VALLEY VIEW UNIVERSITY

A SEVENTH-DAY ADVENTIST INSTITUTION OF HIGHER LEARNING

ACADEMIC BULLETIN
2013 - 2018

A Passion for Excellence

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2012/2013 ACADEMIC YEAR

August 19, 2012	Arrival of New Students
August 20 – 24, 2012	Orientation of New Students
August 26, 2012	Arrival of Continuing Students
August 27 – 31, 2012	Registration of Continuing Students
September 3, 2012	Classes begin; Late Registration fee in effect
September 15, 2012	Corporate Worship
September 21, 2012	Last Day: *to enter any class;* *to drop a class without a fee;* *to complete a change of programme;* *to change from audit to credit.*
September 24, 2012	No Refund of Tuition Fees
September 26, 2012	Matriculation
October 15 – 19, 2012	Mid – Semester Examination
October 29, 2012	Last Day to drop from a class with a W mark; to change from credit to audit
October 27 – Nov. 3, 2012	Week of Spiritual Emphasis
November 24, 2012	Corporate Worship
Nov. 29 – Dec. 13, 2012	End of Semester Examinations
December 13, 2012	Vacation

NB: STUDENTS CAN REGISTER EARLY (AUGUST 6, 2012)

SECOND SEMESTER

Jan. 12, 2013	Arrival of New Students
Jan. 14 – 18, 2013	Orientation of New Students
Jan. 20, 2013	Arrival of Continuing Students
Jan. 21 – 25, 2013	Registration of all Students
Jan. 28, 2013	Classes begin: Late Registration fee in effect
February 9, 2013	Corporate Worship
Feb. 25, 2013	Last Day: *to enter any class;* *to drop a class without a fee;* *to complete a change of programme;* *to change from audit to credit*
Feb. 18, 2013	No Refund of Tuition Fees
Mar. 11 – 15, 2013	Mid - Semester Examination
Mar. 14 – 17, 2013	Proposed Graduation
Mar. 25, 2013	Last Day: *to drop from a class with a W mark;* *to change from credit to audit*
Mar. 23 – 30, 2013	Week of Spiritual Emphasis
Apr. 1 – 6, 2013	Literature Evangelism Week
Apr. 13, 2013	Corporate Worship
Apr. 18 – May 2, 2013	End of Semester Examination
May 3, 2013	Summer Vacation

NB: STUDENTS CAN REGISTER EARLY (JANUARY 3, 2013)

FROM THE VICE CHANCELLOR'S DESK

Professor Dr. Dr. Daniel Buor

WHY CHOOSE VALLEY VIEW UNIVERSITY?

Accredited Degrees
Earn degrees accredited by the National Accreditation Board (Ghana) and the Accrediting Association of Adventist Universities. 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 from different nationalities on a campus that is good enough to maintain a family atmosphere.

Congenial Setting
The University is located on a 335-acre pristine land, some 31 kilometres northeast of Accra. The country-side setting provides a very congenial environment for studies and personal meditation.

Cultural Life
Less than an hour's drive from all that Accra has to offer in the way of concerts, plays, museums and art galleries.

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
You will get more than your money's worth at Valley View University.

KNOW YOUR BULLETIN

KNOW YOUR BULLETIN

KNOW YOUR BULLETIN

IT IS YOUR RESPONSIBILITY TO KNOW…

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 enrol 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 practises, 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 Administration.

Do not lose this bulletin. It is your "University Manual."

ABOUT VALLEY VIEW UNIVERSITY

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SETTING

Valley View University is located at Oyibi, 31 km from the city of Accra, and 13 km from Adenta, a suburb of Accra. The serene atmosphere and the hilly surroundings provide the necessary tranquil, conducive to serious academic work. The vastness of the University land (335 acres) constitutes 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) now West Central African Division of Seventh-day Adventist with headquarters in Abidjan, Cote d'Ivoire. The Ghana Union Conference of Seventh-day Adventists, (organized in 2000), serves as the local manager of the University.

The University was initially called the Adventist Missionary College (AMC) and was located at Bekwai-Ashanti. It was transferred to Adenta 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 Adventist Accrediting Association (AAA) has, since 1983, been evaluating and reviewing the accreditation status of the institution. In 1995, the University 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. Thus, Valley View University became the first private institution in Ghana to be granted national accreditation.

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 center 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

Valley View University is committed to the spiritual, physical, mental, and social development of qualified students who seek both practical and intellectual preparation for a life of service to their communities.

The Christian writer, Ellen G. White, counselled that:

> *"Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions". (Education, p. 18).*

Following this counsel, VVU seeks to encourage each student to develop desirable characteristics such as integrity, initiative, perseverance, adaptability, and trust in God.

The educational philosophy of Valley View University embraces the principle that every individual has the responsibility of serving others.

For this reason, the University seeks to expand the graduate's options for employment by providing opportunities for students to develop vocational skills which can help them be of service in a wide field of human endeavour.

Furthermore, the University does not measure a graduate's success in terms of material gain only, but also in terms of one's capacity to find a meaningful avenue of service.

GENERAL GOALS

Valley View University will pursue the following general goals:

EDUCATIONAL GOALS

VVU will offer a range of academic and vocational 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 bachelors 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, Mathematics and Economics, Mathematics and Statistics. VVU also offers accredited graduate programs: MBA (Banking and Finance, Strategic Management, Human Resource Management), MSc International Development, Post Graduate Diploma (PGD) Pastoral Ministry, Post Graduate Diploma in Education. The university offers diploma and certificate courses in Biomedical Equipment Technology. 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, 9 credit hours of mandatory religion courses, students participate in various religious activities including worship seminars, religious convocations, camp meetings, mid-week prayer meetings, week-end 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 programme.

Besides 3 credit hours in social and behavioural sciences, which is required of each student, there are other courses such as Oral

Communication Skills, Human Resource Management, 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, Bio-Diesel Plantation, 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 a beautiful, green and spacious campus.

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 300 acres of pristine land. 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 practises 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.

ACCREDITATION AND AFFILIATION

ACCREDITATION

- **Accrediting Association of Adventist Schools, Colleges and Universities (AAA).**

Valley View University is accredited by the Accrediting Association of Adventist Schools, Colleges and Universities. 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 all programs.

AFFILIATION

- **American High**

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- **West African Association of Theological Institutions (WAATI)**

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

- **Ghana Association of Private Tertiary Institutions (GAPTI)**

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

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

LINKAGES

Valley View University has linkages with the following institutions:

- **Adventist University of Africa, Kenya.**
- **Andrews University, USA.**

PRESIDENTIAL CHARTER

Valley View University was granted a Presidential charter by his Excellency, Mr. J. A. Kufuor, president of the republic of Ghana in January 2006. This makes Valley View University the first Chartered Private University in Ghana.

A "Chartered" institute/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 institute's statutes, examination procedures, quality assurance standards, etc.

VALLEY VIEW UNIVERSITY PHYSICAL FACILITIES

INTRODUCTION

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 Ladies, Library, Health Clinic, Cafeteria, Faculty homes, Flower and Horticulture Gardens, Recording Studio, Conference Halls, and faculty residential homes.

EXISTING FACILITIES AND TEACHING RESOURCES

TYPE OF RESOURCES OR FACILITY	QTY	EXISTING SIZE	LOCATION
Andrew Clerk Hall	3	60 × 24 ft	On –Campus
Audio Visual Lab	1	40 × 24 ft 28 × 24 ft	On- Campus
Auditorium (850 Capacity)	1		On-Campus
Biology Lab	1		On-Campus
Business Computer Lab (90 Computers)	1		On-Campus
Cafeteria (350 Seating Capacity)	1		On-Campus
Chemistry Lab	1		On-Campus
Columbia Hall Classrooms	3	30 × 24ft	On -Campus
Computers	168		On-Campus
Data Quality Video Projector	6	--	On-Campus
Lecture Theatres (120 Seating Capacity)	2		On-Campus
Leola Block Internet Café	1	12 × 24 ft	On-Campus
Leola Block Lecture Hall	4	60 × 24 ft	On- Campus
Library	3	99 × 31 ft	On-Campus
Main Block Classrooms	5	30 × 24 ft	On -Campus
Medical Equipment Technology Lab	2		On-Campus
Multipurpose room	1	60 × 24 ft	On-Campus
Nursing Demonstration Lab	1		On-Campus
Overhead Projector	2	--	0n-Campus
Photo Copier	10		
Recording Studio	1		On-Campus
Satellite Dish	2	--	On-Campus
University Clinic	1		On-Campus

PLANNED PHYSICAL FACILITIES

The following physical facilities are currently under construction:

- Completion of University Chapel - to serve also as auditorium in the interim
- Lecture Hall I — interdisciplinary lecture hall with a capacity of 1500 students

- 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 24 full-time faculty and staff.
- Mini Mall - to sell grocery and other necessities for students, faculty and staff families on campus. This will include a communication centre.
- Residence Halls — two residence halls that can house 500 students each.
- Phase 2 of Internal Roads System

CLASSROOM FACILITIES

15 lecture rooms and Three lecture theatres are currently available. The dimensions of the class room are such that the floor area per student in each of these rooms is 11.0 sq ft. All lecture rooms have a lecturer's table, light, chair and the full capacity of student chairs.

FACULTY LOUNGE AND OFFICES

Currently there is a faculty lounge with a floor area of 312 sq ft. This is fitted with a conference table, and chairs for 30 Faculty and one Secretary. The Departments have adequate office space for the HODs, the office secretary and departmental faculty.

LABORATORIES

Four computer laboratories are currently available for the programme. 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.
- The University has a wireless internet for students' use.

RELATED FACILITIES

SOME OF THE FACULTY HOUSES ON CAMPUS

Other facilities needed to ensure smooth running of the programme are in place.

Faculty Houses – There are 28 on-campus faculty houses and some 75 others rented in the surrounding communities. At VVU we place great emphasis on accessibility of faculty to students during and outside classes.

For this reason no stone is left unturned in ensuring that faculty members and key staff are suitably accommodated on or as close to campus as possible.

LIBRARY

There is a well-stocked, 3,200 sq ft library available to students for use. The library is shown on the left.

SAFETY, HEALTH AND ENVIRONMENTAL SANITATION

All facilities on campus are fitted with fire extinguishers for fire fighting, 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.

MORE LECTURE ROOMS AND OFFICES

A new faculty building is currently under construction. The building comprises 2 science laboratories each with a capacity of 40 students, a library with a floor space of 1,624 sq ft, offices for 14 faculty, a computer laboratory to be fitted with 90 sets of computers, and lecture rooms and lecture theatres with a total capacity of some 780 students.

STUDENT HOSTELS

Currently there are two new student hostels with a total capacity of 1000 students on campus. The rooms are sized to take 4 students per room and there is a washroom to every room. One of the students' hostels is shown below.

CAFETERIA

A cafeteria with a dining capacity of 750 students and a multi-purpose hall with a capacity for 1,400 students is also available and shown here. The cafeteria is fitted with all necessary kitchens, serving, and dining equipment and furniture.

LARGE AND CONDUCIVE CAMPUS

Located at Mile 19 between Malejor and Oyibi on the Accra - Dodowa road 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 meters along its 1300 meter 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 meters along its 360 meter length.

OVERALL PHYSICAL DEVELOPMENT CONCEPT

ECOLOGICAL DEVELOPMENT STRATEGY

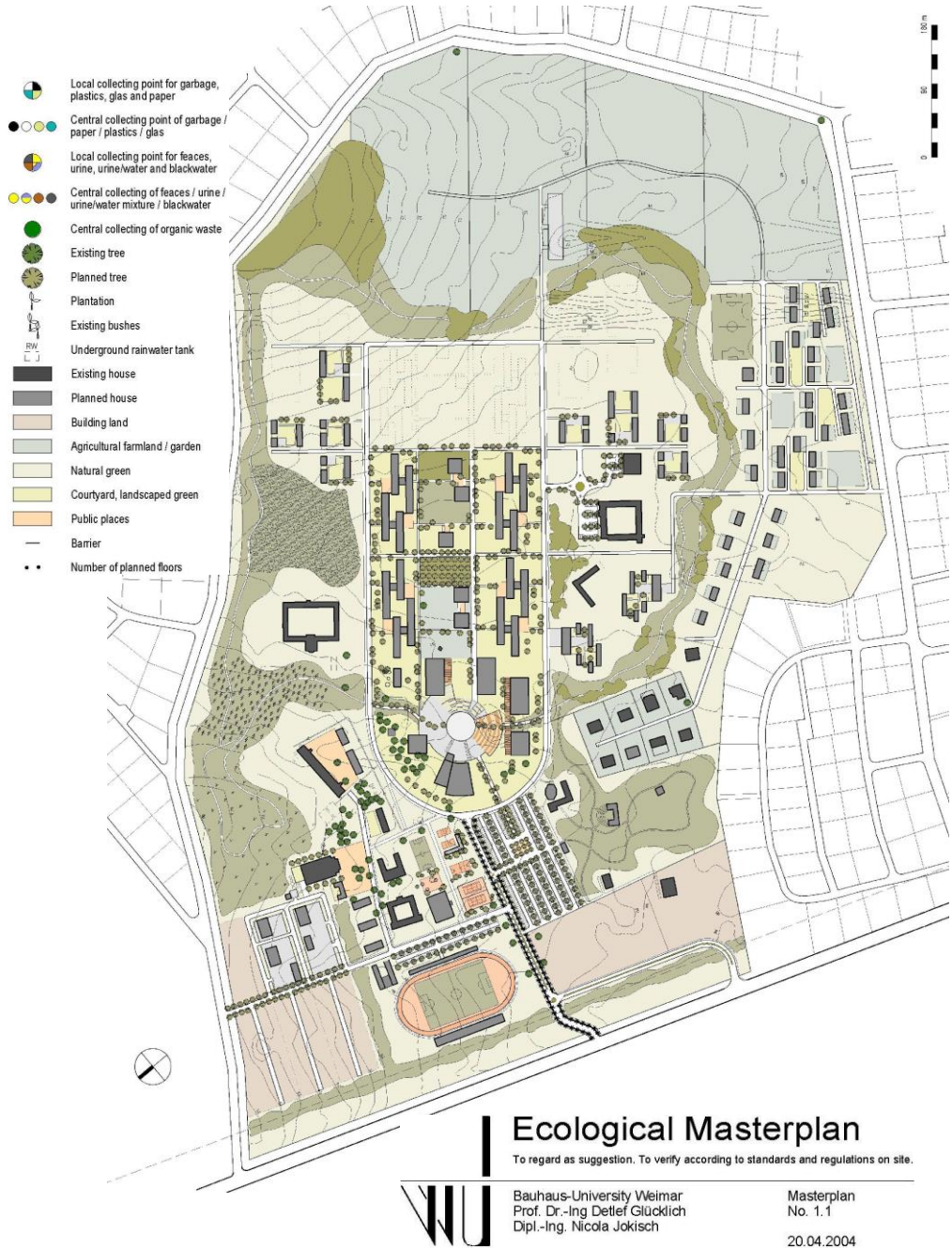
Valley View University is conceived as an ecologically balanced community with overriding emphasis on sustainable land planning and economic use. The development scheme seeks to avoid environmental damage in the forms of

excessive resource utilization, unnecessary damage to sensitive ecosystems, and destruction of wild life habitats.

LAND USE

The campus masterplan incorporates zones for various land uses, namely, academic, faculty housing, pre-tertiary education, vocational re-training, student hostels, light industrial, playing fields, botanical gardens, farms and plantations, worship, commercial, hospital, maintenance, and parking. 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.

UNIVERSITY MASTER PLAN



- ***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 will serve 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 1920 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*** – 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 provided 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. Already the University has established itself as a leader in physic nut farming for diesel oil and fertilizer production. Other crops include acacia and mangoes. Vegetable farms are also to be established.
- ***Playing Fields*** – The main playing field will be located along the main Accra-Dodowa road between the ceremonial and southern entries. A gymnasium, tennis court, and other sports facilities will also be provided. Another provision will be made within the faculty housing area 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

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. The University is served by a Community Water scheme involving 7 communities around the Oyibi area. The installation comprises of 4 mechanized boreholes, an elevated concrete storage tank, 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 50,000 gallons. Water conservation is being vigorously pursued with the use of water saving sanitary appliances and the like.

ENERGY CONCEPT

Structures on campus will be 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 will also be exploring the economy of using solar energy in water heating and lighting in the staff houses.

TRAFFIC CONCEPT

Estate roads will be 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 will be laid throughout the campus. 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 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 the following academic programmes:

A. Regular
B. Sandwich
C. Centre for Adult and Distance Education Programmes
D. Pre University Programmes
E. International Masters Programmes

REGULAR PROGRAMMES

Regular Programmes-Accra Campus

1. **School of Graduate studies**
   The School of Graduate Studies coordinates the running of the following post graduate programmes:

   - MBA Banking and Finance
   - MBA Strategic Management
   - MBA Human Resource Management
   - MSc in Administration, International Development
   - Post Graduate Diploma in Education
   - Post Graduate Diploma in Pastoral Ministry

2. **School of Business:**
   The School of Business runs programmes leading to the award of Bachelor of Business Administration (BBA) degree under the following departments:

   - Department of Accounting
   - Department of Banking and Finance
   - Department of Human Resource Management
   - Department of Management
   - Department of Marketing

3. **School of Theology and Missions:**
   The School runs programmes leading to the award of Bachelor of Arts (BA) and Bachelor of Education (B.Ed.) degree in the following departments:

- Department of Theological Studies.

- Department of Religious Studies.
- Department of Religious Education.

4. **Faculty of Science:**

   This Faculty runs programmes leading to the award of Bachelor of Science (BSc) and Certificates Courses in the following departments:

- Department of Computer Science.
- Department of Information Technology.
- Department of Mathematical Sciences offers programmes leading to the award of BSc Mathematics with Statistics and BSc Mathematics with Economics.
- Department of Bio-Medical Equipment Technology offers courses in Diploma and Certificate in Bio-medical Equipment Technology.
- Department of Nursing offers programmes leading to the award of Bachelor of Science in Nursing. Sandwich mode is available for full time nurses.

5. Faculty of Arts and Social Science

The Faculty of Arts and Social Science is made up of a cluster of departments as follows:

- Department of Development (BSc).
- Department of Education which runs programmes leading to the award of Bachelor of Education (BEd) in Mathematics, English Language, Management, Accounting, Social Studies, Basic Education and Information Technology options. Sandwich mode is available for full-time teachers.
- Department of General Education offers the following inter-disciplinary courses to all the Departments in the University: English Language, Mathematics, Communication Skills, French Language, Principles of Health, African Studies, Psychology, Sociology and Physical Activity.
- Department of Economics (BSc).

5.1.2 Distance Mode

The Centre offers the following degree programmes:

- Bachelor of Arts (BA) Religious Studies
- Bachelor of Business administration (BBA) with options in: Accounting, Marketing, Management, Human Resource and Banking & Finance.

CADE has four centres: Oyibi, Techiman, Kumasi and Tamale.

5.1.3Extension Campus:

Valley View University, Techiman Campus Programmes:

The following undergraduate programmes are offered on the Techiman Campus. The admission requirements are the same as those of the main Campus:

- Bachelor of Business Administration (BBA) Accounting; Marketing; Human Resource Management; and Management options.
- Bachelor of Science (BSc) in Agri-business
- Bachelor of Science (BSc) Information Technology
- Bachelor of Education (BEd) English Language, Mathematics, Accounting and Social Studies Options.

PRE UNIVERSITY PROGRAMMES

The University offers the following pre-university programs

1. ***University Access Programme (UAP)***
    a General Business Certificate Examination (GBCE)
    b West African Senior Secondary School Certificate Examination

2. ***American High School (AHS)***

ADMISSION REQUIREMENTS AND PROCEDURES

ADMISSION POLICY

Admission to Valley View University (VVU) 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

FRESHMAN APPLICATION

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: 030701183612210, Ext. 103
   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. Application forms could also be obtained from Seventh-day Adventist Conferece and Mission Offices:
   - South Ghana Conferece, Donasoman
   - East Ghana Conference, Koforidua

- South-West Ghana Conferece, Takoradi
- South-Central Ghana Conference, Ahinsan, Kumasi
- Central Ghana Conference, Kwadaso, Kumasi
- Ghana Union Conference, Osu, Accra
- Midwest Gana Conference, Sunyani
- SDA Edcation Unit, Ho
- VVU, Tekyieman Campus
- Distance Education Office, Amakom, Kumasi

4. 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.
   - 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.
   - A Testimonial from last school attended.

5. 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 following application procedure must be followed:

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: 030701183612210, Ext. 103
   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. Application forms could also be obtained from Seventh-day Adventist Conference and Mission Offices:
   - South Ghana Conference, Donasoman
   - East Ghana Conference, Koforidua
   - South-West Ghana Conference, Takoradi

- South-Central Ghana Conference, Ahinsan, Kumasi
- Central Ghana Conference, Kwadaso, Kumasi
- Ghana Union Conference, Osu, Accra
- Midwest Gana Conference, Sunyani
- SDA Edcation Unit, Ho
- VVU, Techiman Campus

4. 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.
   - 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.
   - A Testimonial from last school attended.
5. Students are required to pass a medical examination to be taken at the VVU Hospital.
6. Use a Transcript Request Form to request that official transcripts be sent directly to Valley View University from any University that you have attended.
7. 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: 030701183612210, Ext. 103
   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. Application forms could also be obtained from Seventh-day Adventist Conference and Mission Offices:
   - South Ghana Conference, Donasoman
   - East Ghana Conference, Koforidua
   - South-West Ghana Conference, Takoradi
   - South-Central Ghana Conference, Ahinsan, Kumasi
   - Central Ghana Conference, Kwadaso, Kumasi
   - Ghana Union Conference, Osu, Accra
   - Midwest Gana Conference, Sunyani
   - SDA Edcation Unit, Ho
   - VVU, Tekyieman Campus
4. 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.
   - 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.
   - A Testimonial from last school attended.
5. Students are required to pass a medical examination to be taken at the VVU Hospital.
6. International students must pay an advance deposit of and present a satisfactory budget for financing their studies and living costs (see the financial Information section of this bulletin).
7. 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.
8. On the recommendation of the Registrar, and the Student Finance Officer, the Dean of Students Affairs shall issue a certificate of eligibility and any other information that may be necessary for an international student to enter the country.
9. 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, institutes 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 expected to report as notified and upon arrival, to participate in all of the scheduled activities of the week.

ENTRY 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. 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. 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 lower 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 lower 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.

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 / Institute. 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 equivalence 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.

PLACEMENT TESTS

A school may conduct placement test to determine the deficiency 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 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 2013 and the Bulletin in effect is Bulletin 2013-2018, 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 a Bulletin not older than five years. 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 PROGRAM

Valley View University offers a range of academic programmes to choose from [See Section on Academic Programmes pages 15-16]. It is required that at the time of application a student chooses one academic programme. 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 programme or department unless a change in the academic programme is made.

CHANGE OF ACADEMIC PROGRAM

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.

a. Apply for a Change in Programme on the prescribed form.
b. Provide adequate documentation to confirm the meeting of the entry requirements of the new Academic Programme.
c. Maintain a Cumulative GPA of 2.00.
d. A Change of Programme application is approved by the Academic Board (AB) if requirements in 'b' and 'c' are met. See Sec to AB.
e. The AB, upon the approval of the application, writes to the student quoting the Action Number with copies to the Head of Department, Dean and the Office of the Registrar to effect the change.
f. All change of program must be made at least one semester before the anticipated date of graduation. See Sec to AB.

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 not allowed.

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 meeting 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 GPA 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 Students Affairs issues notification to the student. The fact of the decision is to be communicated in writing to the Head of Department, the Dean and the Office of the Registrar.

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 doctor's report, indicating diagnosis and treatment given. 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.

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 off 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 PROCESS

If any student wants to add or drop a course after having completed registration, they should follow these procedures:

1. Add / Drop

   By the Published deadline:

   A) Obtain the form from the Dean's Office.

   B) Secure Proper signatures on the form

   C) Pay the appropriate fee

   D) Return the form to the Dean's Office

2. Add

   By the published date, follow the same steps (A to D) as listed above under "Drop".

CHANGE OF SECTION

Change of section should be done online with the consent of the lecturer and the Head of Department.

DEFERMENT PROCEDURE

A student who wants to put on hold his /her studies for a period of time should

A) Request in writing through the Head of Department to the Dean, who approves where necessary and notifies the Office of the Registrar.

B) Receive approval notification from the Dean

C) Drop all courses where necessary

D) Formally notify the Dean through the Head of Department before resumption.

DURATION OF DEFERMENT

Deferment may be allowed for a maximum of two academic years. Special cases may be dealt with on their merit by the Academic Board.

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 Institute, 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 the 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.

GENERAL DEGREE REQUIREMENTS

Candidates for graduation should have met the following requirements:

- Admission requirements as outlined in the Admission Requirements and Procedures section of this bulletin.
- Minimum semester credits as required by programmes.
- A Cumulative Grade Point Average [CGPA] of 2.00 or better.
- Hold a resident status at VVU for at least four semesters and for a minimum of 48 semester credits.
- Financial clearance.
- Clearance from the Dean of Students Affairs.
- Clearance from the Library.

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

Classification	*Minimum Cumulative GPA*	*Number of Semester Hours*
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

HONOUR ROLL/DEAN'S LIST

At the conclusion of each semester of the school year, 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 / INSTITUTE BROCHURE/HANDBOOK

Each School / Institute 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 the Schools and Institutes, votes the calendar plan. The current academic calendar consists of two semesters, each approximately sixteen weeks 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 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. Refer to academic calendar.

COURSE SCHEDULES

The time and room schedules for classes, examinations and other regular appointments shall be determined by the Interfaculty 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 coincides 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 are 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. The course outline covers the following:

- Name of the University
- The Name of the School / Institute
- Name of the Department
- Name of Lecturer
- Course ID / Course Title / Credit Hours
- Lecture Theatre / Time / Consultation Hours
- Course Description
- Course Objectives/Learning Outcomes
- Instructional Approach/Methodology
- Evaluation / Assessment
- Grading
- Text and Reference Books and Material
- Sequence of Topics
- Assignment Schedule

Students shall be provided with access to the Course Outline where appropriate by way of the bookstore or the reserve shelves in the library, and the University Web-Site.

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
AGRC – Agriculture
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
SERL	– Senior Research
SOCI	– Sociology
STAT	– Statistics
THST	– Theological Studies

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, two-semester-hour classes meet two hours a week and a three-semester hour classes 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. Final exam 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 like Education and Nursing allow students to register for up to 22 and 20 credit hours respectively 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. Students who register for class-loads higher than those mentioned above shall have their class-load reduced through the cancellation of appropriate course/s. The Deans reserves 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 average between sixteen and eighteen 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 summer program to enable them complete first year second semester courses. This will assist students to follow the regular semester-wise sequence of courses.

WORK-STUDY PROGRAM

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 both by the student's Head of Department, Dean and Dean of Student Affairs.

The following will serve as a guide:

Course Load		***Maximum Work Load per Week***
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 program.

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. 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.

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. Refer to page. 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 is the same as that of a credit course.

DIRECTED INDEPENDENT STUDY

Independent Study 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 file an official petition to the chairperson of the Academic Board (AB) upon the recommendation of the Head of Department for an independent study to be arranged for him/her. 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.

When the authorization is granted, the lecturer is to submit to the Dean and Head of Department a description of the work to be done and an agreed schedule for student-teacher contacts. This must be done in a prescribed form.

The cost of an Independent study is the normal fee plus sixty percent (60%).

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 programs 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 diagnose 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, analyze, 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 demonstrably 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 subject and will reflect the expectation of increasing levels of achievement and cognitive development as a student progresses. For example, assessment of 100-level subjects 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, analyze, 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 subjects 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 programs 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 subject. 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 on 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 subjects 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;

Subjects 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 subjects 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-Based Grading Percentile Guidelines

Continuous Assessment Tests	20	
Mid-Semester Exam	20	
Total		*40*
End of Semester Exam		60
Grand Total		*100*

In those subjects 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. Deans through the Department Heads 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 subject 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. Subjects for evaluation shall be nominated by the Head of Department each semester and shall be planned on a systematic schedule so that each subject 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 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--40%, and Difficult--20%].
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 Knowledge / Information	40	20	10	10
Level 2 Comprehension	30	20	10	10
Level 3 Application	20	30	30	20
Level 4 Analysis & Synthesis	10	20	30	30
Level 5 Evaluation / Assessment		10	20	30
Totals	**100**	**100**	**100**	**100**

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

The Verb Hierarchy/Cognition Level of Questions

Learning Objectives/ Cognition Levels	**Verb Used**	**Definition**
Level 1 Knowledge *What you are expected to know.*	List State Define	Make a list of Express, fully or clearly, the details of/facts of Give the exact meaning of
Level 2 Comprehension *What you are expected to understand.*	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 Application *How you are expected to apply your knowledge.*	Apply Calculate/compute Demonstrate	Put to practical use Ascertain or reckon mathematically Prove with certainty or to exhibit by practical means

	Prepare Reconcile Solve Tabulate	Make or get ready for use Make or prove consistent/compatible Find an answer to Arrange in a table
Level 4 Analysis *How you are expected to analyse the detail of what you have learned.*	Analyse Categorise Compare and contrast Construct Discuss Interpret Produce	Examine in detail the structure of Place into a defined class or division Show the similarities and/or differences between Build up or compile Examine in detail by argument Translate into intelligible or familiar terms Create or bring into existence
Level 5 Evaluation *How you are expected to use your learning to evaluate, make decisions or recommendations.*	Advise Evaluate Recommend	Counsel, inform or notify Appraise or assess the value of Advise on a course of action

15. The marking scheme for the examination paper shall be submitted along with the question paper. This can be used for remarking if 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 subject moderators currently teaching in another institution of higher education shall be appointed for each discipline area within the courses of study. Subject 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 subject 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. In each subject 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 exams. When examinations are prescribed for a course, they are listed in the lecturer's course outline as such.

DURATION OF EXAMINATION

END OF SEMESTER EXAMS

The duration of the end of semester exams 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 EXAMS

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

EXAMINATIONS SCHEDULES

The Inter Faculty 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.

EXAMINATION PROCEDURES AND GUIDELINES

INTRODUCTION

The assessment of students and the integrity of examination process is of paramount importance to Valley View University. Examination 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/Institutes/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. Responsibility to use discretion to attend to problems as captured in 5.8.

viii. 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 programmes 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.

PAPERS/PROJECTS/REPORTS

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

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
- Clinical
- Laboratory practicals, and
- Skill demonstration

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 in the major/minor fields and on all cognate and elective courses required for the major/minor. A grade of 'C-'or above is required for all General Education courses unless otherwise stated in the bulletin by the individual departments.

GRADE POINT AVERAGE (GPA)

The Grade Point Average is calculated by dividing the total number of grade points (see Grading System 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 invited to watch 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 is subject to the minimum requirements governing it.

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.

The tuition charge is the same to audit a course, as it is to take it for credit.

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 exam. 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 Exam.

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 Assignments	20%
♦ Mid-Semester Examination	20%
♦ End of Semester Examination	60%
♦ TOTAL	100%

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 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. 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 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 (Offical 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 individuals.

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.

RESOLUTION OF GRADES DISPUTES

Students who dispute a specific grade given for a given course are to seek a resolution by following the procedure below (NB: each further step being taken only as failure is experienced in the previous step):

Step 1: Grade Rechecking

The student can appeal to the Head of Department who initiates the process of grade rechecking. A student at this stage fills the Grade Rchecking form with a Department Head requesting for a grade rechecking. The student must provide to the Head of Department evidence for the belief that the grade was assigned as a result of any or all of the reasons such as carelessness, arbitrariness, or capriciousness.

Grading Rechecking requires:

- *the course lecturer to provide details about how the grade earned by the student was computed,*
- *the Head of the Department and the course lecturer to jointly recheck the paper, and*
- *finally, the HOD communicates to the student and the Dean's office the outcome through a 'Grade Rechecking Result Slip', then*

Step 2: Remarking

If the matter still remains unresolved it can then be taken up with the Dean. The Dean may order the remarking of the paper by an internal or external examiner. The University undertakes the remarking of the paper on the payment of a fee that is to be borne by the student. The

outcome of the remarking shall be communicated to the student through the 'Remarking Result Slip', then

Step 3: Appeal to Academic Board [AB]

If the matter is further unresolved, then under extreme circumstances the decision of the Academic Board will be final, after the student has logged a complaint through the Secretary to the Board.

Grade complaints shall not be entertained when:

- Complaint is initiated after 15 days into the following semester (after grade has been published)
- Complaint does not detail the evidence which calls for carelessness, arbitrariness, or capriciousness etc.

Step 4. Grade Rectification

If findings reveal at any step (1-4) that there is clear evidence of carelessness, arbitrariness, or capriciousness on the part of the lecturer, the Department Head or the immediate supervisor shall render a written report on his/her findings within a week (if school is in session; if not, within the first week after school reconvenes) to the Academic Board that the abnormality has been rectified. This rectification should be communicated to the student.

The Academic Board through the Heads of Department and Deans, takes the final decisions on all grade disputes and academic matters.

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). Exception 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 programmes require such things as satisfactory personality traits, acceptable life style, satisfactory clinical aptitudes and other published special requirements and competencies. For programmes 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 a C-, D, an "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. Advisors 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, programme, 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 exams 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 exams.
- 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 Examination Committee [SEC]. Offences of this magnitude shall be reported to the Chair of SEC for further action [investigation and recommendation of a disciplinary measure].

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
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 if Candidate Involve
6	Assisting or Attempting to Assist another	Cancellation of Candidates Paper(s) and Rustication for Two Semester

	Candidate	
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 during the Examination any Book, Notes or other unauthorised materials	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 if Candidate Involve
12	Destroying materials as 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 of 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 punished 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 unit 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. Acknowledgement should be made to the contribution of other members of the group when this is drawn upon.

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 of 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

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 talks.

SCHOLARSHIP AWARDS, FELLOWSHIPS, AND ASSISTANTSHIPS

Scholarship awards, fellowships, and assistantships are made by the VPAA on the basis of policies voted by the faculty, and in consultation with or upon the recommendation of the Department Head in whose department the student will be majoring. The VPAA shall also confer with the Committee on Financial Aid to students. Grants-in-aid are made by the VPAA after consultation with the students' finance officer.

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 programmes 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 their 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 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 reqirements 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, Institute 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, committees may pass an approval vote "subject to satisfactorily completing all the requirements" within the policy time limits prescribed.

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 for the month of November or 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 programme 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 programme shall wear academic regalia in harmony with academic tradition for conferral of degrees. The 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:	*Degree with nomenclature in Theology, such as BA in Theology and Religion.*
Light Blue:	*Degree with nomenclature in Education such as BEd*
Maroon:	*Degree with nomenclature in Computer Science such as BSc in Computer Science and Information Technology*
Citron:	*Degree with nomenclature in Development Science such as BSc*
Apricot	*Degree with nomenclature in Nursing such as BSc*
Maize	*Degree with nomenclature in Agriculture such as BSc*

- ***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 programme 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 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

Graduate students are not identified for graduating with distinction.

ACADEMIC REGALIA RENTAL OR PURCHASE ARRANGEMENTS FOR FACULTY MEMBERS

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 respective department and be sent to the university stores for sale. Prices of all such books and pamphlets must be approved by the HOD and Dean. The Department Head shall forward a report of all such arrangement to the Academic Board.

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 programmes come under the control of the Committee for Affiliation and Extension Programmes.

VISITING PROFESSORS

A School/Institute/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 Award 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.

FINANCIAL INFORMATION

MISSION STATEMENT

The Division of Financial Administration is a component of Valley View University. The Mission of the Financial Division is to lead the University in its finances and operations. The Division 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. 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.

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 business 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 Director of Admissions and Records.
- Refunds are processed through the Finance Office after it receives proper documentation from the Director of 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

FINANCIAL AID AND SCHOLARSHIP

The Financial Aid Office will advise the Finance Office if refunds from donor-designated scholarships are to be given to the student or to the donor. All other refunds will be applied to the financial aid/scholarship fund.

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 programs – 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
- Repaires 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

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

MISSION

The Chaplaincy Department is committed to the spiritual 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, counseling, selfless service to community, stewardship, witnessing and maintenance of positive attitude and behavior.

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 Counseling
- 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 six worship centers.

- New Jerusalem Worship Center
- Philadelphia Worship Center
- Macedonia Worship Center
- Bethel Worship Center
- Glorious Saint Worship Center (Children's Church)
- Victory Worship Center

Regular Worship Services in these centers 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 includes

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

For More Information Contact Us Through:

1. Chaplain
   Juvénal Balisasa, *024484475, balisasa@yahoo.com*
2. Assistant Chaplain
   Godswill T.K. Mensah, *0243450639, godswilltk@yahoo.com*
3. Assistant Chaplain
   Michael K. Lowas, *0204321102, michaelove9@gmail.com*
4. Assistant Chaplain
   Samuel K. Dorgbetor, 0240695059, *samueldorgbetor@yahoo.com*
5. Secretary
   Comfort Adasina, *0268973387, tekiacomfort@yahoo.com*

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

GUIDANCE AND COUNSELLING DEPARTMENT

The Guidance and Counselling Department of the University 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.

Our visit the centre voluntarily or through referral.

Presently, the centre is manned by three professional counsellors and an administrative assistant.

Our goal is to help students and members of the University community to live a fulfilling life while learning and working in the University to reach their highest potentials.

WALTON WHALEY LIBRARY

PRIMARY GOALS OF THE WALTON WHALEY LIBRARY

The primary goal of the Walton Whaley Library is to provide information and resource materials to the 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 AREA LIBRARIES

The Valley View University currently has a total of five libraries and resource centers – one main library and four branch libraries. 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.
- Accra City Campus Library. This is located at the Nyaniba Estates Extension Campus. This is located on the last floor (third floor) of the Institute of Human Resource building at Nyaniba estates opposite Labone in Accra. This library is currently stocked with general business and computer books. As well, textbooks that will be cater for post graduate business courses and certificate courses in computer.
- Techiman Campus Library. This library is located on the Techiman Extension Campus of the Valley View University and caters for the agribusiness, business, religion, theology and computer.
- The Education Resource Center. This resource center deals with the needs of the education students.

LIBRARY USE

The library employs 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 Valley View University students to study. The librarian reserves the right to ask users to leave if they disrupt the quiet atmosphere. Theft, mutilation or defacing of library materials or equipment (including folded pages, written marks with pencil, pen, highlighters, etc.) will subject the person to discipline and/or penalties to be imposed by the librarians or the library committee. Public access computers in the library are subject to the Valley View University Library Computer Use Policies. They are used for research purposes only.

FOOD AND DRINK IN THE LIBRARY

Absolutely no food or drink is allowed in the public areas of the library. Food and drink are incompatible with the library's mission of preserving needed teaching and research materials. Spills and food stains cause rapid deterioration of paper materials, resulting in their loss and significant additional costs to the library for their replacement. An even more serious problem is that food and drink attract

insects and other creatures that infest the books and periodicals and damage paper and glue.

We need the assistance of all patrons and staff to help keep the library and library materials in top condition.

CHILDREN AND YOUTH IN WALTON WHALEY LIBRARY

Members of families of the staff, faculty and students of the Valley View University are welcome to use some facilities of the Walton Whaley Library. Their parents should help library staff to identify their family members.

CIRCULATION POLICIES AND PROCEDURES

The Walton Whaley Library collection is comprised of books, periodicals, DVDs, and videotapes. Development of the collection is concentrated on higher education, distance education, technology, and instructional and adult/continuing education issues. WWL is a 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 library authorized users must possess 2 validated Library ID cards. Valley View University Library ID cards are non-transferable. Each student needs to have two library cards. Present 2 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 Walton Whaley Library uses color-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 in school outside Ghana.
- Librarians from nearby universities who have an Inter-Library Loan agreement with Valley View University Library
- Spouses and dependents of faculty, staff and students may use the facility

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 VVU	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		
Reference Materials	Library Use Only		
Information Desk Materials	Library Use Only	1-2 hours	
Reserved Materials	Library Use & Overnight Loans	1-2 hours	
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			

AUDIO-VISUAL POLICY

The Walton Whaley Library is maintained to serve the curriculum and students of Valley View University by collecting, describing (cataloging), and making available a wide variety of materials in various formats, including audio-visual. Audio-visual includes all forms of recorded magnetic tape (reel, cassette, video), photographic films (motion pictures, film strips, slides), and any other related media. The audio visual materials can be found in the Walton Whaley Library

and the Harold Lee Library. The library complex which will be put up soon enough by God's grace will have an Audio-Visual Room where audio-visual library materials are kept made accessible to patrons.

As a Seventh-day Adventist institution, the Library is very interested in collecting and making available all materials produced by or about Seventh-day Adventists in whatever format in the main library. To this end, the Library maintains sermons and other audio-visual materials on the Seventh-day Adventist Church. The collection is managed as an archival collection with the primary purpose being the preservation of the material. There is admittedly a tension between making material available for use and preservation, where the ideal would be no or very limited use. The Center for Adventist Research attempts to balance on the line between these two poles. In regard to Seventh-day Adventist audio-visual material held by the Walton Whaley Library, it is the policy that:

- All Seventh-day Adventist audio-visual material, in all formats, be held in the Librarian's office pending the provision of a substantive permanent library building or hall.
- The library IT personnel will make copies of those Seventh-day Adventists A-V materials which may be of interest to the Valley View University community. A "use" or circulation copy will be prepared pending approval from the publisher.
- Requests to use the other A-V materials will should be made at the circulation desk and library audio visual rules apply
- Should a certain item(s) prove to be in high demand, a "use" or circulation copy may be prepared pending approval from the publisher.
- Copies of the Encounter With Truth(EWT) are received from the EWT/AIM. These will be installed on the library computers for use by patrons. In order to obtain personal copies, patrons may contact EWT office at the Ghana Union of SDAs near Ako Adjei Interchange.

RENEWAL OF BORROWED BOOKS

Books may be renewed only in person at the circulation desk. No representative patrons please.

PHOTOCOPY

Photocopiers have been provided at Walton Whaley and Harold Lee Libraries. Black and white copies are charged at ¢0.07 per page. Front and back copies are charged at ¢0.07. Students should wait patiently at the counter for service. They are to ensure that they do not cause a nuisance to other library users. For that reason, there should not be more than five students at the counter at any time. No student should enter the perimeter of the photocopier without authorization. Please note that prices are subject to change without prior notice.

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 Library 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 liable subject to the University disciplinary process.
- 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 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.

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.

In support of the University's mission of teaching, research, and public service, the University's Library, provides computing, networking, and information resources to the campus community of students, faculty, and staff.

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 as required protecting the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

EXISTING LEGAL CONTEXT

All existing laws and University regulations and policies apply, 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 statutes. Users may be held accountable for their conduct under any applicable University policies, procedures, or collective bargaining agreements. 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 program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs 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 very large set of connected computers, 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 behavior 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, but the early codes of conduct persist, crossing boundaries of geography and

government, in order to make using the Internet a positive, productive and 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 Head of Department 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 following provide more information.

Netiquette basics includes helping the new internet users (newbies), research before asking, remember emotions expressed by our communications and remember people aren't organizations. The netiquette of sending means that communications should be brief, use a white 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 to the information needs of every Valley View University student. At such, each student has equal right to the use of the library as others. We however, realize that our distance and sandwich students do not use the library as avidly as the regular students. Therefore, no effort will be spared to facilitate their acquisition of knowledge and information for teaching, learning, research and infotainment in the shortest turnaround time.

DONATIONS OF BOOKS AND PERIODICALS

A university library provides information materials that are expected to meet the information needs of its patrons for lectures, notes, assignments, research, term papers and the like. It is also expected to provide access to other libraries as well

as online databases from where patrons can obtain credible, peer-reviewed information for their projects. Walton Whaley Library is blessed with philanthropic partners and patrons who send donations of books, journals and audiovisual materials or pay for subscription of journals or databases. Whenever this is received, the library formally acknowledges receipt and deals appropriately with them.

COLLECTION DEVELOPMENT POLICY

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The main purpose of the Collection Development Policy is to establish operating guidelines for the planned development of a quality collection of materials to meet the educational needs of students and faculty at the Valley View University as guided by the goals of Valley View University and Walton Whaley Library.

The primary goal of the Walton Whaley Library is to provide information and access to information resources to the students, faculty and staff of Valley View University as they develop in mind, body and spirit for service to Christ and the world.

The University Library is a vital instruction and information resource for the University. Primary users are the undergraduate and graduate students, faculty, and staff. Its collection should serve instructional, curricular and research needs of all its primary users, including those with disabilities. At the same time, the exploding production of books, periodicals, audiovisual media and electronic resources, rising costs and a limited budget demand a prudent selection policy which acknowledges the need to rely on cooperative resource sharing.

This policy provides general guidelines for allocating funds fairly and formulating objective selection criteria. The goals are to ensure consistency among those who have responsibility for developing the collection and to provide a tool for evaluating and improving collections for all relevant subject disciplines.

The library collection includes all formats, i.e., books, periodicals, audio-visual materials, electronic resources, etc.

RESPONSIBILITY

Responsibility for this service rests with the senior library assistant for acquisitions who reports directly to the librarian. He performs this function by liaising with the various schools and departments of the university. The following documents are not directly under his jurisdiction though he may receive directives from the head of the library. The development of a collection that meets institutional, instructional, and research needs is the joint responsibility of the schools and the Library staff in charge of acquisitions. The library welcomes faculty recommendations and solicits faculty help in building the collection.

GENERAL GUIDELINES FOR THE SELECTION OF LIBRARY MATERIALS

- Appropriateness for the undergraduate and/or graduate programs of the Valley View University as stated in the missions statement.
- Materials that go beyond the academic curricula but meet the spiritual, cultural, career, recreational and information needs of the campus community are also given consideration.

- Possibility of use for one or more courses.
- Building on identified strength of the existing collection in a particular subject area.
- Filling identified gaps or weaknesses in the existing collection.
- Permanence of the material.
- Currency and timeliness of the material.
- Expected usage: for occasional needs, interlibrary loan may be used as a viable alternative to ownership.
- Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter.
- Cost of the material.
- Critical reviews of the material

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 reckoned 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 payment was made
- If the patron brings a newer version/edition of that same library material to replace the lost one, he pays a processing fee of ten Ghana cedis (¢10(this amount is subject change) plus the overdue charge at the time of replacement.

RETENTION AND WEEDING POLICY

RATIONALE

Walton Whaley Library (WWL) recognizes the need to provide easy access to up to date resources, in a variety of formats, for teaching, learning and research. The library also has a primary responsibility to confront the problem of accommodating new and extra volumes of print and non-print resources acquired each year in its limited space. It is an established fact that some of the materials acquired are likely to have little or no long term use or value. Shelves overcrowded with low use materials may hinder access to potentially high use materials. It may be confusing to users to have a large number of out-of-date books when new editions are also held. Patrons may lose confidence in the

library if it is only stocked with collections in low demand and also those that are out-of-date.

Weeding or de-selection of library materials is therefore essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Whenever possible and necessary, departmental faculty members will be invited to participate to assure that materials of historical or research interest are not inadvertently removed.

If the condition of an item suggests removal but the content cannot be replaced, consideration is given to rebinding and repair. Some materials may also be retained for their historic significance regardless of condition.

DEFINITIONS

Weeding means discarding and disposal of materials from the WWL collection and its branch libraries.

Relocation means moving the materials from their present location to another location within the WWL collection (that is to a branch library).

MATERIALS WEEDED OR RELOCATED

Criteria for evaluation for possible removal from the collection will include the following. The Library continually withdraws items from the collection, basing its policy on the following criteria for elimination:

GENERAL CONSIDERATIONS

- Age of titles in relation to subject matter.
- Duplication (multiple copies which are no longer needed).
- Physical condition of the material.
- Use (past circulation record which is found on the date stamp).
- Authoritativeness.
- Curricular value.
- Superseded editions.
- Title is not 'last copy' in the Valley View University collections.

PRINT RESOURCES ARE GIVEN THE FOLLOWING CONSIDERATIONS

- Outdated Materials
- Materials which are no longer interesting or in demand
- Duplication (multiple copies which are no longer needed).
- Worn out or mutilated materials
- Material that records a low demand rate
- Superseded editions. (There is availability of newer or more valid materials)

- Donated materials or gifts that do not meet Selection Criteria may be weeded
- Relocation from Main Library to a branch library if in low demand
- Requirement of accrediting bodies

E-RESOURCES

- Resources in technologically redundant formats may be disposed of if the information can no longer be accessed.
- The technological resource's research value does not justify transcription to another format
- Transcription is prohibited by copyright restrictions (audio-tapes, 3½ inch floppy discs or older video tape formats).

PERIODICAL RESOURCES

- Incomplete or scattered holdings
- Poor physical condition
- Low dependence on back issues for academic programs
- Peripheral to a particular discipline
- Inaccurate content
- Popular culture titles with short-term interest and retention periods
- Availability of archival electronic text
- Donations are not backed by a reasonable guarantee of delivery to the library on a regular or timely basis.
- Subscription or cost of access is not affordable

EXCEPTIONS MAY BE MADE IN THESE CIRCUMSTANCES

- Items dealing with local history
- Items dealing with some mathematical principles
- Items dealing with SDA resources that are to be preserved

DISPOSAL

Withdrawn books are donated to SDA and other second cycle institutions. Church libraries as well as some conference officials upon request also benefit from withdrawn materials. The rest of the materials are sold to students and staff of the university community. The proceeds from such sales are used for the development of the library. Materials that are not sold will be disposed of at the discretion of the librarian and deputies.

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.

MISSION STATEMENT

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 service are important parts of the spiritual programme at Valley View University.

All resident students are required to attend these services. Any student who, for good reason(s) acceptable to the University, is unable to attend any service must obtain permission from his/her residence Hall Dean.

COUNSELLING

The Registrar, The Senior Assistant Registrar Academic Administration, Department Heads, Faculty Advisors, Chaplaincy and the Counselling Officer 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 SERVICE

The University operates a clinic with a visiting physician and resident Nurses on the campus for the benefit of all students and staff. 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 man, Valley View University 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 Valley View University 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), Computer 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.

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 Valley View University standards.

VVU is not responsible for debts incurred by students anywhere.

ALUMNI ASSOCIATION

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 co-ordinate 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.

ALUMNI ASSOCIATION

BACKGROUND

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 co-ordinate activities of the alumni. He works under the Senior Assistant Registrar, General Administration.

ALUMNI AFFAIRS

The Office of Alumni Affairs is responsible for the planning and implementation of programs 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 alumni community currently numbers approximately 4,000 of whom approximately 2,500 may be reached via current contact information.

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

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

We the Old Students of Valley View formerly and do hereby constitute ourselves into Valley View University Alumni Association and give unto ourselves this constitution.

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.

VALLEY VIEW UNIVERSITY PHYSICAL FACILITIES

INTRODUCTION

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 Ladies, Library, Health Clinic, Cafeteria, Faculty homes, Flower and Horticulture Gardens, Recording Studio, Conference Halls, and faculty residential homes.

EXISTING FACILITIES AND TEACHING RESOURCES

TYPE OF RESOURCES OR FACILITY	QTY	EXISTING SIZE	LOCATION
Andrew Clerk Hall	3	60 × 24 ft	On –Campus
Audio Visual Lab	1	40 × 24 ft 28 × 24 ft	On- Campus
Auditorium (850 Capacity)	1		On-Campus
Biology Lab	1		On-Campus
Business Computer Lab (90 Computers)	1		On-Campus
Cafeteria (350 Seating Capacity)	1		On-Campus
Chemistry Lab	1		On-Campus
Columbia Hall Classrooms	3	30 × 24ft	On -Campus
Computers	168		On-Campus
Data Quality Video Projector	6	--	On-Campus
Lecture Theatres (120 Seating Capacity)	2		On-Campus
Leola Block Internet Café	1	12 × 24 ft	On-Campus
Leola Block Lecture Hall	4	60 × 24 ft	On- Campus
Library	3	99 × 31 ft	On-Campus
Main Block Classrooms	5	30 × 24 ft	On -Campus
Medical Equipment Technology Lab	2		On-Campus
Multipurpose room	1	60 × 24 ft	On-Campus
Nursing Demonstration Lab	1		On-Campus
Overhead Projector	2	--	0n-Campus
Photo Copier	10		
Recording Studio	1		On-Campus
Satellite Dish	2	--	On-Campus
University Clinic	1		On-Campus

PLANNED PHYSICAL FACILITIES

The following physical facilities have been proposed for the period 2007-2010:

- University Chapel - to serve also as auditorium in the interim
- Lecture Hall I — interdisciplinary lecture hall with a capacity of 1500 students

- 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 10 full-time faculty and staff.
- Walton Whaley Library (Phase I) — Phase I of the permanent library facility.
- Mini Mall - to sell grocery and other necessities for students, faculty and staff families on campus. This will include a communication centre.
- Residence Halls — two residence halls that can house 360 students each.
- Phase I of Internal Roads System

CLASSROOM FACILITIES

15 lecture rooms and two lecture theatres are currently available. The dimensions of the class room are such that the floor area per student in each of these rooms is 11.0 sq ft. All lecture rooms have a lecturer's table, lectern, chair and the full capacity of student chairs.

FACULTY LOUNGE AND OFFICES

Currently there is a faculty lounge with a floor area of 312 sq ft. This is fitted with a conference table, and chairs for 30 Faculty and one Secretary. The Departments have adequate office space for the HODs, the office secretary and departmental faculty.

LABORATORIES

Four computer laboratories are currently available for the programme. 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.

RELATED FACILITIES

SOME OF THE FACULTY HOUSES ON CAMPUS

Other facilities needed to ensure smooth running of the programme are in place.

Faculty Houses – There are 18 on-campus faculty houses and some 35 others rented in the surrounding communities. At VVU we place great emphasis on accessibility of faculty to students during and outside classes.

For this reason no stone is left unturned in ensuring that faculty members and key staff are suitably accommodated on or as close to campus as possible.

LIBRARY

There is a well-stocked, 3,200 sq ft library available to students for use. The library is shown on the left.

SAFETY, HEALTH AND ENVIRONMENTAL SANITATION

All facilities on campus are fitted with fire extinguishers for fire fighting, 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.

MORE LECTURE ROOMS AND OFFICES

A new faculty building was commissioned in February this year. The building comprises 2 science laboratories each with a capacity of 40 students, a library with a floor space of 1,624 sq ft, offices for 14 faculty, a computer laboratory to be fitted with 90 sets of computers, and lecture rooms and lecture theatres with a total capacity of some 780 students. Most of the lecture rooms are for the Nursing and Bmet programmes.

STUDENT HOSTELS

Currently there are three student hostels with a total capacity of 457 students on campus. The rooms are sized to take 4 or 6 students per room and there is a washroom to every pair of rooms. One of the students' hostels is shown below.

CAFETERIA

A cafeteria with a dining capacity of 750 students and a multi-purpose hall with a capacity for 1,400 students is also available and shown here. The cafeteria is fitted with all necessary kitchen, serving, and dining equipment and furniture.

LARGE AND CONDUCIVE CAMPUS

Located at Mile 19 between Malejor and Oyibi on the Accra - Dodowa road 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 meters along its 1300 meter 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 meters along its 360 meter length.

OVERALL PHYSICAL DEVELOPMENT CONCEPT

ECOLOGICAL DEVELOPMENT STRATEGY

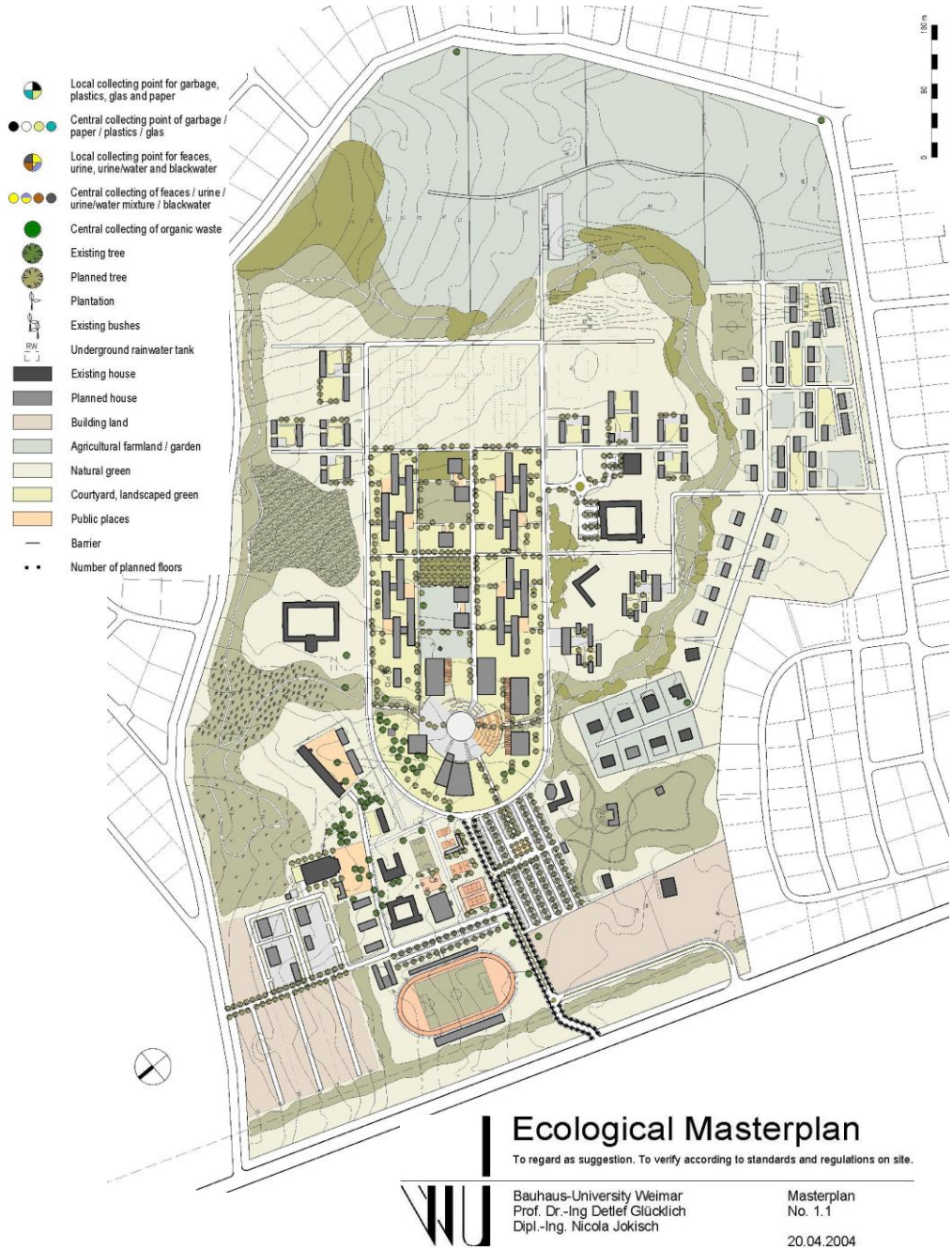
Valley View University is conceived as an ecologically balanced community with overriding emphasis on sustainable land planning and economic use. The development scheme seeks to avoid environmental damage in the forms of

excessive resource utilization, unnecessary damage to sensitive ecosystems, and destruction of wild life habitats.

LAND USE

The campus masterplan incorporates zones for various land uses, namely, academic, faculty housing, pre-tertiary education, vocational re-training, student hostels, light industrial, playing fields, botanical gardens, farms and plantations, worship, commercial, hospital, maintenance, and parking. 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.

UNIVERSITY MASTER PLAN



- ***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 will serve 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 1920 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*** – 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 provided 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 will be emptied at regular intervals and deposited at the refuse yard. Arrangements will be made with industries in town to purchase the various types of waste for recycling. Organic materials will be 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. Already the University has established itself as a leader in physic nut farming for diesel oil and fertilizer production. Other crops include acacia and mangoes. Vegetable farms are also to be established.
- ***Playing Fields*** – The main playing field will be located along the main Accra-Dodowa road between the ceremonial and southern entries. A gymnasium, tennis court, and other sports facilities will also be provided. Another provision will be made within the faculty housing area 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

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. The University is served by a Community Water scheme involving 7 communities around the Oyibi area. The installation comprises of 2 mechanized boreholes, an elevated concrete storage tank, 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 50,000 gallons. Water conservation is being vigorously pursued with the use of water saving sanitary appliances and the like.

ENERGY CONCEPT

Structures on campus will be 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 will also be exploring the economy of using solar energy in water heating and lighting in the staff houses.

TRAFFIC CONCEPT

Estate roads will be 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 will be laid throughout the campus. 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 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.

SCHOOL OF BUSINESS

- *Department of Accounting*
- *Department of Banking and Finance*
- *Department of Management Studies*
- *Department of Marketing*

SCHOOL OF THEOLOGY AND MISSIONS

- *Department of Religion*
- *Department of Theology*

SCHOOL OF DEVELOPMENT STUDIES, EDUCATION AND HEATH SCIENCES

- *Department of Development Studies*
- *Department of Education*
- *Department of Health Science*
- *Biomedical Equipment Technology*

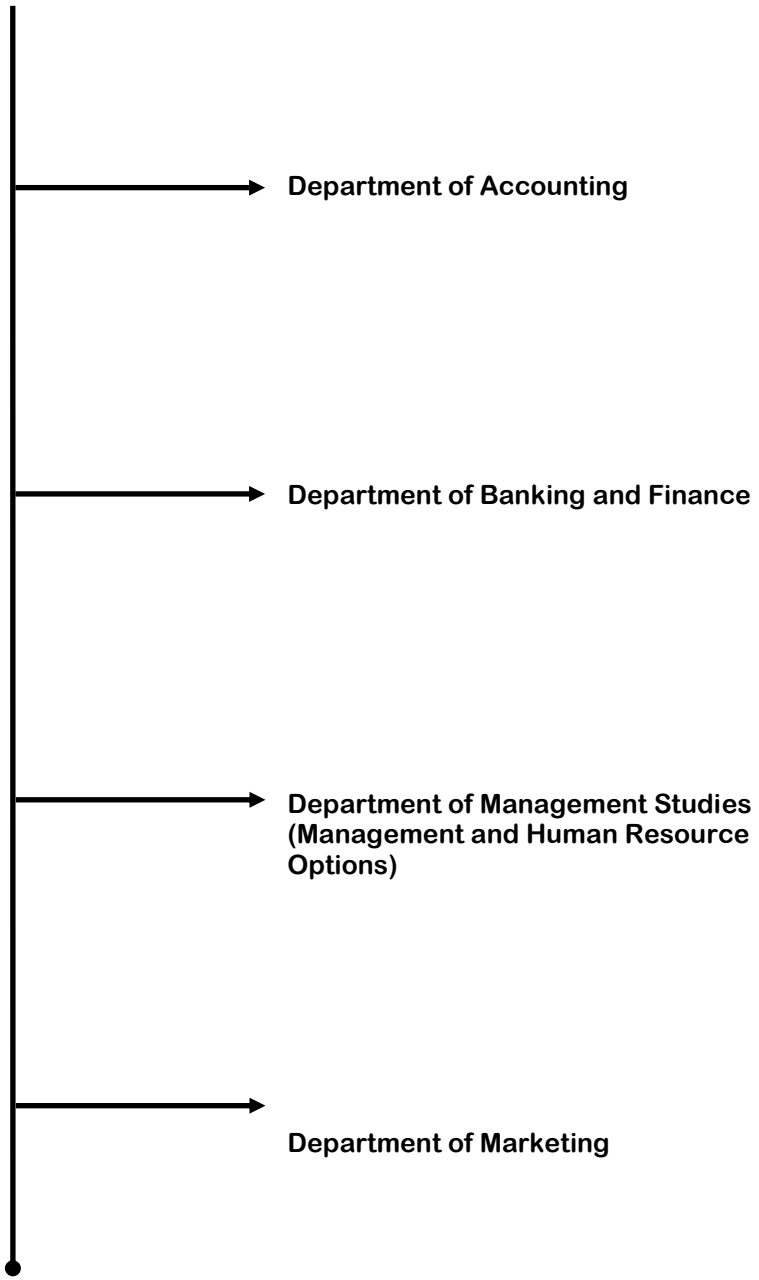
INSTITUTE OF COMPUTER SCIENCE

- *Department of Computer Science*
- *Department of Information Studies*

GENERAL EDUCATION

ADULT EDUCATION

SCHOOL OF BUSINESS



SCHOOL OF BUSINESS

DEAN:	Irene Akuamoah Boateng
HEAD, ACCOUNTING:	Emmanuel Bismark Amponsah
HEAD, BANKING & FINANCE	Isaac Owusu-Dankwa
HEAD, MANAGEMENT STUDIES	Irene Akuamoah Boateng
HEAD, MARKETING	Emmanuel Yamoah

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, 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.

PROGRAMS OFFERED

The School of Business offers the following:

- BBA, Accounting
- BBA, Banking & Finance
- BBA, Human Resource Management
- BBA, Management
- BBA, Marketing
- MBA, Strategic Management
- MBA, Human Resource Management
- MBA, Banking & Finance
- HND 'Top –up' Programs (Accounting, Marketing, & Management)

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

	CREDITS
A. General Education	35
B. BBA Required Core	
• [Management, Human Resource Management, Banking and Finance, Marketing]	51
• [Accounting]	48
C. Areas of Options	
• [[Management, Human Resource Management, Banking and Finance, Marketing]	27
• [Accounting]	32

D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
Total Credits Hours	132

SPECIAL HND TOP-UP DEGREE PROGRAMME

MINIMUM ADMISSION REQUIREMENTS:

A. HND from a recognised Polytechnic with at least a Second-Class Lower:

B. 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

C. 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 67 credits. Hence, a student is required to fulfil the following:

	CREDITS
General Education Requirements	21
BBA Required Core	27
Areas of Options	15
BBA Cognate Requirement	08
Total Credits Hours	71

General Education Components of the Top-up [For all Options]

A. General Education Requirements	***21 credits***
Cluster 1: Language and Communication	**(06 credits)**
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	**(03 credits)**
PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	
Cluster 4: Philosophy, Theology/Religion	**(09 credits)**
RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
BSAD 385 Biblical Foundation of Ethics	3
Cluster 5: Health and Physical Education	**(3 credits)**
HLTH 200 Health Principles OR	3
BIOL 140 Human Body in Health & Disease	3
Cluster 6: Counselling, Career Planning	**(Required)**
GNED 230 Career Exploration & Planning	NC
GNED 468 Job Search Strategies & Techniques	NC

COMPONENTS OF THE TOP-UP [MARKETING OPTION]

B. Business Required Core	***27 credits***
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 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3
C. Marketing Option	***15* credits**
MKTG 335 Service Marketing	3
MKTG 480 Marketing Strategy	3
MKTG 455 Marketing Research	3
Electives	6

Five hours of electives is to be selected from the following courses:

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
D. BBA Cognate	***08 Credits***
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [ACCOUNTING OPTION]

B. Business Required Core	***27 credits***
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 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3

C. Accounting Option	**15 credits**
ACCT 450 Advanced Accounting	3
ACCT 430 Investment & Portfolio Management	3
ACCT 485 Accounting Information System	3
Electives	6

Five 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 Credits***
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [MANAGEMENT OPTION]

B. Business Required Core	***27 credits***
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 credit**
MGNT 340 International Business	3
MGNT 350 Managerial Leadership	3
MGNT 360 Production & Operations Management	3
Electives	6

Five 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 **08 credits**

COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

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	3	ACCT 210 Intro. to Accounting	3
PSYC 105 Intro. to Psychology		STAT 271 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	
COSC 201 Spread Sheet	2	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 272 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small	
MGNT 480 Total Quality Management	3	Bus	3
MGNT 340 International Business	3	MGNT 360 Production & Operations	
MGNT 350 Managerial Leadership	3	Management	3
GNED 230 Career Exploration & Planning	NC	BSAD 499 Senior Research Project 2	3
RELB 385 Biblical Foundation of Ethics	3	GNED 468 Job Search Strategies	NC
BSAD 498 Senior Research project 1	3	Electives	6
Total	**20**	**Total**	**18**

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	2
RELB 160 Life & Teachings of Jesus	3	skills 2	3
SOCI 105 Principles of Sociology OR	3	RELB 251 Prin. Of Christian Faith	3
PSYC 105 Intro. to Psychology		ACCT 210 Intro to Accounting	2
BIOL 140 Human Body in Health OR	3	STAT 271 Statistical Methods I	3
HLTH 200 Health Principles		BSAD 325 Business Communication	2
HRMA 235 Human Resource Management	3	COCS 202 Database Applications	
COSC 201 Spread Sheet	2	CMME 105 Introduction to	2
		Communication Skills	
Total	**16**	**Total**	**17**
3rd Semester	**Credits**	**4th Semester**	**Credits**
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 272 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small	3
MKTG 335 Service Marketing	3	Bus	3
MKTG 480 Marketing Strategy	3	MKTG 455 Marketing Research	3
GNED 230 Career Exploration & Planning	3	BSAD 499 Senior Research Project 2	NC
RELB 385 Biblical Foundation of ethics	NC	GNED 468 Job Search Strategies	6
BSAD 498 Senior Research Project 1	3	Electives	**18**
Total	**17**	**Total**	

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	2
RELB 160 Life & Teachings of Jesus	3	Skills 2	3
SOCI 105 Principles of Sociology OR		RELB 251 Principles of Christian Faith	3
PSYC 105 Introduction to Psychology	3	MKTG 250 Principles of Marketing	3
BIOL 140 Human Body in Health OR		ACCT 311 Intermediate Accounting I	3
HLTH 200 Health Principles	3	ACCT 331 Cost & Mgt. Accounting I	2
HRMA 235 Human Resource Mgt.	3	COSC 202 Database Applications	2
COSC 201 Spreadsheet	2	CMME 105 Introduction to	
Total	**16**	Communication kills	**18**
		Total	
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	3
ACCT 476 Microcomputer Apps in	3	Mgt.	3
Acct/Fin.		ACCT 450 Advanced Accounting	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 498 Senior Research Project 1	3	BSAD 499 Senior Research Project 2	3
Total		ACCT 445 Governmental Accounting	**21**
	18	**Total**	

DEPARTMENT OF ACCOUNTING

DEPARTMENT OF ACCOUNTING

HEAD: Ps. E. B. Amponsah

FACULTY: Ms. Hannah F. Amo, Mr. Martin Anane, Mr. Joseph Sarpong Konadu,Mr Felix Oppong Asamoah

ADJUNCT FACULTY: Mr. Ernest Konadu-Abassah, Mr. Richard Amankwah Fosu, Dr. Isaac Owusu-Dankwa, Samuel Kanyandekwe

INTRODUCTION

Welcome to Valley View University's Department of Accounting! 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.

The Department of Accounting accepts students from every background provided they meet the University's admission requirements. We accept also transfer students of earned credits above C grade from recognized programmes or their equivalents if we conclude that the student's previous educational studies are a relevant substitute to our BBA and that he or she has the potential to pursue a BBA. Again, holders of Higher National Diploma, Associate Degrees and similar qualifications in Accounting may be accepted as top-up students to earn a BBA.

We produce whole graduates who have studied curricula of the times; relevant course contents which are constantly reviewed 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 prepares students who wish to explore the subject in order to help them forecast financial situations and make wise financial decisions for their employers and themselves.

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 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 Accounting graduates are given below:

CAREER PATH	HUMAN RESOURCE OPTION
Entry Level Career	Accountants Cashiers Auditing Interns Cost Accountants Tax Executives Bookkeepers
Middle Level Career	Controller of Accounts Chief Cashiers Staff Auditors Cost Analysts Tax Planners
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

	CREDITS
A. General Education	35
B. Business Required Core	51
C. Specialization *Accounting Option (21)* *Electives (6)*	27
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
Total Credits Hours	133

A. GENERAL EDUCATION REQUIREMENTS [35 CREDITS]

CLUSTER 1: LANGUAGE AND 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 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2
CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES	**(05 CREDITS)**
PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	3
EDST 202 Introduction to Philosophy of Chiristian Education (Mandatory)	2
CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS	**(06 CREDITS)**
COSC 117 Fundamentals of Computing Skills	3
MATH 121 Colllege Algebra Applicable to each Department	3
CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY	**(9 CREDITS)**
RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
CLUSTER 5: HEALTH AND PHYSICAL EDUCATION	**(03 CREDITS + NC)**
PEAC 100 Physical Actvity	NC
BIOL 140 Human Body in Health and Disease OR	3
HLTH 200 Health Principles	3
CLUSTER 6: COUNSELLING, CAREER PLANNING	**(NC)**
GNED 125 Study Skills (Mandatory)	NC
GNED 230 Career Exploration and Planning OR	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: AFRICAN STUDIES	**(2 CREDITS)**
African Studies	2

B. BUSINESS REQUIRED CORE [35 CREDITS]

CCT 221 Principles of Accounting I	3

ACCT 222 Principles of Accounting II	3
ACCT 476 Microcomputer Application	3
BKFN 310 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 341 Business Law I [Commercial]	3
BSAD 342 Business Law II [Company]	3
BSAD 435 Entrepreneurship & Small Business Manage.	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 485 Accounting Information System	3

C. Accounting Option	**21 credits**
ACCT 311 Intermediate Accounting I	3
ACCT 312 Intermediate Accounting II	3
ACCT 331 Cost & Management Accounting I	3
ACCT 332 Cost & Management Accounting II	3
ACCT 360 Taxation	3
ACCT 405 Auditing	3
ACCT 450 Advanced Accounting	3

Electives	**5 credits**
Five hours of electives is to be selected from the following courses:	
ACCT 430 Investment & Portfolio Management	3
ACCT 445 Public Sector Accounting (highly recommended)	3
ACCT 470 Integrative Case Study in Accounting	3
ACCT 490 Seminar in Accounting	3
BSAD 460 E-Commerce	3
MGNT 425 Management Information System	3

D. BBA Cognate	***11 Credits***
COSC 201 Business Spreadsheet	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

E. Business Practicum [Internship] & Senior Research Project I & II **09 Credits**

SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language & Writing Skills I	2	
MATH 181 Business Mathematics	3	
COSC 117 Fundamentals of Computer Skills	3	
FREN 110 French for General Communication I	2	
PEAC 105 Physical Activity	NC	
RELB 160 Jesus & the Gospels	3	
GNED 125 Study skills	NC	
CMME 105 Introduction to Communication Skills	2	
FIRST YEAR, FIRST SEMESTER TOTAL	**15**	**GPA**
SECOND SEMESTER		
ENGL 102 Language and Writing Skills II	2	
FREN 111 French for General Communication II	2	
SOCI 105 Principles of Sociology OR	3	
PSYC 105 Introduction to Psychology		
BIOL 140 Human Body in Health OR	3	
HLTH 200 Health Principles		
MATH 182 Introductory Calculus	3	
EDST 202 Introduction to Philosophy of Christian Education	2	
FIRST YEAR, SECOND SEMESTER TOTAL	**15**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ECON 225 Principles of Microeconomics	3	
MGNT255 Principles of Management	3	
COSC 201 Introduction to Spread Sheet	2	
ACCT 221 Principles of Accounting I	3	
RELB 251 Principles of Christian Faith I	3	
MKTG 250 Principles of Marketing	3	
African Studies	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
ECON 226 Principles of Macroeconomics	3	
ACCT 222 Principles of Accounting II	3	
STAT 271 Statistical Methods I	2	
HRMA 235 Human Resource Management	3	
COSC202 Database Application	2	
African Studies	1	
SECOND YEAR, SECOND SEMESTER TOTAL	**14**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
BSAD 341 Business Law I	3	_____
BSAD 325 Business Communication	3	_____
BSAD 305 Business Research Methods	3	_____
STAT 272 Statistical Methods II	2	_____
Accounting Option		
ACCT 311 Intermediate Accounting I	3	
ACCT 331 Cost & Management Accounting I	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**17**	**GPA____**
SECOND SEMESTER		
BSAD 330 Quantitative Methods	3	_____
BSAD 342 Business Law II	3	_____
BKFN 310 Business Finance	3	_____
Accounting Option		
ACCT 312 Intermediate Accounting II	3	_____
ACCT 360 Taxation	3	_____
ACCT 332 Cost & Management Accounting II	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**
SUMMER YEAR 3		
BSAD 490 Business Practicum	3	_____

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
BSAD 498 Senior Research Project I	3	_____
BSAD 385 Biblical Functions of Ethics	3	_____
Accounting Option		
ACCT405 Auditing	3	_____
ACCT485: Accounting Info System	3	_____
Elective	3	
FOURTH YEAR, FIRST SEMESTER TOTAL	**18**	_____
SECOND SEMESTER		
BSAD 480 Strategic Management	3	_____
BSAD 435 Entrepreneurship and Small Business	3	_____
Accounting Option		
ACCT 450 Advanced Accounting	3	_____
ACCT 476 Microcomputer Application	3	_____
Elective	3	
BSAD 499 Senior Research Project II	3	_____
FOURTH YEAR, SECOND SEMESTER	**18**	**GPA____**

DEPARTMENT OF ACCOUNTING

MINOR PROGRAMMES

MINOR IN ACCOUNTING **18 CREDITS**

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3	
ACCT	221	Principles of Accounting I	3	
ACCT	222	Principles of Accounting II	3	
MGNT	255	Principles of Management	3	
MKTG	250	Principles of Marketing	3	
BKFN	310	Business Finance	3	18

ACCOUNTING OPTION

ACCT	311	Intermediate Accounting I	3	
ACCT	312	Intermediate Accounting 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	360	Taxation	3	
ACCT	405	Auditing	3	
ACCT	445	Governmental and Institutional Accounting	3	3

DEPARTMENT OF BANKING & FINANCE

DEPARTMENT OF BANKING AND FINANCE

HEAD: Isaac Owusu-Dankwa

FACULTY: Francis Agyekum, Kwadjo Ansah-Adu, Ababio K. Opoku, Godfred Mawutor

ADJUNCT FACULTY: Emmanuel Ed-Wilson Sey, Joseph Asantey, Solomon Collins Eshun

INTRODUCTION

We are a dynamic and young 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 the public and private banking system and also for further studies.

MISSION STATEMENT

The mission of the Department of Banking and Finance is to fulfill 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 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 (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

	CREDITS
A. General Education	35
B. Business Required Core	51
C. Specialization *Accounting Option (21)* *Electives (6)*	27
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
Total Credits Hours	133

A. GENERAL EDUCATION REQUIREMENTS [35 CREDITS]

CLUSTER 1: LANGUAGE AND 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 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2

CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES (05 CREDITS)

PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	3
EDST 202 Introduction to Philosophy of Chiristian Education (Mandatory)	2

CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS (09 CREDITS)

COSC 117 Fundamentals of Computing Skills	3
MATH 121 Colllege Algebra Applicable to each Department	3

CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY	**(9 CREDITS)**
RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
African Studies (Refere to General Education Section)	2
CLUSTER 5: HEALTH AND PHYSICAL EDUCATION	**(03 CREDITS + NC)**
PEAC 100 Physical Actvity	NC
BIOL 140 Human Body in Health and Disease OR	3
HLTH 200 Health Principles	3
CLUSTER 6: COUNSELLING, CAREER PLANNING	**(NC)**
GNED 125 Study Skills (Mandatory)	NC
GNED 230 Career Exploration and Planning OR	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: AFRICAN STUDIES	**(2 CREDITS)**
African Studies	2
B. BUSINESS REQUIRED CORE	**[51 CREDITS]**
ACCT 221 Principles of Accounting I	3
ACCT 222 Principles of Accounting II	3
ACCT 476 Microcomputer Application	3
BKFN 310 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 341 Business Law I [Commercial]	3
BSAD 342 Business Law II [Company Lawl]	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 315 Insurance and Risk Management	3
MKTG 250 Principles of Marketing	3
C. SPECIALISATION	**[26 CREDITS]**
BANKING AND FINANCE OPTION	**[21 CREDITS]**
BKFN 415 Credit Risk Analysis and Risk Management in Financial Institutions	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
ELECTIVES	**[5 CREDITS]**
Five hours of electives is to be selected from the following courses:	
BKFN 335 Central Banking Practices and Monetary Policy	3

BKFN 370 Micro Finance	3
BKFN 375 Marketing of Financial Products and Services	3
BKFN 420 E-Banking	3
BKFN 425 Rural and Community Banking (RCB) Operations in Ghana	3
BKFN 430 Investment and Portfolio Management	3
BKFN 470 Integrative Case Study in Banking and Finance	3
BKFN 490 Contemporary Issues in Banking and Finance	2
MGNT 425 Management Information System	3

D. BBA COGNATE REQUIREMENT **[11 CREDITS]**

COSC 201Business Spreadsheet	2
COSC 201 Database Application	2
MATH 182 Introductory Calculus	3
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

E. PRACTICUM AND SENIOR RESEARCH PROJECT **[06 CREDITS]**

Business Practicum (Internship)	03
Senior Research Project:	03

Prerequisites—Students must complete all prerequisites with a grade not less than a 'C'.

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language & Writing Skills I	3	_____
MATH 181 Business Mathematics	3	_____
COSC 117 Fundamentals of Computer Skills	3	_____
FREN 110 French for General Communication I	3	_____
PEAC 105 Physical Activity	NC	
RELB 160 Jesus & the Gospels	3	_____
GNED 125 Study skills	NC	
FIRST YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
ENGL 102 Language and Writing Skills II	3	_____
FREN 111 French for General Communication II	3	_____
SOCI 105 Principles of Sociology OR	3	_____
PSYC 105 Introduction to Psychology		
BIOL 140 Human Body in Health OR	3	_____
HLTH 200 Health Principles		
HLTH 141 HIV/AIDS	2	_____
MATH 182 Introductory Calculus	3	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**17**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ECON 225 Principles of Microeconomics	3	_____
MGNT255 Principles of Management	2	_____
COSC 201 Introduction to Spread Sheet	3	_____
ACCT 221 Principles of Accounting I	3	_____
RELB 251 Principles of Christian Faith I	3	_____
MKTG 250 Principles of Marketing	3	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**17**	**GPA____**
SECOND SEMESTER		
ECON 226 Principles of Macroeconomics	3	_____
ACCT 222 Principles of Accounting II	3	_____
STAT 271 Statistical Methods I	2	_____
MUHL 204 Music Appreciation OR	3	_____
HIST 125 History of World Civilization I		_____
HRMA 235 Human Resource Management	2	_____
COSC202 Database Application	3	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**16**	**GPA____**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
BSAD 341 Business Law I	3	
BSAD 325 Business Communication	3	
BSAD 305 Business Research Methods	3	
STAT 272 Statistical Methods II	2	
Banking and Finance Option		
BKFN 320 Law Relating to Banking	3	
BKFN 325 Banking Operations: Practices, Treasury Mgt. & Ethics	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**17**	**GPA**
SUMMER YEAR 3		
BSAD 490 Business Practicum	3	
SECOND SEMESTER		
BSAD 330 Quantitative Methods	3	
BSAD 342 Business Law II	3	
BKFN 310 Business Finance	3	
Banking and Finance Option		
BKFN 340 Finance of International Trade	3	
BKFN 350 Monetary and Financial Systems	3	
BKFN 326 Credit Administration and Lending Practices	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
MGNT 315 Insurance and Risk Management	3	
BSAD 499 Senior Research Project	3	
BSAD 385 Business Ethics	3	
Banking and Finance Option		
BKFN 415 Credit Risk Analysis and Risk Management in Financial Institutions	3	
Elective	3	
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA**
SECOND SEMESTER		
BSAD 480 Strategic Management	3	
BSAD 435 Entrepreneurship and Small Business	3	
ACCT 450 Advanced Accounting	3	
GNED 468 Job Search Strategies and Techniques	NC	
Elective		
Banking and Finance Option		
BKFN 460 Financial Reporting, Planning and Analysis	3	
Elective	3	
FOURTH YEAR, SECOND SEMESTER	**15**	**GPA**

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	221	Principles of Accounting I	3	
ACCT	222	Principles of Accounting II	3	
MGNT	255	Principles of Management	3	
MKTG	250	Principles of Marketing	3	
BKFN	310	Business Finance	3	18

BANKING & FINANCE OPTION

BKFN	320	Law Relating to Banking	3	
BKFN	326	Credit Administration and Lending Practices	3	
BKFN	415	Credit Risk Analysis and Risk Management in Financial Institution	3	
BKFN	325	Banking Operations Practices Treasury Management and Ethics	3	
BKFN	350	Monetary and Financial Systems	3	15

ELECTIVE (Choose any one of the following):

BKFN	340	Finance of International Trade	3	
BKFN	430	Investment and Portfolio Management	3	
BKFN	460	Financial Reporting, Planning and Analysis	3	3

DEPARTMENT OF MANAGEMENT STUDIES

HEAD: Irene Akuamoah Boateng

FACULTY: Ama Karikari, Patience Yamoah, Peter Agyekum Boateng, Vera Akafo, Samuel, Kayandekwe

ADJUNCT FACULTY: Abraham Amaliba, Delanyo Quayson, Edward Marfo-Yardom

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 viz; 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 options:

- Management
- Human Resource Management

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 Recruiting Officer Labour Rns Officer Welfare Officer Training Officer Public Relations Officer	M'gment Interns Supervisors Works Manager Office Executive Personal Assistants Office Secretaries Manger
Middle Level Career	Personnel Manager Recruiting M'ger Labour Relations-Manager Welfare Adminstrator Training/Dev.Manager	Office -Administrator Exec. Secretaries Admin Assistants
Senior Level Career	GM HRM Director HRM	General Manager Managing Director Chief Exec. Officer
Professional Qualification after BBA		CIA, IMP
Academic Qualification after BBA	MBA	MBA

BBA [HUMAN RESOURCE MGNT. & MANAGEMENT] DEGREE REQUIREMENTS

	CREDITS
A. General Education	35
B. Business Required Core	51
C. Specialization *Accounting Option (21)* *Electives (6)*	27
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
Total Credits Hours	133

A. GENERAL EDUCATION REQUIREMENTS [35 CREDITS]

CLUSTER 1: LANGUAGE AND 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 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2
CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES	**(05 CREDITS)**
PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	3
EDST 202 Introduction to Philosophy of Chiristian Education (Mandatory)	2
CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS	**(09 CREDITS)**
COSC 117 Fundamentals of Computing Skills	3
MATH 121 Colllege Algebra Applicable to each Department	3
CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY	**(9 CREDITS)**
RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
African Studies (Refere to General Education Section)	2
CLUSTER 5: HEALTH AND PHYSICAL EDUCATION	**(03 CREDITS + NC)**
PEAC 100 Physical Actvity	NC
BIOL 140 Human Body in Health and Disease OR	3
HLTH 200 Health Principles	3
CLUSTER 6: COUNSELLING, CAREER PLANNING	**(NC)**
GNED 125 Study Skills (Mandatory)	NC
GNED 230 Career Exploration and Planning OR	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: AFRICAN STUDIES	**(2 CREDITS)**
African Studies	2

B. BUSINESS REQUIRED CORE **[51 CREDITS]**

ACCT 221 Principles of Accounting I	3
ACCT 222 Principles of Accounting II	3
MGNT 480 Total Quality Management (TQM)	3
BKFN 310 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 341 Business Law I [Commercial]	3
BSAD 342 Business Law II [Company Lawl]	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	3
MKTG 250 Principles of Marketing	3

C. AREAS OF OPTIONS

(*One of the following options is to be selected***)**

MANAGEMENT OPTION **[26 CREDITS]**

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

ELECTIVES **[5 CREDITS]**

Five hours of electives is to be selected from the following courses:

BSAD 460 E-Commerce	3
ECON 320 Managerial Economics	3
MGNT 335 Management and Society	3
MGNT 370 Project Planning and Management	3
MGNT 470 Integrative Case Study in Management	3
MGNT 490 Seminar in Management	2

HUMAN RESOURCE MANAGEMENT OPTION **[26 CREDITS]**

HRMA 315 Manpower 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 415 Organizational Theory and Design	3
HRMA 360 Organizational Behavior	3

ELECTIVES **[5 CREDITS]**

Five hours of electives is to be selected from the following courses:

BSAD 460 E-Commerce	3
HRMA 425 Conflict Management Procedures	3

HRMA 435 Labour Economics	3
HRMA 450 Mass Media and Communication	3
HRMA 470 Integrative Case Study in HRM	3
HRMA 490 Seminar in HRM	2

D. BBA COGNATE	**[11 CREDITS]**
COSC 201 Business Spreadsheets	2
COSC 202 Database Application	2
MATH 182 Introductory Calculus	3
STAT 271 Statistical Methods	2
STAT 272 Statistical Methods	2

E. PRACTICUM AND SENIOR RESEARCH PROJECT	**[09 CREDITS]**
Business Practicum:	03
Senior Research Project I, II	06

Prerequisites—Students must complete all prerequisites with a grade not less than a 'C'.

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language & Writing Skills I	2	
MATH 181 Business Mathematics	3	
COSC 117 Fundamentals of Computer Skills	3	
FREN 110 French for General Communication I	3	
PEAC 105 Physical Activity	NC	
RELB 160 Life and Teaching of Jesus	3	
GNED 125 Study skills	NC	
CMME 105 Introduction to Communication Skills	2	
FIRST YEAR, FIRST SEMESTER TOTAL	**15**	**GPA**
SECOND SEMESTER		
ENGL 102 Language and Writing Skills II	2	
FREN 111 French for General Communication II	2	
SOCI 105 Principles of Sociology OR	3	
PSYC 105 Introduction to Psychology		
BIOL 140 Human Body in Health OR	3	
HLTH 200 Health Principles		
MATH 182 Introductory Calculus	3	
EDST 202 Philosophy of Christian Education	2	
FIRST YEAR, SECOND SEMESTER TOTAL	**15**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ECON 225 Principles of Microeconomics	3	
MGNT255 Principles of Management	3	
COSC 201 Introduction to Spread Sheet	2	
ACCT 221 Principles of Accounting I	3	
RELB 251 Principles of Christian Faith I	3	
MKTG 250 Principles of Marketing	3	
African Studies	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**17**	**GPA**
SECOND SEMESTER		
ECON 226 Principles of Macroeconomics	3	
ACCT 222 Principles of Accounting II	3	
STAT 271 Statistical Methods I	2	
HRMA 235 Human Resource Management	2	
COSC202 Database Application	3	
African Studies	1	
SECOND YEAR, SECOND SEMESTER TOTAL	**14**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
BSAD 341 Business Law I	3	
BSAD 325 Business Communication	3	
BSAD 305 Business Research Methods	3	
STAT 272 Statistical Methods II	2	
Management Option		
MGNT315 Insurance &Risk Management	3	
MGNT325 Material & Supply Chain Management	3	
Human Resource Management Option		
HRMA315 Manpower Planning	3	
HRMA325 HR Training and Development	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**17**	**GPA____**
SUMMER YEAR 3		
BSAD 490 Business Practicum	3	
SECOND SEMESTER		
BSAD 330 Quantitative Methods	3	
BSAD 342 Business Law II	3	
BKFN 310 Business Finance	3	
Management Option		
MGNT 340 International Business	3	
MGNT 350 Managerial Leadership	3	
MGNT 360 Organizational Behaviour	3	
Human Resource Management Option		
HRMN 340 Compensation and Benefit Administration	3	
HRMN 360 Labour Relations and Collective Bargaining	3	
HRMA 360 Organizational Behaviour	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
MGNT 425 Management Info Systems	3	
BSAD 498 Senior Research Project I	3	
BSAD 385 Biblical Foundation of Ethics	3	
Management Option		
MGNT 415 Organisational Theory and Design	3	
Elective	3	
Human Resource Management Options		
HRMN 460 Industrial Law	3	
Elective	3	
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
BSAD 480 Strategic Management	3	
BSAD 435 Entrepreneurship and Small Business	3	
MGNT 480 Total Quality Management	3	
Management Option		
MGNT 460 Production and Operations Management	3	
Elective	3	
Human Resource Management Options		
HRMA 415 Organizational Theory and Design	3	
Elective	3	
BSAD 499 Senior Research Project II	3	
FOURTH YEAR, SECOND SEMESTER	**15**	**GPA____**

MINOR PROGRAMMES

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3	
ACCT	210	Introduction to Accounting	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

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	Manpower 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

DEPARTMENT OF MARKETING

HEAD: Emmanuel Yamoah

FACULTY: Emmanuel Yamoah, Abdudul Issaka, Bernard Aheto, Stephen Arthur.

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, 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.

PROGRAMS 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 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 (Marketing) graduates are given below:

CAREER PATH	HUMAN RESOURCE OPTION
Entry Level Career	Marketing Exec. Sales Executive Commission Agents Advertising Exec. PR Executive Customer service Cap / Writers
Middle Level Career	Marketing Managers Sales Managers Commission Agency Advertising Agency PR Officer Customer Service - Manger
Senior Level Career	GM Marketing Advertising -Consultant PR Consultant Media Consultant
Professional Qualification after BBA	CIM
Academic Qualification after BBA	MBA

BBA MARKETING DEGREE REQUIREMENTS

	CREDITS
A. General Education	35
B. Business Required Core	51
C. Specialization *Accounting Option (21)* *Electives (6)*	27
D. BBA Cognate Requirement	11
E. Practicum and Senior Research Project	09
Total Credits Hours	133

A. GENERAL EDUCATION REQUIREMENTS [35 CREDITS]

CLUSTER 1: LANGUAGE AND 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 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2

CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES	**(05 CREDITS)**
PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	3
EDST 202 Introduction to Philosophy of Chiristian Education (Mandatory)	2
CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS	**(09 CREDITS)**
COSC 117 Fundamentals of Computing Skills	3
MATH 121 Colllege Algebra Applicable to each Department	3
CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY	**(9 CREDITS)**
RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELT 385 Biblical Foundations of Ethics	3
African Studies (Refere to General Education Section)	2
CLUSTER 5: HEALTH AND PHYSICAL EDUCATION	**(03 CREDITS + NC)**
PEAC 100 Physical Actvity	NC
BIOL 140 Human Body in Health and Disease OR	3
HLTH 200 Health Principles	3
CLUSTER 6: COUNSELLING, CAREER PLANNING	**(NC)**
GNED 125 Study Skills (Mandatory)	NC
GNED 230 Career Exploration and Planning OR	NC
GNED 468 Job Search Strategies and Techniques (Optional)	NC
CLUSTER 7: AFRICAN STUDIES	**(2 CREDITS)**
African Studies	2
B. BUSINESS REQUIRED CORE	**[51 CREDITS]**
ACCT 221 Principles of Accounting I	3
ACCT 222 Principles of Accounting II	3
BKFN 310 Business Finance	3
BSAD 305 Business Research Methods	3
BSAD 325 Business Communication	3
BSAD 330 Quantitative Methods for Business Decisions	3
BSAD 341 Business Law I [Commercial]	3
BSAD 342 Business Law II [Company Lawl]	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	3
MKTG 250 Principles of Marketing	3
ACCT 485 Accounting Informaiton System	3
C. AREAS OF OPTIONS	**[26 CREDITS]**
MKTG 315 Consumer Behaviour	3
MKTG 325 Selling & Sales Management	3
MKTG 340 Integrated Marketing Communications	3
MKTG 350 Marketing Management	3
MKTG 360 International Marketing	3
MKTG 455 Marketing Research	3
MKTG 480 Marketing Planning and Strategy	3

Electives	5

FIVE HOURS OF ELECTIVES IS TO BE SELECTED FROM THE FOLLOWING COURSES:

BSAD 460 E-Commerce	3
MGNT 325 Material & Supply Chain Management	3
MKTG 335 Service Marketing (Mandatory)	3
MKTG 435 Distribution and Logistics Management	3
MKTG 465 Brand Management	3
MKTG 460 Export Administration	3
MKTG 470 Integrative Case Study in Marketing	3
MKTG 490 Seminar in Marketing	3

SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language & Writing Skills I	2	_____
MATH 181 Business Mathematics	3	_____
COSC 117 Fundamentals of Computer Skills	3	_____
FREN 110 French for General Communication I	2	_____
PEAC 105 Physical Activity	NC	
RELB 160 Jesus & the Gospels	3	_____
GNED 125 Study skills	NC	
CMME 105 Introduction to Communication Skills	2	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
ENGL 102 Language and Writing Skills II	2	_____
FREN 111 French for General Communication II	2	_____
SOCI 105 Principles of Sociology OR	3	_____
PSYC 105 Introduction to Psychology		
BIOL 140 Human Body in Health OR	3	_____
HLTH 200 Health Principles		
MATH 182 Introductory Calculus	3	_____
EDST 202 Introduction to Philosophy of Christian Education	2	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**15**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ECON 225 Principles of Microeconomics	3	_____
MGNT255 Principles of Management	2	_____
COSC 201 Introduction to Spread Sheet	3	_____
ACCT 221 Principles of Accounting I	3	_____
RELB 251 Principles of Christian Faith I	3	_____
MKTG 250 Principles of Marketing	3	_____
African Studies	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
ECON 226 Principles of Macroeconomics	3	_____
ACCT 222 Principles of Accounting II	3	_____
STAT 271 Statistical Methods I	2	_____
HRMA 235 Human Resource Management	3	_____
COSC202 Database Application	2	_____
African Studies	1	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**14**	**GPA____**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
BSAD 341 Business Law I	3	_____
BSAD 325 Business Communication	3	_____
BSAD 305 Business Research Methods	3	_____
STAT 272 Statistical Methods II	2	_____
Marketing Option		
MKTG 315 Consumer Behaviour	3	_____
MKTG 325 Selling & Sales Management	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**17**	**GPA____**
SUMMER YEAR 3		
BSAD 490 Business Practicum	3	_____
SECOND SEMESTER		
BSAD 330 Quantitative Methods	3	_____
BSAD 342 Business Law II	3	_____
BKFN 310 Business Finance	3	_____
Marketing Option		
MKTG 340 Integrated Marketing Communication	3	_____
MKGT 350 Marketing Management	3	_____
MKGT 360 International Marketing	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
MGNT 425 Management Info Systems	3	_____
BSAD 498 Senior Research Project I	3	_____
RELB 385 Biblical Foundations of Ethics	3	_____
Marketing Option		
MKTG 455 Marketing Research	3	_____
Elective	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
BSAD 480 Strategic Management	3	_____
BSAD 435 Entrepreneurship and Small Business	3	_____
MGNT 315 Insurance & Risk Management	3	_____
Job Search Strategies and Techniques	NC	
Elective		
Marketing Option		
MKTG 480 Marketing Planning & Strategy	3	_____
Elective	3	_____
BSAD 499 Senior Research Project II	3	_____
FOURTH YEAR, SECOND SEMESTER	**18**	**GPA____**

DEPARTMENT OF MARKETING

MINOR PROGRAMMES

BBA REQUIRED CORE

ECON	224	Introduction to Economics	3
ACCT	210	Introduction to Accounting	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

MINOR IN MARKETING MANAGEMENT **18 CREDITS**

MKTG 315	Selling & Sales Management	3
MKTG 325	Consumer Behaviour	3
MKTG 350	Marketing Management	3
MKTG 360	International Marketing	3
MKTG 480	Marketing Planning & Strategy	3
		15
Elective	Choose any one of the following	
MKTG 335	Integrated Marketing Communication	3
MKTG 340	Service Marketing	3
MKTG 455	Marketing Research	3

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: Fre 111

MATH 182: Introductory Caculus
Pre-Requisite: MATH 181

COSC 201: Business Spreadsheet
Pre-Requisite: COSC 117

COSC 202: Database Application
Pre-Requisite: COSC 201

STAT 271: Statistical Methods I
Pre-Requisite: MATH 182

STAT 272: Statistical Methods II
Pre-Requisite: Stats 271

ACCT 221: Principles of Accounting I
Pre-Requisite: MATH 181

ACCT 222: Principles of Accounting II
Pre-Requisite: ACCT 221

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 310: Business Finance
Pre-Requisite: ACCT 222

Bsad330: Quantitative Methods
Pre-Requisite: STAT 272, MGNT 225

BSAD 341: Business Law I
Pre-Requisite: MGNT 255, ECON 226, ACCT 222

BSAD 342: Business Law II
Pre-Requisite: BSAD 341

BSAD 435: Entrepreneurship
Pre-Requisite: ECON 226, MGNT 255, BKFN 310 and All Third Year Courses.

BSAD 460: E-Commerce
Pre-Requisite: COSC 202, MKTG 250

BSAD 480: Strategic Mangement
Pre-Requisite: MKTG 250, BKFN 310, HRMA 235 and All Third Year Courses.

ACCT 476: Microcomputer Application
Pre-Requisite: ACCT 222, COSC 117 and All Third Year Courses.

BSAD 449: Senior Research Project
Pre-Requisite: BSAD 305

BKFN 325: Banking Operation and Ethics
Pre-Requisite: ECON 226

BFFN 335: Central Banking
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 310

BKFN 360: Accountancy
Pre-Requisite: ACCT 222

BKFN 421: Practice of Banking I (Law & Practice)
Pre-Requisite: BKFN 325

BKFN 422: Practice of Banking II (Lending)
Pre-Requisite: BKFN 421

BKFN 425: Rural Banking
Pre-Requisite: BKFN 325

BKFN 430: Investment and Portfolio Magt
Pre-Requisite: BKFN 325

BKFN 450: Devlopment Banking and Investment S
Pre-Requisite: BKFN 310, BKFN 325

BKFN 470: Seminar In Banking:
Pre-Requisite: Permission of The Department Head

BKFN 490: Integrative Case Study In Banking:
Pre-Requisite: Permission of The Department Head

BKFN 315: Law Relating To Banking
Pre- Requisite: BSAD 342

BKFN 305 Financial Management and Budgeting
Pre-Requisite: ACCT 222

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 342

HRMA 315: Manpower 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 Bargaing & Collective Barganing
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 311: Intermediate Accounting I
Pre-Requisite: ACCT 222

ACCT 312: Intermediate Accounting II
Pre-Requisite: ACCT 311

ACCT 331: Cost & Managerial Accounting I
Pre-Requisite: Acct222, STAT 272

ACCT 331: Cost & Managerial Accounting II
Pre-Requisite: ACCT 331

ACCT 360: Taxation
Pre-Requisite: ACCT 222

ACCT 405: Auditing
Pre-Requisite: ACCT 312

ACCT 430: Investment and Portfolio Magt
Pre-Requisite: BKFN 310

ACCT 445: Government and Institutional Accounting
Pre-Requisite: ACCT 312

ACCT 450: Advanced Accounting
Pre-Requisite: Acct312, ACCT 332

ACCT 485: Accounting Information Systems
Pre-Requisite: ACCT 222

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: Comsumer 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 Managment
Pre-Requisite: MKTG 250

MKTG 455: Marketing Research
Pre-Requisite: STAT 272

MKTG 460: Export Administration
Pre-Requisite: MKTG 250

MKTG 480: Marketing Planning & Strategy
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

BSAD 105: INTRODUCTION TO BUSINESS **3 CREDITS**

This course introduces students to the principles, practises 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 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.

BSAD 342: BUSINESS LAW II [COMPANY LAW] **3 CREDITS**

Prerequisite: **BSAD 341**

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 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.

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
Prerequisites: ECON 225, ECON226, MATH181, MATH182ECON 226: **3 CREDITS**

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 out put 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 272**

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 defense 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: MANPOWER 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 constrains.

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: 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 parities 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 340: INTEGRATED MARKETING COMMUNICATIONS **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 450: MARKETING PLANNING AND STRATEGY **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 272,

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 **2 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 221: PRINCIPLES OF 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 2221: PRINCIPLES OF ACCOUNTING II **3 CREDITS**
Prerequisite: ACCT 221

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 311: INTERMEDIATE ACCOUNTING I **3 CREDITS**
Prerequisite: ACCT222

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.

ACCT 312: INTERMEDIATE ACCOUNTING II **3 CREDITS**
Prerequisite: ACCT 311

This course is 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 331: COST & MANAGERIAL ACCOUNTING I **3 CREDITS**
Prerequisite: ACCT 222, STAT 272

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 360: TAXATION **3 CREDITS**
Prerequisite: ACCT 222

This course provides students with the principles and core concepts of taxation in Ghana. It aims to provide students with an understanding of the nature and role of taxation in an economy as well as equipping them with skills in the computation of tax liabilities of individual – employees and self-employed persons, partnerships and companies. It also covers the principles of value added tax.

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 programs, 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. 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 Administrative Act, local government audit and performance measurement.

ACCT450: ADVANCED ACCOUNTING **3 CREDITS**
Prerequisite: ACCT 312, ACCT332

This course aims at enhancing students' knowledge and skills in financial accounting and reporting. It reviews the regulatory framework for preparing corporate report of single companies and examines the preparation of accounts for a group of companies. Also covered are reconstruction and reorganization, and valuation of business.

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 **3 CREDITS**
Prerequisite: ACCT 221, 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.

ACCT485: ACCOUNTING INFORMATION SYSTEM **3 CREDITS**
Prerequisite: ACCT 222

This course builds on fundamentals of computing and principles of accounting. It focuses on the conceptual issues relating to accounting information systems in a business process in organizations, 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.

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 305 FINANCIAL MANAGEMENT AND BUDGETING **3 CREDITS**
***Prerequisite*: ACCT 222**

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 310: BUSINESS FINANCE **3 CREDITS**
***Prerequisite*: ACCT 222**

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 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 222**

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: RURAL AND COMMUNITY BANKING (RCB) OPERATIONS IN GHANA **3 CREDITS**
***Prerequisite*: BKFN 325**

The course designed to introduce students to the concept of Rural and Community Banking as a unit bank. 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.

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 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: BUSINESS SPREAD SHEETS **3 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 **3 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 271: 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 discursion 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 provided.

STAT 272: STATISTICAL METHODS II **2 CREDITS**
Prerequisites: STAT 271

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 folloing the completion othe 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 499 SENIOR RESEARCH PROJECT **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

1. **BOATENG, IRENE OHENAWAH (DEAN)**
   DBA, 2009, Breyer State University, USA.
   MBA, (Management), 2002, University of Maiduguri, Nigeria.
   BA, (Hons), (English), 1999, University of Maiduguri, Nigeria.
   Diploma in Education, NCE, 1994, College of Education, Azare, Nigeria Certificate in Computer, 2001, Corporate Computer Training School, Azar, Nigeria.

DEPARTMENT OF BANKING & FINANCE

2. **OWUSU-DANKWA, ISAAC (HOD)**
   DBA (Finance), 2009, Breyer State University, USA.
   MIBA (Finance), 1996, US International University, Africa.
   BBA (Accounting), 1993, University of Eastern Africa, Baraton.
3. **AGYEKUM, FRANCIS KWAME**
   M Phil.(Economics), 2006, University of Ghana, Ghana.
   BA, (Economics), 2004, University of Ghana, Ghana.
4. **OPOKU, ABABIO KWAKU**
   MBA, (Banking & Finance), IN PROGRESS, Kwame Nkrumah University of Science & Technology, Ghana.
   BSc. [Banking & Finance], 1997, University of Ghana.
5. **MAWUTOR, GODFRED**
   MPhil. (Economics), 2009 Univ. Of Ghana, Ghana.
   BA (Economics & Sociology), 2004, University of Ghana.
6. **ADU, KWADJO ANSAH**
   M Phil (Finance), 2010, University of Ghana, Ghana.
   BBA (Accounting), 2006, Valley View University, Ghana.

PART-TIME FACULTY MEMBERS

7. **ASANTEY, JOSEPH OSEI**
   EMBA, (Banking and Finance), 2005, Paris Graduate School of Management, France.
   MSc. (Economics), 1995, Patrice Lumba University, Russia.
   BSc. Economics, 1993,-Patrice Lumba University, Russia.
   Graduate Diploma, 2003, (Management/Marketing).
8. **SEY, EMMANUEL ED-WILSON**
   PhD (Finance), 2008, London School of Management & Technology, UK.
   MBA (Finance), 2004, University of Leicester, UK.
   BSc. (Accounting), 1996, University of Ghana.
   CA (Part 3), 1997, Institute of Chartered Accountants, Ghana.
9. **ESHUN, SOLOMON COLLINS**
   Barrister-at-Law, 1994, School of Law, Accra.
   BA [Hons.] Economics with Sociology, 1979.
   University of Ghana Post Graduate Certificate in Public Admin., 1998, Ghana Institute of Management & Public Administration.

DEPARTMENT OF MANAGEMENT STUDIES

10. **BOATENG, IRENE OHENAWAH (HOD)**
    DBA, 2009, Breyer State University, USA.
    MBA, (Management), 2002, University of Maiduguri, Nigeria.
    BA, (Hons), (English), 1999, University of Maiduguri, Nigeria.
    Diploma in Education, NCE, 1994, College of Education, Azare, Nigeria Certificate in Computer, 2001, Corporate Computer Training School, Azar, Nigeria.

11. BOATENG, PETER AGYEKUM

MBA, (General Administration), 2001, Universidad de Montemorelos, Mexico.

BA, (Religion/ Business Administration), 1995, Andrews University, USA. Diploma in Data Processing, 1995, Adventist Seminary of West Africa, Nigeria

12. KANYANDEKWE, SAMUEL

MBA, 1989, Andrews University, USA.MA (Economics), 1990, Tilak University, IndiaBA (Economics), 1982, Rwanda National University, Rwanda

13. AKAFO, VERA

MPhil, (HRM), IN PROGRESS, University of Ghana.

BA (Psychology & Political Science), 2005 University of Ghana.

14. KARIKARI, AMA FORIWAA

MBA (Management), 2005, AIIAS, Philippines.

BBA(Accounting), 2002, Valley View University, Ghana.

PART-TIME FACULTY MEMBERS

15. QUAYSON, DELANYO AYEE

MPhil. [Religious Studies] 2002, University of Cape Coast.

MA [HRM], 2004, University of Cape Coast.

BA [Religious Studies], 1993, University of Cape Coast Diploma in Education, 1993, University of Cape CoastTeachers' Certificate "A", 1996, Government Teacher Training College, Peki, Certificate in HRM, 1999, GIMPA.

16. SIBU-YARTEY, PHILIP

MSc., Industrial Engineering,2002, Dela Salle University, Philippines.

BSc., Industrial Technology, 2005, Dela Salle University, Philippines.

17. AMALIBA, ABRAHAM

Barrister-at-Law, 2007, School of Law, Accra

Bachelor of Laws, 2005, Faculty of Law, University of Ghana

B.Ed [Social Studies], 1996, Univ. of Cape CoastDiploma in History, 1996, Univ. Cape CoastPREMA Certificate on Documentation,1998, Addis Ababa, Ethiopia.

DEPARTMENT OF ACCOUNTING

18. AMPONSAH ,EMMANUEL BISMARK (HOD)

PhD Management Accounting (Candidate), Babcock University, Nigeria.

MPhil. (Accounting), 2009, Kwame Nkrumah University of Science & Technology, GH.

BA, (Religion, Business Administration), 1996, Andrews University, USA.

Diploma in Data Processing, 1996, Adventist Seminary of West Africa, Nigeria.

Chartered Institute of Management Accountants, London, CIMA II Candidate

Institute of Chartered Accountants, Ghana (Level 3) in progress.

19. ANANE, MARTIN

MSc (Accounting), 2003, Kean University School of Business.

MSc (Magt. Information System), 2002,Kean University School of Computer Science.

BCOM [Accounting] University of Cape Coast, 1995.

20. AMO, HANNAH FOSUAA

M Phil(Accounting), 2010, University of Ghana, Ghana.

BBA (Accounting), 2006, Valley View University, Ghana.

21. OWUSU-DANKWA, ISAAC

DBA (Finance), 2009, Breyer State University, USA.

MIBA (Finance), 1996, US International University, Africa.

BBA (Accounting), 1993, University of Eastern Africa, Baraton.

PART-TIME FACULTY MEMBERS

22. MARFO-YIADOM, EDWARD
MBA, 1996, University of Ghana.
ICA, (Ghana),1999.
BCOM/Dip Ed. University of Cape Coast, 1992.

23. KONADU-ABASSAH, ERNEST
MBA, 2005, University of Ghana.
ICA (GH) Part III.
Diploma (Public Serv. Acct.) Institute of Accountancy Training, 1986.

DEPARTMENT OF MARKETING

24. YAMOAH, EMMANUEL (HOD)

25. YAMOAH, EMMANUEL
PhD. Business Administration (Candidate), Babcock University, Nigeria,
MBA, (Marketing) 2006, University of Cape Coast, Ghana.
BBA, (Accounting), 2002, Valley View University, Ghana.

26. ABDULAI, ISSAKA
MBA, 2005, University of Wolverhampton, UK.
BSc. (Administration), 2001, University of Ghana.
Postgraduate Diploma (Marketing), 2008.
Chartered Institute of Marketing, UK.
Advanced Certificate in Marketing, 2006, Chartered Institute of Marketing, UK.

27. AHETO, BERNARD
MSc (Mathematics), 2006, Norwegian University of Science and Technology
BSc (Mathematics), 2003, KNUST, Ghana

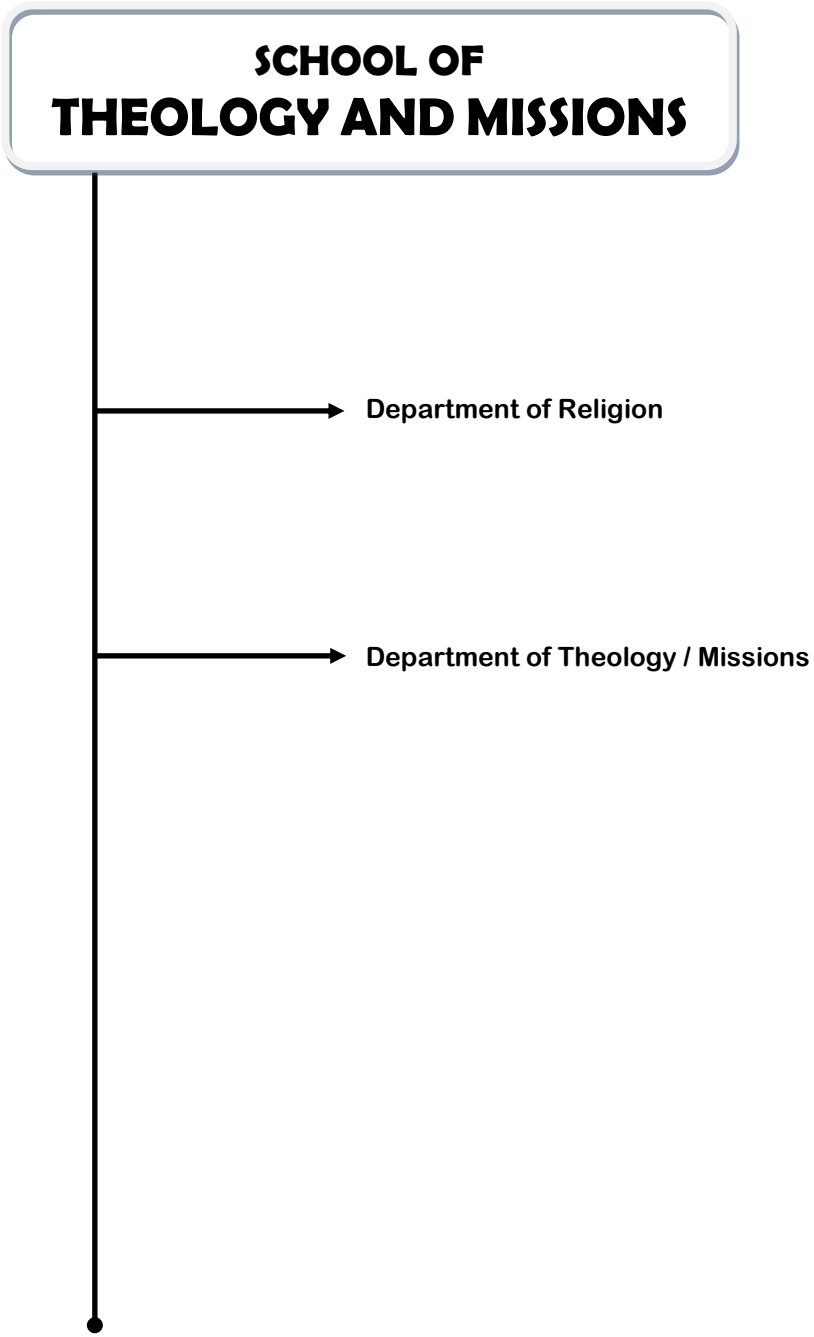
28. ARTHUR, STEPHEN
MPhil (Marketing), 2001, University of Ghana
BSc. Administration, Marketing (University of Ghana)

ADJUNCT FACULTY MEMBERS

29. MAIYO, PHILLIP
PhD, (Finance), 2003, Guru Nanak Dev University, Amritsiar, India.
MSc. (Computer Science), 2002, Guru Jambeshwar University, Hisar, India.
MBA, (Finance), 1997, Guru Nanak Dev University, Amritsiar, India.
BSc. [Hons.], (Economics), 1995, Guru Nanak Dev University, Amritsiar, India.

30. AMPONSAH, ABRAHAM
MSc, (Mathematics), 2000, KNUST, Kumasi, Ghana.
BSc, (Hons.) (Mathematics). 1994, KNUST, Kumasi, Ghana.
Diploma (Mathematics), 1986, ATTC, Winneba, Ghana.

31. DZOGBENUKU, ROBERT
MBA, (Marketing), 2006, University of Cape Coast
Postgraduate Diploma Marketing, 2008, CIM


SCHOOL OF
THEOLOGY AND MISSIONS
Department of Religion
Department of Theology / Missions

SCHOOL OF THEOLOGY AND MISSIONS

DEANS MESSAGE

It is my distinguished privilege to welcome you to our web page! The School of Theology and Mission (STM) is the bedrock of Valley View University's wonderful religious and missiological heritage. This school receives substantial support from the Ghana Union Conference and West Africa Division. The rationale for its existence is to provide a 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 STM'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 School of Theology and Mission serves as the lifeline for other departments of the University for the Spiritual Nurture of our students. Our academic program is tailored to prepare spiritual leaders to meet the challenges of service to God and humanity. Enroll in our educational program and the assurance of a quest for a life changing experience is guaranteed.

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 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. Currently, there are two departments in the School, namely; Theology and Religion with Centre for Missions, Gender and Youth.

SCHOOL OF THEOLOGY AND MISSIONS OFFICERS

SCHOOL DEAN / HOD, THEOLOGICAL STUDIES:	Robert Osei-Bonsu, PhD
HOD, RELIGIOUS STUDIES:	
SENIOR ADMINISTRATIVE ASSISTANT:	Phyllis Enchill
SCHOOL BOARD:	Robert Osei-Bonsu, PhD, Ebenezer Quaye, MPhil, Francis Opoku, MPhil, Hannah Amo, MPhil, Dominic Damoah, MSc, Daniel Bediako, PhD, Daniel Berchie, PhD, D. R. Asafo, PhD.

PROGRAMMES OFFERED

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

DEPARTMENT OF THEOLOGICAL STUDIES

MESSAGE FROM THE HEAD OF THEOLOGICAL STUDIES DEPARTMENT

"The study of theology is concerned with the ideas through which religion is communicated: how they are developed, what they mean, whether they are true, and how they may be reformulated." As such we are of the view that studying theology demands wide range of knowledge, insight, and careful interpretation. The department therefore provides undergraduate students the opportunity to study theology in its broadest sense by combining textual, literary and historical approaches to the Scriptures, philosophy, sociology and comparative approaches to Christian traditions and Theology.

The Bachelor of Arts in Theology major at Valley View University aims at meeting the growing needs of licensed ministers and chaplains in clinics, hospice, prison, and mental hospital, industrial, educational, and military settings. It also aims at producing refined and competent pastors for the gospel ministry in both local and international contexts. A graduate of this program receives a University degree accredited by both local and international bodies. We should always have it in mind that "the University is where the Church does its thinking" (Theodore M. Hesburg).

FACULTY

	Alex Y. A. Briandt-Coker, Francis Opoku, Dziedzorm R. Asafo, Francis Tenortey, Juvenal Balisasa, Isaac N. Dowuona, Daniel Bediako, Daniel Berchie, Daniel Dei, Felix Opoku Gyamfi, Samuel Amoh, Robert Osei-Bonsu, Joseph Narh Tetteh, Nicholas Nai, John Appiah (Study leave), Harrison Takyi (Study Leave), Dan Attah (Study Leave)
ADJUNCT FACULTY:	Brempong Owusu-Antwi, Kofi Owusu-Mensa, Emmanuel D. Poakwa, I. B. Boateng, Daniel Opoku-Boateng, K. Annor-Boahene

INTRODUCTION

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 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 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 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, counselors, 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 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.

PROGRAMMES OFFERED

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

Bachelor of Arts in Theological Studies

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	29
B	Major Concentration	66
C	Cognates	27
D	Electives	3
E	Seminar	3
F	Research and Internship	9
G	Vocational Skills	1
H	Minor Concentration	18
	Total	**159**

A. GENERAL EDUCATION REQUIREMENTS ***22***

CLUSTER 1: Language & Communication **10**

ENGL 101 Language and Writing Skills I 2
ENGL 102 Language and Writing Skills II 2
FREN 111 French for General Communication I 2
FREN 112 French for General Communication II 2
CMME 105 Introduction to Communication Skills 2

CLUSTER 2: Social and Behavioural Sciences,

Humanities (5 Credits) ***5***
PSYC 105 Introduction to Psychology OR 3
SOCI 105 Principles of Sociology 3
GNED 202 Introduction to Philosophy of Christian Education 2

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 Introduction to Christian Ethics 3

CLUSTER 5: Health and Physical Education (3 Credits + nc)
PEAC 100 Physical Activity NC
BIOL 140 Human Body in Health & Disease ***OR*** 3
HLTH 200 Health Principles 3

CLUSTER 6: Counselling, Career Planning (1 Credit)
GNED 125 Study Skills 1
GNED 230 Career Exploration and Planning 1
GNED 468 Job Search Strategies and Techniques 1

CLUSTER 7: AFRICAN STUDIES
AFST ---— [African Studies A & B] 2
AFST203 Indigenous Technologies for Development in Africa 1

AFST213 Africa in the Globalization World 1 AFST223 Africa and the Diaspora	1
AFST233 Culture and Development	1
AFST243 Chieftancy and Development	1
AFST204 Literacy Traditions in Africa	1
AFST214 Traditional Festivals	1
AFST234 African Drama	1
AFST244 Language Proficiency – Ga	1
AFST254 Language Proficiency – Twi	1
AFST264 Language Proficiency – Ewe	1
AFST274 Language Proficiency – Dagbani	1
B. MAJOR CONCENTRATION	***66***
RELT 122 Biblical Gospels	3
RELT 123 History and Growth of SDA Church in Ghana	3
RELT 212 Hebrew Law and Writings	3
RELT 214 Introduction to African Traditional Religion	3
RELT 215 Introduction to Pastoral Care and Counselling	3
RELT 223 Acts & Epistles	3
RELT 224 Christian Ministry	3
RELT 312 Old Testament Prophets	3
RELT 313 Biblical Hermeneutics	3
RELT 315 Pastoral Formation	3
RELT 321 Homiletics	3
RELT 322 Church Leadership and Management	3
RELT 323 Evangelism	3
RELT 324 Introduction to Theological Studies I	3
RELT 325 Introduction to Islam	3
RELT 411 O.T Apocalyptic Studies (the Book of Daniel)	3
RELT 412 Practice in Ministry	3
RELT 413 Introduction to Theological Studies II	3
RELT 421 N.T. Apocalyptic Studies (the Book of Revelation)	3
RELT 422 Church & Personal Finance	3
RELT 423 Studies in Church Growth in West Africa	3
RELT 424 Introduction to Theological Studies III	3
C. COGNATES	***27***
RELT 111 Introduction to Philosophy of Religion	3
RELT 121 Biblical Greek I	3
RELT 124 Music in Christian Worship	3
RELT 211 Biblical Greek II	3
RELT 213 History and Literature of the Intertestamental Period	3
RELT 221 Biblical Hebrew I	3
RELT 222 Scientific Study of Creation	3
RELT 225 Adventist Heritage	3
RELT 311 Biblical Hebrew II	3
D. ELECTIVES	***3***
RELT 416 Christian Family and Marriage Dynamics	3
RELT 417 Gender Issues in Religion and Culture	3
RELT 418 Religion and State	3
RELT 419 Studies in Church History	3
RELT 420 Introduction to Christian Missions in West Africa	3

RELT 430 Technology and Computer Applications for Pastors	3
E. SEMINAR	***3***
RELT 426 Seminar in Contemporary Theology	3
RELT 427 Seminar in Christianity and African Culture	3
RELT 428 Seminar in Bible and Ecology	3
RELT 429 Seminar in Adventist Theology	3
F. RESEARCH AND INTERNSHIP	***9***
RELT 314 Research Methods	3
RELT 400 Internship: Ministerial Attachment & Literature Evangelism	3
RELT 414 Senior Research Project	3
G. 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
H. MINOR CONCENTRATIONS	
Biblical Studies (18 Credits)	
RLBS 216 Biblical Backgrounds	3
RLBS 226 Intermediate Greek	3
RLBS 316 Intermediate Hebrew	3
RLBS 326 Greek Exegesis	3
RLBS 415 Hebrew Exegesis	3
RLBS 425 Biblical Theology	3
Systematic Theology (18 Credits)	
RLTS 216 Christian Philosophy	3
RLTS 226 Principles and Methods of Theology	3
RLTS 316 Doctrine of Trinity	3
RLTS 326 Doctrine of Man	3
RLTS 415 Christian Soteriology	3
RLTS 425 Christian Eschatology	3
Church History (18 Credits)	
RLHS 216 History of the Early Church	3
RLHS 226 History of the Medieval Church	3
RLHS 316 History of the Reformation	3
RLHS 326 History of the Modern Church	3
RLHS 415 History of Christianity in West Africa	3
RLHS 425 History of Christianity in Ghana	3
Missions (18 Credits)	
RLMS 216 Biblical Foundation of Missions	3
RLMS 226 History of Christian Missions	3
RLMS 316 History of Missions in West Africa	3
RLMS 326 Oriental Religions	3
RLMS 415 Christian Mission to Muslims	3
RLMS 425 Christian Mission to African Traditionalists	3
Pastoral Ministry (18 Credits)	
RLPM 216 Introduction to Pastoral Ministry	3
RLPM 226 Christian Witnessing	3

RLPM 316 Church Planting	3
RLPM 326 Strategic Planning	3
RLPM 415 Dynamics of Church Worship	3
RLPM 425 Spiritual Formation for Ministry	3
Youth Ministry (18 Credits)	
RLYM 216 Foundations of Youth Ministry	3
RLYM 226 Deviance and Social Control	3
RLYM 316 Human Sexuality	3
RLYM 326 Youth and Contemporary Culture	3
RLYM 415 Youth Counselling	3
RLYM 216 Youth and Worship	3
Chaplaincy (18 Credits)	
RLCS 216 Foundations of Chaplaincy Ministry	3
RLCS 226 Chaplaincy Tasks and Competencies	3
RLCS 316 Military/Police Chaplaincy	3
RLCS 326 Campus Ministry	3
RLCS 415 Healthcare Chaplaincy	3
RLCS 425 Spiritual Formation for Chaplaincy	3
Pastoral Counselling (18 Credits)	
RLPC 216 Christian Psychology	3
RLPC 226 Clinical Psychology	3
RLPC 316 Counselling Theories and Techniques	3
RLPC 326 Marriage and Family Care	3
RLPC 415 Crisis Counselling	3
RLPC 425 Issues in Pastoral Counselling in African Context	3

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language & Writing Skills I	2	_____
FREN 111 French for General Communication I	2	_____
PSYC 105 Intro. to Psychology ***OR***		
SOCI 105 Principles of Sociology	3	_____
COSC 117 Fundamentals of Computing Skills	3	_____
MATH 121 College Algebra	3	_____
BIOL 140 Human Body in Health & Disease***OR*** HLTH 200 Health Principles	3	_____
PEAC 100 Physical Activity	NC	
RELT 111 Intro to Philosophy of Religion	3	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**19**	**GPA____**
SECOND SEMESTER		
ENGL 102 Language & Writing Skills II	2	_____
CMME 105 Introduction to Communication Skills	2	_____
FREN 112 French for General Communication II	2	_____
GNED 125 Study Skills	NC	
RELT 121 Biblical Greek I	3	_____
RELT 122 Biblical Gospels	3	_____
RELT 123 History and Growth of SDA Church in Ghana	3	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ELT 211 Biblical Greek II	3	_____
RELT 212 Hebrew Law and Writings	3	_____
RELT 213 History and Literature of the Intertestamental Period	3	_____
RELT 214 Introduction to African Traditional Religion	3	_____
RELT 215 Introduction to Pastoral Care and Counselling	3	_____
AFST ----[African Studies A]	1	_____
Minor course (216)	*3*	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA____**
SECOND SEMESTER		
RELT 221 Biblical Hebrew I	3	_____
RELT 222 Scientific Study of Creation	3	_____
RELT 223 Acts & Epistles	3	_____
RELT 224 Christian Ministry	3	_____
RELT 225 Adventist Heritage	3	_____
AFST ----[African Studies A]	1	_____
Minor course (226)	*3*	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELT 311 Biblical Hebrew II	3	_____
RELT 312 Old Testament Prophets	3	_____
RELT 313 Biblical Hermeneutics	3	_____
RELT 314 Research Methods	3	_____
RELT 315 Pastoral Formation	3	_____
GNED 202 Introductions to Philosophy of Christian Education	2	_____
Minor course (316)	*3*	_____
Vocational course	*1*	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**21**	**GPA____**
SECOND SEMESTER		
RELT 321 Homiletics	3	_____
RELT 322 Church Leadership and Management	3	_____
RELT 323 Evangelism	3	_____
RELT 324 Introduction to Theological Studies I	3	_____
RELT 325 Introduction to Islam	3	_____
RELB 385 Intro to Christian Ethics	3	_____
Minor course (326)	*3*	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**
SUMMER VACATION		
RELT 400 Internship: Ministerial Attachment & Literature Evangelism	3	_____

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELT 411 O.T Apocalyptic Studies	3	_____
RELT 412 Practice in Ministry	3	_____
RELT 413 Introduction to Theological Studies II	3	_____
RELT 414 Senior Research Project	3	_____
Minor course (415)	*3*	_____
Elective course	*3*	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
RELT 421 N.T. Apocalyptic Studies	3	_____
RELT 422 Church & Personal Finance	3	_____
RELT 423 Studies in Church Growth in West Africa	3	_____
RELT 424 Introduction to Theological Studies III	3	_____
Minor course (425)	3	_____
Seminar course	3	_____
FOURTH YEAR, SECOND SEMESTER	**18**	**GPA____**

* Students are assigned to surrounding churches throughout their study as part of their ministerial formation, thereby augmenting RELT 315.

COURSES	CREDIT REQUIREMENTS

MAJOR COURSES

RELT 111 INTRODUCTION TO PHILOSOPHY OF RELIGION **3 CREDITS**

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, religious phenomena, and the relationship between faith and reason.

RELT 121 BIBLICAL 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.

RELT 122 BIBLICAL GOSPELS **3 CREDITS**

The issue of the authorship of the Gospels, their dating, place of writing, background, addressees, occasion, and purpose. The Synoptic Problem. The structure, contents, concerns, and main theological themes of these gospels.

RELT 123 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 124 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.

RELT 211 BIBLICAL 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 212 HEBREW LAW AND WRITINGS **3 CREDITS**

Introduction to the Pentateuch and the Writings, covering issues of authorship/composition, background, structure, contents, and basic theological themes. Discussion of selected texts from an African perspective.

RELT 213 HISTORY AND LITERATURE OF THE INTERTESTAMENTAL PERIOD **3 CREDITS**

History and chronology of events sequel to the Old Testament period and preparatory to the New Testament period as related to the Jewish people. General introduction to the Jewish literature of the Second Temple period.

RELT 214 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 INTRODUCTION TO PASTORAL CARE AND COUNSELLING 3 CREDITS

Introduction to the principles and practice of the pastoral care of individuals through the application of counselling techniques. Theological reflection on the counselling techniques in the context of pastoral redemptive care and actual skill of counselling through practical sessions.

RELT 221 BIBLICAL 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.

RELT 222 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 223 ACTS & 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.

RELT 224 CHRISTIAN MINISTRY 3 CREDITS

An introduction to the gospel ministry. Equipping the prospective minister with strategies for effective mobilization of the church, especially the youth for service in the gospel commission.

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 311 BIBLICAL HEBREW II 3 CREDITS

Continuation of RELT 221, 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 simple texts from Genesis.

RELT 312 OLD TESTAMENT PROPHETS 3 CREDITS

Introduction to the Prophets including the historical books (Joshua, Judges, 1-2 Samuel, 1-2 Kings), the Major Prophets (Isaiah, Jeremiah, Ezekiel) and the Twelve Minor Prophets (Hosea-Malachi). Composition, background, structure, contents, and basic theological themes.

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 314 RESEARCH METHODS 3 CREDITS

Introduction to research methods and writing in theology with special focus on historical/documentary research methodology. A proposal to be developed into senior research paper is required. May also be taught with special focus on descriptive survey research methodology.

RELT 315 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. Student group attachment to churches under the supervision of respective church pastors. Discussion of reports in class.

RELT 321 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.

RELT 322 CHURCH LEADERSHIP AND MANAGEMENT **3 CREDITS**

Study of effective church administration, the principles of shepherd leadership, and the role and function of the local pastor as the leader. The basic policies and structures of the Seventh-day Adventist Church within the Ghanaian context.

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 audiovisual materials, and various other procedures of public evangelism. A proposal of evangelistic outreach required.

RELT 324 INTRODUCTION TO THEOLOGICAL STUDIES I **3 CREDITS**

Survey of fundamental Christian beliefs and teachings, including revelation, inspiration, the Godhead, angels, the devil and the origin of sin, creation, man's original condition and fall, state of the dead, the Holy Spirit, and the incarnation, ministry, death, resurrection, and ascension of Christ.

RELT 325 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 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 411 O.T APOCALYPTIC STUDIES (THE BOOK 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 412 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. The class is used for practicum.

RELT 413 INTRODUCTION TO THEOLOGICAL STUDIES II **3 CREDITS**

Continuation of RELT 324, covering topics including Sabbath, covenant, soteriology, baptism, ecclesiology, sanctuary service, Christian living, and eschatology. [Pre-req.: RELT 324]

RELT 414 SENIOR RESEARCH PROJECT **3 CREDITS**

Prerequisite: COSC121

Independent research and writing on an approved topic supervised by faculty member.

RELT 416 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 crises 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 417 GENDER ISSUES IN RELIGION AND CULTURE **3 CREDITS**

Definition of and relationship between religion, gender, and culture. Theoretical and methodological issues; critique and deconstruction of religious traditions, beliefs and practices with regard to gender; reconstructing images of gender and power relationship. Current trends in gender issues in church leadership.

RELT 418 RELIGION AND STATE **3 CREDITS**

Religion and Ethics as socializing influences. Religion and development. Elements of individuality and plurality in religious communities and their relevance for Ghanaian society. Religious faith, property and wealth. Religion and politics in Ghana. Religious communities and the State in Ghana.

RELT 419 STUDIES IN CHURCH HISTORY **3 CREDITS**

Survey of the Christian Church highlighting major historical and theological developments from the second century to the nineteenth century.

RELT 420 INTRODUCTION TO CHRISTIAN MISSIONS IN WEST AFRICA **3 CREDITS**

Study of the history and developments in Christianity in West Africa. An evaluation of the early missionary activities. Contemporary issues in missions and African culture.

RELT 421 N.T. APOCALYPTIC STUDIES (THE BOOK OF REVELATION) **3 CREDITS**

Brief overview of apocalyptic writings in NT and related Second Temple literature. The book of Revelation: authorship, background, structure, content, schools of interpretation, and exposition.

RELT 422 CHURCH & PERSONAL FINANCE **3 CREDITS**

Principles of managing church and personal finance. Financial planning, money management strategies, investing financial resource, and financial planning related to retirement. Preparation and analysis of financial statements, auditing and control systems, and budgeting. Proposal writing for small scale business funding.

RELT 423 STUDIES IN CHURCH GROWTH IN WEST AFRICA **3 CREDITS**

A study of the growth pattern and challenges of the church in West Africa. Current trends in Mainline Churches, Pentecostalism, Charismatism, and AICs. Evaluation of the impact of the growth pattern on the society.

RELT 424 INTRODUCTION TO THEOLOGICAL STUDIES III **3 CREDITS**

Study of African Christian and Liberation theologies. Issues of contextualization, enculturation, and localization of Christian theology. [Pre-req.: RELT 413]

RELT 426 SEMINAR IN CONTEMPORARY THEOLOGY **3 CREDITS**

A seminar exploring current topical issues in systematic theology. Peer review papers on topics to be decided by lecturer.

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.

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 429 SEMINAR IN ADVENTIST THEOLOGY **3 CREDITS**

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

RELT 430 TECHNOLOGY AND COMPUTER APPLICATIONS FOR PASTORS **3 CREDITS**

Introduction to and practical application of various technological devices and software related to the work of a local pastor, covering topics such as sound systems, lighting systems, multimedia systems, software for word processing, power point presentations, spreadsheet and database, and theological software tools (e.g., Bibleworks).

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**

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

FUMS 302 FUNDAMENTALS OF MASONRY **1 CREDIT**

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.

MINOR COURSES

BIBLICAL STUDIES [18 CREDITS]

RLBS 216 BIBLICAL BACKGROUNDS **3 CREDITS**
Survey of the archaeological, cultural, geographical, historical, and literary backgrounds of the Old Testament. [Complementing RELT 213].

RLBS 226 INTERMEDIATE GREEK **3 CREDITS**
Introduction to the syntax of New Testament Greek. Readings in selected texts of the Greek New Testament. [Pre-req.: 211]

RLBS 316 INTERMEDIATE HEBREW **3 CREDITS**
Introduction to Biblical Hebrew syntax and textlinguistics. Readings in selected texts of the Hebrew Bible. [Pre-req.: 311]

RLBS 326 GREEK EXEGESIS **3 CREDITS**
A brief survey of the history and transmission of the text of the New Testament. Introduction to the steps and tools for the exegesis of the Greek New Testament. Practice in exegesis of selected texts. An exegetical paper required. [Pre-req.: RLBS 226]

RLBS 415 HEBREW EXEGESIS **3 CREDITS**
A brief survey of the history and transmission of the text of the Old Testament. Introduction to the steps and tools for the exegesis of the Hebrew Bible. Practice in exegesis of selected texts. An exegetical paper required. [Pre-req.: RLBS 316]

RLBS 425 BIBLICAL THEOLOGY **3 CREDITS**
Study of the history and method of Biblical Theology. The unity and relationship between the Old and New Testaments. Survey of major theological themes in the Bible.

SYSTEMATIC THEOLOGY [18 CREDITS]

RLTS 216 CHRISTIAN PHILOSOPHY **3 CREDITS**
Overview of early, medieval, and modern Western and African Christian philosophers and philosophical systems, with emphasis on the development of prominent philosophical perspectives, their proponents, and their influence on theology.

RLTS 226 PRINCIPLES AND METHODS OF THEOLOGY **3 CREDITS**
Study of the nature, function, purpose, methods, and practice of constructive theological activity. The role of theology in the life of the church.

RLTS 316 DOCTRINE OF TRINITY **3 CREDITS**
Study of the development and history of the Christian doctrine of the Trinity. The existence, nature, and distinctive functions of the Godhead. Understanding the terminologies of God the Father, God the Son, and God the Holy Spirit in the context of human salvation.

RLTS 326 DOCTRINE OF MAN **3 CREDITS**
Study of the development and history of Christian anthropology. Creation, nature, sin, fall, death, and restoration of humans. Their relationship to God.

RLTS 415 CHRISTIAN SOTERIOLOGY **3 CREDITS**
Study of the development and history of the Christian doctrine of salvation. The meaning and means of salvation. Relationship between law and grace. The experience of salvation.

RLTS 425 CHRISTIAN ESCHATOLOGY **3 CREDITS**

Study of the development and history of Christian teachings about last-day events. Major systems of eschatological interpretation. Second coming of Christ; Judgment; Millennium; New Earth.

CHURCH HISTORY [18 Credits]

RLHS 216 HISTORY OF THE EARLY CHURCH **3 CREDITS**

The Jewish and Graeco-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.

RLHS 226 HISTORY OF THE MEDIEVAL CHURCH **3 CREDITS**

Study of the self-understanding, mission, and development of the Christian church during the medieval period from the Council of Chalcedon in C.E. 451to the beginning of the Reformation. The heresies, dogmas, papacy, relationship between church and state, religious persecutions, and the longings for reformation.

RLHS 316 HISTORY OF THE REFORMATION **3 CREDITS**

The background to the Reformation. The causes of the Reformation. Martin Luther and the Holy Roman See. The Formation of Lutheran Churches. The Roman Catholic Reformation (The Counter-Reformation). The Reformation and the emergence of Missionary Societies.

RLHS 326 HISTORY OF THE MODERN CHURCH **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 415 HISTORY OF CHRISTIANITY IN WEST AFRICA **3 CREDITS**

Study of the establishment and development of Christianity in West Africa. Assessment of materials on the history of the Church in West Africa. Stages of mission: (1) Catholic, Portuguese (15th century); (2) Protestant and Catholic (from 18th century); AICs, Pentecostalism, and Charismatism. Mission and West African Cultures—impact and consequences.

RLHS 425 HISTORY OF CHRISTIANITY IN GHANA **3 CREDITS**

Study of the beginnings and development of Christianity in Ghana. Overview of mission theories and methods of mainline Churches (e.g., Catholic, Presbyterian, Methodist). The AICs, Pentecostalism, and Charismatism in Ghana. Recent trends of Christianity on Ghanaian culture.

MISSIONS [18 Credits]

RLMS 216 BIBLICAL FOUNDATION OF MISSIONS **3 CREDITS**

Meaning, biblical and theological foundations of mission. Study of the “Missio Dei” in both the Old and New Testaments; continuity and discontinuity. Application of the biblical material to mission theory and practice today.

RLMS 226 HISTORY OF CHRISTIAN MISSIONS **3 CREDITS**

Study of the expansion of the Christian Church. Survey of the history, theories and methods, and strategies of Christian missions. The Early Period–from Pentecost to the Middle Ages. The Medieval Period to the 19th Century. The Modern Period (from 20th Century). Current trends and challenges in missions.

RLMS 316 HISTORY OF MISSIONS IN WEST AFRICA **3 CREDITS**

Study of the missionary theories and methods used in propagating the gospel in West Africa. European and American missionaries. Catholic missions; Protestant missions; Pentecostal missions; Charismatic missions; AICs. Current trends and challenges in missions. Impact of Christian missions on West African cultures.

RLMS 326 ORIENTAL RELIGIONS **3 CREDITS**

The fundamental teachings of some of the major religious traditions of the East/Orient (e.g., Hinduism, Buddhism, Shintoism. Sikhism and Confucianism). Conceptions and categories of Ultimate reality; Anthropology; Soteriology and Rituals. Aspects of their modern manifestations especially in Ghana. Approaches to Christian missiology among Oriental religious communities.

RLMS 415 CHRISTIAN MISSION TO MUSLIMS **3 CREDITS**

Overview of major beliefs and practices of Islam. Similarities and differences in major beliefs and practices between Islam and Christianity and their implications for Christian witness. Approaches to Christian missiology among Muslim communities.

RLMS 425 CHRISTIAN MISSION TO AFRICAN TRADITIONALISTS **3 CREDITS**

Overview of major beliefs and practices of ATR. Similarities and differences in major beliefs and practices between ATR and Christianity and their implications for Christian witness. Approaches to Christian missiology among ATR communities.

PASTORAL MINISTRY [18 Credits]

RLPM 216 INTRODUCTION TO PASTORAL MINISTRY **3 CREDITS**

Study of the nature of pastoral ministry. The biblical, theological and theoretical foundations for the practice of ministry. The divine calling to ministry, ministerial ethics, and ministerial responsibility to the community.

RLPM 226 CHRISTIAN WITNESSING **3 CREDITS**

Study of the biblical foundations for Christian witnessing; Christ's method in witnessing and discipleship. The principles and dynamics of sharing the gospel message in the neighbourhood, at work, and in the friend-to-friend approach of personal Bible studies. Faith-sharing and faith barriers.

RLPM 316 CHURCH PLANTING **3 CREDITS**

Study of the biblical foundations for Church planting. The principles and strategies in establishing Churches in various localities. The need for church planting models; Basic plans for beginning a church; Principles of Church growth.

RLPM 326 STRATEGIC PLANNING **3 CREDITS**

Study of church operations from an integrated viewpoint. Application of knowledge from the functional areas of the church to strategic issues and problems found in organizational settings. Topics include determining mission, purpose and philosophy of the Church, identifying various strategic options, making strategic analysis and choice, setting long-term objectives, and implementing strategic decisions. A sample of church strategic plan required.

RLPM 415 DYNAMICS OF CHURCH WORSHIP **3 CREDITS**

Study of the theology, elements, and history of Christian worship. Components of worship service. Mastery of liturgical elements associated with birth, marriage, dedications, baptism, prayers, funeral, and other ceremonies. Traditional worship services; contemporary worship forms. Principles of dynamic worship services.

RLPM 425 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.

YOUTH MINISTRY [18 Credits]

RLYM 216 FOUNDATIONS OF YOUTH MINISTRY **3 CREDITS**

Meaning, biblical and theological foundations for young people's ministry. Its development, history, role and function within the mission and life of the church and community.

RLYM 226 DEVIANCE AND SOCIAL CONTROL **3 CREDITS**

Study of youth psychology. Juvenile delinquency and associated legal and societal factors. Sociological analysis of the behaviour and problems of youth. Principles of youth remediation.

RLYM 316 HUMAN SEXUALITY **3 CREDITS**

Study of biblical teaching on human sexuality. Physiological, psychological, emotional, and social aspects of human sexuality vis-à-vis the Christian response to sexuality as sacred gift. Strategies for preventing sexual misconduct.

RLYM 326 YOUTH AND CONTEMPORARY CULTURE **3 CREDITS**

Study of postmodern culture and its influence on Christian youth. An analysis of approaches and models of Christian witness that engage the critical, intellectual, and religious issues of postmodern culture. Strategies to win, retain, and develop youth for the Church.

RLYM 415 YOUTH COUNSELLING **3 CREDITS**

Application of counselling theories and techniques to young counselees in the postmodern context. Examination of Christian counselling models and their application to the young people. Practical experience in counselling (e.g., adolescence, pre-marital, and marriage and family).

RLYM 425 YOUTH AND WORSHIP **3 CREDITS**

Study of the traditional worship forms, their suitability, and contextualization for the postmodern youth. Developing principles, plans, methods, and resources for youth worship services. Young people's participation in Church services and activities.

CHAPLAINCY [18 Credits]

RLCS 216 FOUNDATIONS OF CHAPLAINCY MINISTRY **3 CREDITS**

Study of the biblical/theological, historical, and legal foundations for ministry outside the church setting. Understanding chaplaincy within the mission and life of the church; Relationship between chaplaincy and pastoral ministry.

RLCS 226 CHAPLAINCY TASKS AND COMPETENCIES **3 CREDITS**

Study of the general ministry tasks of the chaplain: minister (religious functions), pastor (spiritual care provider/counsellor), intercessor (advocate and liaison), and healer (physical, psychological, and spiritual). General chaplaincy requirements and qualifications, endorsement, and accountability.

RLCS 316 MILITARY/POLICE CHAPLAINCY **3 CREDITS**

Study of the specific qualifications, requirements and training of military/police chaplains. Ministry tasks of military/police chaplain. Unique factors for military chaplaincy (e.g., privileged communication, non-combatancy). Practical experience through student attachment to military/police institutions under the supervision of resident chaplains. Discussion of reports in class.

RLCS 326 CAMPUS MINISTRY **3 CREDITS**

Study of the specific qualifications, requirements, and ministry tasks of campus chaplaincy. Practical experience through student attachment to educational institutions under the supervision of resident chaplains. Discussion of reports in class.

RLCS 415 HEALTHCARE CHAPLAINCY **3 CREDITS**

Study of the specific qualifications, requirements, and ministry tasks of healthcare chaplaincy. Unique factors for healthcare chaplaincy (e.g., hospice and palliative care, medical ethics). Practical experience through student attachment to healthcare institutions under the supervision of resident chaplains. Discussion of reports in class.

RLCS 425 SPIRITUAL FORMATION FOR CHAPLAINCY **3 CREDITS**

Biblical, theological, historical, and practical study of spiritual formation for the Christian chaplain. Examination and engagement in spiritual disciplines foundational to a strong devotional life and chaplaincy service. Relationship between personal, corporate, and social spirituality, particularly the role of a spiritual guide in the development of spiritual formation in others.

PASTORAL COUNSELLING [18 Credits]

RLPC 216 CHRISTIAN PSYCHOLOGY **3 CREDITS**

Study of human as psychological being from the biblical perspective. Perceptual, cognitive, emotional, and motivational dynamics of personality in the context of pastoral care.

RLPC 226 CLINICAL PSYCHOLOGY **3 CREDITS**

Survey of clinical and abnormal psychology, including historical development, theoretical perspectives on causes and intervention, classification of disorders, diagnosis, and assessment. Legal and ethical issues relating to major psychological abnormalities. Current developments in clinical research and techniques in health psychology, behaviour medicine, psychopathology and mental health.

RLPC 316 COUNSELLING THEORIES AND TECHNIQUES **3 CREDITS**

Introduction to major theories and practices in counselling. The philosophy, functions and organization of counselling in the church and in school settings. Development of initial skills in counselling in simulated practice sessions.

RLPC 326 MARRIAGE AND FAMILY CARE **3 CREDITS**

Study of the factors necessary for building healthy relationships within the family group and with significant others, as well as an examination of the principles involved in a mature approach to courtship, marriage and parenthood. The African perspective on marriage.

RLPC 415 CRISIS COUNSELLING **3 CREDITS**

Study of crisis intervention skills and counselling. Needs assessment; Intervention methods; Referrals. Application of counselling techniques to various crises situations (e.g., medical, physical, mental health, personal and spiritual crises).

RLPC 425 ISSUES IN PASTORAL COUNSELLING IN AFRICAN CONTEXT 3 CREDITS

Study of issues related to pastoral counselling in the African cultural context. Critical evaluation of Christian counselling models and practice. Enhancing pastoral care in the African context through the application of culturally relevant counselling techniques, principles, and practice.

DEPARTMENT OF RELIGION

MESSAGE FROM THE HEAD OF RELIGION DEPARTMENT

You are welcome to the Religion Department of Valley View University! The major in Religion provides a broad academic study of religion from a humanistic point of view. It aims at equipping students with knowledge about the principal religions of the world. However, the emphasis is on African Traditional religion and Islam which are the major Religions in our constituency. Furthermore, it offers courses in comparative religion. We treat the course as an educational matter with no doctrinal preference or denomination orientation. We therefore focus on the historical, political, sociological, and philosophical aspects of religion. Our students are equipped with critical, analytical and interpretative skills to help them understand diverse religious traditions. Much emphasis is placed on equipping students with research tools to help them investigate into plural, inter-cultural and interdisciplinary issues in religions.

FACULTY

Full Time Faculty

Alex Y. A. Briandt-Coker, Francis Opoku, Dziedzorm R. Asafo, Francis Tenortey, Juvenal Balisasa, Isaac N. Dowuona, Daniel Bediako, Daniel Berchie, Daniel Dei, Felix Opoku Gyamfi, Samuel Amoh, Robert Osei-Bonsu, Joseph Narh Tetteh, Nicholas Nai, John Appiah (Study leave), Harrison Takyi (Study Leave), Dan Attah Owusus (Study Leave), Samuel Attah Kwasi (Study Leave),

Adjunct Professors

Brempong Owusu-Antwi, Kofi Owusu-Mensa, Emmanuel D. Poakwa, I. B. Boateng, Daniel Opoku-Boateng, K. Annor-Boahene, Emmanuel Osei

RATIONALE

The Bachelor of Arts Religion programme was designed to provide the foundation necessary for teachers of religion and moral education in the numerous second cycle institutions in the country, researchers, and resource persons for faith-bodies. It is to provide the basic training for those who want to further their studies in the field of Religions, and to encourage open, plural, intercultural, and interdisciplinary study of religion in all its forms.

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 Religion Department seeks to equip committed men and women with tools 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 Religion programme are to prepare and turn out trained and qualified teachers, researchers, and resource persons for faith bodies who:

- possess in-depth knowledge in the relevant subject areas
- have a fair appreciation and understanding of their profession
- can employ critical and reflective thinking in analyzing religious issues
- will promote quality education and research in the study of religion as a vital contribution to the transformation and development of Ghana
- will engage in an open, plural, intercultural, and interdisciplinary study of religion in all its forms
- to prepare students for postgraduate studies; and to assist students in preparing for careers in education, cultural affairs and related fields.

OBJECTIVES

The main objectives of the Religion Department are as follows:

- to equip students with critical, analytical and interpretative skills with which they may understand diverse religious traditions in the 21st century;
- to equip students with tools to search for information on ideas and practices of major religious traditions, thus building a solid foundation for their understanding and interpretation;
- to help students develop capability in correlating religious ideas and values to solve socio-cultural problems;
- to widen students' perspective in the understanding of both the human person and human culture through comparative study of different religious traditions, showing the range of human responses to life problems;
- to equip students with research tools to investigate into plural, inter-cultural and interdisciplinary issues in religions.

CAREER OPPORTUNITIES

With a degree in Religion, a graduate has a plethora of possibilities for a fulfilling career. The programme provides training which enables students to engage in independent academic research.

- Graduates in Religious Studies will be well-equipped for postgraduate studies.
- Graduates can also expect to find career development not only in teaching, but also in cultural affairs, in publication business, and in church-related social service agencies.
- Bible Teacher
- Primary School Teacher
- Junior High School Teacher
- Senior High School Teacher
- Social Worker
- Dormitory Dean

Furthermore, graduates may consider going into administration in the civil services as well as in the business sector. (It has been generally assumed that Religious Studies, like many other Arts majors or Pure Science majors, may not have direct or necessary link to jobs, except in teaching.

But recently the whole concept of the function of higher education has changed. The significant role of higher education is the training of analytical and critical thinking, development of conceptual tools, creativity and flexibility, and a broad base of knowledge. Employers in Ghana are looking for these qualities rather than skills in a very narrow scope which may become obsolete. Nowadays, with our society being more open and flexible, a graduate with a good Honours Degree from any major discipline can go into a wide variety of fields for career developments.

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 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.

Bachelor of Arts in Religious Studies

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	24
B	Major Concentration	52
C	Cognates	32
D	Electives	6
F	Research and Internship	9
H	Minor Concentration	24
	Total	**147**

I. *GENERAL EDUCATION REQUIREMENTS* **[24 CREDITS]**

CLUSTER 1: LANGUAGE & COMMUNICATION **(10 CREDITS]**

ENGL 101 Language and Writing Skills I	2
ENGL 102 Language and Writing Skills II	2
FREN 111 French for General Communication I	2
FREN 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2

CLUSTER 2: Social and Behavioural Sciences,

Humanities (3 Credits) ***5***

PSYC 105 Introduction to Psychology OR	3
SOCI 105 Principles of Sociology	3
GNED 202 Introduction to Philosophy of Christian Education	2

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 Introduction to Christian Ethics	3

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

PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease ***OR***	3
HLTH 200 Health Principles	3

CLUSTER 6: Counselling, Career Planning (1 Credit)

GNED 125 Study Skills	1
GNED 230 Career Exploration and Planning	1
GNED 468 Job Search Strategies and Techniques	1

CLUSTER 7: AFRICAN STUDIES

AFST -—— [African Studies A & B]	2
AFST203 Indigenous Technologies for Development in Africa	1
AFST213 Africa in the Globalization World 1 AFST223 Africa and the Diaspora	1
AFST233 Culture and Development	1
AFST243 Chieftancy and Development	1
AFST204 Literacy Traditions in Africa	1
AFST214 Traditional Festivals	1
AFST234 African Drama	1
AFST244 Language Proficiency – Ga	1
AFST254 Language Proficiency – Twi	1
AFST264 Language Proficiency – Ewe	1
AFST274 Language Proficiency – Dagbani	1

B. MAJOR CONCENTRATION ***[52 CREDITS]***

RELS 101 Background to Christianity	3
RELS 104 Background to Islam	3
RELS 111 Introduction to Philosophy of Religion	3
RELS 122 Biblical Gospels	3
RELS 203 Introduction to Islamic Religion	2
RELS 214 Introduction to African Traditional Religion	3
RELS 212 Hebrew Law and Writings	3

RELS 225 Introduction to Asian Religions 3
RELS 223 Acts and Epistles 3
RELS 301 Qur'anic Studies 2
RELS 306 Introduction to Christian Ethics 2
RELS 307 Worldviews and Rituals in African Traditional Rel 2
RELS 311 African Traditional Religion and Culture 2
RELS 312 Old Testament Prophets 3
RELS 323 Introduction to Islamic Ethics 2
RELS 324 Introduction to Theological Studies I 3
RELS 402 Common Religious Beliefs in Christianity, Islam and ATR 3
RELS 403 Introduction to African Traditional Ethics 2
RELS 405 Comparative Study of Religions 2
RELS 413 Introduction to Theological Studies II 3

C. COGNATE COURSES [32 CREDITS]

RELS 108 Introduction to the Study of Religions 3
RELS 121 Biblical Greek I 3
RELS 123 History and Growth of SDA Church in Ghana 3
RELS 221 Biblical Hebrew I 3
RELS 207 Arabic 3
RELS 305 Studies in Church History 3
RELS 310 Islam in Ghana 3
RELS 407 Psychology of Religion 2
RELS 411 O.T Apocalyptic Studies – The Book of Daniel 3
RELS 417 Gender Issues in Religion and Culture 3
RELS 421 N.T. Apocalyptic Studies – The Book of Revelation 3
RELS 426 Hadith Studies 3

D. ELECTIVES [06 CREDITS]

RELS 209 Introduction to Sociology of Religion 3
RELS 313 Biblical Hermeneutics 3
RELS 409 Religion and Science 3
RELS 423 Studies in Church Growth in West Africa 3
RELS 416 Christian Family and Marriage Dynamics 3
RELS 418 Religion and State 3
RELS 429 Ecumenism and Religious Dialogue 3

E. SENIOR RESEARCH PROJECT & INTERNSHIP [9 CREDITS]

RELS 308 Research Methods in Religion 3
RELS 316 Internship 3
(takes place during the long vacation of third year)
RELS 412 Senior Research Project 3

MINOR CONCENTRATION COURSES [EDUCATION] [24 CREDITS]

EDST 115 Educational Psychology 3
EDST 215 Philosophy of Education 3
EDST 218 Principles of Guidance and Counselling 2
EDST 219 General Principles and Methods of Education 2
EDST 316 Educational Measurement and Evaluation 2
EDST 357 Research Methods in Education 3
EDST 374 Off-Campus Teaching Practice 3
EDST 488 School Organization, Administration and Supervision 3
MATE 224 Educational Statistics 3

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 101 Language and Writing Skills I	2	
EDST 115 Educational Psychology	3	
MATH 121 College Algebra	3	
GNED 125 Study Skills	1	
PEAC 100 Physical Activity	NC	
RELS 101 Backgrounds to Christianity	3	
RELS 111 Introduction to Philosophy of Rel	3	
RELS 108 Introduction to the Study of Religions	3	
FREN 111 French for General Communication I	2	
CMME 105 Intro to Communication Skills	2	
FIRST YEAR, FIRST SEMESTER TOTAL	**22**	**GPA**
SECOND SEMESTER		
ENGL 102 Language and Writing Skills II	2	
COSC117 Fundamentals of Computing Skills	3	
SOCI 105 Principles of Sociology	3	
RELS 104 Backgrounds to Islam	3	
RELS 121 Biblical Greek I	3	
RELS 128 Biblical Gospels	3	
RELS 123 History and Growth of SDA Church in Ghana	3	
FREN 112 French for General Communication II	2	
FIRST YEAR, SECOND SEMESTER TOTAL	**22**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
HLTH 200 Health Principles	3	
RELS 201 Biblical Gospels	3	
RELS 203 Introduction to Islamic Religion	2	
EDST 218 Principles of Guidance and Counselling	2	
EDST 219 General Principles and Methods of Education	2	
EDST 215 Philosophy of Education	3	
RELS 214 African Traditional Religion	3	
RELS 212 Hebrew Law and Writing	3	
SECOND YEAR, FIRST SEMESTER TOTAL	**21**	**GPA**
SECOND SEMESTER		
RELS 204 Introduction to PhilosophyvOf Religion	3	
RELS 206 Biblical Hebrew	3	
RELS 207 Arabic	3	
RELS 221 Biblical Hebrew I	3	
RELS 223 Acts and Epistles	3	
MATE 224 Educational Statistics	3	
RELS 225 Introduction to Asian Religions	3	
SECOND YEAR, SECOND SEMESTER TOTAL	**21**	**GPA**

SUMMER INTERNSHIP

RELS 400 Internship	3	_____

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELS 301 Qur'anic Studies	2	_____
RELS302 Hebrew Law and Writings	3	_____
RELS 315 Studies in Church History	3	_____
RELS306 Introduction to Christian Ethics	2	_____
RELS 318 Worldviews and Rituals in African Tradition Religion	2	_____
RELS 308 Research Methods in Religion	3	_____
RELS 312 Old Testament Prophets	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
EDST357 Research Methods in Education	3	_____
RELS 309 History & Growth of SDA Church in Ghana	3	_____
RELS 310 Islam in Ghana	3	_____
RELS 321 African Traditional Religion and Culture	2	_____
ELS 328 Introduction to Islamic Ethics	2	_____
EDST 316 Educational Measurement and Evaluation	2	_____
RELS 324 Introduction to Theological Studies I	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

SUMMER VACATION

EDST 374 Off-Campus Teaching Practice	3	_____

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELS 401 Acts and Epistles	3	_____
RELS 403 Introduction to African Traditional Ethics	2	_____
RELS 414 O.T Apocalyptic Studies – The Book of Daniel	3	_____
RELS 413 Introduction to Theological Studies II	3	_____
RELS 405 Comparative Study of Religions	2	_____
Elective I	3	_____
RELS412 Senior Research Project	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**19**	**GPA____**
SECOND SEMESTER		
RELS 421 N.T. Apocalyptic Studies – The Book of Revelation	3	_____
RELS 402 Common Religious Beliefs in Christianity, Islam and ATR	3	_____
RELS 407 Psychology of Religion	2	_____
RELS 408 Gender Issues in Religion & Culture	2	_____
Elective II	3	_____
EDST 488 School Organization, Administration and Supervision	3	_____
RELS 403 Hadith Studies	3	_____
FOURTH YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

* Students are assigned to surrounding churches throughout their study as part of their ministerial formation, thereby augmenting RELT 315.

COURSE DESCRIPTION

COURSES	**CREDIT REQUIREMENTS**

MAJOR COURSES

RELS 101: BACKGROUND TO CHRISTIANITY **3 CREDITS**

Study of the Old Testament prophecies about the Messiah; Conceptions about the Messiah in the intertestamental 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.

RELS 104 BACKGROUND TO ISLAM **2 CREDITS**

Study of the economic, social and political situations in Pre-Islamic Arabia. Early life of Muhammad. Call to prophethood. Muhammad at Mecca. Muhammad at Medina. Death of Muhammad. The Prophet Muhammad in the writings of the Orientalists.

RELS 108 INTRODUCTION TO THE STUDY OF RELIGIONS **3 CREDITS**

Methods of studying Religions, especially the scientific/phenomenological approach. Theories of Religion, e.g., Definitions and Origins of Religion, Dimensions and characteristics of Religion, e.g., Religious experience and its expressions. Social dimensions of Religion with special emphasis on the African/Ghanaian situations. The study shall reflect the pluralistic nature of Religion.

RELS 111 INTRODUCTION TO PHILOSOPHY OF RELIGION **3 CREDITS**

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, religious phenomena, and the relationship between faith and reason.

RELS 121 BIBLICAL 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.

RELS 128 BIBLICAL GOSPELS **3 CREDITS**

The issue of the authorship of the Gospels, their dating, place of writing, background, addressees, occasion, and purpose. The Synoptic Problem. The structure, contents, concerns, and main theological themes of these gospels.

RELS 123 HISTORY AND GROWTH OF THE 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.

RELS 203 INTRODUCTION TO ISLAMIC RELIGION **3 CREDITS**

A general survey of the development, expansion, beliefs and central practices of Islam. The major belief systems, creeds, doctrines of Islam; Islamic rituals and modes of worship; the five pillars of Islam and the doctrinal teachings behind them; their relevance to the conduct of the Muslim, especially in Ghana.

RELS 207 ARABIC **3 CREDITS**

An introduction to the written language of the Qur'an; Arabic script and phonology, elementary grammar, and basic vocabulary. Selected short passages from the Qur'an.

RELS 209 INTRODUCTION TO THE SOCIOLOGY OF RELIGION **3 CREDITS**

The relationship between religion and society; sociological methods; measures of religiosity; sociological theories of religion; functions of religion; religious crises; the preservation of religions; their mutual influence.

RELS 212 HEBREW LAW AND WRITING **3 CREDITS**

Introduction to the Pentateuch and the Writings, covering issues of authorship/composition, background, structure, contents, and basic theological themes. Discussion of selected texts from an African perspective.

RELS 214: INTRODUCTION TO AFRICAN TRADITIONAL RELIGION **3 CREDITS**

Method and approach of the study of ATR. The existing sources for the study of ATR. Study of structure, characteristics, and broad themes of ATR and their relevance to society. Basic belief systems in ATR with reference to the spiritual and physical realms, such as belief in God, earthly deity, and ancestors.

RELS 221 BIBLICAL HEBREW I **3 CREDITS**

Introduction to morphology and grammar of Old Testament Hebrew. Alphabet, vocalization, basic particles, nouns, adjectives, strong verbs (Qal, Piel, and Hifil), construct relationship, and basic vocabulary.

RELS 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.

RELS 225 INTRODUCTION TO ASIAN RELIGIONS **3 CREDITS**

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.

RELS 301 QUR'ANIC STUDIES **3 CREDITS**

Revelation, preservation, compilation and standardisation of the Qur'an. Qur'anic exegesis, Peculiarities in Interpretation of the Qur'an, Approaches to the study of the Quran, Early schools of classical and medieval exegesis, Survey of Tafsir literature, Studies on the Translation of the Qur'an, Modern Qur'anic Translations and Commentaries and Themes in the Qur'an. Examination of selected passages from the Qur'an.

RELS 306 INTRODUCTION TO CHRISTIAN ETHICS **2 CREDITS**

General introduction to ethics. Distinctive characteristics of Christian Ethics. Development of Old Testament Ethics. Some ethical teachings of Jesus, Paul, the Reformers. The Place of the Holy Spirit in the moral life. Christian decision-making process. Some contemporary social problems considered from Christian ethical and moral perspectives, e.g., genetic engineering, abortion, extra-marital relations, teenage pregnancy, gambling, drug addiction, Church-State relations, work ethic, gospel and culture.

ETHICS RELS 308 RESEARCH METHODS IN RELIGION **3 CREDITS**

Introduction to research methods and writing in religion with special focus on historical/documentary research methodology. A proposal to be developed into senior research paper required.

RELS 310 ISLAM IN GHANA **3 CREDITS**

The origins and development of Islam in Ghana. The origins, nature and characteristics of Islam in the Volta Basin. Islam in the North, Asante and on the coast of Ghana. Islam and national politics; Islamic literacy tradition; Islamic organizations; Islamic leadership; inter-religious relations; Zongo and national development; etc. Current trends in Islam in Ghana.

RELS 312 OLD TESTAMENT PROPHETS **3 CREDITS**

Introduction to the Prophets including the historical books (Joshua, Judges, 1-2 Samuel, 1-2 Kings), the Major Prophets (Isaiah, Jeremiah, Ezekiel) and the Twelve Minor Prophets (Hosea-Malachi). Composition, background, structure, contents, and basic theological themes.

RELS 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.

RELS 315 STUDIES IN CHURCH HISTORY **3 CREDITS**

The significant trends and events in the development of Christianity from the time of Christ to the Reformation, including a study of the Church in relation to the Roman Empire, the influence of the Church Fathers, Christological controversies, the rise of the papacy and medieval society.

RELS 318 WORLDVIEWS AND RITUALS IN AFRICAN TRADITIONAL RELIGION **2 CREDITS**

Study of general African world-views and rituals covering topics such as origin and nature of humans, witchcraft, magic, destiny, agriculture, sexuality, and rites of passage.

RELS 321 AFRICAN TRADITIONAL RELIGION AND CULTURE **2 CREDITS**

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.

RELS 324 INTRODUCTION TO THEOLOGICAL STUDIES I **3 CREDITS**

Survey of fundamental Christian beliefs and teachings, including revelation, inspiration, the Godhead, angels, the devil and the origin of sin, creation, man's original condition and fall, state of the dead, the Holy Spirit, and the incarnation, ministry, death, resurrection, and ascension of Christ.

RELS 328 INTRODUCTION TO ISLAMIC ETHICS **2 CREDITS**

General introduction to ethics. Characteristics of Muslim Ethics and morality. Selected moral philosophers, e.g., Imam Ghazzali. Inner and external actions. Moral education and enforcement of morals. Ethical and moral teachings, contemporary issues e.g., human rights, abortion, HIV/AIDS, usury, teenage pregnancy.

RELS 400 INTERNSHIP **3 CREDITS**

An eight-week teaching experience in High School under the supervision of the Headmaster. Taken during the long vacation after completion of level 300 courses. Performance of the student at the workplace is evaluated.

RELS 403 INTRODUCTION TO AFRICAN TRADITIONAL ETHICS **2 CREDITS**

Diversity and uniformity of Values in Traditional African Societies. The moral standard. Survey of moral ideals and practices in African societies. Virtues and Vices. Critical study of methods of moral education and enforcement of morality. The place of

community, tradition and religion in morals. Study of the works of selected writers on African ethics. Modernism and traditional values and practices. Reform. Discussion of some contemporary social problems from the traditional perspective.

RELS 405 COMPARATIVE STUDY OF RELIGIONS **2 CREDITS**

Study of the origins and fundamental teachings/practices of major religious traditions (e.g., Judaism, Christianity, Islam, Hinduism, Buddhism, Shintoism. Sikhism and Confucianism). Conceptions and categories of Ultimate reality; Anthropology; Soteriology and Rituals. The interaction between the specific religions and the cultures in which they are practiced. Similarities, differences and potential for understanding among the religions.

RELS 407 PSYCHOLOGY OF RELIGION **3 CREDITS**

Psychological approaches to the study of religion; forms of beliefs and behaviour, religious experiences, conversion and experiences, ecstasies, transcendental experience, dogmatism, conversion methods and techniques, use of religious symbols, development of religious thinking.

RELS 409 RELIGION AND SCIENCE **3 CREDITS**

Introduction to the dialogue between science and religion. Worldviews on the origins of life; Evaluation of the creation debate and evolutionary theory through counter scientific evidence and perspective of the world religions.

RELS 411 O.T. APOCALYPTIC STUDIES: THE BOOK OF 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.

RELS 413 INTRODUCTION TO THEOLOGICAL STUDIES II **3 CREDITS**

Continuation of RELS 202, covering topics including Sabbath, covenant, soteriology, baptism, ecclesiology, sanctuary service, Christian living, and eschatology. [Pre-req.: RELS 202]

RELS 414 SENIOR RESEARCH PROJECT **3 CREDITS**

Prerequisite 308

Independent research and writing on an approved topic supervised by faculty member.

RELS 416: 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 crises 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.

RELS 417 GENDER ISSUES IN RELIGION AND CULTURE **2 CREDITS**

Definition of and relationship between religion, gender, and culture. Theoretical and methodological issues; critique and deconstruction of religious traditions, beliefs and practices with regard to gender; reconstructing images of gender and power relationship. Current trends in gender issues in religion.

RELS 418: RELIGION AND STATE **3 CREDITS**

Religion and Ethics as socializing influences. Religion and development. Elements of individuality and plurality in religious communities and their relevance for Ghanaian

society. Religious faith, property and wealth. Religion and politics in Ghana. Religious communities and the State in Ghana.

RELS 421 N.T. APOCALYPTIC STUDIES: THE BOOK OF REVELATION **3 CREDITS**
Prerequisite: RELS 404

Brief overview of apocalyptic writings in NT and related Second Temple literature. The book of Revelation: authorship, background, structure, content, schools of interpretation, and exposition.

RELS 422 COMMON RELIGIOUS BELIEFS IN CHRISTIANITY, ISLAM AND ATR **3 CREDITS**
A comparative and historical perspective of the debates concerning faith and good works, free will and determinism, constitutional versus personal authority, the place of philosophy.

RELS 423 STUDIES IN CHURCH GROWTH IN WEST AFRICA **3 CREDITS**
Study of the growth pattern and challenges of the church in West Africa. Current trends in Mainline Churches, Pentecostalism, Charismatism, and AICs. Evaluation of the impact of the growth pattern on the society.

RELS 426 HADITH STUDIES **2 CREDITS**
Definition, origin and structure of Hadith with reference to Sunnah, Isnad and Matn. Transmission, Preservation, Collection and Classification of Hadith. Six authentic collections of Hadith. Muwatta, Musanad of Ahmad b. Hanbal and al-Nawawi collections. A study of selected Ahadith from al-Nawawi. The religious, cultural and social significance of Hadith.

RELS 429 ECUMENISM AND RELIGIOUS DIALOGUE **3 CREDITS**
Study of the ecumenical movement, its origins and philosophy. Meaning and investigation of the religious dialogue; Common action of dialogical nature among Ghanaians; Difficulties and prospects for formal dialogue.

MINOR CONCENTRATION (EDUCATION)

EDST 115 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 215 PHILOSOPHY OF EDUCATION **3 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 218 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 219 GENERAL PRINCIPLES AND METHODS OF EDUCATION **2 CREDITS**

The course is designed to expose students to current methodological issues in language teaching. It deals with such issues as theories of second language learning and implications for classroom teaching, general principles of teaching, lesson planning, teaching/learning aids and resources, classrooms management and the teaching of the various components of English.

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 measurement such as assessment and evaluation and drawing a distinction between them. The characteristics of testing and the types of testing-diagnostic, aptitude, intelligent, norm-referenced and criterion referenced tests-will be examined. Techniques for testing test scores and test score interpretation will be discussed.

EDTS 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 374 OFF-CAMPUS TEACHING PRACTICE **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 488 SCHOOL ORGANIZATION, ADMINISTRATION AND INSTRUCTION **3 CREDITS**

The course introduces students to theory, principles and facts about school organization 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 organization and administration, theoretical frame work for the study of educational administration like what theory is, schools of thought on administration, formal and informal organizations, decision making, educational leadership, motivation, 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.

MATE 224: EDUCATIONAL STATISTICS **3 CREDITS**

This course introduces the students to the basic concepts of statistics (definition, scope and Limitation of statistics. Tabulation and classification of data, types of data-nominal, ordinal, interval and ratio/numeric). The course includes discursion 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 and MINITAB. Software will provide.

POST GRADUATE DIPLOMA

LIST OF COURSES FOR THE POST GRADUATE DIPLOMA PROGRAMME

ONE YEAR POST GRADUATE DIPLOMA IN PASTORAL MINISTRY **[48 Credits]**

CORE COURSES

GREL 507African Traditional Religion	3
GREL 504 Islam	3
GREL 521 Christian Professional Ethics	3
GREL 535Biblical Hermeneutics	3
GREL 514 Introduction to the New Testament OR	
GREL 519 The Book of Revelation	3
GREL 510 Introduction to the Old Testament OR	
GREL 512 The Book of Daniel	3
GREL 545 Introduction to Selected Christian Doctrines	3

Applied Theology

GREL 575 Homiletics I	3
GREL 590 Introduction to Pastoral Counselling	3

History

GREL 585 History of SDA Church in Ghana	3

Research

GREL 501 Research Methods	3

Seminar

GREL 594 Seminars	NC

INTERNSHIP

1. GREL 519 Ministerial Internship	NC

AREA OF SPECIALIZATION

PASTORAL CARE

ELECTIVES

Ministry to Youth	**15 Credits**
CHMN 519 Religious Experience in Adolescence	3cr
CHMN 525 Ministry to At- Risk Youth	3cr
CHMN 547 Counselling Youth and Young Adults	3cr
CHMN 560 Human Sexuality	3cr
CHMN 508 Youth and Contemporary Culture	3cr
CHMN 535 Seminar in Youth Ministry	3cr
Family Life Ministry	**15 Credits**
CHMN 503 Marriage, Family and Interpersonal Relationships	3cr
CHMN 568 Marriage and Family Counselling	3cr
CHMN 579 Parenting Education and Guidance	3cr
CHMN 553 Church and Social Issues	3cr
CHMN 558 Clinical Issues in Care and Counselling	3cr
Pastoral Counselling	**15 Credits**
CHMN 550 Pastoral Psychology	3cr

CHMN 555 Principles of Guidance and Counselling	3cr
CHMN 568 Marriage and Family Counselling	3cr
CHMN 547 Counselling Youth and Young Adults	3cr
CHMN 558 Clinical Issues in Care and Counselling	3cr
CHMN 553 Church and Social Issues	3cr

CHRISTIAN MINISTRY

Pastoral Ministry	**15 Credits**
CHMN 553 The Church and Social Issues	3cr
CHMN 537 Homiletics II	3cr
CHMN 596 Spirituality in Ministry	3cr
CHMN 566 Church Growth and Equipping Pastoral Strategies	3cr
CHMN 522 Conflict Management in the Church	3cr
CHMN 529 Church and Personal Finance	3cr
CHMN 598 Practice in Ministry	3cr
CHMN 572 Contemporary Trends in Church Growth in Africa	3cr
CHMN 527 Church Leadership and Administration	3cr
Chaplaincy Ministry	**15 Credits**
CHMN 541 Chaplaincy Practicum	3cr
CHMN 575 Foundations of Chaplaincy Ministry	3cr
CHMN 558 Clinical Issues in Care and Counselling	3cr
CHMN 588 Professional Practice in Chaplaincy	3cr
CHMN 543 Christian Leadership in a Changing World	3cr
Missions	**15 Credits**
MSSN 526 Personal Evangelistic Ministry	3cr
MSSN 539 Church Growth and Equipping Pastoral Strategies	3cr
MSSN 540 Urban Mission	3cr
MSSN 537 Broadcast Evangelism	3cr
MSSN 556 Small Groups Ministry	3cr
MSSN 567 Mission to Islam	3cr
MSSN 523 Mission to African Traditional Religions	3cr

BIBLICAL STUDIES

New Testament	
NTST 540 Greek Grammar	3cr
NTST 560 Gospels	3cr
NSTS 565 Paul and Acts	3cr
NTST 520 NT Backgrounds	3cr
NTST 556 Theology of the NT	3cr
NTST 574 New Testament Archaeology	3cr
NTST 534 NT and African Life and Thought	3cr
Old Testament	
OTST 540 Hebrew Grammar	3cr
OTST 560 Pentateuch	3cr
OTST 524 OT Backgrounds	3cr
OTST 5 56 Theology of the OT	3cr
OTST 532 Old Testament Archaeology	3cr
OTST 534 OT and African Life and Thought	3cr

Post Graduate Diploma (P.G.D.) – Pastoral Ministry. The programme is offered for twelve (12) months as shown below.

	CREDITS	GRADE
SUMMER SEMESTER		
GREL 501 Research Methods	3	_____
GREL 504 Islam	3	_____
GREL 507 African Traditional Religion	3	_____
GREL 510 Introduction to the Old Testament OR		
GREL 512 The Book of Daniel	3	_____
SUMMER TOTAL	**12**	**GPA____**
FIRST SEMESTER		
GREL 514 Introduction to the New Testament OR		
GREL 519 The Book of Revelation	3	_____
GREL 521 Christian Professional Ethics	3	_____
GREL 545 Introduction to Selected Christian Doctrines	3	_____
GREL 535 Hermeneutics	3	_____
GREL 575 Homiletics 1	3	_____
GREL 585 History of SDA Church in Ghana	3	_____
GREL 519 MINISTERIAL INTERNSHIP	NC	
FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
GREL 590 Introduction to Pastoral Counselling	3	
5 Electives	15	
GREL Seminar		
SECOND SEMESTER TOTAL	**18**	**GPA____**

Post Graduate Diploma (P.G.D.) – Pastoral Ministry. The Sandwich programme is offered for 2 years at Summer and December Sessions as shown below:

CREDITS GRADE

Code	Course	Credits
GREL 501	Research Methods	3
GREL 504	Islam	3
GREL 507	African Traditional Religion	3
GREL 510	Introduction to the Old Testament **OR**	
GREL 512	The Book of Daniel	3
	Total number of credits	12

DECEMBER SESSION

Code	Course	Credits
GREL 514	Introduction to the New Testament **OR**	
GREL 519	The Book of Revelation	3
GREL 521	Christian Ethics	3
GREL 545	Introduction to Selected Christian Doctrines	3
GREL 535	Hermeneutics	3
GREL 519	Ministerial Internship	N/C
	Total number of credits	12

YEAR TWO
SUMMER SESSION

Code	Course	Credits
GREL 590	Introduction to Pastoral Counseling	3
GREL 575	Homiletics	3
GREL 585	History of SDA Church in Ghana	3
GREL 594	Seminars	NC
	1 Elective	3
	Total number of credits	12

DECEMBER SESSION

Code	Course	Credits
	4 Electives	12
	Total number of credits	12

POST GRADUATE DIPLOMA IN PASTORAL MINISTRY

COURSE DESCRIPTION

BIBLICAL & THEOLOGICAL STUDIES **15 CREDITS**

GREL 507 AFRICAN TRADITIONAL RELIGION (ATR)

This course focuses on the method and approach of the study of ATR. Students will have a critical look at the existing sources for the study of ATR. Reflections on some themes in the structure and characteristics of ATR are also examined and their relevance to society is also emphasized. Basic belief systems in ATR with reference to the spiritual and physical realms are also presented. This includes belief in God, earthly deity, ancestors, and etcetera. Human relations with respect to nature, ecology, concepts of community, environment, traditional ethics and destiny are taught.

GREL 507 AFRICAN TRADITIONAL RELIGION (ATR) GREL 504 ISLAM **3 CREDITS**

This course presents a general survey of the development, beliefs and central practices of Islam. Selected passages from the Qur'an will be critically examined with a view to fostering understanding of the Islamic faith. It is hoped that at the end, students will appreciate ways by which Christians and Muslims can live in harmony in the context of mutual respect of one another's religion.

GREL 521CHRISTIAN PROFESSIONAL ETHICS **3 CREDITS**

The course deals with the issues of business and professional ethics in the light of Christian ethics, including scriptural and church attitudes toward business, theological theories of economic justice, and corporations as moral agents.

GREL 535 BIBLICAL HERMENEUTICS **3 CREDITS**

This course stresses on the history of the principles by which the Bible has been interpreted during the Christian era. It includes a survey of the sources, and their effects on the authority of the Bible.

GREL 514 INTRODUCTION TO THE NEW TESTAMENT **3 CREDITS**

This course surveys the New Testament Books, their authorship/composition, transmission, inclusion in the canon, and messages.

GREL 510 INTRODUCTION TO THE OLD TESTAMENT **3 CREDITS**

This course surveys the Old Testament Books, their authorship/composition, transmission, inclusion in the canon, and messages.

GREL 519 THE BOOK OF REVELATION **3 CREDITS**

An expository study of the book of Revelation, including introductory information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration its theology in light of OT background, enabling the student to prepare sermons and other materials related to the book.

GREL 512 THE BOOK OF DANIEL **3 CREDITS**

An expository study of the book of Daniel, including introductory information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration the theology of the book, enabling the student to prepare sermons and other materials related to the book.

GREL 545 INTRODUCTION TO SELECTED CHRISTIAN DOCTRINES **3 CREDITS**

A study of the basic Christian doctrines. Topics to be studies include the method of Christian theology and the following basic Christian doctrines: Christology, Pneumatology, Anthropology, Ecclesiology, Haematology, Eschatology, Soteriology, etc. Consistent application of these basic Christian doctrines to the contemporary African Context will be made.

GREL 575 HOMILETICS I **3 CREDITS**

The course deals with the importance of preaching in the 21st century. It equips the student with the tools of sermon preparation and delivery. The student is given the opportunity to practice in the lecture hall and churches.

GREL 501 RESEARCH METHODS **3 CREDITS**

A study of the philosophy, methods, and tools of research, with primary emphasis on documentary research; steps in preparing a proposal, thesis project; practical instruction on writing techniques, emphasizing Valley View University guidelines for format, style, and mechanics. As a basic requirement of the course, the student must prepare a research paper that conforms to the style and guidelines of the Valley View University for thesis writing.

GREL 590 INTRODUCTION TO PASTORAL COUNSELLING **3 CREDITS**

The course combines biblical principles with modern approaches to interpersonal relationships. It studies procedures and problems in pastoral care. Emphasis is given to developing the communication skills necessary for smooth resolution of conflicts. Students will participate in counseling sessions to apply the principles learned in class.

GREL 594 SEMINAR **3 CREDITS**

This seminar addresses a variety of topics in leadership. It focuses on contemporary and emerging issues, and draws upon the expertise of noted experts in the field of church leadership and management in order to optimize flexibility and relevance for the postgraduate diploma student. This course includes the latest and best literature and material in leadership. It also aims at giving the student practical skills in ministry to help those who will be entering the ministry.

GREL 594 SEMINAR GREL 585 HISTORY OF SDA CHURCH IN GHANA **3 CREDITS**

A study of the history of the SDA Church from its nineteenth-century Millerite roots, its organization and reorganization, the development of its missionary understanding and activities. The study narrows down to the history of the SDA Church in Ghana from the nineteenth-century to its present expansion. The context within which the SDA Church started in the Gold Coast is also considered.

AREA OF SPECIALIZATION

A. ELECTIVES

I. BIBLICAL STUDIES

NEW TESTAMENT

NTST 540 GREEK GRAMMAR **3 CREDITS**

This course provides an introduction to the fundamentals of Biblical Greek grammar, a practical vocabulary and practice in the use of language tools.

NTST 560 GOSPELS **3 CREDITS**

This course provides a survey of the background-- context, authors, date, destination, outline, content and major theological themes of the four Gospels. Theological challenges emerging from the Synoptic Problem will be critically examined.

NTST 520 NT BACKGROUNDS **3 CREDITS**

This course introduces students to the Graeco-Roman socio-political and religious context of the NT. The impact of the Inter-Testamental Period on the development of theological themes in the NT will be examined.

NTST 556 THEOLOGY OF THE NT **3 CREDITS**

Introduction to New Testament theology and its methodology. A survey of the theology of the New Testament writers with special focus on the unity of the Bible and biblical authority.

NTST 574 NEW TESTAMENT ARCHAEOLOGY **3 CREDITS**

A survey of intertestamental history from 300 to 5 BC with special attention given to the literature of the period and a theological link between the Old and New Covenant. Areas of study include OT Apocrypha and selections of OT Pseudepigrapha, the Dead Sea Scroll, the development of Apocalyptic literature and rabbinic Judaism. Emphasis will be placed on archaeological research as it relates to the understanding and interpretation of the New Testament.

NTST 534 NT AND AFRICAN LIFE AND THOUGHT **3 CREDITS**

This course will guide students through the similarities and differences between the life and thought of the Greco-Roman world and that of contemporary Africa. The study will concentrate on themes, beliefs and practices of the two cultures.

NTST 565 PAUL AND ACTS **3 CREDITS**

This course provides a general to Paul's life and work with particular emphasis on the major theological themes in his writings; his missionary strategy and pastoral traits. Special emphasis will be placed on the influence of Paul in shaping the direction of the early church.

OLD TESTAMENT 15 CREDITS

OTST 540 HEBREW GRAMMAR **3 CREDITS**

This course provides an introduction to the fundamentals of Biblical Hebrew grammar, practical vocabulary, and practice in the use of language tools.

OTST 560 PENTATEUCH **3 CREDITS**

A study of the Pentateuch as a whole, including the analysis and exposition of selected passages from all five books of the Pentateuch, focusing particularly on their messages and what significance it has for the Christian church. Special emphasis may be placed on biblical teachings such as the creation, redemption, law, sanctuary, and eschatology.

OTST 520 OT BACKGROUNDS **3 CREDITS**

A survey of the history, culture, literature, and religion of the ancient Near East from earliest times until the close of the Old Testament. Special attention is given to points of contact with the Old Testament.

OTST 520 OT BACKGROUNDS OTST 556 THEOLOGY OF THE OT **3 CREDITS**

This is an introduction to Old Testament theology and its methodology. It involves a survey of the theology of the respective Old Testament writers, with special focus on the unity of the Bible and biblical authority.

OTST 574 OLD TESTAMENT ARCHAEOLOGY **3 CREDITS**

A survey of the old Testament with an emphasis on archaeological research as it relates to the understanding and interpretation of the text.

OTST 534 OT AND AFRICAN LIFE AND THOUGHT **3 CREDITS**

This course will guide students through the similarities and differences between the life and thought of Ancient Israel and that of contemporary African. The study will concentrate on themes, beliefs and practices of the two cultures.

MINISTRY TO YOUTH **18 CREDITS**

CHMN 519 RELIGIOUS EXPERIENCE IN ADOLESCENCE **3 CREDITS**

The course explores the relevant literature on the tasks of adolescence with particular emphasis on how this developmental stage impacts acceptance of or alienation from religion. An investigation into how adolescents develop and experience faith and the various influences—such as parents, peers, church, school, and media.

CHMN 525 MINISTRY TO AT- RISK YOUTH **3 CREDITS**

This course addresses the theory, practice and application of helping skills to at-risk youth. Emphasis is placed on biblical solutions to real life secular problems. Students will experience and develop effective social skills to work with at-risk youth, focusing on prevention, redirection and restoration skills.

CHMN 560 HUMAN SEXUALITY **3 CREDITS**

This course introduces students to an understanding of, and skill development in, interpersonal relationships and a study of human social conduct with emphasis on congregational life. It further studies the physiological, psychological, emotional, and social aspects of human sexuality, and the Christian response to this God-given gift. It as well examines measures for preventing clergy sexual misconduct.

CHMN 508 YOUTH AND CONTEMPORARY CULTURE **3 CREDITS**

This is a study of the developments in youth culture and as it is influenced by contemporary culture. This study will relate to young people both in the church and the community. The study will explore further the formulation of strategic responses relevant to Christian Ministry to the youth.

CHMN 535 SEMINAR IN YOUTH **3 CREDITS**

The course explores the formulation of a comprehensive ministry for a specific age group, culture, situation or approach (e.g. childhood, adolescence, young adult, the African child, youth evangelism, visionary leadership).

FAMILIY LIFE MINISTRY **18 CREDITS**

CHMN 503 MARRIAGE, FAMILY & INTERPERSONAL RELATIONSHIPS **3 CREDITS**

Current issues in marriage and family are discussed, and available resources are explored. The dynamics of interpersonal relationships are examined and students are challenged to emulate Christ's example as they interact with persons from all segments of society.

Current issues in marriage and family are discussed, and available resources are explored. The dynamics of interpersonal relationships are examined and students are challenged to emulate Christ's example as they interact with persons from all segments of society.

CHMN 568 MARRIAGE & FAMILY COUNSELLING **3 CREDITS**

Examination and development of pastoral tools for pre-marriage and marriage counselling. Includes study of theological, psychological, and sociological principles and applications for the life cycle of the family.

CHMN 579 PARENTING EDUCATION AND GUIDANCE **3 CREDITS**

Examine the changing roles and responsibilities of parents; childrearing practices, including spiritual nurture of children; safety and protection for children; diverse parenting situations; decision making about parenthood. Develop skills in parenting education, integrating a Christocentric purview.

CHMN 553 CHURCH AND SOCIAL ISSUES **3 CREDITS**

This course explores the biblical and theological foundations for the church's moral and social engagement in the local community. It combines academic theory and praxis with a biblically-informed perspective on contemporary society, and equips students with the tools required for their responsible involvement in society as prophetic change agents.

CHMN 558 CLINICAL ISSUES IN CARE AND COUNSELLING **3 CREDITS**

This course covers instruction in theory and clinical skills within the context of spiritual care. It provides education in the following specialty areas: psychological and spiritual assessment, grief recovery, trauma, conflict resolution, and specific processes of disease such as HIV/AIDs, cancer, disability, and mental health issues.

PASTORAL COUNSELING **15 CREDITS**

CHMN 550 PASTORAL PSYCHOLOGY **3 CREDITS**

A specialized study of the psychological realm of human nature as portrayed by science and Divine revelation.

CHMN 555 PRINCIPLES OF GUIDANCE AND COUNSELLING **3 CREDITS**

The course equips students with the rudiments of guidance and counselling relevant to the ministry. It looks at definitions and practices of some of the major service employed in guidance and counselling related to the ministry.

CHMN 546 MARRIAGE AND FAMILY COUNSELLING **3 CREDITS**

Examination and development of pastoral tools for pre-marriage and marriage counseling. Includes study of theological, psychological, and sociological principles and applications for the life cycle of the family.

CHMN 547 COUNSELLING YOUTH AND YOUNG ADULTS **3 CREDITS**

Application of counselling theories and techniques to counselees in their teens and twenties. Students engage in actual counselling experiences and submit reports for self and instructor critiques.

CHMN 558 CLINICAL ISSUES IN CARE AND COUNSELLING **3 CREDITS**

This course covers instruction in theory and clinical skills within the context of spiritual care. It provides education in the following specialty areas: psychological and spiritual

assessment, grief recovery, trauma, conflict resolution, and specific processes of disease such as HIV/AIDs, cancer, disability, and mental health issues.

CHMN 553 CHURCH AND SOCIAL ISSUES **3 CREDITS**

This course explores the biblical and theological foundations for the church's moral and social engagement in the local community. It combines academic theory and praxis with a biblically-informed perspective on contemporary society, and equips students with the tools required for their responsible involvement in society as prophetic change agents.

CHRISTIAN MINISTY **15 CREDITS**

CHMN 553 THE CHURCH AND SOCIAL ISSUES **3 CREDITS**

This course explores the biblical and theological foundations for the church's moral and social engagement in the local community. It combines academic theory and praxis with a biblically-informed perspective on contemporary society, and equips students with the tools required for their responsible involvement in society as prophetic change agents.

CHMN 537 HOMILETICS II **3 CREDITS**

An advance preaching course emphasizing such topics as homiletical theory, history of preaching, persuasion, current preaching trends and models, and experimental preaching techniques.

CHMN 596 SPIRITUALITY IN MINISTRY **3 CREDITS**

This course explores topics such as spiritual values in the Christian faith, the ministry of prayer, and spiritual direction, and others. It is replicated using different topics.

CHMN 566 CHURCH GROWTH STRATEGIES **3 CREDITS**

Explores the following areas:

1) the core value and centrality of evangelism in the mission and life of the local church
2) ministry-embedded integration of theory and practice within a biblical theology of mission
3) creating a culture of year-around evangelism
4) church growth principles
5) reaching secular people
6) church planting as evangelistic strategy

CHMN 522 CONFLICT MANAGEMENT IN THE CHURCH **3 CREDITS**

This course offers biblical resources and contemporary research informing creative management of human conflict. It goes further to examine the causes and dynamics of conflict in church. Participants will develop skills in resolution and mediation of conflicts. A variety of instructional methods, including lectures, case studies, role-plays, media, and personal style instruments are employed.

CHMN 529 CHURCH AND PERSONAL FINANCE **3 CREDITS**

The course provides students with the tools to achieve institutional and personal financial goals. It helps students to have the ability to make informed choices related to accumulating financial resources, spending, saving, borrowing and investing, in terms of opportunity costs which are the foundations of long term financial security. Principles of church finance and fulfilling God’s desire in personal and institutional finance are emphasized.

CHMN 598 PRACTICE IN MINISTRY **3 CREDITS**

This is a skill-based course in techniques of pastoral ministry. Items under this course include, visitation, counseling, appraisal, chairing board meetings, conducting wedding services, baptism, pastoral ethics and comportment, as well as all relevant practical aspects of the ministry. Opportunity is given for students to have direct practical involvement in all these aspects of the ministry and in-class evaluation.

CHMN 572 CONTEMPORARY TRENDS IN CHURCH GROWTH IN AFRICA **3 CREDITS**

This involves the study of major principles and most successful methods of church growth as well as the theological and practical understanding of the causes and obstacles to church growth. A survey of strategies for the African context will be explored.

CHMN 527 CHURCH LEADERSHIP AND ADMINISTRATION **3 CREDITS**

Students will examine models of leadership within a theological understanding of the church. Character formation of the leader is emphasized. The course seeks to develop leadership in non-profit organization, leadership competencies, understanding of leadership in a pluralistic and multi-cultural world, as well as the important administrative skills one needs to lead effectively.

CHAPLAINCY MINISTRY **15 CREDITS**

CHMN 541 CHAPLAINCY PRACTICUM **15 CREDITS**

The course is an introduction to the basics of institutional pastoral ministry with a practicum in a local institution under a chaplain's supervision and an in-class reflection on the practicum using discussion, and small group principles. It involves in work site visitation on campus as well as health-care institutions, emergency ministries, ministry to the sick and dying and their families and ministry to the staff.

CHMN 575 FOUNDATIONS OF CHAPLAINCY MINISTRY **3 CREDITS**

This course examines the biblical and theological foundations for chaplaincy ministry. It explores the history and development of chaplaincy ministry, and its role and function within the mission and life of the church and community. Issues in ethics are explored to advance professional development. The course emphasis on personal spiritual formation.

CHMN 558 CLINICAL ISSUES IN CARE AND COUNSELLING **3 CREDITS**

This course covers instruction in theory and clinical skills within the context of spiritual care. It provides education in the following specialty areas: psychological and spiritual assessment, grief recovery, trauma, conflict resolution, and specific processes of disease such as HIV/AIDs, cancer, disability, and mental health issues.

CHMN 588 PROFESSIONAL PRACTICE IN CHAPLAINCY **3 CREDITS**

This course promotes integration within the institutional life through professional interdisciplinary areas. It explores the various leadership roles and functions involved in chaplaincy and includes professional conduct, leadership ethics, interdisciplinary consultation, and interdepartmental relations. The issue of how to conduct workshops and organize support groups is also addressed in this module.

CHMN 543 CHRISTIAN LEADERSHIP IN A CHANGING WORLD **3 CREDITS**

Explores biblical and theological principles of Christian leadership, organizational theory, and systems of thinking applicable to the church. It seeks to instill in students servant leadership qualities. Additionally, it facilitates growth in administrative areas

such as strategic planning, managing change, finance, Christian education, and conflict management.

MISSIONS **15 CREDITS**

MSSN 526 PERSONAL EVANGELISTIC MINISTRY **3 CREDITS**

It explores and conducts Bible studies that effectively facilitate conversion. It further explores the concept of discipleship. Practical instructions will be given on ways of doing visitation; initiating spiritual conversations, applying coaching skills, leading people to life transformation, and helping individuals remove faith barriers for sustained decision-making and assimilation.

MSSN 540 URBAN MISSION **3 CREDITS**

This course focuses on the study of the city as the major center of mission and ministry in the twenty-first century. It examines the process of secularization, the complex human interaction in the city and how the pastor and his church can minister in the urban environment. It explores the nature of cities, noting their history, development, and relationship to the mission of God and the church. Students are exposed to various ministries dealing with the hungry, homeless, battered, addicted, and the alienated.

MSSN 537 BROADCAST EVANGELISM **3 CREDITS**

Studies church-evangelism strategy involving a locally produced radio program. Planning, preparation, production, and follow-up of short daily programs and spots are emphasized, applying biblical principles of persuasion; includes actual production experience in the studios of WAUS-FM, the university station.

MSSN 556 SMALL GROUPS MINISTRY **3 CREDITS**

A thorough examination of Affinity Groups/Free Market Groups showing their effectiveness and purposes in church ministry. Also explores the key principles of Holistic Small Groups, a major factor of Natural Church Development, as well as the importance of developing an effective equipping system to grow disciples into disciple-makers.

MSSN 567 MISSION TO ISLAM **3 CREDITS**

A survey of the development, beliefs, and practice of the Muslim faith. Special attention is given to comparisons with Christianity, varieties of expression, and their implications for Christian witness. The course includes an introductory study to the Qur'an, focusing on selected portions relevant to Christian witnessing among Muslims. The course explores Christian witnessing approaches to Islam in Africa.

MSSN 523 MISSION TO AFRICAN TRADITIONAL RELIGIONS **3 CREDITS**

Explores the worldview of African communities which has informed their religious practices, and the relationship to the mission of Christ and His church. Students are exposed to various ministries dealing with the sick, the bereaved, the youth and the aged.

1. ABBEY, EMMANUEL ODENKY — ASSISTANT LECTURER [PART-TIME]
   PhD (Strategic Plaining), (In Progress), Atlantic Insternatioinal University
   MA (Religion), 1980, Andrews University
   MA (Religion), 1979, Newbold College
   BA (Theology), 1972, Adventist College of West Africa

2. AMOH SAMUEL — ASSISTANT LECTURER [FULL-TIME]
   DMin, Leadership (2011), (Andrews University)
   MA (Counselling) (2008), (LaSierra University)
   MDiv, (2007), (Andrews University)
   BA (Religion), (2000), Valley View University

3. APPIAH JOHN — LECTURER [FULL-TIME]
   PhD (New Testament), (In Progress), AIIAS
   MA (Biblical Theology), 2005, Andrews University
   BA (Theology), 2001, Valley View University

4. ASAFO, DZIEDZORM R. — ASSOCIATE PROFESSOR LECTURER [FULL-TIME]
   PhD, (Religion), 1999, Uppsala University.
   MA, (Theology), 1987, Andrews University
   BBA, (Business Admin) 1989, Andrews University.
   BA, (Theology) 1979, Andrews University

5. BALISASA, JUVENAL — LECTURER [FULL-TIME]
   PhD, (Religious Education), (In Progress), Andrews University
   MA, (Religion), 1998, Andrews University.
   MSc. (Agriculture), 1994, Université De Tizi-Ouzou

6. BEDIAKO K. DANIEL — SENIOR LECTURER [FULL-TIME]
   PhD, (Old Testament.), 2009, AIIAS
   M.A. (old Testament), 2004 AIIAS
   BA, (Religion), 2002, Valley View University

7. BECHIE DANIEL — LECTURER [FULL-TIME]
   PhD, (New Testament.), 2009 AIIAS
   M.A. (New Testament), 2005, AIIAS
   BA, (Theology), University of Ghana

8. BRIANDT-COKER, A. Y. A. — LECTURER [FULL-TIME]
   MA, (Pastoral Ministry), 1992, Andrews University
   BA, (Theology), 1986, Andrews University

9. DEI DANIEL — ASSISTANT LECTURER [FULL-TIME]
   MPhil, (Guidance and Counselling), [In Progress[, (Methodist University College, Ghana)
   MPhil, (Ethics and Society),[In Progress], (University of Cape Coast)
   Graduate Diploma (LL.B) (Legal Studies), 2012 (Institute of Commercial Management, U.K)
   MA (Religion and Human Values), 2013, University of Cape Coast, Cape Coast
   BA (Theological Studies), 2006, Valley View University

10. DOWUONA, ISAAC N. — LECTURER [FULL-TIME]
    PGD, (Organization Development), University of Cape Coast, Ghana.
    MA, (Religion), 1986, Newbold College, UK.
    BA, (Theology) 1982, Andrew University

11. OPOKU, FRANCIS — LECTURER [FULL-TIME]
    M.Phil. (Religion), 2003, University of Ghana
    BA, 1998, University of Ghana

12. OPOKU-BOATENG, DANIEL — ASSOCIATE PROFESSOR [FULL-TIME]
DPTh, (Missions), 2001, Adventist International Institute of Advanced Studies.
MDiv 1989, Andrews University
BA, (Theology), 1982, Andrews University

13. OPOKU-GYAMFI, FELIX — ASSISTANT LECTURER [FULL-TIME]
M.Phil (New Testament), 2010, (University of Wales, (Lampeter, UK)
BA, (Theological Studies) 2005, (Valley View University)
Certificate in Missions, (2008) (Newbold College, Binfield, England) UK: 2007)

14. OSEI-BONSU ROBERT — SENIOR LECTURER [FULL-TIME]
PhD, (Systematic Theology), 2009, AIIAS
M.A. (Biblical Theology), 2002, Andrews University
BA, (Theology), 1994, Valley View University

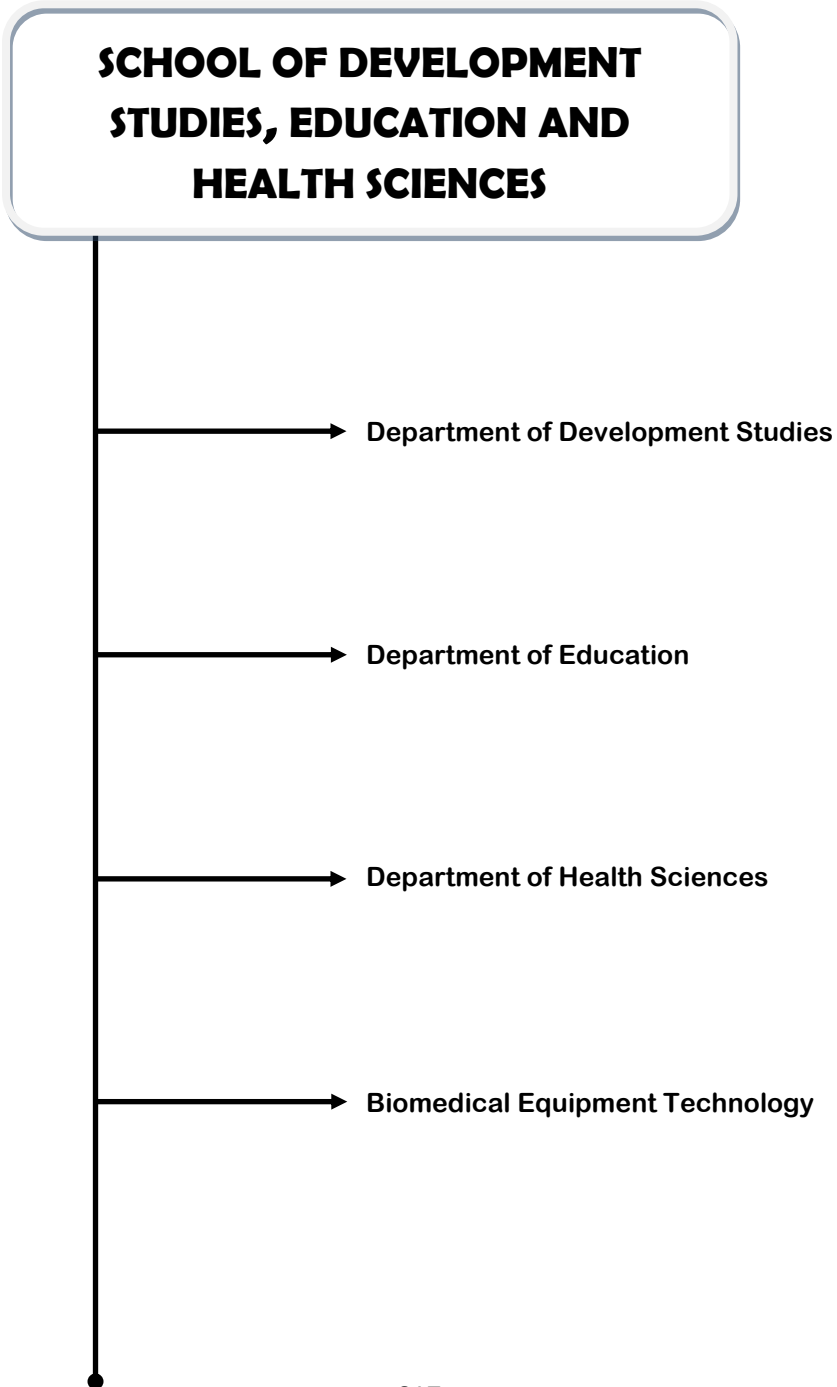
15. POAKWA, EMMANUEL D. — LECTURER [PART-TIME]
MPhil, (Religions), 2006, University of Ghana.
BA, 1996 (Theology) Andrews University.

16. QUAYE EBENEZER — ASSISTANT LECTURER [FULL-TIME]
M.Phil. (Religion), 2012, University of Cape Coast
BA, (Religion), 2007, Valley View University

17. TAKYI, EMMANUEL H. — LECTURER [FULL-TIME]
PhD (Missions), (In Progress), Andrews University
DMin. (Missions), 2010, Andrews University
MA, (Religion) 2002, Andrews University.
BA, (Theology major, Biology minor) 1990 Andrews University,

18. TENORTEY, FRANCIS, K. — LECTURER [FULL-TIME]
DMin. (Missions), 2010, Andrews University.
MA, (Religion), 2002, Andrews University.
BA, (Theology), 1991, Andrews University
Diploma (English Education), 1998.

19. TETTEY, JOSEPH NARH — LECTURER [FULL-TIME]
PhD, (African Studies), 2011, University of Ghana
M.Phil. 1998, University of Ghana
BA, 1994, University of Ghana


SCHOOL OF DEVELOPMENT STUDIES, EDUCATION AND HEALTH SCIENCES
Department of Development Studies
Department of Education
Department of Health Sciences
Biomedical Equipment Technology

SCHOOL OF DEVELOPMENT STUDIES, EDUCATION AND HEATH SCIENCES

DEPARTMENT OF DEVELOPMENT STUDIES

CHAIR / HEAD: Michael Amponsah Kodom

FACULTY: John Ernest Koku, Konadu Acheampong, William Yaw Kpakpo Brown, Dan-Bright Dzodo, Martin Kudwo Akotey, Paul Sono, Samuel Elvis Addo, Ama Boafo-Arthur, Alhasan Mohammed, Adelaide Gyasi

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

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 processes 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 standards 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 Governmental Organizations and the Private Sector. They can also work in various positions in the public and private sectors.

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.

- 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.

- Senior Secondary School Certificate Examination: Six strong SSSCE passes in three core subjects (Mathematics, Sciences, English plus other electives, preferably in General Arts. (Geography, Economics, Government History, Literature etc).
- Other diplomas and certificates deemed equivalent to (1) or (2) of the above will be considered on merit.
- Mature Students (25 years or above), One of the following:
    - An applicant must have at least credit in five (5) subjects including English Language and Mathematics at the GCE Ordinary Level and at least two passes at the GCE Advanced Level. One of the advanced level passes must be grade D or better.
    - Holders of Teachers' Post Secondary Certificate.
    - 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.

REQUIREMENTS FOR GRADUATION

Total credit required for graduation are as follows:

General Education	34
*Development Studies Required Core	86
*Optional Courses	06
Development Practicum, Senior Research Project & Internship	18
TOTAL CREDIT HOURS	**138**

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**

* 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.

HLTH168 Health and Nutrition or	3
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	**06 Credits**
DVST 456 Cultural Anthropology or	3
DVST 458 Culture and Development	
DVST 447 Social Development 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 Problems and Analysis	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	3
DVST 417 Project Planning and Management	3
DVST 378 Micro, Small and Medium Scale Enterprises Development	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	2
DVST 235 Community Mobilization and Development	3
DVST 428 Introduction to Development Communication	3
DVST 437 Funding for Development Programmes	3

DVST 346 Local Government System in Ghana	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 224 Agriculture and Rural Development	3
DVST 225 Economics for Development I	3
DVST 226 Economics for Development II	3
DVST 365 Introduction to Development Planning	3
Total	**86**

SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
Foundation		
EDST 160 Philosophy of Christian Education	3	
ENGL 101 Language and Writing Skills I	2	
FREN 111 French for General Communication I	2	
RELB 160 Life and teachings of Jesus	3	
COSC 117 Fundamentals of Computing Skills	3	
GNED 125 Study Skills	NC	
DVST151 Development Mathematics	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**16**	**GPA**
SECOND SEMESTER		
CMME 105 Introduction to Communication Skills	2	
PSYC 105 Introduction to Psychology	3	
HLTH 168 Health and Nutrition /Health Principles	3	
DVST 176 Social Structures and Stratifications in Ghana	3	
ENGL 122 Language and Writing Skills II	2	
FREN 122 French for General Communication II	2	
RELB 251 Principles of Christian Faith	3	
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**
SUMMER VACATION		
DVST 251 Development Studies Practicum 1	3	

SECOND YEAR	**CREDITS**	**GRADE**
Development Studies Core		
FIRST SEMESTER		
DVST 245 Introduction to Social Research	3	
DVST 215 Theories of Development and Underdevelopment	3	
DVST 225 Sociology of Development	3	
DVST 235 Community Mobilization and Development	3	
PEAC 213 Physical Activity	NC	
DVST 217 Geography for Development	3	
ECON 225 Economics for Development I	3	
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
DVST 246 Social Research Methods	3	
STAT 272 Statistical Methods for Social Sciences	3	
DVST224 Agriculture and Rural Development	3	
DVST 218 Development and Environment	3	
DVST 246 Population Problems and Analysis	3	
ECON 226 Economics for Development II	3	
SECOND YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**
SUMMER VACATION		
DVST 352 Development Studies Practicum II	3	

THIRD YEAR	**CREDITS**	**GRADE**
Development Studies Core		
FIRST SEMESTER		
DVST365 Gender and Development	3	
RELB 385 Christian Ethics	3	
DVST 355 Management for Development	3	
DVST 315 Conflicts and Development	3	
DVST 365Introduction to Development Planning	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**15**	**GPA**
SECOND SEMESTER		
DVST 326 Reports and Proposal Writing	2	
DVST 346 Local Government System in Ghana	3	
DVST 356 Disaster Preparedness and Response	3	
DVST 366 Nature of Not –for –Profit Organizations	3	
DVST 376 Micro Finance	3	
DVST 378 Micro, Small and Medium-scale Enterprises Development	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**17**	**GPA**
SUMMER VACATION		
DVST 468 Internship	3	

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
Development Studies Core		
DVST 447 Social Development or DVST 449 Social Issues and Problems of Africa	3	
DVST 437 Funding for Development Programmes	3	
DVST487 Development Seminar	3	
DVST417 Project Planning and Management	3	
DVST 477 Leadership and Governance	3	
DVST 495 Senior Research Project	6	
FOURTH YEAR, FIRST SEMESTER TOTAL	**15/18**	**GPA**
SECOND SEMESTER		
General Education Requirement		
GNED 468 Job Search Strategies and Techniques	NC	
Development Studies Core		
DVST 456 Cultural Anthropology or DVST 458 Culture and Development	3	
DVST 476 Financial Management and Budgeting	3	
DVST 428 Introduction to Development Comm.	3	
DVST 417 Integrated Development	3	
FOURTH YEAR, SECOND SEMESTER	**12/9**	**GPA**

DEVELOPMENT STUDIES MINOR

Minor Courses - Business

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 System in Ghana	3
DVST 477	Leadership and Governance	3
TOTAL CREDITS		24

Minor Courses -Theology

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 21 Credit hours to qualify. The particular courses (subjects) to be taken shall be determined jointly by the department and the students 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.

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***

Looks at development in societal sectors – economic, social and political dynamics of development, social change issues, processes of social change, North and South divide, technology, industrialization, and urbanization; social institutions and progress; and nature of foreign aid.

DVST 245 Introduction to Social Research ***3 Credits***

The course covers the fundamentals of social research, types of research and their importance, interview schedule and questionnaire development, exposure to various statistical tools and their appropriate usage in research.

DVST 246 Social Research Methods ***3 Credits***

The course covers methods of social research, types of research and their importance, interview schedule and questionnaire development, and exposure students to various statistical tools and their appropriate usage in research. The focus will be to enhance the ability of students to propose, design and execute original research projects.

DVST 326 Reports and Proposal Writing ***2 Credits***

This course exposes the student to standard proposal writing format. 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 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 proposal.

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 basic definitions of geography; climatology; vegetation and soils, human geography, environmental issues and with emphasis on Ghana and Africa; 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.

AGRICULTURAL AND DEVELOPMENT

DVST 224 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.

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 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.

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 Leaning.

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; analyzed 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 Problems and Analysis ***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***

Identify sources and types of funding. The course looks at 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***

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.

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. 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 Projection methods.

DVST 378 Micro, Small and Medium Scale Enterprises Dev't ***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, concepts in planning 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 principles and practice of good governance, leadership theories types and styles, efficiency and effectiveness of government machinery for change,

corruption and fraud in post independent Ghana. There is also a look at some of the approaches to fighting corruption across the world.

DVST 346 Local Government System in Ghana ***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.

PRACTICUM

DVST 251: Development Studies Practicum I ***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.

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. At the end of the six week period, students working in groups of between 3 and 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. Lecturers would provide technical supervision to enhance quality. The entire exercise would last for six weeks and students would be expected to spend all the period living and working in these communities. One week will be dedicated to community service in such communities.

DVST 468: Development Internship ***3 Credits***

The course aims at providing students the opportunity to 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.

DVST 487 Development Seminar ***3 Credits***

This course is intended to provide a forum for discussing development issues and to keep the students of development studies informed and up to date on current issues. Experts and students alike will be assigned some topics of importance to present during the seminar hour. 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 problem, conduct scientific research to validate the problem and propose solutions to the development problem so identified. A faculty serving as an adviser will supervise the work. While lecturers will assist students to produce quality research work the student will solely be- responsible for the defense of his or her work.

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.

DEVELOPMENT STUDIES DEPARTMENT FACULTY LIST

1.	**Acheampong, Konadu** *Ph.D Iowa State University, USA, (1997).* *MSc. Iowa State University, USA, (1984).* *BA (Hons) University of Cape Coast, 1977.*	Lecturer *[Part Time]*
2.	**Addo, Elvis Samuel** *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.*	*Lecturer* *[Full Time]*
3.	**Akenten-Brenya, Wiafe** *MPhil, [Psychology], University of Ghana, Legon, 1997.*	*Lecturer* *[Part Time]*
4.	**Akotey, Martin** *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.*	Lecturer *[Full Time]*
5.	**Amponsah, Michael Kodom** *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. [Economics and Geog], Kwame Nkrumah University of Science and Technology, Ghana, 2000.*	Lecturer *[Full Time]*
6.	**Alhassan, Mohammed** *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.*	*Lecturer* *[Part Time]*
7.	**Arthur, Ama Boafo** *MPhil (Sociology), University of Ghana, 2009.* *MPhil (Development Studies), Cambridge University of Ghana, 2007.* *BA (Sociology & Political Science), University of Ghana, Legon, 2005.*	*Lecturer* *[Full Time]*
8.	**Brown, William Yaw Kpako** *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*	*Lecturer* *[Full Time]*

	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)*	
9.	**Dzorgbo, Dan-Bright** *PhD, [Sociology], Uppsala University, Sweden, 1999.* *MPhil (Sociology), University of Oslo, Norway, 1993.* *BA (Hons) in Sociology with Geography, University of Ghana, Legon, 1984.*	Lecturer *[Part Time]*
10.	**Koku, John Ernest** *PhD[Land and Water Resources], RoyalInst. Of Technology, Sweden, 2002.* *Fil. Lic,[Land and Water Resources], RoyalInst 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.*	Lecturer *[Part Time]*
11.	**Sono, Paul** *Master of Science in Administration (MSA) [International Development], Andrews University, Michigan, USA, 2000.* *BA (Hons), [Economics], Dip Ed University of Cape Coast, Ghana, 1984.*	Lecturer *[Part Time]*

DEPARTMENT OF EDUCATION

HEAD:	Gabriel Kofi Boahen Nsiah
FACULTY [FULL TIME]:	John Pepra-Mensah, Abraham K. Okrah, Samuel Adaboh, Emmanuel Opata, Dadzie Armstrong, Gifty Gyamera, Samuel S. Boateng, Archer Winnand Nkani, Salifu Norga, Kofi Agyenim-Boateng, Felicia Annin, Joyce Anku, James Usser
FACULTY [ADJUNCT]:	Yaw Afari Ankomah, Kenneth Michael Nsowa, Dorothy Siaw-Marfo, Robert Akpalu.
DEPARTMENT ADVISORY COUNCIL:	Agyeman-Badu, Pascal Brenya, Abbu Bonsra, Emmanuel Mensah, Comfort Ohene-Darko

INTRODUCTION

The Department of Education offers Bachelor of Education degrees in Primary and Secondary Education and Post Graduate Diploma in education courses and a bridging course for Secondary School leavers who did not meet requirements for direct entry to university.

PHILOSOPHY

The Department of Educational wills for its philosophy the need to provide quality Christian education for primary and secondary school teachers, primarily to restore the lost image of God in people by developing their physical, mental, and spiritual capabilities for the joy of service to God and humanity.

MISSION STATEMENT

The Department of Education aims to provide a curriculum in which future educators are given opportunities to become competent, caring, and highly qualified teachers. The Department 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 Department of Education is to be a leading world class in preparing 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 and Post Graduate Diploma in Education programs 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 analyzing educational issues

BROAD DEPARTMENT OBJECTIVES

The Department 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 Department 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 Department of Education operates within the framework of the Seventh-day Adventist philosophy 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 Department of Education aims to provide a curriculum in which future educators are given opportunities to become competent, caring, and highly qualified teachers. The Department 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 and Post Graduate Diploma in Education programs offers professional training in education and teaching and equips students with skills in teaching at both primary, secondary and post-secondary levels of education. The programs 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 Secondary Schools. Products can also be counsellors and even 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 AND DIPLOMAS OFFERED BY THE DEPARTMENT

1. Post Graduate Diploma in Education (PDGE)
2. Bachelor of Education—Information Technology
3. Bachelor of Education—Accounting
4. Bachelor of Education—Management
5. Bachelor of Education—Religion
6. Bachelor of Education—Social Studies
7. Bachelor of Education—English Language
8. Bachelor of Education—Mathematics
9. Bachelor of Education—Primary

MINOR FIELDS OF CONCENTRATION

- English Language
- Mathematics
- Study of Religions
- Management
- Accounting
- Social Studies
- Information Technology

MAJOR AND MINOR SELECTION

Students in the department 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.

POST GRADUATE DIPLOMA IN EDUCATION PROGRAM

Objectives of the Program:

i. enable students who have an initial bachelor degree in areas other than education to acquire professional knowledge and skills through experiences organized for secondary school teaching.
ii. provide student-teachers with techniques of teaching to enable them provide relevant pre-service and in-service training in methodology to teachers.
iii. prepare prospective teachers for administrative roles in educational institutions.

PROGRAM SUMMARY

No.	*Curriculum Subdivisions*	*Credits*
A	*General Education*	*08*
B	*Education Required Core*	*16*
C	*Education Practicum & Research Project*	*06*
D	*Elective Subject (In One Selected Area)*	*06*
	Total	***36***

General Education
Credits

RELB 560	*Life and Teachings of Christ*	*3*
EDBE 322	*Information and Communication Technology1*	*3*

Core

EDST 510	*Introduction to Educational Research*	*3*
EDST 511	*Principles of Guidance and Counselling*	*3*
EDST 512	*Social and Philosophical Foundations of Education*	*3*
EDST513	*Educational Statistics*	*3*
EDST 514	*Assessment in Education*	*3*
EDST590	*Field Practicum*	*3*

Electives

ENGE 570	*Curriculum Studies in English*	*3*
FREN 570	*Curriculum Studies in French*	*3*
ESST 570	*Curriculum Studies in Social Studies*	*3*
RELE 570	*Curriculum Studies in Study of Religions*	*3*
MATE 570	*Curriculum Studies in Mathematics*	*3*
BSED 570	*Curriculum Studies in Business Studies*	*3*

General Education
Credits

RELB 551	*Principles of Christian Faith*	3
EDBE 323	*Information and Communication TechnologyII*	3
Core		
EDST 521	*Development of Education in Ghana*	3
EDST 522	*Educational Management and Administration*	3
EDST 523	*Educational Psychology*	3
EDST599	*Project Work*	3
EDST590	*Field Practicum*	3
Electives		
ENGE 559	*Methods of Teaching English*	3
FREN 559	*Methods of Teaching French*	3
ESST 559	*Methods of Teaching Social Studies*	3
RELE 559	*Methods of Teaching Study of Religions*	3
MATE 559	*Methods of Teaching Mathematics*	3
BSED 559	*Methods of Teaching Business Studies*	3

BACHELOR OF SECONDARY EDUCATION

The B.Ed Secondary Education programme will offer professional training in education and teaching and equip 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 Secondary 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 secondary level.

ADMISSION REQUIREMENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

- Senior Secondary School Certificate Examination (SSSCE): Six passes (A-D) with an aggregate of 24 or better in three core subjects (Mathematics, Integrated Science and English) plus three electives. The three electives should include elective Mathematics). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.
- GCE 'O' Level. Five credits including English and Maths plus at least two GCE 'A' level passes and a pass in General Paper. One of the two 'A' level passes must be at least a D.
- West Africa Senior Secondary Certificate Exam (WASSCE). Six credit passes (A1-C6) with an aggregate of 36 or better in three core subjects

(Mathematics).). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.

- Other diploma and certificates deemed equivalent to any of the three above will be considered on merit.
- Professional qualifications. Admission to level 100, 200 and 300 are possible with combinations of some of the following qualifications:
    - RSA Stage 2 and 3
    - LCCI intermediate Certificate
    - Diploma in Business Studies (DBS) with at least 3 Credits and 2 passes awarded by Technical Examination Unit of GES.
    - Diploma from accredited University
    - Professional certificate such as ICA, ACCA, etc in the intermediate level

Mature Students aged 25 or over with five passes including English and Maths and has 3 years working experience will be required to take entrance examination and attend an interview to determine their eligibility for the programme.

SUMMARY OF MAJOR CURRICULUM SUBDIVISION FOR GRADUATION

Total credits required for graduation is 140 for all Majors and 24 or 27 for Minors depending on the minor. Breakdown of total credits required into Major Curriculum Subdivisions is as follows:

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	32
B	Education Required Core	45
C	Senior Research Project	03
D	Major Concentration	60
H	**Minor Concentration**	**24-29**

Total	**140**

YEARLY/SEMESTERS CREDITS DIVISION

	Year One	Year Two	Year Three	Year Four
1st Semester	18	19	18	15
2nd Semester	18	19	21	12
Total	**36**	**38**	**39**	**27**

Grand Total	**140**

A. GENERAL EDUCATION REQUIREMENTS	**[32 CREDITS]**
CLUSTER 1: LANGUAGE, COMMUNICATION, LITERATURE AND FINE ARTS	**(10 CREDITS)**
CMME 105 Introduction to Communication Skills	2
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
CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES	**(3 CREDITS)**
EDST 115 Educational Psychology	3
CLUSTER 3: PHYSICAL SCIENCES AND MATHEMATICS	**(6 CREDITS)**
MATH 121 College Algebra	3
COSC 117 Fundamentals of Computing Skills	3
CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY	**(12 CREDITS)**
RELB 160 Life & Teachings of Jesus	3
EDST 160 Philosophy of Christian Education	3
RELB 251 Principles of Christian Faith	3
RELB 385 Christian Ethics	3
CLUSTER 5: HEALTH AND PHYSICAL EDUCATION	**(3 CREDITS)**
PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health and Diseases or	3
CLUSTER 6: CAREER PLANNING, HUMAN DEVELOPMENT	**(00 CREDIT)**
GNED 125 Study Skills	NC
GNED 230 Career Exploration and Planning	NC
CLUSTER 7: AFRICAN STUDIES	**(2 CREDITS)**
GROUP A	
AFST 203 Indigenous Technologies for Development in Africa	1
AFST 213 Africa in the Globalization World	1
AFST 223 Africa and the Diaspora	1
AFST 233 Culture and Development	1
AFST 243 Chieftaincy and Development	1
GROUP B	
AFST 204 Literary 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. EDUCATION REQUIRED CORE	**[45 CREDITS]**
EDUCATIONAL FOUNDATIONS	**(21 CREDITS)**
EDST 124 Principles and Practice of Education	3
EDST 126 Philosophy of Education	2
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	1
EDST 357 Research Methods in Education	3
EDST 228 Educational Statistics	3

EDUCATIONAL CURRICULUM INSTRUCTION		**(9 CREDITS)**
EDST 227	Technology in the Classroom	3
EDST 270	Study of Senior High School Syllabus	2
EDST 464	Assessment in Subject Areas	2
EDST	Curriculum Studies	2
EDUCATIONAL PSYCHOLOGY AND COUNSELLING		**(6 CREDITS)**
EDST 128	Principles of Guidance and Counselling	2
EDST 136	Psychology and Education of Exceptional Child	1
EDST 215	Educational Psychology	3
EDUCATIONAL ADMINISTRATION		**(3 CREDITS)**
EDST388	School Organization, Administration & Supervision	3
C. Education Practicum and Senior Research Project		**[9 credits]**
EDST327	On-Campus Teaching Practice	3
EDST374	Off-Campus Teaching Practicum	3
EDST 495	Senior Research Project	3

COURSE DESCRIPTION FOR ALL 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

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 227 TECHNOLOGY IN THE CLASSROOM **3 CREDIT**

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 audiovisual 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 rational 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 **2CREDITS**

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, home work, 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 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 **3 CREDITS**

Students gather research data, analyse the data, and process the data and interpreter the data under the guide of assigned lecturers. Students write and resent reports on their findings.

MAJOR PROGRAMS DETAILS

BACHELOR OF EDUCATION IN INFORMATION TECHNOLOGY

Program Objectives:

- To train students to develop computer-based educational courseware and instructional material 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 (including the internet) to promote technology enabled distributed and collaborative learning.
- To equip students with knowledge of current and emerging curriculum design and development issues as they relate to the use of computer and other educational technologies to support teaching and learning in the pre-tertiary school system.
- To train students to be Trainer of Trainers (TOT) or resource persons to train their colleagues to use ICT to teach their various subjects.
- To help increase general ICT literacy in pre-tertiary schools and the country at large
- To provide the necessary academic background for entrance into graduate degree programmes in ICT in education

CODE	COURSE TITLE	CREDIT
MAJOR CONCENTRATION		
INFT115/ BEIT111	Info. Tech. Foundation I (Introduction to Computing)	3
COSC117	Fundamentals of computer skills (MS, App.)	3
INFT116/ BEIT120	Hardware & comp. architecture	3
BEIT110/224	Introduction to educational & instruction tech	3
COSC 121/ BEIT210	Principles and concept of programming (vb)	3
BEIT123	Graphic designing (Corel draw & Photoshop)	3
EDST 227	Technology in the classroom / Integrating IT into educational & Training in Schools	3
COSC260/ BEIT222	System analysis and design	3

COSC 351/ BEIT223	Operating System	3
COSC 203 / BEIT 322	Database system design	3
EDST 270/ BEIT 227	General curriculum and computer base curriculum	3
BEIT360	ICT in Distance Education	3
BEIT!!! training	Computer Assessment Strategies in Education and	3
INFT350/BEIT325	Project management & Planning	3
BEIT323	Instructional design and development	3
COSC 112/ BEIT221	Advance Object Oriented programming (Java)	3
COSC 240 /BEIT 321 PHP/HTML)	Web design and app. System (adobe Dreamweaver	3
BELT310 & director)	Multimedia application and system development II (Flash	3
COSC271/BEIT 410	Data com. & comp. Networking and management	3
BEIT 225	Expect system	3
BEIT410	Database administration and management	3
BEIT 426	Networking Security & computer ethics	3
INFT430/BEIT 423	Distributed computing and app. system	3
INFT 352/BEIT 424	Enterprise info. Security	3
BEIT 361	Modalities (courseware development)	3
Total		**75**

YEARLY/SEMESTERS COURSE REQUIREMENT

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
General Education Courses		
ENGL 121 Language & Writing Skills I	2	_____
FREN 111 French for General Communication I	2	_____
RELB 160 Life & Teachings of Jesus	3	_____
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	_____
BIOL 140 Human Body in Health and Diseases	3	_____
MATE 121 College Algebra OR	3	_____
MATE 117 NATURE OF MATHEMATICS	3	_____
COSC 117 FUNDAMENTALS OF COMPUTING SKILLS	3	_____
INF115/ BEIT 111 Info. Tech. Foundation I (MS, App)	3	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	**GPA____**
SECOND SEMESTER		
General Education Courses		
ENGL 122 Language and Writing Skills II	2	_____
FREN 112 French for General Communication II	2	_____
EDST 160 Philosophy of Christian Education	2	_____
EDST 126 PHILOSOPHY OF EDUCATION	2	_____
INFT 116/ BEIT 120 Info. Tech. Foundation II (hardware & comp. Architecture)	3	
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 Psychology and education of exceptional child	1	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**17**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 251 Principles of Christian Faith	3	
EDST 215 Educational Psychology	3	
EDST 217 Principles and practice of Education	3	
COSC 121/BEIT 210 Principles and concept of Programming (vb)	3	
BEIT 123 Graphic designing (Corel draw & Photoshop)	3	
EDST 227 Technology in the classroom	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	
AFST 213 Africa in the Globalization World	1	
AFST 223 Africa and the Diaspora	1	
AFST 233 Culture and Development	1	
AFST 243 Chieftaincy and Development	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA**
SECOND SEMESTER		
EDST 228 Educational Statistics	3	
COSC 260/ BEIT222 System analysis and design	3	
BEIT 110/ 224 Introduction to educational & instruction tech.	3	
COSC112/BEIT221 Advance Object Oriented programming (Java)	3	
EDST 270/ BEIT227 General Curriculum and computer base curriculum	3	
EDST 236 Development of instructional materials	3	
COSC351/BEIT223 Expect System	3	
African Studies (Select One)		
AFST 204 Literary 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	
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELB 385 Christian Ethics	3	
EDST 388 Sch. Org., Administration and Supervision	3	
EDST 327 On Campus Teaching Practice	3	
EDST 357 Research Methods in Education	3	
BEIT 225 Integrating IT into educational & training in schools	3	
BEIT 226 Multimedia app.& system development I (flash)	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
Education Core		
EDST 374 Off-Campus Teaching Practicum	3	
EDST 316 Educational Measurement and Evaluation	3	
Major Concentration		
INFT 350/ BEIT 325 Project management &planning	3	
BEIT323 Instructional design and development	3	
COSC 203/ BEIT 322 Database system design	3	
COSC240/ BEIT 321 Web design and app. System (adobe Dreamweaver PHP/ HTML)	3	
BEIT 310 Multimedia application and system development II (director)	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA**

FOURTH YEAR	CREDITS	GRADE
Education Core		
BEIT 491 Senior Project I	3	
Major Concentration		
COSC 271/ BEIT 410 Data com. & comp. Networking and management	3	
BEIT 360 Modalities I (Courseware development)	3	
BEIT 410 Database administration and management	3	
FOURTH YEAR, FIRST SEMESTER TOTAL	**12**	
SECOND SEMESTER		
Major Concentration		
BEIT 426 Networking Security and computer ethics	3	
BEIT 492 Senior Project II	3	
INFT 352/ BEIT 424 Enterprise Info. Security	3	
BEIT361 Modalities II (Courseware development)	3	
INFT 430/ BEIT424 Distributed Computing and app. System	3	
FOURTH YEAR, SECOND SEMESTER	**15**	

COURSE DESCRIPTION

INFT115 INFO. TECH. FOUNDATION I (INTRODUCTION TO COMPUTING) 3 CREDITS

This course provides a basic introduction to computer systems foundational and computing. Students will be taken through the Definition of Information Technology, Uses for Computers, Computer Literacy, Computer Concepts, and Personal Computer Systems. Computers at Work - Operating System Functions, Applications Software, Input Devices, Output Devices, Storage Media and Devices. Communication Systems - Communicating Information, Computer Networks, Communication Hardware, Communications Applications, Understanding the Internet.

COSC117FUNDAMENTALS OF COMPUTER SKILLS (MS, APP.) 3 CREDITS

This course is design to introduce students to basic computing using standard application packages. Students are taken through the MS Word, MS PowerPoint and MS Excel.

INFT116 HARDWARE & COMP. ARCHITECTURE 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 Hardware aspect of the course will introduce students to the assembling, disassembling and maintenance of the system unit. Students are taken through the basic connectivity of computer peripherals.

COSC 121/ BEIT210 PRINCIPLES AND CONCEPT OF PROGRAMMING (VB) 3 CREDITS

The course is design to introduce the principle and concepts of programming and teach problem-solving methods and algorithm development; high-level, structure programming VB development of design, coding, debugging, documentation; focus on visual and Object-Oriented programming Concept s, Inheritance, Polymorphism and Encapsulation. Students are taught how to write stand-alone windows applications Dialogue boxes .Option buttons, cheek boxes, menus, windows style, help facilities and installation programs writing Active X controls and windows DLLs and using windows API are covered.

BEIT123 GRAPHIC DESIGNING (COREL DRAW & PHOTOSHOP) 3 CREDITS

The course is design to introduce the principle and concepts of graphic designing. Students will be taken through Corel draw and Photoshop. This course focuses on techniques of good graphic designing Practices, style and sound graphic design and development.

BEIT110 INTRODUCTION TO EDUCATIONAL & INSTRUCTION TECH. 3 CREDITS

This course introduces students to learning theory of education and training with technology. Students will be taken through the emerging educational and instructional technologies. The course lays emphasis on how these learning theories and technologies are being used to support new ways of educational delivery within the classrooms and beyond.

COSC260 SYSTEM ANALYSIS AND DESIGN 3 CREDITS

The course introduces students to the concepts, principle and practice of systems analysis and designed. A number of systems analysis methodologies are covered with emphasis of structured systems analysis and design methodologies (SSADMs). The course covers into details the system development life cycle (SDLC) and consider

practical issues involved in the development of implementable systems for user organizations.

EDST 2276 INTEGRATING IT INTO EDUCATIONAL & TRAINING IN SCHOOLS **3 CREDITS**

Students of this course are introduced to the use of IT to support aspects of education planning and the management of the delivery of educational programs. 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.

COSC 112 OBJECT ORIENTED PROGRAMMING (JAVA) **3 CREDITS**

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 algorithm and sophisticated 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, Genetics, Exception Hanging and program Assertions used to help develop these skills.

EDST 270 GENERAL CURRICULUM AND COMPUTER BASE CURRICULUM **3 CREDITS**

The course explore the general curriculum theories and design, and a number of current and emerging curriculum design and development issues as they relate to introduction and the use of computers and other educational technologies to support teaching and learning in the school systems. 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.

COSC 351 ORGANISATION AND COMPUTER OPERATING SYSTEM **3 CREDITS**

This course deals with computer organisation and operating systems and aims for a balance between theory and practice. The course will focus on the important concepts in operating systems, process management, memory management, file systems, input/output management and distributed systems. The students will cover both UNIX and Windows NT operating systems.

BEIT 225 EXPECT SYSTEM **3 CREDITS**

This course introduces students 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 Prolong) in the context of some of the main ideas and breakthroughs in the area of Artificial intelligence.

BEIT 226 MULTIMEDIA APP. & SYSTEM DEVELOPMENT I (FLASH) **3 CREDITS**

This course aims to introduce students to theories and of principles of multimedia and provides students with theoretical and practical introduction to design criteria and the design process of information delivered by multimedia using flash. The course will cover user needs analysis and designing for the user; and the use of the flash software tools and their accompanying skills.

BEIT 234 INFO TECHNOLOGY & EDUCATION PLANNING & PROJECT MANAGEMENT **3 CREDITS**

This course deals with the management of technology-based courses and projects, strategies for change needed at an institutional level to support technology-based teaching, and system-wide planning requirements at a district, regional or national levels to support and regulate distributed learning. The course uses the Internet and

print resources to enable participants to analyze and critique different management and planning strategies at various levels of technology-based operation. The focus of the course is on how best the emerging technologies can be employed and deployed to aid and enhance teaching and learning experience in the school system. This course will examine the theories, concepts, pedagogical issues, policies and the best practices relating to integration of IT in education.

BEIT323 COMPUTER ASSESSMENT STRATEGIES IN EDUCATION AND TRAINING 3 CREDITS

The course introduces students to assessment strategies in and training of computer-based educational courseware to support teaching and learning in various school subject areas. This course focuses on assessment strategies and a review of the basic tools and skilled required for designing and developing courseware assessment using the computer as the development and delivery platform.

COSC 203 / BEIT 322 DATABASE SYSTEM 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 protocol and algorithms to assess their performance and relative appropriate in differing operating environment and to
- Developing concurrency control algorithms and appropriate data structures for data management

COSC 240 WEB DESIGN AND APP. SYSTEM (ADOBE DREAMWEAVER PHP/HTML) 3 CREDITS

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.

BEIT310 MULTIMEDIA APPLICATION AND SYSTEM DEVELOPMENT II (DIRECTOR) 3 CREDITS

This course aims to introduce students to advanced theories and of principles of multimedia and provides students with theoretical and practical introduction to design criteria and the design process of information delivered by multimedia using director. The course will cover user needs analysis and designing for the user; and the use of the director software tools and their accompanying skills.

COSC271/BEIT 410 DATA COM. & COMP. NETWORKING AND MANAGEMENT 3 CREDITS

This course introduces students to 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 design, wide area networks (WANs). Also covered in this course are network designs, installation and maintenance issues; switching, local area speed moderns: data-link layer issues; High Level Data Link Control Protocol (HLDC) local network technologies: Ethernet, Token-Ring etc.

BEIT360 INSTRUCTIONAL DESIGN AND DEVELOPMENT **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 constitute the first session of a two part course and it focuses on introductory concepts and a review of the basic tools and skilled required for designing and developing courseware and instructional materials using the computer as the development and delivery platform.

BEIT410 DATABASE ADMINISTRATION AND MANAGEMENT **3 CREDITS**

This subject deals with design and implementation of database systems. Particular attention will be paid to transaction analysis, concurrency control, security and integrity, and query optimization in database systems.

BEIT491 SENIOR PROJECT I **3 CREDITS**

BEIT 426 NETWORKING SECURITY & COMPUTER ETHICS **3 CREDITS**

This course covered 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 this course is to provide an even depth of coverage of across the domain of the network security common body of knowledge. It is not intended to provide in-depth coverage of any particular network security topic.

INFT430/BEIT 423 DISTRIBUTED COMPUTING AND APP. SYSTEM **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, Distribute object and remote invocation, interprocess communication, Networking and internetworking, System Models Characterization of Distributing System.

BEIT492 SENIOR PROJECT II **3 CREDITS**

INFT 352/BEIT 424 ENTERPRISE INFO. SECURITY **3 CREDITS**

This course covered 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 this course is to provide an even depth of coverage of across the domain of the network security common body of knowledge. It is not intended to provide in-depth coverage of any particular network security topic.

BEIT361 COURSEWARE DEVELOPMENT **3 CREDITS**

Prerequisite BEIT 360

This is practical course which draws on the system development skills acquired by the student on the programming and system development course of the program to develop multimedia courseware and other instructional material and product to support technology-based teaching and learning in the schools.

BEIT 415 ICT DISTANCE IN EDUCATION **3 CREDITS**

This course explores issues relating to the concepts and principles of ICT in distance Education and distributed and collaborative learning made possible by the emerging education and communications delivery technologies including the internet. The course examine the impact and the implications of the available and emerging new communication technologies on the landscape, mode nature and the scope of education earning activities tin the school system . Students on this course will

explore among other things the possibilities, prospect and the impact of collaborative learning in in distance Education made possible by the distributed nature of these technologies.

The course is designed 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.

COSC 122: OBJECT ORIENTED ANALYSIS AND DEVELOPMENT **3CREDITS**

Pre-requisite-COSC 121

The course provides an understanding of how to construct programs from algorithm specifications. The emphasis is on developing skills for writing reliable and readable programs based on object oriented analysis and design using JAVA as a programming platform. Techniques and practices of unified modelling language, software modelling, interactive approach to OO projects and class, responsibility and collaboration will be explored.

INFT 115: INFORMATION TECHNOLOGY FOUNDATION I **3CREDITS**

This curse 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.

INFT 115: INFORMATION TECHNOLOGY FOUNDATION II **3CREDITS**

Pre-requisite: INFT 115

This course is designed to introduce students to the basics of computer architectures and their operation. Topics covered include: 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.

BEIT 110: INTRODUCTION TO EDUCATIONAL AND INSTRUCTIONAL TECHNOLOGIES **3 CREDITS**

This course introduces students to the emerging 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.

COSC 230: DATABASE SYSTEMS DESIGN **3CREDITS**

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

- Developing concurrency control algorithms and appropriate data structures for data management.

COSC 260: SYSTEMS ANALYSIS & DESIGN **3CREDITS**

This course introduces students to the concepts, principle and practice of systems analysis and design. A number of systems analysis methodologies are covered with emphasis of structured systems analysis and design methodologies (SSADMs). The course covers into detail the system development life cycle (SDLC) and consider practical issues involved in the development of implementable system for user organizations.

COSC 271: DATA COMMUNICATION & COMPUTER NETWORK I **3CREDITS**

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.

INFT 240: ADVANCED PROGRAMMING WITH APPLICATIONS LEVELS **3CREDITS**
DEVELOPMENT

Pre-requisite COSC 122

This course is 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.

INFT 260: WEB ENGINEERING & APPLICATION SYSTEMS **3CREDITS**

Pre-requisite COSC 240

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.

INFT 280: INFORMATION TECHNOLOGY SYSTEMS **3CREDITS**

This course provide overview of the types of typical information Systems used in organization. It covers an in-depth study of the concepts, principles and practice of information systems. A thorough understanding of a number of issues relating to strategies resources, the various types of information systems including MIS, EIS, DSS, KBIS, TPS, trends towards integration in user-organisations, how the basic building blocks of organisations and design forces combine to form user-oriented information systems. The application to meet system requirements and goal of the organisations are all explored.

BEIT 225: INTEGRATING IT INTO EDUCANDTION AND TRAINING IN SCHOOLS **3CREDITS**

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 234: INFO TECHNOLOGY & EDUCATION MANAGEMENT **3CREDITS**

This course examines the theories, concepts, pedagogical issues, policies and the best practices relating to the seamless integration of IT and other educational delivery technologies into the education and training process within the school systems. The focus of the course is on how best can these emerging technologies be employed and deployed to aid and enhance teaching and learning experience in the school system.

COSC 351: EXPERT SYSTEMS **3CREDITS**

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.

INFT 331: MUTIMEDIA APPLICATION & SYSTEMS DEVELOPMENT I **3CREDITS**

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.

INFT 350: MANAGING INFORMATION TECHNOLOGY PROJECTS **3CREDITS**

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.

INFT 352: ENTERPRISE INFROMATION SECRITY **CREDITS**

This course covers the underlying concepts and principles of data and computer security. The course deals with the analysis, design, implementation and management issues surrounding effective enterprise information security. Topics include accidental and malicious damage, viruses, security threats, hacking and fraud, physical security, message authentication procedures techniques and tools, backup recovery, encryption and decryption of digital signatures, access privileges, control schemes and trusted systems, firewalls and internet and network security systems and mechanisms. It is not intended to provide in-depth coverage of any particular network security topic.

BEIT 352: COMPUTER-BASED CURRICULUM DEVELOPMENT **3CREDITS**

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.

BEIT 360: EDUCATIONAL COURSEWARE AND INSTRUCTIONAL MATERIAL DEVELOPMENT I **3CREDITS**

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. Students are taught how to use camtesia,

advanced power point techniques, photography techniques, photoshop and websites design. They are assisted to create and use online communities and online resource centres to support technology based teaching and learning in the schools.

BEIT 361: EDUCATIONAL COURSEWARE AND INSTRUCTIONAL MATERIAL DEVELOPMENT II **3 CREDITS**

Prerequisite BEIT 360

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 and other instructional material and products to support technology-based teaching and learning in the schools.

INFT 410: INTERNET-ENABLED APPLICATION SYSTEM **3CREDITS**

Prerequisite INFT 260

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: COMPUTER-HUMAN INTERACTION **3CREDITS**

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.

INFT 430: DISTRIBUTED COMPUTING **3CREDITS**

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, Interprocess communication, Networking and Internetworking, System Models, Characterization of Distributed Systems.

BEIT 415: DISTRIBUTED AND COLLABORATIVE LEARNING **3CREDITS**

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. 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.

BACHELOR OF EDUCATION IN MANAGEMENT

Program Objectives:

- To train teachers who will help improve the quality of teaching of management 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 management required for teaching at the second-cycle setting
- To prepare teachers with specialized skills and tools for effective management and who are able to 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 management of organisations.
- To provide the necessary academic background for entrance into graduate degree programmes in business.

MAJOR CONCENTRATIONS

ACCT 221 Principles of Accounting (I)	3
BSAD 105 Introduction to Business	3
BSAD 480 Strategic Management	3
HRMA 245 Human Resource Management	3
MGNT 225 Principles of Management	3
MGNT 216 Insurance and Risk Management	3
MGNT 325 Material and Supply Chain Management	3
MGNT 350 Managerial Leadership	3
MGNT 460 Organizational Behaviour	3
MGNT 480 Production and Operations Management	3
MGNT 480 Total Quality Management	3
ACCT 222 Principles of Accounting II	3
MGNT 335 Management and Society	3
MGNT 415 Organisational Theory and Design	3
BSAD 341 Business Law I	3
BSDA 341Business Law II	3
BSAD Enterpreneurship and Small Business Management	3
BSAD 325 Business Communication	3
MGNT 340 International Business	3
MGNT 425 Management Information Systems	3

FIRST YEAR	CREDITS	GRADE
FIRST SEMESTER		
General Education Courses		
ENGL 121 Language & Writing Skills I	2	
FREN 111 FRENCH FOR GENERAL COMMUNICATION I	2	
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	
RELB 160 Life and Teachings of Jesus	3	
BIOL 140 Human Body in Health and Diseases	3	
MATH 121 College Algebra OR	3	
MATE 117 NATURE OF MATHEMATICS	3	
COSC 117 Fundamentals of Computing Skills	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
ENGL 122 Language and Writing Skills II	2	
FREN 112 FRENCH FOR GENERAL COMMUNICATION II	2	
EDST 160 Philosophy of Christian Education	2	
EDST 126 PHILOSOPHY OF EDUCATION	2	
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 PSYCHOLOGY AND EDU. OF EXCEPTIONAL CHILD	1	
BSAD 105 INTRODUCTION TO BUSINESS	3	
FIRST YEAR, SECOND SEMESTER TOTAL	**17**	**GPA**

SECOND YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELB 251 Principles of Christian Faith	3	
EDST 215 Educational Psychology	3	
EDST 217 Principles and Methods of Teaching	3	
EDST 227 Technology in the Classroom	3	
HRMA 235 Human Resource Management	3	
ACCT 221 Principles of Accounting I	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	
AFST 213 Africa in the Globalization World	1	
AFST 223 Africa and the Diaspora	1	
AFST 233 Culture and Development	1	
AFST 243 Chieftaincy and Development	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA**
SECOND SEMESTER		
EDST 228 Educational Statistics	3	
EDST 219 General Principles and Methods of Teaching	3	
MGNT 216 Insurance and Risk Management	3	
ACCT 222 Principles of Accounting II	3	
MGNT 226 Business and Society	3	
African Studies (Select One)		
AFST 204 Literary 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	_____
Major Concentration		
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 385 Christian Ethics	3	_____
EDST 388 Sch. Org., Administration and Supervision	3	_____
EDST 327 On-Campus Teaching Practice	3	_____
EDST 357 Research Methods in Education	3	_____
MGNT 325 Material and Supply Chain Management	3	_____
BSAD 341 Business Law I	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
EDST 316 Educational Measurement and Evaluation	3	_____
EDST 374 Off-Campus Teaching Practicum	3	_____
MGNT 225 Principles of Management	3	_____
MGNT 216 Insurance and Risk Management	3	_____
MGNT 335 Management and Society	3	_____
MGNT 350 Managerial Leadership	3	_____
BSAD 342 BUSINESS LAW II	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
EDST 495 Senior Project	3	_____
BSAD 325 Business Communication	3	_____
BSAD Entrepreneurship and Small Business Mgt.	3	_____
MGNT 415 Organizational Theory and Design	3	_____
MGNT 425 Management information Systems	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL **15**	**GPA____**	

SECOND SEMESTER		
BSAD 480 Strategic Management	3	_____
MGNT 460 Organisational Behaviour	3	_____
MGNT 480 Total Quality Management	3	_____
MGNT 480 Production and Operations Management	3	_____
FOURTH YEAR, SECOND SEMESTER	**12**	**GPA____**

COURSE DESCRIPTION

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.

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.

MGNT 315: INSURANCE & 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 & SUPPLY CHAIN MANAGEMENT **3 CREDITS**

Prerequisite: MGNT 255, STAT 255.

The course deals with the management of material resources of an organisation. The planning and management of an organisation's materials inputs is 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 226: BUSINESS 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, its 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.

HRMA 235: HUMAN RESOURCE MANAGEMENT **3 CREDITS**

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.

ACCT 221 PRINCIPLES OF ACCOUNTING I **3 CREDITS**

An introduction to accounting principles, applicable to sole proprietorships and partnerships with emphasis on the accounting cycle and the preparation of financial statements. The topics include basic accounting. Concepts and principles, double-entry book-keeping and accounting systems, accounting treatment of assets, capital and liabilities, books of original entry and preparation of financial statements.

MGNT 350: MANAGERIAL LEADERSHIP **3 CREDITS**

Prerequisite: MGNT 255

It examines theory and leadership practices 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 255

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 363: ORGANISATIONAL BEHAVIOUR 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 is 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, PSYC 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.

ACCT 222: PRINCIPLES OF ACCOUNTING II **3 CREDITS**

Prerequisite: ACCT 221

A continuation of Accounting I, Accounting principles applicable to corporation with emphasis on accounting for manufacturing activities and the use of accounting information in management decision making.

HRMA 460: ORGANISATIONAL BEHAVIOUR **3 CREDITS**

Prerequisite: MGNT 225, 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

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.

BSAD 480: STRATEGIC MANAGEMENT **3 CREDITS**

Prerequisite: MGNT 315, BKFN 335, HRMA 235

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.

COGNATE COURSES

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 continuity, the derivative, computation of derivatives, applications of the derivative, the definite integral computation of antiderivatives, applications of the integral and partial differential equation.

BACHELOR OF EDUCATION IN ACCOUNTING

Program 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 are able to 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.

MAJOR CONCENTRATION

ACCT 221 Principles of Accounting (I)	3
ACCT 222 Principles of Accounting (II)	3
ACCT 311 Intermediate Accounting (I)	3
ACCT 312 Intermediate Accounting (II)	3
ACCT 331 Cost and Management Accounting I	3
ACCT 332 Cost and Management Accounting II	3
ACCT 405 Auditing	3
ACCT 485 Accountng Information System	3
BSAD 105 Introduction to Business	3
ECON 224 Introduction to Economics	3
MGNT 225 Principles of Management	3
ACCT 445 Public Sector Accounting	3
BKFN 310 Business Finance	3
ACCT 360 Taxation	3
BSAD 330 Quantitative Methods	3
BSAD 341 Business Law	3
BSAD Business Law II	3
BSAD 480 Strategic Management	3
ACCT 476 Microcomputer Application	3
ACCT 450 Advanced Accounting	3
ECON 225 Micro Economics	3
ECONS 226 Macro Economics	3
COSC 201 Spreadsheet	2
MATH 181 Business Maths	3

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
General Education Courses		
ENGL 121 Language & Writing Skills I	2	_____
FREN 111 FRENCH FOR GENERAL COMMUNICATION I	2	_____
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	_____
RELB 160 Life and Teachings of Jesus	3	_____
MATH 121 College Algebra OR	3	_____
MATE 117 Nature of Mathematics	3	_____
COSC 117 FUNDAMENTALS OF COMMUNICATION SKILLS	3	_____
BIOL 140 Human Body in Health and Diseases	3	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	**GPA____**
SECOND SEMESTER		
ENGL 122 Language and Writing Skills II	2	_____
FREN 112 French for General Communication II	2	_____
EDST 160 Philosophy of Christian Education	2	_____
EDST 126 PHILOSOPHY OF EDUCATION	3	_____
ACCT 221 PRINCIPLES OF ACCOUNTING I	3	_____
EDST 11 SOCIOLOGICAL FOUNDATIONS OF EDUCATION	1	_____
EDST 138 DEVELOPMENT OF EDUCATION IN GHANA	2	_____
EDST 128 PRINCIPLES OF GUIDANCE AND COUNSELLING	2	_____
EDST 136 PSYCHOLOGY AND EDUCATION OF EXC. CHIILD	1	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 251 Principles of Christian Faith	3	_____
EDST 217 Philosophy of Education	2	_____
EDST 215 Educational Psychology	3	_____
EDST 227 Technology in the Classroom	3	_____
ACCT 221 PRINCIPLES OF ACCOUNTING II	3	_____
ECON 225 Introduction to Economics	3	_____
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	_____
AFST 213 Africa in the Globalization World	1	_____
AFST 223 Africa and the Diaspora	1	_____
AFST 233 Culture and Development	1	_____
AFST 243 Chieftaincy and Development	1	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
Education Core		
EDST 228 Educational Statistics	3	_____
EDST 219 General Principles and Practice of Teaching	3	_____
MGNT 225 Principles of Management	3	_____
BSAD 105 Introduction to Business	3	_____
ACCT 311 Intermediate Accounting I	3	_____
ACCT 331 Cost and Management Accounting I	3	_____

African Studies (Select One)

AFST 204 Literary 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	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 358 Christian Ethics	3	_____
EDST 327 On Campus Teaching Practice	3	_____
EDST 338 Sch. Org., Administration and Supervision	3	_____
EDST 357 Research Methods in Education	3	_____
ACCT 312 Intermediate Accounting II	3	_____
ACCT 332 Cost and Management Accounting II	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
EDST 316 Educational Measurement and Evaluation	3	_____
EDST 374 Off-Campus Teaching Practicum	3	_____
BKFN 310 Business Finance	3	_____
ACCT 360 Taxation	3	_____
BSAD 330 Quantitative Methods	3	_____
BSAD 341 Business Law I	3	_____
ACCT 450 Advanced Accounting	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
EDST 495 Senior Project	3	_____
ACCT 405 Auditing*	3	_____
ACCT 485 Accounting Information System	3	_____
BSAD 342 Business Law II	3	_____
ACCT 445 Public Sector Accounting	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
Major Concentration		
ACCT 445 Public Sector Accounting	3	_____
BSAD 480 Strategic Management	3	_____
ACCT 476 Micro Accounting	3	_____
FOURTH YEAR, SECOND SEMESTER	**9**	**GPA____**

COURSE DESCRIPTION

BSAD 105: INTRODUCTION TO BUSINESS **3CREDITS**

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 limit 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: PRINCIPLES OF 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: PRINCIPLES OF ACCOUNTING II **3 CREDITS**

Prerequisite: ACCT 221

This 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 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 331: COST AND MANAGEMENT ACCOUNTING I **3 CREDITS**

Prerequisite: ACCT 222, STAT 272

This course in 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 decision s and evaluation of decentralized operations.

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 programs, 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 principles of 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 SOCIAL STUDIES

Program 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

MAJOR CONCENTRATIONS

ESST 117 Meaning and Scope of Social Studies	3
ESST 126 Foundations of Social Studies	3
ESST 215 Social Studies for Basic Schools	3
ESST 232 The Development of Social Studies in Ghana and Africa	3
ESST 315 Constitution and Nation Building	3
ESST 317 Population and Development	3
ESST 326 Environmental Problems in Ghana	3
ESST 217 Marriage	3
ESST 224 Resource Development and Utilization	3
ESST 226 Entrepreneurship	3
ESST 318 National Economic Life	3
ESST 324 Reproductive Health and Family Life Education	3
ESST 446 The World of Work	3
ESST 415 Gender Issues and Development	3
ESST 425 Contemporary Economic Issues	2
ESST 417 Traditional Socio-Political Institutions in Ghana	3
ESST 426 Community Studies	2
ESST 428 Democracy and Nation Building	2
ESST 221: Physical Environment	3
ESST 222: Social Environment	3
ESST 214: Family Issues	3
ESST 325: Education and Social Change	3

FIRST YEAR	CREDITS	GRADE
FIRST SEMESTER		
General Education Courses		
ENGL 121 English Language & Writing Skills I	2	
FREN 111 French for General Communication I	2	
CMME 105 Introduction to Communication Skills	2	
RELB 160 Life and Teachings of Jesus	3	
MATH 121 College Algebra OR	3	
MATE 117 Nature of Mathematics	3	
COSC 117 Fundamentals of Computing Skills	3	
BIOL 140 Human Body in Health and Diseases	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	
SECOND SEMESTER		
General Education Courses		
ENGL 122 Language and Writing Skills II	2	
FREN 112 French for General Communications II	2	
EDST 160 Philosophy of Christian Education	2	
EDST 126 Philosophy Education	2	
ESST 117 Meaning and Scope of Social Studies	3	
EDST 11 Sociological foundations of education	1	
EDST 138 Development of education in ghana	2	
EDST 128 Principles of guidance and counselling	2	
EDST 136 Psychology and Education of exc. chiild	1	
FIRST YEAR, SECOND SEMESTER TOTAL	**15**	**GPA____**

SECOND YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELB 251 Principles of Christian Faith	3	
EDST 215 Educational Psychology	3	
EDST 217 Principles and Practice of Education	3	
EDST 227Technology in the Classroom	3	
ESST 126 Foundations of Social Studies	3	
ESST 217 Marriage	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	
AFST 213 Africa in the Globalization World	1	
AFST 223 Africa and the Diaspora	1	
AFST 233 Culture and Development	1	
AFST 243 Chieftaincy and Development	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA____**
SECOND SEMESTER		
EDST 228 Educational Statistics	3	
EDST 219 General Principles and Methods of Teaching	3	
ESST 215 Social Studies for Basic Schools	3	
ESST 232 The Dev. of Social Std. in Ghana and Africa	3	
ESST 224 Resource Development and Utilization	3	
ESST 226 Entrepreneurship	3	
African Studies (Select One)		
AFST 204 Literary 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	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
EDST 327 On Campus Teaching Practice	3	_____
EDST 388 Sch. Org., Administration and Supervision	3	_____
EDST 357 Research Methods in Education	3	_____
ESST 315 The Constitution And Nation Building	3	_____
ESST 317 Population and Development	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	_____

SECOND SEMESTER

EDST 316 Educational Measurement and Evaluation	3	_____
EDST 374 Off-Campus Teaching Practicum	3	_____
ESST 326 Environmental Problems in Ghana	3	_____
ESST 324 Reproductive Health and Family Life Education	3	_____
ESST 318 National Economic Life	3	_____
ESST221 Physical Environment	3	_____
ESST 222 Social Environment	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
EDST 495 Senior Project	3	_____
ESST 214 Family Issues	3	_____
ESST 415 Gender Issues and Development	3	_____
ESST 417 Traditional Socio-Political Institutions in Ghana	3	_____
ESST 446 The World of work	3	
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	_____

SECOND SEMESTER

ESST 424 Contemporary Economic Issues	3	_____
ESST 426 Community Studies	3	_____
ESST 428 Democracy and Nation Building	3	_____
FOURTH YEAR, SECOND SEMESTER	**9**	**GPA____**

COURSE DESCRIPTION

ESST 117 MEANING AND SCOPE OF SOCIAL STUDIES **3 CREDITS**

This course provides students with an overview as well as an in-depth study of the areas which constitute social education, and explores their implications for course design. The course aims at broadening students' knowledge and understanding of social studies education at the basic, senior secondary and teacher training levels.

ESST 215 SOCIAL STUDIES IN BASIC SCHOOLS **3 CREDITS**

The course discusses the place of Social Studies in basic education. It is intended to provide students with an opportunity to examine the significance of Social Studies in the basic education programme. It covers aspects such as an overview of the concept of basic education, the place of social studies in basic education, general objectives of the social studies programme, teaching/learning strategies of the programme, the content of the social studies programme at the basic level in Ghana, etc.

ESST 232 THE DEVELOPMENT OF SOCIAL STUDIES IN GHANA AND AFRICA **3 CREDITS**

The courses examines first, the circumstances that led to the introduction into the Anglophone African Countries the integrated Social Studies, which has eventually replaced the separate social science in basic and secondary education as a core subject. It intends to expose students to the stages of its slow evolution in each of the English-speaking West African Countries as well as in the Anglophone Eastern and Southern African Countries.

ESST 217 MARRIAGE **3 CREDITS**

This course considers issues related to marriage. Topics are definition, functions, and classification of marriage, processes of Traditional marriage, Christian marriage, Islamic marriage, civil marriage, and residential patterns. Other issues are factors to consider in mate selection, rights and duties of married couples, causes and effects of divorce and bride price.

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, stakeholders of the constitution, provisions of the constitution including rights and responsibilities, constitutional rule and the relationship between the constitution and nation building.

ESST226 ENTREPRENEURSHIP **3 CREDITS**

This course creates an awareness of the various types of business organisations and their operations. Topics include the sole proprietorship, partnership, joint stock companies, private enterprises, and co-operative societies. Others are Book-Keeping, Double-Entry concept, cash book, profit and loss account. How to start and sustain a business in also considered.

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 rates to population growth, population policies in Ghana, etc.

ESST 326 ENVIRONMENTAL PROBLEMS OF GHANA **3 CREDITS**

This course seeks to examine the nature of 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. Coverage include: land degradation, air and water pollution, deforestation, global warming and biodiversity loss.

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 224 RESOURCE DEVELOPMENT AND UTILIZATION **3 CREDITS**

The course focuses on resources, concepts of development and economic growth. Meaning and types of resources and relationship between these resources are discussed. Other issues include factors that influence development, economic growth and development planning.

ESST 415 GENDER ISSUES AND DEVELOPMENT **3 CREDITS**

The course examines gender issues and how such issues affect development. Specifics include: the concept of gender, the nature of gender, the essential features of development from gender perspective, the gender schema theory, feminism and the struggle for women's to address gender issues and situational analysis of gender issues.

ESST 424 CONTEMPORARY ECONOMIC ISSUES **2 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 417 TRADITIONAL SOCIO – POLITICAL INSTITUTIONS OR GHANA **3 CREDITS**

The course is intended to expose students to some traditional institutions – social, as well as political. It will expose them also some social kinship organisation like the Family, Lineage and the Clan. Coverage/Specific areas shall include – chieftaincy, the traditional court, rites of passage, marriage rites, traditional rule and religious institutions and practices.

ESST 426 COMMUNITY STUDIES **2 CREDITS**

The course is intended to expose students to their immediate environment (i.e. the nearby catchment areas of the University). The objective is to expose them to the social, traditional religious/political institutions, the land tenure system etc. It is to serve as a model for local case studies by students who will by so doing participate actively in community development initiatives.

ESST 428 DEMOCRACY AND NATION BUILDING **3 CREDITS**

The course examines the concept of democracy and governance. It looks at national and nation building coverage includes: contribution of individuals and government towards nation building, the principles of democracy, problems hindering democratic practice in Africa with special reference to Ghana. Attempts will be made to suggest pragmatic solutions to the problem.

ESST 318 NATIONAL ECONOMIC LIFE **3 CREDITS**

This course focuses on the main components of the national economic contributions, as well as relationship between Agriculture and industrialization. Other issues include reasons for low Agricultural or food productivity, measures to promote productivity, factors to consider in locating an industry, problems facing indigenous industries and possible solutions to these problems. The mining and tourism sectors are also considered factors that influence the standard of living are also discussed.

ESST 126: FOUNDATIONS OF SOCIAL STUDIES **3 CREDITS**

The course creates the awareness that Integrated Social Studies gained its foundations from the Social Sciences to solve personal and societal problems. Coverage includes techniques of teaching such as the Traditional Separate Subject Approach, Integration, and the Cobwed. The course exposes various perceptions of Social Studies as a Subject, Method, and a Federation of Subjects, Social Studies and Environmental Studies. The competencies of the Social Studies teacher is discussed as well as the unsteady development of Social Studies in Ghana until the implementation of the New Education Reform Programme of 1987.

ESST 221: PHYSICAL ENVIRONMENT **3 CREDITS**

This course aims to provide the student with adequate knowledge and values necessary to adopt to the ever-changing physical environment. In order to have sufficient knowledge about the environment in general, the concept of environment, ecology, ecosystem and the atmosphere are discussed. Coverage includes the structure of the atmosphere, agro-forestry, water, pollution, environment degradation, desertification, deforestation and global warming.

ESST 222: SOCIAL ENVIRONMENT **3 CREDITS**

This course enables the student to develop positive attitudes, skills, knowledge and values to live happily within the community. Coverage includes definition of social environment, factors that promote group living in a social environment, types, courses, effects and control of deviant behaviour such as drug abuse, briber and corruption, drunkenness, alcoholism, and teenage pregnancy.

ESST 214: FAMILY ISSUES **3 CREDITS**

This course focuses on both nuclear and extended families. It deals with how properties are inherited as well as the importance of belonging to a family. Other topics are the role of the father, mother, children, family head, merits and demerits of the nuclear family and the extended family, traditional systems of inheritance and the Intestate Succession Law (PNDC 111).

ESST 325: EDUCATION AND SOCIAL CHANGE **3 CREDITS**

The course equips the student with the knowledge of the types of education, the effects of formal education in the community and the types of education. Coverage includes: definition, types, agencies, and importance of education as an agent of social change.

ESST 446: THE WORLD OF WORK **3 CREDITS**

The course considers issues related to work and includes work ethics to enhance moral behaviour and efficiency. Topics include definition of work, sources of problem and effects of unemployment as well as measures to reduce unemployment. Work ethics, working conditions, trade unions, courses and solutions of employer-employee confects are also considered.

BACHELOR OF EDUCATION IN ENGLISH

Program Objectives:

- To provide students with effective speaking and inter-personal communication skills.
- To train graduates who will utilize pedagogical principles and content knowledge to teach English as a second language.
- To apply the principles and the knowledge of research to develop, implement and evaluate appropriate instructions

MAJOR CONCENTRATION	**60 CREDITS**
ENGE 119 Introduction to grammar	3
ENGE 138 Survey of English Literature	3
ENGE 225 African Literature	3
ENGE 493 Discourse Analysis	3
ENGE 270 Study of SHS Syllabus [English]	3
ENGE 286 Introduction to Literary Criticism	3
ENGE 327 Shakespeare and the Renaissance Period	3
ENGE 359 Modern English Structure and Usage	3
ENGE 417 Functions and Varieties of English	3
ENGE 435 The Romantic Movement in English Literature	3
ENGE 448 Literary Criticism	3
ENGE 458 Pragmatics	3
ENGE 464 The Victorian Literature	3
ENGE 347Introduction to Literary Stylistics	3
ENGE 263 Morphology	3
ENGE 254 Phonetics	3
ENGE 339 Sociolinguistics	3
ENGE 366 Phonology	3
ENGE 291 Syntax of English	3
ENGE 332 Semantics of English	3

FIRST YEAR	CREDITS	GRADE
FIRST SEMESTER		
General Education Courses		
ENGL 121 English Language & Writing Skills I	2	
FREN 111 FRENCH FOR GENERAL COMMUNICATION I	2	
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	
RELB 160 Life and Teachings of Jesus	3	
MATH 121 College Algebra OR	3	
MATE 117 NATURE OF MATHEMATICS	3	
BIOL 140 HUMAN BODY IN HEALTH AND DISEASES	3	
COSC 117 FUNDAMENTALS OF COMPUTING SKILLS	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
ENGE 119 Introduction to Grammar	3	
ENGL 122 Language and Writing Skills II	2	
EDST 160 PHILOSOPHY OF CHRISTIAN EDUCATION	2	
EDST 126 PHILOSOPHY OF EDUCATION	2	
EDST 11 SOCIOLOGICAL FOUNDATIONS OF EDUCATION	1	
EDST 138 DEVELOPMENT OF EDUCATION IN GHANA	2	
EDST 128 PRINCIPLES OF GUIDANCE AND COUNSELLING	2	
EDST 136 PSYCHOLOGY AND EDUCATION OF EXC. CHILD	1	
FREN 111 French for General Communication II	2	
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

SECOND YEAR	CREDITS	GRADE
FIRST SEMESTER		
ENGE 138 Survey of English Literature	3	
RELB 251 Principles of Christian Faith	3	
EDST 124 Principles and Practice of Education	3	
EDST 215 Educational Psychology	3	
EDST 227 TECHNOLOGY IN THE CLASSROOM	3	
ENGE 225 African Literature*	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	
AFST 213 Africa in the Globalization World	1	
AFST 223 Africa and the Diaspora	1	
AFST 233 Culture and Development	1	
AFST 243 Chieftaincy and Development	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA**
SECOND SEMESTER		
EDST 228 Educational Statistics	3	
EDST 219 General Principles and Methods of Teaching	3	
ENGE 286 INTRODUCTION TO LITERARY CRITICISM	3	
ENGE 270 Study of SHS Syllabus	3	
ENGE 227 Phonetics	3	
ENGE 263 Morphology	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for		

Development in Africa	1	_____
AFST 213 Africa in the Globalization World	1	_____
AFST 223 Africa and the Diaspora	1	_____
AFST 233 Culture and Development	1	_____
AFST 243 Chieftaincy and Development	1	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 385 Christian Ethics	***3***	_____
EDST 327 On- Campus Teaching Practice	3	_____
EDST 388 Sch. Org. Administration and Supervision	3	_____
EDST 357 Research Methods in Education	3	_____
ENGE 291 Syntax of English	3	
ENGE 327 Shakespeare and the Renaissance Period	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
EDST 316 Educational Measurement and Evaluation	3	_____
ENGE 332 Semantics of English	3	
ENGE 339 Sociolinguistics	3	_____
ENGE 366 Phonology	3	
EDST 374 Off-Campus Teaching Practicum	3	_____
ENGE 319 English in Ghana	3	_____
ENGE 347 Introduction to Literary Stylistic	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	_____

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGE 359 Modern English Structure and Usage	3	_____
EDST 495 Senior Project	3	_____
ENGE 417 Functions and Varieties of English	3	_____
ENGE 435 The Romantic Movement in English Literature	3	_____
ENGE 458 Pragmatics	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
EDST 464 Assessment in English	3	
ENGE 448 Literary Criticism	3	_____
ENGE 464 The Victorian Literature	3	_____
ENGE 493 Discourse Analysis	3	_____
FOURTH YEAR, SECOND SEMESTER	**12**	**GPA____**

Courses for those who minor in English

COURSE DESCRIPTION

ENGE 119: INTRODUCTION TO ENGLISH GRAMMAR **3 CREDITS**

This introductory course is divided into two. The first part studies the sentence and its elements, including word classes, phrases and clause structures. Students will be encouraged to identify and use these structures in composition. The second part focuses on the clause types: Nominal clause, Relative clause, Adverbial clause and their use in composition writing.

ENGE 138: SURVEY OF ENGLISH LITERATURE **3 CREDITS**

The course traces the development of English Literature for the Anglo-Saxon period to the twentieth century literature. It takes students through the situation on the ground of each era, the influence of the situation on the ground on literary work. Text will be selected from any of the eras – Anglo-Saxon, Medieval, Renaissance, Seventh century, Eighteenth Century, Romantic, Victorian and the Twentieth Century – for reading and analysis.

ENGE 225: 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 critical examination of the thematic and stylistic concerns of selected African writers. Texts for reading will be selected from Ghana, Nigeria, South Africa, etc.

ENGE 270: STUDY OF SHS SYLLABUS **3 CREDITS**

ENGE 493: DISCOURSE ANALYSIS **3 CREDITS**

This introductory course is divided into two. The first part studies the sentence and its elements, including word classes, phrases and clause structures. Students will be encouraged to identify and use these structures in composition. The second part focuses on the clause types: Nominal clause, Relative clause, Adverbial clause and their use in composition writing.

ENGE 286: INTRODUCTION TO LITERARY CRITICISM **3 CREDITS**

This course will examine the principles and assumptions that underlie contemporary critical practice. It also looks 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, postcolonial criticism, etc. will be examined and applied to selected reading texts.

ENGE 327: SHAKESPEARE AND THE RENAISSANCE **3 CREDITS**

The course aims at introducing students to the works of Shakespeare. It looks at the place of Shakespeare in the Renaissance period by considering his predecessors. A representative sample of Shakespeare's achievement will be read.

ENGE 359 MODERN ENGLISH STRUCTURE AND USAGE **3 CREDITS**

The course surveys the structure and usage of present-day English. The fundamental concepts that underlie the course will be looked at. 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 also examines the areas of tense, aspect, mood and modality, passivisation, etc and their effects on the interpretation of speech.

ENGE 417: FUNCTIONS AND VARIETIES OF ENGLISH **3 CREDITS**

The course aims at helping students to distinguish varieties of English – British and American English, regional English – Ghanaian English, Nigerian English, etc. This will effectively be done by analyzing the linguistic patterning of texts. In addition to the analysis of linguistic patterning of texts, the elements and patterns of prose writing –narration, description, illustration, classification, cause and effect, and argumentation –will be examined. The course will be very practical and therefore will help improve students' own writing in different situations.

ENGE339: SOCIOLINGUISTICS **3 CREDITS**

The course explores the connection/relation between language and society. Emphasis will be on understanding certain basic concepts and issues in sociolinguistics. Topics to be treated include definitions and scope of sociolinguistics, linguistics varieties, speech communities/communities of practice, politeness and solidarity, bilingualism/multilingualism, language and gender and language attitude.

ENGE 448: LITERARY CRITICISM **3 CREDITS**

This course is also a continuation of ENGE 346: Literary Criticism. It focuses on the application of the underlining theories into detail. This will be done through the analysis of selected texts from poetry, the novel and drama. The application of the skills learnt from the theories will also cover cultural theories in the realm of the arts.

ENGE 458: PRAGMATICS **3 CREDITS**

The course will study the relationship between word/sentence meaning and utterance meaning. It will examine the role of context in the production and interpretation of utterances. Particular attention will be paid to speech act theory, politeness and relevance as determined/defined by the context of the language.

ENGE 435: 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 looked at. Selected works of the major novelists and poets of the Romantic era will be read.

ENGE 464: THE VICTORIAN LITERATURE **3 CREDITS**

The course looks at how literature was influenced by major events and ideologies. The focus will be on the early part (Romanticism), the middle part (Realism) and the latter part (Naturalism). Representative texts will be selected for reading.

ENGE 347 INTRODUCTION TO LITERARY STYLISTICS **3 CREDITS**

The course is essentially an applied one that is meant to sharpen students' awareness of what constitutes a text. Various theories that explain what style and stylistics will be examined. Topics such as foregrounding, deviation, parallelism, etc. will also be examined. In addition, students will be introduced to the role of style in communication as well as the choice of appropriate styles for different communicative needs.

ENGE 263 MORPHOLOGY **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 morphology, including allomorphy, morpheme order, etc. Other topics include a survey of word formation processes (such as affixation, reduplication, and stem changes). Lastly, the interface between word structure and other domains of organization in grammar, such as sound structure (phonology) and sentence structure (syntax) will also be examined.

ENGE 254 PHONETICS **3 CREDITS**

This course covers areas such as the articulation of speech, the basic anatomy of the vocal tract, the acoustic properties of speech sounds, and speech perception. Students will become proficient in reading and using the International Phonetic Alphabet (IPA) through extensive practice in transcribing speech sounds. Other topics to explore include the principles of airstream mechanism, phonation, the application of phonetics, etc.

ENGE 366 PHONOLOGY **3 CREDITS**

This course focuses on phonological analysis: the study of the inventory and distribution of sounds in languages. Students will learn about phonemes, distinctive features, natural classes, assimilation, syllables, and more. In brief, emphasis will be laid on the theory and practice of segmental and supra-segmental features of language.

ENGE 291 SYNTAX OF ENGLISH **3 CREDITS**

The course examines the 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. Topics to be treated include word classes, phrase structure, sentence structure, test for constituency, transformations, etc,

ENGE 332 SEMANTICS OF ENGLISH **3 CREDITS**

The course aims to explore the systematic study of meaning in language, ranging from problems in the semantic structure of lexical systems. Students are introduced to the complex issues of meaning relations. These issues will be presented as 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.

BACHELOR OF EDUCATION IN RELIGION

Program Objectives:

- To train teachers who will help improve quality–practice skills and approaches of teaching the faiths men live by.
- To appreciate more fully the lives of people who live in a religious pluralistic world.
- To build a high degree of ethical and moral responsibility in them as teachers who will also impart such to students preparing for the future.

- To inculcate in students the spirit of tolerance, appreciation and understanding for people who are divided because of what they believe in.
- To provide students the necessary background for entrance into graduate degree programmes in the study of religions as well as the study of Law.
- To prepare students to teach other religions without proselytizing.

MAJOR CONCENTRATION	***60***
RELS 101 Background to Christianity	3
RELS 108 Introduction to the Study of Religions	3
RELS 111 Introduction to Philosophy of Religion	3
RELS 122 Biblical Gospels	3
RELS 123 History and Growth of SDA Church in Ghana	3
RELS 203 Introduction to Islamic Religion	3
RELS 214 Introduction to African Traditional Religion	3
RELS 212 Hebrew Law and Writings	3
RELS 225 Introduction to Asian Religions	3
RELS 223 Acts and Epistles	3
RELS 305 Studies in Church History (Early to Medieval Period)	3
RELS 306 Studies in Church History (Reformation to Modern)	3
RELS 310 Islam in Ghana	3
RELS 311 African Traditional Religion and Culture	3
RELS 312 Old Testament Prophets	3
RELS 403 Introduction to African Traditional Ethics	3
RELS 405 Comparative Study of Religions	3
RELS 407 Psychology of Religion	3
RELS 411 Apocalyptic Studies – OT and NT	3
RELS 417 Gender Issues in Religion and Culture	3

FIRST YEAR	CREDITS	GRADE
FIRST SEMESTER		
General Education Courses		
ENGL 121 English Language & Writing Skills I	2	_____
FREN 111 FRENCH FOR GENERAL COMMUNICATION I	2	_____
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	_____
RELB 160 Life and Teachings of Jesus	3	_____
MATH 121 College Algebra OR	3	_____
MATE 117 NATURE OF MATHEMATICS	3	_____
COSC 117 FUNDAMENTALS OF COMPUTING SKILLS	3	_____
Major Concentration		
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	**GPA____**
SECOND SEMESTER		
General Education Courses		
ENGL 122 Language and Writing Skills II	2	_____
EDST 160 PHILOSOPHY OF CHRISTIAN EDUCATION	2	_____
EDST 126 PHILOSOPHY OF EDUCATION	2	_____
RELS 108 Introduction to the Study of Religions	3	_____
EDST 11 SOCIOLOGICAL FOUNDATIONS OF EDUCATION	1	_____
EDST 138 DEVELOPMENT OF EDUCATION IN GHANA	2	_____
EDST 128 PRINCIPLES OF GUIDANCE AND COUNSELLING	2	_____
EDST 136 PSYCHOLOGY AND EDUCATION OF EXC. CHILD	1	_____
FREN 111 French for General Communication II	2	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**17**	**GPA____**

SECOND YEAR	CREDITS	GRADE
FIRST SEMESTER		
RELB 251 Principles of Christian Faith	3	_____
EDST 215 Educational Psychology	3	_____
EDST 217 Principles and Practice of Education	3	_____
EDST 227 Technology in the Classroom	3	_____
RELS 111 Introduction to Philosophy of Religion	3	_____
RELS 101 Background to Christianity	3	_____
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	_____
AFST 213 Africa in the Globalization World	1	_____
AFST 223 Africa and the Diaspora	1	_____
AFST 233 Culture and Development	1	_____
AFST 243 Chieftaincy and Development	1	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA____**
SECOND SEMESTER		
EDST 219 General Principles and Methods of Teaching	3	_____
EDST 228 Educational Statistics	3	_____
RELS 122 Biblical Gospels	3	_____
RELS 123 History and Growth of SDA Church in Ghana	3	_____
RELS 203 Introduction to Islamic Religion	3	_____
RELS 214 Introduction to African Traditional Religion	3	_____
African Studies (Select One)		
AFST 204 Literary 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	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
RELB 385 Christian Ethics	3	_____
EDST 327 On Campus Teaching Practice	3	_____
EDST 388 School Org. Admin and Supervision	3	_____
EDST 357 Research Methods in Education	3	_____
RELS 212 Hebrew Law and Writings	3	_____
RELS 225 Introduction to Asian Religions	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	_____
SECOND SEMESTER		
General Education Courses		
RELB 385 Christian Ethics	3	_____
EDST 316 Educational Measurement and Evaluation	3	_____
EDST 374 Off-Campus Teaching Practicum	3	_____
RELS 223 Acts and Epistles	3	_____
RELS 305 Studies in Church History (Early to Medieval Period)	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 YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
Education Core		
EDST 495 Senior Project	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	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	_____
SECOND SEMESTER		
RELS 411 APOCALYPTIC STUDIES - OT AND NT	**3**	_____
RELS 417 Gender Issues in Religion and Culture	3	_____
FOURTH YEAR, SECOND SEMESTER	**9**	**GPA____**

**Courses for those who minor in The Study of Religion*

COURSE DESCRIPTION

RELE 115 INTRODUCTION TO THE STUDY OF RELIGIONS **3 CREDITS**

General principles that deal with world religious and contemporary expressions of faith; the distinctions between cult, sect etc. The place of dialogue and mission in a religiously pluralistic world. Specific issues on definition (s) of religion and the 'fertile' environments where religious faiths were nurtured.

RELE 124 OLD TESTAMENT STUDIES I **3 CREDITS**

Overview of the historical, cultural and literary background to the Old Testament from Early Bronze to late Bronze (3000-1200 BCE). Introduction to the Pentateuch and the Writings covering issues of authorship/composition background structure, contents, and basic theological themes.

RELE 254 INTRODUCTION TO ISLAM **3 CREDITS**

Study of the economic, social and political situations in pre-islamic Arabia. Life of the Prophet Muhammed (SAW) in Mecca and Medina; Development and expansion of Islam. Survey of major belief systems, creeds, doctrines, and central practices of Islam; the Islamic rituals and modes of worship.

RELE 246 INTRODUCTION TO THE PHILOSOPHY OF RELIGION **3 CREDITS**

A study of philosophical issues and approaches to philosophy and religion with greater emphasis on the influence of major thinkers on the development of philosophy of religion from the Greeks to the (20th). The course further explores the dynamics of faith and how it related to human reasoning and the implications of expressions such as fides queries intellectum (Faith, Seeking understanding) (Anselin) and Credo infellingam (I believe so that I may understand) (Augustina) It further looks at how philosophical issues have influenced the development of education.

RELE 259 INTRODUCTION TO AFRICAN TRADITIONAL RELIGION **2 CREDITS**

Methods 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.

RELE 266 QUR'AN STUDIES **3 CREDITS**

An introduction to the Text of the Qur'an (e.g. revelation, preservation, compilation, and standardization). Approaches to the study of the Qur'an; the relationship between the Qur'an and the Hadith; the Makkan and Madinan Suwar; Examination of selected passages of the Qur'an, including Suwar 1, 2, 3, 4 and 5.

RELE 227 NEW TESTAMENT STUDIES I **3 CREDITS**

Overview of historical, political and religious situations sequel to the Old Testament and preparatory to the New Testament (400BCE – 70CE); Religious groups and institutions of Second Temple Judaism; Introduction to the synoptic Gospels and John; Study of the Incarnation, Ministry and the death of Jesus Christ.

RELE 328 STUDIES IN CHURCH HISTORY **3 CREDITS**

Survey of the Christian church highlighting major historical developments from the second century to the nineteenth century (e.g. 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 318 OLD TESTAMENT STUDIES II **3 CREDITS**

Overview of the historical, archaeological, cultural and literary backgrounds to the Old Testament from 1200 BCE to 400 BCE. Introduction to the Historical Books and the Prophets covering issues of composition, contents, and basic theological themes.

RELE 326 NEW TESTAMENT STUDIES II **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.

RELE 334 INTRODUCTION TO ORIENTAL RELIGIONS **3 CREDITS**

Survey of the origins, beliefs and practices of Hinduism, Confucianism, Shintoism, Jainism, Sikhism, and Zoroastrianism. The fundamental teachings of some of the major religious traditions of the East/Orient such as Hinduism, Buddhism, Shintoism, Sikihism and Confucianism. Aspects of their modern manifestations especially in Ghana.

RELE 445 NEW RELIGIOUS MOVEMENT **3 CREDITS**

Theories of origins, typologies and development of religious movements over the past century. Study of selected international movements (e.g. New Age Movement Branch Davidians, Restafarianism, Scientology, Santeria) and Indigenous Movements (e.g. Afrikania Mission, Independent Churches, Charismatic Ministries and Charismatic Movements within Mainline Churches), current trends in Ghana.

RELE 457 GENDER ISSUES IN RELIGION AND CULTURE **3 CREDITS**

Definition of and relationship between religion, gender and culture. Theoretical and methodological issues; critique and deconstruction of religious traditions, beliefs and practices with regard to gender; reconstructing images of gender and power relationship. Current trends in gender issues in religion.

RELE 466 COMPARATIVE STUDY OF RELIGIONS **3 CREDITS**

A comparison of fundamental teachings/practices of major religious traditions (e.g. Judaism, Christianity, Islam, Hinduism, Buddhism, Shintoism, Sikhism ad Confucianism). Conceptions and categories of Ultimate reality; Anthropology and Rituals. The interaction between the specific religious and cultures in which they are practised. Similarities, differences and potential for understanding among the religious.

BACHELOR OF EDUCATION IN MATHEMATICS

Program Objectives:

- To equip students with requisite knowledge and skills that will make them competent to teach mathematics in schools and colleges.
- To provide foundation for further studies in Mathematics Education.
- To expose students to analytical thinking and general problem-solving

MAJOR CONCENTRATION

MATE 117	Nature of Mathematics	3
MATE 136	Analytic and Euclidean Geometry	3
MATE 225	Algebra and Trigonometry	3
MATE 257	Introduction to Statistics and Probability	3

MATE 264 Algebra	3
MATE 270 Study of (SHS) Mathematics Curriculum	3
MATE 276 Introduction to Abstract Algebra	3
MATE 228 Calculus I	3
MATE 329 Calculus II	3
MATE 331 Probabilityand Statistics	3
MATE 328 Introductory Analysis	3
MATE 346 Vectors and mechanisms I	3
MATE 354 Numerical and Computational Methods	3
MATE 366 Discrete Mathematics I	3
MATE 394 Calculus of Several Variables	3
MATE 430 Analysis	3
MATE 433 Differential Equations	3
MATE 435 Linear Algebra	3
MATE 447 Vectors and Mechanics II	3
MATE 448 Partial Differential Equations	3
MATE 458 T'ching Problem-Solving in Maths	3
MATE 464 Assessment in Mathematics	3
MATE 467 Discrete Mathematics II	3

FIRST YEAR	CREDITS	GRADE
FIRST SEMESTER		
ENGL 121 Language & Writing Skills I	2	
FREN 111 French for General Communication I	2	
CMME 105 INTRODUCTION TO COMMUNICATION SKILLS	2	
RELB 160 Life & Teachings of Jesus	3	
MATE 117 NATURE OF MATHEMATICS OR	3	
MATE 121 COLLEGE ALGEBRA	3	
BIOL 140 Human Body in Health	3	
COSC 117 Fundamentals of Computing Skills	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	**GPA**
SECOND SEMESTER		
General Education Courses		
ENGL 122 Language and Writing Skills II	2	
FREN 111 French for General Communication I	2	
EDST 160 Philosophy of Christian Education	2	
EDST 126 Philosophy of Education	2	
MATE 136 ANALYTIC AND EUCLIDEAN GEOMETRY	3	
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 PSYCHOLOGY AND EDUCATION OF EXCEPTIONAL CHILD	1	
FIRST YEAR, SECOND SEMESTER TOTAL	**17**	**GPA**

SECOND YEAR	CREDITS	GRADE
FIRST SEMESTER		
EDST 217 Principles and practice of Education	3	
EDST 215 Educational Psychology	3	
MATE 225 Algebra and Trigonometry	3	
MATE 257 Introduction to Statistics and Probability	3	
RELB 251 Principles of Christian Faith	3	
EDST 227 Technology in the Classroom	3	
African Studies (Select One)		
AFST 203 Indigenous Technologies for Development in Africa	1	
AFST 213 Africa in the Globalization World	1	
AFST 223 Africa and the Diaspora	1	
AFST 233 Culture and Development	1	
AFST 243 Chieftaincy and Development	1	
SECOND YEAR, FIRST SEMESTER TOTAL	**19**	**GPA**
SECOND SEMESTER		
EDST 228 Educational Statistics	1	
MATE 264 Algebra	3	
MATE 276 Introduction to Abstract Algebra	3	
MATE 228 Calculus I	3	
EDST 270 Study of (SHS) Mathematics Curriculum	3	
EDST 219 General Principles and Methods of Teaching	3	
African Studies (Select One)		
AFST 204 Literary 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	_____
SECOND YEAR, SECOND SEMESTER TOTAL		**19**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
MATE 329 Calculus	3	_____
EDST 388 Sch. Org., Administration and Supervision	3	_____
MATE 331 Probability and Statistics	3	_____
RELB 385 Christian Ethics	3	_____
EDST 327 On-Campus Teaching Practice	3	_____
EDST 357 Research Methods in Education	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		_____
EDST 316 Educational Measurement and Evaluation	3	_____
MATE 346 Vectors and Mechanics I	3	_____
MATE 328 Introductory Analysis	3	_____
MATE 354 Numerical And Computational Methods	3	_____
MATE 394 Calculus of Several Variables	3	_____
MATE 366 Discrete Mathematics I	3	_____
EDST 374 *Off Campus Teaching Practicum	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**21**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
MATE 433 Differential Equations	3	_____
MATE 467 Discrete Mathematics I	3	_____
MATE 447 Vectors and Mechanics II	3	_____
MATE 432 Linear Algebra	3	_____
EDST 495 Senior Project	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	_____
SECOND SEMESTER		
MATE 485 Teaching Problem Solving Mathematics	3	_____
EDST 464 Assessment in Mathematics	3	_____
MATE 448 Partial Differential Equations	3	_____
MATH 430 Analysis	3	_____
FOURTH YEAR, SECOND SEMESTER	**12**	_____

COURSE DESCRIPTION

MATE 117: NATURE OF MATHEMATICS **3 CREDITS**

Definition of Mathematics. Historical development of some braches of mathematics. The philosophy of mathematics. Symbols, Abstraction, Generalization, Proofs in mathematics.

MATE 136: ANALYTIC GEOMETRY AND ECLUDIAN GEOMETRY **3 CREDITS**

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 line, angle between two lines. The idea of locus. Equation of a circle in the form: (x-a)2 + (y-b)2 = r2 and x2 + y2 + 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 257: INTRODUCTION TO STATISTICS AND PROBABILITY **3 CREDITS**

Collection, Organization and Presentation of statistical data. Tables, Charts and diagram including frequency tables; Pie and Bar charts, Histogram, Pictogram, Stem-and-leaf plot and line graph. Measures of central tendency:- mean, median and mode. Measures of dispersion:- range, variance and standard deviation, Arrangement and selection and applications to probability. Probability:- concepts and calculation of probabilities of simple and compound events Addition and product laws. Conditional probability. Correlation: scatter diagram, drawing the line of best fit by the “eye”.

MATE 264: ALGEBRA **3CREDITS**

Algebra of sets. Relations Equivalence relation. Mapping and Functions. Mathematics induction, Transformation of the complex plane, Complex Numbers Algebraic, Trigonometry, Exponential forms of a complex number, De Moivre’s Theorem” 11^{th} root of a complex number, Vector Algebra, Scalar product and vector product.

MATE 327: CALCULUS I **3 CREDITS**

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.

MATE 327: CALCULUS II **3 CREDITS**

The first and second derivatives and their applications. Integration as a sum; definite and indefinite integrals. 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.

MATE 331: PROBABILITY AND STATISTICS **3 CREDITS**

Arrangement and selection – application to probability. Sampling Techniques. Statistical estimation – estimation of parameters, unbiased, efficient, point and interval estimates. Expectation. Random variable and probability parameters. Test of significance concerning means and proportions –one sample test (Z, t and x2). Linear regression and correlation. Rank correlation coefficient.

MATE 354: NUMERICAL AND COMPUTATIONAL METHODS **3 CREDITS**

Introduction to Basic, programme translators, programming errors, algorithms and flow charts, input and output concepts, Loops and Iterations, subroutines and users defined functions, sorting and searching, graphics in basics, Arrays: single dimensional arrays and Advanced array handling, random Data files Introduction to Basic.

MATE 435: LINEAR ALGEBRA **3 CREDITS**

Vectors spaces over the field of real numbers with example and non-examples. Subspaces, linear dependent and bases. Matrices (up to 3 x 3): inverse, determinants and system of equations elementary row operations. Eigen values and eigen vectors. Linear transformation: Kernel , range, rank.

MATE 328 INTRODUCTORY ANALYSIS **3 CREDITS**

Linear and Exponential series. Limit of a sequence. Tayor's series and Maclaarin's series. Continuous function on a bounded interval. Derivative in terms of limits. Intermediate value theorem. Rolle's theorem, fundamental theorem of calculus.

MATE 394 CALCULUS WITH SEVERAL VARIABLES **3 CREDITS**

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.

MATE 458: PROBLEM SOLVING IN MATHEMATICS **3 CREDITS**

Students will engage in solving mathematical problems and use their experience to examine theories of problem solving abilities in mathematics. Appropriate pedagogical techniques for a mathematics problem solving in specific grade levels and ability of students will be examined and incorporation of problem solving in school mathematics curriculum will be explored.

MATE 347 VECTORS MECHANICS II **3 CREDITS**

Vector functions of a scalar variable. Differentiation and integration of vectors function. 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**

Impulse and linear momentum. Moments of a force. Couples and condition of equilibrium of rigid bodies. Dynamics of a particle. Rectilinear motion in a resisting medium. Kinetic energy and potential energy and conservation energy. Simple harmonic motion, motion in a plane. The projectile, circular motion.

MATE 331 DISCRETE MATHEMATICS I **3 CREDITS**

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 332 DISCRETE MATHEMATICS II **3 CREDITS**

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. *Boolean Algebra:* Demoivre's Theorem, Boolean Functions, Representing Boolean Functions, Logic Gates, Minimization of Circuits. *Modeling Computation:* Languages and Grammars, Finite-State Machines with Output, Finite-State Machines with No Output, Language Recognition, Turing Machines.

MATE 456 PARTIAL DIFFERENTIAL EQUATIONS **3 CREDITS**

First and second order partial deferential equations with constant coefficients: classification of 2^{nd} P.D.E., elliptic, parabolic and hyperbolic types. Initial and boundary value problem. Separation of variables, heat equation, vibrating strings, one dimensional move equation.

MATE 334 ANALYSIS **3 CREDITS**

Construction of Real Numbers. Least Upper Bound, Greatest Lower Bound of a Set. Convergence of Sequences. Upper and Lower Limits. The Bolzano-Wierstrass Theorem and the Cauchy Principles of Convergence. The Notion of a Function, Limit and Continuity. Inverse and Composite Functions.

MATE 216 ORDINARY DIFFERENTIAL EQUATIONS **3 CREDITS**

Differential forms in R2 and R3, exactness conditions and inerrability condition, existence and uniqueness of solution. Ordinary differential equations with 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

BACHELOR OF EDUCATION IN BASIC EDUCATION

Program Objectives

- Equip students with professional skills in teaching at the basic level of education.
- Provide students with techniques of teaching to enable them provide relevant pre-service and in-service training in methodology to teachers in basic schools.
- Prepare student-teachers for administrative roles in educational institutions.

Required Elective Courses
Credits
LEVEL 100

RELB 160	Jesus and the Gospel	3
EDBE 101	Basic Mathematics I	3
EDBE 102	Basic Mathematics II	3
EDBE 103	Integrated Science I (Living & Non-Living Things)	3
EDBE 107	Integrated Science II (Air and Soil)	3
EDBE 108	Integrated Science III (Producing New Energy)	3
EDBE 104	Integrated Science IV (Force, Motion and Energy)	3
EDBE 105	Foundations of Social Studies	3
EDBE 106	Geography of Ghana	3
EDBE 109	Introduction to Religious and Moral Education	3
EDBE 110	Critical Issues in Religious and Moral Education	3
ENGB 101	The Use of English	3
ENGB102	Principles of Prose: Fiction	3
FREN 101	Language Use and Structure I	3
FREN 102	Language Use and Structure II	3

Required Elective Courses
Credits
LEVEL 200

RELB 251	Principles of Christian Faith	3
EDBE 201	Mathematics for Basic School Teachers	3
EDBE 213	English for Basic School Teachers	3
EDBE 203	Integrated Science for Basic School Teachers	3
EDBE 214	Ghanaian Language for Basic School Teachers	3
EDBE 205	Environmental and Social Studies for Basic School Teachers	3
EDBE 202	Algebra and Trigonometry	3
EDBE 209	Biblical Studies for Basic School Teachers (Old Testament)	3
EDBE 204	Integrated Science V (Foods and Liquids)	3
EDBE 212	Principles of Economics	3
EDBE 211	Algebra II and Calculus	3
EDBE 210	Biblical Studies for Basic School Teachers (New Testament)	3
EDBE 207	Integrated Science VI (Electrostatics, current electricity and light)	3
EDBE 206	History of Ghana	3
ENGB202	Forms and Functions of the English Clause	3
ENGB 201	The Sentence and its Parts	3
FREN 201	Language Use and Structure III	3
FREN 202	Language Use and Structure IV	3

Required Elective Courses
Credits
LEVEL 300

RELB 385	Christian Business Ethics	
EDBE 313	Methods of Teaching English Language in Basic Schools	3
EDBE 301	Statistics II and Vectors	3
EDBE 316	Methods of Teaching French in Basic Schools	3
EDBE 309	Introduction to African Religious and Ethical Ideas for Basic School Teachers	3
EDBE 314	Methods of Teaching Ghanaian Language in Basic Schools	3
EDBE 324	Integrated Science VII (Circulatory System)	3
EDBE 325	Islamic Studies for Basic School Teachers	3
EDBE 326	Reproductive Health & Population Issues in Ghana	3
EDBE 304	Integrated Science VIII (Reproduction in Mammals)	3
EDBE 303	Methods of Teaching Integrated Science in Basic Schools	3
EDBE 306	Environmental Issues in Social Studies	3
EDBE 302	Methods of Teaching Mathematics in Basic Schools	3
EDBE 310	Methods of Teaching Religious and Moral Education in Basic Schools	3
EDBE 305	Methods of Teaching Environmental and Social Studies in Basic Schools	3
ENGB 302	Aspects of the Grammar of English	3
ENGB 301	Contemporary African Writing	3
FREN 301	Language Use and Structure V	3
FREN302	Language Use and Structure VI	3

Required Elective Courses
Credits
LEVEL 400

EDBE 401	Mathematical Investigation	3
EDBE 402	Vectors and Mechanics	3
EDBE 405	The Physical Environment	3
EDBE 409	Contemporary Issues in Religious and Moral Education	3
EDBE 410	Psychological Perspective in Religious Studies	3
EDBE 403	Integrated Science X – Malaria, Diarrhoea, & Structure & Care of the Eye	3
EDBE 404	Integrated Science IX – Chemicals Reactions	3
EDBE 406	Ghana and Foreign Relations	3
ENGB 401	Structure and Style	3
ENGB 402	Varieties of English	3
FREN 401	Language Use and Structure VII	3
FREN 402	Language Use and Structure VIII	3

EDBE 101 BASIC MATHEMATICS I **2 CREDITS**

This course introduces students to set theory, mappings and linear functions. It also gives students insight into the structure and properties of the real number system. The discussion of the rectangular Cartesian co-ordinate system will help students to understand how plane analytic geometry relates algebra and plane geometry using co-ordinates. The focus will be on the properties of plane geometric figures using algebraic methods.

EDBE 102 BASIC MATHEMATICS II **2 CREDITS**

This course will give students exposure to the use of algebra in solving mathematical problems. Emphasis will be on real-data application that involves graphs. Linear programming and the idea of locus will be discussed. Graphical illustration of the notion of continuity and derivative of a function and its interpretation as a rate of change will also be covered.

EDBE 201 MATHEMATICS FOR BASIC SCHOOL TEACHERS **2 CREDITS**

The course is designed to enable students develop an understanding of the nature and use of real numbers, explore fundamental properties of number system and develop intuitive proofs of these properties. Students will also be required to investigate number sequences, patterns and relationships, solve a variety of problems using variables and algebraic notations. Using equations and inequalities in expressing real-world relationship will be encouraged. The course will also enable students to develop an understanding of geometric concepts and relationships, investigate properties of shapes, explore concepts of rotation, reflection and translation, collect, represent and interpret data.

EDBE 202 ALGEBRA AND TRIGONOMETRY **2 CREDITS**

This course is intended to develop the analytical skills of the students and to prepare them for further study of algebra. the focus will be on concepts and relationships. The course will emphasize reasoning, discovery, and justification of algebraic processes through basic properties. Graphs of functions will be examined to help students visualize relationships. Radian measure, circular functions, identities and solution of simple trigonometric equations will be highlighted.

EDBE 107 INTEGRATED SCIENCE II – AIR AND SOIL **2 CREDITS**

The course is designed to expose students to the basic composition of air and their uses. It provides opportunities for students to understand the preparation and properties of common gases. It helps students to be able to demonstrate the presence of air in leaves and soil. Finally, the course offers students the opportunity of discussing types and properties of soil.

EDBE 103 INTEGRATED SCI. I –LIVING & NON-LIVING THINGS **2 CREDITS**

The course aims at providing students with basic knowledge on characteristics of living and non-living things. It aims at providing students with the knowledge of the structure of plant and animals cells as the building blocks of plants and animals respectively. It also provides information on the structure of the atom as building block of non-living matter and formation of compounds in chemical reaction. Finally, the course enables students to understand parts of functions of human body as compared to parts and functions of a simple machine.

EDBE 203 INTEGRATED SCI. FOR BASIC SCHOOL TEACHERS **2 CREDITS**

The course is designed to provide sound understanding of the concepts of measurement, units, density and relative density. It is also to equip the students with the knowledge of causes of hardness of water, water pressure, transmission of pressure, and the concept of sinking and floating. The course will also enable students to develop an understanding of the position, structures and functions of the skeletal,

muscular and digestive system of man and the regulation of body temperature. It will also expose students to the knowledge of the functions of the parts of plants, nature of matter and simple chemical reactions and equations.

EDBE 204 INTEGRATED SCIENCE V – FOODS AND LIQUIDS **2 CREDITS**

The course provides opportunities for students to discuss different groups of food and the causes of food poisoning. It is also designed to offer students and understanding of the physical and chemical properties of water in order to be able to differentiate between water and other liquids.

EDBE 105 FOUNDATIONS OF SOCIAL STUDIES **2 CREDITS**

This course provides opportunities for students to learn the meaning, scope and importance of social studies. The history of the development of social studies in Ghana and other parts of Africa/world is also discussed in this concept of integration in social studies. In addition the factors that influence the social studies curriculum is also captured in the course as well as the contributions of academic disciplines to social studies.

EDBE 106 GEOGRAPHY OF GHANA **2 CREDITS**

The course is designed to give students insight into the various elements of physical geography. The course is also intended to expose students to basic information needed to understand basic geographical issues. The course among others will help students to acquire knowledge on the elements of weather, climate and particularly the geography of Ghana among others.

EDBE 214 GHANAIAN LANG. FOR BASIC SCH. TEACHERS **2 CREDITS**

This is a course designed to prepare students who intend to specialize in teaching the core content of Ghanaian language in basic school. The course covers aspects of the structure semantics and usage of the language of study.

EDBE 205 ENVIRONMENTAL & SOCIAL STUDIES FOR BASIC **2 CREDITS**

The course is designed to equip students with the required knowledge, attitudes, techniques and skills that will enable students to study their physical and social environmental with the aim of understanding the factors that tend to promote harmony and disharmony at the local, national and international levels. It is also aimed helping students to demonstrate and understanding, and sympathetic appreciation, of contemporary environmental and societal issues with the ability and commitment to influence public policy.

EDBE 109 INTRO. TO RELIGIOUS AND MORAL EDUCATION **2 CREDITS**

The course examines the nature, common assumptions and sources of Religious and Moral Education. It explores current theories of Religious and Moral Development and their application to the teaching and learning of religious and moral values. The contribution of the home, environment, the school and the teacher to the child's religious and moral growth is also highlighted. It aims at equipping the basic school teacher with knowledge and understanding of how children acquire religious and moral values.

EDBE 110 CRITICAL ISSUES IN RELIGIOUS AND MORAL EDUCATION **2 CREDITS**

The course explores the nature, purpose, content and approach to religious and moral decisions. It provides religious guidelines for reflecting on conduct regarding ethical issues and situations. Focus will be on: making moral decisions, issues of abortion; sex, marriage and divorce; religion and prejudice; world poverty; caring for the planet earth; religion and the constitution.

ENGB 101 THE USE OF ENGLISH **2 CREDITS**

This course aims to develop both oral and writing skills of students. It reinforces and further develops skills in comprehension, summary and paraphrasing using texts from

a variety of sources, and introduces the student to the basic theory of the production of English sounds.

ENGB 102 PRINCIPLES OF PROSE: FICTION **2 CREDITS**

This course introduces the definition and recognition of the tools for appreciating texts. The focus here is on prose fiction, and the elements to be examined include character and characterization, story and plot, the tropes setting etc. close analysis of selected literary works as the basis of effective critical writing.

EDBE 213 ENGLISH FOR BASIC SCHOOLS TEACHERS **2 CREDITS**

The course is a language and literature content course aimed at helping students to acquire a sound base in the content of English Language and Literature in English. It covers the basic language skills of reading, writing, speaking and listening. The course also looks at the genres of literature with emphasis on works by African writers and personal responses to literature. It will also contain some elements of language methodology.

ENGB 201 THE SENTENCE AND ITS PARTS **2 CREDITS**

This course deals with an in-depth study of the sentence and its parts. Issues to be dealt with include word classes, the phrase and clause structure. Students will be encouraged to identity and use these structures in their composition.

ENGB 202 FORMS AND FUNCTIONS OF THE ENGLISH CLAUSE **2 CREDITS**

This course is a continuation of Eng. 201. It deals with the forms and functions of clausal types with emphasis on co-ordination and subordination, and their stylistic effects on composition.

EDBE 211 EARLY CHILDHOOD CARE AND DEVELOPMENT **2 CREDITS**

The course gives an introduction to the field of early childhood care, development and education. It highlights the importance of early years of the child and examines systems of organized early care and education for children in Ghana. It emphasizes current trends towards comprehensive, integrated quality programs of child survival, development and education in Ghana. The course focuses on providing students knowledge of children's total development in the areas of personal awareness, emotional well-being, socialization, communication, cognition and perceptual motor skills.

EDBE 225 GHANAIAN LANGUAGE AND CULTURE **2 CREDITS**

The course guides students to study their respective languages in the areas of syntax and usage. It also helps them to acquire techniques in teaching the areas.

EDBE 219 RESEARCH METHODS IN BASIC EDUCATION **2 CREDITS**

The goal of research methods in Basic Education is to teach the student basic research methodology to emphasize the need for action research in basic schools, and the creation of awareness that a course in edcational research does not end with the presentation of the research report. Rather it is the beginning of an activity in today's necessary for progress in any organization.

EDBE 222 PHYSICAL EDUCATION **2 CREDITS**

This course will expose teacher trainees to the principles and foundations of physical education. These includes the aims, objectives of physical education as well as the scientific and other foundations of the subject.

EDBE 216 VOCATIONAL SKILLS—HOME ECONS. RELATED **2 CREDITS**

Beginning/intermediate skills required for food service occupations. Includes demonstration and hands-on learning in sanitation, safe food handling, safety issues, food preparation and cooking. This course can only be taken on a pass/fail basis.

EDBE 215 VOCATIONAL SKILLS—AUTOMOTIVE SKILLS **2 CREDITS**

Introduction to entry-level skills in automotive repair, maintenance and detailing. Includes classroom and hands-on training in basic car operations, tools and safety; oil and filter changes; basic maintenance of fluids, belts and tires; and interior and exterior cleaning.

EDBE 121 MUSIC AND DANCE **2 CREDITS**

The course introduces students to the elements of music and gives them an insight into how various elements are put together to create (compose) music. It also exposes students to the role of music in the social, economic, political and religious lives of Ghanaians.

MINOR CONCENTRATIONS

EDUCATION MINOR CONCENTRATION **[29 CREDITS]**

EDST 215 Educational Psychology	3
EDST 126 Philosophy of Education	3
EDST 128 Principles of Guidance and Counselling	2
EDST 219 General Principles and Methods of Teaching	3
EDST 316 Educational Measurement and Evaluation	3
EDST 357 Research Methods in Education	3
EDST 327 On-Campus Teaching Practicum	3
EDST 374 Off-Campus Teaching Practicum	3
EDST 388 School Organization, Administration and Supervision	3
MATE 228 Educational Statistics	3

MANAGEMENT MINOR CONCENTRATION **24 CREDITS**

BSAD 105 Introduction to Business	3
BSAD 480 Strategic Management	3
ECON 224 Introduction to Economics	3
HRMA 245 Human Resource Management	3
MGNT 225 Principles of Management	3
MGNT 216 Insurance and Risk Management	3
MGNT 350 Managerial Leadership	3
MGNT 335 Management and Society	3

ACCOUNTING MINOR CONCENTRATION **24 CREDITS**

ACCT 221 Principles of Accounting (I)	3
ACCT 222 Principles of Accounting (II)	3
ACCT 311 Intermediate Accounting (I)	3
ACCT 312 Intermediate Accounting (II)	3
ACCT 405 Auditing	3
ACCT 485 Accountng Information System	3
BSAD 105 Introduction to Business	3
ECON 224 Introduction to Economics	3

SOCIAL STUDIES MINOR CONCENTRATION **24 CREDITS**

ESST 117 Meaning and Scope of Social Studies	3
ESST 126 Foundations of Social Studies	3
ESST 215 Social Studies for Basic Schools	3
ESST 232 The Development of Social Studies in Ghana and Africa	3
EDST 224 Study of Senior High School Syllabus [Social Studies]	3
ESST 417 Traditional Socio-Political Institutions in Ghana	3
ESST 221Curriculum Studies in Social Studies	3
ESST 359 Methods of Teaching Social Studies	3

ENGLISH MINOR CONCENTRATION **24 CREDITS**

ENGE 119 The use of English	3
ENGE 254 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 346 Modern English Structure and Usage	3
ENGE 417 Variety of English and Advanced Writing Skills	3
ENGE488 Literary Criticism	3

RELIGION MINOR CONCENTRATION **24 CREDITS**

RELE 115 Introduction to the Study of Religions	3
RELE 259 Introduction to Old Testament Studies	3
RELE124 Introduction to Christianity	3
RELE 266 Introduction to Islam	3
RELE 316 History of Early Church	3
RELE 327 New Testament Studies	3
RELE 457 The New Religious Movements	3
RELE454 African Traditional Religion	3

MATHEMATICS MINOR CONCENTRATION **26 CREDITS**

MATE 117 Nature of Mathematics	3
MATE 136 Analytic Geometry and Calculus	3
MATE 257 Introduction to Statistics and Probability	3
MATE 264 Avanced Algebra	3
MATE 327 Avanced Calculus	3
MATE 332 Probabilityand Statistics II	3
MATE 435 Linear Algebra	3
MATE 458 Problem-Solving in Maths	2
MATE 464 Assessment in Mathematics	3

INFORMATION TECHNOLOGY MINOR CONCENTRATION

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)	12weeks
2nd Session	Christmas Break	4 weeks
3rd Session	Easter Break	4 weeks

DEGREE REQUIREMENT

	Major Curriculum Sub-Divisions	Credits Requirements
A	General Education	32
B	Education Required Core	45
C	Senior Research Project	03
D	Major Concentration	60
H	**Minor Concentration**	**24-29**
	Total	**140**

In order to qualify for a Bachelor of Education (B.ED) degree, a student is required to fulfil the following requirements:

BREAKDOWN OF THE ACADEMIC CALENDER

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

FIRST YEAR	**CREDITS**	**GRADE**
1ST SESSION – LONG VACATION (SUMMER)		
General		
ENGL 121 English Language & Writing Skills I	2	
FREN 111 French for General Communication I	2	
CMME 105 Introduction to Communication Skills	2	
RELB 160 Life and Teachings of Christ	3	
MATH 121 College Algebra or	3	
MATE 117 NATURE OF MATHEMATICS	3	
COSC 117 Fundamentals of Computing Skills	3	
BIO 140 HUMAN BODY IN HEALTH AND DISEASES	3	
FIRST YEAR, FIRST SESSION TOTAL	**18**	
2ND SESSION – CHRISTMAS BREAK		
Core		
EDST 160 Philosophy of Christian Education	2	
EDST 126 Philosophy of Education	3	
General		
ENGL 121 Language and Writing Skills II	2	
FREN 111 French for General Communication II	2	
FIRST YEAR, SECOND SESSION TOTAL	**9**	**GPA____**
3RD SESSION – EASTER BREAK		
Core		
EDST 118 Sociological Foundations of Education	1	
EDST 138 Development of Education in Ghana	2	
EDST 128 Principles of Guidance and Counseling	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	
First Year, Third Session Total	**9**	

SECOND YEAR	**CREDITS**	**GRADE**
1ST SESSION – LONG VACATION (SUMMER)		
Core		
EDST 217 Principles and Practice of Education		3
EDST 215 Educational Psychology		3
EDST 227 Technology in the Classroom		3
General		
RELE 251 Principles of Christian Faith	3	
Major Concentration		
MATE 225 Algebra and Trigonometry	3	
MATE 257 Introduction to Statistics & Probability	3	
ECON 225 Introduction to Economics	3	
ACCT 221 Principles of Accounting I	3	
ESST 126 Foundations of Social Studies	3	
ESST 217 Marriage	3	

ENGE 138 Survey of English Literature	3	
ENGE 225 African Literature*	3	
RELS 111 Introduction to Philosophy of Religion	3	
RELS 101 Background to Christianity	3	
Minor Concentration		
MATE 257 Introduction to Statistics & Probability	3	_____
ENGE 225 Introduction to African Literature	3	_____
RELE 227 Introduction to Islam	3	_____
MGNT 225 Principles of Management	3	_____
ACCT 221 Principles of Accounting	3	_____
ESST 215 Social Studies for Basic Schools	3	_____
ESST 221 Curriculum Studies in Social Studies	3	_____
SECOND YEAR, FIRST SESSION TOTAL	**18**	**GPA____**

2ND SESSION – CHRISTMAS BREAK

Core	
EDST 228 Educational Statistics	3
General	
AFST African Studies	1
Major Concentration	
MATE 264 Algebra	3
MATE 270 Introduction to Abstract Algebra	3
MGNT 225 Principles of Management	3
ACCT 222 Principles of Accounting II	3
ESST 215 Social Studies for Basic Schools	3
ESST 232 The Dev. of Social Std. in Ghana and Africa	**3**
ENGE 286 INTRODUCTION TO LITERARY CRITICISM	3
RELS 122 Biblical Gospels	3
RELS 123 History and Growth of SDA Church in Ghana	3

SECOND YEAR, SECOND SESSION TOTAL	**10**	**GPA____**

3RD SESSION – EASTER BREAK

CoreEDST 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

SECOND YEAR, THIRD SESSION TOTAL 10 GPA

THIRD YEAR	CREDITS	GRADE
1ST SESSION – LONG VACATION (SUMMER)		
Core		
EDST 327 On-Campus Teaching Practice		3
EDST 357 Research Methods in Education		3
EDST 388 School Organization, Adm. and supervision	3	
General		
RELB 385 Christian Ethics		3
Major Concentration		
MATE 329 Calculus II		3
MATE 331 Probability and Statistics		3
MGNT 325 Material and Supply Chain Management		3
BSAD 341 Business Law I		3
ACCT 312 Intermediate Accounting II		3
ACCT 332 Cost and Management Accounting II		3
ESST315 The Constitution And Nation Building		3
ESST 317 Population and Development		3
ENGE 291 Syntax of English		3
ENGE 327 Shakespeare and the Renaissance Period		3
RELS 212 Hebrew Law and Writings		3
RELS Introduction to Asian Religions		3
Minor Concentration		
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	_____
THIRD YEAR, FIRST SESSION TOTAL	**18**	**GPA**____

2ND SESSION – CHRISTMAS BREAK

Core	
EDST 316 Educational Measurement and Evaluation	3
Major Concentration	
MATE 346 Vectors and Mechanics I	3
MATE 328 Introductory Analysis	3
MGNT 315 Insurance and Risk Management	3
MGNT 335 Management and Society	3
BKFN 310 Business Finance	3
ACCT 360 Taxation	3
ESST 326 Environmental Problems in Ghana	3
ESST 324 Reproductive Health and Family Life Education	3
ENGE 319 Oral literature	3
ENGE 332 Semantics of English	3

RELS 223 Acts and Epistles 3
RELS 305 Studies in Church History (Early to Medieval Period) 3

ENGE 330 Expository Writing 3 _____
Education Core Courses
EDST 335 Psychology of Educ. of Exceptional Child 1 _____
EDST 316 Educa. Measurement & Evaluation 3 _____

THIRD YEAR, SECOND SESSION TOTAL **9** **GPA____**

3RD SESSION – EASTER BREAK

Core
EDST 374 * Off-Campus Teaching Practicum 3
Major Concentration
MATE 354 Numerical and Computational Methods 3
MATE 394 Calculus of Several Variables 3
MATE 366 Discrete Mathematics I 3

MGNT 350 Managerial Leadership 3
BSAD 342 BUSINESS LAW II 3
BSAD 325 Business Communication 3
BSAD 330 Quantitative Methods 3
BSAD 341 Business Law I 3
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 YEAR, THIRD SESSION TOTAL **09**
LECTURES OFF-CAMPUS **03**

GRAND THIRD YEAR, SECOND SESSION TOTAL **12** **GPA____**

FOURTH YEAR **CREDITS** **GRADE**

1ST SESSION – LONG VACATION (SUMMER)

Core
EDST 495 Senior Research Project 3
Major Concentration
MATE 433 Differential Equations 3
MATE 467 Discrete Mathematics I 3
MATE 447 Vectors and Mechanics II 3

MATE 435 Linear Algebra	3
BSAD 435 Entrepreneurship and Small Business Mgt.	3
MGNT 415 Organizational Theory and Design	3
MGNT 425 Management information Systems	3
MGNT 460 Organisational Behaviour	3
ACCT 405 Auditing	3
ACCT 485 Accounting Information System	3
BSAD 342 Business Law II	3
ACCT 445 Public Sector Accounting	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 Managem't	3	_____
ESST 415 Gender Studies in Social Studies	3	_____
FOURTH YEAR, FIRST SESSION TOTAL	**15**	

2ND SESSION – CHRISTMAS BREAK

Major Concentration

MATE 458 Teaching Problem Solving in Mathematics	3
MATE 464 Assessment in Mathematics	3
BSAD 480 Strategic Management	3
MGNT 468 Assessment in Management Studies	3
BSAD 480 Strategic Management	3
*ACCT 445 Public Sector Accounting	3
ACCT 464 Assessment in Accounting	3
ESST 424 Contemporary Economic Issues	3
ESST 426 Community Studies	3
ESST 482 Assessment in Social Studies	3
EDST 464 Assessment in English	3
ENGE 448 Literary Criticism	3
RELS 411 Apocalyptic Studies-OT & NT	3
RELE 456 Assessment in Religion	3
FOURTH YEAR, SECOND SESSION TOTAL	**6**

GPA____

3RD SESSION – EASTER BREAK

Major Concentration

MATE 448 Partial Differential Equations	3		
MATE 430 Analysis	3		
MGNT 480Total 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		

Minor Concentration

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	_____
Fourth Year, Third Session Total		**6**	

EDUCATION DEPARTMENT FACULTY LIST (2011– 2012)

1.	**ADABOH, SAMUEL** *PhD (In Progress), Andrews University, USA* *M.Phil, 2002 (Education), University of Cape Coast, Ghana.* *BA (Hons), 1998, University of Cape Coast, Ghana.* *CIM-UK, 1986, Passes at Advanced Level.*	Lecturer *[Full Time]*
2.	**BOATENG, SAMUEL S.** *MEd, 2009 (Management in Education), University of Cape Coast, Ghana.* *BEd, 1998 (Educational Administration), University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
3.	**DADZIE, JACKSON A.** *MPhil, 2002 (Guidance and Counselling), University of Cape Coast, Ghana.* *BEd, 1994 (Psychology/Sociology), University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
4.	**GYAMERA, GIFTY O.** *PhD (In Progress), UK* *MPhil, 2004 (Education), University of Cape Coast, Ghana.* *BA, 1998, University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
5.	**OKRAH, ABRAHAM K.** *MPhil, 2002, (Curriculum Studies), University of Cape Coast, Ghana.* *MA (English), 2007, University of Education, Winneba, Ghana.* *BA (Hons.),1996 (French and Linguistics), Legon, University of Ghana.* *PGDE, 1999, University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
6.	**PEPRA-MENSAH, JOHN** *PhD (In Progress), University of Cape Coast, Ghana.* *M.Phil, 2000 (Educational Admin.), University of Cape Coast, Ghana.* *BA, 1981 (Religious Studies), University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
7.	**NSIAH, GABRIEL K. B.** *ED.D, 2010 (Education), La Sierra University, USA.* *Specialist in Education, 2007, La Sierra University, USA.* *MA, 2003 Administration and Leadership (Education), La Sierra University, USA.* *BA, 2003 (Religion—major; History—minor)), Griggs University—VVU Campus, Ghana*	Lecturer *[Full Time]*
8.	**OPATA, EMMANUEL** *MPhil, 2001. (Curriculum Studies). University of Coast, Ghana.* *Ed, 1996. Social Studies, University of Cape Coast, Ghana.* *Diploma in Geography, 1996. University of Cape Coast, Ghana.*	Lecturer *[Full Time]*
9.	**ARCHER, WINNAND N.** *MED, 1994 (Mathematics Education), University of cape*	Lecturer *[Full Time]*

coast, Ghana.
BSc, 1973 (General Education), University of Education, Winneba—Ghana.

10. **NORGA, SALIFU** — Lecturer *[Full Time]*
MPhil, 2004 (Mathematics Education), University of Cape Coast, Ghana.
BEd, 1997 (Mathematics), University of Education, Winneba—Ghana.
Diploma in Mathematics, 1983, ATTC, Winneba—Ghana

11. **AGYENIM-BOATENG, KOFI** — Lecturer *[Full Time]*
MA, 1997 (Education), Andrews University.
BA, 1993 (Theology), Andrews University

12. **ANNIN, FELICIA** — Lecturer *[Full Time]*
MA, 2005 (Comparative Literature), Kwame Nkrumah University of Science and Technology, Ghana.
BED, 1998 (Arts), University of Cape Coast, Ghana.

13. **ANKU, JOYCE** — Lecturer *[Full Time]*
Mphil, 2010 (English), Legon, University of Ghana
BA, 2007 (English and Linguistics), Legon, University of Ghana

14. **Ussher, James**
MEd, 2010 (Educational InformationTechnology), University of Cape Coast.
BEd, 2001 (Mathematics Education) University of Cape Coast
Teacher's Certificate A, 1992, (Mathematics, Technical Skills and Drawing, Bagabaga Training College, Tamale

15. **AKPALU, ROBERT**
PHD, In progress
BSC, 1989 (Mathematics), University of Cape Coast

DEPARTMENT OF NURSING

CHAIR:	Stella Appiah
FACULTY:	Stella Appiah, Doris Grace Kpongboe, Yvonne Asiedu, Adwoa Gyamfua Ansah-Adu
PART TIME FACULTY:	Sophia Agye-Aye,Ernestina Asiedua, Christiana Okantey, Gloria Achempim-Ansong,Frederick Nsatimba, Prof Vincent K. Nartey, George Kofi Nkrumah-Buandoh, Samuel S. Koranteng, Emmanuel A. Cobbina,Florence Darko, Hannah Okyere-Boateng, Dr Kwadwo Frimpong-Manso, Dr Richard Doe
ADJUNCT FACULTY:	Dr Lydia Andrews, Gina Brown, Nyachuru-Muze Ruth, Kathleen Farrell, Afriyie Johnson
DEPARTMENT ADVISORY COUNCIL:	Stella Appiah, Ruth Gyan, Victoria Aku Quaye, Diana Asante-Mensah,

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 Degree graduates will also be qualified to assist in teaching in Diploma level programs 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 program flows out of the overall mission of Valley View University (VVU) and includes:

- The education of professional nurses within a Christian environment dedicated to the provision of high quality holistic care to individuals, families, groups and communities.
- 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 program the graduate nurse will be able to:

- Think systematically and employ 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.
- Critically 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.
- Employ 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 programs to address the multiple health care needs of the residents of Ghana, particularly in rural communities.
- Participate completely in efforts to improve professional nursing and health care delivery to clients in a variety of settings.
- Use managerial skills to effectively allocate and manage personnel and resources and to evaluate nursing care outcomes.
- Contribute to society and the nursing profession by demonstrating continued growth in personal and professional competence and Christian values.
- Demonstrate an academic foundation for graduate study.

PROGRAMME OFFERED

The Department of Nursing offers a Bachelor of Science [BSc] in Nursing.

CAREER OPPORTUNITIES

There is currently a brain drain of professional nurses to other countries where the remuneration is better. Other attractions include better working conditions, more specialty choices and graduate study opportunities conducive to personal and professional growth and development. There is therefore, a great need for the development of more highly skilled professional nurses for the provision of a high standard of nursing care and management including ambulatory care to meet the health needs of this country. It is therefore important that at this crucial time when there is a global nursing shortage that we prepare nurses to meet present and future 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 co-operate 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 Sceince, 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 wil be needed. That is, foreign students' requirements should be equivalent to a or b of the general entry requirement.
- Diploma Registered General Nurses/Midwives/Mental Health Nurses and applicants with SRN certificates would also be considered for a three (3) year BSN.
- 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.

NOTE
It should be noted that these requirements satisfy both professional and academic entries.

ADMISSION PROCEDURE TO THE GENERIC BSCN PATHWAY

- Admission by the University.
- A completed health history and physical examination specific to the Nursing Department from a health facility designated/approved by the VVU department of Nursing.
- Obtain application and pay fee for indexing with the Nurses and Midwives Council for Ghana during the first semester. This also requires two passport size photos.
- An interview with the Department of Nursing 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.

- Satisfactory score on the entrance examination given in the Department of Nursing.
- A formal letter and three letters of recommendation to the Department of Nursing (two may be copy of those submitted to the University for admissions).
- Students wishing to change from another programme to nursing should refer to the 'Change of Programme Policy" in the University bulletin.

MODE OF ADMISSION

There are two modes of admission in the Department of Nursing. These are Regular 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

SUMMER MODE

In this mode, a student enrols to study while working as a Registered General Nurse/Midwife/Mental Health Nurse. This is quite helpful because students will be able to retain their jobs 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 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 a significant number of 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.

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.

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 NURSING]

A.	General Education Requirements	25
B.	Required Core	79
C.	Cognate Requirement	29
D.	Practicum and Senior Research Project	18
TOTAL CREDITS HOURS		**145**

CLUSTER 1: LANGUAGE, COMMUNICATION, LITERATURE AND FINE ARTS (8 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 112 French for General Communication II	2

CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES (06 CREDITS)

PSY 105 Intorduction to Psychology	3
SOCI105 Principles of Sociology	3

CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS (06 CREDITS)

MATH 121 General Mathematics	3
COSC 117 Fundamentals of Computing Skills	3

CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY (07 CREDITS)

RELB 160 Life and teaching Jesus	3
RELB 251 Principles of Christian Faith	3
NURS 310 Professional Nursing Ethics*	1

CLUSTER 5: HEALTH AND PHYSICAL EDUCATION (02 CREDITS)

NURS 107 Health Promotion*	2
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 (01 CREDITS)

GNED 225 Study Skills	1
GNED 230 Career Explorations and Planning	1
GNED 468 Job Search Strategies and Techniques	1

B. REQUIRED CORE **79 CREDITS**

CORE COURSES – NURSING

NURS 105 Perspectives of Nursing	2
NURS 107 Health Promotion	2
NURS 108 Foundations of Nursing	3
NURS 204 Nutrition	2

NURS 205 Health Assessment	4
NURS 206 Pathophysiology / Pathology	3
NURS 207 Pharmacology	3
NURS 212 Family Health Crisis Intervention I	3
NURS 214 Family Health Crisis Intervention Practicum II	2
NURS 301 Mental Health Nursing I	3
NURS 302 Mental Health Nursing II	4
NURS 341 Maternal and Newborn Nursing I	4
NURS 342 Maternal and Newborn Nursing II	4
NURS 309 Transcultural Nursing	3
NURS 310 Professional Nursing Ethics	1
NURS 313 Family Health Crisis Intervention II	3
NURS 314 Family Health Crisis Intervention III	3
NURS 315 Family Health Crisis Intervention Practicum II	1
NURS 318 Family Health Crisis Intervention Practicum III	1
NURS 331 Community Health Nursing I	3
NURS 332 Community Health Nursing II	4
NURS 402 Nursing Management and Leadership	3
NURS 405 ICU/Casualty Nursing	3
NURS 406 Introduction to Palliative Care	2
NURS 407 Family Planning and Gynaecology	4
NURS 408 Adolescent Health Nursing	2
NURS 415 Family Health Crisis Intervention IV	3
NURS418 Family Health Crisis Intervention Revision (Medical)	2
NURS418 Family Health Crisis Intervention Revision (Surdical))	2
NURS 417 Family Health Crisis Intervention Practicum IV	3
NURS 308 Paediatric Nursing	4
GENERICS	**28**
NURS 404 Patient Case Study	3
C. COGNATES	**79 CREDITS**
BIOL 111 Anatomy and Physiology I	4
BIOL 112 Anatomy and Physiology II	4
CHEM 111 Chemistry for the Health Sciences	4
BIOL 203 Microbiology	4
NURT 204 Nutrition	2
STAT 285 Statistical Method for Nursing	3
SOCI 105 Principles of Sociology	3
PSYC 204 Human Development across the Life Span	3
PHYS 101 Physics for Health Sciences	3
D. PRACTICUM AND SENIOR RESEARCH PROJECT	**09 CREDITS**
NURS 304 Nursing Research Methods:	3
NURS 495 Senior Research Project:	6
NURS 200 Long Vacation Practicum I	3
NURS 300 Long Vacation Practicum II	3
NURS 400 Maternal and Newborn Long Vacation Practicum III	3

YEAR WISE BSC N PROGRAMME SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
GENERAL EDUCATION		
ENGL 121 Language and Writing Skills I	2	_____
COSC117 Fundamentals of Computer Skills	4 (1)	_____
CHEM 111 Chemistry for Health Sciences	4	_____
NURS 105 Perspectives of Nursing	2	_____
BIOL 111 Anatomy and Physiology I	4	_____
NURS 107 Health Promotion	2	_____
PHYS 101 Physics for Health Sciences	2	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**21**	**GPA ____**
*Nursing Practicum: 1+1 credit		
SECOND SEMESTER		
ENGL 122 Language and Writing Skills II	3	_____
MATH 121General Mathematics	3	_____
PSYC 105 Intro to Psychology	3	_____
SOCI 105 Principle of Sociology	3	_____
BIOL 112 Anatomy and Physiology II	4	_____
NURS 108 Foundations of Nursing	3(1)*	_____
NURS 200 Long vacation Practicum I	3*	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**22**	**GPA ____**
*Nursing Practicum: 3 credits		

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
FREN 111 French for Communication I	2	_____
RELB 160 Life and teaching of Jesus	3	_____
PSYCH 204 Human Growth and Development	3	_____
NURS 205 Health Assessment	4(1)*	_____
NURS 207 Pharmacology	3	_____
BIOL 215 Microbiology	4	_____
PEAC 100 Physical Activity	NC	
SECOND YEAR, FIRST SEMESTER TOTAL	**20**	**GPA ____**
*Nursing Practicum: 2+1 credits		
SECOND SEMESTER		
FREN 111 French for Communication II	2	_____
RELB 251 Principles of Christian Faith	3	_____
NUT 204 Nutrition	2	_____
NURS 206 Pathophysiolgy	3	_____
NURS 212 Family Health Crisis Intervention I	3	_____
NURS 214 Family Health Crisis Intervention Practicum1	2	_____
STAT 285 Statistical Methods	3	_____
NURS 300 Long Vacation Practicum II	3*	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**21**	**GPA ____**
*Nursing Practicum: 3+2 credits		

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
NURS 301 Mental Health Nursing I	3	
NURS 341 Maternal and Newborn Nursing I	4 (1)*	
NURS 309 Trans-cultural Nursing	3	
NURS 313 Family Health Crisis Intervention II	4(1)*	
NURS 315 Family Health Crisis Intervention Practicum II	3	
NURS 331 Community Health I	4(1)*	
Nursing Elective# Diploma/RN to BSN Option		
EDST 124 Principles and Practice of Education	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**21**	**GPA** ____
*Nursing Practicum: 1 credits		
SECOND SEMESTER		
NURS 302 Mental Health Nursing II	4(1)*	
NURS 304 Nursing Research Methods	3	
NURS 342 Maternal & Newborn Nursing II	4(1)*	
NURS 310 Professional Nursing Ethics	1	
NURS 314 Family Health Crisis Intervention III	3(1)*	
NURS 318 Family Health Crisis Intervention Practicum III	3	
NURS 400 Maternal and Newborn Practicum	3	
(Long Vacation)		
Nursing Elective# Diploma/RN to BSN Option		
NURS 316 Transition to Professional Nursing	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**24**	**GPA** ____
*Nursing Practicum: 1+1+3 credits		

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
NURS 405 ICU/Casualty	3(1)	
NURS 407 Family Planning/Gynaecology	4(1)*	
NURS 415 Family Health Crisis Intervention IV	3(1)	
NURS 417 Family Health Crisis Intervention Practicum IV	4(1)	
NURS 308 Paediatric Nursing	3	
NURS 495 Nursing Research Project part 1	3(1)*	
FOURTH YEAR, FIRST SEMESTER TOTAL	**22**	**GPA** ____
Elective: (Diploma/rn to BScN students)		
EDST 219 General Principles and Methods of teaching	2	
*Nursing Practicum: 1+1+1+1 credits		
SECOND SEMESTER		
NURS 402 Nursing Management/Leadership	3(1)*	
NURS 406 Introduction to Palliative Care	2	
NURS 408 Adolescent Health	2	
NURS418 Family Health Crisis Intervention (Revision)	3	
NURS 418 Family Health Crisis Intervention (Surgical)	3	
NURS 495 Nursing Research Project part 2	2	
FOURTH YEAR, SECOND SEMESTER TOTAL	**14**	**GPA** ____
ELECTIVE (GENERICS)		
NURS 404 Patient Care Study	3	
*Nursing Practicum: 1+1 credits		

A student may choose to take this course over and above the required courses for the semester.

COURSE DESCRIPTIONS

BIBLICAL STUDIES

RELB 160 LIFE AND TEACHING OF JESUS **3 CREDITS**

A comprehensive study of the life and teaching of Jesus Christ as unfolds in the prophecies, harmony of the four gospels, the synoptic Gospels with analytical attention to the Gospel writers and their writings, before and after his birth, his two natures, his life, work, passion, resurrection, ascension, mediatorial work and the parousia in an attempt to reveal the impact of the self-revelation in that age, ours, and the age to come.

COURSE DESCRIPTIONS –NURSING CORE

CORE REQUIREMENTS (NURSING)

75 CREDITS

NURS 105 PERSPECTIVES OF NURSING **2 CREDITS**

Theory 1 credits, Practical 1 credit

This Course provides a foundation for nursing practice. It introduces the student to the philosophy and conceptual framework of the Valley View University Department of Nursing. It includes the definition of Nursing, Scope of Nursing practice, history of the Nursing Profession and functions of other Health Care Professionals. Students will discuss contemporary issues, new trends in Nursing and Health Care, ethical and legal issues and the role of local, national and international organizations that impact the health care system.

NURS 107 HEALTH PROMOTION **2 CREDITS**

Theory 1credits, Practical 1 credit

This course focuses on the Biblical and Seventh-day Adventist (SDA) health principles. Students will acquire knowledge and skills required to promote healthful living and how to function in emergency situations using first aid and cardiopulmonary resuscitation (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.

NURS 108 FOUNDATIONS OF NURSING **3 CREDITS**

Theory 2 credits, Practical 1 credit

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.

NURS 200 LONG VACATION PRACTICUM I **3 CREDITS**

Prerequisite: NURS 105, NURS 108

The course is designed to introduce the student to basic nursing practical nursing skills. This is a prerequisite for the student nurse to progress to level 200.

NURS 205 HEALTH ASSESSMENT **4 CREDITS**

Prerequisites: BIOL.111and112; CHEM 111 and112, NURS 101, NURS 103

Theory 2 credits, Practical 2 credits

In this course students will utilize the nursing process to identify normal from abnormal functioning of the body systems. It provides a comprehensive and systematic approach to history taking, health assessment and physical examination skills;

Students will learn about common variations seen in healthy clients, age related variations and abnormal findings. Campus laboratory experiences are provided to enhance the student's assessment skills. Practical experiences would be provided in subsequent clinical nursing courses to reinforce the student's proficiency. Comprehensive health history taking and accurate recording forms a crucial part of the course.

NURS 206 PATHOPHYSIOLOGY **3 CREDITS**

Prerequisite: BIOL 111, 112 & CHEM 111

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 area of interest in this course will be cell biology, endocrine, immune, cardiovascular and respiratory systems.

NURS 207 PHARMACOLOGY **3 CREDITS**

Prerequisite: MATH 120, BIOL 111, BIOL 112, CHEM 111, CHEM 112
Theory 2 credits, Practical 1 credit

This course is designed to enable the student gain knowledge of the principles of pharmacology and pharmaco-kinetic. 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 accurate drug calculation, roles and responsibilities of the nurse in drug administration will be a major focus.

NURS 212 FAMILY HEALTH CRISIS INTERVENTION I **3 CREDITS**

Prerequisites: NURS 205, NURS 207, NURS 215
Theory 3 credits

This course introduces the student to medical –surgical nursing of the adult client. The nursing process will be used to manage patient with alterations in the respiratory, cardiovascular and hematologic systems. Focus will also be on neoplasms, wounds and infection control. A clinical component is required.

NURS 212 FAMILY HEALTH CRISIS INTERVENTION PRACTICUM I **2 CREDITS**

Prerequisite NURS 205, NURS 207, Theory 3 hours.

This course is designed to introduce the students nurse to practical skills in medical surgical nursing of adult clients. The nursing process would be used to nurse patients with respiratory, cardiovascular and neoplasm disorders.

NURS 300 LONG VACATION PRACTICUM **3 CREDITS**

Prerequisite: NURS 200, NURS 212

This course is designed to introduce the student nurse to advance practical nursing skills. This is prerequisite for the student to progress to level 300.

NURS 301 MENTAL HEALTH NURSING 1 **3 CREDITS**

Theory 2 credits, Clinical 1 credit

This course focuses on the use of mental health nursing principles to promote, maintain and restore optimum functioning of the patient with psychiatric disorders. Use of primary, secondary and tertiary intervention will be employed to assist in the effective management of adult patients. It builds on the concepts of behavior and interpersonal communication skills learned in prior nursing and cognate courses.

URS 302 MENTAL HEALTH NURSING II **4 CREDITS**

Prerequisite: NURS 301
Theory 3 credits, Clinical 1 credit

This course builds on the mental health nursing principles of NURS 204 to promote, maintain and restore optimum functioning of the patient with psychiatric disorders. Use of primary, secondary and tertiary intervention will be employed to assist in the effective management of adult patients. It builds on the concepts of behavior and interpersonal communication skills learned in prior nursing and cognate courses.

NURS 304 NURSING RESEARCH METHODS **3 CREDITS**

Prerequisite: STAT 285

This introductory course in research methods and utilization provides knowledge needed for evidence-based nursing care and critically evaluating nursing literature. A pilot study is conducted in a clinical setting. The outcome and experience are then used to write a complete research proposal.

NURS 307 MATERNAL AND NEWBORN HEALTH 1 **4 CREDITS**

Prerequisites: NURS 201, Co-requisite; NURS 301

The course focuses on the promotion and maintenance of women's health during the childbearing period. Students will study preconception, antenatal, and provide care to the child bearing family.

NURS 308 MATERNAL AND NEWBORN NURSING II **4 CREDITS**

Prerequisites: NURS 301, NURS 303, AND NURS 308
Practical 4 credits

The major focus on this course is the Intrapartum, new-born and the post-partum periods. With emphasis on the nursing responsibilities for labor and delivery, high risk pregnancies, operative obstetrics, new born and post-partum periods. The knowledge of the physiological and psychological changes occurring in these periods and nursing implications for these changes are included. Students will acquire the skill of conducting a safe spontaneous vaginal delivery as well as care for the mother and baby after delivery

NURS 309 TRANSCULTURAL NURSING **3 CREDITS**

In this course students will be able to examine the way in which values, beliefs and cultural practices affect health and illness among individuals, families, groups and communities. Nurses are likely to interact with cultures other than their own due to constant migration throughout the world.

NURS 310 PROFESSIONAL NURSING ETHICS **1 CREDIT**

This course introduces the student to moral issues derived from Biblical principles which provide a foundation for critical moral reflection on complex social problems and issues common to the nursing profession.

NURS 313 FAMILY HEALTH CRISIS INTERVENTION II **3 CREDITS**

Prerequisites: NURS 207; NURS 212
Theory 2 credits, Practical 1 credit

This course provides opportunity for students to use the nursing process in caring for adults with alterations in the gastro-intestinal and genitor-urinary and urinary systems.

NURS 314 HLTH CRISIS INTERVENTION III **3 CREDITS**

Prerequisites: NURS 301; Co-requisite: NURS 203, NURS 212 NURS 313
Theory 3 credits

This course focuses on adults with alternation in the musculo–skeletal and neurological systems. Students will use the nursing process to provide care in a variety of clinical settings. This course provides the opportunity for students to utilize the nursing process and physical assessment skills to manage adults with alterations in the musco-skeletal and neurological systems. Clinical experiences will be provided in a variety of settings.

NURS 316 TRANSITIONAL NURSING **3 CREDITS**

Prerequisite: Admission to the BScN programme

This course introduces the Diploma nurse to the mission, philosophy and objectives of the VVU department of Nursing. Students are oriented to the roles of the BS degree nurse. Coverage includes nursing theories, decision making and supports autonomous aspects of nursing as a discipline and a profession. A care study of a patient with a disease process of the student's choice will also be required.

NURS 318 FAMILY CRISIS INTERVENTION PRACTICUM III **1 CREDIT**

Prerequisite: NURS 100, NURS 200, NURS 212, NURS 313

This course provides opportunity for the student nurse to practical skills in managing adults with alterations in musculo-skeletal and neurological systems.

NURS 331 COMMUNITY HEALTH NURSING I **4 CREDITS**

Prerequisites/Corequisite: NURS 301; NURS 307
Theory 3 credits, Practical 1 credit

This course involves the study and application of concepts and theories of community health nursing. Students will understand health systems organization and identify community health problems including communicable diseases by performing a community diagnosis. The use of primary, secondary and tertiary preventive care interventions will also be utilized during the promotion of maternal and child health. A community study will be conducted and a report submitted for grading. Biostatistics data for local agencies, the Ghanaian Ministry of Health and World Health Organisation will be used to determine the health status of the nation. He/she will also have the opportunity to participate in the setting up and managing of an MCH clinic. Students will also make home visits, go to outreach clinics, and participate in various community health projects

NURS 332 COMMUNITY HEALTH NURSING II **4 CREDITS**

Prerequisites: NURS 331, NURS 307,
Theory 1 credit, Practical 3 credits

This course enables the student to identify common health problems including communicable diseases and implement primary prevention strategies. The student will also contribute to the care of the school child , maintenance of workers' health and the general sanitation of the community and its members and the community's understanding and use of traditional medicine. The student will also apply the government's policy on nutrition in the care of clients.

NURS 400 LONG VACATION PRACTICUM III **3 CREDITS**

Prerequisites: NURS 205, co-prerequisite NURS 331

This course is designed to introduce the student to practical skills in maternal and newborn nursing. This is a prerequisite for the student nurse to progress to level 400.

NURS 402 NURSING MANAGEMENT/LEADERSHIP **3 CREDITS**

Prerequisite: NURS 331, NURS 304
Theory 2 credits, Practical 1 credit

The course focuses on principles and theories of administration and management. It is designed to assist the professional nursing student in the development of management/leadership skills so that he/she will be able to function as collaborator/facilitator and change agent. Staff appraisal methods are explored and students will be given the opportunity to develop staff appraisal tools for staff development and quality assurance. The need for competent supervision in Nursing will be emphasized.

NURS 405 ICU/CASUALTY NURSING **4 CREDITS**

Prerequisites: NURS 212, NURS 313; Co-requisite: NURS 314 NURS 400
Theory 3 credits, Practical 1 credit

In this course students will be provided with the opportunity to observe and actively participate in the care of adult clients with complex conditions and the emergency management of patients with trauma. It builds on nursing skills learnt in prior nursing courses. It promotes the collaborative effort of members of the health care team in the care of critically ill clients.

NURS 406 INTRODUCTION TO PALLIATIVE CARE **2 CREDITS**

Prerequisite: NURS 212, NURS 313, NURS 314, NUR 206, NURS 207 NURS 416
Theory 2 hours Practical 1 hour

This course provides students the opportunity to acquire knowledge and skill in supportive intervention for patients / families with threatening illness. The students will be introduced to the concept of palliative care, the principle of caring for patient with life threatening illnesses and managing the patient / family at the end stage of illness. The student is expected to identify and care for a patient / family with life threatening illness as part of the course.

NURS 407 FAMILY PLANNING/ GYNAECOLOGY **4 CREDITS**

Prerequisites: NUR 307, AND NURS 400
Theory 3 hours, Practical 1 hour

This course is designed to empower the student with the knowledge, skills and attitudes to participate effectively in the dissemination of information about fertility and population control. Students will be prepared to discuss the various family planning methods available to their clients, the advantages and disadvantages of each as well as assist them to make appropriate choices. Emphasis will be placed on STI's effective management including prevention, accurate record keeping and other women's health issues throughout the life span

NURS 408 ADOLESCENT HEALTH AND DEVELOPMENT **2 CREDITS**

Prerequisite: PSYC 204, NURS 307, NURS 308, NURS 313
Theory 1 Hour Practical 1 Hour

The course is designed to equip the student with knowledge, skills and attitudes of adolescent health and development. It is meant to expose the student to adolescent issues and how to manage them.

NURS 409 TOOLS AND METHODS OF TEACHING NURSING **3 CREDITS**

Prerequisite: Admission to BScN Option
Theory 2 hours, practical 1hour

The course introduces students to philosophy, principles and theories of education as a basis for teaching in schools of nursing. Coverage includes characteristics of the

adult learner, the teaching learning process, teaching strategies, teaching plans and curriculum, construction as well as measurement and evaluation.

NURS 415 FAMILY HEALTH CRISIS INTERVENTION IV **3 CREDITS**

Prerequisites: NURS 212, NURS 313, NURS 314
Theory 2 credits, Practical 1 credit

This course exposes the student to disorders and diseases of the eye, ear, nose, throat and the skin. Supervised experiences will be provided in ENT, eye, and dematological clinics. Emphasis will also be on tropical disease. Students will use the nursing process to provide care to in-patients with conditions of the eye, ear, nose and throat, skin and tropical diseases. Opportunities will be provided for 'hands on' experiences in the various clinical settings.

NURS 418 FAMILY HEALTH CRISIS INTERVENTION REVISION **2 CREDITS**

Prerequisite: NURS 212, NURS 313, NURS 314, NURS 415
Theory 2 hours

This is a comprehensive review of the course to enable students to integrate knowledge from previous courses and client experiences in order to prepare them for successful culmination of nursing programme.

NURS 308 FAMILY HEALTH CRISIS INTERVENTION PRACTICUM IV **1 CREDIT**

Prerequisite: NURS 212, NURS 313, NURS 314
Clinical 1 hour

The course is designed to introduce the student nurse to advance nursing procedures

NURS 442 PAEDIATRIC NURSING **4 CREDITS**

Prerequisites: NURS 206, NURS 307, NURS 313
Theory 3 credits, Practical 1 credit

This course provides opportunity for students to utilize the nursing process in the health promotion and maintenance of children from infancy to adolescence. Emphasis will be placed on the physiological and psychological conditions as well as the socio-cultural and spiritual variables affecting growth and development. A clinical component is required.

NURS 495 SENIOR RESEARCH PROJECT **6 CREDITS**

In NURS 304 students will gain an understanding of the principles of research and study the research process. They will then be guided to choose a research problem and develop a research proposal. In their final year students will carry out their research, present and submit a final paper to be reviewed and signed by the chairperson. Students will be challenged to put into practice the knowledge acquired in Basic Statistics and NURS 304. In the final year each student will carry out the research project from the proposal prepared in NURS 304 and present their findings in a research paper. This paper will be made suitable for publication.

NURS 495 SENIOR RESEARCH PROJECT **6 CREDITS**

NURSING COGNATES
25 CREDITS
PHYS 101 PHYSICS FOR HEALTH SCIENCES 2 CREDITS
Prerequisite: SSSCE or WASSCE integrated Science and Mathematics

This course will focus on basic physical concepts and their application in nursing. Content include radiation, energy sound waves, properties of fluid, fluid in motion and molecules in solution, heat and heat flow, electricity.

NURSING COGNATES

PHYS 101 PHYSICS FOR HEALTH SCIENCES **2 CREDITS**

Prerequisite: SSSCE or WASSCE integrated Science and Mathematics
This course will focus on basic physical concepts and their application in nursing. Content include radiation, energy sound waves, properties of fluid, fluid in motion and molecules in solution, heat and heat flow, electricity.

BIOL 111 ANATOMY AND PHYSIOLOGY I **4 CREDITS**

Prerequisite: High School Biology
Lecture 3 credits, Lab 1 credit per week
This course explores 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 intergumentary, skeletal, muscular and nervous systems. Students will have an opportunity to prepare and observe tissue specimens for histology and cytology in the laboratory.

BIOL 112 ANATOMY AND PHYSIOLOGY 11 **4 CREDITS**

Prerequisite: BIOL 111
Lecture 3credits, Lab 1credit per week
This course involves the structure and functions of the gastrointestinal, genitor-urinary, respiratory and cardiovascular systems of the human body. Students will also observe specimens in the laboratory to enhance their understanding of theoretical concepts.

CHEM 111 CHEMISTRY FOR HEALTH SCIENCES **3 CREDITS**

Prerequisite: High School Mathematics
Lecture 2 credits, Lab 1 credit per week
This course will focus on the fundamental principles of chemistry which are applicable to health science professions. The students will be exposed to atomic and molecular structures, the properties of electrolytes and non-electrolytes. The chemistry of food nutrients, blood, alcohols, liquids and solutions will be discussed.

BIOL 203 MICROBIOLOGY **3 CREDITS**

Prerequisite: BIOL 111; BIOL 112
Lecture 2 credits and Lab 1 credit per week
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.

NURT 204 INTRODUCTION TO NUTRITION **2 CREDITS**

Prerequisites: PSYC 204, NURS 201
This course includes basic principles of nutrition, the study of normal and therapeutic nutrition, food nutrients and allowances for various ages. Coverage includes the physiology of food metabolism, food habits and its effects on health as well as intervention for various nutritional deficiencies.

STAT 285 BASIC STATISTICS **3 CREDITS**

Prerequisites: MATH 121, PSYCH 105
This course introduces the student to the various statistical methods for the analysis of data. Topics include preparation and use of graphs and tables, measures of central tendency and dispersion, probability and sampling and tests of significance and association.

SOCI 105 PRINCIPLES OF SOCIOLOGY **3 CREDITS**

This course will expose the students to basic sociological concepts and explore influences of social and cultural factors upon the behaviour of individuals, families, groups and communities and their influence on health and disease..

PSYC 204 HUMAN GROWTH AND DEVELOPMENT **3 CREDITS**

Prerequisites: PSYCH 105, SOCI 105
This course includes the study of the physical, mental and psychological stages of the individual from conception to old age. Emphasis is placed on the various theories of development and their implications for nursing care. It explore the stages of development across the life span examining the bio-social, cognitive and psycho-social developmental process of each major life stage with special application to nursing, medical psychology, educational and parental needs of professionals working in these diverse fields.

GENERAL EDUCATION COURSE DESCRIPTION 35 CREDITS

LANGUAGE AND WRITING SKILLS

ENGL 121: 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 122: LANGUAGE AND WRITING SKILLS II **2 CREDITS**

Prerequisite: ENGL 101. Application of the grammatical systems studied in ENGL 101 to acquire writing skills, skills to analyze and critique written forms and to grasp information and meaning from reading materials for personal writings.

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.

FREN 112: FRENCH FOR GENERAL COMMUNICATION II **3 CREDITS**

Prerequisite: FREN 111 or equivalent.

This course is a continuation of 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.

SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES

PSYC 105: INTRODUCTION TO PSYCHOLOGY **2 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.

NATURAL AND PHYSICAL SCIENCE, MATHEMATICS AND COMPUTER SCIENCE

MATH 121: GENERAL MATHEMATICS **3 CREDITS**

This course is a study of the fundamental concepts of mathematics. It includes critical thinking skills, sets, number theory, the real number system, algebra, graphs, consumer mathematics and geometry.

COSC 117: FUNDAMENTALS OF COMPUTING SKILLS **3 CREDITS**

A course designed for students with no prior exposure to computers. 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.

PHILOSOPHY, THEOLOGY/RELIGION

RELB 160: JESUS AND THE GOSPELS **3 CREDITS**

This 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.

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.

HEALTH AND PHYSICAL EDUCATION

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.

COUNSELING, CAREER PLANNING, HUMAN DEVELOPMENT [OPTIONAL]

GNED 225 STUDY SKILLS **1 CREDIT**

Presentation of and practice in basic study techniques, including strategies for planning personal success, outlining materials, study habits and test taking skills.

GNED 230 CAREER PLANNING AND EXPLORATION **1 CREDIT**

This course deals with career planning and exploration. The four stages of Career Planning is dealt with- Career Awareness, Career Exploration, Career Preparation and Work Experience. These help students to make career decisions and choices. It also helps them to 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.

DEPARTMENT OF NURSING FACULTY LIST (2011– 2012)

16.	**APPIAH, STELLA (Mrs.)** *MPhil, 2009, University of Ghana, Legon.* *BA Nursing and Psychology, 2003 University of Ghana, Legon.* *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.*	Head of Department *[Full Time]*
17.	**KPONGBOE, DORIS GRACE (Mrs.)** *Master of Public Health Degree, University of Ghana, Legon, 2006.* *BA Nursing and Psychology, University of Ghana, Legon, 2002.* *Fellow, West Africa College of Nursing, 2009.* *State Registered Public Health Nurse, NMC, Ghana- 1983.* *State Registered Midwife, NMC,Ghana – 1980.* *State Registered Nurse, NMC, Ghana – 1976.*	Lecturer *[Full Time]*
18.	**ASIEDU, YVONNE** *MSc Adventist University of Philipines, 2011.* *BSc Nursing, Kwame Nkrumah University of Science and Technology, Kumasi.* *Registered Midwife, NMC, Ghana – 2001.* *State Registered Nurse, NMC, Ghana – 1996.*	Lecturer *[Full Time]*
19.	**ANSAH-ADU, ADWOA GYAMFUA** *MSc Nursing, Loma Linda University, Thailand Campus (In Progress).* *BSc Nursing, Babcock University, Nigeria, 2004.* *Registered Nurse, NMC, Ghana.*	Graduate Assistant Clinical Supervisor *[Full Time]*
20.	**AGYEI-AYE, SOPHIA** *Master of Public Health Degree, University of Ghana, Legon - 2005* *BA Nursing and Sociology, University of Ghana, Legon - 2002* *Diploma in Nursing Administration/Education, University of Ghana, Legon - 1991* *State Registered Public Health Nurse, NMC, Ghana – 1984* *State Registered Midwife, NMC, Ghana – 1984* *State Registered Nurse, NMC, Ghana – 1978*	Lecturer *[Part Time]*
21.	**ASIEDUA, ERNESTINA** *MPhil, Nursing, University of Ghana, Legon – 2008.* *BA Nursing and Psychology, University of Ghana, Legon - 2000.* *Registered Midwife, NMC, Ghana -1996.* *Registered Nurse, NMC, Ghana – 1992.*	Lecturer *[Part Time]*
22.	**OKANTEY, CHRISTIANA** *MPhil, Nursing, University of Ghana, Legon – 2009.* *BA Nursing with Psychology, University of Ghana, Legon- 2003.* *Fellow, West African College of Nursing, (FWACN) – 2009.*	Lecturer *[Part Time]*

	Member, Honour of society of Nursing, Sigma ThetaTau International – 2007. *Stated Registered Nurse, NMC, Ghana -1998.*	
23.	**ACHEMPIN-ANSONG, GLORIA** *MPhil, Nursing, University of Ghana, Legon – 2009.* *BA Nursing with Psychology, University of Ghana –Legon – 2003.* *Fellow, West African College of Nursing (FWACN) – 2009.* *Member, Honour Society of Nursing, Sigma Theta Tau International – 2007.* *State Registered Nurse, NMC, Ghana – 1997.*	Lecturer *[Part Time]*
24.	**NSATIMBA, FREDERICK** *BA Nursing with Psychology, University of Ghana, Legon – 2007.* *Registered Mental Nurse, NMC, Ghana – 2001.*	Tutor *[Part Time]*
25.	**NARTEY, VINCENT K.** *Post Doctorate Degree, University of Technology, Graz, Austria 1998.* *Doctorate Degree, University of Technology, Graz, Austria -1993.* *MSc, University of Science and Technology, 1988.* *BSc, University of Cape Coast, 1980.* *Member, American Chemical Society.* *Ghana Chemical Society.* *Ghana Science Association.*	Associate Professor *[Part Time]*
26.	**NKROMAH-BUANDOH, GEORGE KOFI** *PhD Physics, University of Ghana, Legon – 2006.* *MPhil Physics, University of Ghana, Legon – 2000.* *Graduate Diploma – Condensed Matter, Physics, SICTP, Trieste, Italy – 1994.* *BSc (Physics with Mathematics), University of Cape Coast – 1996.*	Senior Lecturer *[Part Time]*
27.	**KORANTENG, SAMUEL K.** *MPhil Environmental Science, University of Ghana, Legon – 2003.* *BSc, Botany and Zoology, University of Ghana, Legon – 1996.* *Diploma in Education, University of Cape Coast – 1996.*	Lecturer *[Part Time]*
28.	**MANSO, KWADWO FRIMPONG** *Doctor of Medicine – FATIMA UNIVERSITY OF MEDICINE, PHILIPINES – 2007*	Lecturer *[Part Time]*
29.	**DOE, RICHARD** *MPhil, Physiology, University of Ghana, Legon – 2008 – in progress.* *MB ChB, Ghana Medical School, University of Ghana, Legon – 2006.* *BSc Medical Science, University of Ghana , Legon – 2003.*	Lecturer *[Part Time]*
30.	**DARKO, FLORENCE ANIMWAA** *BA, NURSING, University of Ghana, Legon – 2008.* *RMN (DIP) NMC, Ghana – 2003.*	Lecturer *[Part Time]*
31.	**ANDREWS, LYDIA D.** *PhD, American World University, 2005.* *Registered Nurse & Registered Midwife, Nursing*	Associate Professor *[On Sabbatical Leave]*

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.

32.	**NYACHURU-MUZE, RUTH** *PhD*	Associate Professor *[Visiting Lecturer]*
33.	**BROWN, GINA** *PhD*	Associate Professor *[Consultant]*
34.	**FARRELL, KATHLEEN** *Certificate Programme for Supervisors, Molloy College, New York 2001.* *MSc, Nursing & Midwifery, Columbia University, New York – 1997.* *MSc, Medical / Surgical Nursing, Hunter College, New York – 1985.* *BSc Nursing, City College, New York – 1980.* *BA Psychology, New York Technical College, Brocklyn, New York – 1974.*	Associate Professor *[Visiting Lecturer]*
35.	**JOHNSON, AFRIYIE** *DNP Candidate.* *MSc Nursing, Family Clinical Nurse Specialist, Michigan State University – 1998.* *BSc Nursing, University of Arkansas of Pine Bluff – 1990*	Associate Professor *[Visiting Lecturer]*

BIOMEDICAL EQUIPMENT (OR ENGINEERING) TECHNOLOGY

INTRODUCTION

The field of Biomedical Equipment (or Engineering) Technology is undoubtedly one of the most exciting and rewarding areas of study available to students in the twenty first century. The discipline of biomedical equipment technology is a multidisciplinary one that integrates different principles including anatomy, physiology, medical terminology, physics, chemistry, mathematics, electronics, electrical, information technology, biomedical instrumentation, and equipment management to form a coherent background for providing cost-effective, efficacious and safe management of medical equipment in a clinical environment. At the department of Biomedical Equipment Technology, students are trained to handle the maintenance, repair and management of medical and clinical equipment. This is the goal of biomedical equipment technology education, which is distinctively different from that of biomedical engineering education.

MISSION STATEMENT

The mission of the Biomedical Equipment Technology department is to pursue excellence in biomedical equipment technology and biomedical engineering education and research in a Christian environment. The Department seeks to prepare highly qualified and professional Biomedical Engineers and Biomedical Equipment Technicians (also known as Biomedical Engineering Technicians or Medical Equipment Technicians) with solid moral foundation for improving society, human health and health care.

In pursuance of its mission, the department will concentrate on building students' problem solving and communication skills, promote critical and independent thinking among students, and assists them in understanding scientific and engineering concepts.

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.

OBJECTIVES

- Produce graduates within a Christian environment capable of practicing biomedical equipment technology and biomedical engineering to serve hospitals, government agencies, national and international industries.
- Produce graduates with the requisite knowledge and technical skills to work professionally in the areas of medical electronics, biomedical instrumentation, medical imaging and clinical engineering, to serve God and humanity.
- Teach students to exhibit the highest ethical, moral and social responsibilities in the pursuit of personal and professional success.
- Teach students to appreciate the importance of and engage in life-long learning particularly in a dynamic and multidisciplinary field such as biomedical engineering.
- Produce, through a carefully planned curriculum, graduates with the ability to pursue advanced degree programs particularly in the fields of engineering and science.

PROGRAMMES OFFERED

The Department offers Diploma in Biomedical Equipment Technology.

The health care delivery system has grown to depend on medical devices and systems to diagnose, treat and monitor patients in health care. These medical devices have become very complex, as they are becoming microprocessor controlled, PC based and networked to share information.

This programme prepares individuals interested in technology and health sciences to enter a challenging career in Biomedical Equipment Technology. The programme produces biomedical equipment technicians with the ability to participate in the development and application of technology to medicine. Biomedical Equipment Technicians are specialized individuals who are educated and trained on the methods of physiological measurement, equipment application and operation, safety, performance and preventive testing, calibration, problem solving, and troubleshooting. To this effect, the Biomedical Equipment Technology programme prepares individuals to install, operate, troubleshoot and repair sophisticated medical devices in the health care delivery system. Emphasis is placed on preventive and safety inspections to ensure that biomedical equipment meet national and international safety standards.

PROGRAMME OBJECTIVES

The educational objectives for graduates of the Diploma programme in Biomedical Equipment Technology are to:

a. Perform preventive maintenance, performance assurance and safety inspections on a wide range of biomedical equipment and instrumentation systems.

b. Understand the use, application and operation of a wide range of biomedical equipment and instrumentation systems.

c. Possess and demonstrate a broad knowledge of electrical and electronic engineering technology fundamentals, components and circuits.

d. Use basic mathematical and scientific knowledge to identify, analyze and solve technical problems on a wide range of biomedical equipment and instrumentation systems.

e. Understand the use and application of computer systems and software, requisite biomedical and electronic test and measurement equipment, simulators and tools required to perform preventive maintenance, service and maintain biomedical equipment and instrumentation systems.

f. Know and understand the application of applicable National and International codes, standards and regulations regarding the management of biomedical equipment.

g. Perform and assist in the Installation and Acceptance Testing of biomedical equipment and instrumentation systems.

h. Work with fellow technicians, clinical professionals and other related professionals by functioning effectively on committees, teams and by independent work.

i. Properly document actions and follow required procedures, policies and regulatory requirements.

j. Communicate, both oral and written, effectively with fellow technicians, clinical professionals and other related professionals.

k. Build up troubleshooting and problem solving capabilities.

l. Acquire skills in sales, service and marketing of biomedical equipment.

m. Equip them to become successful entrepreneurs through self employment.

n. Continue professional development by participating in education and training on biomedical equipment and instrumentation systems.

o. Understand basic networking principles.

PROGRAMME OUTCOMES

Upon graduation, graduates of the Diploma programme in Biomedical Equipment Technology should be able to:

a. Perform Installation, Acceptance Testing, Preventive Maintenance, Corrective Maintenance, Troubleshooting, Electrical Safety Inspection, Functional Testing, and Performance Assurance on: General Medical Equipment Systems (Infusion Pump, Infant Incubator, Suction Unit, Electrosurgical Unit), Respiratory Equipment (Intensive Care Ventilator, Pulmonary Function Tester, Respiratory Gas Monitor, Anaesthesia System), Cardiographic Diagnostic Equipment (Multichannel Electrocardiography, Defibrillator, Fetal Heart Monitor, Physiological Monitor, Blood Pressure Monitor), Clinical Laboratory Systems

(Electrolyte analyzer, Chemistry Analyzer, Blood Gas Analyzer, Haematology Analyzer, Centrifuge), and Medical Imaging Systems.

b. Understand and apply knowledge of electrical and electronic engineering technology fundamentals, components and circuits.

c. Apply basic mathematical and scientific knowledge to identify, analyze and solve technical problems.

d. Understand, apply and use computer systems and software, applicable biomedical and electronic test and measurement equipment, required simulators and tools to solve technical problems pertaining to biomedical equipment and instrumentation systems.

e. Understand and apply the applicable National and International Codes, Standards and Regulations regarding the management of biomedical equipment.

f. Properly document actions and follow required procedures, policies and regulatory requirements.

g. Communicate, both oral and written, effectively with fellow technicians, clinical professionals and other related professionals.

h. Recognize and understand the need for continued professional development, including formal and informal study.

i. Understand basic anatomy and physiology of human structures.

j. Work with fellow technicians, clinical professionals and other related professionals effectively in teams and independently.

k. Understand basic network hardware and software technologies.

l. Demonstrate proficiency in relating network technology to real world applications in the biomedical field such as: Medical Instrumentation Interfacing, Laboratory Information Systems (LIS), and Hospital Information Systems (HIS).

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. GCE 'O' level and 'A' level Applicants

Five (5) GCE Ordinary Level passes including English Language, Mathematics and Physics plus a minimum of two GCE A level passes in relevant subjects- Physics, Chemistry and Mathematics.

b. SSCE/WASSCE

Passes in three core subjects- English, Mathematics, Integrated Science plus three passes in the relevant subjects- Physics, Chemistry, Mathematics, and Applied Electricity.

c. Mature Students

- Applicants who are aged 25 and above with 3 years working experience and have five passes including English and Mathematics in SSSCE can apply.
- "Applicants who are aged 25 and above with 3 years working experience and have A1-E8 including English and Mathematics in WASSE can apply.
- "Applicants who are aged 25 and above with 3 years working experience and have five GCE Ordinary Level or School Certificate credits including English Language and Mathematics can apply.
- "Applicants without formal academic qualifications may be considered for admission if they are above 25 years old and have demonstrated relevant work experience. Applicants will also be required to pass an entrance examination and/or an interview."

d. Biomedical or Medical Equipment Technician Part II

e. Electrical Engineering Technician Part II

f. Radio, Television (TV) and Electronics Technician Part II

GRADUATION REQUIREMENTS:

a. A candidate for the Diploma in Biomedical Equipment Technology must complete four (4) semesters of 83 Credit Hours in total, passed all examinations and submit a detailed internship report.

b. The candidate must meet all graduation requirements stated in the University bulletin.

    1. An overall Cumulative Grade Point Average (CGPA) of 2.00 or above

    2. A minimum GPA of 2.50 in the major, required core, and area of concentration

    3. Clear any financial obligation to the University

    4. Clear any pending disciplinary issues (sanctions) imposed on the student by the University

EMPLOYMENT PROSPECTS

Graduates of the Biomedical Equipment Technology programme may be employed in Hospitals (in the Biomedical or Clinical Engineering Department), Clinics, Research Laboratories, Original Equipment Manufacturers (OEM) and Independent Service Organizations (ISO). They may also be employed as Technical Sales Representatives. Biomedical Equipment Technicians may be responsible for: Scheduled and Corrective Maintenance, Safety Inspection of Medical Equipment, Purchase Specification, Equipment Evaluation, Testing and Commissioning, and Operator Training.

CURRICULUM

The programme provides education and training in the following subject areas: Technical Mathematics, Analog and Digital Electronics, Technical Communication, Human Anatomy and Physiology, Biomedical Electronics, Biomedical Measurement and Instrumentation, Computers and Microprocessors, Networking and Data Communication, Medical Imaging Systems, and Biomedical Equipment Management.

The curriculum provides practical hands-on understanding in the fundamental principles, operation and design of medical diagnostic and therapeutic devices. Medical device standards and protocols, technology life-cycle management strategies, and troubleshooting techniques are studied.

Through classroom and laboratory environments students will acquire knowledge to evaluate, troubleshoot, repair and test various types of biomedical equipment. Additionally, during the second year of the programme, each student will through an internship programme spend fourteen (14) weeks supervised training in a local hospital or medical equipment supplier / independent service organization. This will afford them the opportunity to learn how to function in a hospital. The students will also work closely with Biomedical Engineers, Physicians and others who use, manage, maintain and supply biomedical equipment.

SEQUENCE OF COURSES:

Year I Semester I

Course Code	Course Title	L	P	C
BMET 111	Technical Mathematics I	3	0	3
BMET 125	Electrical Circuit Analysis	3	0	3
BMET 131	Electronic Devices and Circuits I	3	3	3
BMET 141	Digital Fundamentals I	3	3	3
RELB 160	Life and Teachings of Jesus 3	0	3	
ENGL 121	Language and Writing Skills 3	0	2	
COSC 117	Fundamentals of Computing Skills	3	0	3
GNED 125	Study Skills	1	0	NC
Total				**20**

Year I Semester II

Course Code	Course Title	L	P	C
BMET 112	Technical Mathematics II	3	0	3
BMET 128	Technical Communication	2	0	2
BMET 132	Electronic Devices and Circuit II	3	3	3
BMET 142	Digital Fundamentals II	3	3	3
BMET 156	Database Management	2	3	2
BMET 164	Biomedical Electronics	3	3	3
BMET 178	Physics for Biomedical Equipment Technology	2	0	2
EDST 160	Philosophy of Christian Education	3	0	3
PEAC 100	Physical Activity			NC
Total				**21**

Year II Semester I

Course Code	Course Title	L	P	C
BIOL 215	Basic Anatomy and Physiology	3	0	3
BMET 227	Medical Imaging Systems I	3	3	3
BMET 235	Networking and Data Communication	3	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	3	3	3
RELB 251	Principles of Christian Faith	3	0	3
Total				**21**

Year II Semester II

Course Code	Course Title	L	P	C
BSAD 216	Business Essentials	3	0	3
BMET 228	Medical Imaging Systems II	3	3	3
BMET 236	Biomedical Equipment Management	0	3	
BMET 248	Medical Device Standards	3	0	3
RELB 385	Christian Business Ethics	3	0	3
BMET 258	Biomedical Equipment Technology Practicum	3	0	3
BMET 262	Biomedical Measurement and Instrumentation II	3	3	3

GNED 230	Career Exploration and Planning	3	0	NC
Total				**21**

Where:

L = Lecture Hours, **P** = Practical Hours, and **C** = Credit Hours

ENTRY OR ADMISSION REQUIREMENTS

1. SSSCE Candidates: Passes (A-D) in five (5) subjects comprising three core subjects; English Language, Integrated Science and Mathematics, **plus** two (2) electives; Elective Mathematics, Physics, Chemistry, Applied Electricity and Biology.

2. WASSCE Candidates: Credit passes (A1-C6) in five (5) subjects comprising; English Language, Integrated Science and Mathematics, **plus** two (2) electives; Elective Mathematics, Physics, Chemistry, Applied Electricity and Biology

GRADUATION REQUIREMENTS

The total credits for graduation is 83.

BIOMEDICAL EQUIPMENT TECHNOLOGY CORE COURSE

BMET 111 TECHNICAL MATHEMATICS I **3 CREDITS**

A study of Functions, Partial Fractions, Logarithm and Exponential Functions, Arithmetic and Geometric Progressions, Binomial Series, Geometry and Trigonometry, Complex Numbers, Matrices and Determinants. Emphasis is placed on application and problem solving.

BIOL 215 BASIC ANATOMY AND PHYSIOLOGY **3 CREDITS**

A study of the structure and function of the human body. The course presents the human Biology, Anatomy, Physiology and Medical Terminology essential for biomedical equipment technicians. Focus is on the vocabulary necessary for effective medical communication skills in the hospital environment as part of the health care team. The course covers Cell and general physiology, Cardiovascular System, Respiratory System, Renal System, Central Nervous System, the Endocrine System, and the Musculoskeletal System. Topics will include: Cell and its functions, Blood and Vascular System, Blood Pressure, Cardiac Output, Lung Volumes and Capacities, Mechanics of Breathing, Formation of Urine, Nervous System Organization, Bones, and Major Muscles of the body.

BMET 128 TECHNICAL COMMUNICATION **2 CREDITS**

A study of Writing, Reading, Listening and Speaking skills. Emphasis is placed on preparation of Business Communications, Technical Reports, Technical Instructions and Proposals, Writing of Memos and Letters, Development and Preparation of Oral Presentation. A review of basic grammar and writing principles will be presented.

BMET 255 COMPUTERS AND MICROPROCESSORS **3 CREDITS**

A study of typical PC Architecture and Organization. It gives an overview of the hardware organization and the interaction between operating system and application software. The course covers PC system configuration, Hardware and Software installation and basic PC Preventive Maintenance and Troubleshooting. The course will also cover Internal Microprocessor Architecture, Programming Model, Machine /

Assembly / High level Language, Instruction Format, Programming, Addressing Modes, Input / Output Data Transfer Format, Interrupts.

BMET 125 ELECTRICAL CIRCUIT ANALYSIS **3 CREDITS**

A study of DC and AC circuits. Topics will include: Voltage, Current and Resistance, Ohm's Law, Power and Energy, Series Circuits, Parallel Circuits, Series and Parallel Circuits, Circuit Theorems, Magnetism and Electromagnetism, Alternating Currents and Voltages, Capacitors, Inductors, Transformers, RC Circuits, RL Circuits, LC Circuits, RLC Circuits and Resonance, Passive Filters, and Circuit Theorems in AC Analysis.

BMET 156 DATABASE MANAGEMENT **2 CREDITS**

An introduction to the theoretical and practical issues involved in the management, retrieval, and organization of large quantities of data. Topics will include: Databases and Database Users, Database System Concepts and Architecture, Relational Database Design, Practical Database Design, Data Storage, Indexing, Query Processing, Database Recovery Techniques, Database Security, and Authorization.

BMET 112 TECHNICAL MATHEMATICS II **3 CREDITS**

An introduction to Calculus. Topics will include: Limits and Continuity, Methods of Differentiation, Differentiation of Parametric Equations, Differentiation of Implicit Functions, Logarithmic Differentiation, Application of Differentiation, Standard Integration, Integration using Algebraic Substitution, Integration by Partial Fractions, Integration by Parts, Application of Definite Integral, Introduction to Differential Equations.

BMET 131 ELECTRONIC DEVICES AND CIRCUITS I **3 CREDITS**

The first part of a two-semester course in Analog Electronics. The course covers: Diodes and their applications, Transistors (BJT and FET), Amplifiers and Operational Amplifiers. The theory and concepts presented in the course are reinforced in the practical laboratory section of the course. Topics will include: Biasing of Diodes, Diode Models, Diode Applications, Special Purpose Diodes, Bipolar Junction Transistors, Transistor Bias Circuits, Small Signal Amplifiers, Power Amplifiers, Field Effect Transistors and their Biasing, Small Signal FET Amplifiers, Basic Op-amp Circuits, Special Purpose Op-amp Circuits, Non-linear Op-amp Circuits.

BMET 235 NETWORKING AND DATA COMMUNICATION **3 CREDITS**

A study of principles of Data Communications and Network Fundamentals with applications in medicine. The course covers Analog and Data Communication Transmission Methods, Network Architectures, Hardware, Protocols and Software Communication Standards in Medical Device Industry (DICOM), Biomedical Telemetry, Picture Archiving and Communication Systems. Topics will include: Data Transmission, Transmission Media, Data Encoding, Data Communication Interface, LAN Technology, LAN Systems, Protocols and Architecture, Wide Area Networks (WAN), PACS Architecture, PACS and Teleradiology, DICOM Data Format, DICOM Communication, DICOM Conformance.

BMET 141 DIGITAL FUNDAMENTALS I **3 CREDITS**

The first part of a two-semester course in Digital Electronics and its applications. The course covers: Number Systems and Operations, Logic Gates, Boolean Algebra and Logic Simplification, Combinational Logic Analysis, Functions of Combinational Logic, Latches, Flip-Flops and Timers. The theory and concepts presented in the course are reinforced by practical applications examined in the laboratory section of the course. Topics will include: Number Systems, Digital Codes, Logic Gates, Truth Tables, Boolean Algebra, Karnaugh Map, Combinational Logic Circuits, Adders, Comparators,

Decoders, Encoders, Multiplexers, Demultiplexers, Flip-Flops, One-Shots, and the 555 Timer.

BMET 178 PHYSICS FOR BIOMEDICAL EQUIPMENT TECHNOLOGY **2 CREDITS**

A study of General Physics with emphasis on the application of basic physics principles to Biomedical Equipment Technology. The course covers: Mechanics (Statics and Dynamics), Waves and Acoustics, Thermodynamics, Electromagnetism, Optics, Modern Physics. Topics will include: Mechanical Waves, Sound and Hearing, Temperature and Heat, Thermal Properties of Matter, Laws of Thermodynamics, Electric Potential and Electric Field, Capacitance and Dielectrics, Current, Resistance and Electromotive Force, Magnetic Field and Magnetic Forces, Electromagnetic Induction, Inductance, Alternating Current, Electromagnetic waves, Nature and Propagation of Light, Geometric Optics and Optical Instruments, Interference, Diffraction, Photons, Electrons and Atoms, Atomic Structure, Nuclear Physics.

BMET 132 ELECTRONIC DEVICES AND CIRCUITS II **3 CREDITS**

The second part of a two-semester course in Analog Electronics. A study of Active Filters, Oscillators, Communication Circuits, and Voltage Regulators is presented. The theory and concepts presented in the course are reinforced by practical applications examined in the laboratory section of the course. Topics will include: Basic Filter responses, Filter Response Characteristics, Active Low-pass, High-pass, Band-pass and Band-stop Filters, Oscillator Principles, Oscillators with RC Feedback Circuits, Oscillators with LC Feedback Circuits, Nonsinusoidal Oscillators, 555 Timer as an Oscillator, Relaxation Oscillators, Amplitude Modulation, Amplitude Demodulation, IF and Audio Amplifiers, Frequency Modulation and Demodulation, Phase Locked Loop and its applications, Basic Series Regulators, Basic Shunt Regulators, Basic Switching Regulators, Integrated Circuit Voltage Regulators, Application of IC Voltage Regulators.

BMET 261 BIOMEDICAL MEASUREMENTS AND INSTRUMENTATION I **3 CREDITS**

The course presents the Principles of Operation, Instrumentation, Design and Construction, Application, Care / Maintenance, Testing (Acceptance, Safety, Functional and Performance), Calibration, Common Problems / Faults, Troubleshooting Techniques and Repair of: Biomedical Recorders, Patient Monitoring Systems, Blood Pressure Measurement, Heart Sound Measurement, Pulmonary Function Analyzers, Blood Flowmeters, Fetal Monitoring Instruments, Blood Gas Analyzers, Pulse Oximeters, Blood Cell Counters, Arrhythmia and Ambulatory Monitoring Instruments, Chemistry Analyzers, Audiometers, Biomedical Telemetry and Telemedicine. Lab exercises in the laboratory section of the course are coordinated with the course content.

BMET 247 BASIC MEDICAL IMAGING AND RADIOTHERAPY PHYSICS **3 CREDITS**

A study of the Structure of Matter, Radioactivity, Interactions of Radiation, Production of X-Rays, Radiation Quantity and Quality, Radiation Detectors, Instrumentation for Nuclear Imaging, Physics of Radiography, Fluoroscopy, and Computed Tomography, Image Quality, Ultrasound Waves, Ultrasound Transducers, Ultrasound Instrumentation, Doppler Effect, Physics of Magnetic Resonance Imaging, Human Radiobiology, Radiation Protection, Dose Measurement, Quality Assurance, Treatment Planning.

BMET 142 DIGITAL FUNDAMENTALS II **3 CREDITS**

The second part of a two-semester course in Digital Electronics. The course covers: Counters, Shift Registers, Memory and Storage, and Integrated Circuit Technologies. Topics will include: Synchronous and Asynchronous Counters, Counter Applications, Functions of Shift Registers, Types of Shift Registers, Basics of Semiconductor Memory, Random Access Memory, Read Only Memory, Programmable Read Only

Memory, TTL Circuits, and ECL Circuits. Lab exercises are coordinated with the course content.

BMET 164 BIOMEDICAL ELECTRONICS **3 CREDITS**

A study of Basic Theories of Measurements, Bioelectric Signals (Sources and Properties), Biomedical Transducers and Sensors, Bioelectrodes, Biosensors, Optical Sensors, Instrumentation Amplifiers, Isolation Amplifiers, Carrier Amplifiers, Chopper Amplifiers, Bioelectric / Biopotential Amplifiers (Special Features of Bioelectric Amplifiers, Safety Requirements), Signal Processing Circuits, Electrical Safety (Physiological Effects of Electric al Current, Macroshock and Microshock, Leakage Currents, Preventive Measures to Reduce Shock Hazards, Isolation of Patient Circuits, Radiation Hazards and Safety), Biomedical Troubleshooting Techniques.

BMET 227 MEDICAL IMAGING SYSTEMS I **3 CREDITS**

This covers the function and medical applications, theory of operation, design and construction, inspection and preventive maintenance (safety inspection, performance inspection, acceptance testing), troubleshooting techniques, repair, and circuit analysis of a variety of medical equipment employed in the medical imaging field. Also covered is introduction to digital imaging. Topics include conventional X-ray machine, mobile X-ray machine, portable X-ray machine, fluoroscopy machine and mammography machine

BMET 236 BIOMEDICAL EQUIPMENT MANAGEMENT **3 CREDITS**

The course focuses on a systematic approach to managing medical technology in a clinical setting. It covers Strategic Medical Technology Planning, Good Management Practice for Biomedical Equipment, Medical Technology Assessment, Medical Technology Evaluation, Medical Technology Procurement, Equipment Control Asset Management, Computerized Maintenance Management systems, Vendor and Service Management, Basic Medical Space Planning. The course also covers: Technology Selection, Technology Installation, User Training, Safety and Performance Testing, Scheduled and Corrective Maintenance, and Replacement Planning of Medical Equipment.

BMET 262 BIOMEDICAL MEASUREMENT AND INSTRUMENTATION II **3 CREDITS**

The course presents the Principles of Operation, Instrumentation, Design and Construction, Application, Care / Maintenance, Testing (Acceptance, Safety, Functional and Performance), Calibration, Common Problems / Faults, Troubleshooting Techniques and Repair of: Cardiac Pacemakers and Defibrillators, Mechanical Ventilators, Anaesthesia Systems, Physiotherapy Equipment, Electrosurgery Machines, Biomedical Lasers, Automated Drug Delivery Systems, Blood and Infusion Warmers, Suction Machines, Medical Gas Systems, and Haemodialysis Machines. Lab exercises in the laboratory section of the course are coordinated with course content.

BMET 228 MEDICAL IMAGING SYSTEMS I **3 CREDITS**

A study of the basic operation and hardware involved in Imaging Systems used in medicine. The course covers the Fundamental Principles, Functional Building Blocks, Instrumentation, Design, Construction, Application, Maintenance / Care, Testing, Calibration, Common problems / Faults, Troubleshooting Techniques and Repair of: X-Ray Machines, Fluoroscopy and Angiography, Machines, Radiotherapy Equipment, Computed Tomography, Nuclear Medicine Equipment, Ultrasound, and Magnetic Resonance Imaging.

BMET 248 MEDICAL DEVICE STANDARDS **3 CREDITS**

A study of the Standards and Regulations that guide the Medical Device Industry and the Management of Biomedical Equipment. The course covers the NFPA 99, IEC60601 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.

BSAD 216 ENTREPRENEURSHIP AND MANAGEMENT **2 CREDITS**

A study of the basic principles of entrepreneurship and management. The course covers: Fundamentals of Entrepreneurship, Basics of Human Resource Management, Costing and Pricing, Financial Performance Measurement, and Basics of Project Management.

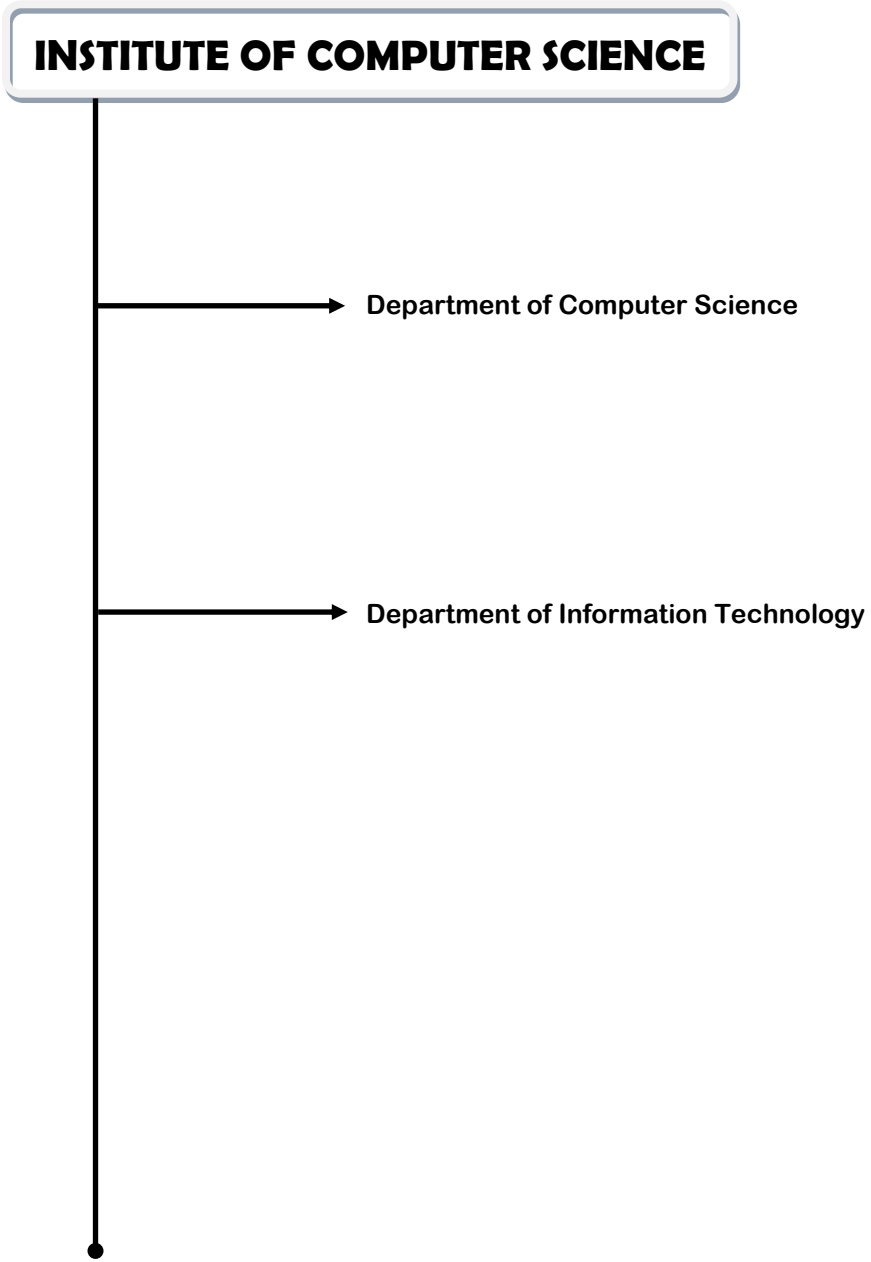
BMET 258 BIOMEDICAL EQUIPMENT TECHNOLOGY INTERNSHIP **3 CREDITS**

Practical experience, within or related to the hospital environment, on a variety of biomedical equipment and instrumentation systems. The hospital internship is an integral part of the Biomedical Equipment Technology diploma programme. It is a curriculum requirement for the programme. The internship programme consists of a minimum of 84 hours of hands-on experience in an actual work environment on patient care and life support equipment.

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.


INSTITUTE OF COMPUTER SCIENCE
Department of Computer Science
Department of Information Technology

DEPARTMENT OF COMPUTER SCIENCE

HEAD: D. Damoah

FACULTY [FULL TIME]: R. Akpalu, A. Bamfo-Boakye, J. Abandoh-Sam, P. Amoako, E. Laryea, H. Quarshie.

FACULTY [ADJUNCT]: T. Rodrigues, P. G. Reddy, P. O. Bobbie, E. Damson, K. Tupra, T. Hall and R. Halterman, J. Aryeetey, K. Annan, E. Kuadah, G. Afiriyie, Nana Annobil V., B Ghansah.

BACHELOR OF SCIENCE (BSC) IN COMPUTER SCIENCE

The underlying and guiding philosophy of the Department of Computer Science and the B.Sc. (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 Computing 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 Science.

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 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 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 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 needs 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 are normally offered jobs before graduation.

We, therefore, expect a 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 world-wide. 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 labor 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.

ENTRY REQUIREMENTS FOR ADMISSION OF STUDENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

1. Senior High School Certificate:
    a. The applicant must have passes in the core subjects (English, Mathematics, Integrated Science), and three electives with aggregate 24 or better in the Senior Secondary School Certificate Examination (SSSCE).

    b. The applicant must have credits in the core subjects (English, Mathematics, Integrated Science), and three electives with an aggregate score of 36 or better in the West African Senior School Certificate Examination (WASSCE).

    c. The three electives should include elective Mathematics and/or any two elective sciences (Physics, Chemistry, & Biology). (For Non science students, Elective mathematics is required. For science students, any two science electives is required).

2. Two (2) GCE Advanced Level passes including Mathematics and/or Science and five (5) GCE Ordinary Level credits. Two of the GCE Ordinary Level credits should be English and Mathematics.
3. Other diploma and certificates deemed equivalent to (1) or (2) by NAB/GES of the above will be considered on merits.
4. HND holders with at least second class Upper Division in Computer Science will be admitted at level 300 while others will be admitted at level 200.
5. Mature Students:
    a. Applicants lacking the necessary academic qualifications may be considered for admission if they are 25 years and above and have demonstrated relevant professional and working experience for 2-5

years. Applicants will also be required to attend an interview to determine their eligibility for the program.

PROGRAMME OFFERED

The Department of Computer Science offers Bachelor of Science (BSc) in Computer Science.

REQUIREMENT FOR GRADUATION

A) Total Credits required – 137 semester credits

B) Breakdown of total credits into major curriculum sub-divisions – See Table I below.

BSc. [Computer Science] Major Curriculum Sub-Divisions

	Major Curriculum Major Curriculum Sub-Divisions –divisions	Credits Requirements
A	General Education	26
B	Core Computer Science Courses	59
C	Computer Science Concentration Courses	27
D	Computer Science Electives	09
E	Cognates	15
F	Final Year Project	06
	Total	**142**

General Education

Cluster 1. Language and Communications

ENGL121 Language and Writing Skills I	2
ENGL122 Language and Writing Skills II	2
FREN111 French for General Communication I	2
FREN111 French for General Communication II	2
CMME105 Intro to Communication Skills	2

Cluster 2. Religion, Theology and Philosophy

RELB160 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Christian Ethics	3

Cluster 3. Health and Physical Education

PEAC100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease OR HLTH 200 Health Principles	3

Cluster 4. Behavioural and Social Science

SOCI105 Principles of Sociology OR	3
PSYC105 Introduction to Psychology OR	3
EDST202 Intro to Philosophy of Christian Education	3

Cluster 5. Natural and Physical Sciences Mathematics

Courses in Computer Science satisfy this requirement

Cluster 6. Counselling, Career Planning, Human Development

GNED230 Career Exploration and Planning	OR	NC
GNED468 Job Search Strategies and Techniques (optional)		
GNED125 Study Skills (Mandatory)		NC

Cluster 7. African Studies course

AFSTxxx African Studies course

CORE COMPUTER SCIENCE COURSES

COSC115 Intro to Computer Science I	NC
COSC116 Intro to Computer Science II	NC
COSC113 Principles of Programming	3
COSC114 Programming with C	3
COSC121 Programming with C++	3
COSC122 Programming with Java	3
COSC130 Digital Electronics	3
COSC210 Numerical Methods	3
COSC211 Computer Organization I	3
COSC215 Project Planning and Management	1
COSC220 Digital Logic Design	3
COSC230 Database Systems Design	3
COSC240 Systems Programming	3
COSC245 Entrepreneurship and Human Development	1
COSC255 Operating Systems	3
COSC260 Structured 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	NC
COSC370 Operations Research	3
COSC380 Compiler Design	3

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 Modeling	3
COSC460 Internet-Based Application Systems Development	3

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

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

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 **21 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 21 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 credit will be excess of 21.

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

Prerequisite Courses

COSC 115 Introduction to Computer Science I	NC
COSC 116 Introduction to Computer Science II	NC
COSC113 Principles of Programming	3
COSC114 Programming with C	3
COSC121 Programming with C++	3
COSC122 Programming with Java	3
COSC 130 Digital Electronics	3
PHYS 103 Physics	3
MATH 171 Introductory Maths for Computer Science	3
COSC 175 Distrete and Continuous Mathematics	3

SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL121 Language and Writing Skills I	2	
RELB160 Life and Teaching of Jesus	2	
FREN111 French for Oral Communication I	2	
PHYS103 Physics	3	
COSC113 Principles of Programming	3	
COSC115 Intro to Computer Science I	NC	
MATH171 Intro to Maths for Computer Science	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**15**	**GPA**
SECOND SEMESTER		
ENGL122 Language and Writing Skills II	2	
FREN112 French for Oral Communication II	2	
SOCI105 General Sociology OR		
PSYC105 Intro to Psychology OR	3	
EDST202 Intro to Philosophy of Christian Education		
COSC130 Digital Electronics	3	
COSC114 Programming with C	3	
COSC116 Intro to Computer Science II	NC	
MATH172 Discrete and Continuous Mathematics	3	
FIRST YEAR, SECOND SEMESTER TOTAL	**16**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
PEAC100 Physical Activity	NC	
RELB251 Principles of Christian Faith I	3	
COSC215 Project Planning and Management	1	
COSC211 Computer Organization I	3	
COSC220 Digital Logic Design	3	
COSC121 Programming with C++	3	
COSC245 Entrepreneurship and Human Development	1	
COSC210 Numerical Methods	3	
BSAD234 Principles of Management	3	
SECOND YEAR, FIRST SEMESTER TOTAL	**20**	**GPA**
SECOND SEMESTER		
GNED230 Career Exploration and Planning	NC	
HLTH200 Health Principles	3	
COSC257 Computer Architecture & Microprocessor Systems	3	
COSC230 Database Systems Design	3	
COSC122 Programming with Java	3	
COSC271 Data Communication & Computer Network I	3	
COSC280 Information Systems	3	
ACCT220 Introduction to Accounting	3	
SECOND YEAR, SECOND SEMESTER TOTAL	**21**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
COSC355 Computer Ethics	3	
COSC212 Computer Organization II	3	
COSC260 Structured Systems Analysis and Design	3	
COSC240 Systems Programming	3	
COSC331 Computer Graphics I	3	
COSC272 Data Communication & Computer Network II	3	
STAT282 Probability and Statistics	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**21**	**GPA____**
SECOND SEMESTER		
COSC370 Operations Research	3	_____
COSC310 Computer Engineering	3	_____
COSC255 Operating Systems	3	_____
COSC346 Software Engineering	3	_____
COSC361 Data Structures & Algorithm I	3	_____
COSC380 Compiler Design	3	_____
COSC365 Research Method Seminars	NC	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
COSC351 Expert Systems & Artificial Intelligence I	3	_____
COSC352 Computer Security	3	_____
COSC420 Distributed Systems	3	_____
COSCxxx Elective 1	3	_____
COSC491: Final Year Project I	3	_____
FOURTH YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
COSCxxx Elective 2	3	_____
COSCxxx Elective 3	3	_____
COSC430 Computer Simulation & Systems Modeling	3	_____
COSC460 Internet-Based Application Systems Development	3	_____
COSC492 Final Year Project II	3	_____
FOURTH YEAR, SECOND SEMESTER	**15**	**GPA____**

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 Principles 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***

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 Preprocessor 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

COSC121 Computer 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.

COSC122 Computer Programming with Java ***3 Credits***
Prerequisite: COSC121

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***
Prerequisite: COSC121

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 122

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, Interprocess 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 – 1/0 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 Structured 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 ***1 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 ***1 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 ***NC***

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 Modeling ***3 Credits***

An introduction to the methodologies used in the computer simulation of continuous and discrete systems. Mathematical modeling, 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
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 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.

INSTITUTE OF COMPUTER SCIENCE FACULTY LIST

1.	**ABANDOH-SAM, JOSEPH** *MSc., (on-going), Andrews University, USA*	Teaching Assistant *[Full-Time]*
2.	**ADU-MANU, KOFI SARPONG** *M.Phil., Computer Science (on-going), KNUST, Kumasi*	Teaching Assistant *[Full-Time]*
3.	**ADU-SACKEY, ALBERT** *M.Phil., 2010,(Applied Maths) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
4.	**AKPALU, ROBERT** *M.Phil., 1996, University of Cape Coast*	Lecturer *[Full Time]*
5.	**ANNAN KWAW M.** *MSc., (Electrical Engineering), State University of New York, USA*	Lecturer *[Part Time]*
6.	**ANSONG, DANSO EDWARD** *M. E., 2008, (Comp. Sci. & Engineering), Karuya University, Indai*	Lecturer *[Full Time]*
7.	**ARTHUR, JOHN KINGSLEY** *MSc., Information Technology (on-going), AIT, Accra*	Teaching Assistant *[Full-Time]*
8.	**ARYEETEY, JACOB** *MSc., 1989, (Computer Science) University of Lagos, Nigeria*	
9.	**BAMFO-BOAKYE, ABRAHAM** *MSc., (Mathemathics) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
10.	**BOBBIE, PATRICK** *PhD., 1986, University of Southwestern Louisiana.*	*Professor* *[Adjunct Faculty]*
11.	**DAMOAH, D. DOMINIC** *MSc., 2008, (Software Engineering), Andrews University, Michigan USA.*	Lecturer *[Full Time]*
12.	**DAMSON, ENOCH** *PhD., in progress, University of Akron*	*Associate Professor* *[Adjunct Faculty]*
13.	**GYAMFI, AFIRIYIE GEORGE** *MSc., (Engineering Mgt) George Washington University, USA.*	Lecturer *[Part Time]*
14.	**KUADAH ERIC** *MSc., 2009, (Comp & Telecom Ntwk Serv), KTH-Royal Ins. Of Tech., Stockholm Sweden*	Lecturer *[Part Time]*
15.	**LARYEA, EBENEZER** *MSc. 2009, (Computer Application), Symbiosis International University, India*	Lecturer *[Part Time]*
16.	**LARYEA, GEORGE** *MSc., 2007,(Physics) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
17.	**MAIYO, PHILIP** *PhD., 2003, Guru Nanak Dev. University, Amritsar, India.*	Associate Professor *[Full Time]*

18.	**NANA ANNOBIL V** *MSc., (Information Systems), Leads University, UK*	Lecturer *[Part-Time]*
19.	**QUARSHIE, HENRY** *MSc., 2006, (Software Engineering), Andrews University, Michigan USA*	Lecturer *[Full Time]*
20.	**REDDY, P. G.** *PhD., 1967, India Institute of Technology (IIT), Kharagpur*	*Professor* *[Adjunct Faculty]*
21.	**RODRIGUES, TONY** *PhD., 1971, University of Manchester UK.*	*Professor* *[Adjunct Faculty]*
22.	**RONKY, FRANCIS DOH** *MBA (MIS) Wisconsin University College, Accra*	Teaching Assistant *[Full-Time]*
23.	**WIAFE, ISAAC** *PhD (2012), University of Reading, UK*	Lecturer Assistant *[Part-Time]*

DEPARTMENT OF INFORMATION TECHNOLOGY

CHAIR: E. D. Ansong

FACULTY [FULL TIME]: G. Laryea, A. Adu-Sackey, F. Doh Ronky, W. Larkotey, P. Maiyo

FACULTY [ADJUNCT]: T. Rodrigues, P. G. Reddy, P. O. Bobbie, E. Damson, K. Tupra, T. Hall and R. Halterman, J. Aryeetey, K. Annan, E. Kuadah, G. Afiriyie, Nana Annobil V., B. Ghansah

BACHELOR OF SCIENCE (BSc) 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 Program 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 in order to be admitted to the degree programme.

1. Senior High School Certificate:
    a. The applicant must have passes in the core subjects (English, Mathematics and Integrated Science or Social Studies), and three electives with aggregate 24 or better in the Senior Secondary School Certificate Examination (SSSCE).

    b. The applicant must have credits in the core subjects (English, Mathematics and Integrated Science or Social Studies), and three electives with an aggregate score of 36 or better in the West African Senior School Certificate Examination (WASSCE).

2. Two (2) GCE Advanced Level passes and five (5) GCE Ordinary Level credits. Two of the GCE Ordinary Level credits should be English and Mathematics.
3. Other diploma and certificates deemed equivalent to (1) or (2) by NAB/GES of the above will be considered on merit.
4. HND holders with at least second class Upper Division in Information Technology will be admitted at level 300 while others will be admitted at level 200.
5. Mature Students:
    a. Applicants lacking the necessary academic qualifications may be considered for admission if they are 25 years and above and have demonstrated relevant professional and working experience for 2-5 years. Applicants will also be required to attend an interview to determine their eligibility for the program.

6. 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. The examinations

are prepared and graded by the GED Testing Service based in Washington DC. USA.

PROGRAMME OFFERED

The Department of Information Technology offers Bachelor of Science [BSc] in Information Technology.

REQUIREMENT FOR GRADUATION

A. Total Credits required – 132 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	29
B	Cognates	09
C	Computer Science Courses Required	30
D	IT Concentration Courses	58
E	Information Technology Electives	09
F	Final Year Project	06
	Total	**141**

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 in Computer Science 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 for the Computer Science Minor have prerequisites it is anticipated that the total number of required credit will be excess of 21.

REQUIRED COURSES FOR MINOR

INFT240 Advanced Programming with Applications Development	3
INFT211 Computer Architecture & Organization	3
INFT280 Information Technology Systems	3
INFT360 Web Engineering & Application Systems	3
COSC230 Database Systems Design	3
COSC255 Operating Systems	3
COSC271 Data Communication & Computer Network I	3

PREREQUISITE COURSES

INFT115 Information Technology Foundation I	3
INFT116 Information Technology Foundation II	3
COSC113 Principles of Programming	3
COSC114 Programming with C	3
COSC121 Programming I	3
COSC122 Programming II	3
COSC130 Digital Electronics	3
MATH125 Algebra II	3

GENERAL EDUCATION COURSES

GENERAL EDUCATION

CLUSTER 1. Language and Communications

ENGL121 Language and Writing Skills I	2
ENGL122 Language and Writing Skills II	2
FREN111 French for General Communication I	2
FREN111 French for General Communication II	2
CMME105 Intro to Communication Skills	2

CLUSTER 2. Religion, Theology and Philosophy

RELB160 Life and Teaching of Jesus	3
RELB251 Principles of Christian Faith	3
RELB385 Christian Ethics	3

CLUSTER 3. Health and Physical Education

PEAC100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease OR	
HLTH 200 Health Principles	3

CLUSTER 4. Behavioural and Social Science

SOCI105 Principles of Sociology OR	3
PSYC105 Introduction to Psychology OR	3
EDST202 Intro to Philosophy of Christian Education	3

Cluster 5. Natural And Physical Sciences Mathematics

MATH141: Algebra I	3

Cluster 6. Counselling, Career Planning

GNED230 Career Exploration and Planning	OR	NC
GNED468 Job Search Strategies and Techniques (optional)		
GNED125 Study Skills(Mandatory)		NC

CLUSTER 7. African Studies course

AFSTxxx African Studies course	1

COGNATES

ACCT210: Introduction to Accounting	3
MGNT234: Principles of Management	3
MATH142: Algebra II	3

INFORMATION TECHNOLOGY CONCENTRATION COURSES

INFT110: Information Technology & Society	3
INFT115: Information Technology Foundation I	3
INFT116: Information Technology Foundation II	3
INFT211: Computer Architecture and Organization	3
INFT240: Advanced Programming with Applications Development	3
INFT280: Information Technology Systems	3
MATH282: Introduction to Statistics	3
INFT331: Multimedia Application Systems Development I	3
INFT340 : Computer Vision: Concepts & Applications	3
INFT346: Software Development Life Cycle	3
INFT350: Managing Information Technology Projects	3
INFT360: Web Engineering & Application Systems	3
INFT361: Design & Theory of Algorithms	3
INFT365 Research Method Seminars	NC
INFT370: Management Science	3
INFT372: Network Project Management	3
INFT410: Internet-Enabled Application Systems	3
INFT420: Computer-Human Interaction	3
INFT430: Distributed Computing	3
INFT445: Entrepreneurship and Human Development	1
INFT452: Enterprise Information Security	3

COMPUTER SCIENCE REQUIRED COURSES

COSC113 Principles of Programming	3
COSC114 Programming with C	3
COSC121 Programming with C++	3
COSC122 Programming with Java	3
COSC130: Digital Electronics	3
COSC230: Database Systems Design	3
COSC271: Data Communication & Computer Network I	3
COSC260: Structured Systems Analysis & Design	3
COSC255: Operating Systems	3
COSC351: Expert Systems & Artificial Intelligence I	3

ELECTIVE COURSES

INFT425: Mobile Application Systems Development	3
INFT454: Advanced Database System Implementation & Administration with ORACLE	3
INFT455: Multimedia Application Systems Development II	3
INFT480: Data Warehousing	3
INFT450: Enterprise Network Management	3
INFT470: Computer and Cyber Forensics	3
INFT475: Advanced System Analysis & Design	3
INFT446 Advanced Network and Systems Administration	3

FINAL YEAR PROJECT

INFT491: Final Year Project I	3
INFT492: Final Year Project II	3

SEQUENCE OF COURSES

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ENGL 121: Language & Writing Skills I	2	
RELB 160: Jesus and the Gospels	2	
FREN 111: French for Oral Communication 1	2	
MATH 141: Algebra I	3	
COSC113 Principles of Programming	3	
INFT115: Information Technology Foundation I	3	
INFT110: Information Technology and Society	3	
FIRST YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
ENGL 122: Language & Writing Skills II	2	
CMME 105: Introduction to Communication Skills	2	
SOCI 105: General Sociology Or		
PSYC 105: Introduction to Psychology	2	
MATH142: Algebra II	3	
COSC130: Digital Electronics	3	
COSC114 Programming with C	3	
INFT116: Information Technology Foundation II	3	
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
ACCT220: Introduction to Accounting	3	
MATH282: Introduction to Statistics	3	
RELB 251: Principles of Christian Faith I	2	
BIOL140: Human Body OR		
HLTH200: Health Principles	3	
INFT211: Computer Architecture and Organization	3	
INFT210: Computer Ethics	3	
COSC121 Programming with C++	3	
SECOND YEAR, FIRST SEMESTER TOTAL	**20**	**GPA**
SECOND SEMESTER		
MGNT234: Principles of Management	3	
PEAC100: Physical Activity	NC	
GNED230: Career Exploration and Planning	1	
COSC122 Programming with Java	3	
COSC271: Data Communication & Computer Network I	3	
COSC230: Database Systems Design	3	
INFT280: Information Technology Systems	3	
SECOND YEAR, SECOND SEMESTER TOTAL	**16**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
COSC260: Structured Systems Analysis and Design	3	
INFT331: Multimedia Application Systems Development I	3	
INFT372: Network Project Management	3	
INFT360: Web Engineering & Application Systems	3	
INFT340: Computer Vision : Concepts and Applications	3	
INFT240: Advanced Programming with Applications Development	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**

2ND SEMESTER

INFT370: Management Science	3	
COSC255: Operating Systems	3	
INFT361: Design & Theory of Algorithms	3	
INFT346: Software Development Life Cycle	3	
INFT350: Managing Information Technology Projects	3	
INFT365 Research Method Seminars	1	
THIRD YEAR, SECOND SEMESTER TOTAL	**16**	**GPA**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
COSC351: Expert Systems & Artificial Intelligence I	3	
INFT430: Distributed Computing	3	
Elective (in Information Technology) 1	3	
INFT452: Enterprise Information Security	3	
INFT491: Final Year Project I	3	
INFT445: Entrepreneurship and Human Development	1	
FOURTH YEAR, FIRST SEMESTER TOTAL	**16**	**GPA**
SECOND SEMESTER		
Elective (in Information Technology) 2	3	
Elective (in Information Technology) 3	3	
INFT420: Computer-Human Interaction	3	
INFT410: Internet-Enabled Application Systems	3	
INFT492: Final Year Project II	3	
FOURTH YEAR, SECOND SEMESTER	**15**	**GPA**

COURSE DESCRIPTION

CORE COMPUTER SCIENCE COURSES

COSC121 Computer Programming I ***3 Credits***

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 program 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 Principles 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***
Pre-requisite – 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 Preprocessor 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

COSC114 Programming with C COSC121 Computer Programming ***3 Credits***
I: Principles of Programming

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

COSC122 Computer Programming II ***3 Credits***

Pre-requisite – COSC 121

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, and power dissipation.

COSC271 Data Communications and 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 I ***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 – Vitual 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 Structured 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:COSC122

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 ***1 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, Interprocess communication, Networking and Internetworking, System Models, Characterization of Distributed Systems …

INFT445 Entrepreneurship and Human Development ***1 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 tradeoffs 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 forensics; 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 modeling using entity relationship diagrams and the Unified Modeling 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 modeling 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.

12.	**ABANDOH-SAM, JOSEPH** *MSc., (on-going), Andrews University, USA*	Teaching Assistant *[Full-Time]*
13.	**ADU-MANU, KOFI SARPONG** *M.Phil., Computer Science (on-going), KNUST, Kumasi*	Teaching Assistant *[Full-Time]*
14.	**ADU-SACKEY, ALBERT** *M.Phil., 2010,(Applied Maths) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
15.	**AKPALU, ROBERT** *M.Phil., 1996, University of Cape Coast*	Lecturer *[Full Time]*
16.	**ANNAN KWAW M.** *MSc., (Electrical Engineering), State University of New York, USA*	Lecturer *[Part Time]*
17.	**ANNOBIL, NANA V** *MSc., (Information Systems), Leads University, UK*	Lecturer *[Part Time]*
18.	**ANSONG, DANSO EDWARD** *M. E., 2008, (Comp. Sci. & Engineering), Karuya University, Indai*	Lecturer *[Full Time]*
19.	**ARTHUR, JOHN KINGSLEY** *MSc., Information Technology (on-going), AIT, Accra*	Teaching Assistant *[Full-Time]*
20.	**ARYEETEY, JACOB** *MSc., 1989, (Computer Science) University of Lagos, Nigeria*	
21.	**BAMFO-BOAKYE, ABRAHAM** *MSc., (Mathemathics) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
22.	**BOBBIE, PATRICK** *PhD., 1986, University of Southwestern Louisiana.*	*Professor* *[Adjunct Faculty]*
23.	**DAMOAH, D. DOMINIC** *MSc., 2008, (Software Engineering), Andrews University, Michigan USA.*	Lecturer *[Full Time]*
24.	**DAMSON, ENOCH** *PhD., in progress, University of Akron*	*Associate Professor* *[Adjunct Faculty]*
25.	**KUADAH ERIC** *MSc., 2009, (Comp & Telecom Ntwk Serv), KTH-Royal Ins. Of Tech., Stockholm Sweden*	Lecturer *[Part Time]*
26.	**LARKOTEY, WINFRED** *MBA (MIS) Wisconsin University College, Accra*	Assistant Lecturer *[Full-Time]*
27.	**LARYEA, EBENEZER** *MSc. 2009, (Computer Application), Symbiosis International University, India*	Lecturer *[Part Time]*
28.	**LARYEA, GEORGE** *MSc., 2007,(Physics) Kwame Nkrumah University of Science & Technology, Kumasi.*	Lecturer *[Full Time]*
29.	**MAIYO, PHILIP** *PhD., 2003, Guru Nanak Dev. University, Amritsar, India.*	Associate Professor *[Full Time]*

30.	**QUARSHIE, HENRY** *MSc., 2006, (Software Engineering), Andrews University, Michigan USA*	Lecturer *[Full Time]*
31.	**REDDY, P. G.** *PhD., 1967, India Institute of Technology (IIT), Kharagpur*	*Professor* *[Adjunct Faculty]*
32.	**RODRIGUES, TONY** *PhD., 1971, University of Manchester UK.*	*Professor* *[Adjunct Faculty]*
33.	**RONKY, FRANCIS DOH** *MBA (MIS) Wisconsin University College, Accra*	Assistant Lecturer *[Full-Time]*
34.	**WIAFE, ISAAC** *PhD (on-going), University of Reading, UK*	Teaching Assistant *[Full-Time]*

DEPARTMENT OF MATHEMATICAL SCIENCES

BACHELOR OF SCIENCE (BSC) IN MATHEMATICS WITH ECONOMICS

DEAN:	Donmic Damoah
CHAIR:	Abraham Amponsah
FACULTY [FULL TIME]:	Robert Akpalu, Abraham Bamfo Boakye, Albert Sackey, Henry Quarshie, Dominic Damoah, George Laryea,Francis Agyekum, Godfred Mawutor, Samuel Kanyandekwe, Amoako Prince, Joseph Abandoh-Sam.
FACULTY [PART-TIME]:	Kofi Safo Ntim, Kwaw M. Annan, Korley Clifford Martey.
FACULTY [VISITING]:	Mensah Edwin Clifford, Tennyson Mack, Bobbie Patrick, Damson Enoch E.
FACULTY [STUDY-LEAVE]:	Addae Mensah
RESEARCH ASSISTANTS:	Adu-Manu Sarpong, Arthur Kingsley John.

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 are able to 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 andeconomics, 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.

THE RATIONALE

The need for trained personnel in mathematics and economics 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). Mathematics and Economics play a key role in supporting industry and socio-economic development of the country and this has been recognized by governments world-wide including past and current governments of Ghana.

There is a world-wide shortage of qualified mathematicians and mathematical economists. The lack of these professionals has been one of the main obstacles to economic and social development. This problem is more acute in the developing countries like Ghana, than is the case of the industrialized countries.

DEMAND FOR THE PROGRAM

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 mathematical sciences graduates with the requisite skills. Thisprogramme is therefore, designed to address the major area of manpower requirements of the nation by preparing qualified youth for Mathematicsand Economics careers in the public and private sectors of the economy.

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

PROGRAMME AND INSTITUTION MISSION

The programme will help achieve the mission and objectives of Valley View University by preparing graduates for a career in Mathematics and Economics. The programme will provide students with skills that are necessary for job placement or entrance into graduate studies or professional certification in Mathematics and Economics.

STUDENTS' ADMISSION, PROGRESSION AND GRADUATION

Students' Admission, Progression and Graduation: Clear policies on minimum qualification/standards for admission into the programme; retention and graduation:

ADMISSION POLICY

Admission to Valley View University is a privilege which is granted irrespective of race, color, nationality, ethnic origin or sex. Inasmuch as Valley View University is sponsored and mainly financed by the Seventh-day Adventist Church, majority of its students are members of the Adventist Church. However, no particular religious commitment is required for admission.

Admission to the B.Sc. Mathematics and Economics 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. Since the Seventh-day Adventist Church run the operations of 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 withdrawn by the University at its discretion and in harmony with its mission and its function.

ENTRY REQUIREMENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

- Senior Secondary School Certificate Examination (SSSCE): Six passes with an aggregate of 24 or better in three core subjects (Mathematics, Integrated Science and English) plus three electives.The three electives should include elective Mathematics). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.

- Two (2) GCE Advanced Level passes in Mathematics and any other subject, five GCE Ordinary Level credits in Science. Two (2) of the GCE Ordinary Level credits should be English and Mathematics.
- West Africa Senior Secondary Certificate Exam (WASSCE). Six passes with an aggregate of 24 or better in three core subjects (Mathematics).). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.
- Other diploma and certificates deemed equivalent to any of the three above will be considered on merit.

a) Mature Students aged 25 or over and has working experience:

  - Five (5) GCE Ordinary Level or School Certificate credits including English Language, Mathematics and Additional Mathematics. OR
  - Holders of Teacher's Certificate 'A' 3-year Post Secondary.

NOTE: Mature students will be required to take entrance examination and attend an interview to determine their eligibility for the program.

REQUIREMENTS FOR GRADUATION

- Total Credits required – 139 semester credits
- Breakdown of total credits into major curriculum sub-divisions: See Table I below. The required distribution of credits is as follows:

B.Sc. in Mathematics with Economics

	Major Curriculum Sub - Division	**Credits**
A.	General Education	18
B.	Mathematics	51
C.	Economics	33
D.	Computer Science	12
E.	Accounting	6
F.	Financial Mathematics	3
G.	Statistics	16
	TOTAL	139

- Other additional requirements for Graduation.

  i. Non-Credit courses: Studentare required to take a number of non - credit courses
  ii. Laboratory Sessions:Studentare required to take computer laboratory sessions
  iii. Final Year Research Projects: Each graduating student is to carry out under a supervisor of a Faculty member a practical Information Technology project on a topic or subject previously approved by the Head of Department.

COMPONENTS OF THE PROGRAMME OF STUDY

- ***a)*** *Required and Elective Courses*: See Appendix A for a list of required and elective courses for B.Sc. Mathematics and Economics.
- ***b)*** *Research Component:* Final Year Research is a pre-requisite for graduation.
- ***c)*** *Practical training, internship, clinical practice, etc:* Practicum and attachment in Mathematics and Economics is required of all students.
- **d)** *Semester-by-Semester layout of courses showing the credit value of each course*: See Appendix Bfor Semester-by-Semester Layout of Courses for Degree and Non Degree courses.
- ***e)*** *Short Description of Courses in the programme: See Appendix C for short Description of Courses* for Degree and Non Degree courses.

EMPLOYMENT PROSPECTS FOR STUDENTS

Mathematical Economic students enjoy a wide variety of opportunities in the industry, business, government, and education. Some career opportunities would include industrial research and development, economic analysis, actuarial science, teaching, economic, financial planning and computer and information sciences.

The field of Mathematical Economics is extremely useful 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 Mathematical Economics.

DETAILS OF SYLLABUS AND TEACHING METHODS

Details of syllabus and teaching methods to be employed: Evidence that the curriculum is adequate to meet requirements of the subject areas, job market and the interests of students:

- ***a)*** *See 'Course Description' for details of all the courses under this programme*
- ***b)*** *Teaching Methods: Classes are conducted using the following teaching methods:*
  - i. Lecture: all courses begin with lectures with the help of multimedia projectors
  - ii. Tutorials
  - iii. Laboratory/Practical Sessions
  - iv. Research Project

ASSESSMENTS OF STUDENTS' PERFORMANCE AND ACHIEVEMENTS

- ***a)*** *Students Assessment Regulations: Students are assessed using the following criteria:*
  - i. Continuous Assessment: Students are required to participate in class tests, quizzes, mid-semester examinations, term papers, oral presentations and discussions in class.
  - ii. Final Examinations: A comprehensive examination covering materials presented during the entire semester is administered to students and graded as shown in Table 2.

iii. Grading System: Final Semester Grades are based on the grading system that provided a Grade Point Average (GPA) for the Semester. Table 2 provide details of the letter grading system.

iv. The evaluation and grading of the final grade of each course will be determined as given in Table 2 and Table 3:

b) *Name of awarding Institution: Valley View University has obtained the charter from the Government of Ghana. Therefore the University is awarding its own degrees and certificates.*

GRADING SYSTEM

Scores	Grades	Grade Point	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	Fail
00 - 39	FA	0.00	Failure Due to Inadequate Attendance
Additional Grades			
50 - 100	P	0.00	Pass
	AU	0.00	Audit
	I	0.00	Incomplete
	W	0.00	Withdraw

CLASS EVALUATION

Category	Grading
Assignment Class Test, Labs, Projects, Quizzes, etc Mid-semester Examination End-of-Semester Examination	10% 10% 20% 60%
Total	100%

CLASSES AWARDED

Students are awarded the following classes:

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

A.	**GENERAL EDUCATION COURSES**	
CLUSTER 1:	**LANGUAGE AND COMMUNICATIONS**	**(8 CREDITS)**
ENGL101	Language and Writing Skills I	2
ENGL102	Language and Writing Skills II	2
FREN111	French for General Communication I	2
CMME 105	Communication Skills	2
CLUSTER 2:	**RELIGION**	**(11 CREDITS)**
RELB160	Jesus and the Gospel	3
RELB 251	Principles of Christian Faith	3
RELB 385	Christian Ethics	3
EDST 161	Philosophy of Christian Education	2
CLUSTER 3:	**HEALTH AND PHYSICAL EDUCATION**	**(3 CREDITS)**
PEAC 100	Physical Activity	NC
HLTH 200	Health Principles	3
CLUSTER 4:	**SOCIAL AND BEHAVIORAL SCIENCES**	**(0 CREDITS)**

Courses in Mathematical Sciences meet this requirement

CLUSTER 5: **NATURAL AND PHYSICAL SCIENCES** **(0 CREDITS)**

Courses in Mathematical Sciences meet this requirement

B.	**MATHEMATICS REQUIRED CORE**	**[78 CREDITS]**
COSC 115	Introduction to Computer Science I	NC
COSC 116	Introduction to Computer Science II	NC
MATH 101	Algebra & Trigonometry	3
STAT 102	Introduction to Probability	3
MATH 112	Calculus I	3
MATH 113	Vectors and Geometry	3
STAT 101	Introduction to Statistics	3
STAT 203	Statistical Methods	3
STAT 204	Regression Analysis	3
MATH 213	Introduction to Abstract Algebra	3
MATH 216	Calculus with several variables	3
MATH 215	Calculus II	3
MATH 212	Vectors and Mechanics	3
MATH	Absract Algebra	3
STAT 325	Design Analysis of Expression	3
STAT 326	Data Analysis	3
MATH 336	Linear Algebra	3
MATH 331	Discrete Mathematics I	3
MATH 332	Discrete Mathematics II	3
MATH 333	Introductory Analysis	3
MATH 334	Analysis	3

STAT 451	Sample Survey I	3
STAT 452	Multivariate Analysis	3
MATH 457	Complex Analysis	3
MATH 456	Partial Differential Equations	3
MATH 455	Ordinary Differential Equations	3
MATH 468	Operations Research	3
MATH 457	Numerical Analysis	3

C. AREAS OF CONCENTRATION

ECONOMICS OPTION		**[27 CREDITS]**
ECON 101	Principles of Micro Economics I	3
ECON 102	Principles of Micro Economics II	3
ECON 213	Mathematics for Economics	3
ECON 214	Mathematical Economics	3
ECON 327	Advanced Microeconomics	3
ECON 328	Advanced Macroeconomics	3
ECON 330	Economy of Ghana	3
ECON 461	Econometrics I	3
ECON 462	Econometrics II	3

D. PRACTICUM AND PROJECT

PRACTICUM AND SENIOR RESEARCH PROJECT		**CREDITS]**
MATH 470	Senior Research Project	

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 101 Introduction to Statistics	3	
MATH 101 *Algebra & Trigonometry	3	
MATH 113 *Vectors & Geometry	3	
ECON 101 Prin. of Microeconomics	3	
ENGL 101 Language and Writing Skills I	2	
FREN 111 French for General Communication I	2	
EDST 161 Philosophy of Christian Education	2	
COSC 115 Introduction to Computer Science I	NC	
FIRST YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
STAT 102 *Introduction to Probability	3	
MATH 112 *Calculus I	3	
MATH 114 *Algebra	3	
ECON 102 Prin. of Macroeconomics	3	
ENGL 112 Language and Writing Skills II	2	
FREN 112 French for General Communication II	2	
CMME 105 Communication Skills	2	
COSC 116 Introduction to Computer Science II	NC	
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 203 *Statistical Methods	3	
MATH 213 Abstract Algebra	3	
MATH 215 *Calculus II	3	
ECON 213 *Mathematics for Economics	3	
RELB 160 Jesus and the Gospels	3	
HLTH 200 Health Principles	3	
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
STAT 204 Regression Analysis	3	
MATH 216 Calculus of Several Variables	3	
MATH 212 *Vectors and Mechanics	3	
ECON 214 Mathematical Economics	3	
RELB 214 Prin. of Christian Faith	3	
SECOND YEAR, SECOND SEMESTER TOTAL	**15**	**GPA**

THIRD YEAR	CREDITS	GRADE
FIRST SEMESTER		
STAT 325 Design and Analysis of Experiments	3	
ECON 327 *Advanced Microeconomics	3	
ECON 329 *Growth and Development	3	
RELB 385 Christian Ethics	3	
MATH 331 Discrete Mathematics I	3	
MATH 333 Introductory Analysis	3	
THIRD YEAR, FIRST SEMESTER TOTAL	**18**	**GPA**
SECOND SEMESTER		
STAT 326 Data Analysis	3	
ECON 328 *Advanced Macroeconomics	3	
ECON 330 *Economy of Ghana	3	
MATH 336 Linear Algebra	3	
MATH 332 Discrete Mathematics II	3	
MATH 334 Analysis	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

FOURTH YEAR	CREDITS	GRADE
FIRST SEMESTER		
STAT 451 Sample Survey I	3	
ECON 461 Econometrics I	3	
ECON 463 *International Trade	3	
MATH 457 Complex Analysis	3	
MATH 455 *Ordinary Differential Equations	3	
MATH 457 Numerical Analysis	3	
FOURTH YEAR, FIRST SEMESTER	**18**	**GPA**
SECOND SEMESTER		
STAT 452 Multivariate Analysis	3	
ECON 462 Econometrics II	3	
ECON 464 *International Finance	3	
MATH 456 *Partial Differential Equations	3	
MATH 468 Operations Research	3	
MATH 470 Senior Research Project	3	
THIRD YEAR, SECOND SEMESTER TOTAL	**18**	**GPA**

RECOMMENDED COURSES FROM NAB

MATH 101	Algebra & Trigonometry
MATH 112	Calculus I
MATH 113	Vectors and Geometry
MATH 114	Algebra
STAT 102	Introduction to Probability
STAT 203	Statistical Methods
STAT 204	Regression Analysis
MATH 212	Vectors and Mechanics
MATH 215	Calculus II
MATH 218	Abstract Algebra
MATH 455	Ordinary Differential Equations
MATH 456	Partial Differential Equations

COURSE DESCRIPTIONS

STAT 101: Introduction to Statistics

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

Exponential functions, Logarithm 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

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

Basic problems of an economy: economic theory formulation; economics as a social science; tools of Theoretical analytics. Demand and Supply functions – an introductory view of price formation; price, income and cross elasticity of demand; Elasticity of substitution and elasticity of supply. Theories of Demand: The classical utility approach, indifference curve approach, the revealed preference approach consumer's surplus. Theory of production: Production function, isoquants, returns to facts and returns to scale and their compatibility; elasticity of substitution; economies of scale; Cobb-Douglas & CES production functions; production function of a multi product firm.

Theory of Cost: Short and long period cost, traditional and modern theories of costs, derivation of cost function from production function. Revenue analysis; Revenue curves and their relationship.

ENGL 101 Language and Writing Skills

This course aims at developing the basic skills in the grammatical systems of English to use these effectively in writing for University and professional pursuits

FREN 101 French for General Communication I

This course provides a basic foundation on which to build the skills of listening, speaking, reading and writing. The approach is essentially communicative.

EDST 161 Philosophy of Christian Education

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 102 Introduction to Probability***

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. 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.

MATH 112 Calculus I

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

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.

ECON 102 Principles of Macroeconomics

Basic Concepts: Micro Vs. Macroeconomics; Variables: Real and nominal; Induced and autonomous; Lagged and unlagged; ex-ante and expost; Model and Equations; Equality & identity; stock and flow; Static, Comparative Static and dynamic analysis; Equilibrium and disequilibrium. National Income: Definition: Productive Vs. Non-productive intermediate and final output; concepts of national income. Measurement of National Income: Income, Output and Expenditure, Circular flow of income in two, three and four sectors economics. National income estimation in Ghana. Determination of Income and Employment. Classical View: Labour Market; Product Market and Money Market. Say's Law of Markets (Barter and a monetized economy).

ENGL 112 Language and Writing Skills II

Prerequisite: ENGL 121. Application of the grammatical systems studied in ENGL 121 to acquire writing skills, skills to analyze and critique written forms and to grasp information and meaning from reading materials for personal writings.

FREN 112 French for General Communication II

Prerequisite: FREN 111 or equivalent. This course is a continuation of FREN 111. Vocabulary is widened and the grammar becomes more demanding. Careful attention is given to the oral as well as the written aspect.

CMME 105 Communication Skills

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

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, Wilcox Signed Rank Test, Kruskal-Wallis and Friedman's tests and Sign Test. The primary analysis tools for this course are MATLAB or Mathematica or Octave.

MATH 213 Abstract Algebra

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.

MATH 215 Calculus II

The first and second derivatives and their applications. Integration as a sum; definite and indefinite integrals. 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 213 Mathematics for Economics***

Meaning and Importance- Mathematical Representation of Economics. Models- Economic functions: Demand function, Supply function, Utility function, Consumption function, Production function, Cost function, Revenue function, Profit function, Saving function, Investment function.
Marginal Concepts: Marginal utility, Marginal propensity to Consume, Marginal propensity to Save, Marginal product, Marginal Cost, Marginal Revenue, Marginal Rate of Substitution, Marginal Rate of Technical Substitution, Relationship between Average Revenue and Marginal Revenue, Relationship between Average Cost and Marginal Cost - Elasticity: Demand elasticity, Supply elasticity, Price elasticity, Income elasticity, Cross elasticity- Engel function.

RELB 160 Jesus and the Gospels

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.

HLTH 200 Health Principles

A study of physiology, including the principles governing community and personal health and the methods of applying these principles to successful daily living

****STAT 204 Regression Analysis***

Basic Concepts of Regression and Correlation Analysis. Simple Regression Model: Estimation of regression coefficients by OLS method and Error variance, Inferences about the regression coefficients, Coefficient of Determination. 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, Inference about 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

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, 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

Vectors, functions of a single variable, differentiation and integration, velocity and acceleration. Relative motion, Newton's law 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

Microeconomic Theory is treated with a mathematical approach. The topics include: Theory of Consumer Behaviour, Constrained Optimisation Behaviour. The Slutsky Equation, Construction of Utility functions. Theory of the Firm. Production functions: Cobb-Douglas, Constant Elasticity of Substitution (CES), Market Equilibrium with Lagged Adjustment and Continuous Adjustment. Multi Market Equilibrium, Pareto Optimality. General Economic Optimisation Over Time. Linear Models. Input-Output (I-O) models, Concepts of Linear Programming and Applications.

RELB 214 Principles of Christian Faith

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.

STAT 325 Design and Analysis of Experiments

Introduction: Principles of Design, Randomisation, 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. Basic Designs: Principles of design, replication and randomization, Completely Randomised Design, Randomised 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, 22 factorial experiments, 23 factorial experiments, 2k 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.

****ECON 327 Advanced Microeconomics***

Equilibrium of the firm and Industry: Perfect competition, price determination, supply curve of industry, dynamic changes and equilibrium of industry. Monopoly: Demand and supply, Monopoly power, price discrimination, monopoly control and regulation. Monopolistic competition: Equilibrium, product differentiation, selling costs, excess capacity, monopolistic competition and imperfect competition. Price determination under monopsony and bilateral monopoly, oligopoly, collusive and non-collusive models. Critical evaluation of marginal analysis, average cost pricing, limit pricing, Baumol's sales revenue maximization models, Marris and Williamson's models, Behavioral theory of the firm, game theory, linear programming model of the firm. Pricing Factors: Marginal productivity theory of distribution, Euler's theorem and its applications, determination of rent, wages, interest and profit. Welfare Economics: Value judgements and interpersonal comparisons, Pigovian concept of welfare, Pareto optimality criteria for consumption and production.

****ECON 329 Growth and Development***

Study of theories explaining economic growth and of the problems and policy choices associated with industrialization of developing and LDCs. Topics include: Meaning of growth and development, Human Development Index and Physical Quality of Life Index (PQLI). Obstacles of economic growth and development, Sources of economic growth, Growth and Income Distribution: The Kuznets Hypothesis. Growth Models: Harrod-Domar, Solow, Meade, Joan Robinson, Kaldor, Pasinetti. Theories of Development: Classical, Marxian, Schumpeter, Stage theory. Approaches to development: Myrdals theory of circular causation, Social Dualism, Technological dualism, Models of Dualistic growth: Lewis, Ranis & Fei, Jorgenson and Todaro models. Strategies of development: Big Push, Balanced growth, Unbalanced growth, Critical minimum effort thesis, low level equilibrium trap, Dependency theory. Role of

agriculture and industry in sustainable economic development. Trade and development: two-gap theory, import substitution vs export promotion. Aid vs trade. Role of capital formation, internal and externals sources of capital formation, human capital formation and economic development, role of foreign investment in economic development. Liberalization, privatization and globalization policies for economic development.

RELB 385 Christian Ethics

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

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.

MATH 333 Introductory Analysis

Construction of Real Numbers. Least Upper Bound, Greatest Lower Bound of a Set. Convergence of Sequences. Upper and Lower Limits. The Bolzano-Wierstrass Theorem and the Cauchy Principles of Convergence.The Notion of a Function, Limit and Continuity.Inverse and Composite Functions.

STAT 326 Data Analysis

In this course statistical and mathematical software will be used: SAS, Mathematica, MATLAB, Minitab, R, SPSS, Octave to examine the presentation and interpretation of data. Topics covered will include: Statistics: Basic Operations, Descriptive Statistics, , correlation analysis, simple and multiple linear regression, nonlinear regression, generalized linear models, survival analysis, Interpolation, Inferential Statistics, Hypothesis testing (Z, t, F, chi-square tests), other non-parametric tests, exploratory data analysis, goodness of fit testing, logistic regression, one-way and two analysis of variance (ANOVA), analysis of variance (ANOVA) with repeated measures, Filtering and Convolution, Time Series Objects, Time Series Collections. Mathematics: Arrays and Matrices, Linear Algebra, Elementary Mathematics, Polynomials, Interpolation and Computational Geometry, Cartesian Coordinate System Conversion, Nonlinear Numerical Methods, Fourier Transforms, Derivatives and Integrals, Special Functions, Sparse Matrices, Math Constants; Graphics: Graphical Presentation of Data, Basic Plots and Graphs, Plotting Tools, Annotating Plots, Specialized Plotting, 3-D Visualization: Surface and Mesh Plots.

****ECON 328 Advanced Macroeconomics***

Keynesian Economics: Business cycles, aggregate demand and supply functions, effective demand. Consumption function, saving and investment functions, determination of income, employment and output in Keynesian framework in a two sector, three sector and four sector economy. Paradox of thrift, automatic and built-in stabilizers, Multiplier Effect: Static and dynamic analysis, balanced-budget multiplier, foreign multiplier. Theories of consumption and investment: Absolute Income Hypothesis, Relative Income Hypothesis, Permanent Income Hypothesis and Life Cycle Hypothesis. Classical theory of investment, Keynesian theory of investment, Accelerator theory of investment, Neo-Keynesian theory of investment. Money: Functions of money, supply of money. Theories of demand for money: Classical,

Cambridge, Keynes and Friedman. Theories of rate of interest: Classical, Loanable and liquidity preference. Monetary and fiscal policies. Equilibrium in product and money markets: IS and LM functions, general equilibrium, elasticity of IS and LM functions, Trade cycles: Keynesian approach, Schumpeter, Kaldor, Samuelson and Hicks models. Inflation: Causes, consequences, inflation-unemployment trade-off.

ECON 330 Economy of Ghana

National Income of Ghana: Growth, structure, inter-regional variations, limitations of National Income estimates. Ghanaian planning: Objectives and strategy of planning, decentralisation of planning, achievements and appraisal of economic planning in Ghana since independence. Major Economic Problems: Population, unemployment, health care, poverty and inequalities, inflation, regional imbalances. Other major problems include infrastructure, technology, demographic and socio-cultural issues. Agriculture: Production and productivity trends, role of institutional and technological factors, Agricultural price policy, food security and sustainable agricultural development. Industrial sector: Policy, pattern and performance, Public vs private sector, public-private partnership. Foreign sector: Composition, growth, trends, role of multinational corporations (MNCs), balance of payments, W.T.O and Ghana. Major Economic Policies such as SAP, FINSAP (I & II) Vision 2020, GPRS (I & II) and the economies relationship with bilateral and multilateral donors and partners (World Bank, IMF, IFC, ECOWAS, WTO) shall be examined.

****MATH 336 Linear Algebra***

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

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. Boolean Algebra: Demoivre's Theorem, Boolean Functions, Representing Boolean Functions, Logic Gates, Minimization of Circuits. Modeling Computation: Languages and Grammars, Finite-State Machines with Output, Finite-State Machines with No Output, Language Recognition, Turing Machines.

MATH 334 Analysis

Construction of Real Numbers. Least Upper Bound, Greatest Lower Bound of a Set. Convergence of Sequences. Upper and Lower Limits. The Bolzano-Wierstrass Theorem and the Cauchy Principles of Convergence. The Notion of a Function, Limit and Continuity. Inverse and Composite Functions.

STAT 451 Sample Survey I

Fundamentals of probability sampling and estimation; Sampling Techniques and Mathematical Properties of Estimates and some other Concepts: Simple Random Sampling: Theory involved in estimation procedures, Estimating population mean, variance, total & proportion, Estimating a ratio & its variance, Estimation using Ratio and Regression methods and their properties, Sample size determination. Stratified Random Sampling: Proportional and optimal cost allocations to strata, Estimating population mean, variance, total & proportion, Overview of advanced topics in stratified random sampling, Estimating a ratio & its variance, Regression estimators, Sample size determination.

ECON 461 Econometrics I

Nature and meaning of econometric, difference between mathematical economics, statistics and econometrics; goals of econometrics. Simple linear regression model: Sources of disturbance terms, assumptions, least squares estimators and their

properties; Gauss Markov's theorem. General linear regression model: Definition, assumptions, GLM Least–Squares estimation; Gauss Markov's theorem; testing significance of regression coefficients, concepts of R^2 and $\overline{R}^2$. Estimation of quadratic, semi – log and double log functions; simple and compound rates of growth (applications.). Concept of analysis of variance approach; One – way ANOVA (application only); Applications of ANOVA technique in regression analysis – testing significance of R^2, significance of improvement in R^2 due to additional explanatory variables, chow's test. Problems of multi-collinearity, autocorrelation and heteroscedasticity: Nature, consequences, tests and remedies (elementary treatment). Dummy variables and their uses; Regression with dummy dependent variables; The LPM, Logit, Probit and Tobit models- Applications. Problems of specification error; Errors of measurement.

ECON 463 International Trade

Topics Includes trade theory and the pattern of international trade, determinants of comparative advantage, the gains from trade, and the effects of explicit trade restrictions (tariffs, quota, embargo etc), trade growth and development, the balance of payments, the economics of exchange rates, and macroeconomic policies in an open economy. The Pure Theory of International Trade: Comparative Advantage Vs Competitive Advantage, The Standard Theory of International Trade, Offer Curves and the Terms of Trade. Factor Endowments and Heckscher - Ohlin Theory: Theory, Extensions & Applications. Industry Protection: Infant industry protection argument, concept of effective protection, quotas Vs. tariffs, non-tariff barriers to trade, regional integration among developing countries e.g. ECOWAS, import substitution and industrialization. Contemporary Trade Policies & Issues: Current international trade policy issues; WTO regulations, concept of fair trade, Globalization: Opportunities and challenges to developing economies, implicit trade barriers, offshore outsourcing and the global Economy, effects of climate change and global environmental issues on trade.

MATH 457 Complex Analysis

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 455 Ordinary Differential Equations***

Differential forms in R2 and R3, exactness conditions and inerrability condition, existence and uniqueness of solution. Ordinary differential equations with 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 457 Numerical Analysis

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.

STAT 452 Multivariate Analysis

Multivariate normal distribution: definition, marginal and conditional distributions, distribution of linear combinations of normally distributed variables. Estimation of mean vector and covariance matrix and their independence, Distributions of sample correlation coefficients (simple and multiple) under null hypothesis.Testing hypothesis of significance of these correlation coefficients.Hotelling's T2 distribution: distribution under null case, its uses, Mahalanobis D2-Statistic, Behren-Fisher's problem. Classification problem: standards of good classification, Bayes and minimax regions for classification of two known multivariate normal populations, criterion of classification into one of the several multivariate normal populations. Wishart distribution: definition, characteristic function and properties. Principal components and Canonical correlations.

ECON 462 Econometrics II

Dynamic Econometric Model: Autoregressive and distributed lag models - Koyck model, partial adjustment model, adaptive expectations; Instrumental variables; Almon approach to distributed- lag model: Error correlation mechanism, causality test, Granger test and Sim's test. Generalized least -square method: Estimation; properties of GLS estimators; pooling of cross-sectional and time series data. Simultaneous equations models: The simultaneous equation bias and inconsistency of OLS estimators ; The identification problem ; Rules of identification- order and rank conditions ; Methods of estimating simultaneous equations system ; Recursive methods ; Indirect Least Squares (ILS), 2 SLS, 3 SLS, K-class estimators and ML methods. Unit roots, co-integration-spurious regression, tests of stationarity; Random walk model; Vector Autoregression ; Problems with VAR modeling-applications. Multivariate Analysis: Mahalanobis D2 - Analysis and Fisher's linear discriminant analysis. Empirical estimation of production and cost functions.

ECON 464 International Finance

This course examines the international financial markets and participants, quotations, spot markets, forward markets, arbitrage relationship, foreign exchange rate determination and forecasting, monetary and exchange rate policy, exchange rate regimes, balance of payments and government policies, international parity relations, currency forwards and futures, currency options, currency swaps, hedging, measuring and managing foreign exchange exposures, international diversification and emerging markets, international investment, country risk analysis and foreign direct investment, multinational capital budgeting and global financing decision, interest rates, and prices, international financing, international capital market, global financial crises. The Role of IMF and the World Bank, West African Monetary Integration (WAMI). Foreign Aid, International Investment, Foreign Direct Investments (FDIs), Portfolio Investment. The role of China in the world economy.

****MATH 456 Partial Differential Equations***

First and second order partial deferential 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 move equation.

MATH 468 Operations Research

Topics to be covered include Linear Programming, Sensitivity Analysis, Transportation Model, Assignment Model, Integer Programming, Quadratic Programming, Queuing Models, Sequencing Problems, Game Theory, Dynamic Programming, Goal Programming, Deterministic and Probabilistic Inventory models, Simulation model, CPM / PERT, Markov Analysis, Decision Theory, Parametric Linear Programming. Lab sessions will use Excel Solver and operations research software.

MATH 470 Senior Research Project

The purpose of this course is to introduce the student to carry out independent research. The outcome is a research project report that will be submitted to the department. The student has to defend the research work in the presence of examiners.

FULL TIME FACULTY

1. **Dr. Philip Maiyo**

PhD (2003), Guru Nanak Dev. University, Amritsar, India
MSc (2002), Guru Jambeshwar University, Hisar, India
MBA (1997), Guru Nanak Dev. University, Amritsar, India
BSc [Hons] (1995), Economics & Mathematics, Guru Nanak Dev. University, Amritsar, India

2. Mr. Robert Akpalu

M.Phil (1996), UCC, Ghana
BSc. 1989 Mathematics

3. Mr. Henry Quarshie

MSc (2006), Andrews University, Michigan USA
BSc (Computer Science) (2001), KNUST, Kumasi Ghana

4. Mr.Damoah D. Dominic

MSc (2008), Andrews University, USA
BSc (2001), KNUST, Kumasi Ghana

5. Mr. A. Bamfo-Boakye

MSc (2009), KNUST, Kumasi
BSc (2002), KNUST, Kumasi

6. Mr. George Laryea

MSc (2008), KNUST, Kumasi
BSc (2001), KNUST, Kumasi

7. Mr. Abraham Amponsah

MSc Mathematics (2000), KNUST
BSc (Hons) (1994), Mathematics

8. Mr. Albert Sackey

MPhil (Mathematics), KNUST(2010)
BSc Mathematics (2001), KNUST

9. Dr.Sey Emmanuel Ed-Wilson

PhD(Finance) (2009), Atlantic International University, Hawaii, USA
MBA (2005), University of Wolverhampton, UK
BSc (1996), Accounting, University of Ghana

10. Samuel Kanyandekwe

MA (Economics), 1990, Tilak University-India
MBA, 1989, Andrews University-USA
BA (Economics), 1982, Rwanda National University

11. GodfredMawutor

MPhil (Economics), 2009, University of Ghana
BA (Economics & Sociology), 2004, University of Ghana

12. Kofi SafoNtim
M.S., Statistical Computing (Major: Actuarial Science), (2007) University of Central Florida, USA
B.A. (Physics) (2004), GustavusAdolphus College, USA

13. Kwaw M. Annan
MSc. (Electrical Engineering), State University of New York, USA
BEE. (Electrical Engineering), City University of New York, USA

14. Korley Clifford Martey
MSc. (Accounting with Finance) (2006), London South Bank University
ACCA, The Financial Training Company(2005)

15. Isaac Wiafe
MSc, Mathematics, University of Bath, UK
BSc (2001), Mathematics, KNUST Kumasi

16. AddaeMensah
MSc, Computer Science, USA
BSc, Computer Science, Valley View University

17. Joseph Abandoh-Sam
MSc, Computer Science, Andrews University, USA
BSc, Computer Science, Valley View University
Prof. Tony Rodrigues
PhD (1971), University of Manchester UK

18. Prof. Patrick Bobbie
PhD 1986, University of Southwestern Louisiana
Prof. P.G Reddy
PhD (1967), Indian Institute of Technology (IIT), Kharagpur

19. Enoch Damson
PhD in Progress, University of Akron
MSc (2001), Andrews University, Michigan USA
BBA (1999), Andrews University, Michigan USA

20. Amoako Prince
BSc., (Computer Science), 2007, Valley View University

21. Adu-Manu Sarpong
BSc., (Computer Science), 2007, Valley View University

22. Arthur Kingsley John
BSc., (Computer Science), 2007, Valley View University

BACHELOR OF SCIENCE IN MATHEMATICS WITH STATISTICS

DEAN:	Philip Maiyo, PhD
CHAIR:	Abraham Amponsah
FACULTY [FULL TIME]:	Robert Akpalu, Abraham BamfoBoakye, AlbertSackey, HenryQuarshie, Dominic Damoah, George Laryea,Francis Agyekum, GodfredMawutor, Samuel Kanyandekwe.
FACULTY [PART-TIME]:	Kofi SafoNtim, Kwaw M. Annan, Korley Clifford Martey Clifford Martey.
FACULTY [VISITING]:	Mensah Edwin Clifford, Tennyson Mack, Bobbie Patrick, Damson Enoch E.
FACULTY [STUDY-LEAVE]:	IsaacWiafe, AddaeMensah, JosephAbandoh-Sam.
TEACHING ASSISTANTS:	Amoako Prince, Adu-Manu Sarpong, Arthur Kingsley John.

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 training in mathematics, statistics and research. The Department is committed to pursuing this philosophy by providing a programme in Mathematical Statistics aimed at training highly skilled and globally-employable graduates that are able to conduct interdisciplinary research in the field of Mathematical Statistics.

MISSION STATEMENT

The mission of the Department of Mathematics with Statistics is to serve as a centre of excellence in the provision of high quality holistic mathematical education, and professional training in Mathematical with Statistics; as well as serve as a leading centre for interdisciplinary advanced research in the areas of Mathematics with Statistics. 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.

THE RATIONALE

The availability of trained Mathematical Statisticians 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 technology (ICT). Mathematics with Statistics playaimportant role in supporting industry and socio-economic development of the country.

There is a world-wide shortage of qualified Mathematical Statisticians. The lack of these professionals has been one of the main obstacles to economic and social development. This problem is more acute in developing countries like Ghana, than is the case of the industrialized countries.

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 Mathematical Statistics graduates with the requisite skills. This programme is therefore, designed to address the major areas of manpower requirements of the nation by preparing qualified youth for Mathematics and Statistics careers in the public and private sectors of the economy.

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.

PROGRAMME AND INSTITUTION MISSION

How the Programme fits into the mission and plans of the Institution:

The programme will help achieve the mission and objectives of Valley View University by preparing graduates for a career in Mathematical Statistics. The programme will provide students with skills that are necessary for job placement or entrance into graduate studies.

STUDENTS' ADMISSION, PROGRESSION AND GRADUATION

Students' Admission, Progression and Graduation: Clear policies on minimum qualification/standards for admission into the programme; retention and graduation:

ADMISSION POLICY

Admission to Valley View University is a privilege which is granted irrespective of race, colour, national, ethnic origin or sex. Inasmuch as Valley View University is sponsored and mainly financed by the Seventh-day Adventist Church, majority of its students are members of the Adventist Church. However, no particular religious commitment is required for admission.

Admission to the B.Sc. Mathematical Statistics 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. Since the Seventh-day Adventist Church run the operations of 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 withdrawn by the University at its discretion and in harmony with its mission and its function.

ENTRY REQUIREMENTS

Applicants must have one of the following academic requirements in order to be admitted to the degree programme.

- Senior Secondary School Certificate Examination (SSSCE): Six passes with an aggregate of 24 or better in three core subjects (Mathematics, Integrated Science and English) plus three electives. The three electives should include elective Mathematics). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.
- West Africa Senior Secondary Certificate Exam (WASSCE). Six passes with an aggregate of 24 or better in three core subjects (Mathematics). For those without elective mathematics, they will be required to register for a one semester remedial elective mathematics course and if successful they would be considered for admission into the programme.
- Two (2) GCE Advanced Level passes in Mathematics and any other subject, five GCE Ordinary Level credits in Science. Two (2) of the GCE Ordinary Level credits should be English and Mathematics.

- Other diploma and certificates deemed equivalent to any of the three above will be considered on merit.
- Mature Students aged 25 or over and has 3 years working experience:

    - Five (5) GCE Ordinary Level or School Certificate credits including English Language, Mathematics and Additional Mathematics. OR
    - Holders of Teacher's Certificate 'A' 3-year Post Secondary.

NOTE: Mature students will be required to take entrance examination and attend an interview to determine their eligibility for the program.

REQUIREMENTS FOR GRADUATION

a) Total Credits required – 149 semester credits

b) Breakdown of total credits into major curriculum sub-divisions: See Table I below. The required distribution of credits is as follows:

B.Sc. in Mathematical Statistics

	Major Curriculum Sub - Division	**Credits**
A.	General Education	22
B.	Mathematical Statistics Core Courses	58
C.	Mathematical Statistics Concentration Courses	45
D.	Mathematical Statistics Electives	6
E.	Mathematical Statistics Cognate Requirements	12
F.	Internship & Final Year Project	6
	TOTAL	149

c) Other additional requirements for Graduation.

i. Non-Credit courses:Studentare required to take a number of non - credit courses
ii. Laboratory Sessions: Studentare required to take computer laboratory sessions
iii. Final Year Research Projects: Each graduating student is to carry out under a supervisor of a Faculty member a practical Information Technology project on a topic or subject previously approved by the Head of Department.

COMPONENTS OF THE PROGRAMME OF STUDY

a) *Required and Elective Courses: See Appendix A for a list of required and elective courses for B.Sc. Mathematical Statistics.*
b) *Research Component: Final Year Research is a pre-requisite for graduation.*
c) *Practical training, internship, clinical practice, etc: Practicum and attachment in Mathematics and Economics is required of all students.*
d) *Semester-by-Semester layout of courses showing the credit value of each course: See Appendix Bfor Semester-by-Semester Layout of Courses for Degree and Non Degree courses.*

e) *Short Description of Courses in the programme: See Appendix C for short Description of Courses for Degree and Non Degree courses.*

EMPLOYMENT PROSPECTS FOR STUDENTS

Mathematical Statistics students enjoy a wide variety of opportunities in the industry, business, government, and education. Some career opportunities would include industrial research and development, statistical analysis, actuarial science, teaching, accounting, financial planning and computer and information sciences.

The field of Mathematical Statistics is extremely useful 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 Mathematical Statistics.

DETAILS OF SYLLABUS AND TEACHING METHODS

Details of syllabus and teaching methods to be employed: Evidence that the curriculum is adequate to meet requirements of the subject areas, job market and the interests of students:

a) *See Appendix C:'Course Description' for details of all the courses under this programme*

b) *Teaching Methods: Classes are conducted using the following teaching methods:*

i. Lecture: all courses begin with lectures with the help of multimedia projectors
i. Tutorials
ii. Laboratory/Practical Sessions
iii. Research Project

ASSESSMENTS OF STUDENTS' PERFORMANCE AND ACHIEVEMENTS'

a) *Students Assessment Regulations: Students are assessed using the following criteria:*

i. Continuous Assessment: Students are required to participate in class tests, quizzes, mid-semester examinations, term papers, oral presentations and discussions in class.
ii. Final Examinations: A comprehensive examination covering materials presented during the entire semester is administered to students and graded as shown in Table 2.
iii. Grading System: Final Semester Grades are based on the grading system that provided a Grade Point Average (GPA) for the Semester. Table 2 provide details of the letter grading system.
iv. The evaluation and grading of the final grade of each course will be determined as given in Table 2 and Table 3:

b) *Name of awarding Institution: Valley View University has obtained the charter from the Government of Ghana. Therefore the University is awarding its own degrees and certificates.*

GRADING SYSTEM

Scores	Grades	Grade Point	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	Fail
00 - 39	FA	0.00	Failure Due to Inadequate Attendance
Additional Grades			
50 - 100	P	0.00	Pass
	AU	0.00	Audit
	I	0.00	Incomplete
	W	0.00	Withdraw

CLASS EVALUATION

Category	Grading
Assignment Class Test, Labs, Projects, Quizzes, etc Mid-semester Examination End-of-Semester Examination	10% 10% 20% 60%
Total	100%

CLASSES AWARDED

Students are awarded the following classes:

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

A.	**GENERAL EDUCATION COURSES**	
CLUSTER 1:	**LANGUAGE AND COMMUNICATIONS**	**(8 CREDITS)**
ENGL101	Language and Writing Skills I	2
ENGL102	Language and Writing Skills II	2
FREN111	French for General Communication I	2
CMME 105	Communication Skills	2
CLUSTER 2:	**RELIGION**	**(11 CREDITS)**
RELB160	Jesus and the Gospel	3
RELB 251	Principles of Christian Faith	3
RELB 385	Christian Ethics	3
EDST 161	Philosophy of Christian Education	2
CLUSTER 3:	**HEALTH AND PHYSICAL EDUCATION**	**(3 CREDITS)**
PEAC 100	Physical Activity	NC
HLTH 200	Health Principles	3
CLUSTER 4:	**SOCIAL AND BEHAVIORAL SCIENCES**	**(0 CREDITS)**

Courses in Mathematical Sciences meet this requirement

CLUSTER 5: **NATURAL AND PHYSICAL SCIENCES** **(0 CREDITS)**

Courses in Mathematical Sciences meet this requirement

B.	**MATHEMATICS REQUIRED CORE**	**[66 CREDITS]**
MATH 101	Algebra & Trigonometry	3
MATH 113	Vectors & Geometry	3
STAT 102	Introduction to Probability	3
MATH 112	Calculus I	3
MATH 114	Algebra	3
STAT 203	Statistical Methods	3
MATH 213	Introduction to Abstract Algebra	3
MATH 215	Calculus II	3
STAT 204	Regression Analysis	3
MATH 216	Calculus of Several Variables	3
MATH 212	Vectors and Mechanics	3
ECON 214	Mathematical Economics	3
MATH	Abstract Algebra	3
STAT 325	Design Analysis of Experiment	3
MATH 331	Discrete Mathematics I	3
MATH 333	Introductory Analysis	3
STAT 326	Data Analysis	3
MATH 336	Linear Algebra	3
MATH 332	Discrete Mathematics II	3
MATH 334	Analysis	3
STAT 451	Sample Survey I	3
MATH 457	Complex Analysis	3

C.	**MATHEMATICS WITH STATISTICS CONCENTRATION**	**[45 CREDITS]**
MATH 214	Calculus I	3
MATH 226	Abstract Algebra	3
STAT 323	Multivariate Analysis	3
MATH 411	Operations Research I	3
MATH 422	Operations Research II	3
MATH 324	Real Functions	3
ECON 319	Mathematical Economics I	3
ECON 411	Econometrics I	3
MASC 411	Project Management	3
STAT 422	Statistical Quality Control	3
MATH 423	Stochastic Process	3
STAT 412	Theory of Sampling and Sample Survey I	3
STAT 425	Theory of Sampling and Sample Survey II	3
MATH 213	Introductory Analysis I	3
MATH 225	Introductory Analysis II	3
D.	**ELECTIVES**	**[6 CREDITS]**
MATH 227	Calculus II	3
COSC 271	Data Communication and Computer Networks I	3
COSC 272	Data Communication and Computer Networks II	3
STAT 312	Design & Analysis of Experiments	3
STAT 313	Demographic Statistics	3
MATH 316	Introduction to Partial Differentiation Equations	3
FNMA 328	Financial Mathematics II	3
COSC 351	Artificial Intelligence & Expert System	3
FNMA 413	Financial Time Series Analysis	3
ECON 422	Econometrics II	3
COSC 442	Neural Networks	3
E.	**COGNATE**	
ECON 225	Principles of Microeconomics	3
ECON 226	Principles of Macroeconomics	3
ACCT 221	Principles of Accounting I	3
ACCT 222	Principles of Accounting II	3
F.	**PRACTICUM AND SENIOR RESEARCH PROJECT**	**[6 CREDITS]**
MATH 324	Internship	3
MATH 412	Senior Research Project	3

FIRST YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 101 Introduction to Statistics	3	_____
MATH 101 Algebra & Trigonometry	3	_____
MATH 113 Vectors & Geometry	3	_____
ECON 101 Prin. of Microeconomics	3	_____
ENGL 101 Language and Writing Skills I	2	_____
FREN 111 French for General Communication I	2	_____
RELB 160 Philosophy of Christian Education	2	_____
FIRST YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
STAT 102 Introduction to Probability	3	_____
MATH 112 Calculus I	3	_____
MATH 114 Algebra	3	_____
ECON 102 Prin. of Macroeconomics	3	_____
ENGL 112 Language and Writing Skills II	2	_____
FREN 112 French for General Communication II	2	_____
CMME 105 Communication Skills	2	_____
FIRST YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

SECOND YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 203 *Statistical Methods	3	_____
MATH 213 Abstract Algebra	3	_____
MATH 215 Calculus II	3	_____
ECON 213 Mathematics for Economics	3	_____
RELB 160 Jesus and the Gospels	3	_____
HLTH 200 Health Principles	3	_____
SECOND YEAR, FIRST SEMESTER TOTAL	**18**	**GPA____**
SECOND SEMESTER		
STAT 204 Regression Analysis	3	_____
MATH 216 Calculus of Several Variables	3	_____
MATH 212 Vectors and Mechanics	3	_____
ECON 214 Mathematical Ecomics	3	_____
RELB 251 Prin. Of Christian Faith	3	_____
MATH 214 Abstract Algebra	3	_____
SECOND YEAR, SECOND SEMESTER TOTAL	**18**	**GPA____**

THIRD YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 325 *Design and Analysis of Experiments	3	_____
STAT 327 Time series	3	_____
RELB 385 Christian Ethics	3	_____
MATH 331 Discrete Mathematics I	3	_____
MATH 333 Introductory Analysis	3	_____
THIRD YEAR, FIRST SEMESTER TOTAL	**15**	**GPA____**
SECOND SEMESTER		
STAT 326 Data Analysis	3	_____

STAT 312 Theory of Sampling I	3	_____
MATH 336 Linear Algebra	3	_____
MATH 332 Discrete Mathematics II	3	_____
MATH 334 Analysis	3	_____
THIRD YEAR, SECOND SEMESTER TOTAL	**15**	**GPA____**

FOURTH YEAR	**CREDITS**	**GRADE**
FIRST SEMESTER		
STAT 413 Theory of Sampling II	3	_____
STAT 461 Statistical Inference	3	_____
MATH 457 Complex Analysis	3	_____
MATH 455 Ordinary Differential Equations	3	_____
MATH 457 Numerical Analysis	3	_____
FOURTH YEAR, FIRST SEMESTER	**15**	**GPA____**
SECOND SEMESTER		
STAT 462 Statistical Quality Control	3	_____
STAT 452 Multivariate Analysis	3	_____
MATH 456 Partial Differential Equations	3	_____
MATH 468 Operations Research	3	_____
MATH 470 Project	3	_____
FOURTH YEAR, SECOND SEMESTER	**15**	**GPA____**

COURSE DESCRIPTIONS

STAT 101: Introduction to Statistics

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

Exponential functions, Logarithm 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

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

Basic problems of an economy: economic theory formulation; economics as a social science; tools of Theoretical analytics. Demand and Supply functions – an introductory view of price formation; price, income and cross elasticity of demand; Elasticity of substitution and elasticity of supply. Theories of Demand: The classical utility approach, indifference curve approach, the revealed preference approach consumer's surplus. Theory of production: Production function, isoquants, returns to facts and returns to scale and their compatibility; elasticity of substitution; economies of scale; Cobb-Douglas & CES production functions; production function of a multi product firm.

Theory of Cost: Short and long period cost, traditional and modern theories of costs, derivation of cost function from production function. Revenue analysis; Revenue curves and their relationship.

ENGL 101 Language and Writing Skills

This course aims at developing the basic skills in the grammatical systems of English to use these effectively in writing for University and professional pursuits

FREN 101 French for General Communication I

This course provides a basic foundation on which to build the skills of listening, speaking, reading and writing. The approach is essentially communicative.

EDST 161 Philosophy of Christian Education

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 102 Introduction to Probability***

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. 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.

MATH 112 Calculus I

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

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.

ECON 102 Principles of Macroeconomics

Basic Concepts: Micro Vs. Macroeconomics; Variables: Real and nominal; Induced and autonomous; Lagged and unlagged; ex-ante and expost; Model and Equations; Equality & identity; stock and flow; Static, Comparative Static and dynamic analysis; Equilibrium and disequilibrium. National Income: Definition: Productive Vs. Non-productive intermediate and final output; concepts of national income. Measurement of National Income: Income, Output and Expenditure, Circular flow of income in two, three and four sectors economics. National income estimation in Ghana. Determination of Income and Employment. Classical View: Labour Market; Product Market and Money Market. Say's Law of Markets (Barter and a monetized economy).

ENGL 112 Language and Writing Skills II

Prerequisite: ENGL 121. Application of the grammatical systems studied in ENGL 121 to acquire writing skills, skills to analyze and critique written forms and to grasp information and meaning from reading materials for personal writings.

FREN 112 French for General Communication II

Prerequisite: FREN 111 or equivalent. This course is a continuation of FREN 111. Vocabulary is widened and the grammar becomes more demanding. Careful attention is given to the oral as well as the written aspect.

CMME 105 Introduction to Communication Skills

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

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, Wilcox Signed Rank Test, Kruskal-Wallis and Friedman's tests and Sign Test. The primary analysis tools for this course are MATLAB or Mathematica or Octave.

MATH 213 Abstract Algebra

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.

****MATH 215 Calculus II***

The first and second derivatives and their applications. Integration as a sum; definite and indefinite integrals. 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 213 Mathematics for Economics***

Meaning and Importance- Mathematical Representation of Economics. Models- Economic functions: Demand function, Supply function, Utility function, Consumption function, Production function, Cost function, Revenue function, Profit function, Saving function, Investment function.
Marginal Concepts: Marginal utility, Marginal propensity to Consume, Marginal propensity to Save, Marginal product, Marginal Cost, Marginal Revenue, Marginal Rate of Substitution, Marginal Rate of Technical Substitution, Relationship between Average Revenue and Marginal Revenue, Relationship between Average Cost and Marginal Cost - Elasticity: Demand elasticity, Supply elasticity, Price elasticity, Income elasticity, Cross elasticity- Engel function.

RELB 160 Jesus and the Gospels

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.

HLTH 200 Health Principles

A study of physiology, including the principles governing community and personal health and the methods of applying these principles to successful daily living

****STAT 204 Regression Analysis***

Basic Concepts of Regression and Correlation Analysis. Simple Regression Model: Estimation of regression coefficients by OLS method and Error variance, Inferences about the regression coefficients, Coefficient of Determination. 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, Inference about 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

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, 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

Vectors, functions of a single variable, differentiation and integration, velocity and acceleration. Relative motion, Newton's law 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

Microeconomic Theory is treated with a mathematical approach. The topics include: Theory of Consumer Behaviour, Constrained Optimisation Behaviour. The Slutsky Equation, Construction of Utility functions. Theory of the Firm. Production functions: Cobb-Douglas, Constant Elasticity of Substitution (CES), Market Equilibrium with Lagged Adjustment and Continuous Adjustment. Multi Market Equilibrium, Pareto Optimality. General Economic Optimisation Over Time. Linear Models. Input-Output (I-O) models, Concepts of Linear Programming and Applications.

RELB 214 Principles of Christian Faith

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.

****MATH 214 Abstract Algebra***

Rings and Fields; Polynomial Rings. Euclidean Algorithms. Ideals and Quotient Rings. Homomorphism of rings. Groups : Cyclic Groups, Permutations and symmetric Group, Dihedral Groups. Subgroups, Cosets and Lagrange's Theorem. groups. Normal Subgroups and quotient Groups. Homomorphism Theorems for Groups.

STAT 325 Design and Analysis of Experiments

Basic Principles of Design: Introduction, Randomisation, 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. Basic Designs: Principles of design, replication and randomization, Completely Randomised Design, Randomised 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, 22 factorial experiments, 23 factorial experiments, 2k factorial experiments, Cross-over designs, split -plot designs, Split-split plot designs, Incomplete block designs, Idea of covariance, Analysis of covariance, Error variance estimates. Use of Statistical packages for analysis of experiments.

ECON 327 Time Series

This course examines advanced time-series techniques and their application to the analysis and forecasting of financial time-series. Emphasis is given to multivariate and nonlinear methods applied to high-frequency financial data. Topics covered include stock returns predictability and volatility, ARIMA models, Estimating the parameters, Diagnostic checking, Residual analysis. Spectral Analysis: Spectral analysis of weakly stationary process. Periodogram and correlogram analyses. Forecasting: Prediction limits, Forecast updating. Kalman filters model. GARCH (autoregressive conditional heteroscedasticity) models, martingales and random walks, stochastic trends, co-integration and error-corrections models. Other topics include vector autoregressions, causality, forecasting, univariate and multivariate nonstationarytimes series, tests for unit roots, time series models with changes in regime. The primary analysis tool for this course is Minitab.

RELB 385 Christian Ethics

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

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.

MATH 333 Introductory Analysis

Construction of Real Numbers. Least Upper Bound, Greatest Lower Bound of a Set. Convergence of Sequences. Upper and Lower Limits. The Bolzano-Wierstrass Theorem and the Cauchy Principles of Convergence.The Notion of a Function, Limit and Continuity.Inverse and Composite Functions.

STAT 326 Data Analysis

In this course statistical and mathematical software will be used: SAS, Mathematica, MATLAB, Minitab, R, SPSS, Octave to examine the presentation and interpretation of data. Topics covered will include: Statistics: Basic Operations, Descriptive Statistics, , correlation analysis, simple and multiple linear regression, nonlinear regression, generalized linear models, survival analysis, Interpolation, Inferential Statistics, Hypothesis testing (Z, t, F, chi-square tests), other non-parametric tests, exploratory data analysis, goodness of fit testing, logistic regression, one-way and two analysis of variance (ANOVA), analysis of variance (ANOVA) with repeated measures, Filtering and Convolution, Time Series Objects, Time Series Collections. Mathematics: Arrays and Matrices, Linear Algebra, Elementary Mathematics, Polynomials, Interpolation and Computational Geometry, Cartesian Coordinate System Conversion, Nonlinear Numerical Methods, Fourier Transforms, Derivatives and Integrals, Special Functions, Sparse Matrices, Math Constants; Graphics: Graphical Presentation of Data, Basic Plots and Graphs, Plotting Tools, Annotating Plots, Specialized Plotting, 3-D Visualization: Surface and Mesh Plots.

STAT 312 Theory of Sampling I

Fundamentals of probability sampling and estimation; Sampling Techniques and Mathematical Properties of Estimates and some other Concepts: Simple Random Sampling: Theory involved in estimation procedures, Estimating population mean, variance, total & proportion, Estimating a ratio & its variance, Estimation using Ratio and Regression methods and their properties, Sample size determination. Stratified Random Sampling: Proportional and optimal cost allocations to strata, Estimating population mean, variance, total & proportion, Overview of advanced topics in stratified random sampling, Estimating a ratio & its variance, Regression estimators, Sample size determination.

ECON 327 Advanced Microeconomics

Equilibrium of the firm and Industry: Perfect competition, price determination, supply curve of industry, dynamic changes and equilibrium of industry. Monopoly: Demand and supply, Monopoly power, price discrimination, monopoly control and regulation. Monopolistic competition: Equilibrium, product differentiation, selling costs, excess capacity, monopolistic competition and imperfect competition. Price determination under monopsony and bilateral monopoly, oligopoly, collusive and non-collusive models. Critical evaluation of marginal analysis, average cost pricing, limit pricing, Baumol's sales revenue maximization models, Marris and Williamson's models, Behavioral theory of the firm, game theory, linear programming model of the firm. Pricing Factors: Marginal productivity theory of distribution, Euler's theorem and its applications, determination of rent, wages, interest and profit. Welfare Economics: Value judgements and interpersonal comparisons, Pigovian concept of welfare, Pareto optimality criteria for consumption and production.

ECON 329 Growth and Development

Study of theories explaining economic growth and of the problems and policy choices associated with industrialization of developing and LDCs. Topics include: Meaning of growth and development, Human Development Index and Physical Quality of Life Index (PQLI). Obstacles of economic growth and development, Sources of economic growth, Growth and Income Distribution: The Kuznets Hypothesis. Growth Models: Harrod-Domar, Solow, Meade, Joan Robinson, Kaldor, Pasinetti. Theories of Development: Classical, Marxian, Schumpeter, Stage theory. Approaches to development: Myrdals theory of circular causation, Social Dualism, Technological dualism, Models of Dualistic growth: Lewis, Ranis & Fei, Jorgenson and Todaro models. Strategies of development: Big Push, Balanced growth, Unbalanced growth, Critical minimum effort thesis, low level equilibrium trap, Dependency theory. Role of agriculture and industry in sustainable economic development. Trade and development: two-gap theory, import substitution vs export promotion. Aid vs trade. Role of capital formation, internal and externals sources of capital formation, human capital formation and economic development, role of foreign investment in economic development. Liberalization, privatization and globalization policies for economic development.

STAT 312 Theory of Sampling I

Fundamentals of probability sampling and estimation; Sampling Techniques and Mathematical Properties of Estimates and some other Concepts: Simple Random Sampling: Theory involved in estimation procedures, Estimating population mean, variance, total & proportion, Estimating a ratio & its variance, Estimation using Ratio and Regression methods and their properties, Sample size determination. Stratified Random Sampling: Proportional and optimal cost allocations to strata, Estimating population mean, variance, total & proportion, Overview of advanced topics in stratified random sampling, Estimating a ratio & its variance, Regression estimators, Sample size determination.

MATH 336 Linear Algebra

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

MATH 334 Analysis

Construction of Real Numbers. Least Upper Bound, Greatest Lower Bound of a Set. Convergence of Sequences. Upper and Lower Limits. The Bolzano-Wierstrass Theorem and the Cauchy Principles of Convergence. The Notion of a Function, Limit and Continuity. Inverse and Composite Functions.

STAT 413 Theory of Sampling II

Post-stratification; Quota sampling; Cluster Sampling: Overview of cluster sampling. Cluster Sampling: Sampling with equal size clusters, Sampling with unequal size clusters. Two-stage Cluster Sampling: Sampling with equal probabilities, Sampling with unequal probabilities with replacement & without replacement, Selection of clusters with probability proportional to size. Design effect. Intra-cluster correlation. Multi stage Sampling. Complex surveys and related problems. Design of Questionnaire and Data Collection Methods; Errors in Surveys; students would be required to conduct Surveys on some Socio-economic issues using Sampling Techniques and submit report for assessment.

STAT 461 Statistical Inference

MATH 457 Complex Analysis

****MATH 455 Ordinary Differential Equations***

Differential forms in R2 and R3, exactness conditions and inerrability condition, existence and uniqueness of solution. Ordinary differential equations with 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 457 Numerical Computing

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

STAT 462 Statistical Quality Control

****MATH 456 Partial Differential Equations***

First and second order partial deferential 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 move equation.

MATH 468 Operations Research

Topics to be covered include Dynamic Programming,Goal Programming, Deterministic Inventory models, Probabilistic Inventory models, Simulation model, Network Analysis,CPM / PERT,Markov Analysis, Decision Theory,Parametric Linear Programming. Lab sessions will use Excel Solver and operations research software

MATH 470 Project

Project Initiation: Concept Generation and screening of project ideas. Sources of project ideas, Feasibility study, Market and demand analysis. Technical Requirements, Project Feasibility & Risk Assessment, Project Selection, Time & Cost estimation. Preparation of project documents. Project Planning: Work Breakdown Structure, Critical Path Method (CPM), Program Evaluation & Review Technique (PERT), earned value management, Preparation of Schedules & Budgets, Developing plans & Team building. Project Execution & Monitoring, Project Closure

FULL TIME FACULTY

1. **Dr. Philip Maiyo**

PhD (2003), Guru Nanak Dev. University, Amritsar, India
MSc (2002), Guru Jambeshwar University, Hisar, India
MBA (1997), Guru Nanak Dev. University, Amritsar, India
BSc [Hons] (1995), Economics & Mathematics, Guru Nanak Dev. University, Amritsar, India

2. Mr. Robert Akpalu

M.Phil (1996), UCC, Ghana
BSc. 1989 Mathematics

3. Mr. Henry Quarshie

MSc (2006), Andrews University, Michigan USA
BSc (Computer Science) (2001), KNUST, Kumasi Ghana

4. Mr.Damoah D. Dominic

MSc (2008), Andrews University, USA
BSc (2001), KNUST, Kumasi Ghana

5. Mr. A. Bamfo-Boakye

MSc (2009), KNUST, Kumasi
BSc (2002), KNUST, Kumasi

6. Mr. George Laryea

MSc (2008), KNUST, Kumasi
BSc (2001), KNUST, Kumasi

7. Mr. Abraham Amponsah

MSc Mathematics (2000), KNUST
BSc (Hons) (1994), Mathematics

8. Mr. Albert Sackey

MPhil (Mathematics), KNUST(2010)
BSc Mathematics (2001), KNUST

9. Dr.Sey Emmanuel Ed-Wilson

PhD(Finance) (2009), Atlantic International University, Hawaii, USA
MBA (2005), University of Wolverhampton, UK
BSc (1996), Accounting, University of Ghana

10. Samuel Kanyandekwe

MA (Economics), 1990, Tilak University-India
MBA, 1989, Andrews University-USA
BA (Economics), 1982, Rwanda National University

11. GodfredMawutor

MPhil (Economics), 2009, University of Ghana
BA (Economics & Sociology), 2004, University of Ghana

12. Kofi SafoNtim
M.S., Statistical Computing (Major: Actuarial Science), (2007) University of Central Florida, USA
B.A. (Physics) (2004), GustavusAdolphus College, USA

13. Kwaw M. Annan
MSc. (Electrical Engineering), State University of New York, USA
BEE. (Electrical Engineering), City University of New York, USA

14. Korley Clifford Martey
MSc. (Accounting with Finance) (2006), London South Bank University
ACCA, The Financial Training Company(2005)

15. Isaac Wiafe
MSc, Mathematics, University of Bath, UK
BSc (2001), Mathematics, KNUST Kumasi

16. AddaeMensah
MSc, Computer Science, USA
BSc, Computer Science, Valley View University

17. Joseph Abandoh-Sam
MSc, Computer Science, Andrews University, USA
BSc, Computer Science, Valley View University
Prof. Tony Rodrigues
PhD (1971), University of Manchester UK

18. Prof. Patrick Bobbie
PhD 1986, University of Southwestern Louisiana
Prof. P.G Reddy
PhD (1967), Indian Institute of Technology (IIT), Kharagpur

19. Enoch Damson
PhD in Progress, University of Akron
MSc (2001), Andrews University, Michigan USA
BBA (1999), Andrews University, Michigan USA

20. Amoako Prince
BSc., (Computer Science), 2007, Valley View University

21. Adu-Manu Sarpong
BSc., (Computer Science), 2007, Valley View University

22. Arthur Kingsley John
BSc., (Computer Science), 2007, Valley View University

DEPARTMENT OF GENERAL EDUCATION

DEPARTMENT OF GENERAL EDUCATION

CHAIR: Mr. Abraham Amponsah

FACULTY: Ms. Christiana Pokuaa, Mr. Jean Elom Doufodji, Mr. Rhule John, Mr. Mawuloe K. Kodah, Ms. Annie Oye, Mrs. Felicia Annin, Ms. Akua Amponsah, Mr. Oheneba kofi Nti, Mr. John Rhule, Mrs. Susana Adjei, Mr. Abraham Amponsah, Ms. Delphine Bruce, Mr. William Amankra Appiah, Mrs. Grace Maiyo, Mr. Charles Oppong, Ms. Olivia Osei-Tutu

ADJUNCT FACULTY: Mr. Emmanuel Owusu, Mr. Anthony Alongya, Mr. Kobina Duodu

DEPARTMENT ADVISORY COUNCIL:

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 General Education Department. The General Education Department 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, General Education Department courses provide for breadth across the humanities and arts, social studies, biological sciences and physical sciences; 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 General Education Department 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 General Education Department provides a broad spectrum and functional curricula with appropriate academic and student support systems that enhance quality education".

GOALS

The goal of General Education Department 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. General Education 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.

GENERAL EDUCATION CURRICULUM REQUIREMENTS

Students from all departments are expected to complete General Education Curriculum Requirements as specified by their respective departments. The General Education Requirements for each department is listed by the individual departments. As a result of completing the General Education 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.
- Develop aesthetic appreciation and recognize the importance of maintaining physical fitness and a healthy lifestyle.
- 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 General Education Curriculum has been constructed around five Cluster Areas. The five cluster areas and their minimum semester credit required are:

A. GENERAL EDUCATION REQUIREMENTS (30 CREDITS)

CLUSTER 1: LANGUAGE AND COMMUNICATIONS (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 112 French for General Communication II	2
CMME 105 Intro to Communication Skills	2

CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES (3 CREDITS)

PSYC 105 Introduction to Psychology ***OR***	3
SOCI 105 Principles of Sociology ***OR***	3
EDST 115 Educational Psychology ***OR***	3
EDST 202 Intro to Philosophy of Christian Education (Mandatory)	2

CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS (3 CREDITS)

MATH 121 College Algebra	3

CLUSTER 4: RELIGION, THEOLOGY AND PHILOSOPHY (9 CREDITS)

RELB 160 **LIFE AND TEACHING OF JESUS**	**3**
RELB 251 PRINCIPLES OF CHRISTIAN FAITH	3
RELB385 Christian Ethics	3

CLUSTER 5: HEALTH AND PHYSICAL EDUCATION (3 CREDITS + NC)

PEAC 100 Physical Activity	NC
BIOL 140 Human Body in Health & Disease ***OR***	
HLTH 200 Health Principles	3

CLUSTER 6: COUNSELLING, CAREER PLANNING, (NC CREDIT)

GNED 125 Study Skills **(Mandatory**)
NC

GNED 230 Career Exploration and Planning **OR**

GNED 468 Job Search Strategies and Techniques **optional**

CLUSTER 7: AFRICAN STUDIES (1 CREDIT)

African Studies courses 1

CLUSTER 1: LANGUAGE AND COMMUNICATION [10 CREDITS]

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 121 Language and Writing Skills I	2
ENGL 122 Language and Writing Skills II	2
FREN 111 French for General Communication I	2
FREN 112 French for General Communication II	2
CMME 105 Introduction to Communication Skills	2
ENGL 099 Basic Writing	NC
Basic English	NC

CLUSTER 2: SOCIAL AND BEHAVIOURAL SCIENCES, HUMANITIES [03 CREDITS]

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 105 Principles of Sociology	3
EDST 115 Educational Psychology	3

CLUSTER 3: NATURAL AND PHYSICAL SCIENCES, MATHEMATICS AND COMPUTER SCIENCE. [06 CREDITS]

In the Natural and Physical Sciences, Mathematics, and Computer Science, students will learn the use of formal, rational methods applied in the understanding of nature and in problem solving. Students must complete 06 Credits from the following:

MATH 181 Business Mathematics	3
COSC 117 Fundamentals of Computing Skills	3
MATH 121 College Algebra	3

CLUSTER 4: PHILOSOPHY, THEOLOGY/RELIGION AND ETHICS [09 CREDITS]

In Philosophy and Theology, students will reflect on ultimate questions, increase their respect for human dignity, develop a method of principled reasoning, and deepen their understanding of and commitment to God. Students must complete 09 Credits from the following:

RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
RELB 385 Christian Ethics	3
AFST203 Indigenous Technologies for Development in Africa	1
AFST213 Africa in the Globalization World	1
AFST223 Africa and the Diaspora	1
AFST233 Culture and Development	1
AFST243 Chieftaincy and Development	1
AFST204 Literacy Traditions in Africa	1
AFST214 Traditional Festivals	1
AFST234 African Drama	1
AFST244 Language Proficiency – Ga	1
AFST254 Language Proficiency – Twi	1
AFST264 Language Proficiency – Ewe	1
AFST274 Language Proficiency – Dagbani	1

AFRICAN STUDIES COURSES

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.

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

CLUSTER 5: HEALTH AND PHYSICAL EDUCATION [03 CREDITS]

In Health and Physical Education, the students will learn to appreciate and respect their bodies as a temple of God. Students will learn ways to maintain good physical health and will understand the importance of making healthy lifestyle choices. Students must complete 03 Credits from the following:

HLTH 200 Health Principles	3
BIOL 140 Human Body in Health and Disease	3
PEAC 100 Physical Activity	1 (NC)
HLTH 167 Health and Nutrition	3

CLUSTER 6: COUNSELLING, CAREER PLANNING, HUMAN DEVELOPMENT [01 CREDIT]

In taking Career Planning, the student learns to incorporate his/her abilities, values, interests and decision-making skills into formulating projected career/life plans. In Job Search Strategies, the student learns techniques designed to aid him/her to enter into the job market. Topics covered are planning the job search, resume and interview techniques. In study Skills, the Student learns study techniques, including strategies for planning personal success, outlining materials, and studying for and taking tests.

GNED 125 Study Skills	1

GNED 230 Career Exploration and Planning	1
GNED 468 Job Search Strategies and Techniques	1

GENERAL EDUCATION CURRICULUM TOTAL CREDITS [38 CREDITS]

The following specific guidelines are in effect regarding the application of credits to the General Education Curriculum requirements:

a) Courses taken in the major or minor departments that are related/equivalent to courses under cluster 1-6 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 121: 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 122: LANGUAGE AND WRITING SKILLS II **2 CREDITS**

Prerequisite: ENGL 121. Application of the grammatical systems studied in ENGL 121 to acquire writing skills, skills to analyze and critique written forms and to grasp information and meaning from reading materials for personal writings.

FREN 111: 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 112: 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:

1. Learners are expected to familiarize themselves with the bilingual French-English dictionary and the French conjugation book (Copies available in the library).
2. 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.

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CMME 105 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 **12 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

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. 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 160: 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

RELB 385: CHRISTIAN 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 in 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.

GENERAL EDUCATION DEPARTMENT FACULTY LIST

1.	**ANNIN, FELICIA** *MA. 2003 (Comp. Literature) KNUST.* *BEd. Arts, 1998 (English), University of Cape Coast, Ghana*	Lecturer *[Full Time]*
2.	**POKUAA, CHRISTIANA** *MA. 2004 University of Ghana, Legon* *BA, 2001 University of Ghana, Legon*	Lecturer *[Full Time]*
3.	**ASARE, AKUA AMPONSAH** *MPhil. 2005 (Clinical Psychology) University of Ghana, Legon* *BA, Psychology, 2002, University of Ghana, Legon*	Lecturer
4.	**DOUFODJI, JEAN ELOM** *M.A. 1998, University of Benin* *BA, 1992.*	Lecturer *[Full Time]*
5.	**AMPONSAH, ABRAHAM** *MSc.(Mathematics), 2000, KNUST, Kumasi, Ghana* *BSc. (Hons), (Mathematics). 1994, University of Science and Technology, Ghana.* *Diploma (Mathematics), 1986, ATTC, Winneba, Ghana*	Lecturer *[Full Time]*
6.	**MAIYO, GRACE** *MSc. 2001, (Food Technology) G. N. D. University* *BSc. 1997, (Home Science), G. N. D. University*	Lecturer *[Full Time]*
7.	**MAWULOE KODAH** *PhD. 2012, University of Cape Coast, Ghana,* *MPhil, 2003, (French Literature and Civilization) UGC, Ghana.* *BA, 1999, UCC.PGD, 2003, ( ), Governance Institute of Social Studies, Hague, Netherlands.*	Lecturer *[Full Time]*
8.	**RHULE, JOHN** *MA. (Applied French Linguistics) (University of Cape Coast, Ghana)* *BEd, 2002,(French Education) University of Cape Coast, Ghana*	Lecturer *[Full Time]*
9.	**ADJEI-MENSAH, SUSANA** *MPhil (Linguistics)- (University of Ghana)* *BA 2005 (Linguistics, Philosophy) - (University of Ghana)*	Lecturer *[Full Time]*
10.	**BRUCE, DELPHINE** *MPhil. (Clinical Psychology) University of Ghana* *BA (Psychology with Sociology) University of Ghana*	Lecturer *[Full Time]*
11.	**OHENEBA NTI, KOFI** *MSc. (Health Education and Promotion) 2006 (KNUST)* *BA (Publishing Studies) 1999 (KNUST)*	Lecturer *[Full Time]*
12.	**AMANKRA APPIAH, WILLIAM** *PhD. (in progress),University of, Ghana, Legon* *MSc. (Health And Promotion) 2005 (KNUST)* *BEd. (Health, Physical Education and Recreation) 2001 (UCC)*	Lecturer *[Full Time]*
13.	**OWUSU, EMMANUEL** *BA, Music/English University of Cape Coast* *MPhil, Music University of Cape Coast*	Lecturer *[Part Time]*

14.	**OLIVIA OSEI-TUTU** *MPhil, 2012, KNUST, Ghana* *BSc, 2008, University for Development Studies, Ghana.*	Assistant Lecturer *[Full Time]*

CENTRE FOR ADULT AND DISTANCE EDUCATION

DIRECTOR: ROBERT AKPALU

FACULTY: ALL LECTURERS IN THE SCHOOL OF BUSINESS

INTRODUCTION

For persons entering the business world, business studies is an exciting profession and offers a wide variety of opportunities and the Centre for Adult and Distance Education, VVU is the place to start successful career in business.

OUR VISION

The vision of the Centre for Adult and Distance Education 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:

- 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 Seventh-day Adventist 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 in business.
- To assist students to get the necessary exemptions from Professional Associations such as ACCA, ICA, CIMA, CIM, ACIB, etc. by

streamlining the BBA curriculum with the course offerings of the professional bodies.

- To foster within all students a commitment to excellence, integrity and service in the workplace and to community.

PROGRAMS OFFERED

The Centre for Adult and Distance Education offers the following:

- BBA, Accounting
- BBA, Banking & Finance
- BBA, Human Resource Management
- BBA, Management
- BBA, Marketing

TUTORIAL CENTRES

- Valley View University Main Campus, Oyibi-Accra
- Valley View University, Kwadaso Campus, Kumasi
- Valley View University, Techiman Campus, Techiman

For Career Opportunities, Admission Requirements, Course Structure, Sequence of Courses and Degree Requirements, kindly refer to the appropriate programme under the School of Business.

SPECIAL HND TOP-UP DEGREE PROGRAMME

MINIMUM ADMISSION REQUIREMENTS:

A. HND from a recognised Polytechnic with at least a Second-Class Lower:

B. 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

C. 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 67 credits. Hence, a student is required to fulfil the following:

	CREDITS
General Education Requirements	21
BBA Required Core	27
Areas of Options	15
BBA Cognate Requirement	08
Total Credits Hours	71

General Education Components of the Top-up [For all Options]

A. General Education Requirements ***21 credits***

Cluster 1: Language and Communication **(06 credits)**
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 **(03 credits)**
PSYC 105 Introduction to Psychology OR 3
SOCI 105 Principles of Sociology
Cluster 4: Philosophy, Theology/Religion **(09 credits)**

RELB 160 Life and Teaching of Jesus	3
RELB 251 Principles of Christian Faith	3
BSAD 385 Biblical Foundation of Ethics	3

Cluster 5: Health and Physical Education	**(3 credits)**
HLTH 200 Health Principles OR	3
BIOL 140 Human Body in Health & Disease	3

Cluster 6: Counselling, Career Planning	**(Required)**
GNED 230 Career Exploration & Planning	NC
GNED 468 Job Search Strategies & Techniques	NC

COMPONENTS OF THE TOP-UP [MARKETING OPTION]

B. Business Required Core	***27 credits***
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 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3

C. Marketing Option	***15* credits**
MKTG 335 Service Marketing	3
MKTG 480 Marketing Strategy	3
MKTG 455 Marketing Research	3
Electives	6

Five hours of electives is to be selected from the following courses:

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

D. BBA Cognate	***08 Credits***
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [ACCOUNTING OPTION]

B. Business Required Core	***27 credits***
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 498 Senior Research Project 1	3
BSAD 499 Senior Research Project 2	3

C. Accounting Option	**15 credits**
ACCT 450 Advanced Accounting	3
ACCT 430 Investment & Portfolio Management	3
ACCT 485 Accounting Information System	3
Electives	6

Five 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 Credits***
COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

COMPONENTS OF THE TOP-UP [MANAGEMENT OPTION]

B. Business Required Core	***27 credits***
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 credit**
MGNT 340 International Business	3
MGNT 350 Managerial Leadership	3
MGNT 360 Production & Operations Management	3
Electives	6

Five 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 **08 credits**

COSC 201 Business Spreadsheets	2
COSC 202 Database Applications	2
STAT 271 Statistical Methods I	2
STAT 272 Statistical Methods II	2

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	3	ACCT 210 Intro. to Accounting	3
PSYC 105 Intro. to Psychology		STAT 271 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	
COSC 201 Spread Sheet	2	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 272 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small	
MGNT 480 Total Quality Management	3	Bus	3
MGNT 340 International Business	3	MGNT 360 Production & Operations	
MGNT 350 Managerial Leadership	3	Management	3
GNED 230 Career Exploration & Planning	NC	BSAD 499 Senior Research Project 2	3
RELB 385 Biblical Foundation of Ethics	3	GNED 468 Job Search Strategies	NC
BSAD 498 Senior Research project 1	3	Electives	6
Total	**20**	**Total**	**18**

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	2
RELB 160 Life & Teachings of Jesus	3	skills 2	3
SOCI 105 Principles of Sociology OR	3	RELB 251 Prin. Of Christian Faith	3
PSYC 105 Intro. to Psychology		ACCT 210 Intro to Accounting	2
BIOL 140 Human Body in Health OR	3	STAT 271 Statistical Methods I	3
HLTH 200 Health Principles		BSAD 325 Business Communication	2
HRMA 235 Human Resource Management	3	COCS 202 Database Applications	
COSC 201 Spread Sheet	2	CMME 105 Introduction to	2
		Communication Skills	
Total	**16**	**Total**	**17**
3rd Semester	**Credits**	**4th Semester**	**Credits**
BSAD 305 Business Research Methods	3	BSAD 480 Strategic Management	3
STAT 272 Statistical Methods II	2	BSAD 435 Entrepreneurship & Small	3
MKTG 335 Service Marketing	3	Bus	3
MKTG 480 Marketing Strategy	3	MKTG 455 Marketing Research	3
GNED 230 Career Exploration & Planning	3	BSAD 499 Senior Research Project 2	NC
RELB 385 Biblical Foundation of ethics	NC	GNED 468 Job Search Strategies	6
BSAD 498 Senior Research Project 1	3	Electives	**18**
Total	**17**	**Total**	

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	2
RELB 160 Life & Teachings of Jesus	3	Skills 2	3
SOCI 105 Principles of Sociology OR		RELB 251 Principles of Christian Faith	3
PSYC 105 Introduction to Psychology	3	MKTG 250 Principles of Marketing	3
BIOL 140 Human Body in Health OR		ACCT 311 Intermediate Accounting I	3
HLTH 200 Health Principles	3	ACCT 331 Cost & Mgt. Accounting I	2
HRMA 235 Human Resource Mgt.	3	COSC 202 Database Applications	2
COSC 201 Spreadsheet	2	CMME 105 Introduction to	
Total	**16**	Communication kills	**18**
		Total	
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	3
ACCT 476 Microcomputer Apps in	3	Mgt.	3
Acct/Fin.		ACCT 450 Advanced Accounting	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 498 Senior Research Project 1	3	BSAD 499 Senior Research Project 2	3
Total		ACCT 445 Governmental Accounting	**21**
	18	**Total**	

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