Christian Service University College
UNDERGRADUATE STUDENTS' HANDBOOK

2018/2019 ACADEMIC YEAR
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August, 2018

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CHRISTIAN SERVICE UNIVERSITY COLLEGE

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GENERAL INFORMATION

Postal Address	-	P. O. Box 3110, Kumasi
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Email	-	info@csuc.edu.gh
Website Address	-	www.csuc.edu.gh
Academic Year	-	August - July
Language of Instruction	-	English
Bankers	-	Barclays Bank, Prempeh II Street, Adum, Kumasi
	-	Societe Generale Ghana, Kumasi Central Branch
	-	Ecobank Ghana Ltd, Harper Road, Adum, Kumasi
	-	Fidelity Bank, Ahodwo, Kumasi

All communication should be addressed to:

The Registrar
Christian Service University College
P. O. Box 3110
Kumasi, Ghana
Email: registrar@csuc.edu.gh

MEMBERSHIP OF THE UNIVERSITY COLLEGE COUNCIL

Name of Council Member	Address
Mr. Seth A. Osafo Chairman of Council	Private Legal Consultant, Cantonments, Accra
Mr. Esson Benjamin	CEO, Millennium Development Authority
Mr. Kofi O. Adu Labi	Former Special Advisor to Governor of Bank of Ghana
Alumni Representative	
Mrs. Sophia Awortwe	Retired Educationist, Director (Otumfour Osei Tutu II Charity Foundation), Director (New Image Foundation) and Counselor
Prof. (Mrs.) Esi Awuah	Immediate Past Vice-Chancellor of University of Environment and
Hon. Kennedy Kankam	MP, Nhyiaeso Constituency
Prof. A.A. Alemna	University of Ghana, Legon, Accra Representative
Mr. Richard Owusu-Afriyie - Treasurer	General Manager, Pasific Savings & Loans, Kumasi
Dr. Simon Mariwah	Representative, University of Cape- Coast
Prof. Samuel K. Afrane	President, CSUC, Kumasi
Dr. Peter White	Vice President, CSUC, Kumasi
Mrs. Ama Kyerewaa Kwaa	Registrar, CSUC, Kumasi
Mr. Joseph Kofi Amankwah	Director of Finance , CSUC, Kumasi
Mr. Isaac Ampong	Lecturer, (Staff Representative), CSUC, Kumasi
Mr. Prosper Agyemang-Duah	President, Students' RepresentativeCouncil (SRC), CSUC, Kumasi

OFFICERS OF THE UNIVERSITY COLLEGE

Executive Committee

Name	Position
Prof. Sam Afrane	President
Rev. Dr. Peter White	Vice-President
Mr. Joseph Kofi Amankwah	Director of Finance
Mrs. Ama Kyerewaa Kwaa	Registrar
Dr. Stephen Banahene	Dean, School of Business
Mr. Fortune Tella	Dean of Students
Prof. Stephen Emmanuel Owusu	Head, Quality Assurance Unit
Rev. Anthony Boateng-Agyenim	Chaplain

Deans

Name of Dean	School/Faculty
Prof. Joseph Adjei Kwarteng	School of Graduate Studies
Dr. Samuel B. Adubofuor	Faculty of Humanities
Dr. Kofi Agyenim-Boateng	Faculty of Health and Applied Science
Dr. Stephen Banahene	School of Business
Prof. T. Aquinas Ossei-Anto	Faculty of Education

Heads of Department (Academic)

Name of Head	Department
Nana Danso Boafo	Marketing, Logistics and Corporate Strategy
Dr. (Mrs.) Joyce. Ama Quartey	Accounting and Finance
Dr. Stephen Banahene	Management and General Studies
Dr. Samuel B. Adubofuor	Theology
Mr. Asuamah Adade-Yeboah	Communication Studies
Ms. Linda Amoako	Computer Science
Dr. K. O. Agyemang	Planning and Development
Mrs. Ernestina Armah	Nursing
Mr. Emmanuel Odai Laryea	University College Librarian

HEADS OF DEPARTMENT (NON-ACADEMIC)

Name of Head	Designation
Rev. Anthony Boateng-Agyenim	University College Chaplain
Mr. Fortune Tella	Dean of Students
Prof. Stephen Emmanuel Owusu	Head, Quality Assurance Unit
Mrs. Cecilia Boakye Botwe	Snr. Assistant Registrar, Human Resource & General Administration
Mrs. Josephine Yeboah	Snr. Assistant Registrar, Academic & Students Affairs
Mr. Ginn Assibey Bonsu	Examinations Coordinator
Mr. David Kwao Sarbah	Assistant Director, Research Business Development Centre
Mrs. Faustina Rose Okyere	University College Nurse
Mr. Emmanuel Adinkrah	Systems Administrator
Mrs. Elizabeth Amofah	Corporate Affairs Manager
Mr. Edward Eduku Blay	Assistant Estate Officer
Mr. Felix Appiah	Manager, CSUC Executive Hostel
Mr. Edward Adu Boateng	Procurement Assistant
Mr. John Azeeko	Ag. Head, Security and Safety

The meaning of the Christian Service University College logo is derived from the constituent elements. The logo has the following elements:

Statement of motto: 'To Know Christ Better and to Make Him Better Known'.

Year of Establishment of the Institution: 1974

Abbreviation of the name of Institution: CSUC

Symbols of the Institution: 'The Cross of Christ'; 'Atumpan' - The 'talking drums' of the Akans.

The **Cross of Christ** represents the gospel message of salvation.

The **'Atumpan'** was used by the Akans in the olden days to send messages to people within the community. In the logo, the 'Atumpan' drums represent the primary purpose of the University College: "To make Christ better known".

UNIVERSITY COLLEGE ANTHEM

<u>'To Know Christ Better'</u>
To Know Christ Better And To Make Him
Better Known Is Our Motto,
And Our Battle Cry
We Shall Hold High The Banner Of Christ In CSUC
Abroad To The Distant Lands / D:C
In His Presence
And By His Grace
We Have Come This Far, No Turning Back
However Narrow, The Way May Be
In His Presence
By His Grace
We Are Called And Are Brought This Far
And Thus Our Motto
To Know Christ Better
And To Make Him Better Known / D:C

CHRISTIAN SERVICE UNIVERSITY COLLEGE, KUMASI

ACADEMIC CALENDAR FOR 2018/2019

ACTIVITIES	2017/2018
FIRST SEMESTER	
Registration of Level 200 – 400 Students and Graduate Programmes	*Aug 16 – 31, 2018*
Re-opening for Continuing Students, including Level 200 (Top-Up) and Graduate Programmes	Aug 24, 2018
Re-opening for Continuing Students, including Level 200 & 300 (Top-Up) and Graduate Programmes	Aug 26, 2017
Commencement of Lectures (Continuing Students)	Aug 27, 2018
Staff Retreat	Aug 31 - Sept 1, 2018
Registration Penalty Week	Sept. 1 – 8, 2018
Registration of Level 100 Students	*Sept 1- 29, 2018*
Commencement of Lectures (Graduate Programmes)	**Sept 3, 2018**
Commencement Service	Sept 5, 2018
Academic Orientation for Graduate Programmes	Sept 14-15, 2018
Last Day to defer a course without penalty	Sept 24, 2018
Re-opening for Level 100 Students	**Sept 24, 2018**
Commencement of Lectures (Level 100)	Sept 29, 2018 (Weekend Students) Oct 1, 2018 (Regular Students)
Medical Examination	Oct 1-13, 2018
Freshers Orientation	Oct 5, 2018
Freshers' Retreat	Oct 6, 2018
Mid-Semester Examinations (All continuing students)	**Oct 8 – 13, 2018**
Evangelism and Prayer Week	Oct 15 – 20, 2018
Matriculation for All Freshers	Nov 10, 2018
Last Day of Lectures - Level 200 – 400 Students and Graduate Programmes	Nov 17, 2018

Mid-Semester Examinations (L100)	Nov 19 – 24, 2018
Revision for Exams *Level 200 – 400 Students and Graduate*	Nov 19 – 24, 2018
End of Semester Examinations *Level 200 – 400 Students and Graduate Programmes*	Nov 26 – Dec 21, 2018
Thanksgiving & Carol Service	Dec 9, 2018
Graduation	Dec 15/22, 2018
Last Day of Lectures (Level 100)	Dec 20, 2018
Last Day of Lectures (Level 200 – 400)	Nov 18, 2017
CHRISTMAS VACATION	**Dec 21, 2018 –Jan 25, 2019**
Revision for Examinations (Level 100)	Dec 21, 2018 – Jan 2, 2019
Staff Christmas break	**Dec 21, 2018 – Jan 3, 2019**
End of First Semester Exams (Level 100)	Jan 9 – 19, 2019
VACATION SHORT COURSES	Jan 9 – 19, 2019
Staff New Year Fasting and Prayer Retreat	Jan 5, 2019
Theology Sandwich Programmes	Jan 9 – Feb 22, 2019

Please note that the dates may be subject to change, where it is deemed necessary.

CSUC UNDERGRADUATE STUDENTS' HANDBOOK

1.   INTRODUCTION

1.1   Welcome to Christian Service University College (CSUC)

You have now become a member of a community of God's people; that is first of all, a worshipping community. Besides academic work, we come together for worship and to study the Bible. We trust that in worshipping the Lord, we will grow in Him, and become more like Him. This is a vital aspect of preparation for life in society.

1.2   A Brief History of CSUC

The College began as a merger of two visions in January 1974. A group of Ghanaian Christians envisaged an inter-denominational, evangelical institution of a high academic standard, which would train men and women for Christian Ministry.

The second group comprised expatriate missionaries who had a vision of an institution to train workers from well-established churches in southern Ghana for a thrust into northern Ghana and neighbouring countries, where the church was relatively very small. Evangelical Christianity in Ghana in the late 1960's and 1970's was characterised,

among other things, by intimate interaction and collaboration and blurring of denominational, mission and group distinctions. The Worldwide Evangelization for Christ (WEC), which was one of the missionary groups in the second group, had acquired property in Kumasi on which they had built four dwelling houses and a radio studio with plans to construct a large building to serve as the beginning of a training college. Soon the two visions merged.

In October 1974, the first residential classes started with four students and the College grew from strength to strength and has now become an Evangelical Christian University College.

2. VISION, MISSION STATEMENT, CORE VALUES AND IDENTITY

2.1 VISION STATEMENT

A University of choice where Jesus Christ is Lord and people are empowered to impact the world.

2.2 MISSION

To promote knowledge for the training of men and women in Christian values and principles, academic and professional excellence for the transformation of society

2.3 THE CORE VALUES

This University College upholds five core values which are cherished and deemed central and basic to the institution's life and activities; and are therefore inculcated into all those who work or pass through the institution. These core values govern the operations and conduct of management and staff of the University College as well as our relationships with the society at large, our customers, suppliers, employees, local community and other stakeholders.

They are:
• Lordship of Jesus Christ;
• Integrity;
• Hard Work;
• Good Stewardship;

- Mutual Support and Care.

2.3.1   Lordship of Jesus Christ
The Christian Service University College, being a Christian institution, is committed to the Lordship of Jesus Christ and living in obedience to His will. This involves trusting Him to meet every need (material, spiritual, emotional or whatever it might be) to fulfill His will. It also involves seeking and accepting His guidance for the institution and depending on His divine leadership. In view of this, members of the community are not only to join together for worship in concrete demonstration of their commitment to the Lordship of Christ, but are also encouraged to make a personal commitment to Christ our Lord and Saviour.

2.3.2   Integrity
The University College believes in integrity, which is defined as moral uprightness, honesty, reliability, incorruptibility, wholeness and soundness of character. It involves transparency and gives no room for foul play either in public or private life. The University College sees this as important since character is vital to our calling and work.

2.3.3   Hard Work
CSUC is dedicated to hard, sacrificial, diligent and conscientious work; always striving to do things better and continuously improving and innovating to deliver the best possible outcomes. By this we seek excellence in all our endeavours and are committed to continuous improvement through perseverance even in the face of hardship and opposition. Hard work is therefore a necessary requirement to a successful academic life for every student.

2.3.4   Good Stewardship
CSUC believes and upholds the belief of Divine ownership of the natural, material and spiritual world as well as the souls of all humankind. It is therefore committed to accountability and responsibility in all our actions and adheres to the biblical principle that those who have been given a trust must prove faithful (1 Corinthians 4:2). As such, we are

dedicated to the efficient and effective use of institutional resources (physical, intellectual, spiritual and financial) to achieve maximum results. A good Steward is conscious of his time and uses it efficiently. Time is a unique resource that God has given to us and so punctuality at work, classes and all other programmes are to be adhered to strictly.

2.3.5   Mutual Support and Care

CSUC is human centered and oriented and therefore strives to provide excellent services to all who work or call at the campus. CSUC upholds the Christian virtues of love and fellowship; and works for unity and oneness among members of the community. As such it is committed to the Biblical principles of carrying each other's burden (Galatians 6:1). This includes help and support (spiritually and materially). Members of the community also join together for worship and prayer, trusting that in worshiping the Lord together, we will grow together in Him. This is seen as a vital aspect of our service to God.

2.4   INSTITUTIONAL IDENTITY

2.4.1   Working Community

We are a working community. There is much work to be done in the classroom and out of class hours. You should reckon to strike a balance between work and studies if you are already working. Each student would need a minimum of eighteen (18) hours of private study a week, in addition to classes. This will require diligence and determination. Students are also required to ensure clean surroundings and make time for exercise to ensure physical and mental health. This will be of great value to you in the future.

2.4.2   Academic Community

We are also an academic community seeking to obey the biblical mandate to prepare our minds for creative thinking and for service to God and humanity. In any community, there is the need for guidelines to ensure healthy co-existence. Therefore, any conduct that is inconsistent with a Christian life-style, or conduct which shows the least disregard for our

guidelines is not acceptable. If such conduct comes to the notice of the authorities, such a student would, first, be helped through counseling. However, if a student is unwilling to accept advice and continues in an unsatisfactory behaviour pattern, this may lead to the loss of certain privileges or, in serious cases, rustication or outright dismissal.

2.4.3   Philosophy and Mandate

In view of the rapid social transformation in modern African society, intellectual and scientific advancements, increasing religious conflicts and challenges in contemporary society, the Christian Service University College exists to provide relevant Christian education at the tertiary level.

In response to these challenges, the University College seeks to produce leaders with scholarly depth, reflective faith, moral uprightness and potential for further education as well as the skills to serve and educate the church and society.

3. FACULTIES/SCHOOLS, DEPARTMENTS AND PROGRAMMES OF THE UNIVERSITY COLLEGE

3.1 FACULTY OF HUMANITIES

3.1.1 Department of Theology

- B.A. Theology with Administration
- Postgraduate Certificate in Theology
- Certificate in Biblical Studies (Short Course)
- Certificate in Ministry (Short Course)
- MA in Christian Ministry with Management
- Postgraduate Certificate in Theology

3.1.2 Department of Planning and Development

- B.A. Planning and Social Development

3.1.3 Department of Communication Studies

- B.A. Communication

3.2 CSUC SCHOOL OF BUSINESS

3.2.1 Department of Accounting and Finance

- BBA Accounting

- BBA Banking and Finance

3.2.2 Department of Marketing, Logistics and Corporate Strategy
- BBA Marketing
- BBA Purchasing & Supply Chain Management

3.2.3 Department of Management and General Studies
- BBA Human Resource Management

3.3 FACULTY OF HEALTH AND APPLIED SCIENCES

3.3.1 Department of Computer Science
- B.Sc. Computer Science

3.3.2 Department of Information Technology
- B.Sc. Information Technology

3.3.3 Department of Nursing
- B.Sc. Nursing

3.4 School of Graduate Studies
- MA Christian Ministry with Management
- MSc. Accounting and Finance
- MSc. Monitoring and Evaluation
- MSc. Corporate Planning

3.5 FACULTY OF EDUCATION

3.5.1 Department of Education
- BA Early Child Education
- BA Basic Education

4. STUDENT FACILITIES AND SERVICES

4.1 OFFICE OF THE DEAN OF STUDENTS

The Dean of Students is responsible for the welfare and discipline of students. The Dean of Students works in close collaboration with the Students Representative Council and the University College Chaplain. He also facilitates access to Resident permit issuance and ensure integration of international students into the CSUC community and Ghanaian social life.

4.1.1 Welfare

All matters pertaining to the welfare of students shall be referred to the Dean of Students. Issues relating to the public (e.g. Police and the Press) should be referred to the Dean of Students.

4.1.2 Organisation of Public Processions /Demonstrations

The Dean of Students must be notified in writing, at least three days before the procession/ demonstration is due to begin. Where it is necessary to inform the police, the Dean of Students will advise the organiser(s) to do so. The Dean of Students may prescribe the necessary

conditions or restrictions as may be appropriate for the organisation of the procession/ demonstration.

The content of the notification shall include the purpose of the procession/ demonstration and the name(s) of the organiser(s). The perpetrators of any act of violence or breach of the peace as well as the organisers of the procession/demonstration will be held jointly and severally responsible. The request for permission to go on procession/demonstration may be granted or refused. However it must be noted that granting the permission may not necessarily mean approval of the purpose of the demonstration.

4.1.3   Publications
i.   The Registrar through the Dean of Students will be informed of any intention to produce a student publication within the University College and the Registrar's approval in writing shall be obtained for such a publication.
ii.   A copy of each issue will be lodged with the President, Registrar and Dean of Students as appropriate and the University College Librarian on the day of Publication.
iii.   Each issue shall state the name of the Editor, the Membership of the Editorial Board, and the Publisher.
iv.   The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

4.1.4   Collection of Money
Permission to make general collections of money other than for club subscriptions must be obtained from the Dean of Students and the Finance Officer. Junior members are advised to ask to see the license or other valid authority of any collector who comes from outside the University College.

4.2   THE STUDENT'S REPRESENTATIVE COUNCIL (SRC)
i.   The Students' Representative Council (SRC) was established to enable students to manage some of their own affairs on campus.

There is a constitution that regulates the work and activities of the SRC.

ii. The SRC President represents students on the University College Council.

iii. The SRC is empowered to handle issues that come up among the student body and to discuss matters of mutual interest.

iv. Membership of the SRC is compulsory for all students.

v. If the SRC wishes to bring certain matters to Management for discussion, then the SRC President may ask for an appointment through the Dean of Students. In such discussions, it is understood that the SRC represents the whole student body, so that decisions reached between Management and the SRC are regarded as binding. In some exceptional cases, Management may also meet with the whole student body to discuss any issue already agreed with the SRC.

vi. The SRC must conduct all its affairs, especially financial, according to the financial rules and regulations of CSUC.

4.3 CHAPLAINCY SERVICES

4.3.1 Overview

The University College Chaplain is in charge of the spiritual and personal welfare of students. As part of the programmes for students' spiritual growth, students are to be present at morning devotions and church services. Commencement and Thanksgiving Services, in particular, are to be attended by all students of the University College.

4.3.2 Faith and Practice Programme

For effective mentoring of students, the Faith and Practice Programme (FAPP) has been introduced. Every student must belong to and identify closely with one group to which he/she will be assigned. It is advised that every student makes a conscious effort to attend the FAPP meetings. A satisfactory participation in the FAPP is a requirement for graduation.

The FAPP group leader serves as the student's mentor in the University College and therefore has an input in every testimonial, or such document

that any student might request either during or after his/her course of study in the University College.

4.3.3   Denominational Groupings

To maintain spiritual cohesion and avoid polarization of our unique Christian fellowship, the University College does not permit the formation of any denominational groupings either officially or unofficially on campus or in any of the University College's operated hostels.

All group religious activities must be organized under the auspices of Ghana Fellowship of Evangelical Students (GHAFES), which is the only interdenominational Christian Fellowship permitted to operate in the University College or in any of its operated hostels.

4.4   CSUC COUNSELLING SERVICES

4.4.1   Introduction

Counselling Services for students and staff had been on an ad-hoc basis since the establishment of the then Christian Service College. On May 2, 2012, the University College formally set up a Counselling Unit to provide a more comprehensive support programme for students and staff who used or may require specialised Counselling Services.

The goal of the Counselling Unit is to promote a sustainable wellness programme for students and staff through professional interventions to meet personal, academic, social, psychological and emotional needs.

4.4.2   Distinctiveness of Counselling Services

(i)   Serene Environment

The Christian Service University College provides a quiet, peaceful and attractive environment where meetings may be conducted in a non-threatening atmosphere.

(ii) Confidentiality

The Counsellors maintain optimum ethical code of conduct by means of strict confidentiality, and do not disclose any information/data discussed with Counselee to anyone and even including those in authority, parents, except, by the expressed consent of the Counselee.

(iii) Expertise

The Counsellors combine sound professional assessment/evaluation with practical therapeutic solutions.

4.4.3   Range of Counselling Services

(i)   Academic
- Choosing Programmes and Courses
- Studying Techniques
- Preparing Assignments
- Time Management
- Tutoring
- Selecting Project Topics
- Preparing Project Work
- Furthering Education: Home and Abroad

(ii)   Social
- Mending Broken Relationships
- Handling Unhealthy Relationships
- Dealing with Financial Problems
- Handling Family and Interpersonal Issues
- Dealing with Drugs, Substance Use and Abuse

(iii)   Psychological
- Overcoming Inter-personal Needs
- Handling Psychological Disorders
- Overcoming Learning Difficulties
- Overcoming Anxieties
- Dealing with Phobias in Life
- Intervening in Crisis
- Preventing Suicides

(iv)   Emotional and Trauma
- Dealing with Emotional Issues
- Dealing with Trauma
- Getting Out of Depression
- Dealing with Rape and Spousal Abuse
- Breaking of Bad News
- Dealing with Death of a Relation
- Dealing with Grief
- Dealing with Threats and Violence
- Dealing with Spiritual Burn-outs

(v)   Career
- Selecting Appropriate Programmes/Courses toward   Desired Career Goals
- Preparing Personal Professional CV/Resume for Job Placement
- Writing Strong Cover Letters
- Job Selection Interview Techniques
- Providing Occupational Orientation
- Providing Career-Related Information/Data

4.4.4   Counselling Schedule

1.   Mr. Kofi Yamoa
- Tuesday: 9:00 a.m.-12:00 noon
- Thursday: 10:00 am – 1:00 p.m
- Friday :   9: 00 am – 12: 00 noon

2.   Mrs. Sophia Awortwi
- Monday: 8:00 am – 11:00 a.m
- Wednesday: 1:00 p.m – 4:00 p.m.
- Friday: 3:00 p.m – 6:00 p.m

3.   Rev. Dr. David Okai
- Friday: 1:00 p.m.- 4:00 pm
- Tuesday: 1:00 p.m – 4.00 p.m
- Thursday: 1:00 p.m – 4:00 p.m

4.   **Emergency Contact: Tel.: 03220-28781 or 0243202472**

4.5 STUDENT HEALTH SERVICES

4.5.1 Introduction

Man's general health needs include:
(i) A sound body.
(ii) A sound mind.
(iii) A sound spiritual relationship with God.

Thus, certain habits and practices must be considered necessary to attain (i – iii) above.

These include:
- Daily communication with God (Devotion).
- Having at least 7-8 hours of sleep daily.
- Eating regular balanced meals with fruits and vegetables.
- Drinking enough (at least 6 glasses) of water daily for the maintenance of the blood volume.
- Having regular exercises and actively engaging in social activities.
- Avoiding alcohol/alcoholic beverages, hard drugs and tobacco.
- Keeping the Campus clean by keeping rubbish in the dustbins around.

4.5.2 University Clinic

The University College has a clinic with a full-time nurse in attendance and an experienced medical doctor who visits twice a week to attend to referred patients (dates and time of attendance will be posted on the notice boards). A code of confidentiality is strictly adhered to. Students are encouraged to report to the clinic, in the first instance, with their problems. Very ill/sick students will be detained for further observations. Students are advised to desist from self medications (drug abuse) and just lying in their rooms when sick.

4.5.3 Medical Examination for Freshers

Admission of Junior Members of the University College shall be subject to their passing a Medical Examination. A medical examination is

conducted at the clinic for all new students. This is compulsory. Students are also strongly advised to join the National Health Insurance Scheme (NHIS) as this will be beneficial to them. A medical team is contracted at the beginning of every academic year to offer the medical examination for all fresh students. Students who fail to go through the exercise will not qualify for matriculation and will forfeit their status as students.

5. FINANCIAL MATTERS
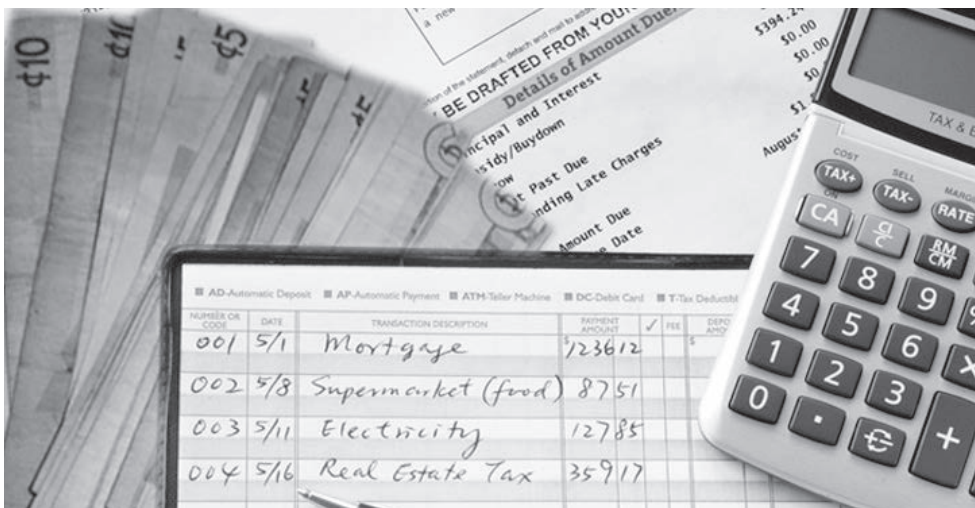
5.1 Financial Policies

The following financial policies have been adopted by the University College and should be carefully noted by students. The policies are subject to occasional review by the University College.

i.   Each Student has full responsibility for the payment of fee.

ii.   A student is required to pay 50% of fees on or before registration each semester.

iii.   Unless specifically required by a donor/sponsor, CSUC shall not be the custodian of private funds for students

iv.   Students will not be offered accommodation on campus if they do not have financial resources to register.

v.   Students who have outstanding debts may not be allowed to graduate until these debts are fully settled.

vi.   In the event of a student requiring an official or unofficial transcript while owing the University College, such transcripts will not be issued until the debt has been cleared

vii.   On deferment of a programme the following will apply;

a.   Students who defer their Academic Programmes within the two(2) weeks of registration (i.e. 0-14days) but pay their fees in full or part thereof will be credited with the total amount or full amount will be refunded to them.

b.   "If a student, within 14 days of paying fees at the start of lectures for the semester, is unable to attend lectures for a reasonable cause, and or defers or register's for his course but dies, the fees paid will be fully refunded to the student or to the deceased student's family, whichever the case may be.

        Between 15 and 28 days after the start of lectures for the semester, if the student is unable to attend lectures for a reasonable cause or defers or dies, 30% of the fees paid will be refunded while after 28 days from the start of lectures for the semester, the fees paid will not be refunded. It should be noted that each case will be treated on its own merit."

c.   No fees will be refunded to a student if he/she defers the programme four (4) weeks or one (1) month after registration. However, each case would be duly considered on its own merit.

6.   HOSTEL POLICIES

6.1   Hostel Policies
The University College has limited hostel facilities for students.

6.1.1   Mode of Application
i.   Application forms for housing shall be included in the freshers' admission forms which shall be filled and submitted during the admission process.
ii.   Continuing students shall be expected to fill forms indicating their intention of staying in on-campus accommodation. Such forms shall be picked from and returned to the Hostel Management Committee before the end of the second semester examinations.

6.1.2   Guidelines for Room Allocation
Rooms shall be allocated by the CSUC Executive Hostel Management Committee under the following guidelines:
i.   Applicant's place of residence during period of application
ii.   Programme level of applicant
iii.   Order in which the applications are received
iv.   Applicant's previous conduct in hostels (Continuing Students only)

v.   Physical and health conditions of applicant

vi.   Ability to pay for accommodation

6.1.3   Rules and regulations governing accommodation at CSUC Executive Hostel

i.   To pay the rent hereby reserved in the manner aforesaid.

ii.   To pay the Landlord a deposit of fifty Ghana Cedis only (GH¢50.00) to be held by the Landlord as security towards the Tenant's liability as contained in paragraph 2 (iii) herein..…....................

iii.   III. To share the Room with at most three other persons assigned by the Landlord and use one bathroom and one toilet facility in common with same Persons.

iv.   To keep the interior of the Room in a good and tenantable condition as existing at the commencement of the tenancy.

v.   Not to make any alterations or additions to the Room or the decorations, fixtures or fittings thereof.

vi.   Not to deface the Room or permit or suffer it to be defaced internally or externally.

vii.   Not to affix or exhibit or permit or suffer to be affixed or exhibited to or upon any part of the Room/Premises except on the Notice Boards any placard, poster or other advertisement.

viii. To keep noise level reasonably low at all times especially between the hours of 9.00 p.m. and 5.00 a.m.

ix.   Not to keep pets of any kind in the Room/Premises without the written consent of the Landlord.

6.1.4   ALL RESIDENTS OF THE HOSTEL SHALL ALSO ABIDE BY THE FOLLOWING RULES OF OCCUPANCY.

i.   To use the room allocated to him/her for residential purposes only.

ii.   Not to sublet or assign the room to any other person or allow any unauthorized person(s) (Perchers) to live in the room allocated. All occupants of a room where a "Percher" is harboured shall suffer the same and equal sanction.

Please note that all visitors (including non residential students) are to report at the front desk for identification before entering any room

iii. The room allocated to the Occupant shall be shared with other Occupants AUTHORISED BY THE UNIVERSITY COLLEGE. This notwithstanding, each occupant shall be individually bound by these Tenancy Agreement.

iv. Occupants cannot themselves swap rooms allocated to them without the knowledge and approval of the Hostel Management.

v. For the safety of residents, visitors entering the hostel whether alone or in the company of a resident may be subject to security search by CSUC SECURITY OFFICERS and would be required to sign the visitor's book. Residents are to co-operate in this regard.

vi. All male visitors to female floors must be received and entertained in the Common Hall Area. Under no circumstance should male visitors to female floors enter the bedroom and vice versa.

vii. Male visitors to female floors ARE NOT TO STAY BEYOND 10.00 PM. Any female resident who keeps and entertains a male visitor inside the female floors beyond 10.00 pm shall be sanctioned. This sanction also applies to male residents as well.

viii. Residents are at all times not to behave in any way that offends against decency.

ix. Residents are not to cook or boil water in the room or any part of the premises except in the balcony/kitchen.

Washing of clothes is not allowed in the rooms, balcony or wash room and drying of clothes, mop and others are also not allowed at the iron rail at the balcony.

x. Residents are not to engage in any act which amounts to a nuisance or inconvenience to other user(s) of the premises including drumming, whistling, noise-making, smoking in the flats or inside the hostel, quarrelling, fighting, shouting etc. or a crime under the laws of Ghana including the use of and dealing in Narcotic drugs or other banned substances or harboring any person who engages in criminal activities. Offenders shall be sanctioned including being expelled from the hostel without refund of rent paid.

xi.   Residents are not to engage in any act that will deface the premises such as fixing pictures or photographs or notices on the wall (except authorized boards) which amount to an alteration to the hostel building or any part thereof including the flat, room or other fixtures within the compound or immediate surrounding either of permanent or temporary nature.

xii. Residents are to deposit their rooms' entrance door keys with the Front Desk Officer of the Hostel on leaving the premises to enable other co-users to have access to it.

xiii. Residents are PERMITTED TO USE ONLY the following electrical gadgets in the Hostel: Rice Cooker, Television Set, Radio, Refrigerator, Blender, Modern Electric Kettle (Not Coil Heaters), mobile phones and laptops. Residents are not to bring unapproved electrical gadgets to the hostel.

xiv. Residents are not to park in and around the premises any vehicle except at the designated spots approved by CSUC. Residents and visitors park vehicles at their own risk.

xv.   Residents are to pay for the cost of repair of any fixture of the building or any part thereof which the resident willfully or negligently destroys.

xvi. Residents shall accord CSUC personnel in charge of the premises the due respect and comply with the directives given from time to time.

xvii. For purposes of repairs, CSUC officers may enter and inspect the rooms or the entire premises in the absence of the Occupants except that as far as practicable or expedient, the Hostel Warden shall endeavour to give prior notice of such inspection.

xviii. Any complaint or request by an occupant about the use of the Hostel shall first be lodged with the Front Desk Officer for redress. If there is no response within 24 hours, the attention of the Hostel Management should be drawn to the problem.

xix. Every occupant shall vacate the room at the end of the period for which payment has been made. For the avoidance of doubt, occupants shall vacate the room not later than 3 days after the

University's published date for the end of the semester/academic year.

xx.   Any occupant who intends to stay on in his/her room beyond the 3 days grace period from the date of the end of the academic year must regularize same with management of the hostel before the expiration of the 3 days grace period without fail. Offenders would be sanctioned as determined by the Hostel Management Committee

xxi.   All residents must declare to the officer-in-charge of facility any valuable possession they bring into the facility.

xxii.   Resident students are responsible for cleaning of the room and bathroom allocated. Residents who fail to clean their rooms will surcharged the cost of cleaning from time to time.

xxiii.   Resident students are not to play football on the corridors and the courtyards.

xxiv.   Occupants cannot install air-conditioner in their rooms without prior approval from the Hostel Management.

xxv.   Resident students cannot paint their rooms using any other color apart from the original. Students who flout this regulation will be surcharged.

xxvi.   Penalties for breach of Hostel Rules and Regulations:

a.   Permanent ejection from the Hostel for the rest of the semester or year.

b.   Ejection for a certain period of time.

c.   Banned from the usage of any Hostel facilities for a specified period

d.   Seizure of item(s) for a certain period

Any of these is however to be determined by the Hostel Management Committee upon enquiry.

7.   STUDENT SOCIAL LIFE

7.1   Punctuality

Students are to note the time for different activities and ensure that they are present, with all the necessary equipment and requirements, so that the activity may begin at the stated time. This applies to all activities such as classes, worship and all official University College programmes.

7.2   Beginning of Semester

Please, ensure that you allow enough of time for travel and arrive at the University College on the given opening/re-opening day.

7.3   Noise

We recognise that students need time to relax. We also recognise that there should be no disturbance during class and private study periods in the afternoons and evenings. Hence, during study periods, students must refrain from playing loud musical instruments; radios, cassette recorders and mobile telephones should be switched off.

7.4 Cafeteria

The University College, as part of her commitment to ensuring a sound mind in a healthy body, has, in partnership with a Catering Services provider resolved to offer students with good and nutritious meals at affordable prices. Students are therefore encouraged to patronise the services available at the cafeteria.

7.5 Good Stewardship

Please be economical with all cleaning materials and be careful in the use of equipment. Some items are difficult to replace. Be careful not to leave lights and other electrical appliances on unnecessarily. Do switch lights off if not needed.

7.6 In case of sickness

If you are ill, report, in the first instance, to the University College Nurse. Any emergency however, should be reported to the Dean of Students.

8.   DRESS CODE

8.1   General Regulations

CSUC students must exhibit:

i.   Christian dignity and simplicity by avoiding carelessness, untidiness and showiness, extravagance, or excessive formality.

ii.   Ability to select presentable, durable wear for physical work, modest casual attire for recreational purposes and more dignified clothing for classes, group worship, and other formal occasions.

iii.   Ability to demonstrate self-respect, a sense of mission, good grooming without excessive adornments of jewellery, cosmetics, or facial make-ups.

iv.   A flair for selecting clothing and hairstyle which expresses a God-given appreciation for good taste, beauty, creativity and harmony; reflecting an inner freshness of the spirit.

v.   The taste of wearing decent clothes, suitable for the different sexes.

8.2   Guiding Principles

The first principle about students' appearance and dressing is that students are required to dress in a manner that reflects the sacred

purpose of Christian education which is represented in the Vision and Mission statements of the University College. Students are expected to portray the principle of God's kingdom through decent personal appearance and dressing. Students must observe the simple rule that there is appropriate dressing for each occasion and place. Dressing for any activity on campus must be decent and win for each individual student respect from society in general, and the Christian community in particular.

8.3 Attire for Matriculation/Graduation

All students are required to wear the academic dress appropriate for their status on matriculation and graduation ceremonies. It is an offence to wear any indecent clothing on campus. Common sense is the best guide as to what the University College authorities are likely to accept.

8.4 Ladies' Personal Appearance and Dressing

Ladies' dresses should conform at all times to the general guidelines and regulations stated in Section 7.1(iv) above. To guide ladies in meeting this requirement, the following specifications are provided:

i. Skirts and blouses, dresses, sweaters and shirts, or other informal combination may be worn for classes and everyday activity provided they comply with regulations.
ii. Acceptable dress for church services and other formal public occasions may consist of either national or European costume.
iii. Skirts must be long enough to cover the knees.
iv. Transparent, sheer, bare-back or tight-fitting blouses and sweaters are not allowed. Also, tight-fitting skirts and trousers are not permitted. Short and tight fitting blouses should not be worn on trousers. Blouses should be long enough to cover the hips.
v. Dresses with low neckline or dresses that do not fully cover the shoulders and armpits are not permitted.
vi. Shorts, tight-fitting slacks and similar attire may not be worn outside the hostel or on the campus. However, properly fitting slacks may be worn for outdoor recreational occasions, such

as physical education or exercises, grounds work, community services, etc.

vii.   The hair shall be well groomed at all times.

viii.   Very noticeable make-up, hot colour nail polish and unnatural hair colour must be avoided.

ix.   Noisy shoes are not permitted in the Library, Lecture Rooms or office areas.

x.   Wearing of bathroom slippers for lectures, Library, Cafeteria, etc. is not allowed.

xi.   Persons who will be on the platform in any formal meeting should dress in decent attire.

8.5   Gentlemen's Personal Appearance and Dressing

Gentlemen's dress should conform at all times to the general guidelines and regulations stated in Session 6.3 above. To guide gentlemen in meeting this requirement, the following specifications are provided:

i.   Men's attire for general campus wear and all other costume must comply with the general regulations.

ii.   Dress for church services or special formal occasions may be either national or European style, provided that the costume complies with the principles set forth in the general regulations.

iii.   Men's attire for classes should consist of trousers, shirts and decent "T" shirts.

iv.   Men should not go barefooted or without shirts when in public such as the classrooms, the library, and other places identified as public.

v.   Men are not allowed to wear shorts for lectures, to the library, administration, etc.

vi.   Transparent, sheer, bare-back or tight-fitting trousers and sweaters are not allowed.

vii.   Dresses with low neckline or dresses that do not fully cover the shoulders and armpits are not permitted.

viii.   Noisy shoes are not permitted in the library, Lecture   rooms or office areas.

ix.   Wearing of bathroom slippers for lectures, Library, Cafeteria, etc. is not allowed.

x.   Persons who will be on the platform in any formal meeting should dress in decent attire.

9. PROCEDURE FOR REQUESTING FOR LETTERS OF INTRODUCTION, ATTESTATION, TRANSCRIPTS AND ACADEMIC RECORDS

Letters of Introduction, Attestation, Transcripts and Academic Records shall be issued to only students in good standing with the University College. Students who owe fees will be expected to have their fees in arrears fully paid and those undergoing a disciplinary action would be expected to have served their term before the University College will issue any formal letters or documents. Only students who have completed a full academic year at CSUC can apply. The following will be adhered to:

i.   Payment of the required fees is to be made at the Cash Office.
ii.   Request forms to be completed by students are to be obtained from the CSUC Website – Student Service.
iii. The time for processing all requests is two days minimum and five days maximum.
iv.   The current fees for the various forms of request will be posted on the General Notice Board in the Foyer and will also be available at the Cash Office.
v.   Application for introductory letters, testimonials or attestations, etc. must indicate the address of the recipient.
vi.   Application for introduction letters for visas and passports should be accompanied by a recent passport photograph and a copy of the page of your passport containing your photograph.

10. FORMATION OF CLUBS AND SOCIETIES

10.1   Students shall have freedom of association. A students' club, group or society can be formed on campus so far as it is open to all students, regardless of gender, religion, ethnic background, social class or political orientation, except in situations where it is based on a course of study or religion.

10.2   An application for the formation of a club or society should be submitted to the Dean of Students through the Students' Representative Council. The application will be submitted to the appropriate Committee for review and a decision.

10.3   The application should state the names of the founding members, its executive officers (if different from the founders) and patrons. It should also include the constitution of the society and its intended activities for a semester or year. Every society/club must have a Senior Member of the University College as its patron.

10.4   All arrangements to invite outside guest speakers or entertainers must have approval from the Dean of Students through the Patron of the club or society. Every society or club which collects or receives official funding and dues from students must account for its financial operations in accordance with the University College's financial regulations.

11.   USE OF UNIVERSITY COLLEGE TRANSPORT

11.1   University College vehicles may be requested for any approved journeys. A fee will normally be charged to cover the running costs and the driver's allowance. Where applicable, the transport will not be released till the charges are paid in full.

11.2   Applications through Patrons or Heads of Department should be submitted to the Registrar at least five working days prior to the date the vehicle will be needed. Approval for the journey should first be obtained from the Dean of Students before the request for transport is initiated. The list with signatures of students who intend to make the trip must accompany all such requests.

11.3   Departure and arrival times of the University College vehicle: From 5 a.m. to 6:30 p.m.

12. LIBRARY RULES AND REGULATIONS

12.1 Opening Hours
- Monday to Friday   - 8:30 a.m. to 10:00 p.m.
- Saturdays   - 8:30 a.m. to 4:00 p.m.
- Vacations (Monday-Friday) - 8:30 a.m. to 6:00 p.m.
- Public Holidays   - Closed

12.2 How to use the Library
i.   Plan a schedule for Library research.
ii.   Know the various sections and arrangement of materials in the Library.
iii. Know what you want in the Library.
iv.   Determine what to do with Library materials.
v.   To make the most of Library materials, you need to develop reading and comprehension skills.

12.3 Precautions at the Library
Students should collect an ID tag for their bag/briefcase from the Library staff when they enter the Library. Students are advised not to bring any

valuable items or large sums of money into the Library. They do so at their own risk.

12.4   Borrowing and Fines

i.   Students can borrow 2 books for 2 weeks which may be renewed for another 2 weeks. Overdue books will attract a fine determined by the University College Administration (reviewed from time to time). Reference books cannot be borrowed.

ii.   After registration, a student becomes an automatic member of the Library and does not need to present an Identity card to access the Library resources.

iii. Students are advised not to write or tear off pages in books, journals, etc. Any contravention of this rule will attract a fine or any other appropriate sanction.

iv.   Any loss of material will lead to the student paying double the current price of the missing material.

12.5   E-Library

Students should contact the I.T. Department for User Number and Password to enable them access the E-Library.

12.6   Conduct in the Library

i.   The Library is for private research/study and not for group discussion. Hence, silence must be maintained in and around the Library.

ii.   Books consulted are not to be returned to the shelves. They should be left behind on the tables.

iii. Seats are not to be reserved for friends. Vacation of a seat for more than 15 minutes entitles another person to occupy it.

iv.   Students are not to wear a hat/cap in the Library.

v.   No umbrella should be brought into the Library.

vi.   Food, water or any kinds of drink are not to be brought into the Library as these attract rodents and insects. The Library should always be kept neat.

vii.   Students should submit their books and briefcase for inspection by the Library staff at the issue desk before leaving the Library.
viii.   Students should always have their student ID cards with them for identification purposes whenever the need arises.
ix.   Students should take note that the Library is closed on Wednesdays from 12:00 noon to 1:00 p.m. for the Wednesday Service or Family Meetings.
x.   Students are to switch off their mobile phones before entering the Library.

13. GUIDELINES/REGULATIONS FOR JUNIOR MEMBERS

13.1 Interaction with Staff

The members of staff are available for interactions with students (Junior Members). If a student wishes to enquire about general University College regulations, then he/she should see the Dean of Students; and if it is about a study programme, he/she should consult the respective Head of Department or the Lecturer in the particular course involved. The Deans, Heads of Departments and the staff members are normally available daily, Monday to Friday, by appointment.

13.2 Disciplinary Rules

i.   These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all students of the University College.

ii.   Ignorance of these Rules or of any Public Notice shall not be accepted as an excuse for breach.

iii.   The operation of these rules is without prejudice to the application of the general laws of Ghana, the Act and the Statutes which apply to all persons in the University College.

iv.   Any act done without reasonable excuse by a person to whom these Rules apply that amounts to a failure to perform/behave in a proper manner a duty imposed on him/her, or which contravenes any regulation, instruction, or directive relating to Junior Members (Students) of the University College; or which is otherwise prejudicial to the efficient functioning of the University College, or tends to bring the College into disrepute shall constitute a misconduct.

13.3   General Academic Offences for Junior Members

It shall be an offence for a Student knowingly to:

i.   Forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form.

ii.   Engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain or enhance academic credit or other academic advantage of any kind.

13.4   Academic Offences for Junior Members

Without prejudice to the General Academic Offences, it shall be an offence for a student knowingly to:

i.   Forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record is in print or electronic form.

ii.   Use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work.

iii.   Impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work.

iv. Represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work.

v. Submit, without the knowledge and approval of the Lecturer/ Supervisor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University College or elsewhere.

vi. Submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

vii. Engage in the sale of unpublished academic lecture material, such as lecture notes, hand-outs, slides without authority.

viii. Gain access to or procure or cause such access to be gained to any office or other facility of the University College or University College official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person.

ix. Steal a colleague's assignment.

x. Steal a colleague's answer script or part thereof.

13.5 Academic Offences for Graduates of the University College

A graduate of the University College may be charged at any time with any of the offences listed in these Statutes, committed knowingly, while he or she was an active student, if, in the opinion of the University College, the offence would have resulted in a sanction had it been detected at the time it was committed.

13.6 General Non-Academic Offences

Without prejudice to the application of the national laws by the University College, no student of the University College shall:

i. Assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person.

ii.   Cause or threaten any other person with bodily harm, or cause any other to fear bodily harm. Knowingly create a condition that unnecessarily endangers the health or safety of other persons.

iii.   Threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property.

iv.   Engage in a course of vexatious conduct that is directed at one or more specific individuals that is based on race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, gender, age, marital status (marriage between one man and one woman), family status, disability, receipt of public assistance or record of offences of that individual or those individuals.

v.   Cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. Peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent.

vi.   Steal, knowingly take, destroy or damage premises of the University College or any physical property that is not his/her own.

vii.   Destroy or damage information or intellectual property belonging to the University College or to any of its members

viii.   Deface the inside or outside of any building of the University College.

ix.   Possess effects or property of the University College appropriated without authorisation;

x.   Create a condition that endangers or threatens destruction of the property of the University College or of any of its members.

xi.   Use any facility, equipment or service of the University College contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause. Mutilate, misplace, misfile, or render inaccessible or inoperable any stored

information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system.

xii. Maliciously bring a false charge against any member of the University.

xiii. Counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes.

xiv. Deface the trees on campus with advertising or other material notices howsoever described; Defecate outside the designated buildings or places on campus.

xv. Produce or distribute pornographic material on the premises of the University.

xvi. Indecently expose himself or herself in public.

13.7   For the purpose of these rule(s), sanctions (c) to (g) shall be treated as major penalties and shall be imposed only by the President after due consultation with the University College Council or the Academic Board as the case may be. The other penalties shall be treated as minor ones. All major penalties imposed on Junior Members shall be subject to ratification by the Academic Board.

13.8   Other offences

(a)   Damage to property or tarnishing the name of CSUC

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University College or incite others to cause such damage. In any of these situations the offender shall be required to either make good the damage caused or face appropriate sanctions as deemed necessary by the University College authorities.

(b)   Using or Peddling Narcotics and Other Hard Drugs

It is an offence for a student to be in possession of, or peddle any kind of narcotics and hard drugs on campus. Narcotics include Indian hemp, Cocaine, Morphine and Opium. Offenders will face a disciplinary panel for appropriate punishment (which may include expulsion and police

prosecution). It is an offence for a student to drink alcoholic beverages or offer alcoholic beverages to another person to drink on campus.

(c)   Firearms

It is an offence for a student to be in possession of firearms on campus.

13.9   Moral Issues

i.   Gambling, stealing, fighting, using abusive language, cursing and profane songs are prohibited on campus.

ii.   No student shall indulge in illicit sexual behavior of any kind. It is an offence for a student to practise fornication, adultery, prostitution, lesbianism or homosexualism, child pornography or be in possession of any pornographic material on campus.

iii.   All students are expected and encouraged to uphold Christian sexual standards as directed in the Bible. All expressions of premarital and extramarital friendship are to be chaste and behaviors which will suggest otherwise are to be avoided.

iv.   Any persons engaging in improper relationships will be subject to sanctions ranging from verbal warnings to suspension or withdrawals. Drunkenness and any disorderly behavior on campus, in a hostel or in town, resulting in disorderly or scandalous behaviour will be considered as bringing disrepute to the University College. Students shall also not be under the influence of alcohol during lectures, games, competitions and any other activities held within or outside the campus. Smoking is also forbidden in lecture halls, libraries and any other CSUC property. Sanctions for not complying with the above include: warning, fine, suspension or dismissal.

13.10   Sexual Harassment Policy

Sexual harassment is reprehensible and will not be tolerated at Christian Service University College. It is an offence for a member of the University College to sexually harass another member of the University College by engaging in unwelcome or unwanted behaviour of a sexual nature,

including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

Sexual harassment subverts the mission of the University College and threatens the careers, educational experience and well-being of students, faculty and employees. In both obvious and subtle ways, sexual harassment is destructive to the University Community as a whole. When, through fear of reprisal or pressure, a student, faculty member or employee, submits to inappropriate sexual demand, the University College's ability to carry out its mission is undermined. Perpetrators of sexual harassment will be severely disciplined, including dismissal.

13.11   Lecturers' Relationship with Students.

Ethical issues arise in the relationship of lecturers with students.
*   Lecturers are therefore expected to;
*   Avoid unprofessional familiarity with students through speech or action.
*   Treat students fairly and emphatically.
*   Avoid discrimination on the ground of ethnicity, age, class, disability, political affiliation, race, gender or religion.
*   Avoid compromising self in matters of assessing and awarding marks to students.
*   Refuse gifts or overtures intended to curry undue favor.
*   Create an enabling classroom environment for the students to enjoy teaching and learning.
*   Use discreet language in addressing students and engaging their responses.
*   Never demand or accept sexual favors from students in any overt or covert manner, such as using suggestive languages or gestures.
*   Disclose fully to students, causes of failure and where they affect scripts, bring them up for explanation.
*   Adopt a manner of dressing that inspires students to appreciate dress as a measure of good breeding.
*   Be role models to students.

13.12   Disciplinary Procedures and Sanctions

The Dean of Students has a special responsibility under the President for the discipline of students. It is therefore an offence to disobey this officer in the discharge of his/her duties. If a student violates any University College regulation, he/she shall be reported to the Dean of Students (who is the Chairperson of the Disciplinary Committee), or his/her appointed representative, for appropriate sanctions.

The Disciplinary Committee shall recommend the appropriate sanctions to the President. Students who are aggrieved by any disciplinary sanctions may appeal to the President for a review. The President may set up a Disciplinary Review Committee that will look again at the matter and come out with the final decision.

13.12.1   Sanctions

For breach of any provision of the Rules, one or more of the following penalties, as deemed appropriate, may be imposed:
i.   Warning;
ii.   Oral or written reprimand;
iii.   Suspension from a course or courses, a programme, an academic unit or division, or the University College for stated period.
iv.   Withholding of certificate for a period of time not exceeding three academic years;
v.   Cancellation of certificate and banishment from writing University College examination for a period of three academic years;
vi.   Rustication;
vii.   Dismissal/Expulsion from the University College – meaning that the student shall be permanently denied registration in any University College programme.

13.12.2   Other Sanctions

i.   Denial of privileges to use any facility of the University, including library and computer facilities;
ii.   A monetary fine;

iii.   An order for the re-submission of the piece of academic work in respect of which the offence was committed, for evaluation; such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;

iv.   Disqualification from contesting elections or removal from any office in the University College; or

13.12.3   For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University College shall have the power to cancel or withhold or withdraw and award at any time it becomes known that a candidate had:

i.   gained admission into the University College with false qualifications; or

ii.   impersonated someone else, or

iii.   been guilty of an examination malpractice for which a grade Z would have been awarded; or

iv.   engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.

13.12.4   The decision to cancel, withhold or withdraw and award shall be made by the University College Council on the recommendation of the Academic Board.

14. REGULATIONS ON THE CONDUCT OF EXAMINATIONS FOR STUDENTS
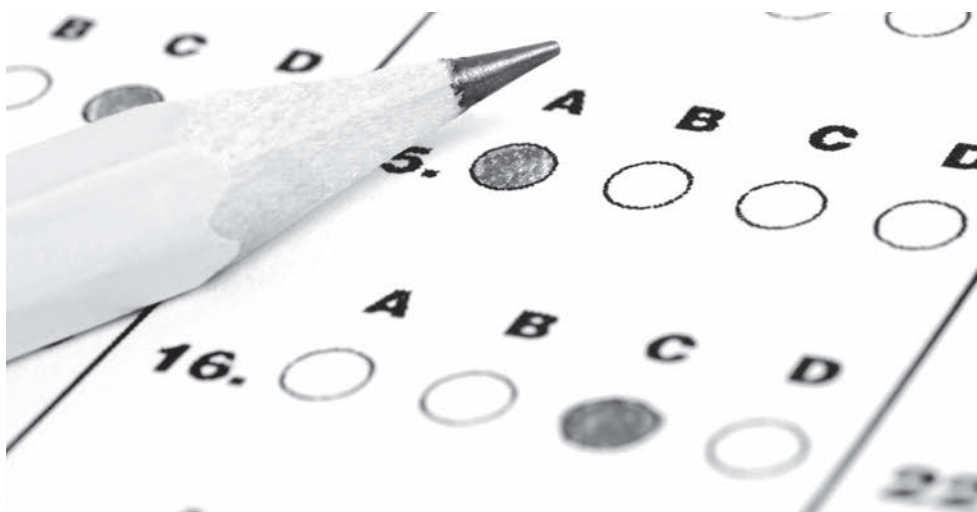
14.1 Instructions to Candidates / Students

i. A candidate for a University College Examination must have studied the approved course as a student over the required period, and must have registered for the examination.

ii. All students are advised to take note of the REGULATIONS guiding the conduct of University College Examinations. Students are required to inform themselves of the following:

iii. Copies of the Examination Time-tables shall be posted on Student Notice Boards and placed on the University College website. It is the responsibility of student to consult the Notice Boards the school's website for details of the examinations.

iv. The actual Examination Hall/Room in which each paper will be taken is indicated on the examination Timetables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.

v. The University College reserves the right, where circumstances so demand, to change the times appointed for holding examinations.

If it should become necessary, for any change to be made in the Time-tables, candidates will be informed accordingly.

vi.   Candidates should report at the Examination Hall/Room not earlier than 30 minutes before the time for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination Time-table.

vii.   No candidate shall enter the examination room later than 30 minutes after the commencement of the examination.

viii.   No candidate will be allowed to leave the Examination room until 30 minutes after the commencement of the examination.

ix.   Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the Invigilator to be checked in.

x.   Candidates are to have in their possession their Student Identity Cards and Examination Passes, issued by the Administration as a confirmation of one's eligibility to take part in the examination. Permission for students without Examination Passes can only be obtained from the Registrar or his/her Deputy.

xi.   Unless specifically authorized by the Examiner, no candidate shall take into an examination room or have in his/her possession during an examination, any book, material, hat, bag, pencil case, cellular/mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadget. An Invigilator has authority to <u>CONFISCATE</u> such documents, materials or items and the matter shall be reported as a breach of examinations regulations to the Departmental Examinations Officer in writing.

xii.   A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or attempt to destroy evidence of unauthorized material.

xiii.   It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator and an eraser as needed.

xiv.   Candidates are not permitted to commence writing answers in answer booklets until the Invigilator instructs them to do so. Writing in answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.

xv.   It shall be the responsibility of the candidate to ensure that he/she is given the right question paper and any other material needed for the examination.

xvi.   Candidates should not in any way mutilate or interfere with the stapling in the answer booklets or question paper(s). Any complaints about the answer books or question paper(s) should be brought to the attention of the invigilator.

xvii.   Candidates are to use only their Index Numbers throughout the examination. Under no circumstance should candidates use their names. Failure to do so shall render the student's Answer Booklet/Supplementary Sheet invalid.

xviii.   Candidates may leave the Examination room temporarily only with the express permission of the Invigilator. Any candidate leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including physical search of the candidate before a candidate is allowed to leave or return to the Examination room. The maximum time the candidate can be allowed to such leave shall be at the discretion of the Invigilator.

xix.   Students, both males and females, are entreated to dress decently to the Examination Hall. The University Administration is concerned about the indecent dressing of students and every effort will be made to correct it. Any candidate who does not dress decently will be refused entry into the Examination Hall.

xx.   A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of the Examinations Co-ordinator or Invigilator or misconducts himself/herself in any manner to examination official at an examination centre commits an offence. Such a candidate shall be banned from the examination and awarded grade X.

xxi.   Candidates who infringe on any of the above regulations shall be reported to the University College authorities for necessary action to be taken against them.

xxii. No candidate shall pass Notes or seek any other information or make any form of solicitation from other candidates during the period of the Examination; such form of solicitation shall be taken to be a breach of Examination Regulations and the candidate(s) involved shall be sanctioned accordingly. For the purposes of these regulations, the following shall apply:

- A candidate may attract the attention of the invigilator by raising a hand;
- A candidate shall not pass or attempt to pass any information or instrument to another candidate during examination;
- A candidate shall not copy or attempt to copy from another candidate;
- A candidate shall not place his/her answers in such a manner that another candidate may be able to read; and copy.
- A candidate shall not in any way disturb or distract other candidates during Examination.

xxiii. Smoking or eating is not allowed in the Examination Room.

xxiv. At the end of each Examination, candidates shall not take away any USED or UNUSED answer booklet, supplementary sheet, or any material supplied for the examination.

xxv.   Any candidate who finishes an Examination ahead of the stipulated TIME may leave the Examination Hall after handing over his/her answer booklet(s) / Sheets to the invigilator. Such candidate(s) shall not be allowed to return to the Examination room.

xxvi. A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a University College Examination:

- Mis-reading the time-table;
- Forgetting the date and time of examination;

- Inability to locate the examination hall;
- Inability to rouse oneself from sleep in time for the examination;
- Failure to find transport;
- Pregnancy

xxvii. A candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University Examinations. It is the responsibility of the candidate to inform himself/herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of the said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute MISCONDUCT and shall attract one or more of the following sanctions:

- Reprimand;
- Written warning;
- Loss of marks - a reduction of final grade in the course in respect of which the offence was committed.
- Cancellation of a paper (in which case a grade of zero or failure shall be substituted for the mark earned);
- Withholding of results for a period;
- Award of grade X
- Suspension from the University College; and
- Rustication from the University College for a stated period;
- Dismissal from the University College.

xxviii. Further to the above sanctions, a grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper

xxix. Upon DISMISSAL from the University College, a student shall not be entitled to have academic transcript from the University College. All academic records including transcripts become null and void after the dismissal of a student.

14.2   Misconduct during Examinations

Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Departmental Examinations Officer. The Departmental Examinations Officer shall forward the reports and available exhibit(s), to the Head of Department concerned, with copies to the candidate(s), and the Invigilator. The Head of Department shall take appropriate action by promptly appointing a Committee to investigate the matter. A copy of the report on the issue should be forwarded to the President including the Head of Department's recommendations. The President shall take appropriate action before the results of the candidate(s) is/are declared. The Committee to investigate the alleged breach of examination regulations shall include a Student Representative.

14.3   Examination Offences and Sanctions

SN	Offence	Sanction
a.	Smuggling a foreign material(s) (books, notes on pieces of paper, and any written document) into examination room	RUSTICATION for Two Semesters
b.	Inscribing notes on ID Card, Exam Pass, dress or any part of the body of a candidate	
c.	Bringing and using in the examination room a mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadgets.	
d.	Chewing and swallowing foreign material with notes on it when caught by an invigilator	DISMISSAL
e.	Copying from another candidate	CANCELLATION of examination paper
f.	Taking away USED answer booklet, supplementary sheet, or any material supplied for the examination.	
g.	Passing/receiving notes to/from other candidate(s)	

SN	Offence	Sanction
h.	Bringing in to the examination room a mobile phone, programmable calculator, palm-top computer, scanner, radio, and any unauthorized electronic gadgets.	CONFISCATION of item and CANCELLATION of the examination paper
i.	Bring a hat and a bag into the examination room	CONFISCATION of item and REPRIMAND
j.	Exposing one's answers in such a manner that another candidate may be able to read; and copy.	WRITTEN WARNING or CANCELLATION of examination paper (where there is written evidence of copying).
k.	Solicitation from other candidates	WRITTEN WARNING
l.	Passing verbal information to another candidate	
m.	Taking away UNUSED answer booklet, supplementary sheet, or any material supplied for the examination.	
n.	Writing answers in answer booklet prior to the start of the examination	
o.	Insubordination by candidate to an invigilator	
p.	Disturbing or distracting other candidates during Examination.	REPRIMAND
q.	Attempting to copy from another candidate	
r.	Eating in the Examination Room.	
s.	Passing an instrument to another candidate	

14.4 Submission of Course Work/Project Reports/Long Essays/ Workshops/Studio Works

i.   Course Works/Project Reports/Long Essays/Workshops/Studio Works shall be submitted on the due date. Any of these submitted late without any tangible reason, shall be marked zero, but in the case of Project Reports/Long Essays they shall be assessed at the stage of presentation.

ii.   Students should not miss course work deadlines or assessments taking place within scheduled class meetings/Laboratory sessions without good reason(s). Where there is a good reason, a written

explanation from the student enclosing, where appropriate, any documentary evidence (e.g. Medical certificate) should be submitted to the Examiner.

iii. Where a student knows in advance that he/she will be unable, for good reason, to submit coursework, etc, by the due date or attend an assessment session during scheduled class hours, he/she must inform the Examiner in advance and supply appropriate documentary evidence so that if possible alternative arrangements may be made. Good reasons for such non-attendance would include Hospital appointments, court appearances and jury service.

iv. The consequences and failure to submit coursework by the due date or to attend assessment sessions, without good reason may lead to a student being required to repeat a course/module with attendance or in extreme cases to withdraw from the programme.

v. Where, on the recommendation of a course lecturer, a student has failed to attend lectures as required by the Department, then the Departmental Board, may decide that the student be required to retake the course with attendance or that, on the basis of the student's overall performance, an alternative form of action may be taken within the framework of the assessment regulations.

15. REGULATIONS FOR RUNNING UNDERGRADUATE DEGREE PROGRAMMES

The University College reserves the right to change rules, regulations, policies as well as programmes and course requirements in this handbook without prior notice. This notwithstanding students would, in most cases, be alerted in advance.

Each student is expected to be familiar with the general information outlined in this Handbook as well as the information pertaining to the Faculty/School and Department in which he/she is enrolled. Students shall therefore be held liable for any lapses. When in doubt, student(s) may consult their Heads of Department.

15.1   Programmes of Study

i.   Programmes of Study for the award of undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. With the exception of project work, each module shall cover a period of not more than one semester.

ii.   A student is required to attend all lectures, workshops, seminars, etc. and must be there at least 80% of the semester and undertake continuous assessment exercises, in order to qualify to write end of semester examinations and receive required credit for the course.

15.2   Structure of Programme

The programme shall be divided into semesters and each course falls within one semester only. Courses in each semester shall consist of:

(a)   Required Courses
(b)   Elective Courses

15.3   Course Credit Hour

(i)   One (1) course credit shall be defined as follows:
• One hour lecture,
• One hour tutorial

- One practical session (two or three hours), or
- Six hours of field work per week for a semester.

(ii) The total number of Credit Hours required by a student to qualify for a degree shall be determined by the Faculty/ School and Department within the following ranges:

Programme	Minimum	Maximum
Students admitted at Level 100 (Four-year)	120	160
Students admitted at Level 200 (Three-year)	90	120
Nursing and Midwifery programmes		
Students admitted at Level 100 (Four-year)	141	
Students admitted at Level 200 (Three-year)	118	

(iii) The above Credit Hours are inclusive of lecture time, practical work, thesis writing, projects, seminars and workshops. Four to six hours of practicals are equal to one Credit Hour.

15.4 Minimum and Maximum Workload per Semester for Full-time Study

15.5 A full-time student shall be required to carry a minimum workload of 15 credits per semester and a maximum of 18/19.

15.6 Study Programme for Bachelor's Degree

The total study programme for the bachelor's degree shall comprise:
i. General University College Requirements
ii. Faculty/School Requirements
iii. Core Courses – i.e. Major departmental requirements
iv. Prescribed Electives
v. Electives – i.e. of student's own choosing

15.7 University College Required Courses

Commencing from 2014/2015 Academic Year, the degree programmes of institutions affiliated to the University of Ghana were re-organized to include some compulsory courses known as University Required Courses. For CSUC the required courses are tabulated as follows:

Course Code	Course Title	Credits	Target Group
CSUC 101	Writing Skills I	3	ALL STUDENTS
CSUC 102	Writing Skills II	3	
CSUC 105	Religion, Morality and Social Values in Africa	3	
CSUC 106	Critical and Creative Thinking	3	
CSUC 201	Quantitative Methods	3	Students in Humanities and Business School
UGRC 140	Science and Technology in Our Lives	3	
UGRC 130	Understanding Human Societies	3	Computer Science Students
UGRC 160	Introduction to Literature	3	
	Other CSUC Required Courses		
CSUC 103	Basic Computer Literacy I	2	ALL STUDENTS Except Computer Sc.
CSUC 104	Basic Computer Literacy II	2	
CSUC 108	Introduction to Biblical Studies	2	ALL STUDENTS Except Theology

Students are required to pass the University College Required Courses with a Grade D or better

15.8   Registration

i.   Every student must be admitted into a Department for a Programme of Study and must be properly registered for courses during the official registration period at the beginning of each Semester.

ii.   Students shall report on the day that the University re-opens and register within the specified period as determined by the University College. It shall be permissible for those who are unable to register within the said period to undergo late registration with a penalty.

iii. A fine to be determined by the University College shall be imposed on students for late registration. Formal registration ends on the last day of the period for late registration.

iv. A student who is unable to register within the specified registration period on the grounds of ill-health, shall on provision of a Medical Report signed by a registered medical practitioner be allowed to register within seven (7) days from the closure of formal registration.

v. In the event of the inability of such a student to register within the seven (7) days stipulated in paragraph (v) above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).

vi. There shall be no registration by proxy.

vii. A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of study.

viii. Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the Academic Board, can be advanced, and in this case the student shall be tagged incomplete (I) and be expected to take part in the next available examination for that course.

ix. Students shall be permitted to change their courses only during the specified registration period.

x. In order to qualify as a full-time student, the student shall take courses equivalent to 15 to 21 credit hours per week throughout a semester. This will be part of the prescribed regulations for every the Department with approval of Faculty/School Board and Academic Board.

xi. A student shall attend all lectures, seminars, workshop sessions and practicals prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.

xii.   It is understood that every student, by the act of registering, agrees to abide by all rules, regulations and policies of Christian Service University College and Faculties/Schools and Departments in which that student is registered.

15.9   Registration Procedure for both Fresh and Continuing Students.

Student should:

i.   Pay your fees via the Smart Pay System at any branch of Standard Chartered Bank.

ii.   Submit your pay-in-slip and collect a registration permit from the Accounts Office. (All Fresh Students are to take along their admission letters and any relevant documents and Continuing Students are to pay for their trailed courses, if any).

iii.   Go online to register at the e-Library (CSUC Library). Any of the computer laboratories or at any internet café. Visit the website address: http://portal.csuc.edu.gh.

iv.   Go to the website, key in their credentials (username and password) as provided to them.

v.   Confirm, fill and complete all required fields on the Personal Information Page.

vi.   Select the online registration link to proceed.

vii.   Select courses you are registering for the semester in the main registration screen. Defer unregistered courses for the semester.

viii.   Save and print their registration slips.

ix.   Sign and submit copies of their registration slip to their Departmental Examination Officers.

15.10   Fine for Late Registration

The University College will not encourage any lateness in registration. However, a student who is unable to register within the regular registration period on grounds of ill health must submit a medical report signed by a registered medical practitioner.

Furthermore, a student, for any special reason of which an excuse had been sought and approval given, will be allowed to register within seven days from the day of the closure of formal registration. The above notwithstanding, efforts should be made to inform the appropriate Head of Department immediately.

Registration shall not go beyond the stipulated time; thus, students who fail to register within the stipulated time will be deemed to have abandoned their programmes. Please note that freshers are not allowed to defer their programmes.

15.11   Orientation

Orientation programmes will be organized for all new students. Attendance is compulsory. This is to introduce to them the institution, its facilities and resources for both academic and non-academic work. The general areas freshers can be informed can be summarized as follows:
(a)   Core Values and Code of Conduct within the University College.
(b)   Nature and expectations of University education.
(c)   Information on the student governance system within the University College.
(d)   Examinations and Grading systems used within the University College.
(e)   University College's regulations, rights, obligations and responsibilities of its students.
(f)   Use of the Library and other facilities available to students.
(g)   Introduction of staff for each area of study.
(h)   Queries from students will also be answered.

15.12   Identity Cards

All new students are to note that Identity (ID) Cards are very important items to obtain at the start of their programmes.

The University College produces ID cards for all students. Students are therefore expected to be available as and when the dates and times for picture taking are published.

These cards are needed for identification purposes especially during examinations and for the collection of letters and academic records among others. Thus students are encouraged to always carry these cards.

Unauthorised printing, possession, or use of forged CSUC identity card will lead to suspension, dismissal or prosecution. Students are required to return their ID cards to the registry in the case of suspension, dismissal or withdrawal. Replacement of ID cards will require a police certificate and a payment of a fee determined from time to time.

15.13   Change of Name
As an institutional policy, the University College does not accept requests to change or amend names or other records of students.

15.14   Change of Programme of Study
Students who wish to change their programmes of study after the first year shall apply to the Registrar for the requisite application forms. All such applications will have to be finally approved by the President.

15.15   Duration of Study Programme and Grace Period
i.   A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.
ii.   **Normal Duration**: The normal/minimum period for completion of the Bachelor's degree programmes shall be Eight (8) Semesters for Level 100 entrants; and Six (6) Semesters for Level 200 entrants; and Four (4) Semesters for Level 300 entrants.
iii.   **Grace Period**: After exhausting normal period, students in first degree programmes shall have a grace period of Four (4) extra semesters within which they should finish the programme. Students in one (1)-year programmes have a grace period of two (2) semesters within which to complete the programme as indicated in the table below.

Entry Level	Duration of Programme	Normal Period (Semesters)	Grace Period (Semesters)
100	4 years	8	4
200	3 years	6	4
300	2 years	4	4
1-Year Programme	1 year	2	2

A student who fails to qualify after exhausting the Grace Period allowed will be withdrawn.

15.16   Academic Session

The academic session for regular students shall comprise two Semesters, as follows:

- First Semester: August – December
- Second Semester: January - May

The University College runs four sessions, namely:

(a)   Regular Session (Morning and Afternoon)
(b)   Evening
(c)   Weekend Session
(d)   Sandwich Session

The University College reserves the right to conduct academic work (especially examinations) on any particular day of the week, *except Sunday*.

15.17   Semester Structure

A semester shall be of sixteen (16) weeks duration and shall be structured as follows:

- Thirteen (13) weeks of teaching.
- One (1) week of revision.
- Two (2) weeks of examination.

15.18   Matriculation

No one shall be matriculated into the University College as a student unless he/she has passed an examination approved by the University

College, or has fulfilled conditions prescribed by the Academic Board and has been accepted for admission.

15.19 Start of the Semester

A student who does not begin a semester within 14 days of the start of the semester shall be precluded from commencing the semester's programme or courses.

15.20 Student in Good Academic Standing

A student in good academic standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.0 (Grade D).

15.21 Interruption/Deferring of Programme of Study

i. A student could interrupt his/her programme for whatever reason or a maximum period of one year, but he/she must be granted permission by his/her Dean through his/her Head of Department. Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.

ii. A student who wishes to interrupt his/her study programme shall write at least four weeks before the commencement of the semester to the Registrar, through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme; permission must be duly granted before he/she leaves the University College.

iii. At the express permission of the Registrar, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters in total.

iv. A student who interrupts his/her studies for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University College.

v. Where the ground for interruption of studies is medical, the University College Medical Officer shall be required to advise the Registrar on the propriety and length of period of interruption.

vi. Any student who does not go through the approved procedures before interruption of his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the students roll.

vii. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.

viii. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of a registered medical practitioner.

15.22 Inability to Complete Study Programme within Maximum Period

A student who is unable to complete his/her programme within the maximum period allowed shall lose all credits accumulated and his/her studentship will be cancelled. Such a student may be allowed to re-apply for admission into the University. In cases of illness the student may apply for further extension of the grace period to enable him/her complete the programme.

15.23 Transfer of Students

The University College admits a limited number of students who are already enrolled in other Universities, though local transfers are not usually allowed. A student transferring from one University to this University College should accumulate a minimum study period of 4 semesters as a full time student in this University College before he/she becomes eligible for graduation. The classification of the degree will be based only on the courses taken at this University College. However, the following conditions will apply:

i.   Programme being transferred into should be the parallel,
Ii.   Academic results must not contain trailed courses
Iii.   All other academic regulations would apply (eg. CGPA below 1.0 not admissible)
Iv.   Transfer should be done early enough before commencement of lectures.

15.24   Written Assignments

i.   All written assignments are expected to be typewritten and submitted on time.
ii.   Key information to include in every written assignment is the student's index number, name, course code and title, instructor's name and the date the assignment was submitted. Include this information in the text at the top of the first page of the paper.

15.25   Project Work and Research Policy

Students are to abide by the Research methods and procedures adopted by the University College for their research/Project work. The following is recognized as unacceptable form of academic behaviour at Christian Service University College:

15.26   Plagiarism

Plagiarising is presenting words or ideas not your own as if they were your own. Three or more sequential words taken directly from another author must be enclosed in quotation marks and footnoted. The source of distinctive ideas must also be acknowledged in a footnote. The words or ideas of another are not made one's own by simple paraphrasing. Even a paraphrase should be acknowledged by a foot note.

In this context, "plagiarism" is defined as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of another.

i.   Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of Course work, Dissertation, Project, Long Essay or Studio Work.

ii.   Plagiarism is a serious offence which can result in severe penalties such as dismissal from a programme.

15.27   Examination and Assessment

i.   Students' academic work is assessed on the basis of their performance in class work and also in examinations.

ii.   An examination schedule showing time and place of examination for each course shall be published each semester.

iii.   A final (end of semester) examination shall normally be held each semester a part of every course.

iv.   In addition, there shall be a system of continuous assessment based on any of a combination of the following: mid-semester examination, class test, essays, term papers, reading reaction, tutorial assignments, etc. The end of semester examinations shall be weighted 70% and continuous assessment 30% of the total marks of a course. The University College reserves the right to conduct examination on any particular day of the week, apart from Sunday.

v.   The time allotted to examination papers shall be as follows:

*   1-Credit Course   - 1 hour
*   2-Credit Course   - 2 hours
*   3 or 4-Credit Course - 2 to 3 hours

15.28   Grading System and Requirements for Graduation

The Grading System applied in all programmes affiliated to the University of Ghana, Legon as from the 2014/2015 Academic Year is as follows:

Letter Grade	Marks	Grade Point	Interpretation
A	80 – 100	4.0	Outstanding
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average

D	50 – 54	1.0	Marginal Pass
E	45 – 49	0.5	Unsatisfactory
F	0 - 44	0	Fail

Other Grades

Grade	Interpretation	Grade Point
X	Fail	0
Z	Disqualification	0
I	Incomplete	0
Y	Continuing	0
AUDI	Audit	0

15.28.1 *Interpretation of Grades*

i.   **Pass Grades:** Grades A to D constitute Pass grades.
ii.   **Failure Grades:** Grades E, F, X, and Z, constitute **Failure** grades.
iii. **Pass Mark:** The pass mark for any course shall be 50% and a Grade Point Average (GPA) of 1.0 shall be required at the end of each year.

15.28.2 *Audit*

A grade AUDI shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken, but no mark can be returned, for good reasons. The AUDI is not take into account in the calculation of the FGPA

15.28.3 *Non-Completion of Course*

i.   A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
ii.   A grade X shall be awarded to student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

15.28.4 *Disqualification*

i. A grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it Principal subject or an Ancillary or any other paper.

ii. A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University altogether.

iii. A grade Z may be awarded only by the Board of Examiners.

15.28.5 *Definition of Grade Point*

i. **Grade Point (GP):** Each Grade is assigned an equivalent grade point as indicted above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in the course.

ii. **Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained at any specified time, by the total number for credits of all courses for which the students have registered up to that time.

iii. **Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated at the end of a student's academic programme.

15.29 **Requirements for Graduation**

The time limits for the completion of each of the programmes affiliated to the University of Ghana (UG), Legon is as follows:

i. **Level 100 Entrants: 4**-year programme – minimum of 4 years, maximum of 6 years.

ii. **Level 200 Entrants: 3**-year programme – minimum of 3 years, maximum of 4 years.

15.30   Grace Period for Graduation

i.   **Level 100 Entrants**: Grace Period is maximum of   four (4) semesters.

ii.   **Level 200 Entrants**: Grace Period is maximum of   two (2) semesters.

15.31   The meaning of Passing, Probation, Repetition and Withdrawal

i.   **Passing:** A student is deemed to have passed when he/she has obtained a minimum of 50% in any examination or a CGPA of 1.0 or better at the end of the academic year.

15.32   Level 100

i.   A Level 100 candidate shall be deemed to have satisfied the requirement for progression to Level 200, if he or she has obtained a CGPA of 1.0 or better overall in all Level 100 examinations.

ii.   In addition, the candidate shall have satisfied Faculty/ Departmental requirements for entry to courses at Level 200.

iii.   There shall be no probation at Level 100.

iv.   A candidate who does not qualify to progress to Level 200 on the basis of 14.32(i) above shall be asked by the Registrar to withdraw from the University College.

15.33   Level 200

Pass: A student is deemed to have passed, if he/she has a CGPA of 1.0 or better and has passed a minimum of 60 credits of required courses at level end of Level 200.

15.34   LEVEL 300

(i)   **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.0 or better and has passed a minimum of 90 credits of required courses at level end of Level 300.

15.35   General Rules on Withdrawal/Probation

i.   A fresh student who fails in four (4) courses or more than half the number of courses taken in the First Semester Examination shall be withdrawn at the end of the first semester.

ii.   A fresh student who trails a total of four (4) courses at the end of the Second Semester Examinations before re-sit shall be withdrawn at the end of the Second Semester Examinations.

iii. A final year student who passes in all courses but does not achieve the required GPA of 1.0 and he/she has not exhausted his/her grace period shall be put on probation to improve his/her GPA in accordance with the recommendation of the Academic Board. If the required GPA is not achieved after exhausting the grace period, the student will be advised to terminate the programme.

15.36   Trailing of Course

i.   A student trails a course when he/she Fails (F) to obtain the pass mark or is graded Incomplete (I or I*) or when he/she has Deferred (Df) a course.

ii.   **Fail (F):** A student fails a course when he/she obtains a mark less than 45% or fails to write an examination after registration without any tangible reason.

iii. **Incomplete (I):** A student is graded Incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.

iv.   **Incomplete (I*):** A student graded Incomplete (I*) for a reason other than (b) above which is acceptable to the Academic Board.

v.   **Deferred (Df):** A Deferred (Df) course is an unregistered course which is neither Fail (F) nor Incomplete (I) and for which the student is/was to register.

15.37   Re-sit Examination:

i.   A student who has failed or been referred in one or more papers would have to register and sit for those papers in the subsequent semester within which the exams for those papers are conducted.

For example, a failed semester 2 paper will have to be rewritten in the semester 2 of the subsequent Academic Year.

ii.   A student who fails to write a re-sit examination after registration without any valid reason will be deemed to have failed the paper again. Re-sit examination will be conducted only for students who have taken the main examinations and have failed in some courses. A student wishing to take advantage of the re-sit examination arranged for the academic year in which he/she took the main examination.

iii.   A student may decide to re-register for and repeat a failed course on a future occasion. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grade earned on all such occasions. However, in determining the FGPA, a weighted average of all repeated courses shall be used, as for instance, a 3-credit course with a 'D' at first attempt and an 'A' at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

15.38   Re-Marking of Examination Paper

(i)   A candidate who is not satisfied with the results of a University Examination may request a review by submission of an application to the Registrar and payment of a review fee which shall be determined at not less than three times the normal Examination Fee. The review fee shall be refunded to the student if the review vindicates the student (i.e. new marks raises student's grade).

(ii)   An application for a review shall be submitted to the Registrar not later than 21 days after the date of release of the said results as approved by the Board of Examiners and shall state the grounds for review.

(iii) An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained. No action shall be taken on an application which is

submitted outside the time stipulated in **(ii)** above. Review shall not proceed unless the Review Fee is also fully paid.

(iv) The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

(v) If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from university examination for a stated period or an indefinite period.

15.39   Requirements for Graduation

A bachelor's degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University College, and who has followed the approved courses of study over the prescribed period and has satisfied the following conditions:

(i)   **University College Requirements:**
a.   Evidence of regular enrolment in the degree programme;
b.   Discharge of all obligations owed to the University College;
c.   Passes in all University College required courses;
d.   Accumulation of the required credits for graduation.
(ii)   **Departmental Requirements:**

Satisfactory discharge of such requirements as may be prescribed for the degree.

15.40   Other Requirements

A student shall be deemed to have satisfied the requirements for graduation if:
(i)   He/she has satisfied all General University and Faculty/School requirements;
(ii)   He/she has accumulated the minimum number of credits and FGPA required by the Faculty/School, including core and prescribed electives as follows:

15.40.1 *Level 100 Entrants*

(i) A student must have registered a maximum of 136 credits and passed at least 120 credits

(ii) He/she must not have failed more than 16 credits of *core courses and prescribed electives*, provided that the failed grades are not lower than GRADE E.

15.40.2 *Level 200 Entrants*

(i) A student must have registered a maximum of 120 credits and passed at least 102 credits

(ii) He/she must not have failed more than 16 credits of *core courses and prescribed electives*, provided that the failed grades are not lower than GRADE E.

15.41   Long Essay/Project Work

Whenever applicable, Long Essay/Project Work shall be submitted for assessment before the date of the last paper in the second semester examination. In default the candidate shall be asked to submit the Long Essay/Project Work the following semester and shall be treated as a "Repeat Examination", with all its implications.

15.42   Practical Ministry for Theology Students

All students in the BA Theology (with Administration) are to take part in the practical ministry of the Theology Department as a requirement for graduation.

15.43   Classification of Degree

All end-of-semester examination results from Level 100 shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the bachelor's degree.

(i) The GPAs at Levels 100, 200, 300 and 400 shall be weighted average in the proportions **1:1:2:2.**

(ii) In the determination of the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-Credit course with a 'E' at first attempt, and 'A' at the second attempt, shall attract a total

of six (6) credits in the computation of the Grade Point Average of that particular course.

15.44 New Degree Classification System

The New Degree Classification System to be applied in all Programmes affiliated to the University of Ghana (UG), Legon as from the 2014/2015 academic year will be as follows:

Class of Degree	Range of Final Grade Point Average (FGPA)
First Class	3.60 – 4.00
Second Class (Upper Division)	3.00 – 3.59
Second Class (Lower Division)	2.00 – 2.99
Third Class	1.50 – 1.99
Pass	1.00 – 1.49
Fail	0.00 – 0.99

15.45 Confirmation of Award of Degree

A list of candidates who are deemed eligible shall be submitted to the Academic Board for approval at the first meeting in the following academic year. No award shall be confirmed unless the Academic Board is satisfied that the candidate has fulfilled all the conditions for the award of a degree.

15.46 Cancellation of Award

(i) Notwithstanding previous confirmation of an award of a degree, the Academic Board may, at any time, cancel an award, even with retrospective effect, if it becomes known that:

(a) A candidate had entered the University with false qualifications, or

(b) A candidate had impersonated someone else, or

(c) A candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded, or

(d) That there are other reasons that would have led to the withholding of confirmation of the award in the first place.

(ii) In any such event, the decision of the Academic Board shall be published on the University College Notice Board and the candidate notified. Such cancellation and the reason for it shall be entered on the candidate's transcript.

15.47 Dating of Bachelor's Degree

The Bachelor's Degree of the University College shall be dated with reference to the last day of the semester during which the final examination was taken.

15.48 Transcript of Academic Records

(i) At the end of student's programme, the University College, upon request and the payment of required fees, shall issue a complete transcript of student's academic record. Such transcripts shall be marked student's copy.

(ii) In addition, students who require additional copies to institutions must apply by filling appropriate forms and by paying the stipulated fees. Such an application must indicate the address(es) of the recipient(s).

15.49 How to Calculate Cumulative Grade Point Average (CGPA)

A student's Cumulative Grade Point Average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of all courses for which the students have registered up to that time.

Let us use as an example a BBA level 200 student with the following marks during the 1st and 2nd Semesters:

SEMESTER 1

		A	B	C	D	E	F
SN	Course Code	Credits	Marks (%)	Grade	GP	A x D	Total
1	CSAD 241	3	60	B+	3.50	3×3.50	10.5

2	CSAD 243	3	75	A	4.00	3×4.00	12.0
3	CSAD 245	2	65	A-	3.75	2×3.75	7.5
4	CSAD 247	3	48	C+	2.00	3×2.00	6.0
5	CSAD 249	2	42	C	1.50	2× 1.50	3.0
6	CSAD 251	3	38	D	1.00	3×3.00	3.0
7	CSAD 253	3	55	B	3.00	3×3.00	9.0
		19					**51**

SUMMARY	
TOTAL FIRST SEMESTER GRADE POINT	= 51
TOTAL CREDITS FOR FIRST SEMESTER	= 19
FIRST SEMESTER GRADE POINT AVERAGE = 51/19 = 2.68	

SEMESTER 2

		A	B	C	D	E	F
SN	Course Code	Credits	Marks (%)	Grade	GP	A x D	Total
1	CSAD 242	3	60	B+	3.50	3×3.50	10.5
2	CSAD 244	3	75	A	4.00	3×4.00	12.0
3	CSAD 246	2	65	A-	3.75	2×3.75	7.5
4	CSAD 248	2	68	C+	2.00	2×3.75	7.5
5	CSAD 250	2	70	A	4.00	2×4.00	8.0
6	CSAD 252	3	80	A	4.00	3×4.00	12.0
7	CSAD 254	3	55	B	3.00	3×3.00	9.0
		18					**66.5**

SUMMARY	
TOTAL SECOND SEMESTER GRADE POINT	= 66.50
TOTAL CREDITS FOR SECOND SEMESTER	= 18
SECOND SEMESTER GRADE POINT AVERAGE = 66.5/18 = 3.69	

CALCULATION OF CGPA

(51.00 + 66.50) / (19 + 18)
117.50 / 37
CGPA = 3.18

15.50   Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

16. GENERAL ADMISSION REQUIREMENTS

16.1 Preamble

Christian Service University College is a co-educational Christian institution of higher learning, offering a wide range of academic programmes to which it admits applicants with different backgrounds. As a policy, the University admits applicants from all races and nationalities, irrespective of their religious, cultural, social or ethnic persuasions. There is no age limit for admission to any of the approved programmes of study in the University College.

16.2   In line with the Admission requirements of the University of Ghana, Legon, to which the programme is affiliated, one of the following academic requirements is needed for admission:

i.   SSSCE credits (A-D) in six (6) subjects: three (3) electivesfromthe Sciences, Arts, or Business programmes plus three (3) core subjects in English Language, Mathematics, and Integrated Science/ Integrated Science (Depending on the choice of programme). Aggregate score should not exceed 24.

ii.   WASSCE credits (A1-C6) in six (6) subjects: three (3) electives from the Sciences, Arts, or Business programmes plus three (3) core subjects in English Language, Mathematics, and Integrated Science/Integrated Science (Depending on the choice of programme) . The aggregate score should not exceed 36.

iii. GCE Ordinary and Advanced Level holders: Candidates should have two (2) GCE Advanced Level passes and five (5) GCE Ordinary Level credits including English Language and Mathematics. Applicants with three (3) GCE Advanced Level passes plus a pass in General Paper   may be considered for Level 200.

iv.   General Business Certificate Examination (GBCE) holders with passes in six (6) subjects including English Language and Mathematics, plus Advanced Business Certificate Examination (ABCE) with passes in at least three (3) subjects. Candidates would be admitted at Level 200.

v.   Post-Diploma Candidates will be assessed for admission on the basis of the curriculum content of their programme in addition to having credit/good passes of the SSSCE/WASSCE which would have occasioned his/her successful admission into the Post-Diploma programme.

vi.   Higher National Diploma (HND) Candidates will be considered for admission provided:

vii. The applicant must have graduated with at least 2nd Class Lower Division from a recognised Polytechnic.

a.   The applicant must have credit/good passes of the SSSCE/WASSCE which would have occasioned his/her successful admission into the HND programme. Placement would be based on qualification.

b.   Holders of Diploma in Education who are also in possession of GCE Ordinary Level/SSSCE/WASSCE with good passes (i.e. aggregate score not exceeding 24 with respect to SSSCE and 36 of the WASSCE may apply).

viii. Mature persons applying for admission, who do not satisfy the approved requirements, must have attained a minimum age of 25

years (proven by documentary evidence) at the time of submitting their applications, and must have at least, five (5) years working experience (to be proven by an introductory letter). Applicants are selected on the basis of a competitive selection examination in *English* Quantitative, Logic and Aptitude Text.. A six (6)-week Access Course is organized by the University College to prepare applicants for the qualifying examination. Successful candidates attend an admission interview.

16.3   The University College reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements to withdraw from the University College, notwithstanding progress made in the course.

17.   FAITH AND PRACTICE PROGRAMME (FAPP)

FAPP Introduction

Universities are established for the purposes of training high caliber of professionals for national development, but it is gradually becoming clear that academic certificate alone is not enough in this competitive world. The corporate world is searching for people who are broad-minded and think outside the box; people of integrity, honesty, and having acquired other relevant skills such as interpersonal skills and emotional stability, integrated with faith in addition to academic excellence.

The Faith and Practice Programme (FAPP) has therefore been designed to provide the additional knowledge and insight that the graduates of this University College will need to enhance their academic qualification.

The main objective of the programme is to integrate Christian principles and virtues into the academic life of all enrolled students. We are of the view that through this holistic Christocentric mentoring programme, students will be fully prepared to offer honest services and contribute positively to transform Society.

The FAPP is a University College Required Course for every under-graduate student of CSUC. It is a requirement for graduation. Assessment of student performance is by participation.

FIRST SEMESTER

Level	Course Code	Course Title	Credit Hour
100	FAPP 101	Preparing For College Life in a Christian context	1
200	FAPP 201	Leading Issues in Personal and Professional Ethics	1
300	FAPP 301	Managing Your Life	1
400	FAPP 401	Value Based Leadership Development	1

SECOND SEMESTER

Level	Course Code	Course Title	Credit Hour
100	FAPP 102	Personal Development 1: Balancing Personal and Academic Life	1
200	FAPP 202	Personal Financial Management and Stewardship	1
300	FAPP 302	Becoming An Entrepreneur	1
400	FAPP 402	The World of Work	1

18. LIST OF PROGRAMMES ACCORDING TO MENTOR INSTITUTIONS

18.1   Programmes Affiliated to University of Ghana

- Bachelor of Arts in Theology (with Administration)
- Bachelor of Arts in Communication
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology
- Bachelor of Business Administration (Accounting)
- Bachelor of Business Administration (Banking and Finance)
- Bachelor of Business Administration (Human Resource Management)
- Bachelor of Business Administration (Marketing)
- Bachelor of Science in Nursing
- Bachelor of Science in Midwifery
- MA Christian Ministry (With Management)

18.2   Programmes Affiliated to Kwame Nkrumah University of Science and Technology

•• Bachelor of Arts in Planning and Social Development

18.3   Programmes Affiliated to University of Cape-Coast

- Master of Science in Monitoring and Evaluation
- Master of Science in Accounting and Finance
- Master of Science in Corporate Planning
- Bachelor of Science in Physician Assistantship Studies
- Bachelor of Education in Basic Education
- Bachelor of Education in Early Childhood Education

19.   FACULTY OF HUMANITIES
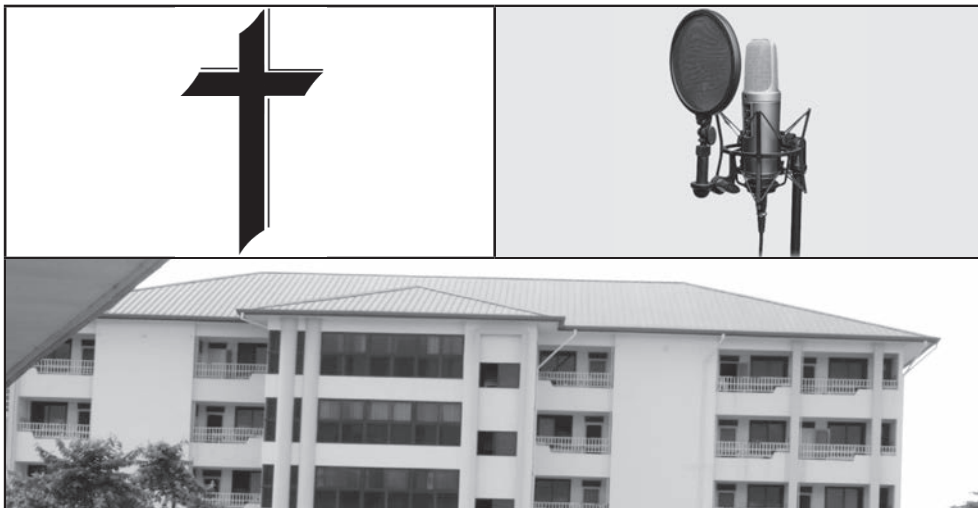
The Faculty of Humanities is made up of three key departments of the University:

• **Department of Theology**
• **Department of Communication Studies and**
• **Department of Planning and Development**

The Faculty has a team of gifted lecturers who are dedicated to teaching, research and service. Though each department focuses on a different discipline, the Faculty is united by a commitment to academic scholarship and the integration of faith into the learning process, to helping students become well informed as Christian scholars equipped as leaders to make impact on the world.

Humanities is devoted to making people more human - to love God through Theology; demonstrate love for neighbour through Social Development; and interact meaningfully through Communication.

19.1 DEPARTMENT OF THEOLOGY

19.1.1 Overview

The Department of Theology is the premier department of the University College. It has distinguished itself as a place for training and equipping cutting edge Christian leaders since 1974. The theological programmes stress spiritual and moral growth, intellectual development and professional competence for life and ministry. The Department offers the following programmes:

- B.A. Theology with Administration (affiliated to the University of Ghana, Legon)
- MA. Christian Ministry and Management
- Post-Graduate Certificate in Theology
- Certificate in Biblical Studies
- Certificate in Ministry

19.1.2 B.A. THEOLOGY WITH ADMINISTRATION (FULL-TIME/SANDWICH)

(i)   Other Entry Requirements

(a)   Diploma from any accredited institution with an average grade of 'B'.

(b)   Post-Secondary Teacher's Certificate 'A'.

(ii)   Duration: 3-4 years, depending on level of entry.

19.1.3 Career Opportunities

Graduates of the theology programmes serve in various pastoral and leadership roles in Protestant, Pentecostal and Charismatic Churches. Others serve as Evangelists, Missionaries, Bible Translators, Counselors and Lecturers, School and Hospital Chaplains, and NGO officers

19.2   PROGRAMME STRUCTURE

1.   BA THEOLOGY WITH ADMINISTRATION

Level 100: First Semester

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	3
CSUC 103	*Basic Computer Literacy I*	2
CSUC 105	*Religion, Morality and Social Values in Africa*	3
BATA 111	Introduction to New Testament Greek	2
BATA 121	Beginner's Biblical Hebrew I	2
<u>BATA 161</u>	African Traditional Religion	<u>3</u>
BATA 123	Introduction to Theology	2
TOTAL CREDITS FOR THE SEMESTER		**17**

Level 100: Second Semester

Course Code	Course Title	Credits
CSUC 102	*Writing Skills II*	3
CSUC 104	*Basic Computer Literacy II*	2
CSUC 106	*Critical and Creative Thinking*	3
UGRC 140	*Science and Technology in Our Lives*	3
BATA 108	Introduction to Sociology	2
BATA 112	New Testament Greek Grammar I	2
BATA 122	Beginner's Biblical Hebrew II	2
TOTAL CREDITS FOR THE SEMESTER		**17**

Level 200: First Semester

Course Code	Course Title	Credits
CSUC 101	*Writing Skills* I (*Level 200 Entrants Only*)	3
CSUC 201	*Quantitative Methods*	3
BATA 231	Old Testament General	3
CSBG 243	Principles of Management	2
CSBA 245	Principles of Accounting I	3
BATA 211	New Testament Greek Grammar II (*For Level 100 Entrants Only*)	2

BATA 221	Intermediate Biblical Hebrew I (*For Level 100 Entrants Only*)	2
BATA 111	Introduction to New Testament Greek (*Level 200 Entrants Only*)	2
BATA 121	Beginner's Biblical Hebrew I (*Level 200 Entrants Only*)	2
TOTAL CREDITS FOR THE SEMESTER		**16/19**

Level 200: Second Semester

Course Code	Course Title	Credits
CSUC 102	***Writing Skills II (Level 200 Entrants Only)***	3
BATA 232	Old Testament Set-books	3
BATA 262	Early Church History (Up to AD381)	3
BATA 264	Principles of Human Resources Management	3
CSBM 250	Principles of Marketing	3
BATA 112	New Testament Greek Grammar I (*For Level 200 Entrants Only*)	2
Total Credits For The Semester		**17**

Level 300: First Semester

Course Code	Course Title	Credits
CSUC 105	***Religion, Morality and Social Values in Africa (Level 200 Entrants Only)***	3
BATA 341	New Testament Studies I	3
BATA 351	Systematic Theology I	3
BATA 361	The Reformation	3
BATA 345	Legal Environment of Business	2
BATA 301	Research Methods	2
Total Credits For The Semester		**16**

Level 300: Second Semester

Course Code	Course Title	Credits
BATA 122	*Beginner's Biblical Herbrew II (Level 200 Entrants Omly)*	2
BATA 332	Pauline Epistles	3
BATA 352	Systematic Theology II	3
BATA 362	Philosophy of Religion	3
BATA 334	General Epistles	3
BATA 364	New Religious Movements	3
Total Credits For The Semester		**15/17**

Level 400: First Semester

Course Code	Course Title	Credits
BATA 431	Old Testament Theology	2
BATA 441	West Africa Church History	3
BATA 445	Apocalyptic Literature	2
BATA 463	Christian Leadership	3
BATA 473	Christian Education	2
BATA 475	Women, the Bible and Ministry	3
Total Credits For The Semester		**15**

Level 400: Second Semester

Course Code	Course Title	Credits
BATA 442	New Testament Theology	3
BATA 454	Missiology	3
BATA 466	Islam in West Africa	2
BATA 468	Entrepreneurship	3
BATA 400	Long Essay	6
Total Credits For The Semester		**17**

19.2.1 POST-GRADUATE CERTIFICATE IN THEOLOGY (PART-TIME)

(i)   Structure

The programme is designed as a part-time modular course in response to the needs of graduate workers who desire university level theological education, but do not find the available programmes of CSUC convenient or flexible. The PGCT as designed is a work-study programme, with options for fast track or slow track work. The programme design allows the student to take only what can be managed at any given time, i.e. As low as two subjects (with 6 credit hours per week) in a semester.

(ii)   Duration

One (1) to two (2) years, depending on entry qualification.

(iii)   Admission

Admission of students could be at the beginning of every semester.

(iv)   Courses
• Systematic Theology
• New Testament
• Old Testament
• Ethics
• Church History
• African Traditional Religion
• Missiology.

19.2.2 CERTIFICATE IN BIBLICAL STUDIES (SHORT COURSE)

(i)   Overview

The Certificate in Biblical Studies Programme is one of the Theological programmes run by CSUC. This programme has been in operation for over 30 years and products of the programme are now serving in responsible positions in churches as leaders, pastors, evangelists, Bible teachers, etc., whereas others have progressed to pursue Diploma or Degree in Theology.

(ii) Duration

The programme covers duration of **two to four weeks** and students are required to attend lectures in **two (2) semesters**.

(iii) Admission

The programme is open to all Christians. The only requirement for admission into the programme is the ability to read and write in Twi or English.

(iv) Graduation

The student must take and pass all eight (8) subjects to graduate with a certificate in Biblical Studies.

(v) Course Structure

Module 1

Course Code	Course Title
CBS 101	Christian Doctrine I & II (Angels and Christology-Jesus Christ & Holy Spirit)
CBS 105	Preaching (Homiletics)
CBS 111	Old Testament Survey
CBS 113	Christian Ethics

Module 2

Course Code	Course Title
CBS 102	Church History Survey
CBS 108	New Religious Movements (Cults)
CBS 110	Evangelism and Church Growth
CBS 109	New Testament Survey

19.2.3 THE SCHOOL OF MINISTRY

(i) Structure

Since 1974, Christian Service University College (formerly Christian Service College) has been training people for ministry as pastors, evangelists, Bible teachers, etc. As a supplement to the Biblical and Theological programmes of the institution, the Department of Theology of CSUC has now introduced a special School of Ministry for the award of Certificate in Ministry. There would be two schools every academic year. The duration of each school is 6 days, Monday-Saturday. One needs to attend two schools and pass the examinations to graduate with Certificate in Ministry. Theology students of CSUC are expected to obtain the Certificate in Ministry to supplement their diplomas or degrees in theology. The school is also open to all other interested Christians.

(ii) Entry Qualification

The only requirement for admission is ability to read and write in English

(iii) Course Modules and Graduation Requirements

The courses are traditional and contemporary, and presented in two modules, as presented below. The maximum number of courses a student can register is twelve (12) and the minimum graduation requirement for Students is eight (8) courses.

Module 1

Course Code	Course Title
SOM 201	Ministerial Ethics
SOM 211	Preaching
SOM 213	Leadership
SOM 205	Gender and Ministry

Module 2

Course Code	Course Title
SOM 202	Counseling
SOM 204	Child Evangelism
SOM 206	Healing and Deliverance
SOM 208	Evangelism and Church Growth

19.3   DEPARTMENT OF COMMUNICATION STUDIES

19.3.1   Overview

The Bachelor of Arts in Communication programme in the Faculty of Humanities is a three (3) –to four (4) year degree programme. The programme has Morning, Evening and Weekends sessions. It provides for the first two years a general introduction to basic principles of communication. Students, having covered the fundamental concepts in communication, are guided in the third year to specialise one of the following options: Public Relations, Advertising, Print or Electronic Journalism. The programme inculcates in students the theory, practice and research components of mass communication.

The syllabus covers essential aspects of mass communication aimed at making the students of the programme competent, equipped in knowledge and moral uprightness and making them very competitive in the job market. The course covers but not limited to:
- Communication: fundamentals, Interpersonal and Mass Communication, Language
- Specialised studies in Print Journalism
- Specialized studies in Electronic Journalism
- Public Relations
- Advertising
- Convergence of Technology and Mass Communication
- Communication Research and Methodology
- Development Communication
- Communication Graphics
- Media Management

- Communication Ethics and Law
- Communication, Culture and Social Psychology.

The course is enriched with practical sessions, seminars, and internships with various media organisations and field studies, among others.

19.3.2   Career Opportunities

Communication permeates every aspect of our lives. A degree in Communication Studies prepares and positions graduates to think critically, creatively and to strategically influence the decisions that affect our lives. Graduates from the Department of Communication Studies, CSUC, imbued with Christian virtues could secure jobs in media companies; civil and local government service; churches and Para-church organisations; and educational institutions.

In these organisations, graduates could work as public relations officers, media planners, multimedia specialists, television/ film/video/ radio producers, advertising account executives, broadcast presenters, broadcast journalists, information officers, magazine journalists, market researchers, web designers, newspaper journalists, advertising copywriters, writers and editors. Various national and international colleges and employers rank "communication skills" as the most important quality for job applicants and for job success. So a decision to enroll in this course is a step in the right direction.

19.3.3   Structure of Bachelor of Arts in Communication Programme

Level 100: First Semester

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	3
CSUC 103	*Basic Computer Literacy I*	2
CSUC 105	*Religion, Morality and Social Values in Africa*	3
BACS 105	Communication Basics	3
BACS 107	Introduction to Writing	2
BACS 111	French Basics	3

Course Code	Course Title	Credits
Total Credits For The Semester		**16**

Level 100: Second Semester

Course Code	Course Title	Credits
CSUC 102	*Writing Skills II*	3
CSUC 104	*Basic Computer Literacy II*	2
CSUC 106	*Critical and Creative Thinking*	3
CSUC 108	*Introduction to Biblical Studies*	2
BACS 108	Expository and Creative Writing	3
BACS 112	Basics of One Ghanaian Language	2
BATA 104	Introduction to Sociology	2
Total Credits For The Semester		**17**

Level 200: First Semester

Course Code	Course Title	Credits
CSUC 201	*Quantitative Methods*	3
BACS 203	Organisational Communication	2
BACS 207	Introduction to Print Media	3
BACS 209	Introduction to Electronic Media	3
BACS 211	Introduction to Mass Communication	2
BACS 213	Strategies of Communication	2
CSUC 101	*Writing Skills I (For Level 200 entrants only)*	3
Total Credits For The Semester		**15/18**

Level 200: Second Semester

Course Code	Course Title	Credits
BACS 202	Elements of Political Communication	2
BACS 212	Introduction to Advertising	3
BACS 214	Mass Communication, Culture and Society	2
BACS 216	Introduction to Public Relations	3
BATA 204	Social Psychology	2
UGRC 140	*Science and Technology in our Lives*	3

CSUC 102	*Writing Skills II (for Level 200 entrants only)*	3
Total Credits For The Semester		**15/18**

PRINT JOURNALISM

Level 300: First Semester (Print Journalism)

Course Code	Course Title	Credits
BACS 301	News Writing & Reporting	3
BACS 303	Photography	3
BACS 305	Editing Skills	3
BACS 361	Analysing Communication Research Data I	3
CSUC 105	*Religion, Morality and Social Values (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 311	Publishing	3
BACS 343	Magazine Writing	3
Total Credits For The Semester		**15/18**

Level 300: Second Semester (Print Journalism)

Course Code	Course Title	Credits
BACS 304	Introduction to Mass Communication Theories	2
BACS 306	Hard and Soft News Writing	2
BACS 324	Photojournalism	2
BACS 338	Internship	2
BACS 362	Analysing Communication Research Data II	3
BATA 346	Religious and Business Ethics	2
CSUC 106	*Critical and Creative Thinking (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 334	Review and Critique of Creative Works	2
BACS 352	New Media	2
Total Credits For The Semester		**15/18**

Level 400: First Semester (Print Journalism)

Course Code	Course Title	Credits
BACS 400	Project Work	
BACS 407	Development Communication	3
BACS 415	Management in Print Media	3
BACS 425	Electronic Publishing and Design	3
BACS 445	Writing for the Web	3
	Electives (Choose One)	
BACS 421	Speech Writing and Presentation	3
BACS 423	Contemporary topics in Communication	3
Total Credits For The Semester		**15**

Level 400: Second Semester (Print Journalism)

Course Code	Course Title	Credits
BACS 400	Project Work	6
BACS 402	Topical Issues in Print Journalism	3
BACS 408	Media Law and Ethics	3
	Electives (Choose One)	
BACS 412	Principles of Business Management	3
BACS 416	Entrepreneurship in Communication Practice	3
Total Credits For The Semester		**15**

BROADCAST JOURNALISM
Level 300: First Semester (Broadcast Journalism)

Course Code	Course Title	Credits
BACS 313	Introduction to Broadcast Writing	3
BACS 315	Writing for the Screen	3
BACS 317	Essentials of Broadcast Journalism	3
BACS 361	Analysing Communication Research Data I	3
CSUC 105	*Religion, Morality and Social Values (for Level 200 entrants only)*	3
	Electives: Choose ONE	

Course Code	Course Title	Credits
BACS 321	Broadcast Presentation and Production	3
BACS 323	Electronic Field Production	3
Total Credits For The Semester		**15/18**

Level 300: Second Semester (Broadcast Journalism)

Course Code	Course Title	Credits
BACS 304	Introduction to Mass Communication Theories	2
BACS 318	Broadcast Production and Directing	2
BACS 338	Internship	2
BACS 342	Writing for Broadcast Media	2
BACS 362	Analysing Communication Research Data II	3
BATA 346	Religious and Business Ethics	2
CSUC 106	*Critical and Creative Thinking (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 334	Review and Critique of Creation Works	2
BACS 352	New Media	2
Total Credits For The Semester		**15/18**

Level 400: First Semester (Broadcast Journalism)

Course Code	Course Title	Credits
BACS 400	Project Work	
BACS 407	Development Communication	3
BACS 419	Management in Broadcasting	3
BACS 425	Electronic Publishing and Design	3
BACS 445	Writing for the Web	3
	Electives: Choose ONE	
BACS 421	Speech Writing and Presentation	3
BACS 423	Contemporary topics in Communication	3
Total Credits For The Semester		**15**

Level 400: Second Semester (Broadcast Journalism)

Course Code	Course Title	Credits
BACS 400	Project Work	6
BACS 406	Topical Issues in Broadcast Journalism	3
BACS 408	Media Law and Ethics	3
	Electives: Choose ONE	
BACS 412	Principles of Business Management	3
BACS 416	Entrepreneurship in Communication Practice	3
Total Credits For The Semester		**15**

Level 300: First Semester (Public Relations)

Course Code	Course Title	Credits
BACS 307	Public Speaking	3
BACS 339	Integrated Marketing Communications	3
BACS 341	Principles and Practice of Public relations	3
BACS 361	Analysing Communication Research Data I	3
CSUC 105	*Religion, Morality and Social Values (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 303	Photography	
BACS 309	Business Communication	3
Total Credits For The Semester		**15/18**

Level 300: Second Semester (Public Relations)

Course Code	Course Title	Credit s
BACS 304	Introduction to Mass Communication Theories	2
BACS 314	Corporate Social Responsibility	2
BACS 322	Writing for Public Relations	2
BACS 338	Internship	2
BACS 362	Analysing Communication Research Data II	3
BATA 346	Business and Religious Ethics	2

CSUC 106	*Critical and Creative Thinking (for Level 200 entrants only)*	3
	Electives: Choose ONE of the following	
BACS 336	Protocol	2
BACS 352	New Media	2
Total Credits For The Semester		**15/18**

Level 400: First Semester (Public Relations)

Course Code	Course Title	Credits
	Core Courses	
BACS 400	Project Work	
BACS 407	Development Communication	3
BACS 411	Management in Public Relations	3
BACS 425	Electronic Publishing and Design	3
BACS 465	Event Management in Public Relations	3
	Electives (Choose One)	
BACS 421	Speech Writing and Presentation	3
BACS 423	Contemporary topics in Communication	3
Total Credits For The Semester		**15**

Level 400: Second Semester (Public Relations)

Course Code	Course Title	Credits
BACS 400	Project Work	6
BACS 408	Media Law and Ethics	3
BACS 428	Theory and Practice of Public Relations	3
	Electives (Choose One)	
BACS 412	Principles of Business Management	3
BACS 416	Entrepreneurship in Communication Practice	3
Total Credits For The Semester		**15**

ADVERTISING

Level 300: First Semester (Advertising)

Course Code	Course Title	Credits

BACS 333	Principles and Practice of Advertising	3
BACS 339	Integrated Marketing Communications	3
BACS 345	Advertising Copy Writing Print Media	3
BACS 361	Analysing Communication Research Data I	3
CSUC 105	*Religion, Morality and Social Values (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 303	Photography	3
BACS 309	Business Communication	3
Total Credits For The Semester		**15/18**

Level 300: Second Semester (Advertising)

Course Code	Course Title	Credits
BACS 304	Introduction to Mass Communication Theories	2
BACS 338	Internship	2
BACS 348	Advertising and Society	2
BACS 358	Advertising Copy Writing for Electronic Media	2
BACS 362	Analysing Communication Research Data II	3
BATA 346	Religious and Business Ethics	2
CSUC 106	*Critical and Creative Thinking (for Level 200 entrants only)*	3
	Electives: Choose ONE	
BACS 326	Graphic Arts	2
BACS 352	New Media	2
Total Credits For The Semester		**15/18**

Level 400: First Semester (Advertising)

Course Code	Course Title	Credits
BACS 400	Project Work	
BACS 407	Development Communication	3
BACS 413	Management in Advertising	3
BACS 425	Electronic Publishing and Design	3
BACS 467	Media Advertising	3

	Electives: Choose ONE	
BACS 421	Speech Writing and Presentation	3
BACS 423	Contemporary topics in Communication	3
Total Credits For The Semester		**15**

Level 400: Second Semester (Advertising)

Course Code	Course Title	Credits
BACS 400	Project Work II	6
BACS 408	Media Law and Ethics	3
BACS 426	Advertising Account Planning	3
	Electives: Choose ONE	
BACS 412	Principles of Business Management	3
BACS 416	Entrepreneurship in Communication Practice	3
Total Credits For The Semester		**15**

20. CSUC SCHOOL OF BUSINESS

20.1 Overview

The CSUC School of Business (CSB) started as the Department of Business Studies in March 2004 to offer Bachelor of Business Administration (BBA) Programme for day and evening students. The BBA Programme offered general studies at both Levels 100 and 200; and specialisation in four areas: Accounting, Banking & Finance, Human Resource Management, and Marketing at Levels 300 and 400. About ten years later, effective from 1st August, 2013, the Department was restructured into CSUC School of Business with three new Departments:

- **Department of Accounting and Finance (DAF).**
- **Department of Marketing, Logistics and Corporate Strategy (DMLCS).**
- **Department of Management and General Studies (DMGS).**

The establishment of the CBS is in line with the requirements of the National Accreditation Board (NAB); and this is the first of three Schools/Faculties proposed for the University College. While new academic programmes are being considered, the CSUC School of Business continues to offer the BBA Programme in the four specialisations under the three Departments as follows:

i) **Department of Accounting and Finance (DAF):**
- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Banking & Finance
ii) **Department of Marketing, Logistics and Corporate Strategy (DMLCS):**
- Bachelor of Business Administration in Marketing
- Bachelor of Business Administration in Procurement and Supply Chain Management *(KNUST Affiliated)*
iii) **Department of Management and General Studies (DMGS):**
- Bachelor of Business Administration in Human Resource Management

20.2   Goal

The goal of the Bachelor of Business Administration (BBA) Programmes is to**:**

i.   Prepare students to develop requisite knowledge, skills, enterprise, and Christian values and attitudes for academic and professional business practice in the competitive job market.

ii.   Produce high-level professional entrepreneurs and business managers and practitioners with requisite capabilities of innovation, efficiency and productivity, and development of new products and services for the transformation of society.

20.3   Duration

The duration of each programme is three (3) to four (4) years, depending on the student's point of entry. It runs along three sessions: Day, Evening and Weekend Sessions.

20.4   Other Entry Requirements (apart from the General Admission Requirements)

Holders of ACCA, CIMA, ICA, ICM, ICSA, CIB, CIM and Diplomas (HND, GBCE, ABCE, etc.) in appropriate business courses will be considered. Their entry point at Level 100 or Level 200 will depend on the Certificate presented and the subject combinations.

20.5   Career Opportunities

The world needs people with business acumen and morale uprightness who can generate economic value in almost anything. CSUC Business Graduates, in addition to their professional training, are also imbued with the moral capacity to impact society in all spheres. Opportunities for our Business Graduates cover a wide area including, but not limited to, Accounting, Auditing, Banking, Marketing, Human Resource, Administration, Lecturing, and more.

20.6   Structure of BBA Programmes Affiliated to University of Ghana

20.6.1   BBA ACCOUNTING

Level 100: First Semester *Accounting*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	*3*
CSUC 103	*Basic Computer Literacy I*	*2*
CSUC 105	*Religion, Morality and Social Values in Africa*	*3*
CSBG 129	Introduction to Business Administration	2
CSBF 135	Principles of Microeconomics	3
CSBG 137	French for Business I	2
CSBA 149	Business Mathematics	2
Total Credits For The Semester		**17**

Level 100: Second Semester (*Accounting*)

Course Code Hours	Course Title	Credits
CSUC 102	*Writing Skills II*	*3*
CSUC 104	*Basic Computer Literacy II*	*2*
CSUC 106	*Critical and Creative Thinking*	*3*
CSUC 108	*Introduction to Biblical Studies*	*2*
CSBF 136	Principles of Macro Economics	3
CSBG 138	French for Business II	2
CSBG 148	Introduction to Public Administration	2
Total Credits For The Semester		**17**

Level 200 : First Semester (*Accounting*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I (For Level 200 Entrants Only)*	3
CSUC201	*Quantitative Methods*	*3*
CSBG 243	Principles of Management	2
CSBA 245	Principles of Accounting I	3
CSBG 261	Management Information Systems	2

Course Code	Course Title	Credits
CSBH 259	Human Resource Management	2
CSBP 267	Principles of Procurement and Supply Chain Management	3
Total Credits For The Semester		**15/18**

L-200: Second Semester (*Accounting*)

Course Code	Course Title	Credits
CSUC 102	***Writing Skills II (For Level 200 Entrants Only)***	***3***
UGRC 140	***Science and Technology in Our Lives***	***3***
CSBM 250	Principles of Marketing	2
CSBA 258	Principles of Accounting II	2
CSBF 260	Business and the Economy of Ghana	3
CSBF 268	Banking and Corporate Finance	3
CSBG 270	Office Administration and Business Communication	2
Total Credits For The Semester		**15/18**

L-300: First Semester (*Accounting*)

Course Code	Course Title	Credits
CSUC 105	***Religion, Morality and Social Values in Africa (Required Course for Level 200 Entrants Only)***	***3***
CSBG 311	Business Law	3
CSBP 341	Production and Operations Management	3
CSBA 373	Cost Accounting I	3
CSBA 381	Financial Accounting I	3
CSBA 397	Computerized Accounting	3
Total Credits For The Semester		**15/18**

L-300: Second Semester (*Accounting*)

Course Code	Course Title	Credits
CSUC 106	***Critical and Creative Thinking (Required Course for Level 200 Entrants Only)***	***3***
CSBA 322	Financial Accounting II	3
CSBF 324	Managerial Economics	3

CSBG 346	Business Ethics	3
CSBG 368	Research Methods	3
CSBA 374	Cost Accounting II	3
Total Credits For The Semester		**15/18**

L-400: First Semester (*Accounting*)

Course Code	Course Title	Credits
CSBG 411	Project I - Research Design and Statistical Analysis	3
CSBA 445	Taxation	3
CSBA 465	Auditing and Assurance	3
CSBM 471	International Business	3
CSBF 477	Business Planning and Development	3
Total Credits For The Semester		**15**

L-400: Second Semester (*Accounting*)

Course Code	Course Title *Accounting*	Credits
CSBF 414	Corporate Reporting	3
CSBA 416	Public Sector & Non-Profit Accounting	3
CSBM 442	Strategic Management	3
CSBG 412	Project II – Dissertation	3
CSBG 464	Project Management	3
Total Credits For The Semester		**15**

20.6.2   BBA BANKING AND FINANCE

Level 100: First Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	*3*
CSUC 103	*Basic Computer Literacy I*	*2*
CSUC 105	*Religion, Morality and Social Values in Africa*	*3*
CSBG 129	Introduction to Business Administration	2
CSBF 135	Principles of Microeconomics	3
CSBA 137	French for Business	2

CSBA 149	Business Mathematics	2
Total Credits For The Semester		**17**

Level 100: Second Semester (*Banking and Finance*)

Course Code Hours	Course Title	Credits
CSUC 102	*Writing Skills II*	*3*
CSUC 104	*Basic Computer Literacy II*	*2*
CSUC 106	*Critical and Creative Thinking*	*3*
CSUC 108	*Introduction to Biblical Studies*	*2*
CSBF 136	Principles of Macro Economics	3
CSBG 138	French for Business II	2
CSBG 148	Introduction to Public Administration	2
Total Credits For The Semester		**17**

Level 200 : First Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I (For Level 200 Entrants Only)*	3
CSUC201	*Quantitative Methods*	*3*
CSBG 243	Principles of Management	2
CSBG 261	Management Information Systems	2
CSBA 245	Principles of Accounting I	3
CSBH 259	Human Resource Management	2
CSBP 267	Principles of Procurement and Supply Chain Management	3
Total Credits For The Semester		**15/18**

L-200: Second Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 102	*Writing Skills II (For Level 200 Entrants Only)*	*3*
UGRC 140	*Science and Technology in Our Lives*	*3*
CSBM 250	Principles of Marketing	2
CSBA 258	Principles of Accounting II	2
CSBF 260	Business and the Economy of Ghana	3

CSBF 268	Banking and Corporate Finance	3
CSBG 270	Office Administration and Business Communication	2
Total Credits For The Semester		**15/18**

L-300: First Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 105	*Religion, Morality and Social Values in Africa (Required Course for Level 200 Entrants Only)*	*3*
CSBG 311	Business Law	3
CSBF 337	Financial Regulations and Compliance	3
CSBP 341	Production and Operations Management	3
CSBF 353	Financial Markets	3
CSBA 397	Computerized Accounting	3
Total Credits For The Semester		**15/18**

L-300: Second Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 106	*Critical and Creative Thinking (Required Course for Level 200 Entrants Only)*	*3*
CSBF 324	Managerial Economics	3
CSBF 340	Retail Banking Operations	3
CSBG 346	Business Ethics	3
CSBF 356	Microfinance	3
CSBG 368	Research Methods	3
Total Credits For The Semester		**15/18**

L-400: First Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSBG 411	Project I - Research Design and Statistical Analysis	3
CSBF 413	Risk Management	3
CSBF 415	Lending	3
CSBM 471	International Business	3
CSBF 477	Business Planning and Development	3

Course Code	Course Title	Credits
Total Credits For The Semester		**15**

L-400: Second Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSBF 422	Investment and Portfolio Management	3
CSBF 424	Public Finance	3
CSBM 442	Strategic Management	3
CSBG 412	Project II – Dissertation	3
CSBG 464	Project Management	3
Total Credits For The Semester		**15**

20.6.3   BBA MARKETING

Level 100: First Semester (*Marketing*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	*3*
CSUC 103	*Basic Computer Literacy I*	*2*
CSUC 105	*Religion, Morality and Social Values in Africa*	*3*
CSBG 129	Introduction to Business Administration	2
CSBF 135	Principles of Microeconomics	3
CSBG 137	French for Business I	2
CSBA 149	Business Mathematics	2
Total Credits For The Semester		**17**

Level 100: Second Semester (*Marketing*)

Course Code Hours	Course Title	Credits
CSUC 102	*Writing Skills II*	*3*
CSUC 104	*Basic Computer Literacy II*	*2*
CSUC 106	*Critical and Creative Thinking*	*3*
CSUC 108	*Introduction to Biblical Studies*	*2*
CSBF 136	Principles of Macro Economics	3

CSBG 138	French for Business II	2
CSBG 148	Introduction to Public Administration	2
	Total Credits For The Semester	**17**

Level 200: First Semester (*Marketing*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I (For Level 200 Entrants Only)*	3
CSUC201	*Quantitative Methods*	3
CSBG 243	Principles of Management	2
CSBA 245	Principles of Accounting I	3
CSBG 261	Management Information Systems	2
CSBH 259	Human Resource Management	2
CSBP 267	Principles of Procurement and Supply Chain Management	3
Total Credits For The Semester		15/18

L-200: Second Semester (*Marketing*)

Course Code	Course Title	Credits
CSUC 102	*Writing Skills II (For Level 200 Entrants Only)*	*3*
UGRC 140	*Science and Technology in Our Lives*	*3*
CSBM 250	Principles of Marketing	2
CSBA 258	Principles of Accounting II	2
CSBF 260	Business and the Economy of Ghana	3
CSBF 268	Banking and Corporate Finance	3
CSBG 270	Office Administration and Business Communication	2
Total Credits For The Semester		15/18

L-300: First Semester (*Marketing*)

Course Code	Course Title	Credits
CSUC 105	*Religion, Morality and Social Values in Africa (For L200 and 300 Entrants only)*	3
CSBG 311	Business Law	3
CSBM 317	Brand Management	3

Course Code	Course Title	
CSBP 341	Production and Operations Management	3
CSBM 357	Services Marketing	3
CSBM 397	E-Commerce	3
Total Credits For The Semester		**15/18**

L-300: Second Semester (*Marketing*)

Course Code	Course Title	Credits
CSUC 106	*Critical and Creative Thinking (Required Course for Level 200 Entrants Only)*	*3*
CSBM 314	Strategic Marketing	3
CSBF 324	Managerial Economics	3
CSBG 346	Business Ethics	3
CSBG 368	Research Methods	3
CSBM 386	Consumer Behaviour	3
Total Credits For The Semester		**15/18**

L-400: First Semester (*Marketing*)

Course Code	Course Title	Credits
CSBG 411	Project I - Research Design and Statistical Analysis	3
CSBM 417	Integrated Marketing Communications	3
CSBM 455	Marketing Research	3
CSBM 471	International Business	3
CSBF 477	Business Planning and Development	3
Total Credits For The Semester		**15**

L-400: Second Semester (*Marketing*)

Course Code	Course Title	Credits
CSBM 420	Retail Management	3
CSBM 442	Strategic Management	3
CSBM 454	Sales Management	3
CSBG 412	Project II – Dissertation	3
CSBG 464	Project Management	3
Total Credits For The Semester		**15**

20.6.4 BBA HUMAN RESOURCE MANAGEMENT
Level 100: First Semester (*Human Resource Management*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I*	*3*
CSUC 103	*Basic Computer Literacy I*	*2*
CSUC 105	*Religion, Morality and Social Values in Africa*	*3*
CSBG 129	Introduction to Business Administration	2
CSBF 135	Principles of Microeconomics	3
CSBG 137	French for Business I	2
CSBA 149	Business Mathematics	2
Total Credits For The Semester		**17**

Level 100: Second Semester (*Human Resource Management*)

Course Code Hours	Course Title	Credits
CSUC 102	*Writing Skills II*	*3*
CSUC 104	*Basic Computer Literacy II*	*2*
CSUC 106	*Critical and Creative Thinking*	*3*
CSUC 108	*Introduction to Biblical Studies*	*2*
CSBF 136	Principles of Macro Economics	3
CSBG 138	French for Business II	2
CSBG 148	Introduction to Public Administration	2
Total Credits For The Semester		**17**

Level 200 : First Semester (*Banking and Finance*)

Course Code	Course Title	Credits
CSUC 101	*Writing Skills I (For Level 200 Entrants Only)*	3
CSUC201	*Quantitative Methods*	*3*
CSBG 243	Principles of Management	2
CSBA 245	Principles of Accounting I	3
CSBG 261	Management Information Systems	2
CSBH 259	Human Resource Management	2
CSBP 267	Principles of Procurement and Supply Chain Management	3

Total Credits For The Semester		15/18

L-200: Second Semester (*Human Resource Management*)

Course Code	Course Title	Credits
CSUC 102	*Writing Skills II (For Level 200 Entrants Only)*	*3*
UGRC 140	*Science and Technology in Our Lives*	*3*
CSBM 250	Principles of Marketing	2
CSBA 258	Principles of Accounting II	2
CSBF 260	Business and the Economy of Ghana	3
CSBF 268	Banking and Corporate Finance	3
CSBG 270	Office Administration and Business Communication	2
Total Credits For The Semester		15/18

L-300: First Semester (*Human Resource Management*)

Course Code	Course Title	Credits
CSUC 105	*Religion, Morality and Social Values in Africa (For L200 Entrants only)*	3
CSBG 311	Business Law	3
CSBH 319	Human Resource Development Practice	3
CSBP 341	Production and Operations Management	3
CSBH 379	Conflict Management	3
CSBM 397	E-Commerce	3
Total Credits For The Semester		15/18

L-300: Second Semester: (*Human Resource Management*)

Course Code	Course Title	Credits
CSUC 106	*Critical and Creative Thinking (Required Course for Level 200 Entrants Only)*	*3*
CSBH 320	Strategic Human Resource Management	3
CSBH 360	Labour Law	3
CSBH 326	Human Resource Information Systems	3
CSBG 346	Business Ethics	3
CSBG 368	Research Methods	3

Total Credits For The Semester	15/18

L-400: First Semester (*Human Resource Management*)

Course Code	Course Title	Credits
CSBH 403	Employment and Industrial Relations	3
CSBG 411	Project I – Proposal Writing	3
CSBM 471	International Business	3
CSBF 477	Business Planning and Development	3
CSBH 479	Compensation and Rewards Systems	3
Total Credits For The Semester		**15**

L-400: Second Semester (*Human Resource Management*)

Course Code	Course Title	Credits
CSBH 426	Performance Management	3
CSBH 428	Gender and Diversity Management	3
CSBM 442	Strategic Management	3
CSBG 412	Project II – Dissertation	3
CSBG 464	Project Management	3
Total Credits For The Semester		**15**

Note: Courses in italics are affiliate required courses that must be taken by all students before graduation

21. FACULTY OF HEALTH AND APPLIED SCIENCES

21.1   Introduction

The Christian Service University College in its quest to produce God-fearing health professionals for quality health care delivery and to help meet the growing health care demand in the country, established the Faculty of Health and Applied Sciences in 2014. The Faculty has qualified, dedicated staff and state-of-the-art facilities to ensure high academic achievement together with balanced spiritual and social lives.

21.2   Departments and Programmes

The Faculty is made up of three departments, namely the Department of Computer Science, Department of Information Technology and Department of Nursing. Below are the respective programmes that fall under the above departments:

a.   **Department of Computer Science**
•   BSc. Computer Science
b.   **Department of Information Technology**
•   BSc. Information Technology
c.   **Department of Nursing**

- BSc. Nursing
- BSc. Midwifery
- BSc. Physician Assistantship Studies

21.3 BACHELOR OF SCIENCE IN COMPUTER SCIENCE PROGRAMME

21.3.1 Overview

The BSc Computer Science programme is an excellent one for people interested in dynamic, interesting, challenging and fulfilling careers. The programme provides students with up-to-date knowledge and skill in Software Development and Engineering, Database Programming and Management, Information Systems and their related security and control systems, and in-depth knowledge of the physical structures of computing systems.

21.3.2 Career Opportunities

A degree in Computer Science provides a secure basis for a career at the cutting edge of computer systems. Modern life depends largely on information and communication technology. As the world becomes a global village and economies expand beyond borders, a computer science graduate with the requisite knowledge, skills and moral uprightness is always key and central to society in all aspects of development. Graduates are least affected by retrenchment and lay-off. A degree in Computer Science will, therefore, give you security in your career.

21.3.3 Additional Entry Requirements

In addition to the general entry requirements, applicants need to have the following to qualify for admission into the Computer Science programme:

i. SSSCE (A-D) or WASSCE (A1-C6) in Physics or Elective Mathematics.
ii. Post-secondary Computer Science-related certificates from recognised institutions may be considered.

21.3.4 Structure of Bachelor of Science in Computer Science Programme

Level 100: First Semester (*Computer Science*)

Code	Course Title	Credits		
		T	<u>P</u>	<u>C</u>
CSCP 153	Information Technology	2	2	<u>3</u>
CSCP 157	Principles Of Programming	2	2	<u>3</u>
CSCP 175	Calculus I	3	<u>0</u>	<u>3</u>
CSUC 101	Writing Skills I	3	<u>0</u>	<u>3</u>
CSUC 105	Religion, Morality And Social Values In Africa	3	<u>0</u>	<u>3</u>
Total Credits For The Semester		**13**	**4**	**15**

Level 100: Second Semester (*Computer Science*)

Code	Course Title	Credits		
		T	P	C
CSCP 158	Programming With C++	2	2	3
CSCP 174	Intro. To Probability & Statistics	2	0	3
CSCP 176	Discrete Mathematics	3	0	3
CSCP 182	Digital Electronics	2	2	3
CSCP 102	Writing Skills II	3	0	3
CSUC 108	Intro. To Biblical Studeies	3	0	3
CSUC 106	Critical And Creative Thinking	3	0	3
		18	**4**	**24**

Level 200: First Semester (*Computer Science*)

Course Code	Course Title	Credits		
		T	P	C
CSCP 257	Mobile Applications Development	3	2	3
CSCP 265	Legal And Ethical Issues In IT	3	2	3
UGRC 130	Understanding Human Societies	2	0	3

UGRC 160	Introduction To Literature	2	0	3
CSCP 263	Systems Analysis And Design	3	2	3
CSCP 259	Computer Organisation And Architecture	2	2	3
CSAD 139	Principles Of Economics	2	0	2
CSAD 241	Business Communication	2	0	2
CSAD 245	Principles Of Accounting	2	0	2
		18	**8**	**24**

Level 200: Second Semester (*Computer Science*)

Course Code	Course Title	Credits		
		T	**P**	**C**
CSCP 254	Database I	3	0	3
CSCP 256	Computer Modelling And Simulation	3	2	3
CSCP 252	Operating Systems	3	0	3
CSCP 258	Calculus II	4	0	4
CSCP 264	Programming With Visual Basic	2	2	3
CSCP 266	Fundamental Of Web Design	2	2	3
CSCP 274	Numerical Methods & Computations	3	0	3
		16	**4**	**22**

Level 300: First Semester (*Computer Science*)

Course Code	Course Title	Credits		
		T	**P**	**C**
CSCP 351	Database II	3	2	3
CSCP 353	Human Computer Interaction	3	0	3
CSCP 355	Operations Research	2	2	3

CSCP 363	Object Oriented Programming With Java	2	2	3
CSCP 365	Data Structures And Algorithms I	2	2	3
SCSP 359	Web Design And Applications	2	2	3
		14	**10**	**18**

Level 300: Second Semester (*Computer Science*)

Course Code	Course Title	Credits		
CSCP 352	Introduction To Compilers	3	0	3
CSCP 356	Research Methods	2	0	3
CSCP 366	Data Structures And Algorithms II	2	2	3
CSCP 368	Software Engineering	3	0	3
CSCP 398	Mini Project	0	6	3
CSAD 350	Religious And Business Ethics	3	0	3
		14	**8**	**18**

Level 400: First Semester (*Computer Science*)

Course Code	Course Title	Credits		
		T	**P**	**C**
CSCP 455	Data Communications And Networks I	3	2	3
CSCP 461	Introduction To E-Commerce	3	1	3
CSCP 467	Introduction To Artificial Intelligence	3	1	3
CSAD 243	Principles Of Management	3	0	3
CSCP 497	Project I	0	3	3
		21	**8**	**18**

Level 400: Second Semester (*Computer Science*)

CourseCode	Course Title	Credits		
		T	**P**	**C**
CSCP 452	Information Systems	3	0	3

CSCP 456	It/Is Security & Control	3	2	3
CSCP 462	Data Communication And Networks II	3	2	3
CSCP 472	Computer Graphics And Image Processing	3	2	3
CSCP 498	Project II	0	6	6
		12	**12**	**18**

21.4 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAMME

21.4.1 Overview

The B.Sc. Information Technology programme is specifically designed for students who wish to specialise in the design and implementation of modern computer-based applications in a business context. The course fosters skill development across a range of tools and development platforms, and encourages students critically to evaluate the role of computer-based systems in business. Emphasis throughout is on what the student learns and can do as a result of the learning. It also enables the demonstration of the graduate attributes of self-awareness, performance in a variety of idioms and contexts, and ethical and creative considerations.

The objective of the Information Technology (IT) programme is to provide students with:
- The fundamental knowledge regarding concepts, tools and methods of implementing Information Technology for personal and business use.
- Knowledge and skills for the design and implementation of modern computer-based applications in a business context.
- A broad background across fundamental areas of IT.
- An in-depth understanding in a particular area of interest.
- Working knowledge of leading-edge technologies.
- Industry-validated standards in accordance with current business needs.

- An appreciation for the global impact of IT use on society.
- The understanding of professional, legal, social and ethical issues with systems development.

21.4.2 Career Opportunities

There is no doubt about the huge demand for high and middle level information and communication technology personnel and technicians in various organisations in Ghana as a result of the new knowledge-based global economy. This would enable graduates of Information Technology of the Ghanaian workforce of the future to be actively involved in the new paradigm of ICT as a contributing factor to socio-economic development. The content and structure of the program are such that they will prepare students to readily find jobs in the market, start their own businesses, or pursue further academic and professional courses. The requirements of many professional certifications like Oracle, Microsoft, etc are embedded in the curriculum of this program at the Department of Computer Science.

21.4.3 Structure of Bachelor of Science in Information Technology Programme

The Bachelor of Science in Information Technology is a four-year programme. The syllabus covers enough material for the four year duration of the course. Courses to be taught include the following which are arranged per semester in Theory – Practical – Credits (T-P-C) format.

At Level 400, there are four groups of elective courses which lead to specialisation in **Database Technology, Information Security, Network and Telecommunications, and Web Development and Multimedia.** Students are expected to obtain a total of 12 Elective credit hours for both semesters at Level 400

Level 400 Semester I

CODE	TITLE	C
ELECTIVES		
BSIT 407	Data Centre Administration with Oracle	3
BSIT 409	Data Warehousing and Mining	3
BSIT 411	Information Defence Technologies	3
BSIT 413	Computer Crime, Forensics and Auditing	3
BSIT 415	Wireless Technologies and Advanced Networking	3
BSIT 417	Cloud Infrastructure and Services	3
BSIT 419	Web Development Using Content Management Systems	3
BSIT 421	Web Multimedia	3

Level 400 Semester II

CODE	TITLE	C
ELECTIVES		
BSIT 408	Advanced Database Administration (Oracle)	3
BSIT 410	Data Mining and Data Warehousing	3
BSIT 412	Information Security Fundamentals	3
BSIT 414	Ethical Hacking & Penetration Testing	3
BSIT 416	Voice Communication Technologies	3
BSIT 418	Satellite Communications	3
BSIT 420	Web site administration	3
BSIT 422	Digital Media Editing	3

c.   Research component: **Project Work**
d.   Practical training, industrial attachment, internship, clinical experience, etc.

Second and third year students will be required to undergo practical training in accredited or recognized IT organization/institution during the second semester vacation.

e. Semester-by-semester structure/schedule of course, showing the credit value of each course

LEVEL 100: SEMESTER I

CODE	TITLE	T	P	C
BSIT 101	Introduction to Information Technology	2	2	3
BSIT 105	Algebra and Trigonometry	2	0	2
BSIT 107	Calculus	2	0	2
BSIT103	Principles of Programming I (Python)	2	2	3
CSUC 101	Writing Skills I	3	0	3
CSUC 105	Religion, Morality And Social Values In Africa	3	0	3
Total Credits		**16**		

LEVEL 100: SEMESTER II

CODE	TITLE	T	P	C
BSIT 102	Principles of Programming II (Python)	2	2	3
BSIT 104	Computer Organisation	2	0	2
BSIT 106	Statistics and Probability	2	0	2
CSUC 106	Critical and Creative Thinking	3	0	3
CSUC 102	Writing Skills I	3	0	3
CSUC 108	Introduction to Biblical Studies	3	0	3
BSIT 110	Digital Electronics	2	2	2
Total Credits		**18**		

LEVEL 200: SEMESTER I

CODE	TITLE	T	P	C
BSIT 201	Hardware and Software Installations	2	2	3
BSIT 203	Database Management Systems	2	2	3
BSIT 205	Systems Analysis and Design	3	0	3
CSAD 243	Principles of Management	2	0	2
UGRC 130	Understanding human societies	3	0	3
UGRC 160	Introduction to literature	3	0	3
Total Credits		**17**		

LEVEL 200: SEMESTER II

CODE	TITLE	T	P	C
BSIT 202	Data Communication and Networks I	2	2	3
BSIT 204	Introduction to Web Programming	2	2	3
BSIT 206	Computer Graphics and Multimedia	2	2	3
BSIT 208	Management Information Systems	3	0	3
BSIT 210	Object Oriented Programming with Java I	3	0	3
BSIT 212	Advanced Database Management System	2	2	3
Total Credits		**18**		

LEVEL 300: SEMESTER I

CODE	TITLE	T	P	C
BSIT 301	Software Engineering	3	0	3
BSIT 311	Advanced Web Programming	2	2	3

BSIT 305	Object Oriented Programming with Java II	2	2	3
BSIT 307	Research Methods	3	0	3
BSIT 309	Legal and Ethical Issues in IT	3	0	3
BSIT 303	Advanced Networking	2	2	3
Total Credits		**18**		

LEVEL 300: SEMESTER II

CODE	TITLE	T	P	C
BSIT 302	Mobile Application Development	2	2	3
BSIT 304	Programming with Visual Basic	2	2	3
BSIT 306	Human Computer Interaction	3	0	3
BSIT 308	IT Project Management	2	2	3
BSIT 310	Operating Systems	3	0	3
CSUC 350	Religious and Business Ethics	3	0	3
Total Credits		**18**		

LEVEL 400: SEMESTER I

CODE	TITLE	T	P	C
BSIT 401	E-Business	3	0	3
BSIT 403	Project Work I	1	2	3
BSIT 405	Game Application Development	2	1	3
	Elective I	2	2	3
	Elective II	2	2	3
Total Credits		**15**		

ELECTIVES		
BSIT 407	Data Centre Administration with Oracle	3
BSIT 409	Data Warehousing and Mining	3
BSIT 411	Information Defence Technologies	3
BSIT 413	Computer Crime, Forensics and Auditing	3
BSIT 415	Wireless Technologies and Advanced Networking	3
BSIT 417	Cloud Infrastructure and Services	3
BSIT 419	Web Development Using Content Management Systems	3
BSIT 421	Web Multimedia	3

LEVEL 400: SEMESTER II

CODE	TITLE	T	P	C
BSIT 402	IT Entrepreneurship and Innovation	2	2	3
BSIT 404	Project Work II	1	2	3
BSIT 406	Software Quality Assurance	2	2	3
	Elective I	2	2	3
	Elective II	2	2	3
Total Credits		**15**		
ELECTIVES				
BSIT 408	Advanced Database Administration (Oracle)	3		
BSIT 410	Data Mining and Data Warehousing	3		
BSIT 412	Information Security Fundamentals	3		
BSIT 414	Ethical Hacking & Penetration Testing	3		

BSIT 416	Voice Communication Technologies	3
BSIT 418	Satellite Communications	3
BSIT 420	Web site administration	3
BSIT 422	Digital Media Editing	3

21.5   BACHELOR OF SCIENCE IN NURSING

21.5.1   Overview

The BSc Nursing programme is affiliated to the University of Ghana and accredited by the National Accreditation Board (NAB).

The Nursing Programme of Christian Service University College aims at affecting the individual personality positively, preparing students adequately to qualify for certification and registration with the Nursing and Midwifery Council of Ghana and empowering them to and within ethical and legal framework contribute to the body of knowledge of nursing through life-long learning for professional excellence and research.

It is expected that the training to be provided by the Department of Nursing would enable the graduate nurse function as a care giver, a teacher, counsellor, a manager, a leader, and a research person at all levels in the health delivery system, i.e. primary, secondary and tertiary.

21.5.2   Progression and Graduation

Since the Nursing Programme is affiliated to University of Ghana, it's progression and graduation systems will apply. It is however worth emphasising that progression from one level to another will be based on continuous assessment (30%) and the main examination (70%) on semester basis. For the practical modules the performance of students would be assessed over 100%. Students who fail any paper in an End of Semester Examination will be required to write that particular paper in a Re-sit examination in the subsequent semester. However, is the failed course is a pre-requisite for another, then the student shall be required to pass the failed course before.

Students who fail to score CWA of 45% will be withdrawn. Students will also be required to satisfy a minimum of 15 credit hours and a maximum of 21 credit hours per week per semester for the duration of the course, depending on elective subject credits.

For graduation, the requirements are 168 credit hours maximum and 120 credit hours minimum.

21.5.3   Employment Prospects
Areas of employment for registered graduate nurses include:
i.   Hospitals
ii.   Clinics
iii.   Nursing homes
iv.   Community/public health care
v.   Family health units
vi.   School health care
vii.   Industrial health care
viii.   Nursing educational institutions
ix.   Other educational institutions (institutional care)
x.   Occupational health care
xi.   Research

21.5.4   Entry Requirements
i.   **SSSCE Holders**

Applicants should have credit passes (A-D) in six (6) subjects comprising THREE (3) core Subjects (Mathematics, Integrated Science and English Language), plus credits in THREE (3) electives. The elective subjects should be selected from;

(a)   Science; (Chemistry & Biology are compulsory, Physics and elective Mathematics are alternatives),
(b)   Home Economics, (c) General Arts and (d) Agricultural Science options. The overall aggregate must be 24 or better.
ii.   **WASSCE Holders**

Applicants should have credit passes (A1- C6) in six (6) subjects comprising THREE (3) core Subjects (Mathematics, Integrated Science and English Language), plus credits in THREE (3) electives. The elective subjects should be selected from;

(a)   Science; (Chemistry & Biology are compulsory, Physics and elective Mathematics are alternatives),

(b)   Home Economics, (c) General Arts and (d) Agricultural Science options. The overall aggregate must not exceed aggregate 36 for level 100 placements.

i.   **Diploma Applicants**

Holders of the Registered General Nursing (RGN) Diploma from recognised institutions plus the licensure examination of the Nursing and Midwifery Council of Ghana who have at least 1 – 3 years' working experience and a pass at Diploma level may be admitted to Third Year (Level 300) of the degree programme after a successful interview. The interview panel will comprise representatives from the School of Nursing, University of Ghana, Legon (if affiliation is approved) and Christian Service University College.

ii.   **Mature applicants**

Mature applicants must be nurses with SRN, RMN, RM, PHN, RCH or relevant nursing certificates. Nurses with one year or more of practice with good recommendation and have attained the age of **25 years** or above possessing Five (5) GCE Credits at O' Level including English Language and Mathematics or Credits in Core English Language and Mathematics and Integrated Science and Three (3) Elective subjects with an aggregate of 24 or better at SSSCE/WASSCE; and passing a qualifying examination conducted by Christian Service University College, moderated by University of Ghana, Legon (if affiliation is approved), shall form the basis of a short-listing of applicants for an interview. The final requirement is passing an interview conducted by Christian Service University College. The panel will include representatives from the School of Nursing, University of Ghana, Legon (if affiliation is approved)

and Christian Service University College. Mature students are admitted to Level 200 of the programme.

1. GRADING SCHEME

LETTER GRADE	MARK	GRADE POINT	INTERPRETATION
A	80 – 100	4.0	Outstanding
B+	75 - 79	3.5	Very Good
B	70 - 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
E	45 – 49	0.5	Unsatisfactory
F	0 – 44	0	Fail

2. CLASSIFICATION OF DEGREES

The new degree classification system to be applied is what pertains in University of Ghana, Legon and shall be as follows:

Class of Degree	Range of Final Grade Point Average (FGPA)
First Class	3.60 – 4.00
Second Class (Upper Division)	3.00 – 3.59
Second Class (Lower Division)	2.00 – 2.99
Third Class	1.50 – 1.99
Pass	1.00 – 1.49
Fail	0.00 – 0.99

REQUIREMENTS FOR GRADUATION:
COURSE REQUIREMENTS;

Since the Nursing Programme is seeking affiliation with the University of Ghana, Legon, the University's progression and graduation systems will apply. It is however worth emphasizing that progression from one level to another will be based on continuous assessment (30%) and the

main examination (70%) on semester basis. For the practical modules, the performance of students would be assessed over 100%. Students who fail any paper in an End of Semester Examination will be required to write the particular paper in a re-sit examination before progressing to the next year level.

CREDITS REQUIREMENTS

Students are required to satisfy a minimum of 18 credits and a maximum of 21 credits per week in a semester for the duration of the course depending on the level of study. Although courses may be reviewed and the number of credits may vary, the variation must be within the stated maximum and minimum credits required.

For graduation, the credits required are outlined below:

LEVEL OF STUDY	MINIMUM CREDITS	MAXIMUM CREDITS
Levels 100 to 400	144	168
Levels 200 to 400	108	126
Levels 300 to 400	72	84

The proposed time limits for the completion of each of the programmes affiliated to the University of Ghana (UG), Legon is as follows:
(i)   Level 100 Entrants

Four-year programme – minimum of four years, maximum of six years.
(ii)   Level 200 Entrants

Three-year programme – minimum of three years, maximum of four years.
(iii)   Level 300 Entrants

Two-year programme – minimum of two years, maximum of three years.

GRACE PERIOD FOR GRADUATION

Level 100 Entrants: Grace Period is maximum of four (4) semesters.
Level 200 Entrants: Grace Period is maximum of two (2) semesters.

Level 300 Entrants: Grace Period is maximum of two (2) semesters.

A student is deemed to have passed when he/she has obtained a minimum of 55% in any examination or a CGPA of 1.50 or better at the end of the academic year. Without this the Students will be withdrawn.

21.5.5   Programme Structure

The Bachelor of Science in Nursing is a four year programme providing an initial introduction to the basic principles of nursing. The syllabus covers enough materials for the four year duration of the course. Contents to be covered include the following which are arranged per semester in Theory

– Practical – Credits (T-P-C) format.

FIRST YEAR: LEVEL 100 FIRST SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 111	Professional Adjustment in Nursing	2	0	2
NURC 115	Introduction to Sociology	3	0	3
NURC 117	Introduction to French	2	0	2
NURC 119	Basic Statistics	2	0	2
NURC 121	Physics for Health Sciences	2	0	2
NURC 123	Biological Chemistry	2	0	2
CSUC 103	Basic Computer Literacy	1	3	2
CSUC 105	Religion, Morality and Social Values in Africa	2	0	2
CSUC 101	Writing Skills I	2	0	2
	TOTAL	18	3	19

FIRST YEAR: LEVEL 100: SECOND SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 126	Human Anatomy I	2	3	3
NURC 128	Human Physiology I	3	0	3
NURC 130	Introduction to Psychology	3	0	3
NURC 120	Nursing and Midwifery Informatics	1	6	2

NURC 132	Basic Nursing	2	3	3
NURC 122	Introduction to Community Health	2	0	2
CSUC 102	Writing Skills II	2	0	2
NURC 112	Nursing Practical I (6-week Long Vacation Clinical Experience)	0	6	2
NURC 124	Medical-Surgical Nursing Practical I	0	6	1
	TOTAL	14	18	21

SECOND YEAR: LEVEL 200 FIRST SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 217	Advanced Nursing	2	3	3
NURC 221	Human Anatomy II	2	3	3
NURC 223	Human Physiology II	3	0	3
NURC 225	Pathology	2	0	2
NURC 227	Community Health Nursing I	2	0	2
NURC 229	Microbiology and Infection Prevention I	2	0	2
NURC 231	Medical-Surgical Nursing Practical II	0	6	1
NURC 233	Pharmacology, Therapeutics & Pharmacovigilance	2	0	2
NURC 235	Physical Assessment	2	6	3
	TOTAL	17	18	21

SECOND YEAR: LEVEL 200 SECOND SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 218	Nursing Practical II (6-week Long Vacation Clinical Experience)	0	6	2
NURC 220	Medical Nursing I	3	0	3
NURC 222	Surgical Nursing I	3	0	3
NURC 224	Community Health Nursing II	3	0	3
NURC 226	Pharmacology, Therapeutics and Traditional Medicine	2	0	2
NURC 228	Microbiology and Infection Prevention II	2	0	2
NURC 230	Medical-Surgical Nursing Practical III	0	6	1

NURC 232	First Aid, Disaster and Emergency Nursing	2	3	3
CSUC 108	Introduction to Biblical Studies	2	0	2
	TOTAL	17	15	21

THIRD YEAR: LEVEL 300 FIRST SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
NURC 307	Nutrition and Dietetics	2	0	2
NURC 315	Theoretical Foundations of Nursing	2	0	2
NURC 317	Commodity and Supply Chain Management	2	0	2
NURC 319	Medical Nursing II	3	0	3
NURC 321	Surgical Nursing II	3	0	3
NURC 323	Obstetric and Gynaecological Nursing I	3	0	3
NURC 325	Paediatric Nursing	2	6	3
NURC 327	Medical-Surgical Nursing Practical IV	0	6	1
CSBG 243	Principles of Management	2	0	2
	TOTAL	19	12	21

THIRD YEAR: LEVEL 300 SECOND SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
BATA 310	Christian and Medical Ethics	2	0	2
NURC 312	Research Methods	2	0	2
NURC 322	Medical Nursing III	3	0	3
NURC 324	Surgical Nursing III	3	0	3
NURC 326	Obstetric and Gynaecological Nursing II	3	0	3
NURC 328	Relationship Marketing Strategy and Entrepreneurship	3	0	3
NURC 330	Medical-Surgical Nursing Practical V	0	6	1
NURC 332	Nursing Practical III (6-week Long Vacation Clinical Experience)	0	6	2
BACS 340	Business Communication in Nursing	2	0	2
	TOTAL	18	12	21

FOURTH YEAR: LEVEL 400 FIRST SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
NURC 401	Medical Nursing IV	3	0	3
NURC 411	Project Work I	0	18	3
NURC 421	Community Based Rehabilitation	2	6	3
NURC 423	Reproductive Health	1	6	2
NURC 425	Theatre and Anaesthetic Nursing	1	6	2
NURC 427	Geriatric, Gerontology and Home-Based Nursing	2	6	3
NURC 429	Psychiatric Nursing	3	0	3
	TOTAL	13	42	19

FOURTH YEAR: LEVEL 400 SECOND SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
NURC 412	Project Work II	0	18	3
NURC 420	Tools and Methods of teaching Nursing	2	0	2
NURC 422	Public Health Affiliation	0	6	2
NURC 424	Eye, Ear, Nose, and Throat Nursing	2	6	3
NURC 426	Introduction to Sign Language	1	0	1
NURC 428	Nursing Seminar	2	0	2
NURC 430	Psychiatric Affiliation (Practical)	0	6	2
	TOTAL	7	36	15

First Year: Level 100 First Semester (*Nursing*)

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 119	Basic Statistics	2	0	2
NURC 121	Physics for Health Sciences	2	0	2
NURC 123	Biological Chemistry	2	0	2
CSUC 105	Religion, Morality and Social Values	2	0	2
NURC 115	Introduction to Sociology	3	0	3
NURC 111	Perspectives of Nursing	2	0	2

CSUC 101	Writing Skills I	3	0	3
NURC 117	Introduction to French I	2	0	2
CSUC 103	Basic Computer Literacy	1	3	2
	TOTAL	**19**	**3**	**20**

First Year: Level 100 Second Semester (*Nursing*)

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 126	Human Anatomy I	2	3	3
NURC 128	Human Physiology I	2	0	3
NURC 130	Introduction to Psychology	3	0	3
NURC 120	Nursing and Midwifery Informatics	1	6	2
NURC 132	Basic Nursing	2	3	3
NURC 122	Introduction to Community Health	2	0	2
CSUC 102	Writing Skills II	2	0	2
NURC 112	Nursing Practice I (6-week Long Vacation Clinical Experience)	0	6	2
NURC 124	Medical-Surgical Nursing Practical I	0	6	1
	TOTAL	**14**	**18**	**21**

Second Year: Level 200 First Semester (*Nursing*)

Course Code	Course Title	Credit Hours		
		T	P	C
NURC 221	Human Anatomy II	2	3	3

21.6   BACHELOR OF SCIENCE IN PHYSICIAN ASSISTANTSHIP STUDIES

21.6.1   Overview and Aims of the Programme

The BSc. Physician Assistantship Studies programme is affiliated to the University of Cape-Coast and Accredited by the National Accreditation Board (NAB).

One of the strategic objectives of CSUC's Faculty of Health and Applied Sciences is the development of market-oriented degree programmes that contribute to skills shortage in the healthcare industry in Ghana. The programme aims to prepare its graduates to practice and promote primary health care of the highest quality as part of a healthcare team of different shades of professionals and competencies.

The programme aims at empowering them within ethical and legal framework of knowledge and practice of PA, through life-long learning for professional excellence and invaluable service to society.

21.6.2   ENTRY REQUIREMENTS

i)   **For SSCE Candidates:** Passes (A-D) in six (6) subjects comprising three (3) core subjects, including English and Mathematics, and three (3) elective subjects.

For WASSCE Candidates: Credit passes (A1-C6) in six (6) subjects comprising three (3) core subjects, including English and Mathematics, and three (3) elective subjects. The elective subjects include Chemistry, Physics, Biology or Mathematics.

ii)   **A-Level Applicants**

Candidates must have credits in at least five (5) GCE 'O' Level subjects including English language, Mathematics and three (3) and passes at the 'A' Level in Chemistry, Physics and Biology, or Mathematics. Applicants should have a pass in General Paper.

iii)   **Mature students**

Mature candidates must have credits in five (5) GCE Ordinary Level subjects, including English, Mathematics and in the following subjects; Chemistry, Biology and Physics, and have attained 25 years at the time of submitting the application. Mature candidates are required to pass an entrance examination and interview.

OR

Mature candidates must have at least credit passes in six (6) SSCE/ WASCE subjects, namely English, Integrated Science, Mathematics and any three of the following; Chemistry, Biology, Physics, and have attained 25 years at the time of submitting the application. Mature candidates are required to pass an entrance examination and interview.

iv)   Graduates

Holders of BSc in the life sciences (Nursing, Biochemistry, Biological Sciences, Environmental Science, Sports and Exercise Science, Medical Laboratory Technology, Sonography, etc.) and other candidates who have Diploma in General Nursing with at least three (3) years working experience. Dental Assistants, Pharmacy Technicians and Laboratory Technicians with at least five (years) on-the –job experience are also eligible. This category of applicants would be selected pending their passing an entrance examination and an interview. Degree holders will be admitted to level 300 and Diploma holders at level 200.

21.6.3   ASSESSMENT REQUIREMENTS

The assessment will be based on 40% Continuous Assessment and 60% End of Semester Examinations. The assessment of students' achievement in the programme would be based on the following;
*   Continuous Assessment (Mid-Semester examination, quizzes, class tests)
*   End of Semester Examinations/Clinical Examinations
*   Practical examinations in pre-clinical years
*   Vacation Practicum

Students will write two (2) semester examinations in every academic year; ie. First Semester and Second Semester. The total score for each End of Semester Examination will constitute 60% of the overall marks. In consonance with requirements of UCC, a pass mark of 50% is stipulated for theory and practicals. The pass mark for clinical examinations is 50%. Class tests, quizzes, assignments, mid-semester examination and clinical work are classified under Continuous Assessment which constitutes 40% of total pass mark.

21.6.4   Course Progression Requirements;

Progression from one level to another will be based on continuous assessment (40%) and the main examination (60%) on semester basis. For the practical modules, the performance of students would be assessed over 100%. Students who fail any paper in an End of Semester Examination will be required to write the particular paper in a re-sit examination before progressing to the next level. Students who fail to score 1.50 GPA will be withdrawn. Students will also be required to satisfy a maximum of 21 credit hours and a minimum of 18 credit hours per semester for the duration of the course, depending on elective subject credits

21.6.5   Grading Scale

Raw Score	Grade	Credit Value	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
Below 50	E	0.0	Fail

21.6.6   Credits Requirements for Graduation

i)   A pass in all required subjects
ii)   GPA of not less than 1.0 in all courses offered
iii)   A student is required to obtain 147 credits.
iv)   Successful completion of project work

21.6.7   Physician Assistances' Certification and Licensure

The course prepares students adequately to undertake the Physician Assistant National Licensure Examination administered by the Ghana Medical and Dental Council (GMDC).

21.6.8   Employment Opportunities:

PA professionals will be equipped with the knowledge and skills that will enable them work, depending on the healthcare setting to which they are posted. These include public hospitals, polyclinics, health centres and private medical centres. They can also work in clinics, NGOs and faith-based clinics. Others are public corporations and companies, schools, research institutions and donor groups, outreach clinics, etc.

21.6.9   Programme Structure
Table 1: LEVEL 100 FIRST SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	101	Basic Nursing	2	3	3
PACS	103	Behavioral Science I	2	0	2
PACS	105	Human Anatomy I	2	3	3
PACS	107	Human Physiology I	2	3	3
PACS	109	Biochemistry I	2	3	3
NURC	113	Introduction To French I	2	0	2
CSUC	101	Writing Skills I	2	0	2
CSUC	103	Basic Computer Literacy I	2	0	2
		TOTAL	16	12	20

Table 2: LEVEL 100 SECOND SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	104	Behavioral Science II	2	0	2
PACS	106	Human Anatomy II	2	3	3
PACS	108	Human Physiology II	2	3	3
PACS	110	Biochemistry II	2	3	3
PACS	112	Advanced Nursing	2	3	3
NURC	114	Introduction To French II	2	0	2
CSUC	102	Writing Skills II	2	0	2
CSUC	104	Basic Computer Literacy II	1	3	2
		Total	15	15	20

PACS 116 VACATION PRACTICUM 0 6 2

Table 3: LEVEL 200 FIRST SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	201	Epidemiology I	2	0	2
PACS	203	Community Health I	2	3	3
PACS	205	Pharmacology I	2	0	2
PACS	207	Biostastistics	2	0	2
PACS	209	General Pathology I	2	0	2
PACS	211	Microbiology I	2	0	2
PACS	213	Laboratory And Imaging Techniques	2	3	3
PACS	215	History Of Medicine	2	0	2
CSUC	105	Religion, Morality And Social Values In Africa	2	0	2
		Total	18	6	20

Table 4: LEVEL 200 SECOND SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	202	Epidemiology II	2	0	2
PACS	204	Community Health II	2	0	2
PACS	206	Pharmacology II	2	0	2
PACS	210	Genetral Pathology II	2	3	3
PACS	212	Microbiology II	2	3	3
PACS	214	Clinical Skills II	1	6	3
CSUC	108	Introduction To Biblical Studies	2	0	2
PACS	218	Vacation Practicum	2	6	4
		TOTAL	13	12	21

Table 5: LEVEL 300 FIRST SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	301	Internal Medicine I	2	0	2
PACS	303	Basic Surgery	2	0	2
PACS	305	Clinical Skills II	1	6	3
PACS	307	Paediatrics I	2	0	2

COURSE CODE		COURSE TITLE			
PACS	309	Obstetrics & Gynaecology I	2	0	2
PACS	311	Research Methods	2	0	2
PACS	315	Anaesthesia	2	0	2
PACS	317	Emergency Medicine	2	0	2
NURC	309	Traditional Medicine	1	0	1
		Total	16	6	18

Table 6: LEVEL 300 SECOND SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	302	Internal Medicine II	2	0	2
PACS	304	Clinical Rotation Internal Medicine I	1	9	4
PACS	306	Nutrition And Dietetics	2	0	2
PACS	308	Clinical Rotation Obstetrics & Gynaecology I	1	6	3
PACS	310	Obstetrics & Gynaecology II	2	0	2
PACS	312	Clinical Rotation For Surgery I	1	9	4
PACS	314	Clinical Rotation For Paediatrics 1	1	6	3
BATA	310	Christian And Medical Ethics	2	0	2
		Total	12	30	22

PACS 318 VACATION PRACTICUM 0 6 2

Table 7: LEVEL 400 FIRST SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	401	Clinical Rotation For Obstetrics & Gynaecology II	0	6	2
PACS	403	Paediatrics II	2	0	2
PACS	405	Clinical Rotation For Paediatrics Ii	2	6	4
PACS	407	Seminar/Clinical Conference I	1	3	2
PACS	409	Leadership And Management In Healthcare	2	12	6
PACS	411	Clinical Rotation For Surgery II	2	6	4
		TOTAL	9	33	20

Table 8: LEVEL 400 SECOND SEMESTER

COURSE CODE		COURSE TITLE	CREDIT HOURS		
			T	P	C
PACS	402	Clinical Rotation In Primary Care Settings	2	12	6
PACS	404	Project Work	1	6	3
PACS	406	Seminar/Clinical Conference II	1	6	3
PACS	408	Clinical Rotation In Specialty Areas	2	12	6
		Total	6	36	18

21.7   BACHELOR OF SCIENCE IN MIDWIFERY

21.7.1   Overview and Aims of the Programme

The Bachelor of Science in Midwifery programme is affiliated to the University of Ghana and accredited by the National Accreditation Board (NAB).

Midwifery is a practice-based profession whose body of knowledge is derived from biological, physical and social sciences and whose practice requires positive and effective personal and international relationships. Midwifery education prepares the midwife to function effectively and improves her knowledge and skills by participating in professional and community activities.

The Midwifery Programme aims at affecting the individual personality positively, preparing him/her adequately to qualify for certification and registration with the Nursing and Midwifery Council of Ghana and empowering the student to function within ethical and legal framework and contribute to the body of knowledge of midwifery through life-long learning for professional excellence and research. It enables the midwife to assume the responsibilities and accountability that midwifery registrations impose.

It is expected that the special training to be provided by the Department of Nursing and Midwifery, Christian Service University College, would

enable the graduate midwife function as a care giver a teacher, counsellor, a manager, a leader, a research person at all levels in the health delivery system, i.e. primary, secondary and tertiary.

21.7.2   Admission Requirement

i)   SSSCE Holders

Applicants should have passes (A-D) in six (6) subjects comprising THREE core Subjects (Mathematics, Integrated Science and English Language), plus credits in THREE (3) electives. The electives should be any of the under listed subjects:

- Science: Physics, Chemistry, Biology, Mathematics
- General Arts
- General Agriculture with Chemistry
- Home Economics with Food and Nutrition

The overall aggregate must be 24 or better.

ii.   **WASSCE Holders**

Applicants should have credit passes (A1- C6) in six (6) subjects comprising THREE core Subjects (Mathematics, Integrated Science and English Language), plus credits in THREE (3) electives. The electives should be any of the under listed subjects:

- Science: Physics, Chemistry, Biology, Mathematics
- General Arts
- General Agriculture with Chemistry
- Home Economics with Food and Nutrition

The overall aggregate must not exceed 36 for level 100 placement.

iii.   Five (5) credits at GCE O' Level subjects including Mathematics, English and a Science subject (General Science, Biology, Physics, Chemistry, Health Sciences, Agricultural Sciences) and three (3) GCE A' Level passes (to be open to both Science and Arts students).

iv.   Diploma Applicants

Holders of the Registered Midwifery Diploma who have at least 2 years' working experience and a good pass at Diploma level may be admitted to Second Year of the degree programme after a successful interview. The interview panel will comprise representatives from College of Health Sciences (University of Ghana), Ministry of Health, and the Nursing and Midwifery Council of Ghana.

Or

v.   Mature Applicants

Mature student applicants aged 25 years and above who satisfy the University of Ghana requirements for admission may be admitted to the programme and after a successful examination and interview. The panel will comprise representatives from College of Health Sciences (University of Ghana), Ministry of Health, and the Nursing and Midwifery Council of Ghana.

In addition to the proposed entry requirements, it is recommended that the following categories of candidates should be considered under the mature applicants' scheme:

vi.   (a) Staff Nurses with SRN with minimum of five (5) years working experience may be admitted after a successful examination and interview. The interview panel will include a representative from College of the School of Nursing (University of Ghana).
(b) The SRN holders will take the programme in six (6) semesters, i.e. in three (3) years.

21.7.3   Progression and Graduation

Progression from one level to another will be based on continuous assessment (30%) and the main examination (70%) on semester basis. Students who fail a paper every semester will however progress to the next year level but will trail the paper(s). Students with trailing paper(s) will resit in the following year's examination.

Students who fail to score 1.50 GPA will be withdrawn. Students will also be required to satisfy a maximum of 21 credit hours and a minimum of 15 credit hours per semester for the duration of the course, depending on elective subject credits

21.7.4   Employment Prospects

Areas of employment for registered graduate midwives include:
- Hospitals
- Clinics
- Nursing homes /private maternity homes and hospitals
- Community/public health care
- Family health units
- School health care
- Nursing and midwives' educational institutions
- Research
- Planned Parenthood Centres/Units

21.7.5   COURSE STRUCTURE

The Bachelor of Science in Midwifery is a four-year course providing an initial introduction to the basic principles of midwifery. The syllabus covers enough material for the four-year duration of the course. Contents to be covered include the following which are arranged per semester in Theory – Practical – Credits (T-P-C) format

TABLE 1: FIRST YEAR: LEVEL 100 FIRST SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
CSUC 101	Writing Skills I	2	0	2
CSUC 103	Basic Computer Literacy	2	0	2
CSUC 105	Religion, Morality and Social Values in Africa	2	0	2
MIDC 101	Health Promotion	2	6	3
NURC 111	Professional Adjustment In Nursing	2	0	2
NURC 115	Introduction to Sociology	2	0	2
NURC 117	Introduction to French	2	0	2
NURC 121	Physics for Health Sciences	2	0	2
NURC 123	Biological Chemistry	2	0	2

NURC 141	Basic Nursing	2	0	2
	TOTAL	20	6	21

TABLE 2: FIRST YEAR: LEVEL 100 SECOND SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
CSUC 102	Writing Skills II	2	0	2
MIDC 102	Microbiology and Infection Prevention	2	0	2
MIDC 104	Personal and Environmental Health	2	0	2
NURC 126	Human Anatomy I	3	0	3
NURC 128	Human Physiology I	3	0	3
NURC 130	Introduction to Psychology	3	0	3
NURC 140	Medical Nursing I	2	0	2
NURC 142	Surgical Nursing I	2	0	2
NURC 112	Nursing Practical I (6-week Long Vacation Clinical Experience)	0	12	2
	TOTAL	19	12	21

TABLE 3: SECOND YEAR: LEVEL 200 FIRST SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
MIDC 201	Anatomy and Physiology of Human Reproductive System and the Foetus	2	0	2
MIDC 203	Perspectives of Midwifery	2	0	2
MIDC 209	Physiology and Management of Normal Pregnancy	2	6	3
NURC 221	Human Anatomy II	2	6	3
NURC 223	Human Physiology II	3	0	3
NURC 239	Medical Nursing II	1	6	2
NURC 237	Surgical Nursing II	1	6	2
NURC 235	Physical Assessment	1	6	2
	TOTAL	16	30	19

TABLE 4: SECOND YEAR: LEVEL 200 SECOND SEMESTER

Course Code	Course Title	Credit Hours		
		T	P	C
MIDC 206	Pharmacology and Therapeutics	2	0	2
MIDC 208	Therapeutic Communication	2	0	2

MIDC 210	Physiology and Management of Normal Labour	2	0	2
MIDC 212	Physiology and Management of the Puerperium (postpartum care)	2	6	3
MIDC 214	Physiology and Management of Abnormal Pregnancy	2	6	3
MIDC 222	Public Health Nursing I	2	0	2
NURC 232	First Aid , Disaster& Emergency Nursing	2	6	3
MIDC 218	Midwifery Practical I (6-week Long Vacation Clinical Experience)	0	6	2
	TOTAL	**14**	**24**	**19**

TABLE 5: THIRD YEAR: LEVEL 300 FIRST SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
CSUC 108	Introduction to Biblical Studies	2	0	2
MIDC 301	Physiology and Management of Abnormal Labour	2	6	3
MIDC 303	Physiology and Management of the Neonate	2	6	3
NURC 307	Nutrition and Dietetics	2	0	2
NURC 317	Commodity and Supply Chain Management	2	0	2
MIDC 319	Statistics	2	0	2
MIDC 327	Public Health Nursing II	2	0	2
NURC 329	Psychiatric Nursing	3	0	3
	TOTAL	**17**	**12**	**19**

TABLE 6: THIRD YEAR: LEVEL 300 SECOND SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
MIDC 302	Community Midwifery	2	6	3
MIDC 306	Reproductive Health	2	6	3
MIDC 308	Midwifery Practical	0	6	1
NURC 312	Research Methods	2	0	2
NURC 328	Relationship Marketing Strategy and Entrepreneurship	3	0	3
NURC 338	Nursing and Midwifery Informatics	1	6	2
SREC 310	Christian and Medical Ethics	2	0	2

MIDC 332	Midwifery Practicum II (6-week Long Vacation Clinical Experience)	0	6	2
	TOTAL	13	30	18

TABLE 7: FOURTH YEAR: LEVEL 400 FIRST SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
MIDC 401	Family Centred Maternity Care Study	1	12	3
MIDC 405	Gynaecological conditions and STIs	1	6	2
MIDC 407	Advanced Midwifery and Perioperative Nursing	1	6	2
MIDC 409	Male Reproductive Health	3	0	3
MIDC 411	Project Work I/Seminar	0	18	3
MIDC 413	Management and Administration in Midwifery	3	0	3
	TOTAL	9	42	16

TABLE 8: FOURTH YEAR: LEVEL 400 SECOND SEMESTER

Course Codes	Course Title	Credit Hours		
		T	P	C
MIDC 402	Midwifery Education and Curriculum Development	2	0	2
MIDC 406	Clinical Rotation – Antenatal	0	18	3
MIDC 408	Clinical Rotation – Labour and Delivery	0	18	3
MIDC 410	Clinical Rotation – Neonatal Intensive Care	0	18	3
MIDC 412	Clinical Rotation – Postnatal	0	18	3
MIDC 414	Project Work II	0	18	3
NURC 426	Introduction to Sign Language	1	0	1
	TOTAL	3	90	80

22. STUDENTS' ADMISSION, PROGRESSION AND GRADUATION

22.1   Admission Requirements:

Admission is open to all who qualify as follows:

i.   SSSCE holders: Candidates should have credit passes (A-D) in any three (3) of the following core courses: English Language, Mathematics and Integrated Science. In addition candidates should have credits in three (3) elective subjects; aggregate score not exceeding 36. (Equivalent to aggregate 24).

ii.   SSSCE holders: Candidates should have credits

iii.   (A1 - C6) in the following core courses: English Language, Mathematics and Integrated Science. In addition candidates should have credits in three (3) elective subjects; aggregate score not exceeding 36.

iv.   GCE Ordinary/Advanced Level holders: Candidates should have two (2) GCE Advanced Level passes and five (5) GCE Ordinary level credits including English Language, General Science and Mathematics.

v.   Holders of ACCA, CIMA, ICA, ICM, ICSA, CIB and Diplomas (HNDS, DBS, RSA II & III, GBCE, ABCE etc.), in appropriate business courses will be considered.

vi.   Mature students must not be less than 25 years at the time of admission, and should have a reasonable degree of education and work experience. They will be required to pass an entrance examination in General Paper, English Language and Mathematics.

22.2   Progression and Graduation

Since Christian Service University College is affiliated to the Kwame Nkrumah University of Science and Technology, the latter's progression and graduation requirements will apply. It is however worth emphasizing that progression from one year level to another will be based on continuous assessment (30%) and the main examination (70%) on semester basis. Students who fail a paper in a semester will however progress to the next year level but will trail the paper(s). Students with trailing paper(s) will resit in the subsequent semesters when the course is offered.

Students who fail to score 45.00% CWA will be withdrawn. Students will also be required to satisfy a maximum of 21 credit hours and a minimum of 18 credit hours per semester for the duration of the programme, depending on elective subject credits

22.3   Grading of Examination

i.   There shall be formal University Examinations in Programmes of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be a system of continuous assessment based on any or a combination of the following: mid-semester examination, class tests, essays, tutorials assignments etc.

ii.   The End-of-Semester examination shall be weighted 70% and continuous assessment 30% of the total marks of the course.

iii. Examination in all courses shall be credited by marks and later graded as follows:

MARKS	GRADE	INTERPRETATION
70 - 100	A	Excellent
60 - 69.	B	Very Good
50 - 59	C	Good
40- 49	D	Pass
0 -39	F	Fail
	I/I*	Incomplete/Exam Malpractice

22.4   Pass Mark

The pass mark for any course shall be 40%. However, a Cumulative Weighted Average (CWA) mark of 45% shall be required at the end of each year. Where a student does not maintain the above Minimum Cumulative Weighted Average of 45% the student shall be put on probation.

A final year student who passes in all courses but does not achieve the required CWA mark of 45% shall be permitted to use his grace period to improve his CWA in order to qualify for the award of the certificate/ degree for which he/she is studying.

22.5   Student in Good Academic Standing

A student in good academic standing shall be one whose Cumulative Weighted Average is at least 45%.

22.6   Definition of Trails, Re-sit Examinations, Probation, Repetition, Withdrawal and Grace Period

22.6.1   Definition of a Trail

A student trails a course when he/she fails to obtain the pass mark or is graded Incomplete. Trail- A student trails a course when he/she fails (F) to obtain a pass mark or is graded incomplete (I) or has Deferred (Df) a course:

i. **Fail** - A student fails a course when he/she obtains a mark less than 40% or fails to write an examination after registration without any tangible reason.

ii. **Incomplete** (I or 1*):

a. A student is graded incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.

b. A student is graded incomplete (1*) for a reason(s) other than ii(a) above which is acceptable to the Academic Board.

iii. **Deferred** - A Deferred (Df) course is an unregistered course which is neither Fail (F) nor incomplete (I) and for which the student is/was required to register.

22.6.2   Re-sit

i. Re-sit examination will be conducted at the end every Semester. A student wishing to clear a course or courses he/she has failed must register at the beginning of the respective semester.

ii. Registration of the trailed courses would be-opened at the beginning of the first Semester of the Academic Year.

iii. The following category of students shall qualify to write the Re-sit Examinations:

a. a student who fails any course,

b. a student who is unable to write the semester examination on grounds of ill health, and the medical report is acceptable, provided he/she has registered for the course or courses, attended lectures, tutorials, practicals and presents other assignments required of the course.

c. Any other critical condition which the Academic Board may deem as appropriate.

iv. Students shall be required to register formally and pay for the course or courses they wish to write after the Examination Results have been released. The registration will be done in addition to the registration of courses for the respective semester.

v. First year students who trail a total of more than four (4) courses at the end of the first semester examinations shall be withdrawn.

vi. A First year student who trails up to four (4) courses will have the opportunity to write during the re-sit examination. After Re-sit examination, a First Year student who trails more than two (2) courses will be withdrawn.

vii. A student who fails to write the Re-sit Examination after registration without any tangible reason shall be deemed to have failed the course and shall be graded zero in the computation of the CWA.

22.6.3 Probation

A student shall be considered to be on probation in any of the following situations:

i. Level 100, Level 200 and Level 300 students on obtaining a CWA of 40.00 to 44.99 at the end of the second semester examination.

ii. A student on probation is required to improve his/her performance and be in a good academic standing within two semesters, failing which he/she shall repeat the year.

22.6.4 Repetition

A student shall be required to repeat the year/semester in any of the following situations:

i. Level 200 and Level 300 students on obtaining a CWA of less than 40 at the end of Second Semester Examination. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

ii. A student on trailing all registered courses as fail (F) in a semester.

iii. A student on trailing more than six courses as incomplete (I) at the end of First Semester Examination of a total or more than six courses as incomplete (I) at the end of Second Semester Examination.

iv. A student who must be put on Probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

v.   A student on deferring his/her programme for one semester.

22.6.5   Withdrawal

A student shall be withdrawn from the programme in any of the following situations:

i.   A Level 100student upon trailing more than four courses at the end of the First semester examination or a total of more than four courses at the end of the second semester examination.
ii.   A Level 100student on obtaining a CWA of less than 40 at the end of the second semester examination.
iii.   A Level 200 or Level 300 student whose performance is such that he/she has to repeat for the second time in the programme.
iv.   A repeated student failing to obtain a CWA of 40 or above
v.   Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

22.6.6   Grace Period

It is a maximum period of four semesters, immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations:

i.   A final year student who at the end of the second semester examination still trails any course(s).
ii.   A final year student whose performance is such that he/she has to be put on probation for the second successive time.
iii.   A final year student whose CWA is below 45 and has to take any course(s) to make up the grade for the award of a degree.

22.6.7   Special Faculty/School Requirements

In addition to the general University College Examination Regulations, students are expected to satisfy Special Department/Faculty requirements approved by the Academic Board.

22.7   Graduation Requirements

i.   In order to graduate, a student is required to:

a.   have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study.

b.   Have achieved the minimum average mark of 45%.

c.   have satisfied any other requirements of the Department and Faculty Boards.

ii.   The class of degree for undergraduate programmes only shall be determined by the following Cumulative Weighted Averages:

CLASS	CWA
First Class	70 or above
Second Class (Upper Division)	60-69.99
Second Class (Lower Division)	50-59.99
Pass	45-49.99

22.8   Re-Marking of Examination Script

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who requests for Re-marking shall follow the following procedures:

i.   He/she shall address the request for re-marking to the President through the Head of Department/ Dean of respective Faculty/ School.

ii.   He/she shall pay a fee to be determined by the University College. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated where his/her new mark resulting from the re-marking raises his/her grade.

iii.   The request for re-marking shall be made within one month after the approval of the results by the Academic Board.

22.8.1 Examiners Board

Examiners Boards shall be composed according to regulations laid down by the University College and they shall meet after every semester to consider the examination results and make appropriate recommendations. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations. They shall meet three (3) weeks after the end of examinations.

22.8.2 Moderators and External Examiners Appointment

a. External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by Departmental/Faculty Boards.
b. Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one moderator for each degree programme.

22.8.3 Duties of Moderators

A Moderator shall be requested to advice on course structure and syllabuses relating to their field.

22.8.4 Calculation of Cumulative Weighted Average

The following steps are to be taken:
i.   Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks
ii. Add up the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks
iii. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative credits.
iv. Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

$$\textbf{CWA} = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulative Credits}}$$

EXAMPLES

First Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1	COMD 101	2	58	2×58 = 116
2	COMD 103	2	51	2×51 = 102
3	COMD 105	2	42	2×42 = 84
4	COMD 107	2	30	2×30 = 60
5	COMD 109	2	35	2×35 = 70
6	COMD 111	2	38	2×38 = 76
7	BACS 109	2	70	2×70 = 140
8	BATA 163	3	60	3×60 = 180
9	CSCP 101	2	40	2×40 = 80
Total	-	**19**	-	**= 908**

i.   Total Semester Weighted marks   = 908
ii.   Total Credits for the Semester   = 19
iii. Semester Weighted Average   = 908/19 =   **47.79**

Second Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1	COMD 102	2	75	2×75 = 150
2	COMD 104	2	54	2×54 = 108
3	COMD 106	2	67	2×67 = 134
4	COMD 108	2	36	2×36 = 72
5	COMD 110	2	30	2×30 = 60
6	COMD 112	2	60	2×60 = 120
7	BACS 104	2	65	2×65 = 130
8	BATA 114	3	60	3×60 = 180
9	CSCP 102	2	62	2×62 = 124
Total	-	**19**	-	**= 1,078**

i.   Total Semester Weighted marks = 1078
ii.   Total Credits for the Semester = 19

iii. Semester Weighted Average = 1,078/19 = 56.74

iv. Cumulative Weighted Marks up to the end of Semester Two = (908+ 1,078) = 1,986

v. Cumulative Credits up to the end of Semester Two = (19 + 19) = 38

vi. Cumulative Weighted Average (CWA) up to the end of Semester Two = 1,986/38 = 52.26

22.8.4.1 CALCULATION OF CWA OF A STUDENT WITH A TRAILED COURSE(S)

Courses to be registered in Year Two Semester One are as follows:

SN	Course No.	Credits
1	COMD 201	3
2	COMD 203	6
3	COMD 205	2
4	COMD 207	3
5	COMD 209	2
6	COMD 211	2
Total	**18**	

A second year (Level 200) student, who is trailing Level 100 First Semester Courses, has to first register all his/her Trailed Courses in Year One Semester One of the previous year. He/she then adds some of the Year Two Semester One Courses to make the Maximum of 21 credits and then defers (Df) the rest of the courses and the calculation of CWA will be as follows:

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1	COMD 107	2	55	2×55 = 110
2	COMD 109	2	61	2×61 = 122
3	COMD 111	2	45	2×45 = 90
4	COMD 201	3	76	3×76 = 228
5	COMD 203	6	60	3×60 = 360
6	COMD 205	2	30	2×30 = 60

7	COMD 209	2	28	2×28 = 56
8	COMD 211	2	60	2×60 = 120
9	* COMD 207(Df	3	-	-
	Total	**21**	-	**1,146**

NB: The credits for the deferred (Df) courses are not loaded against the student.

- Total Semester Weighted Marks = 1,146
- Total Credits for the Semester = 21
- Semester Weighted Average (SWA) = 1,146/21 = 54.57 Cumulative
- Weighted Marks up to the end of Year Two Semester One = 1,986 + 1,146 = 3,132
- Cumulative credits up to the end of Year Two Semester One = (38 + 21) = 59
- Cumulative Weighted Average (CWA) up to the end of Year Two Semester One = (908+1,078+1,146) thus (3,132/59) = 53.08

Courses to be registered in Year Two Semester Two are as follows:

SN	Course No.	Credits
1	COMD 202	3
2	COMD 204	6
3	COMD 206	3
4	COMD 208	2
5	COMD 210	2
6	COMD 212	2
7	COMD 214	2
	Total	**20**

This student has to first register the trailed Course from Year One Semester Two of the previous year. He/she then adds some of the Year Two Semester Two Courses to make the Maximum of 21 Credits and then defers (Df) the rest of the courses and the calculation of the CWA will be as follows:

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1	COMD 108	2	60	2×60 = 120
2	COMD 110	2	55	2×55 = 110
3	COMD 202	3	59	3×59 = 177
4	COMD 204	6	64	6×64 = 384
5	COMD 206	3	60	3×60 = 180
6	COMD 208	2	42	2×42 = 84
7	COMD 214	2	56	2×56 = 112
8	* COMD 210 (Df)	2	-	-
9	* COMD 212 (Df)	2	-	-
	Total	**20**		**1167**

- Total Semester Weighted Marks   =   1167
- Total Credits for the Semester   =   20
- Semester Weighted Average (SWA) = 1167/20 =   58.35
- Cumulative Weighted Marks up to the end of Year Two Semester Two = (3,132 + 1167) = 4299
- Cumulative Credits up to the end of Year Two Semester Two: (59 + 20) = 79
- Cumulative Weighted Average (CWA) up to the end of Year Two Semester Two (908+1,078+1,146+1,167) thus 4,299/79 = 54.42

NB: Calculation of CWA for subsequent years shall be the same as illustrated above.

23. BACHELOR OF ARTS IN PLANNING AND DEVELOPMENT

23.1   History:

The BA Planning and Development programme (BA Community Development) was introduced by Christian Service University College in September 2013 to fulfill the "service" component of its mandate as a faith-based institution. The *BA Planning and Social Development* programme offers training to people who have the calling and are also in social work as well as those who are interested in offering practical social service to the people.

23.2   Aim and Objectives:

In view of the neglect of the social dimensions of development and the importance that the international community and donor agencies attach to social development issues, it has become imperative to run a BA Planning and Social Development programme to produce highly qualified social development professional workers/practitioners and managers who will be able to apply the knowledge, skills, and expertise acquired to provide social development linkages, meet felt needs, and manage social crises and relationships of individuals, groups, organisations, and institutions in the social sector.

The specific objectives of the Programme on the other hand, are that by the end of the training, the social development worker/practitioner will be able to:

i.   Understand planning and social development as a process of transformation involving structural, attitudinal, social and institutional changes as well as poverty and creating safety nets for the vulnerable.
ii.   Understand the role of religion in social development.
iii.   Demonstrate ability to use social assessment tools to identify problems/needs, formulate plans, translate plans into practical

social development projects, and mobilise required   resources for implementation, monitoring, evaluation and re-planning.

iv.   Demonstrate ability to make critical assessment of social development issues and their practical application to social, cultural, environmental, scientific, and technological problems of communities.

v.   Use the social development approach, process, and interventions including training and education, participation, empowerment, advocacy, learning, seminar, workshop, and forum to bring about improvement in the quality of life of individuals, groups, families, and communities.

vi.   Promote effective political-technical-communal consultation and dialogue that provide an enabling environment for social development.

vii. Apply appropriate social development ethics, cultural and religious sensitivity, communication forms and styles in dealing with clients in social development work.

viii. Integrate academic pursuit with moral and spiritual guidance and counselling that promotes character formation in mobilising and managing human, material, and financial resources for development.

23.3   Career Prospects

Graduates can look forward to good job prospects at the following institutions/sectors:

- Hospitals
- Media houses
- Prison Service
- Community policing
- Corporate Social responsibility units within corporate institutions
- Children's homes/SOS villages
- Social protection institutions
- Ministries, Departments and Agencies (MDAs) involve in social issues;
- Metropolitan, Municipal, and District Assemblies (MMDAs);

- Private Sector;
- Non-Governmental Organisations (NGOs); and
- Civil Society Organisations (CSOs), including local churches and para-church organisations.
- Self-Employment.

23.4   Entry Requirements for admission of students

ii.   SSSCE credits (A-D) in six (6) subjects: three (3) electives from the Sciences, Arts, or Business programmes plus three (3) core subjects namely English Language, Mathematics, and Integrated Science. Aggregate score should not exceed 24.

iii.   WASSCE credits (A1-C6) in six (6) subjects: three (3) electives from the Sciences, Arts, or Business programmes plus three (3) core subjects in English Language, Mathematics, and Integrated Science. Aggregate score should not exceed 36.

iv.   GCE 'O' and 'A' Level holders: Candidates should have two (2) G. C. E. 'A' Level passes and five (5) GCE 'O' Level credits including English Language and Mathematics. Applicants with three (3) 'A' Level passes plus a pass in General Paper may be considered for Level 200.

v.   General Business Certificate Examination (GBCE) with passes in six (6) subjects including English Language and Mathematics, plus Advanced Business Certificate Examination (ABCE) with passes in at least three (3) subjects.

vi.   Post-Diploma and HND Candidates will be assessed on the basis of the curriculum content of their programme in addition to satisfying requirement ≠ 1, and placed at the appropriate level.

vii.   Candidates who possess ACCA part I, CA part II or CIMA part II will be assessed on the basis of the curriculum content of their programme in addition to satisfying requirement ≠ 1, and placed at level 100.

viii.   Mature GCE Candidates: Candidates aged 25 years and above with five (5) credits in the GCE including English Language, Mathematics, and a Science subject. In addition, candidates must show interest in the area of social development and planning.

ix.   Other Requirements for Mature Applicants
a.   Type of Candidate
•   The candidate must be at least twenty-five (25) years old and above
•   The candidate must have completed secondary school
b.   Requirements
•   Deficiencies in five (5) GCE O' Level subjects
•   Deficiencies in six (6) SSSCE/WASSCE subjects
c.   Access Course
•   A non-compulsory Access programme would be organized for prospective students in Mathematics, English Language and Aptitude
d.   Examinations
•   After the Access programme, the candidates shall write and pass the three (3) subjects to qualify to gain admission.
•   The pass mark for each paper shall be 50% but a candidate shall require an average of 55% to gain admission to pursue the BA Planning and Social Development programme.
•   Candidates must show interest in planning and social development, and must pass an interview.

23.5   Structure of the BA Planning and Social Development programme

23.5.1   Programme Philosophy

The Bachelor of Arts in Planning and Social Development is a four-year programme which is segmented into two semesters for each year. The programme covers course work with practical workshop sessions, including field visits for level 300 and 400 students each semester, and a project work in the final year, where students prepare social development projects on special topics.

The programme is structured such that the first year (level 100) is devoted to the study of foundational and university-wide mandatory courses; the second year (level 200) to planning and social development concepts and theories; the third year (level 300) to planning and social

development tools and strategies; and the fourth year (level 400) to social sector institutions.

The workshop themes revolve around rural and urban social development issues as well as social sector institutions. The practical sessions are complemented by an internship component. The internship though not a course in itself is taken at levels 200 and 300. It will be a requirement for graduation and the University College will make the arrangements for placement of students.

Each semester's work load ranges between a minimum of 15 credit hours and a maximum of 19 credit hours. The structure of the four-year programme is arranged in a Theory – Practical – Credit (T-P-C) format is presented for each semester as follows.

23.5.2   Programme Structure
LEVEL 100 First Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 101	Introduction to Sociology (Rural and urban)	3	0	3
DPSD 103	Functional French for the Social Development Worker I	2	0	2
DPSD 105	Principles of Microeconomics	3	0	3
CSUC 101	Writing Skills I	3	0	3
SREC 163	Morality and Social Values in Africa	2	0	2
CSUC 103	Basic Computer Literacy I	2	3	3
Total		**16**	**3**	**16**

LEVEL 100 Second Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 102	Introduction to Development Communication	2	0	2
DPSD 104	Social Structure of Ghana	3	0	3

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 106	Functional French for the Social Development Worker II	2	0	2
DPSD 108	Principles of Macroeconomics	3	0	3
CSUC 102	Writing Skills II	3	0	3
CSUC 104	Basic Computer Literacy II	2	3	3
CSUC 108	Introduction to Biblical Studies	3	0	3
Total		18	3	19

LEVEL 200 First Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 201	Planning Theory	3	0	3
DPSD 203	Fundamentals of Planning	3	0	3
DPSD 205	Economy of Ghana	3	0	3
DPSD 207	Quantitative Methods	3	0	3
DPSD 209	Theories of Social Development	3	0	3
DPSD 211	Research Methods	3	0	3
Total		18	0	18

LEVEL 200 Second Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 202	Resource Mobilisation for Social Development	3	0	3
DPSD 204	Christian and Social Development Ethics	3	0	3
DPSD 206	Techniques of Social Analysis	3	0	3
DPSD 208	Development and Management of NGOs/ CSOs/CBOs	3	0	3
DPSD 210	Social Policy Planning	3	0	3
Total		15	0	15

Level 300 First Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 301	Project Planning and Management	3	0	3
DPSD 303	Rural Social Development Workshop	2	6	4
DPSD 305	Social Sector Development I (Health and Education)	3	0	3
DPSD 307	Environmental Management	3	0	3
DPSD 309	Principles of Management	3	0	3
	One Elective Course	3	0	3
Total		**20**	**6**	**19**
Level 300 First Semester Elective Courses (*Planning and Social Development*)				
DPSD 313 Geographic Information System		**3**	**0**	**3**
DPSD 315 Infrastructure Planning		**3**	**0**	**3**

Level 300 Second Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 302	Corporate Social Responsibility	3	0	3
DPSD 304	Urban Social Development Workshop	2	6	4
DPSD 306	Social Sector Development II (housing and Water)	3	0	3
DPSD 308	Management Information Systems	3	0	3
DPSD 310	Community Participation	3	0	3
	One Elective Course	3	0	3
Total		**17**	**6**	**19**
Level 300 Second Semester Elective Courses (*Planning and Social Development*)				
DPSD 312 Population Analysis		**3**	**0**	**3**
DPSD 314 Transportation Planning		**3**	**0**	**3**

Level 400 First Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 401	Livelihood Improvement Strategies	3	0	3
DPSD 403	Sectoral Development Management Workshop I	3	6	5
DPSD 405	Human Resource Development	3	0	3
DPSD 407	Project Work I	1	9	4
DPSD 409	Urban Land Development Proccess	3	0	3
Total		10	15	18

Level 400 Second Semester (*Planning and Social Development*)

Course Code	Course Title	Credit Hours		
		T	P	C
DPSD 402	Social Advocacy Theories and Methods	3	0	3
DPSD 404	Sectoral Development Management Workshop II	3	6	5
DPSD 406	Legal Dimensions of Social Development	3	0	3
DPSD 408	Project Work II	1	9	4
Total		10	15	15

24. FACULTY OF EDUCATION

The need for a Degree in Basic Education programme at the Christian Service University College is in response to the need to provide basic education in Ghana, as provided by the Education Act, 2008 (Act 778). The Act provides that the educational system of Ghana should be organised in three progressive levels, namely basic, secondary and tertiary.

24.1   Departments and Programme

The Faculty is made at the moment has one department but runs 2 degree programmes, 1 postgraduate programme and 2 certificate programmes. They are:

a)   Department of Education
i.   Bachelor of Education in Basic Education
ii.   Bachelor of Education in Early Childhood Education
iii.   Post Graduate Certificate in Education
iv.   Diploma In Education
v.   Certificate In Early Childhood Education

24.2   Bachelor of Education in Basic Education

24.2.1   Overview and Aims of the Programme

The Bachelor of Education in Basic Education programme is affiliated to the University of Cape-Coast and accredited by the National Accreditation Board (NAB).

The aim of the B. Ed. in Basic Education programme is to train professional teachers for the basic schools. These teachers will be properly trained and equipped with the knowledge, skills and the right attitudes to teach children at the basic education level.

The programme will equip student teachers with content knowledge and pedagogical skills required for effective delivery of quality education in basic schools

24.2.2　Objectives of the Programme

The programme is intended to:

i. produce generalist teachers capable of teaching all subjects at the primary and junior high schoollevels.
ii. Produce teachers who will acquire content knowledge, pedagogic skills and moral competence required for effective teaching and learning, and apply them in their professional practice.
iii. produce teachers who can demonstrate professional competence, undertake action research, and disseminate their research findings.
iv. equip teachers to have a clear grasp of intended outcomes of their teaching activities, skilled in monitoring, diagnosing and making appropriate provision for equal opportunity to all pupils.
v. educate teachers who will promote good working relationship between Christian Service University College and basic schools within the communities where students will have their internship during the "Out" segment of the programme.

24.2.3　Admission Requirements

Admission requirements for the various categories of applicants are as follows:

(a) **Post-Senior High School Candidates**
(i) Passes in Core English, Core Mathematics, and Integrated Science or Core Social Studies (**grade D or better**) at the Senior Secondary School Certificate Examination (SSCE);

OR

(ii) Passes in Core English, Core Mathematics, and Integrated Science or Core Social Studies (**grade C6 or better**) at the West Africa Senior Secondary Certificate Examination (WASSCE);

AND

Passes in 3 elective subjects, in Science OR Arts OR Business programmes. The aggregate score should not exceed 24 (for SSCE) and 36 (for WASSCE).

(b) **Mature Students**
(i) Applicants must be 25 years and above**.**

(ii)   They must pass the Christian service University College Entrance Examination.

(iii)   Candidates who do not have a pass in Mathematics AND / OR English Language at the SSCE or WASSE level will be required to write special papers in the affected subject(s).

(iv)   Candidates need to pass a selection interview in addition.

(v)   Candidates must produce a WASSCE/SSSCE Certificate or a Certificate of Professional Training from a recognised accredited institution.

(c)   **Diploma Candidates**

Candidates with Diploma in Education from Colleges of Education would be admitted to do the programme for three years to qualify for the award of the Degree.

(d)   GCE "O" and "A" Level Holders

Candidates should have two (2) GCE Advanced Level passes and five (5) GCE Ordinary Level credits, including English Language and Mathematics.

24.2.4   Progression

Since the B.Ed. in Basic Education programme is affiliated to the University of Cape Coast, the latter's progression and graduation systems will apply. It is however worth emphasizing that progression from one year level to another will be based on continuous assessment (30%) and the main examination (70%) on semester basis. Students who fail a paper every semester will however progress to the next year level but will trail the paper(s). Students with trailing paper(s) will re-sit in the supplementary examinations.

Students who fail to score 1.0 GPA will be withdrawn. Students will also be required to pass all courses.

24.2.5   Assessment

The assessment will be based on 30% Continuous Assessment and 70% End of Semester Examinations. The number of Continuous Assessment

scores will be clearly spelt out for each course. Assessment will be part of the whole cycle of learning and not just an external phenomenon. Mentors and Link Tutors will complete assessment protocols based on trainee observations and feedback sessions during the "Out" segment component of the programme.

24.2.6   Graduation Requirements

Candidates are to fulfill the following requirements to qualify for graduation:

i.   Pass all Content or Foundation Courses (Basic Education Courses with **BEDC** code);
ii.   Pass all Education or Professional courses (with **BEDE** code);
iii.   Pass all University College Required Courses (with **CSUC& SREC** codes);
iv.   Pass all Practical Training Courses with **BEDP** code;
v.   Complete and pass the Research component or Project Work (with the **BEDR** code).
vi.   Accumulate a minimum of 138 Credits (including advanced credits) for those who pursue the programme for four years, and a minimum of 102 Credits for those who pursue the programme for three (3) years;
vii.   Attain a minimum Cumulative Grade Point Average (CGPA) of **1.0**; and
viii.   Settle all financial and other obligations to Christian Service University College

24.2.7   Employment Opportunities

Job opportunities for the graduates are available in:
•   Public Basic Schools
•   Private Basic Schools

24.2.8   Components of the Programme

The Bachelor of Education (B. Ed.) in Basic Education programme would be delivered to students through the regular mode where students will be attending lectures on semester basis within the week. Students will be required to take all content courses, education (or professional)

courses, research-based courses, practical-oriented courses, and some general university courses that will be mounted for them.

The programme has been structured as follows:

24.2.9 PROGRAMME STRUCTURE:

Courses	No. of Credit Courses for Year 1	No. of Credit Courses for Year 2	No. of Credit Courses for Year 3	No. of Credit Courses for Year 4	TOTAL NUMBER OF CREDITS
SEMESTER	1 2	1 2	1 2	1 2	
Content Courses (BEDC)	13 10	9 3	12 9		56
Education (or Professional) Courses (BEDE)	3 6	9 15	6 3	9	51
Research Component (BEDR)				3 3	6
Practical Component (BEDP)			6	3 12	21
General University Courses (SREC) (CSUC)	2 2				4
TOTAL CREDITS	18 18	18 18	18 18	15 15	138

24.2.10 Content

In designing the curriculum, care has been taken to avoid overloading students. The **Content** or **Foundation courses** selected are those currently being taught in basic schools in Ghana. These are *English Language, Mathematics, Ghanaian Language and Culture, Integrated Science, Environmental and Social Studies, Pre-Vocational Skills, French and Religious and Moral Education.* The **Education and Professional Studies courses** are designed to cater for the student's professional needs and development. The **Practical courses** have been added to give the students the opportunity to acquire practical skills required for effective teaching and learning at the basic level of education. The **General Studies courses** like *SREC 163: Morality and Social Development of Children* and *CSUC 108: Introduction to Biblical Studies* are university-wide courses that are meant to promote student's personal development.

24.2.11 PROGRAMME CONTENT

The Bachelor of Education (B. Ed.) in Basic Education programme has been designed with the following content:

FIRST YEAR, FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 101	Educational Psychology	3
2	BEDC 101	English Language Studies 1	3
3	BEDC 103	Integrated Science 1*	3
4	BEDC 105	Environmental and Social Studies 1	2
5	BEDC 107	Mathematics (Number and Basic Algebra)	3
6	BEDC 109	Religious and Moral Education	2
7	SREC 163	Morality and Social Development of Children	2
TOTAL CREDITS FOR THE SEMESTER			**18**

Made up of Agricultural Science, Biology, Chemistry & Physics

FIRST YEAR, SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 102	Child & Adolescent Development and Learning	3
2	BEDE 104	Fundamentals of Teaching Reading	3
3	BEDC 102	Mathematics (Geometry & Trigonometry)	3
4	BEDC 104	Integrated Science 2*	3
5	BEDC 106	Environmental and Social Studies 2	2
6	BEDC 108	Principles and Practice of Physical Education	2
7	CSUC 108	Introduction to Biblical Studies	2
TOTAL CREDITS FOR THE SEMESTER			**18**

Made up of Agricultural Science, Biology, Chemistry & Physics

SECOND YEAR, FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 201	Educating Individuals with Special Needs	3
2	BEDE 203	Curriculum Studies in Basic Education	3
3	BEDE 205	Principles and Methods of Teaching in Basic School	3
4	BEDC 201	Mathematics (Further Algebra)	3
5	BEDC 203	Integrated Science 3*	3
6	BEDC 205	Introduction to ICT 1	3
TOTAL CREDITS FOR THE SEMESTER			**18**

Made up of Agricultural Science, Biology, Chemistry & Physics

SECOND YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 202	History and Management of Education in Ghana	3
2	BEDE 204	Methods of Teaching Basic School Mathematics	3
3	BEDE 206	Methods of Teaching Environmental and Social Studies	3
4	BEDE 208	Methods of Teaching Integrated Science	3

5	BEDE 210	Methods of Teaching English Language in Basic Schools	3
6	BEDC 202	Creative Arts, Music and Dance 1*	3
TOTAL CREDITS FOR THE SEMESTER			**18**

Made up of Music, Dance and Drama

THIRD YEAR: FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 301	Educating Children with Special Needs	3
2	BEDE 303	Teaching Issues in HIV/AIDS Education	3
3	BEDC 301	French for Basic School Teachers	3
4	BEDC 303	English With Elements of Literature	3
5	BEDC 305	Vocational Skills *	3
6	BEDC 307	Ghanaian Language and Culture	3
TOTAL CREDITS FOR THE SEMESTER			**18**

Candidates should select one course from Vocational skills

THIRD YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEDP 302	Design and Use of Instructional Materials	3
2	BEDP 304	Mainstreaming Children with Special Needs in Regular Classroom	3
3	BEDE 302	Methods of Teaching Religious & Moral Education	3
4	BEDC 302	Introduction to ICT 2	3
5	BEDC 304	Literature in English	3
6	BEDC 306	Mathematics (Statistics & Probability)	3
TOTAL CREDITS FOR THE SEMESTER			**18**

FOURTH YEAR: FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEDE 401	Introduction to Guidance and Counselling	3
2	BEDE 403	Assessment in Basic Education	3
3	BEDE 405	In-Service Education for Basic School Teachers	3
4	BEDR 401	Research Methods in Basic Education	3
5	BEDP 401	On-Campus Teaching Practice	3
TOTAL CREDITS FOR THE SEMESTER			**15**

FOURTH YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEDP 402	Off-Campus Teaching Practice (Out-Programme)	12
2	BEDR 402	Project Work	3
TOTAL CREDITS FOR THE SEMESTER			**15**

24.2.12   SUMMARY

YEAR	SEMESTER	SUBTOTAL
First Year	First Semester	18
First Year	Second Semester	18
Second Year	First Semester	18
Second Year	Second Semester	18
Third Year	First Semester	18
Third Year	Second Semester	18
Fourth Year	First Semester	15
Fourth Year	Second Semester	15
Grand Total		**138***

Students who pursue the programme for four (4) years are expected to accumulate 138 Credits to qualify for graduation. Those who pursue the programme for three (3) years are expected to accumulate 102 Credits to qualify for graduation.

24.3   Bachelor of Education (B. Ed) in Early Childhood Education

24.3.1   Overview and Aims of the Programme

The Bachelor of Education in Early Childhood Education programme is affiliated to the University of Cape-Coast and accredited by the National Accreditation Board (NAB**).**

The Early Childhood Education programme is in response to the Government of Ghana White Paper on the Anamuah-Mensah Education Review Committee Report (2002). This Report made Pre-school/ Kindergarten part of the formal education system in the country. With this development arose the need to train professional teachers properly trained and equipped with the skills, knowledge and the right attitudes

that will make them successful in providing good quality psychosocial, cognitive and affective nurturance practices to handle children in their formative years. The programme is designed to prepare good quality teachers for the pre-school/kindergarten level.

It provides elective courses in early childhood education as well as general courses for the students. The programme is of four-year duration by conventional mode, leading to the award of a Bachelor of Education (B. Ed.) Degree in Early Childhood Education.

24.3.2   Objectives of the Programme

The B.Ed. in Early Childhood Education is designed with a focus on ensuring the developmentally appropriate care and education of children from birth through age eight within the various early childhood settings. It emphasizes the whole child and exposes students to the scientific knowledge-base of child development, principles of guidance, learning theories; assessment techniques; professionalism and advocacy, appropriate educational practices as well as the opportunity to develop competence in working with the parents of young children.

On completion of the programme graduates should be able to:
• Show thorough understanding and exhibit knowledge of the nature of the early childhood period (0-8 years) and make commitment to the teaching profession.
• Acquire the basic concepts, knowledge and analytical skills of the variety of disciplines which contribute to an understanding of the early childhood period.
• Demonstrate a basic understanding of child development and apply this knowledge in practice.
• Acquire specific skills, knowledge and concepts in the areas of liberal education from the humanities, arts and sciences.
• Develop critical and analytical minds that will help them to evaluate situations.
• Show understanding for the need for continued reflection and development.

- Exhibit the skills, commitment, sensitivity and the knowledge in handling children.
- Plan and implement developmentally appropriate programmes that advance children's learning and development including physical, social, emotional and intellectual competence.
- Observe and assess children's behaviour for use in planning and individualizing the curriculum.
- Recognize the uniqueness of each child and the support to offer each child.
- Acquire the skills and knowledge to undertake research.

24.3.3   Admission Requirements

Admission requirements for the various categories of applicants are as follows:

(a)   **Post-Senior High School Candidates**

(i)   Passes in Core English, Core Mathematics, and Integrated Science or Core Social Studies (**grade D or better**) at the Senior Secondary School Certificate Examination (SSCE);

OR

(ii)   Passes in Core English, Core Mathematics, and Integrated Science or Core Social Studies (**grade C6 or better**) at the West Africa Senior Secondary Certificate Examination (WASSCE);

AND

(iii)   Passes in 3 elective subjects, in Science OR Arts OR Business programmes. The aggregate score should not exceed 24 (for SSCE) and 36 (for WASSCE).

(b)   **Mature Students**

(iv)   Applicants must be 25 years and above.

(v)   They must pass the Christian service University College Entrance Examination.

(vi)   Candidates who do not have a pass in Mathematics AND / OR English Language at the SSCE or WASSE level will be required to write special papers in the affected subject(s).

(vii)   Candidates need to pass a selection interview in addition.

(viii) Candidates must produce a WASSCE/SSSCE Certificate or a Certificate of Professional Training from a recognised accredited institution.

(c) **Diploma Candidates**

Candidates with Diploma in Education from Colleges of Education would be admitted to do the programme for three years to qualify for the award of the Degree.

(d) GCE "O" and "A" Level Holders

Candidates should have two (2) GCE Advanced Level passes and five (5) GCE Ordinary Level credits, including English Language and Mathematics.

24.3.4 Progression

Progression from one year level to another will be based on continuous assessment (30%) and the main examination (70%) on semester basis. Students who fail a paper every semester will however progress to the next year level but will trail the paper(s). Students with trailing paper(s) will re-sit in the supplementary examinations.

Students who fail to score 1.0 GPA will be withdrawn. Students will also be required to pass all courses.

24.3.5 Assessment

This will be based on 30% Continuous Assessment and 70% End-of Semester Examination. Assessment will be part of the whole cycle of learning and not just an external phenomenon. It will therefore, be both formative and summative.

Tutors at the Christian Service University College will handle the Continuous Assessment as well and will be expected to organize two (2) assignments for fifteen (15**)** marks plus two (2) class quizzes for fifteen (15) marks, making a total of thirty (30) marks in all for the Continuous Assessment for each semester.

24.3.6 PROGRAMME STRUCTURE

The Bachelor of Education (B. Ed.) in Early Childhood Education programme would be delivered to students through the regular mode where students will be attending lectures on semester basis within the week. Students will be required to take all content courses, education (or professional) courses, research-based courses, practical-oriented courses, and some general university courses that will be mounted for them.

The programme has been structured as follows:

Courses	No. of Credit Courses for Year 1	No. of Credit Courses for Year 2	No. of Credit Courses for Year 3	No. of Credit Courses for Year 4	TOTAL NUMBER OF CREDITS
SEMESTER	1 2	1 2	1 2	1 2	
Content Courses (BEEC)	7 7	12 12	3 6	3	50
Education (or Professional) Courses (BEEE)	9 9	6 3	12 9	6	54
Research Component (BEER)				3 3	6
Practical Component (BEEP)		3	3 3	3 12	24
General University Courses (SREC) (CSUC)	2 2				4
TOTAL CREDITS	18 18	18 18	18 18	15 15	138

24.3.7 PROGRAMME CONTENT

The following courses will be taught under the B. Ed. in Early Childhood Education programme:

FIRST YEAR: FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 101	Historical, Philosophical and Theoretical Foundations of Early Childhood Education	3
2	BEEE 103	Child Growth and Development	3
3	BEEE 105	Principles and Practice of Education	3
4	BEEC 101	Information Literacy Skills	2
5	BEEC 103	English Language Studies 1	3
6	BEEC 105	Environmental Studies	2
7	SREC 163	Morality and Social Development of Children	2
Total Credits For The Semester			**18**

FIRST YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 102	Pedagogical Approaches to Early Childhood Education	3
2	BEEE 104	Science Activities in Early Childhood Education	3
3	BEEE 106	Learning Through Play	3
4	BEEC 102	Music, Dance and Drama	2
5	BEEC 104	Children's Literature	3
6	BEEC 106	Introduction to Information and Communications Technology	2
7	CSUC 108	Introduction to Biblical Studies	2
Total Credits For The Semester			**18**

SECOND YEAR: FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 201	Special Education in Early Childhood Education	3

2	BEEE 203	Principles and Methods of Teaching in Early Childhood Education	3
3	BEEC 201	Counting and Numeracy	3
4	BEEC 203	Social Studies	3
5	BEEC 205	Creative Activities in Early Childhood Education	3
6	BEEC 207	Development of Writing Skills	3
Total Credits For The Semester			**18**

SECOND YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 202	Professional Ethics in Early Childhood Education	3
2	BEEC 202	Social and Health Issues of the Young Child	3
3	BEEC 204	Physical Education in Early Childhood Education	3
4	BEEC 206	Ghanaian Language Methodology	3
5	BEEC 208	Communication Skills in Early Childhood Education	3
6	BEEP 202	Mainstreaming Children with Special Needs in Regular Classroom	3
Total Credits For The Semester			**18**

THIRD YEAR: FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 301	Introduction to Guidance and Counselling	3
2	BEEE 303	Language Acquisition and Literacy Development in Early Childhood	3
3	BEEE 305	Curriculum Studies in Early Childhood Education	3
4	BEEE 307	Psychology of Learning and Instruction in Early Childhood Education	3

5	BEEC 301	Contemporary Issues in Early Childhood Education	3
6	BEEP 301	Children's Recreation and Outdoor Activities	3
Total Credits For The Semester			**18**

THIRD YEAR: SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 302	Monitoring, Evaluation, Assessment and Supervision in Early Childhood Education	3
2	BEEE 304	Early Childhood Education Policy and Practice	3
3	BEEE 306	In-Service Education for Early Childhood Teachers	3
4	BEEC 302	Personal Growth and Communication Skills among Children	3
5	BEEC 304	The Young Child and the Family	3
6	BEEP 302	Design and Use of Instructional Materials for Early Childhood Education	3
Total Credits For The Semester			**18**

FOURTH YEAR FIRST SEMESTER

No.	Course Code	Course Title	Credits
1	BEEE 401	Planning and Administering Early Childhood Programmes	3
2	BEEE 403	Acquisition of Guidance and Counselling Skills for Early Childhood Education	3
3	BEEC 401	Child Rights and Welfare	3
4	BEER 401	Research Methods in Early Childhood Education	3
5	BEEP 401	On–Campus Teaching Practice/Micro Teaching	3
Total Credits For The Semester			**15**

FOURTH YEAR SECOND SEMESTER

No.	Course Code	Course Title	Credits
1	BEEP 402	Off-Campus Teaching Practice	12
2	BEER 402	Project Work	3
Total Credits for the Semester			**15**

24.3.8   SUMMARY

YEAR	SEMESTER	SUBTOTAL
First Year	First Semester	18
First Year	Second Semester	18
Second Year	First Semester	18
Second Year	Second Semester	18
Third Year	First Semester	18
Third Year	Second Semester	18
Fourth Year	First Semester	15
Fourth Year	Second Semester	15
Grand Total		**138***

Students who pursue the programme for four (4) years are expected to accumulate 138 Credits to qualify for graduation. Those who pursue the programme for three (3) years are expected to accumulate 102 Credits to qualify for graduation.

25. GUIDELINES ON HOW TO STUDY
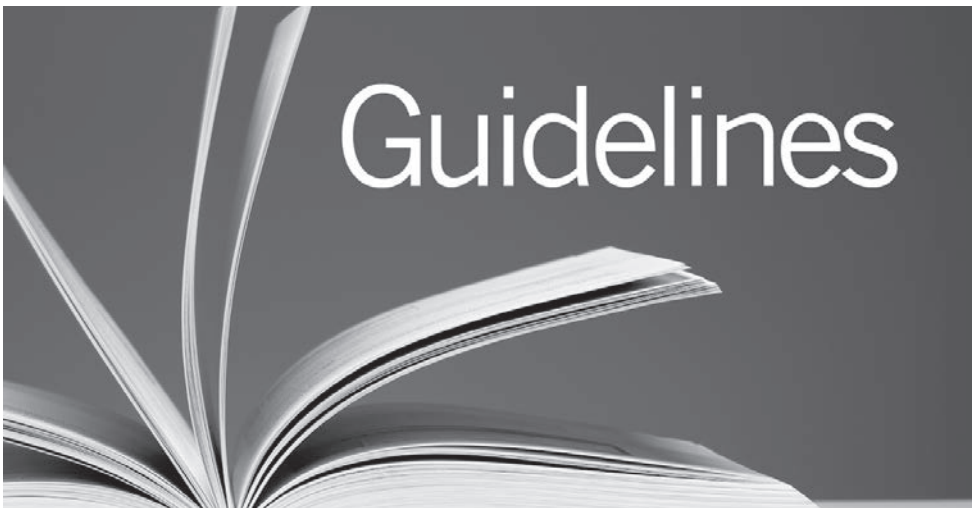
25.1 Theological basis of how to study

The Christian believes that all wisdom and knowledge is derived from God (Prov. 2:6) and so in learning to study, God cannot be bypassed. We are encouraged to seek wisdom from God (James 1:5) but according to 2 Timothy 1:7, God has given us sound minds and expects us to apply our intellect.

25.2 Tips on How to Study

(a) Need for a private study schedule.
(b) Make use of the Library.
(c) Read a book.
(d) Make the most of lectures.

25.3 Basis for Work Plan: Plan your Work; Work your Plan

In budgeting time for private use, the following items should be considered:

(a) University College Academic Timetable.
(b) Private study hours.

(c) Games.
(d) Siesta.
(e) Quiet Time.
(f) Library assignments.
(g) Week-end, town leave, visitation, chapel, etc.

25.4   Hours to guard jealously
(a) Private study hours during week days.
(b) Week-end study hours.
(c) Library research hours.

25.5   Guiding principle
Be flexible with your timetable. It is only a guide. Be free to make adjustments as you may find necessary. But your schedule will only serve you well as you learn to respect it.

26.   INTERNATIONAL STUDENTS POLICY

26.1   Definition
The non-Ghanaian students shall be referred to as "International Students"

26.2   International Students' Day
A day will be set aside for International Students to be called "The International Students Day" during the SRC week celebrations. On this day, all International students will engage variety of activities including a debate with the Ghanaian students. The SRC will ensure to give them a special recognition during the "SRC Akwaaba Night".

26.3   Yearly Get-together
The Registrar's Office, in consultation with the President, shall organize a yearly get-together for International Students. The day of the get-together shall be called „"International Students Get-To-Gether". On this day, International Students shall be given opportunity to exhibit their cultures, to deliberate on their needs and seek suggestions and recommendations on how to improve upon the celebration.

26.4   Publicity

26.4.1   There will be a column for International students (in good standing) on the University College's website, which will show their profiles and their experiences in the school.

26.4.2   There will be a slot for International students during freshers' orientation, to equip them with information about the University College and the cultural practices of Ghana, to enable them to integrate well in the University College.

26.4.3   International Student (in good standing) will be commissioned as ambassadors of the University College in their home countries after their first semester in the school. The University College will provide them with the necessary souvenirs for their ambassadorial work. Two percent (2%) reduction of tuition fees will be given to any International Student who will bring a new student.

26.5   Stay Permit

The Registrar's Office shall facilitate the application of yearly Stay Permits for all International Students. An appropriate processing fee and other expenses shall be paid by each International Student applicant.

26.6   English as Second Language Course

Special three months English lessons shall be given to students from French speaking countries who may have difficulty in the English Language, to enable them cope with the academic work of the University College.