	Gender and Development	3	DDVS 336	Local Government and Decentralization (Elective)	3
DREL385	Introduction to Christian Ethics	3	DDVS 436	Project Planning and Management	3
			DDVS 366	Nature of Not-for – Profit Organization	3
Total Credits		9	Total Credits		12
4TH SESSION			2ND SESSION		
COURSE CODE	COURSE TITLE	C/HRS	COURSE CODE	COURSE TITLE	C/HRS
DDVS 355	Management for Development	3	DDVS 376	Micro Finance and Development (Elective)	3
DDVS353	History of Development of Ghana	3	DDVS 386	Contemporary Issues in Development	3
DDVS478	Leadership and Governance	3	DDVS 396	Governance and Development	3
Total Credits		9	Total Credits		9
SECOND SEMESTER TOTAL CREDITS		18	FIRST SEMESTER TOTAL CREDITS		18

Summer DDVS 468 Internship

3

YEAR FOUR

SECOND SEMESTER			FIRST SEMESTER		
3RD SESSION			1ST SESSION		
Course Code	Course Title	C/Hrs	Course Code	Course Title	C/Hrs
DDVS 457	Development Financing	3	DDVS 244	Introduction to Development Communication	3
DDVS 447	Social Development	3	DDVS 458	Culture and Development	3
DDVS 471	Micro, Small and Medium-scale Enterprises Development (Elective)	3	DDVS 416	Financial Management and Budgeting for Local Government (Elective)	3
DDVS487	Development Seminar	3	DDVS 417	Integrated Development	3
Total Credits		12	Total Credits		12
4TH SESSION			2ND SESSION		
COURSE CODE	COURSE TITLE	C/HR	COURSE CODE	COURSE TITLE	C/HR
DDVS 465	Introduction to Development Planning	3	DDVS 356	Disaster Preparedness and Response	3
DDVS 495	Senior Research Project	3	DGNE 468	Job Search Strategies and Techniques	NC
DDVS 441	Urbanization	3	DDVS 442	Entrepreneurship (Elective)	3
DDVS 465	Introduction to Development Planning	3	DREL 451	Bible and Family Dynamics	3
Total Credits		9	Total Credits		9
SECOND SEMESTER TOTAL CREDITS		18	FIRST SEMESTER TOTAL CREDITS		18

SADE EDUCATION PROGRAMMES

BED. SOCIAL STUDIES

A. GENERAL EDUCATION REQUIREMENTS	38
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
DEDS 245 Educational Psychology	3
CLUSTER 3. Mathematics/ Physical Sciences	6
DMAT 121 College Algebra	3
DCOS 117 Fundamentals of Computer Skills	3
CLUSTER 4. Religion, Theology and Philosophy	12
DREL 163 Life and Teachings of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Introduction to Biblical Foundation Ethics	3
DREL451 Bible and Family Dynamics	3
CLUSTER 5. Health and Physical Education	3
DBIO 140 Human Body in Health and Diseases	3
DPEA 100 Physical Activity	NC
CLUSTER 6. Career Planning and Human Development	3
DGNE 125 Study Skills	1
DGNE 468 Job Search Strategies and Techniques	1
CLUSTER 7 African Studies	2
AFST *** African Studies Courses	2
B. EDUCATION REQUIRED CORE	50
EDUCATIONAL FOUNDATIONS	21
DEDS 225 Principles and Practice of Education	3
DEDS 125 Philosophy of Education	3
DEDS 219 General Principles and Methods of Teaching	3
DEDS 138 Development of Education in Ghana	2
DEDS 316 Educational Measurement and Evaluation	3
DEDS 118 Sociological Foundations of Education	1

DEDS 357 Research Methods in Education	3
DEDS 228 Educational Statistics	3
EDUCATIONAL CURRICULUM INSTRUCTION	11
DEDS 226 Technology in the Classroom	3
DESS464 Assessment in Social Studies	3
DEDS244 Curriculum Studies	3
DEDS 234 Development of Instructional Materials	2
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
DEDS 128 Principles of Guidance and Counselling	2
DEDS 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
DBSA 435 Entrepreneurship and Small Business Management	3
EDUCATIONAL ADMINISTRATION	3
DEDS 389 School Organization, Administration & Supervision	3
EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT	9
DEDS 327 On-Campus Teaching Practice	3
DEDS 374 Off-Campus Teaching Practicum	3
DEDS 495 Senior Research Project	3
C. MAJOR CONCENTRATION	54
DESS 117 Meaning and Scope of Social Studies	3
DESS 227 Foundations of Social Studies	3
DESS 217 Marriage and Family Life Issues	3
DESS 201 Social Studies for Basic Schools	3
DESS 232 The Development of Social Std In Ghana And Africa	3
DESS 224 Resource Development and Utilization	3
DESS 315 The Constitution and Nation Building	3
DESS 317 Population and Development	3
DESS 226 Entrepreneurship	3
DESS 324 Reproductive Health and Family Life Education	3
DESS 321 Physical and Social Environment	3
DESS 415 Gender Issues and Development	3
DESS 417 Traditional Socio-Political Institutions in Ghana	3
DESS 325 Education and Social Change	3
DESS 424 Contemporary Economic Issues	3
DESST426 Community Studies	3
DESS 446 The World of Work	3
DESS 464 Assessment in Social Studies	3

SEMESTER-BY-SEMESTER SCHEDULE

YEAR ONE

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DENG 111 Language and Writing Skills I	2	DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Comm. I	2	DFRE 122 French for General Comm. II	2
DCMM 115 Introduction to Com. Skills	2	DBIO 140 Human Body in Health and Dis.	3
DMAT 121 College Algebra	3	DESS 117 Meaning and Scope of Social Studies	3
Total Credits	9	Total Credits	10
FIRST SEMESTER		SECOND SEMESTER	
2 ND SESSION		4 TH SESSION	
DREL 163 Life and Teachings of Jesus	3	DEDS 118 Sociological Foundations of Education	1
DCOC 117 Fundamentals of Computing Skills	3	DEDS 138 Dev. of Education in Ghana	2
DEDS 125 Philosophy of Education	3	DEDS 128 Principles of Guidance and Counselling	2
DGNE 125 Study Skills	1	DEDS 136 Psychology and Education of Exceptional Child	1
DPEA 100 Physical Activity	NC	DEDS 160 Philosophy of Christian Education	3
Total Credits	10	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	19

YEAR TWO

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DEDS 225 Principles and Practice of Education	3	DEDS 228 Educational Statistics	3
DEDS 245 Educational Psychology	3	DESS 201 Social Studies for Basic Schools	3
DESS 227 Foundations of Social Studies	3	DESS 232 Dev't of Social std in Ghana and Africa	3

Total Credits	9	Total Credits	9
FIRST SEMESTER		SECOND SEMESTER	
2ND SESSION		4TH SESSION	
DESS 217 Marriage and family Life Issues	3	DESS 224 Resource Development and Utilization	3
DREL 251 Principles of Christian Faith	3	DEDS 234 Development of Instructional Materials	2
DEDS 244 Curriculum Studies	3	DEDS 226 Technology in the Classroom	3
		DAFS *** African Studies	1
Total Credits	9	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	18

YEAR THREE

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DEDS 389 School Organisation, Administration and Supervision	3	DEDS 316 Educational Measurement and Evaluation	3
DAFS *** African Studies	1	DESS 324 Reproductive Health and Family Life Education	3
DESS 315 The Constitution and Nation Building	3	DESS 321 Physical and Social Environment	3
DREL 385 Introduction to Biblical Foundations Ethics	3		
Total Credits	10	Total Credits	9
FIRST SEMESTER		SECOND SEMESTER	
2ND SESSION		4TH SESSION	
DEDS 357 Research Methods in Education	3	DEDS 374 Off-Campus Teaching Practicum	6
DESS 317 Population and Dev't	3		
DESS 226 Entrepreneurship	3		
DEDS 327 On-Campus Teaching Practice	3		
Total Credits	12	Total Credits	6
FIRST SEMESTER TOTAL CREDITS	22	SECOND SEMESTER TOTAL CREDITS	15

YEAR FOUR

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DBSA 435 Entrepreneurship and Small Business Management	3	DESS 424 Contemporary Economic Issues	3
DESS 415 Gender Issues and Development	3	DESS 426 Community Studies	3
Total Credits	6	Total Credits	6
FIRST SEMESTER		SECOND SEMESTER	
2NDSESSION		4TH SESSION	
DESS 417 Traditional Socio-Political Institutions in Ghana	3	DESS 446 The World of Work	3
DESS 325 Education and Social Change	3	DESS 464 Assessment in Social Studies	3
DEDS 495 Senior Research Project	3		
Total Credits	9	Total Credits	6
FIRST SEMESTER TOTAL CREDITS	15	SECOND SEMESTER TOTAL CREDITS	12

BED. MATHEMATICS

A. GENERAL EDUCATION REQUIREMENTS	38
CLUSTER 1: Language and Communication	10
DENG 111 Language and Writing Skills I	2
DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Communication I	2
DFRE 122 French for General Communication II	2
DCMM 115 Introduction to Communication Skills	2
CLUSTER 2: Social and Behavioural Sciences, Humanities	3
DEDS 245 Educational Psychology	3
CLUSTER 3. Mathematics/ Physical Sciences	6
DMAT 121 College Algebra	3
DCOS 117 Fundamentals of Computer Skills	3
CLUSTER 4. Religion, Theology and Philosophy	12
DREL 163 Life and Teachings of Jesus	3
DREL 251 Principles of Christian Faith	3
DREL 385 Introduction to Biblical Foundation Ethics	3
DREL451 Bible and Family Dynamics	3
CLUSTER 5. Health and Physical Education	3
DBIO 140 Human Body in Health and Diseases	3
DPEA 100 Physical Activity	NC
CLUSTER 6. Career Planning and Human Development	3
DGNE 125 Study Skills	1
DGNE 468 Job Search Strategies and Techniques	1
CLUSTER 7 African Studies	2
AFST *** African Studies Courses	2
B. EDUCATION REQUIRED CORE	47
EDUCATIONAL FOUNDATIONS	18
DEDS 225 Principles and Practice of Education	3
DEDS 125 Philosophy of Education	3
DEDS 219 General Principles and Methods of Teaching	3
DEDS 138 Development of Education in Ghana	2
DEDS 316 Educational Measurement and Evaluation	3
DEDS 118 Sociological Foundations of Education	1
DEDS 357 Research Methods in Education	3
EDUCATIONAL CURRICULUM INSTRUCTION	11

DEDS 226 Technology in the Classroom	3
DESS464 Assessment in Social Studies	3
DEDS244 Curriculum Studies	3
DEDS 234 Development of Instructional Materials	2
EDUCATIONAL PSYCHOLOGY AND COUNSELLING	3
DEDS 128 Principles of Guidance and Counselling	2
DEDS 136 Psychology and Education of Exceptional Child	1
BUSINESS REQUIRED CORE	3
DBSA 435 Entrepreneurship and Small Business Management	3
EDUCATIONAL ADMINISTRATION	3
DEDS 389 School Organization, Administration & Supervision	3
EDUCATIONAL PRACTICUM AND SENIOR RESEARCH PROJECT	9
DEDS 327 On-Campus Teaching Practice	3
DEDS 374 Off-Campus Teaching Practicum	3
DEDS 495 Senior Research Project	3
C. MAJOR CONCENTRATION	66
DMAT117 Nature of Mathematics	3
DMAT 136 Analytical and Euclidean Geometry	3
DMAT 225 Algebra and Trigonometry	3
DMAT 257 Introduction to Statistics and Probability	3
DMAT 264 Algebra	3
DMAT 276 Introduction to Abstract Algebra	3
DMAT 228 Calculus I	3
DMAT 329 Calculus II	3
DMAT 331 Probability and Statistics	3
DMAT 328 Introductory Analysis	3
DMAT 354 Numerical and Computational Methods	3
DMAT 346 Vectors and Mechanics I	3
DMAT 394 Calculus of Several Variables	3
DMAT 366 Discrete Mathematics I	3
DMAT 433 Differential Equations	3
DMAT 467 Discrete Mathematics II	3
DMAT 447 Vectors and Mechanics II	3
DMAT 432 Linear Algebra	3
DMAT 485 Teaching Problem Solving in Mathematics	3
DMAT 464 Assessment in Mathematics	3
DMAT 448 Partial Differential Equations	3
DMAT 430 Analysis	3

SEMESTER-BY-SEMESTER SCHEDULE

YEAR ONE

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DENG 111 Language and Writing Skills I	2	DENG 112 Language and Writing Skills II	2
DFRE 121 French for General Comm. I	2	DFRE 122 French for General Comm. II	2
DCMM 115 Introduction to Com. Skills	2	DBIO 140 Human Body in Health and Dis.	3
DMAT 117 Nature of Mathematics	3	DMAT 136 Analytical and Euclidean Geometry	3
Total Credits	9	Total Credits	10
FIRST SEMESTER		SECOND SEMESTER	
2 ND SESSION		4 TH SESSION	
DREL 163 Life and Teachings of Jesus	3	DEDS 118 Sociological Foundations of Education	1
DCOC 117 Fundamentals of Computing Skills	3	DEDS 138 Dev. of Education in Ghana	2
DEDS 125 Philosophy of Education	3	DEDS 128 Principles of Guidance and Counselling	2
DGNE 125 Study Skills	1	DEDS 136 Psychology and Education of Exceptional Child	1
DPEA 100 Physical Activity	NC	DEDS 160 Philosophy of Christian Education	3
Total Credits	10	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	19

YEAR TWO

FIRST SEMESTER		SECOND SEMESTER	
1 ST SESSION		3 RD SESSION	
Course	Credits	Course	Credits
DEDS 225 Principles and Practice of Education	3	DMAT 264 Algebra	3
DEDS 245 Educational Psychology	3	DMAT 276 Introduction to Abstract Algebra	3
DMAT 225 Algebra and Trigonometry	3	DMAT 228 Calculus I	3
Total Credits	9	Total Credits	9

FIRST SEMESTER		SECOND SEMESTER	
2NDSESSION		4TH SESSION	
DMAT 257 Introduction to Statistics and Probability	3	DEDS 234 Development of Instructional Materials	2
DREL 251 Principles of Christian Faith	3	DEDS 226 Technology in the Classroom	3
DEDS 244 Curriculum Studies	3	DAFS *** African Studies	1
Total Credits	9	Total Credits	6
FIRST SEMESTER TOTAL CREDITS	18	SECOND SEMESTER TOTAL CREDITS	15

YEAR THREE

FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RDSESSION	
Course	Credits	Course	Credits
DEDS 389 School Organisation, Administration and Supervision	3	DEDS 316 Educational Measurement and Evaluation	3
DAFS *** African Studies	1	DEDS 374 Off-Campus Teaching Practicum	6
DEDS 327 On-Campus Teaching Practice	3	DMAT 328 Introductory Analysis	3
DREL 385 Introduction to Biblical Foundations Ethics	3	DMAT 354 Numerical and Computational Methods	3
Total Credits	10	Total Credits	15
FIRST SEMESTER		SECOND SEMESTER	
2NDSESSION		4TH SESSION	
DEDS 357 Research Methods in Education	3	DMAT 346 Vectors and Mechanics I	3
DMAT329 Calculus II	3	DMAT 394 Calculus of Several Variables	3
DMAT 331 Probability and Statistics	3	DMAT 366 Discrete Mathematics I	3
Total Credits	9	Total Credits	9
FIRST SEMESTER TOTAL CREDITS	19	SECOND SEMESTER TOTAL CREDITS	24

YEAR FOUR

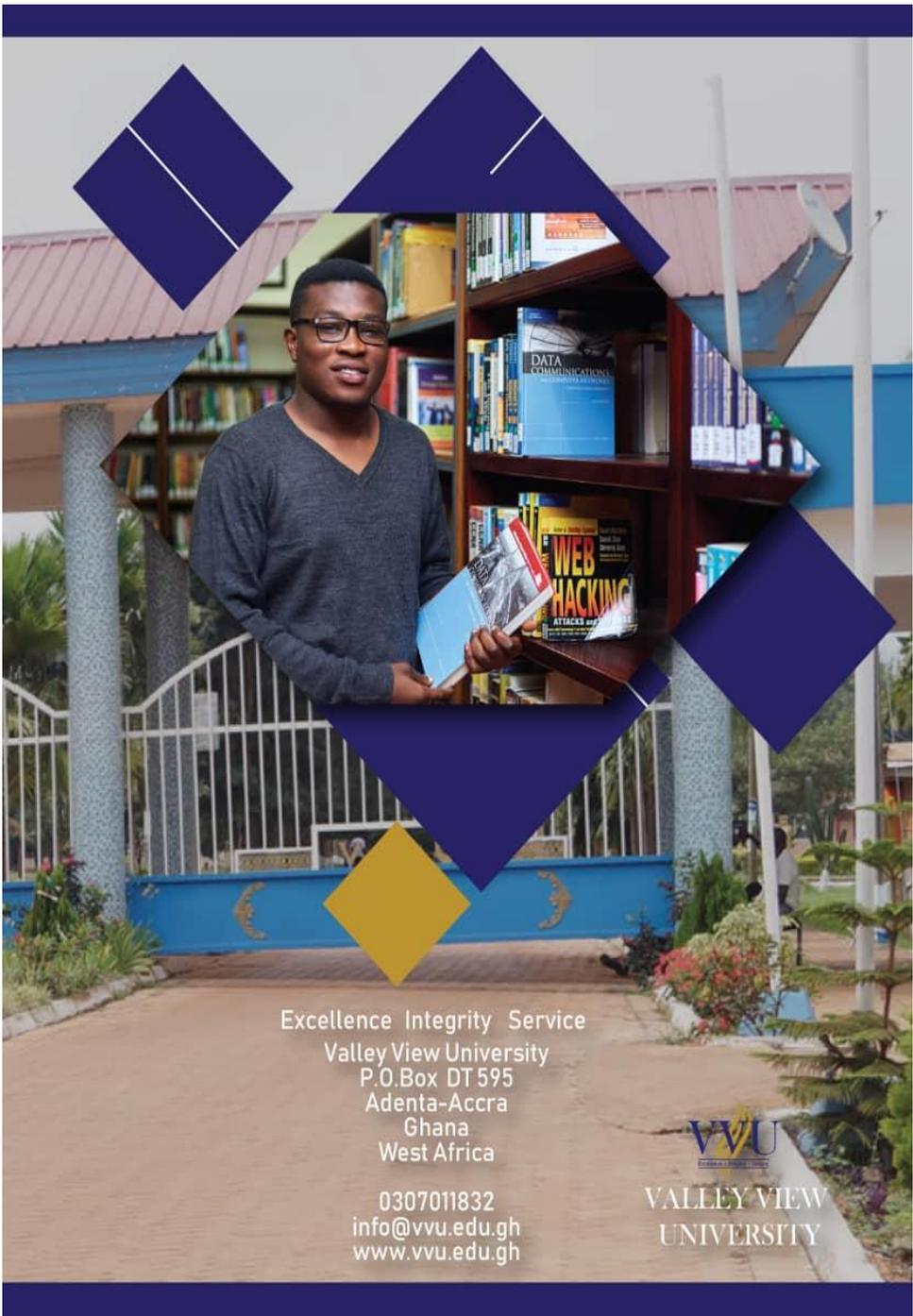
FIRST SEMESTER		SECOND SEMESTER	
1ST SESSION		3RD SESSION	
Course	Credits	Course	Credits
DBSA 435 Entrepreneurship and Small Business Management	3	DMAT 485 Teaching Problem Solving in Mathematics	3
DMAT 433 Differential Equations	3	DMAT 464 Assessment in Mathematics	3
DMAT 467 Discrete Mathematics II	3		
Total Credits	15	Total Credits	6
FIRST SEMESTER		SECOND SEMESTER	
2NDSESSION		4TH SESSION	
DMAT 432 Linear Algebra	3	DMAT 448 Partial Differential Equations	3
DEDS 495 Senior Research Project	3	DMAT 430 Analysis	3
Total Credits	6	Total Credits	6
FIRST SEMESTER TOTAL CREDITS	21	SECOND SEMESTER TOTAL CREDITS	12

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