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## **NOTICE TO THE STUDENTS**

The Stella Maris Polytechnic University Graduate School is pleased to provide you an insight of their catalogue to be used by students of the Graduate School. The intent of this catalogue is to inform you about the curricula, courses description, degree requirements, academic policies, schedules, academic calendars, financial aid policies, and tuition and fees.

This catalogue will be there to assist the students with their academic activities for an easy enrolment and completion of their course of study. It will be like a guide to follow the rules and regulations of the university. All students are to adhere and abide by these rules and regulations stipulated in this catalogue from your enrolment up to your graduation from the university.

## MESSAGE FROM THE PRESIDENT

Dear students,

Welcome to the Stella Maris Polytechnic University Graduate School academic catalog for 2023-2028.

Your selection of Stella Maris Polytechnic University Graduate School was not by mistake, neither by chance. We admonish you to explore our graduate programs. The reputation of a university is measured by the excellence of its graduate faculty, graduate students, and the quality of its academic graduate programs.

This catalog contains information on policies, and procedures set by the Graduate School Council. The catalog is considered as the document of authority for all students and contains important information about SMPUGS and its academic programs. The catalog is for our current students to assist them make sound decisions for sustaining and continuing their academic programs on their way to attaining professional and personal goals.

Mrs. Rosalind Y.T. Doe

Acting President

## **BACKGROUND**

The Master of Business Administration (MBA), specialization in Finance, Marketing, Accounting and Human Resources was established at the main campus of Stella Maris Polytechnic University in September 2023 and with extension in other programs such as; Agriculture (MSc), International Relations and Global Security (MA), Project Management (MBA), Local Government Administration (MPA), Logistics and Supply Chain Management (MSc), Education (M.Ed), and Sociology (MA) with the support of the Catholic Church in Liberia.

The graduates are expected to facilitate learning, using assessment and evaluation strategies, participating in curriculum design and evaluation of program outcomes. Function effectively as change agents and leaders, pursue continuous quality improvement in the profession and the educator's role, and engage in scholarship.

## **SMPUGS IN BRIEF**

The Stella Maris Polytechnic University launched the Graduate School in August 2023. We started with four programs in February 2024: MBA in Finance, Accounting, Human Resource and Marketing. In 2025, we initiated the following new programs: Project Management (MSc), International Relations and Global Security (MA), Education (M.Ed), Agriculture (MSc), Local Government Administration (MPA), Sociology (MA), and Logistics and Supply Chain Management (MA). The Graduate School has a duration of two years in all of its programs. Some programs have 36 credit-hours, while others have 48 credits-hours for completion. A zero credit hour is required of students who do not have any background in their areas of specialization.

## **Mission**

The Graduate School is committed to providing quality education for middle and senior level managers in both private and public sectors, agriculturists, diplomats, educators, senior development workers and seasoned politicians.

## **SMPUGS Vision Statement**

We are committed to executing programs that are competitive with the best programs among our peer institutions locally and internationally.

## **Core Values**

In accordance with Catholic social teaching, we value each human person as a unique creation of God; it is our obligation to facilitate learning for our students and to promote the welfare of faculty, staff and students. We value honesty, integrity, respect, hard work and the dignity of labor as these are integral to the wholesome functioning and continuous development of an institution. We value justice as the right of the individual and of the community; and as a requisite to peaceful co-existence. We value scholarship freedom of thought and expression and the educational process within which these unfold in an enabling and challenging environment. We value a faith community, realizing that God's purpose for each human being is ultimately eternal happiness.

## **Objectives:**

In order to accomplish our mission, the Stella Maris Polytechnic University Graduate School is committed to:

- Providing a conducive environment for instruction and critical thinking;
- Developing research findings through information communication technology;
- Promoting cognizance of the social needs and problems of the community through effective leadership;
- Practice hard work, patience and the respect of law.

## **ADMISSION REQUIREMENTS**

Must pass the Graduate admissions Examination in English and Mathematics and provide the following:

- a. A letter of application
- b. Three letters of recommendation (one from a religious leader, one from the community leader and the last school attended)
- c. Hold undergraduate degree from accredited University
- d. Submit an original copy of Degree (S)
- e. Two passport photos
- f. Pass a personal interview with Graduate Program admission Committee
- g. Submit original copy of Transcript
- h. Curriculum vitae/Resume
- i. CGPA of 2.50 and above

## **ADDITIONAL QUALIFICATION FOR ADMISSION**

- Students without an undergraduate degree in a given specialization must do two or four preliminary courses relevant to their program of interest and obtain a minimum GPA of 3.00 grade in each course to qualify for admission into the regular program.
- Students for MBA but without a background in business will do preliminary courses (level 500) in Finance, Economics, Management, Human Resources, Statistics, etc

## **APPLICATION PROCEDURE**

For information on the registration process, please visit the Graduate School information website at [www.smpeducation.com](http://www.smpeducation.com)

### **Transferred Students:**

- a. A letter of application
- b. Two letters of recommendation (one from Dean of Admissions of former institution and One from a religious leader)
- c. Transcript from former institution to be sent directly to SMPUGS
- d. Two recent passport size photos
- e. An interview with the Dean may be required.

Filled up Student admission form.



## **REGISTRATION**

Admission requirements must be met **before** registration.

**Note:** no student will be allowed to attend classes without registration.

### **Registration Process**

Obtain admission letter from the Admissions Office;

1. Plan courses and proceed to Program Coordinator for first signature and obtain Dean's OK tally;
2. Obtain bank deposit slip from Finance Office and proceed to the Bank to make payment;
3. Return bank slip to cashier's office for official SMPUGS receipt then proceed to the Dean's office for final signature;
4. Drop control sheet at the Finance Office and obtain ID card slip, proceed to the IT department for your Identification card.

## **RESIDENCY REQUIREMENTS- TWO-THREE YEARS LIMITATION RULES**

A student who is candidate for a degree in the graduate program is expected to complete his/her program within two years. A student who does not complete a graduate study after three years of residency will be dropped from the graduate school.

Students who ask for official leave of absence will be exempted from the limitation rules. Any student who is pursuing a degree at the graduate school requiring an exception to the above residence requirements must submit a written petition to the Dean of the graduate school, stating details of his/her case, and obtain approval of the Dean before making a final decision. In such cases, the Dean of the graduate school shall inform in writing the director of admissions and graduate school council of the final decision.

## **PROGRAM IMPLEMENTATION**

Our program shall be delivered by highly qualified, experienced, and competent international and local faculty employing multi-media as international aids and English as the language of instruction.

- A. Methods of delivery are: case study, teamwork, individual study, written reports and project, class participation and discussion, internship, and research projects.
- B. Evaluation of students shall be done through written assignments, presentation, seminars, internship and research projects.

## **ATTENDANCE POLICY**

All students are expected to regularly attend classes and activities scheduled for their respective programs.

### **ACADEMIC LEAVE OF ABSENCE**

Any student with genuine reason(s), wishing to be absent from an academic program for a semester or more must write an application for leave of absence to the Program Coordinator explaining the reasons for such application.

- a. The duration of the leave of absence, if accepted, by the Program Coordinator will subsequently be approved by the Dean of the Graduate School.
- b. Applications for leave of absence for a semester shall be submitted by the end of the semester immediately preceding the relevant semester.
- c. A student wishing to apply for leave of absence for an academic year must submit his/her application by the end of the current Semester.

## **CHANGE OF STUDENTS' PERSONAL DATA**

In case a student requires a change of name, he/she must submit documents from the courts attesting to the new name or marriage certificates before graduation. It is the responsibility of the student to inform the office of admissions of any changes to their contact information (phone number/email).

## **GRADING SYSTEM**

The grading system for the graduate degree is as follows:

### **Passing Grades**

A-----90-100%

B-----80-89%

### **Failing Grades**

C-----70-79%

D-----60-69%

F-----Below 60%

Only a grade of 'B' or higher will be recognized or accepted as a pass. An 'I' (incomplete) grade will be used at the lecturer's discretion to indicate that additional work is necessary to complete a course (it is not a substitute for 'F'). Lecturers have up to one semester to change an 'I'.

### **CHANGE OF FINAL GRADE**

No faculty member is allowed or permitted to change student's grades after submission of grades to the Office of Admissions and Records. Where it is deemed necessary for a change of grade, a faculty member must obtain a written permission from the Dean of the Graduate School, who must be convinced of the reason(s) for such change.

#### **Procedure for request of change of grade is as follows:**

- A. The student shall contact the instructor of the disputed grade
- B. The instructor will obtain a change of grade form from the Office of Admissions and Records
- C. After filling in the form, the instructor will sign the form, and forward to the office of the Dean of the Graduate School for review and signature.
- D. The Dean of the Graduate School after review, and approval, will forward approved changes to the Director of Admissions and Records.
- E. The necessary changes will be entered on the transcript of the student at the end of the semester during which the request was made.
- F. Should the student be denied of the change of grade, the student must repeat the course in question, and earn a minimum grade of B'.

Student's in good academic standing who officially withdraws from the Graduate School at any time before final examinations in a semester shall receive no credit for course(s) taken, and will not be given a "failure" during that semester.

### **WITHDRAWAL:**

For proper withdrawal, a student shall write to the Director of Admissions and Records and withdrawal application forms shall be obtained from the Office of Admissions and filled in accordingly. They shall be approved by the Dean of the Graduate School.

Before seeking withdrawal, a student must be in good financial standing and must clear all other obligations. In order to re-enter the Graduate School, the student shall apply for re-admission in writing to the Office of Admissions, Records and Registration **two months** before the desired semester for re-entry.

## **APPLICATION FOR DEGREES**

A candidate for graduation must file an application for the degree in the Graduate School office on or before the time specified by the office. The candidates will attach copies of their degrees and transcripts to their graduation application form, and the Coordinators and Dean of the Graduate School will review the documents for approval for graduation. To receive a degree, a candidate must have completed all courses required for graduation at least two months. A candidate who fails to submit all required work for the degree as stipulated, will be recommended for the following year. The university cannot add to the official list name of any candidate who submits thesis, etc after the list has been submitted to the Board of Trustees for approval. Grades for graduating seniors must be submitted to the office of Admissions and Records at least one week before the board approval meeting. Candidates for graduation are expected to pay in full all current debts to the University at least one week before the Board of Trustee's clearance meeting.

To be eligible for graduation, a student must obtain a cumulative grade average of 3.00 or above.

1. Individual course grade of "B" or above.
2. Honors are as follows:
  - a. Honor: 3.50-3.79
  - b. Distinction: 3.80-4.00

## **TUITION & FEES**

Tuition and fees paid by students shall be determined by the Board of Trustees and students will be informed before or prior to registration.

Registration fee is United States one hundred Dollars (**\$100.00**)

**Graduation Fees:** **MUST** be specified and payable before graduation.

**N/B:** Registration Fees and other fees are determined according to the needs of the University. This is due to activities that could be added during that semester and to the escalating costs of materials and living. Registration fee is non-refundable.

### **Fees/Tuition Payment:**

#### **SMPUGS Programs:**

MBA/MSc/MA: **US\$100.00** per credit hour.

Foreign students are required to pay **US\$150.00** per credit hour.

## **OTHER FEES**

ID card-----US\$30.00

Internet-----US\$30.00

Catalog-----US\$30.00

All payments must be done at a specified bank by the administration. All deposit slips for tuition and fees must be obtained from the Finance Office and be returned for official receipt. No student is allowed to pay his/her tuition to any employee.

## **SCHEDULE OF PAYMENTS:**

- a. Fees: 100% down payment of Registration Fees during registration;
- b. 60% of tuition must be paid during registration. 20% must be paid before Mid-Term and the balance 20% must be paid before final examination.
- c. Students who do not clear their balances **before** final exams forfeit the privilege of paying fees in installments.

## **GENERAL ACADEMIC REGULATIONS**

This section is for graduate students wishing to take course hours beyond 9 credit hours' standard for a single semester. Graduate students need to provide the courses they intend to take beyond 9 credit hours. Provide a justification for taking the number of hours they intend to take as an overload to the advisor, Graduate Program Coordinator or Director of Graduate Studies. Students are permitted to take up to 3.0 credits hours Overload provided the student earns a GPA of 3.50 and above during the previous semester. Credit overloads are not permitted in the first semester.

Students must understand and agree to the following policies:

### **Good Academic Standing:**

To be considered for a credit overload, students must maintain a minimum of 3.5 GPA and be in good academic standing.

### **Regular Course Load:**

Students must follow the requirements for the Regular-time program outlined in their first semester. In order to maintain Regular-time status, students must enroll with 9-12 credit hours every semester.

## **CREDIT HOURS**

No student is allowed to take more than 9 credit hours as required credits per semester. Rarely with the approval of the Dean of the Graduate School, may a student be allowed to take up to 12 credits being considered **overload** that should be assigned to students with a **GPA of 3.50 and above per semester**.

## **SCHEDULE OF CLASSES**

The schedule for the classes will be compiled by the Dean of the Graduate School and submitted to Vice President for Academic Affairs (VPAA) and the Office of Admissions and Records.

## **PROGRAMS OF STUDY AT THE GRADUATE SCHOOL**

Stella Maris Polytechnic University Graduate School offers a two-year, full-time Master in Business Administration (MBA) in Finance, Marketing, Accounting, Human Resources Management, (MSc) in Project Management, International Relations and Global Security (MA), Agriculture (MSc) specialization in Agribusiness and Agricultural Economics, Education (M.Ed) specialization in Educational Leadership, Early Childhood and Guidance and Counselling, Local Government Administration (MPA), Sociology (MA) specialization in Criminology, Social Development, Industrial Sociology, Medical Sociology and Gender and Development, Logistics and Supply Chain Management (MSc).

### **MBA IN FINANCE**

MBA in Finance is a two-year degree program that prepares the students for various Management roles in Finance. An MBA in Finance enable students to have access to various career prospects in the financial sector. Students will enhance their knowledge in critical thinking and decision making skills. MBA in Finance opens the door to numerous opportunities in different sectors such as; Business, Banking, Insurance, Investment, etc. Courses offered cover a wide range of important topics essential to an organization's performance such as the ability to interpret and analyse business and economic information in financial statements, charts and graphs.

**PROGRAM OF STUDY**

| PROGRAM                     |     | FINANCE                              |            |       |
|-----------------------------|-----|--------------------------------------|------------|-------|
| DEGREE:                     |     | MASTER OF BUSINESS ADMINISTRATION    |            |       |
| CORE COURSE REQUIREMENTS    |     |                                      |            |       |
| COURSE NO                   |     | COURSE TITLE                         | CREDIT HRS | GRADE |
| MBA/MANG                    | 601 | Organizational Behaviour             | 3          |       |
| MBA/FIN                     | 602 | Managerial Finance                   | 3          |       |
| MBA/MKT                     | 603 | Marketing Management                 | 3          |       |
| MBA/FIN                     | 604 | Direct and Indirect Taxes            | 3          |       |
| MBA/FIN                     | 607 | Graduate Seminar                     | 1          |       |
| MBA/FIN                     | 605 | Financial Accounting                 | 3          |       |
| TOTAL CREDIT HRS            |     |                                      | 16 HRS     |       |
| SPECIALIZATION REQUIREMENTS |     |                                      |            |       |
| MBA/FIN                     | 705 | Banking and Financial System         | 3          |       |
| MBA/FIN                     | 704 | Strategic Financial Management       | 3          |       |
| MBA/FIN                     | 706 | Investments and Portfolio Management | 3          |       |
| MBA/FIN                     | 702 | Financial Institutions and Markets   | 3          |       |
| MBA/FIN                     | 701 | International Trade and Finance      | 3          |       |
| TOTAL CREDIT HRS            |     |                                      | 15 HRS     |       |
| THESIS REQUIREMENTS         |     |                                      |            |       |
| MBA/RES                     | 713 | RESEARCH METHODOLOGY                 |            |       |
| MBA/RES                     | 714 | THESIS WRITING                       |            |       |
| TOTAL CREDIT HRS            |     |                                      | 6 HRS      |       |
| GRAND TOTAL                 |     |                                      | 37 HRS     |       |

## **COURSE DESCRIPTIONS**

### **PROGRAM: FINANCE**

#### **MBA/MANG 601: ORGANIZATIONAL BEHAVIOR**

This course studies both group and individual performance and activity within an organization. This area of study examines human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc. The aim of this course is to positively impact the attitude of the team, inspire them, and increase productivity.

**MBA/FIN 602: MANAGERIAL FINANCE:** this course is concerned with assessing how financial techniques are being used at different levels of a company versus the financial techniques themselves. Proponents of the managerial finance approach look at a variety of key elements and departments of a company to determine how well the company is doing.

**MBA/MKT 603: MARKETING MANAGEMENT:** this course is a process of controlling the marketing aspects, setting the goals of a company, organizing the plans step by step, taking decisions for the firm, and executing them to get the maximum turn over by meeting the consumers' demands. It is the organizational discipline which focuses on the practical application of marketing orientation, techniques and methods inside enterprises and organizations and on the management of a firm's marketing resources and activities.

**MBA/FIN 604: DIRECT AND INDIRECT TAXES:** this course describes the difference between direct or indirect taxes. A direct tax is one that the taxpayer pays directly to the government and these taxes cannot be shifted to any other person or group. An indirect tax is one that can be passed on or shifted to another person or group by the person or business that owes it.

#### **MBA/FIN 605: FINANCIAL ACCOUNTING**

This course is the field of Accounting concerned with the summary, analysis and reporting of financial transactions related to a business. This involves the preparation of financial statements available for public use. The emphasis of this course will be on the managerial insights of financial accounting rather than day-to-day accounting practices. Students will be equipped with the skills and knowledge to effectively and responsibly manage the financial aspects of their teams, departments, and organizations.



## **MBA/FIN 612: CORPORATE FINANCE**

Pre-requisite: Financial Accounting

This course deals with the area of finance with sources of funding, the capital structure of corporations, the actions that managers take to increase the value of the firm to the shareholders, and the tools and analysis used to allocate financial resources. It also refers to activities and transactions related to raising capital to create, develop and acquire a business. It is directly related to company decisions that have a financial or monetary impact. It can be considered as a liaison between the capital market and the organization.

## **MBA/FIN 613: PROJECT FINANCE**

Pre-requisite: Strategic Financial Management

This course is the long-term financing of infrastructure and industrial projects based upon the projected cash flows of the project rather than the balance sheets of its sponsors. Usually, a project financing structure involves a number of equity investors, known as 'sponsors', and a 'syndicate' of banks or other lending institutions that provide loans to the operation.

**MBA/FIN 608: MANAGEMENT INFORMATION SYSTEM:** this course offers in-depth understanding of the capacities of modern software and computing systems, allowing prospective technology managers to discriminate between effective and ineffective applications of software and network system-considerations important to managing businesses that rely on efficient data and information processing. The course presents current Information technology (IT) topics designed to enable an individual with knowledge vital to a successful career as a manager. The student is provided with a knowledge of hardware and software fundamentals, system categories, overviews of programming languages, concepts, cloud and distributed computing, database technology. In class, case studies are discussed and lectures may at times delve into deeper technical matters. This course provides the student with conceptual and managerial knowledge as well as practical hands on knowledge, useful in joint project team settings and designed to allow an individual to better lead and participate in company projects.

**MBA/FIN 615: MONEY MARKET AND CAPITAL MARKET:** this course enlightens students the difference between money market and capital market. Whereas money markets are used for short-term lending or borrowing; usually, the assets are held for one year or less, whereas capital markets are used for long-term securities. They have a direct or indirect impact on the capital. Capital markets include the equity market and the debt market.

**MBA/FIN 616: MERGERS AND ACQUISITIONS:** Pre-requisite: Strategic Financial Management This course exposes the students to the finance and investment banking basic components of the merger and acquisition market area. This course is a critical component of a corporation's financial strategy, which is a function of corporate finance and investment banking. The basic approach of this course is to familiarize students with the merger and acquisition process from start to finish with emphasis on corporate strategy, due diligence, deal with negotiation, pre-closing activities, capital structure, governance issues, structural concerns, and post-merger integration and divestitures. This course provides the student with an in-depth understanding of the various elements of merger and acquisitions and how they can increase a business entity in accomplishing its financial objectives.

**MBA/FIN 617: BUSINESS ETHICS AND CORPORATE GOVERNANCE**

This course entails the areas of environmental awareness, ethical behaviour, corporate strategy, compensation, and risk management. The basic principles of corporate governance are accountability, transparency, fairness, and responsibility.

**MBA/FIN 701: INTERNATIONAL TRADE FINANCE:** this course deals with the financial support given by banks or other financial institutions using a variety of financial tools, like bank guarantees, letters of credit, to importers and exporters to enable them carry out commercial transactions without experiencing financial hardships. Trade finance can help reduce the risk associated with global trade by reconciling the divergent needs of an exporter and importer.

**MBA/FIN 702: FINANCIAL INSTITUTIONS AND MARKETS:** Pre-requisite: Financial Management, This course examines financial markets in the context of their function in the economic system. This course deals with the complexity of the financial markets and the variety of financial institutions that have developed, stressing the dynamic nature of the financial world, which is continually changing.

**MBA/FIN 703: INVESTMENT AND PORTFOLIO MANAGEMENT:** Pre-requisite: Financial Management: This course examines the determinants of valuation for bonds, stocks, options, and futures with emphasis on the function of efficient capital markets. Students will examine how individuals and firms allocate and finance their resources between risky and risk-free assets to maximize utility. Students employ an overall model that provides the sense that the portfolio process is dynamic and adaptive.

**MBA/FIN 704: STRATEGIC FINANCIAL MANAGEMENT:** this course deals with the process of managing the finances of a company to meet the organization's goals. It's a management approach that uses financial tools and a mix of techniques to create a strategic plan. It also ensures the strategy is implemented as planned and is achievable in the long term.

**MBA/FIN 706: BANKING AND FINANCIAL SYSTEM:** this course describes the difference between banking system and financial system. While a financial system is a set of institutions, such as banks, insurance companies, and stock exchanges, that permit the exchange of funds. Financial systems exist on firm, regional, and global levels.

The primary difference between banking and finance is that banking is a specific subset of finance. While banking is focused on managing deposits, loans, and other financial products and services provided by banks, finance encompasses a broader range of activities related to managing money and investments.

### **MBA/RES 713: RESEARCH METHODOLOGY**

This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

### **MBA/RES 714: THESIS WRITING:** Pre-requisite: Research Methodology

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.

## **MBA IN MARKETING**

The MBA in Marketing is a two-year degree program. MBA in Marketing will provide students with the ability to understand global environment in evaluating business problems or opportunities. The course will help students acquire knowledge and in-depth understanding about marketing strategies of highly-rated organizations globally and help the students work effectively in top management organizations.

| PROGRAM                     |     | MARKETING                               |               |       |
|-----------------------------|-----|---|---------------|-------|
| DEGREE:                     |     | MASTER OF BUSINESS ADMINISTRATION       |               |       |
| CORE COURSE REQUIREMENTS    |     |   |               |       |
| COURSE NO                   |     | COURSE TITLE                            | CREDIT<br>HRS | GRADE |
| MBA/FIN                     | 601 | Organizational Behaviour                | 3             |       |
| MBA/MKT                     | 605 | Financial Accounting                    | 3             |       |
| MBA/MKT                     | 607 | Seminar                                 | 1             |       |
| MBA/MANG                    | 603 | Marketing Management                    | 3             |       |
| MBA/MKT                     | 604 | Business Environment and Ethics         | 3             |       |
| MBA/MKT                     | 609 | Consumer Behaviour                      | 3             |       |
| TOTAL CREDIT HRS            |     |   | 16 HRS        |       |
| SPECIALIZATION REQUIREMENTS |     |   |               |       |
| MBA/MKT                     | 602 | International Marketing Strategy        | 3             |       |
| MBA/MKT                     | 606 | Strategic Management                    | 3             |       |
| MBA/MKT                     | 610 | Managing Product and Service Innovation | 3             |       |
| MBA/FIN                     | 608 | Management Information System           | 3             |       |
| MBA/MKT                     | 701 | Marketing Communications                | 3             |       |
| TOTAL CREDIT HRS            |     |   | 15 HRS        |       |
| THESIS REQUIREMENTS         |     |   |               |       |
| MBA/RES                     | 713 | RESEARCH METHODOLOGY                    | 3             |       |
| MBA/RES                     | 714 | THESIS WRITING                          | 3             |       |
| TOTAL CREDIT HRS            |     |   | 6             |       |
|                             |     |   | HRS           |       |
| GRAND TOTAL                 |     |   | 37            |       |
|                             |     |   | HRS           |       |

## **PROGRAM: MARKETING**

### **MBA/MANG 601: ORGANIZATIONAL BEHAVIOR**

This course studies both group and individual performance and activity within an organization. This area of study examines human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc. The aim of this course is to positively impact the attitude of the team, inspire them, and increase productivity.

**MBA/MKT 603: MARKETING MANAGEMENT:** this course is a process of controlling the marketing aspects, setting the goals of a company, organizing the plans step by step, taking decisions for the firm, and executing them to get the maximum turn over by meeting the consumers' demands. it is the organizational discipline which focuses on the practical application of marketing orientation, techniques and methods inside enterprises and organizations and on the management of a firm's marketing resources and activities.

#### **MBA/FIN 605: FINANCIAL ACCOUNTING**

This course is the field of Accounting concerned with the summary, analysis and reporting of financial transactions related to a business. This involves the preparation of financial statements available for public use. The emphasis of this course will be on the managerial insights of financial accounting rather than day-to-day accounting practices. Students will be equipped with the skills and knowledge to effectively and responsibly manage the financial aspects of their teams, departments, and organizations.

#### **MBA/MKT 604: BUSINESS ENVIRONMENT AND ETHICS**

The Business environment is wrought with market turbulence, economic chaos, corporate fraud, bribery, and social opportunity inequalities. This course examines the general market context of current ethical and moral challenges and imperatives of business management as a governance system of managers. The course will cover strategic corporate responses to marketing challenges. Specifically, focus on corporates as moral agents, and their moral agencies as processes of corporate deliberations. Global and domestic business cases of current ethical market problems, challenges and moral imperatives will be proposed and discussed throughout the course.

**MBA/MKT 602: INTERNATIONAL MARKETING STRATEGY:** Pre-requisite: Marketing Management, This course deals with the process of distributing, promoting and advertising a company's products or services across national borders .It also exposes the students to the types of international marketing include export, licensing, franchising, joint venture, and foreign direct investment. **This course will you** help create bigger and better opportunities for business expansion.

#### **MBA/ MKT 606: STRATEGIC MARKETING MANAGEMENT**

This course integrates the knowledge acquired in functional areas of management. It helps the students to learn about the process of strategic management, and to learn about strategy formulation and implementation. Topic include: Concepts of strategy, Approaches to strategic decision making, Environmental analysis and diagnosis, Strategy formulation and choice, Functional strategies, Strategy implementation, among others.

**MBA/MKT 610: MANAGING PRODUCT AND SERVICE INNOVATION:** this course broaden your knowledge with the difference between managing product and service innovation. Product innovation enhances the physical appearance and functionality of the product. In contrast, service innovation is an intangible process of providing customers with value and improving their performance. Product innovation refers to developing new and unique products to improve the way of living.

**MBA/MKT 608: MANAGEMENT INFORMATION SYSTEM:** this course offers in-depth understanding of the capacities of modern software and computing systems, allowing prospective technology managers to discriminate between effective and ineffective applications of software and network system-considerations important to managing businesses that rely on efficient data and information processing. The course presents current Information technology (IT) topics designed to enable an individual with knowledge vital to a successful career as a manager. The student is provided with a knowledge of hardware and software fundamentals, system categories, overviews of programming languages, concepts, cloud and distributed computing, database technology. In class, case studies are discussed and lectures may at times delve into deeper technical matters. This course provides the student with conceptual and managerial knowledge as well as practical hands on knowledge, useful in joint project team settings and designed to allow an individual to better lead and participate in company projects.

**MBA/MKT 609: CONSUMER BEHAVIOR:** Pre-requisite: Marketing Management

Marketing begins and ends with the customer, from determining customers' needs, and wants to providing customer satisfaction and maintaining customer relationships. This course examines the basic concepts and principles in customer behaviour with the goal of understanding how these ideas can be used in marketing decision making. The class will consist of a mixture of lectures, discussions, cases, assignments, project work and examinations. The goal of the course is to provide students with a set of approaches and concepts to consider when faced with a decision involving understanding customer responses to marketing actions.

**MBA/MKT 610; ADVERTISING AND SALES MANAGEMENT:** Pre-requisite: Marketing Management, This course is designed to make all aspects of marketing communication such as advertising, sales promotion, public relations, and direct marketing work together as a unified force, rather than permitting each to work in isolation. It is also the process of creating and executing an advertising plan to reach a target audience and achieve marketing objectives. It involves researching the target market, creating the marketing message, choosing the appropriate media outlets, and measuring the effectiveness of the campaign.

**MBA/MKT 611: MARKETING RESEARCH:** Pre-requisite: Marketing Management, this course deals with the process of evaluating the viability of a new service or product through research conducted directly with potential customers. Market research allows a company to define its target market and get opinions and other feedback from consumers about their interest in a product or service. It is the systematic gathering, recording, and analysis of qualitative and quantitative data about issues relating to marketing products and others

**MBA/MKT 612: SALES MANAGEMENT:** Pre-requisite: Strategic Marketing. This course is focused on the practical application of sales techniques and the management of a firm's sales operations. It is an important business function as net sales, through the sale of products and services and resulting profit, drive most commercial business.

**MBA/MKT 614: BUSINESS MARKETING OPERATIONS:** this course deals with the function of overseeing an organization's marketing program, campaign planning and annual strategic planning activities. Other responsibilities include technology and performance measurement and reporting and data analytics.

**MBA/MKT 618: NEW PRODUCT DEVELOPMENT AND MARKETING:** this course deals with the process of taking a product or service from conception to market. The process sets out a series of stages that new products typically go through, beginning with ideation and concept generation, and ending with the product's introduction to the market.

**MBA/MKT 700: STATISTICS ANALYSIS AND OPERATIONS:** this course exposes the students to the key main types of statistical analysis such as; descriptive analysis, inferential analysis, predictive analysis, prescriptive analysis, exploratory data analysis (EDA), and causal analysis and the five basic methods are mean, standard deviation, regression, hypothesis testing, and sample size determination.

**MBA/MKT 701 - MARKETING COMMUNICATION:** Pre- requisite: Strategic Marketing; the course refers to the use of different marketing channels and tools in combination. Marketing communication channels focus on how businesses communicate a message to its desired market, or the market in general. Marketing communication tools include advertising, personal selling, direct marketing, sponsorship, communication, public relations, social media, customer journey and promotion. MC are made up of the marketing mix which is made up of the 4P's: Price, Promotion, Place and Product, for a business selling goods, and made up of 7P's: Price, Promotion, Place, Product, People, Physical evidence and Process, for a service-based business.

**MBA/MKT 704: RETAIL MARKETING:** Pre-requisite: Marketing Management

This course creates awareness about the applicability of the concepts, techniques and processes of marketing in rural context. It familiarizes the students with the special problems related to sales in rural markets, and helps the students to understand the working of rural marketing institutions. Topics include: Rural economy, rural marketing – concepts and scope, Selection of Markets – Competitive product strategies, pricing strategy – pricing policies, Distribution – problems encountered and many others.

**MBA/MKT 706: ENTREPRENEURIAL MARKETING:** Pre-requisite: Marketing Management

This course focuses on the real-life marketing challenges involved in launching an entrepreneurial venture. The primary goal of the course is to provide a roadmap for students seeking to actively engage as entrepreneurs, investors or managers in the start-up culture. The course will address how start-ups, early growth stage and more matured organizations have used entrepreneurial marketing as an essential competitive weapon to grow their businesses by gaining customers, driving revenue, acquiring funding and recruiting qualified and experienced employees, advisors and directors.

### **MBA/RES 713: RESEARCH METHODOLOGY**

This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

**MBA/RES 714: THESIS WRITING:** Pre-requisite: Research Methodology

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.

## **MBA IN HUMAN RESOURCES**

MBA in Human Resources management is a two-year graduate program that focuses on providing students with an in-depth knowledge of recruiting process and providing direction to individuals who work in organizations. The program will equip students with expertise and necessary business fundamentals to effectively and efficiently operate and manage an organization's human resources.

| PROGRAM                     |     | HUMAN RESOURCES                          |               |       |
|-----------------------------|-----|--|---------------|-------|
| DEGREE:                     |     | MASTER OF BUSINESS ADMINISTRATION        |               |       |
| CORE COURSE REQUIREMENTS    |     |  |               |       |
| COURSE NO                   |     | COURSE TITLE                             | CREDIT<br>HRS | GRADE |
| MBA/FIN                     | 602 | Recruitment, Selection and Retention     | 3             |       |
| MBA/HRM                     | 707 | Labour Laws/Industrial Relations         | 3             |       |
| MBA/HRM                     | 607 | Seminar                                  | 1             |       |
| MBA/MANG                    | 601 | Organizational Behaviour                 | 3             |       |
| MBA/HRM                     | 604 | Financial Accounting                     | 3             |       |
| MBA/HRM                     | 605 | Human Resource Management                | 3             |       |
| TOTAL CREDIT HRS            |     |  | 16            |       |
|                             |     |  | HRS           |       |
| SPECIALIZATION REQUIREMENTS |     |  |               |       |
| MBA/HRM                     | 606 | Organizational Leadership                | 3             |       |
| MBA/HRM                     | 610 | Human Resource Information System        | 3             |       |
| MBA/HRM                     | 608 | Business Policy and Strategic Management | 3             |       |
| MBA/HRM                     | 700 | Manpower Development for Technology      | 3             |       |
| MBA/HRM                     | 701 | Strategic Human Resource Management      | 3             |       |
| TOTAL CREDIT HRS            |     |  | 15            |       |
|                             |     |  | HRS           |       |
| THESIS REQUIREMENTS         |     |  |               |       |
| MBA/RES                     | 713 | RESEARCH METHODOLOGY                     | 3             |       |
| MBA/RES                     | 714 | THESIS WRITING                           | 3             |       |
| TOTAL CREDIT HRS            |     |  | 6             |       |
|                             |     |  | HRS           |       |
| GRAND TOTAL                 |     |  | 37            |       |
|                             |     |  | HRS           |       |



## **PROGRAM: HUMAN RESOURCES**

### **MBA/MANG 601: ORGANIZATIONAL BEHAVIOR**

This course studies both group and individual performance and activity within an organization. This area of study examines human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc. The aim of this course is to positively impact the attitude of the team, inspire them, and increase productivity.

### **MBA/HRM 602 - Recruitment, Selection and Retention**

This course addresses the key issues of 1) defining employee skills and manning levels needed by an organization to compete successfully, 2) identifying effective and efficient sources of talent and accessing those sources to obtain qualified job applicants, 3) screening and qualifying applicants for positions, and 4) extending offers of employment, coordinating acceptances and orienting new employees to the organization and the work unit.

### **MBA/FIN 605: FINANCIAL ACCOUNTING**

This course is the field of Accounting concerned with the summary, analysis and reporting of financial transactions related to a business. This involves the preparation of financial statements available for public use. The emphasis of this course will be on the managerial insights of financial accounting rather than day-to-day accounting practices. Students will be equipped with the skills and knowledge to effectively and responsibly manage the financial aspects of their teams, departments, and organizations.

### **MBA/HRM 611: LABOR WELFARE**

This course is designed to expose students to labour-management relationship dynamics. The traditional topics of labour history, law, organizing, collective bargaining, contract administration, grievance, impasse, and arbitration are dealt with in-depth. This course also explores contemporary issues, such as white collar unionism, changing trends in bargaining, union/management, cooperation, union survival and others.

### **MBA/HRM 604: BUSINESS LAW AND ENVIRONMENT AND LAW**

This course acquaint students with the issues of domestic and global environment in which business is operated. It relates to the impact of Environment on Business in an integrated manner, and to provide students an exposure to important commercial and industrial laws. Topics include: Dynamics of Business and its Environment, Law of contract – Agreement –Offer – Acceptance –Performance, Discharge, Negotiable Instruments, and others.

## **MBA/HRM 605: HUMAN RESOURCES MANAGEMENT**

This course introduces the students to the introduction and application of the importance of human resources of an organization. The course familiarizes the students with methods and techniques of Human Resources Management (HRM); and equip students with the application of the HRM tools in real world business situations.

This course also explores the elements of supervision and leadership that are crucial factors in effective management. With the use of case study format, it examines various approaches to job development /enrichment and supervision among others.

## **MBA/HRM 606: ORGANIZATIONAL LEADERSHIP: Pre-requisite: Strategic Human Resource Management**

This course enables experienced team leaders to rise to expanded responsibilities. Develop strategies for planning and engineering organization change. The course prepares the student to develop a deep knowledge of leadership in business and theories, and approaches.

## **MBA/HRM 607: HUMAN RESOURCE INFORMATION SYSTEM: Pre-requisite: Human Resource Management,**

This course exposes the students to an in-depth understanding of the concept structure and mechanisms of Human Resource Information Systems. It helps the students to familiarize the applications of Human Resource Information Systems in organizations. Topics to cover include: the role of IT in HRM, Data management for HRIS, HR Management Process and HRIS, etc.

## **MBA/HRM 608: BUSINESS POLICY AND STRATEGIC MANAGEMENT: Pre-requisite: Financial Management,**

This course covers the practical tools and theoretical concepts that organizations employ to arrive at effective business strategies. The course is integrative, and builds on students' understanding of the functional areas of the firm including operations, finance, marketing, human resource management and organizational design. This course will be taught through readings, case analysis, real world company strategy analysis, and discussion. Students will learn the processes, strategies and schemes for specific action that organizations use to achieve their intended business objectives.

## **MBA/HRM 700: MANPOWER DEVELOPMENT FOR TECHNOLOGY: Pre-requisite: Human Resource Management**

This course helps the student to understand the evolution and functions of HRD. It helps to identify the content, process and the outcomes of HRD applications. Enlightens the student on how to evaluate and understand diversity issues and their impact on organizations. Topics include: Framework of Human Resource Development, HRD processes, Assessment of HRD needs, Designing effective HRD program, Management Development, Workforce reduction, Realignment and Retention, among others.

**MBA/HRM 701: STRATEGIC HUMAN RESOURCE MANAGEMENT:** Pre-requisite: Human Resource Management

This course examines the implementation of organization's strategy and its impact and interface with human resource management practices. The course is designed as an intensive case-based course, offers the students ample opportunities to engage with real life complex problems. Topics include: Industry lifestyle and HR system consequences, Industry analysis, Talent Management, Understanding strategy and its implication for HR – a holistic case.

**MBA/HRM 702: PERFORMANCE MANAGEMENT**

This course provides in-depth understanding of the importance of employee performance in achieving the organizational goals. It identifies the process of performance management applications. Topics include: Quality Performance Management, Work Place and its improvement, Team building, Concept, Culture, Methods, Effectiveness and Empowerment problems, Organizational Structure and Employee Motivation and Morale.

**MBA/HRM 705: TRAINING AND DEVELOPMENT MANAGEMENT:** Pre-requisite: Human Resource Management,

This course teaches how to design, assess, implement and evaluate formal organizational learning experiences that improve employees' performances, skills, competencies, and knowledge leading to the attainment of organizational human resource objectives. This course is designed to acquaint the students with the theories and practices of training and development in organizations. This course includes basic concepts of training such as motivation and learning theory, needs and assessment and evaluation of training programs. Different types of training programs will be examined including orientation, team building, and management development among others.

**MBA/HRM 707: INTERNATIONAL HUMAN RESOURCES MANAGEMENT**

This course explores the impact and complexities that the process of internationalization has on the activities and policies of human resource management in terms of cultural, legal and functional differences.

**MBA/HRM 709: ORGANIZATIONAL CHANGE AND DEVELOPMENT**

Pre-requisite: Organizational Behaviour, This course emphasizes on understanding the necessity for change in organizations. It exposes the students to the understanding of resistance to change and the process of change. Students will be familiar with the concepts and techniques of Organizational Development. This course examines the process of change from individual, team and organizational perspectives. Because business environments are rapidly changing, managers need to improve their abilities to diagnose, implement and evaluate planned change.

**MBA/HRM 710: NEGOTIATION AND CONFLICT RESOLUTION:** Pre-requisite: Human Resource Management

This course is designed to assist the developing business professionals to learn negotiation theory and practice; to develop negotiation capabilities that include conflict resolution and peace-making in both business and social settings; and to examine the skill sets required for business professionals to manage people and process programs in today's complex multinational business settings.

**MBA/HRM 712 - LABOR LAW/INDUSTRIAL RELATIONS**

This course explores the complicated relationships between management and labor as defined in labor law. It emphasizes the rights and responsibilities of labor unions in bargaining for wages, hours of work and the conditions under which work is performed. The course also presents the corresponding rights and responsibilities of management in negotiating and administering the labor contract. It also encompasses the legal framework and practices that govern the relationship between employers, employees, and labor unions, focusing on issues like working conditions, wages, and employee rights.

**MBA/RES 713: RESEARCH METHODOLOGY**

This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

**MBA/RES 714: THESIS WRITING**

Pre-requisite: Research Methodology

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.

# **MBA IN ACCOUNTING**

## **INTRODUCTION**

The proposed MBA Accounting program is a 24-month degree program aimed at producing skilled manpower with theoretical and practical knowledge relevant to the various aspects of the accounting field. It will not only deepen the students' understanding of finance, taxation and fiscal policy but also expose them to the core courses that focus on business and high-level accounting courses such as advanced financial accounting and reporting, advanced management accounting, financial statement analysis and seminar, auditing and assurance, marketing management, and introduction to data analytics.

This program aims to prepare students to be leaders in their industry. Besides, they will develop the ability to take charge of business situations, navigate the complexities and build the capabilities required to become future-ready.

Upon completion, the graduates should be suitable for employment as financial analysts, tax managers, auditing managers, budget analysts, tax consultants, chief executive officers or business development managers, Senior Accountants, Financial Managers, Finance Controllers, etc. In other words, the program will provide the students with requisite skills and knowledge in Accounting field.

## **GOALS / OBJECTIVES**

The overall goals and objectives of the MBA Accounting program will be, but not limited to the following:

- 1) To improve the knowledge of students with cutting-edge developments in the field of Accounting for maximum productivity.
- 2) To equip students with the knowledge and skills required not only to be effective managers but also to become transformational business leaders in our dynamic and competitive business world.
- 3) To help the students develop the capacity to think with clarity and develop feasible solutions that promote the well-being of their organizations, communities and the wider society.
- 4) To develop capacity for finding and applying new and better ways of efficiently and effectively solving management problems.

5) To expose students to the knowledge, skills and attributes required for effective management and leadership beyond the workplace.

### **SCOPE AND SEQUENCE OF CURRICULUM**

#### **COURSES FOR MBA IN ACCOUNTING TOTAL CREDIT HOURS- 36**

|                                |    |
|--------------------------------|----|
| Core Requirement Credits Hours | 36 |
|--------------------------------|----|

|                           |           |
|---------------------------|-----------|
| <b>Total credit Hours</b> | <b>36</b> |
|---------------------------|-----------|

#### **CORE REQUIREMENTS**

#### **TOTAL CREDIT HOURS-36**

| <b><u>COURSE No.</u></b> | <b><u>COURSE TITLE</u></b>                | <b><u>CR.HR</u></b> |
|--------------------------|---|---------------------|
| MBA/MKT 603              | Marketing Management                      | 3                   |
| MBA/ACCT 605             | Statistics for Managers                   | 2                   |
| MBA/ACCT 607             | Advanced Management Accounting            | 3                   |
| MBA/ACCT 608             | Advanced Financial Accounting & Reporting | 3                   |
| MBA/ACCT 610             | Public Sector Accounting and Reporting    | 3                   |
| MBA/ACCT 612             | Research Methods in business Admin        | 3                   |
| MBA/ACCT 701             | Auditing & Assurance                      | 3                   |
| MBA/ACCT 703             | Taxation and fiscal policy                | 3                   |
| MBA/ACCT 704             | Introduction to Data Analytics            | 2                   |
| MBA/ACCT 705             | Corporate Finance & Strategy              | 3                   |
| MBA/ACCT 706             | Financial Statement Analysis & Seminar    | 3                   |
| MBA/ACCT 707             | Research Thesis                           | 3                   |
| MBA/ACCT 708             | Corporate Governance and Ethics           | 2                   |
| <b>TOTAL</b>             |   | <b>36</b>           |

## **COURSES PER SEMESTER**

### **YEAR 1-FIRST SEMESTER**

| <b><u>COURSE No.</u></b> | <b><u>COURSE TITLE</u></b>     | <b><u>CR.HR</u></b> |
|--------------------------|--------------------------------|---------------------|
| MBA/MKT 603              | Marketing Management           | 3                   |
| MBA/MATH 605             | Statistics for Managers        | 2                   |
| MBA/ACCT 607             | Advanced Management Accounting | 3                   |
| <b>Total Credit Hrs.</b> |                                | <b>8</b>            |

### **YEAR 1-SECOND SEMESTER**

| <b><u>COURSE No.</u></b> | <b><u>COURSE TITLE</u></b>                | <b><u>CR.HR</u></b> |
|--------------------------|---|---------------------|
| MBA/ACCT 608             | Advanced Financial Accounting & Reporting | 3                   |
| MBA/ACCT 610             | Public Sector Accounting and Reporting    | 3                   |
| MBA/ACCT 612             | Introduction to Data Analytics            | 2                   |
| <b>Total Credit Hrs.</b> |   | <b>8</b>            |

### **YEAR 2-FIRST SEMESTER**

| <b><u>COURSE No.</u></b> | <b><u>COURSE TITLE</u></b>         | <b><u>CR.HR</u></b> |
|--------------------------|------------------------------------|---------------------|
| MBA/ACCT 701             | Auditing & Assurance               | 3                   |
| MBA/ACCT 703             | Taxation and fiscal policy         | 3                   |
| MBA/ACCT 705             | Corporate Finance and Strategy     | 3                   |
| MBA/ACCT 707             | Research Methods in business Admin | 3                   |
| <b>Total Credit Hrs.</b> |                                    | <b>12</b>           |

### **YEAR 2-SECOND SEMESTER**

| <b><u>COURSE No.</u></b> | <b><u>COURSE TITLE</u></b>             | <b><u>CR.HR</u></b> |
|--------------------------|--|---------------------|
| MBA/ACCT 706             | Financial Statement Analysis & Seminar | 3                   |
| MBA/ACCT 708             | Corporate Governance and Ethics        | 2                   |
| MBA/ACCT 710             | Research Thesis                        | 3                   |
| <b>Total Credit Hrs.</b> |  | <b>8</b>            |

## **COURSE DESCRIPTIONS – MBA ACCOUNTING**

### **MBA/MKT 603 – MARKETING MANAGEMENT**

**3 UNITS**

This course provides an overview of marketing and its importance to society. The topics to cover include marketing strategy, market research, product management, digital marketing, brand management, marketing analytics, international marketing, sales management, and customer relationship management.

### **MBA/MATH 605 – STATISTICS FOR MANAGERS**

**2 UNITS**

This course introduces students to descriptive statistics; probability; sampling distributions; confidence intervals; hypothesis testing; correlation; simple and multiple regression; forecasting; and decision analysis. This course focuses on using business applications to describe these concepts.

### **MBA/ACCT 607 ADVANCED MANAGEMENT ACCOUNTING**

**3 UNITS**

This course exposes the student to the integrative and interdisciplinary role of management accounting and its contribution to the strategic management process. It also discusses the provision of quantitative and non-quantitative information for planning, control, and decision-making. The topics to cover include costing systems; allocating costs and revenues, including support service costs, fixed costs, joint product costs, bundled product revenues, and customer profitability; management information systems; the importance of budgeting; the importance of variance analysis; capital budgeting and investment decision making; quality issues and supply chain strategies; transfer pricing; performance measurement; and strategic processes and balanced scorecards.

### **MBA/ACCT 608 – ADVANCED FINANCIAL ACCOUNTING AND REPORTING-3 HOURS**

Advanced financial accounting and reporting examines several complex topics and their effect on financial reporting and disclosure. The topics to cover include an introduction to international accounting and the development of accounting standards; temporary and long-term investments in debt and equity securities; business combinations; consolidation at acquisition; consolidation subsequent to acquisition; consolidation and intercompany profit in inventory, land, and depreciable assets; foreign currency transactions; translation and consolidation of international operations.

### **MBA/ACCT 610 PUBLIC SECTOR ACCOUNTING AND REPORTING 3 UNITS**

The course exposes the students to the theory and practice of public sector accounting and examines the role of government in Liberia and its mechanisms for control over public expenditures and resources to ensure greater efficiency and effectiveness in government activities. The topics to cover include the differences in the public sector environment and private markets, the roles of externalities and accountability, the major issues in public sector financial management; cash and accrual accounting information systems; management of financial and physical assets; financial reporting of public sector organizations; marketization of public sector activities; performance measurement issues for government departments; management and performance of government business enterprises including privatization issues; public sector audits and roles of the Auditor General and accountability issues; budget process and management.



**MBA/ACCT 612 - INTRODUCTION TO DATA ANALYTICS 2 UNITS**

This course provides practical understanding and framework for basic analytics tasks to discover trends, draw conclusions and communicate results in order to make informed business decisions. The topics to cover include the meaning of data analytics, the data ecosystems, data extraction/gathering, data cleaning/scrubbing, data mining and wrangling/manipulation, and visualizing/presenting data, data interpretation and communication, and ethical data handling.

**MBA/ACCT 701 - AUDITING AND ASSURANCE- 3 UNITS**

The course examines and provides justification for auditing and assurance engagements. The topics to cover include internal and external audit and assurance in the Liberian environment along with the subsisting statutory, regulatory and legislative frameworks; the constraints and problems associated with modern forms of auditing especially in specialized areas such as computerized settings, public sector and not-for-profit organizations; professional ethics, auditor independence, audit evidence and auditor tenure in the context of contemporary developments in the auditing profession.

**MBA/ACCT 703 - TAXATION AND FISCAL POLICY- 3 UNITS**

The course familiarizes students with the taxations in Liberia and exposes them to fundamentals of tax planning and tax management, tax compliance and tax avoidance

The topics to cover include historical development of taxation in Liberia, relevant tax authorities and functions; personal income tax and its computation for individuals and partnerships; company's income tax computation - commencement and cessation, other form of taxes and their computations; contemporary issues and current developments in Liberian taxation.

**MBA/ACCT 705 – CORPORATE FINANCE AND STRATEGY 3 UNITS**

This course develops and applies the fundamental ideas and tools of corporate finance to real-world corporate decisions. The students will be exposed to the standard tools and techniques of financial analysis, valuation, and financial modeling, and apply these methods to a wide range of cases. The topics to cover will include, working capital management, capital budgeting, mergers and acquisitions, leveraged buyouts, international valuation, financial distress, security issuance, and capital structure.

**MBA/ACCT 706 –FINANCIAL STATEMENT ANALYSIS AND SEMINAR- 3 UNITS**

This course equips students with financial analysis skills to support advanced study in corporate finance and investment analysis. Emphasis is placed on the descriptive, diagnostics, predictive analysis and interpretation of financial statements. The topics to cover include the overview of financial statements analysis, financial statements and their importance to decision making, basic financial statement analytical tools, interpretation of financial ratios, etc.

**MBA/ACCT 707 – RESEARCH METHODS IN BUSINESS ADMIN-****3 UNITS**

This course exposes the students to the major concepts of research methodology. Emphasis will be placed on managerial and accounting research methods. The course is expected to help the students acquire and enhance their research abilities and skills in areas related to problem specification, literature review and survey, selection of research method and approach, hypothesis developments, data collection, analysis and interpretation, etc. Selected statistical methods in accounting research and scientific research reports writing will also be expounded.

**MBA/ACCT 708 - CORPORATE GOVERNANCE AND ETHICS -****2 UNITS**

This course introduces students to the foundation of corporate governance systems, ethical guidelines, accountability mechanisms and the related theories and practices in the context of contemporary business. The topics to cover include an overview of corporate governance systems worldwide, major reforms, and a critical analysis of how corporations and professional bodies (such as accounting profession) would (and should) deal with the ethical dilemmas associated with corporate scandals, conflict of interests, manipulations of financial statements, crises like the global financial crisis, credit crunch etc; the influence of board of directors, professional bodies (such as accounting/audit firms) and the role of investors, risk management and internal control in corporate governance of contemporary business.

**MBA/CCT 710 – RESEARCH THESIS****3 UNITS**

This course, under close academic supervision, enables senior students to formulate and conduct an independent research project on any topic of his/her choice in partial fulfillment of the requirements for the award of the MBA in Accounting. While the subject matter is up to the student, he/she is expected to choose from the relevant area of specialization. Research topics should be approved by faculty advisor.

## **MSc IN PROJECT MANAGEMENT**

### **OVERVIEW**

Master of Science (MSc) in Project Management is designed to give students ultimate flexibility as they prepare to be leaders in the project management field. The program prepares students to act decisively and strategically in the real world scenarios. The program will help students to gain vital business know-how and abilities for evaluating an organization's situation and planning for its ongoing growth.

### **Objectives**

Students who complete the MSc in Project Management program will:

- Acquire the skills to create business cases for change initiatives, skill set to any business looking to becoming more efficient and maintain profitability;
- Learn how to manage the resources and risks involved with projects and develop the capacity to successfully end projects;
- Gain a solid foundation in business management in the dynamic and evolving modern workplace;
- Analyze and support the application of best practice concepts, methods, and tools in the development of successful projects;
- Assist in making decisions, synthesize information from various sources, and communication in a clear, and professional manner; and
- Achieve project goals within time constraints, optimizing resources, enhancing team collaboration, managing risks, ensuring customer satisfaction, and ease continuous improvement

### **COURSES PER SEMESTER**

| <b>Year 1</b>     |   |               |                   |   |               |
|-------------------|---|---------------|-------------------|---|---------------|
| <b>Semester 1</b> |   |               | <b>Semester 2</b> |   |               |
| <b>Code</b>       | <b>Course</b>                                 | <b>Credit</b> | <b>Code</b>       | <b>Course</b>                               | <b>Credit</b> |
| MBA/PJMG501       | Introduction to Project Management            | 3             | MBA/PJMG502       | Financial Management for Projects           | 3             |
| MBA/PJMG503       | Leadership and Organizational Behaviour       | 3             | MBA/PJMG504       | Procurement and Contract Management         | 3             |
| MBA/PJMG505       | Project Planning and Scheduling               | 3             | MBA/PJMG506       | Project Quality Management                  | 3             |
| MBA/PJMG507       | Project Risk Management                       | 3             | MBA/PJMG508       | Communication and Stakeholder Management    | 3             |
|                   | <b>Total</b>                                  | <b>12</b>     |                   | <b>Total</b>                                | <b>12</b>     |
| <b>Year 2</b>     |   |               |                   |   |               |
| <b>Semester 1</b> |   |               | <b>Semester 2</b> |   |               |
| <b>Code</b>       | <b>Course</b>                                 | <b>Credit</b> | <b>Code</b>       | <b>Course</b>                               | <b>Credit</b> |
| MBA/PJMG600       | Graduate Seminar                              | 1             |                   |   |               |
| MBA/PJMG601       | Agile Project Management                      | 3             | MBA/PJMG602       | Advanced Project Portfolio Management       | 3             |
| MBA/PJMG603       | Project Management Information Systems (PMIS) | 3             | MBA/PJMG604       | Ethics and Governance in Project Management | 3             |
| MBA/PJMG605       | Research Methodology                          | 3             | MBA/PJMG606       | International Project Management            | 3             |
| MBA/PJMG607       | Project Tools and Techniques                  | 3             | MBA/PJMG608       | Thesis                                      | 3             |
|                   | <b>Total</b>                                  | <b>13</b>     |                   | <b>Total</b>                                | <b>12</b>     |

## **DESCRIPTION OF COURSES**

### **MBA/PJMG 501: INTRODUCTION TO PROJECT MANAGEMENT**

This course deals with the application of processes, methods, skills, knowledge and experience to achieve specific project objectives according to the project acceptance criteria within agreed parameters. Project management has final deliverables that are constrained to a finite timescale and budget. Topics covered are; what is a project and management, difference between project management and management, building blocks of a project, when do we use project management, why do we use project management, uses of project management, core components of project management, etc.

### **MBA/PJMG 502: FINANCIAL MANAGEMENT FOR PROJECTS**

Studies the concepts and tools of corporate financial management and financial planning, including capital budgeting, capital structure, and net working capital. Considers the importance of ethics in financial decision making. It deals with the process of handling all financial aspects of a project within an agency. It includes key steps such as estimation, budgeting, risk management, and financial reporting.

### **MBA/PJMG 503: LEADERSHIP AND ORGANIZATIONAL BEHAVIOUR**

This course presents existing research, theories and models explaining how individual and group behavior and processes shape the internal dynamics of organizations. Provides the foundations to understand contemporary debates concerning alternative organizational designs and managerial practices. Some topics cover are; who is a leader, what is leadership, characteristics of a leadership, what is organizational behavior, importance of organizational behavior, elements of OB, scope of OB, etc.

### **MBA/PJMG 504: PROCUREMENT AND CONTRACT MANAGEMENT**

#### **Prerequisite: Introduction to Project Management**

It deals with the process of managing contracts related to Procurement and purchases made as a part of legal documentation of forging work relationships with customers, vendors, or even partners. It comprises negotiating the terms and conditions of contracts. Procurement contracts also include certifying compliance with the terms and conditions and documenting and agreeing on any changes by both parties. Topics include; what is procurement contract management, process of procurement contract management, challenges in procurement, objectives of contract management in procurement, importance of contract management in procurement.

### **MBA/PJMG 505: PROJECT PLANNING AND SCHEDULING**

This course looks at two important steps in project development that allow managers to achieve a project's goals and deliver quality results. While the two share similarities, each serves an important, unique purpose in the project process. Understanding these concepts can help you better use each of them for more efficient and productive projects.

Project planning primarily involves selecting the appropriate policies, project methodologies, and procedures required to deliver the project on time. Project scheduling, on the other hand, converts the plans, scope, and cost into an operational timeline. Topics to cover include; what is project planning and project scheduling, various steps of project planning, functions of project plan scheduling, how to write project plan, stages of project planning, project scheduling techniques, etc.

## **MBA/PJMG 506: PROJECT QUALITY MANAGEMENT**

### **Prerequisite: Project Planning and Scheduling**

This course considers *how* a project should proceed to achieve the desired quality for the project's deliverables. It requires project managers to continually measure the quality of the activities and processes involved in the project. In project quality management, standards are set ahead of time to measure deliverables against, and action needs to be taken throughout the project to course-correct.

Basically it is the process of continually measuring the quality of all activities and taking corrective action until the team achieves the desired quality. Quality management processes help to: Control the cost of a project. Establish standards to aim for. Determine steps to achieve standards. Topics include; what is project quality, stages of project quality management, process of project quality management, benefits of project quality management, principles of project quality management, elements of project quality management, etc.

## **MBA/PJMG 507: PROJECT RISK MANAGEMENT**

### **Prerequisite: Introduction to Project Management/Project Planning and Scheduling**

This course provides students with an in-depth understanding of the procurement-and risk management processes in projects. The course also helps students evaluate and synthesize concepts within the domain of contract management and risk management and helps students identify and assess recommended practices in contract management and purchasing. Topics primarily include risk-management planning, risk monitoring, risk identification, risk analysis, risk-response planning and risk control. In addition, the course covers the project manager's responsibilities in identifying and obtaining resources from vendors, as well as the legal requirements and contracting process involved.

## **MBA/PJMG 508: COMMUNICATION AND STAKEHOLDER MANAGEMENT**

It refers to the methods organizations use to share information and engagement opportunities with stakeholders — the people and groups that are impacted by, have an influence on, or an interest in your project or organization. It can also refer to the methods stakeholders use to reach an organization with questions, concerns, and feedback. Topics include; what is stakeholder communication, benefits of stakeholders communication, methods of stakeholders communication, best practices for stakeholders communication, better way to manage stakeholder communication.

## **MBA/PJMG 601: AGILE PROJECT MANAGEMENT (Prerequisite: Project Risk management)**

This course focuses the management of projects using an agile approach to respond to the continuous changes that affect project capabilities and performances. Although any project can be managed using agile project management, project with high degree of uncertainty obtain the most benefits from this approach. This covers scrum and expand it by circulating the human and business factors that make successful agile project management. Case studies and/or short-project are required.

## **MBA/PJMG 602: STRATEGIC PROJECT MANAGEMENT (Prerequisite: Introduction to Project Management)**

In-depth analysis of industries and competitors, and how to build and defend competitive advantages in forming a successful competitive strategy. Case analysis and management simulation convey the multifunctional nature of decision making at the top management level. Augmented by live-case analysis. Strategic project management takes traditional project management principles and practices to another level that improves strategic alignment, informs resource allocation decisions, informs operational planning, and helps mitigate risks.

### **MBA/PJMG 603: PROJECT MANAGEMENT INFORMATION SYSTEM**

This course gathers, organizes, and uses project data via one or more software applications. These programs assist project managers in planning, executing, and closing their projects and organizing the information stream. There are various PMIS software types, most with similar features like information collection, work authorization, tools for scheduling and delivery, etc. Some additional features - gathering and reporting of automated key performance indicators (KPI). Topics cover are; what is PMIS, usage of PMIS, essential features of PMIS, functions of PMIS, advantages of PMIS, how to select PMIS, challenges of implementing PMIS, etc.

### **MBA.PJMG 604: ETHICS AND GOVERNANCE IN PROJECT MANAGEMENT (Prerequisite: Leadership and Organizational Behavior)**

It looks at the central to the sustainable success of any project, influencing trust, transparency, and the overall reputation of the organizations involved. Leadership Role: Effective governance and ethical practices start at the top. Topics covers are; what is ethics and governance, importance as it relate to project management, the role ethics in project management, etc..

### **MBA/PJMG 605: RESEARCH METHODOLOGY**

This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

### **MBA/PJMG 606: INTERNATIONAL PROJECT MANAGEMENT (Prerequisite: Strategic Project Management)**

It deals with the management of projects internationally or across borders and cultures, thus the management of international project require a specific set of skills in order to ensure success when managing international projects. Involves the planning, budgeting and supervising of projects on an international level.

### **MBA/PJMG 607: PROJECT TOOLS AND TECHNIQUES**

Covers tools and techniques used to plan and control projects and accomplish business objectives. Emphasizes how to determine which tool or technique to use during different phases of the project life cycle. Uses project management software in exercises.

### **MBA/PJMG 608: THESIS WRITING**

Pre-requisite: Research Methodology

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.

## **MASTER OF SCIENCE (MSc) IN AGRIBUSINESS**

### **INTRODUCTION:**

This is a new program in Master of Science (MSc) degree in Agribusiness at Stella Maris Polytechnic University Graduate School (SMPUGS), Liberia. The course is designed for students pursuing degrees in agriculture, business, economics, and related fields. It provides a solid foundation for careers in agribusiness management, agricultural consultancy, food production, and related industries. The course train graduates with advanced knowledge and research skills necessary for management and innovation within the agricultural and food sectors relevant to their studies.

### **Nature of the Program**

The program is designed to equip students with the necessary skills and knowledge to manage and lead agribusiness enterprises. The curriculum integrates advanced business management principles with agricultural science to address the unique challenges of the agricultural industry. This program is for 2 years with 36 credit hours. It will basically look at agribusiness with more focus on the production, productivity and distribution of agricultural products. The program will highlight approach in handling agricultural products for the benefit of the producers and consumers. Students will gain more knowledge about agribusiness nationally and internationally.

### **Course Description**

The course provides a comprehensive introduction to agribusiness, encompassing the principles, practices, and innovations that define the industry. Students will explore the agricultural value chain from production to consumption, understanding the roles of various stakeholders in ensuring food and nutrition security, sustainability, and economic viability. The course aims to equip MSc. students with the knowledge and skills necessary to navigate and succeed in the dynamic field of agribusiness.

### ***Objectives***

- *Understand the basic concepts and components of agribusiness.*
- *Analyze the agricultural value chain and the interrelationships among its segments.*
- *Identify the key challenges and opportunities in agribusiness management.*
- *Apply business principles and practices to agricultural enterprises.*
- *Evaluate the impact of technological advancements and sustainable practices in agribusiness.*
- *Develop strategic plans for agribusiness ventures.*
  
- *To boost SMPUGS towards the needs and challenges of Liberia and the world at large in establishing a strong agribusiness sector*
  
- *To increase the trained skilled labor force in the country*
- *To empower the graduates with needs of becoming teachers, leaders, employers, professionals among others.*

*.Non holders of Bachelor's degree in Agriculture or equivalent may be admitted to the program based on the completion of the below undergraduate courses:*

MS/AB 490 Introduction to General Agriculture  
 MS/AB 492 Principles Of Agronomy  
 MS/AB 494 Principles Management and Business Law  
 MS/AB 496 Research and Quantitative Statistics

### **Degree Requirements**

*In order to qualify for an MSc in Agribusiness, a candidate must have:*

- Completed 30 credit hours of academic course work in addition to 6 credit hours for thesis work
- Successful defense of thesis by the thesis committee

### **LIST OF COURSES BY SEMESTER**

#### **SEMESTER 1**

| <b>Course No.</b> | <b>Course Description</b>                | <b>Credit Hrs.</b> | <b>Prerequisite</b> |
|-------------------|--|--------------------|---------------------|
| MSc/AB 501        | Principles of Management in Agribusiness | 3                  |                     |
| MSc/AB 503        | Managerial Economics                     | 3                  |                     |
| MSc/AB 505        | Agribusiness Law and Ethics              | 3                  |                     |
|                   | <b>Total</b>                             | <b>9 credits</b>   |                     |

#### **SEMESTER 2**

| <b>Course No.</b> | <b>Course Description</b>                  | <b>Credit Hrs.</b> | <b>Prerequisite</b>         |
|-------------------|--|--------------------|-----------------------------|
| MSc/AB 502        | Agribusiness Environment and Policy        | 3                  | Agribusiness Law and Ethics |
| MSc/AB 504        | Managerial Economics and Control           | 3                  | Managerial Economics        |
| MSc/AB 506        | Agribusiness Human Resource and Management | 3                  |                             |
|                   |  | <b>9 credits</b>   |                             |

#### **SEMESTER 3**

| <b>Course No.</b> | <b>Course Description</b>                        | <b>Credit Hrs.</b> | <b>Prerequisite</b>                      |
|-------------------|--|--------------------|--|
| MSc/AB 600        | Graduate Seminar                                 | 1                  |  |
| MSc/AB 601        | Agrifinancial Management                         | 3                  | Principles of Management in Agribusiness |
| MSc/AB 603        | Vegetable Production and Post-harvest Technology | <b>3</b>           |  |
| MSc/AB 605        | Research Methodology                             | <b>3</b>           |  |
|                   | <b>Total</b>                                     | <b>9 credits</b>   |  |



#### **SEMESTER 4**

| <b>Course No.</b> | <b>Course Description</b>                       | <b>Credit Hrs.</b> | <b>Prerequisite</b>                              |
|-------------------|---|--------------------|--|
| MSc/AB 602        | Agri-Production and Operation Management        | 3                  | Vegetable Production and Post-harvest Technology |
| MSc/AB 604        | Management of Agricultural Inputs and Marketing | 3                  |  |
| MSc/AB 606        | Master Thesis in Agribusiness                   | 3                  |  |
|                   | <b>Total</b>                                    | <b>9 credits</b>   |  |
| <b>Total</b>      |   | <b>37 credits</b>  |  |

#### **COURSE DESCRIPTION OF MASTER OF SCIENCE IN AGRIBUSINESS**

##### **MSc/AB 501 Principles of Management in Agribusiness**

Provides the vital insights and tools necessary to achieve success in a collaborative and interactive manner. This course exposes you to the four basic functions of the agribusiness such as; marketing and selling, production and operations, financial management and planning, and management of human resources.

##### **MSc/AB 502 Agribusiness Environment and Policy**

Examines Agribusiness environment and policy which deals with; Agribusiness internal environment – business organization, management and structural changes; Agribusiness external environment – political / government (legislature, executive and judiciary), political system, pressure groups, legal environment, socio – cultural. This course will guide and guard what kind of environment is suitable to engage in agricultural activities and government policy intervention needed to enhance productivity.

##### **MSc/AB 503 Managerial Economics**

Provides managers in making pricing and output decisions that maximize profit. This involves considering market conditions, demand elasticity, and cost structures to determine optimal prices and production levels. This course involves the use of economic theories and principles to make decisions regarding the allocation of scarce resources. It guides managers of a firm in a rational solution of obstacles faced in the firm's activities and to make future planning by management. This course involves the application of economic methods in the organizational decision-making process. Economics is the study of the production, distribution, and consumption of goods and services.

##### **MSc/AB 504 Managerial Economics and Control**

This course covers important functions in all organizations that delegate tasks to their employees. It involves managers taking steps to help ensure that the organization's employees (in particular, other, lower-level managers) do what is best for the organization. This implies making sure that the employees understand and pursue what is expected from them, especially through the design and use of information and reward systems. This course addresses questions, such as, how does the delegation of managerial tasks affect the overall efficiency of an organization?; how can goals be quantified and their achievement be measured?; what should be taken into account when choosing performance indicators?; how can the right balance be found between the costs and benefits of control systems?; which alternatives exist to motivate managers with incentives?

### **MSc/AB 505 Agribusiness Law and Ethics**

Explores students to understand the legal and institutional structures in which policies and laws are created. They will also be exposed to the impacts of policies to the economy and how law and policy relate to consumers, the environment, and the agricultural industry. It will also expose students to understand that ethics is about choices, and agricultural ethics is about choices for people engaged in agriculture either directly as farmers, or indirectly as government regulators, extension agents, researchers, CEOs, industrial workers, lawmakers, technology developers, consumers, or protestors.

### **MSc/AB 506 Agribusiness and Human Resources Management**

Explores employees in developing their organizational and personal skills, knowledge, and talents which is known as human resource development. Training, career development, performance management, mentoring, succession planning, identifying key employees, financial aid for education, and organization development are all examples of human resource development options. The purpose of all facets of human resource development is to create the best workforce possible so that the company and individual employees may achieve their professional objectives in support of consumers.

### **MSc/AB 601 Agri-Financial Management**

Provides ongoing financial management to help you make informed decisions regarding your finances. It will expose you to select the best fit for your farmer's goals and financial situation while also preparing a comprehensive loan application package. The course will ensure that your loan aligns with your farm's financial goals and contributes to its overall success.

### **MSc/AB 602 Agri-Production and Operation Management**

Explores the scope, aspects, and career pathways in operations management in agriculture. Discover diverse opportunities in this essential field. It bridges the knowledge gap on operations management for agricultural machinery. It complements traditional topics (cost of using and choosing machinery) with advanced engineering approaches recently applied in agricultural machinery management (area coverage planning and sequential scheduling).

### **MSc/AB 603 Vegetable Production and Post-harvest Technology**

This course analyzes the processes used in the production of fruits and vegetables, including grading, washing, cooling, peeling, blanching, size reduction, freezing, dehydration, canning, minimal processing, and sustainability. This course will also focus on the development of suitable spice based cropping/farming systems, GIS and crop modeling based on microclimatic factors, production of quality planting material, organic farming, efficacy of biofertilizers, Integrated Plant Nutrient Management, identification of drought tolerant varieties, evaluation for high quality lines, basic studies on the biosynthesis of secondary metabolites, characterization of bioactive principles in spices and post-harvest processing techniques in spices.

### **MSc/AB 604 Management of Agricultural Input and Marketing**

This course covers an overview and in-depth awareness of the input market environment. It proceeds with specific knowledge & applications of various marketing. This course also expose you to the agricultural marketing system which serves as a conduit between the agricultural and non-agricultural sectors. It entails organizing the supply of agricultural raw materials to processing companies, determining the demand for farm inputs and raw materials, and establishing marketing policies for farm goods and inputs.

### **MSc/AB 605 Research Methodology**

This course exposes you to a way of explaining how a researcher intends to carry out his/her research. It's a logical, systematic plan to resolve a research problem. A methodology details a researcher's approach to the research to ensure reliable, valid results that address their aims and objectives.

### **MSc/AB 606 Thesis in Agribusiness**

After the completion of course work, students will complete a Master's Thesis (MSc/AB 606, 3 credits). This thesis work will involve conducting an independent research on a suitable topic relevant to the field of study, focusing especially on the Liberian context within the West African and global settings.

### **NON HOLDER OF BSC DEGREE IN AGRICULTURE COURSE DESCRIPTION**

#### **MSc/AB 490 Introduction to General Agriculture**

Prepares students to teach, to conduct research, to pursue graduate and professional degrees, to work in government and business, and numerous other related careers or jobs such as: Agricultural Education, Veterinary Medicine, Animal Management and Production, Livestock Production and among others. It also encompass crop and livestock production, aquaculture, fisheries, and forestry for food and non-food products.

#### **MSc/AB 492 Principles of Agronomy**

It is mainly based on following basic principles Sustainable Agriculture, Agrometerology, Soils and Tillage, Soil and Water Conservation, Dry Land Agriculture, Mineral Nutrition of Plants, Manures and Fertilizers, Irrigation Water Management, Weed Management, Cropping Systems, Cropping Scheme, Crop Rotation.

#### **MSc/AB 494 Principles of Management and Business Law**

Examines basic activities that can help you plan, organize and control operations related to material, people, machines, methods, money and markets. It focuses on the roles and responsibilities of managers as well as opportunities and challenges of ethically managing a business in the free enterprise system.

#### **MSc/AB 496 Research and Quantitative Statistics**

Analyzes both quantitative and qualitative data in dealing with research work. This course will expose you to quantitative and qualitative research methods and its characteristics in carrying out your thesis work.

## **MASTER OF SCIENCE (MSC ) IN AGRICULTURAL ECONOMICS**

### **OVERVIEW**

Master of Science (MSc) degree in Agriculture Economics at Stella Maris Polytechnic University Graduate School (SMPUGS), Liberia is a new program. This program aims to provide professional training for students seeking the skills in Management, Finance, Real Estate, Entrepreneurship, Marketing, Policy Analysis, and decision-making needed in today's business world with a focus on the food and fiscal industry. Master's degree in Agricultural Economics also examine the commercial context for modern farming and agribusiness, together with their wider impact on human society. Courses may specialize in a range of topics, from food production and trade to international relations and development.

### **Nature of the Program**

This program is for 2 years with 36 credit hours. It will basically look at Agricultural Economics with more focus on Management, Finance, Real Estate, Entrepreneurship, Marketing, Policy Analysis, and decision-making needed in today's business world. The program will highlight at the Liberian approach in handling agricultural activities for the benefit of the producers and consumers. Students will gain more knowledge about Agricultural Economics internationally.

### **Objectives**

- *To enhance SMPUGS towards the needs and challenges of Liberia and the world at large in establishing a strong Agricultural Economics sector*
- *To increase the trained skilled labor force in the country*
- *To empower the graduates with needs of becoming teachers, leaders, employers, professionals among others.*

*Non holders of Bachelor's degree in Agriculture or equivalent may be admitted to the program based on the completion of the below undergraduate courses:*

- *MS/AB 490 Introduction to General Agriculture*
- *MS/AB 492 Principles Of Agronomy*
- *MS/AB 494 Principles Management and Business Law*
- *MS/AB 496 Research and Quantitative Statistics*

### **LIST OF COURSES BY SEMESTER**

#### **SEMESTER 1**

| Course No.  | Course Description                | Credit Hrs. | Prerequisite |
|-------------|-----------------------------------|-------------|--------------|
| MSc/AGE 501 | Statistical Methods               | 3           |              |
| MSc/AGE 503 | Agricultural Production Economics | 3           |              |
| MSc/AGE 505 | Agricultural Resource Economics   | 3           |              |
|             | Total                             | 9 credits   |              |

### SEMESTER 2

| Course No.  | Course Description                              | Credit Hrs. | Prerequisite  |
|-------------|---|-------------|---|
| MSC/AGE 502 | Price and Allocation Theory                     | 3           |   |
| MSc/AGE 504 | Econometrics                                    | 3           | Agricultural Resource Economics/<br>Agricultural Production Economics |
| MSc/AGE 506 | Resource Utilization and Farm Business Analysis | 3           |   |
|             |   | 9 credits   |   |

### SEMESTER 3

| Course No.  | Course Description       | Credit Hrs. | Prerequisite                             |
|-------------|--------------------------|-------------|--|
| MSC/AGE 600 | Graduate Seminar         | 1           |  |
| MSc/AGE 601 | Advanced Farm Management | 3           | Principles of Management in Agribusiness |
| MSc/AGE 603 | Agricultural Prices      | 3           |  |
| MSc/AGE 605 | Research Methodology     | 3           |  |
|             | Total                    | 9 credits   |  |

### SEMESTER 4

| Course No.  | Course Description                | Credit Hrs. | Prerequisite                                     |
|-------------|-----------------------------------|-------------|--|
| MSc/AGE 602 | Project Feasibility Studies       | 3           | Vegetable Production and Post-harvest Technology |
| MSc/AGE 604 | Economics of Agricultural Markets | 3           |  |
| MSc/AGE 606 | Thesis in Agricultural Economics  | 3           |  |
|             | Total                             | 9 credits   |  |
| Total       |                                   | 37 credits  |  |

## **COURSE DESCRIPTION OF MASTER OF SCIENCE IN AGRICULTURAL ECONOMICS**

### **MSc/AGE 501 Statistical Methods**

Examines two main statistical methods that are used in data analysis: descriptive statistics, which summarize data from a sample using indexes such as the mean or standard deviation, and inferential statistics, which draw conclusions from data that are subject to random variation (e.g., observational errors, sampling variation). The course will broaden your statistical knowledge in dealing with data of all kinds.

### **MSC/AGE 502 Price and Allocation Theory**

Analyzes the determination of relative prices and their importance in shaping the allocation of resources and the distribution of income. Subjects include: behavior of households in a variety of settings, such as buying goods and services, saving, and labor supply; behavior of firms in various kinds of markets; results of competitive and noncompetitive markets in goods, labor, land, and capital; market failure; government policies as sources of and responses to market failure; welfare criteria; limitations of mainstream analysis.

### **MSc/AGE 503 Agricultural Production Economics**

This course deals with an application of statistical methods to economic data in order to give empirical content to economic relationships. More precisely, it is "the quantitative analysis of actual economic phenomena based on the concurrent development of theory and observation, related by appropriate methods of inference. The students will be exposed to the dynamics of economic data and its importance.

### **MSc/AGE 504 Econometrics**

Examines the analysis of production relationships and principles of rational decision making to optimize the use of farm resources on individual farms as well as to rationalize the use of farm inputs from the point of view of the entire economy.

### **MSc/AGE 505 Agricultural Resource Economics**

This course investigates how the environment, natural resources and agricultural lands are managed and the role of policy in improving their management. It will also provide you with difference between agriculture resources and that of agriculture economics in a holistic manner.

### **MSc/AGE 506 Resource Utilization and Farm Business Analysis**

This course deals with the measure of how much of your available resources you are currently using. It can help you to plan how to utilize your resources more effectively to ensure that your organization is being as productive as possible. The course will also expose students to systematically evaluate the financial, operational, and managerial aspects of a farm operation. It involves collecting and interpreting data to assess the performance, efficiency, and profitability of the farm.

### **MSc/AGE 601 Advanced Farm Management**

This course will equip students with focused knowledge and management skills in primary agricultural production. During the course, students can specialize in small stock management (sheep or goats), or large stock management (cattle or crop or horticultural management systems).

### **MSc/AGE 602 Project Feasibility Studies**

This course deals with a preliminary exploration of a proposed project or undertaking to determine its merits and viability. A feasibility study aims to provide an independent assessment that examines all aspects of a proposed project, including technical, economic, financial, legal, and environmental considerations. It also look at a way to evaluate whether or not a project plan could be successful. A feasibility study evaluates the practicality of your project plan in order to judge whether or not you're able to move forward with the project.

### **MSc/AGE 603 Agricultural Prices**

This course covers prices of agricultural products (goods including crops, livestock and livestock products) and prices of necessary input products for agricultural production (goods including energy and lubricants fertilizers, feed), at various stage of marketing. Pricing is one of the most crucial elements in any business strategy, regardless of the industry or product. It plays a significant role in determining a company's revenue, market share, and profitability. Therefore, it is essential to understand why pricing is important and how to price a product effectively.

### **MSc/AGE 604 Economics of Agricultural Markets**

This course is about world agricultural and food markets. It includes useful principles and concepts of economic analysis that facilitate understanding how markets for agricultural and food products operate. During the period this course, students will understand between agricultural economics and agricultural markets with their various functions.

### **MSc/AGE 605 Research Methodology**

This course details a researcher's approach to the research to ensure reliable, valid results that address their aims and objectives. It encompasses what data they're going to collect and where from, as well as how it's being collected and analyzed. This course exposes the student on how to carry out a research work in his/her specialized field of study.

### **MSc/AGE 606 Thesis in Agricultural Economics**

This course focuses on almost anything involved in moving agricultural products from the farm to the consumer, whether it be local or across international boundaries. Examples include research on commodity promotion, transportation, demand and price analysis, or how taxes affect consumer demand.

## **NON HOLDER OF BSc DEGREE IN AGRICULTURE COURSE DESCRIPTION**

### **MSc/AB 490 Introduction to General Agriculture**

Prepares students to teach, to conduct research, to pursue graduate and professional degrees, to work in government and business, and numerous other related careers or jobs such as: Agricultural Education, Veterinary Medicine, Animal Management and Production, Livestock Production and among others. It also encompass crop and livestock production, aquaculture, fisheries, and forestry for food and non-food products.

### **MSc/AB 492 Principles of Agronomy**

It is mainly based on following basic principles Sustainable Agriculture, Agrometerology, Soils and Tillage, Soil and Water Conservation, Dry Land Agriculture, Mineral Nutrition of Plants, Manures and Fertilizers, Irrigation Water Management, Weed Management, Cropping Systems, Cropping Scheme, Crop Rotation.

### **MSc/AB 494 Principles of Management and Business Law**

Examines basic activities that can help you plan, organize and control operations related to material, people, machines, methods, money and markets. It focuses on the roles and responsibilities of managers as well as opportunities and challenges of ethically managing a business in the free enterprise system.

### **MSc/AB 496 Research and Quantitative Statistics**

Analyzes both quantitative and qualitative data in dealing with research work. This course will expose you to quantitative and qualitative research methods and its characteristics in carry out your thesis work.



# **MASTER OF EDUCATION IN EARLY CHILDHOOD EDUCATION**

The Master of Education (MEd) program in early childhood education is designed to prepare individuals to meet the educational, social, and emotional needs of children from birth through age 8. Through coursework, applied activities and in-person clinical experiences, the program equips students with specialized skills and advanced knowledge in early childhood pedagogy, community collaboration, technology, administration, policy analysis and advocacy. The master's degree is appropriate for students interested in learning about early childhood education research and working with infants and children in grades K--3. This program may be of interest to students who already have a teaching certificate or bachelor's degree in early childhood education, child development, or psychology and are interested in furthering their knowledge and skills .

## **Objectives**

Candidates use their understanding of young children's characteristics and needs, and of multiple interacting influences on children development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.

- a. Candidates know about, understand, and value the importance and complex characteristics of children's families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families, and to involve all families in their children's development and learning.
- b. Candidates know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.
- c. Candidates integrate their understanding of and relationships with children and families; their understanding of developmentally effective approaches to teaching and learning; and their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for all children. Candidates identify and conduct themselves as members of the early childhood profession.
- d. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources.

## **Plan of Study**

### **Semester One**

| <b>Code</b> | <b>Course</b>   | <b>Credit</b> |
|-------------|---|---------------|
| ECED 501    | Foundations of Early Childhood Education              | 2             |
| ECED 503    | Family Engagement and Cultural Awareness in ECE       | 1             |
| ECED 505    | Literacy: Foundations                                 | 3             |
| ECED 511    | Creating and Managing the Early Childhood Environment | 2             |
| ECED 507    | Child Development and Intervention                    | 2             |
|             |   | 10            |

## Semester Two

| Code            | Course   | Credit |
|-----------------|--|--------|
| <b>EDUC 605</b> | Seminar in Research in Early Childhood Development/Education                               | 1      |
| EDUC 502        | Inclusive Education  | 2      |
| ECED 504        | Instructional Planning, Assessment and Curriculum Development in Early Childhood Education | 2      |
| ECED 506        | Reading Diagnosis and Remediation  | 2      |
| ECED 510        | Mathematics and Science for The Young Child  | 3      |
| ECED 508        | Social Studies for Early Learners`   | 3      |
|                 | Total  | 13     |

## Semester Three

| Code          | Course                                   | Credit |
|---------------|--|--------|
| EDUC 603      | Research Methods, Design, and Analysis   | 3      |
| ECED 617      | Early Childhood Education Practicum      | 2      |
| ECED 611      | Special Education Curriculum and Methods | 2      |
| EDUC 613      | Early Childhood Administration           | 1      |
| Total Credits |  | 9      |

## Semester four

| Code     | Course   | Credit |
|----------|--|--------|
| ECED 604 | Thesis: Education Data Collection                        | 2      |
| ECED 618 | Internship/Student Teaching in Early Childhood Education | 3      |
|          |  | 5      |
|          |  | 36     |

## COURSES DESCRIPTION

### **ECED 501 Foundations of Early Childhood Education (2 credits).**

Foundations in Early Childhood Education provides an overview of historical, philosophical, psychological, educational, and contemporary influences on the field of early childhood education. Students explore a)historical antecedents and current research in early childhood education b)development of primary models of curriculum and pedagogy c)critical aspects of young children's development and the creation of learning opportunities in the classroom d)developmentally appropriate practice and its application across different developmental levels e)issues in developing and implementing high quality early childhood education including the importance of family, culture, and community f)needs of diverse learners g)the role of assessment in early learning; and h)approaches that support children's emotional and social well-being as essential components of the learning process.

### **ECED 503 Family Engagement and Cultural Awareness in ECE (1credits)**

This course examines the family, community, and cultural influences that affect young children. Teacher candidates identify factors that put young children at risk as well as resources to support various types of families and structures. Teacher candidates also identify ways to meet community needs while promoting cultural awareness and competence. The course presents strategies for teacher candidates to develop supportive family and community relationships. The multiple roles played by early educators are examined as they design and implement collaborative relationships with families and communities for the purpose of mutual support within inclusive settings. The course critically analyzes theoretical paradigms and current research, with a particular focus on the ecological system from the most immediate environments inhabited by the child to the most distant (i.e., national agencies, belief systems). Practicum/field experience hours: 10.

### **ECED 505 Literacy: Foundations (3credits).**

This course provides a foundation in the key concepts and principles related to the development of literacy broadly understood as reading, writing, speaking, and listening. Students will read extensively across theories and practices associated with the teaching and learning of literacy, become familiar with the tools used in the field, and observe literacy instruction in practice. Teacher candidates will examine current research and classic research on oral language and literacy development and effective strategies for teaching language and literacy from birth through kindergarten, including phonological awareness (phonemic awareness, syllable awareness, alliteration, rhyme, onset/rime, and word awareness) phonics alphabet instruction and beginning decoding. Teacher-candidates will develop a standards-based unit of study in literacy, deepen their understanding of literacy assessment, participate in, and analyze classroom literacy instruction, and review and evaluate literacy programs currently used in schools Field component: fifteen (15) hours.

### **ECED 507 Child Development and Intervention (2 credits)**

This course examines how young children grow and develop, recognizing that patterns of learning and development vary individually across the cognitive, linguistic, physical, social, and emotional areas while understanding the implications for designing and implementing developmentally appropriate and challenging learning experiences. This survey of the seminal concepts, principles, theories, and research related to development of young children will allow teacher candidates to build foundational knowledge for constructing differentiated learning opportunities that support individual students' development, acquisition of knowledge, and motivation. Teacher candidates review atypical development, early intervention. This course offers the candidate an opportunity to know about and to understand early childhood students who are at risk for development delays An exploration of etiology and developmental characteristics of young children with exceptional needs frames the study. Candidates will gain a foundation upon which they can build the skills to understand, analyze and reflect upon best practices and use/apply sound professional strategies to assist young children. Emphasis shall be placed on the ability to instruct and adapt instruction for children at risk for optimal development. This course will also focus on the tools of assessment and methods of referral for young children with disabilities, with an emphasis on the goals and benefits of assessment.

## **ECED 504 Instructional Planning, Assessment and Curriculum Development in Early Childhood Education (2)**

Teacher candidates obtain a robust view of the learning cycle of teaching, which includes assessment, evaluation, data analysis, reflection, and next steps, to develop lessons aligned to national standards. Data are used to assess, monitor, and report the progress of young children. Teacher candidates analyze and integrate multiple methods of assessment that support monitoring student progress and guiding decision making. Assessment and instruction will support foundational knowledge regarding the importance of planning instruction based on the knowledge of students, learning theory, connection across the curriculum, curricular goals, with focused attention on formative and summative assessment. The course focuses on content and methods for planning and implementing developmentally appropriate and culturally relevant activities and environments designed to enhance children's physical, social emotional, language, cognitive, and aesthetic development; awareness of various forms of discrimination and identification of bias in materials; and application of methods that foster respect and appreciation for cultural and linguistic diversity. Inspired by the Reggio Emilia approach, an emergent negotiated curriculum process, promotion of meaningful family and community relationships and inclusion of children with special needs are addressed. Field Component: Observations in two (2) early childhood classrooms. Prerequisites:

### **EDUC 605 Seminar in Research in Early Childhood Development/Education (1 credits)**

This course examines research and current issues in early childhood education. Emphasis is placed on theory and research and evaluation models. The focus of the seminar is to introduce the students to major research questions and issues in early child development/education. The students will participate in analyses of existing Liberian Policies about child development. The seminar will have the following objectives: 1) Examination, analysis, and evaluation of the seminal and contemporary research and research methodologies in child development. 2) Examination and analysis of major theories of child development through a study of the original literature. 3) Examination and analysis of contemporary issues regarding maternal health and early development. 4) Examination, analysis, and evaluation of Liberian policy approaches to maternal health and early child development and education.

### **EDUC 502 Inclusive Education (2credits)**

This course examines the philosophy behind education and the emergence of an inclusive educational approach to students with disabilities in the general education classroom. Appropriate instructional objectives will be examined that fit children and adolescents in an inclusive educational setting. Adaptations to the general education curriculum will be assessed and matched with the academic, social/emotional, physical, and behavioral needs of the child or adolescent. The maintenance of conditions and strategies for suitable instruction will be linked to the learning goals of the individual student. The ability of the general education teacher to function as a member of the Individualized Education Plan (IEP) team will be stressed considering other important relationships such as those with parents, paraeducators and other teachers. Prerequisite: EDUC 501 or Field component: minimum of two (2) hours.

### **ECED 510 Mathematics and Science for The Young Child (3 Credits)**

This course explores development of mathematical understanding in young children, appropriate learning and assessment experiences and analysis of curriculum. The course will concentrate on the development of mathematical concepts in young children ages pre-k-grade 3 in naturalistic, informal, and formal settings. Using a constructivist theoretical approach, the course will embed and integrate early math development across curriculum areas and throughout the daily environments of young children. Current research and national mathematics standards on early mathematics will be linked to philosophy and practice. This course will fulfill the required math content area. Mathematics focus on place value, number sense, geometry, measurement, algebra, data analysis and probability. The second component of the course will expose teacher-candidates to the concepts, ideas, and applications of science in the real world. Students will learn how scientific thinking involves collecting data, analyzing data, making decisions, and taking action based on those decisions. Students will learn how to plan effective science experience for young children that cause them to explore environments and act upon their discoveries. Students will learn how to assess the scientific thinking of young children appropriately, using formal and informal strategies. Practicum 15hrs

### **ECED 511 Creating and Managing the Early Childhood Environment (2 credits)**

This course exposes students to the guidance approach to create environments that support individual and collaborative learning, encourage positive social interaction, facilitate active engagement in learning, and promote self-motivation. Montessori classroom management philosophies are explored. Students develop skills related to establishing and maintaining organized, safe, inclusive, respectful, challenging, and positive early childhood environments with rules and expectations that are clearly communicated. Students also examine how to help students overcome challenging behavior and learn from mistakes. Practicum/field experience hours: 15.

### **ECED 508 Social Studies for Early Learners (3credits)**

This course is an in-depth study of methods and materials for teaching social studies from pre-school to third grade. Implementation of early childhood curriculum within the context of current technology and the development of critical thinking skills is explored. The course addresses the development of inquiry-based social science curriculum in the early childhood setting. Rooted in constructivist approaches, it incorporates topics of social studies literacy, conceptual development, content areas, current research and curriculum development, implementation, and evaluation. Sources of curriculum in social studies for young children are explored (e.g., standards content, children's knowledge, and concepts, building a civic classroom, etc.) are explored, teaching/learning strategies examined and assessment/evaluation.

### **EDUC 603 Research Methods, Design, and Analysis (3credits)**

This course is conceptual presentation of descriptive and statistical data and their use in research decision making. The course addresses research methods, research design, literature review, problem selection, proposal writing and presentation, and ethical issues related to educational research studies. Students will develop an understanding of quantitative and qualitative research, research methods and associated research factors. Students will read, interpret, and evaluate published educational research. As a culminating activity, students will design research of their own and draft a formal research proposal with accompanying institutional review board (IRB) application. Prerequisite: Completion of thirty (30) credits in a graduate education program.

### **ECED 617 Early Childhood Education Practicum (2 Credits)**

The Early Childhood Practicum is a (160 hours) supervised and evaluated teaching experience in a pre-primary setting. Principles of learning and interaction are practiced in a developmentally appropriate early childhood program. The practicum experience is designed to give teacher-candidates the opportunity to apply their knowledge and skill in working with young children at increasing levels of interaction. Students are responsible for a full range of teaching and caregiving duties including observing, documenting, assessing, and planning for projects inspired by the interests and developmental level of the children, and in collaboration with other adults in the field setting. Prerequisite: all early childhood requirements. This course should be taken just before Student Teaching. Field component: 160 hours

### **ECED 607 Creative Arts in Early Childhood Education (2credits)**

This course is an advanced course using creative arts as a central approach to teaching and learning. The course explores creativity and a deeper understanding of the Arts (visual arts; music and movement; dramatic play) in early childhood education.

### **ECED 611 Special Education Curriculum and Methods (3 Credits)**

This course is designed to enhance students' knowledge of currently used methods and curricula in special education settings. Students will develop Individualized Education Plan (IEP) goals and plan instructional units based on assessment information. Emphasis will be placed on research-based teaching strategies, differentiated instruction, and Universal Design for Learning. Prerequisite: EDUC 501, 502

### **ECED 506 Reading Diagnosis and Remediation (2 Credits)**

This course provides an in-depth study of differentiated instruction with students who need intervention, language support, special education services, and/or enrichment. Students will examine their own teaching practices, considering student learning needs. Also, students will be required to complete thirty (30) hours of tutoring in a school setting and in collaboration with parents. Field component: thirty (30) hours of tutoring (variable times/hours) Prerequisite:

### **EDUC 613 Early Childhood Administration (1 Credits)**

This course focuses on leadership, organizational issues, and principles of early childhood program management with emphasis on collaborative systems of management. Planning developmentally appropriate environments, parent involvement, selecting and using authentic program assessment, documentation, advocacy, staff development, record keeping, and finance management are also explored. Current issues, problems, staff, and family relationships as they relate to running a quality program are addressed as well. Field component: 6 hours

### **ECED 604 Thesis: Education Data Collection (2)**

This course requires students to submit a well Thesis: Education Data Analysis (2). The goal in this course is for each graduate student to draft and finalize their data analysis and results. Qualitative and quantitative data analysis will be applied and further practiced. This will include writing chapter 4 (data collection and analysis) and chapter 5 (results, discussion, and recommendations) for the final thesis. Students will participate in work labs with peers and faculty to gain and provide feedback and edits for working drafts. Students will continue to add and edit to the synthesis of the literature, methodology, and extensive reference section. Prerequisite: ECED 603

## **ECED 618 Internship/Student Teaching in Early Childhood Education (3 Credits)**

This course enables teacher-candidates to participate full time teaching in early childhood education in pre-k through third grade. During the internship, teacher-candidates will put theories that they've learned into practice working with diverse young learners and their families. Prerequisite: ECED 617

## **MASTER DEGREE (MA) PROGRAM IN EDUCATIONAL LEADERSHIP**

### **Overview**

The world at large is moving ahead with educational advancement in some specialized areas which cannot be overlooked. Therefore it is in this background that we may like to focus in the field of education with some specializations such as; Educational Leadership and Early Childhood Education at the Stella Maris Polytechnic University Graduate School.

Over the years, the demand of the aforementioned specialization areas has been on the increase with limited qualified persons to handle these areas. In order to increase the number of qualified teachers in the country, the Stella Maris Polytechnic University Graduate School will be introducing Master degrees program in Educational Leadership.

Master of Science in Educational Leadership is designed to suit teachers who wish to transition into leadership and administrative roles in an educational setting or institution. Understand the impact leadership and its role can have on communities of practice, organizational learning and strategic development. Critically analyze the significance of leadership and how it differentiates from management. Explore the leadership principles of values, vision, climate and culture as it relates to guiding organizational change. It also prepares you for certification as a school principal or administrator. It gives you important skills and credentials to understand how to run the school in an efficient way.

### **Objectives:**

- Increase the number of qualified teachers in the areas of specialization.
- Make the highest callings of educational leaders in fostering diversifying, inclusive, and provide equity among the people they lead
- Strengthening your master's degree in early childhood education comes with many benefits. Gaining a higher understanding of classroom best practices, child psychology and curriculum development which will help you to become a more effective leader in whatever setting you choose to work in.
- Highlights the role of the school principal as an instructional leader, with an emphasis on leadership skills and management abilities necessary to create a vibrant and successful school and educational communities.

### COURSES PER SEMESTER

| First Semester Year One |   |             | Second Semester Year One |   |               |
|-------------------------|---|-------------|--------------------------|---|---------------|
| Course Code             | Description   | Credit Hour | Course Code              | Description   | Credit Hour   |
| MSEDL 601               | Leadership Foundations And Ethics   | 3           | MSEDL 602                | Leadership Of Curriculum Design And Instruction                       | 3             |
| MSEDL 603               | School/Education Law  | 3           | MSEDL 604                | People And Talent In Educational Leadership                           | 3             |
| MSEDL 605               | Systems Management And School Operations                                  | 3           | MSEDL 606                | School Financial Leadership   | 3             |
|                         |   | 9 Hrs       |                          |   | 9 Hrs         |
| Third Semester Year Two |   |             | Fourth Semester Year Two |   |               |
| Course Code             | Description   | Credit Hour | Course Code              | Description   | Credit Hour   |
| MSEDL 701               | Cultural Competency And Social-Emotional Learning                         | 3           | MSEDL 702                | Practicum In Educational Leadership - Focus On Professional Practices | 3             |
| MSEDL 703               | Practicum In Educational Leadership - Focus On Instruction And Operations | 3           | MSEDL 704                | Educational Inquiry   | 3             |
| MSEDL/RES 707           | Research Methodology  | 3           | MSEDL 708                | Educational Leadership Thesis   | 3             |
|                         |   | 9 Hrs       |                          |   | 9 Hrs         |
|                         | <b>Total</b>  |             |                          |   | <b>36 Hrs</b> |



## **COURSE DESCRIPTION**

**MSEDL 501: TEACHING STRATEGIES IN THE CLASSROOM:** this course will expose the students on how effectively and efficiently to carry out their teaching strategies in the classroom. These strategies are there to assist students learn in a good, conducive manner without hindrance. Some of the topics are; types of learning processes, classroom management, lesson planning, methods of teaching, ethical responsibilities of a teacher and among others.

**MSEDL 501: EDUCATIONAL PSYCHOLOGY:** this course will provide you with the knowledge of how people learn, including teaching methods, instructional processes, and individual differences in learning and also the methods of training and teaching and their effectiveness, and of the problems experienced in learning formal material; in particular, the study of how to help people, especially school children, with learning problems to overcome their difficulties. The field of educational psychology is built on several theories regarding how people learn. These theories are; behavioral, developmental, cognitive, constructivist and experiential. Some of the topics are; types of educational psychology, key concepts of educational psychology, and theories of educational psychology, aims of educational psychology and among others.

### **MSEDL 601: LEADERSHIP FOUNDATIONS AND ETHICS**

Leadership Foundations and Ethics presents candidates with a variety of leadership theories and strategies used by K–12 educational leaders to develop, sustain, and evaluate a coherent system of academic and social supports that meet the full range of students' needs. Foundational knowledge addresses the importance of developing mission, vision, and core values in collaboration with faculty, staff, and the school community to advocate for student success. The course also covers communication strategies, interpersonal skills, and using data to build community, influence school culture, and manage change for continuous improvement. In addition, students are introduced to the significance of following professional ethical codes and the importance of modeling and advocating ethical behavior with all stakeholders.

### **MSEDL 602: LEADERSHIP OF CURRICULUM DESIGN AND INSTRUCTION**

Leadership of Curriculum Design and Instruction prepares students to evaluate and implement curricular programs and instructional methods observed at the school level. Students focus on the knowledge and skills needed to develop, align, and implement cohesive systems of curriculum, instruction, and assessment. Importance is placed on responding to student needs, embodying high expectations for student learning, aligning with academic standards within and across grade levels, and promoting students' academic success and social and emotional well-being. This course also covers the selection and use of appropriate technologies to monitor student progress and improve instruction support for assessment, data collection, management, and analysis. Students are prepared to build a professional culture of trust and collaboration to ensure they are able to work with school personnel in creating curricular programs and instructional methods that are engaging and challenging and relevant to student needs, experiences, and interests. This course is designed to be taken after successful completion of School Law.

### **MSEDL 603: SCHOOL/EDUCATION LAW**

School Law prepares students to understand the appropriate application of laws, rights, policies, and regulations to promote student success. The course emphasizes the importance of understanding the history of and relationship between local and national laws, legal decisions, local education policies, and practices at the local school level to ensure compliance.

The course further focuses on understanding the legal rights and protections provided for all students, including those with disabilities, as well as school staff. It also addresses curriculum and instruction that help stakeholders understand the possible effects these rights may have on administrative decisions. Students are also provided the opportunity to demonstrate their capability to evaluate legal consequences of administrative decisions.

#### **MSEDL 604: PEOPLE AND TALENT IN EDUCATIONAL LEADERSHIP**

People and Talent in Educational Leadership prepares students to understand and implement practices used to recruit, hire, and prepare school personnel to provide students with an optimal learning environment. Various school professional development practices, such as professional learning communities, collaborative learning communities, beginning teacher induction, and mentor programs, will be covered. Additionally the course covers methods to evaluate school personnel appropriately based on data-driven decisions; providing realistic and actionable feedback to school personnel to continuously drive improvement; engaging all school personnel in the use and evaluation of competing school-wide initiatives; creating and sustaining a professional culture of engagement and commitment by developing workplace conditions that promote employee development, well-being, and professional growth; and continuously supporting school personnel to improve their instructional practices through ongoing professional development. The student will also reflect on leadership standards in order to develop a personal professional growth plan. A prerequisite for this course is School Law.

#### **MSEDL 605: SYSTEMS MANAGEMENT AND SCHOOL OPERATIONS**

Systems management and school operations instruct candidates on the operational aspects of school leadership that are essential to developing, monitoring, and evaluating school management, school systems, and services that address and support the needs of students and school personnel. Topics presented in this course include systems thinking; development, implementation, and evaluation of data-based strategic planning; and school improvement processes.

Students will evaluate the use of appropriate operational technology and the development of communications systems that provide actionable information to internal and external stakeholders for use in classroom and school improvement and community engagement. Each of these topics emphasizes the importance of efficiently and effectively managing school resources to build, maintain, and evaluate a cohesive system of academic and organizational supports, services, extracurricular activities, and accommodations to meet the full range of needs for each student.

#### **MSEDL 606: SCHOOL FINANCIAL LEADERSHIP**

School Financial Leadership focuses on financial policies, practices, and issues connected to K–12 school operations. The course describes various sources of school funding, the impact these sources can have on managing school budgets, and the challenges connected to finances that are often encountered by school leaders to ensure equitable financial support for all students. Students learn how to analyze different types of school budgets and understand the principal's role in the budgetary process to ensure alignment to the school's mission, vision, and values. This course also identifies and explains various types of commonly used accounting regulations, rules, and professional ethical principles used to create, maintain, and evaluate school budgets to ensure the equitable and ethical use of financial resources. This course is designed to be taken after successful completion of School Law.

## **MSEDL 701: CULTURAL COMPETENCY AND SOCIAL-EMOTIONAL LEARNING**

Cultural Competency and Social-Emotional Learning focuses on fostering cultural competence among professional educators by increasing knowledge of diverse learner populations, implementing culturally responsive pedagogy, and ensuring social justice and equity in the educational setting. Students also will participate in learning experiences designed to ensure they can lead efforts to meet the social and emotional learning needs of all learners, contributing to a school environment that builds learners' personal agency and academic success. Advocacy strategies are learned in this course, ensuring candidates possess the tools to positively impact school environments both locally and globally. This course has no prerequisites and students are strongly encouraged to take this early in their program.

## **MSEDL 702: PRACTICUM IN EDUCATIONAL LEADERSHIP - FOCUS ON PROFESSIONAL PRACTICES**

Practicum in Educational Leadership - Focus on Professional Practices provides candidates with an authentic, real-world work experience as an educational leader in a K–12 school environment. This is the first of a two-part experience designed to take place under the leadership and supervision of a practicing school principal or assistant principal at an approved practicum school site (K–12). This course includes an emphasis on the application of knowledge and skills to areas directly or indirectly affecting students. Collaboration within the school and local community is a focal point for this course. The course also includes the completion of assigned administrative duties in a K–12 setting, as defined by the candidate's state of residence, under the supervision of the cooperating administrator of the student's approved practicum site. Prior to enrolling in this practicum course, the candidate must complete a minimum of 18 Credit Units.

## **MSEDL 703: PRACTICUM IN EDUCATIONAL LEADERSHIP - FOCUS ON INSTRUCTION AND OPERATIONS**

Practicum in Educational Leadership - Focus on Instruction and Operations provides students with an authentic, real-world work experience as an educational leader in a K–12 school environment. This is the second of a two-part experience designed to take place under the leadership and supervision of a practicing school principal or assistant principal at an approved practicum school site (K–12). This course includes an emphasis on the application of knowledge and skills to areas affecting school operations and school personnel. The course also includes the completion of assigned administrative duties in a K–12 setting, as defined by the candidate's state of residence, under the supervision of the cooperating administrator of the student's approved practicum site. Prior to enrolling in this practicum course, the student must complete a minimum of 18 Credit Units.

## **MSEDL 704: EDUCATIONAL INQUIRY**

Educational Inquiry focuses on practical problem solving. This course teaches students to use scholarly literature to inform their own practice. It also teaches students to engage in their own action research processes, which empowers educators to recognize opportunities for improvement and to systematically implement and evaluate changes. This course prepares students to conduct research for the capstone. Prerequisites for this course: Data Literacy and Evidence-Based Practices.

## **MSEDL 705: DATA LITERACY AND EVIDENCE-BASED PRACTICES**

Data Literacy and Evidence-Based Practices focuses on the development of data literacy skills educators need to improve the learning and development opportunities of K–12 students. Students will practice identifying educational problems and data types, generating data, analyzing data, making inferences and drawing conclusions, and creating action plans within their educational settings. Students will also learn best practices for data literacy, including continuous improvement planning, approaches to professional learning communities, and instructional decision-making processes. This course has no prerequisites.

## **MSEDL 706: LEADING INCLUSIVE SCHOOLS**

Leading Inclusive Schools covers a variety of topics that directly affect students who have been assessed and determined to need additional support or services to ensure their academic success and well-being. The course prepares students to understand and comply with applicable laws, rights, policies, and regulations as appropriate to address matters of equity, fairness, and student marginalization based on culture and language, disability, or giftedness. This course will guide students in building a strong repertoire of skills and knowledge related to exceptional students. It will help them ensure that each student has equitable access to effective teachers; learning opportunities; academic, social, and behavioral support; and other resources necessary for success. This course is designed to be taken after successful completion of the School Law course.

**MSEDL/RES 707 RESEARCH METHODOLOGY:** This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

## **MSEDL 708: EDUCATIONAL LEADERSHIP THESIS**

Educational Leadership thesis serves as the culminating experience of this degree program, uniting content area knowledge with the execution of a problem-based learning project. Under the guidance of program faculty, students will apply their data literacy and research skills authentically and to topics appropriate to the candidate's degree program and future career goals. Projects will include action research or program evaluation and the qualitative or quantitative research methods necessitated by the project's purpose. Prerequisites include Data Literacy and Educational Inquiry, as well as all content area courses and field experiences prescribed in one's area of study. This course is designed to be taken after successful completion of all courses with the exception of Educational Inquiry, which may be taken concurrently. This course covers the following competencies:

## **MASTER OF EDUCATION (M.Ed) IN GUIDANCE AND COUNSELLING**

The Master of Education degree in Guidance and Counselling has been developed to provide students with the cutting-edge knowledge and skills needed for the professional practice of the trade. This program is for two years with 42 credit hours. On completion of the program, students are expected to be able to:

- Acquire knowledge and skills relevant to professional Guidance and Counselling;
- Practice the trade as professionals;
- Assist in solving various academic, social, psychological and vocational problems of Liberia at various levels of education;
- Objectively and appropriately evaluate guidance and counselling services in order to solve various problems confronting man.

### **COURSES PER SEMESTER**

| <b>Year 1</b>     |  |               |                   |   |               |
|-------------------|--|---------------|-------------------|---|---------------|
| <b>Semester 1</b> |  |               | <b>Semester 2</b> |   |               |
| <b>Code</b>       | <b>Course</b>                          | <b>Credit</b> | <b>Code</b>       | <b>Course</b>   | <b>Credit</b> |
| MED/GC 501        | Principles of Guidance and Counselling | 3             | MED/GC 502        | Developmental of Psychology                             | 3             |
| MED/GC 503        | Vocational Guidance                    | 3             | MED/GC 504        | Psychological Testing                                   | 3             |
| MED/GC 505        | Educational Statistics                 | 3             | MED/GC 506        | Counselling Theories                                    | 3             |
|                   |  | <b>9hrs</b>   |                   |   | <b>9hrs</b>   |
| <b>Year 2</b>     |  |               |                   |   |               |
| <b>Semester 1</b> |  |               | <b>Semester 2</b> |   |               |
| <b>Code</b>       | <b>Course</b>                          | <b>Credit</b> | <b>Code</b>       | <b>Course</b>   | <b>Credit</b> |
| MED/GC 601        | Techniques in Counselling              | 3             | MED/GC 602        | Organization and Administration of Guidance Counselling | 3             |
| MED/GC 603        | Seminar                                | 1             | MED/GC 604        | Principles of Interpersonal Relationships               | 3             |
| MED/GC 605        | Educational Research Methods           | 3             | MED/GC 606        | Group Dynamics  | 3             |
| MED/GC 607        | Practicum and Directed Field Exposure  | 3             | MED/GC 608        | Thesis writing  | 3             |
|                   |  | <b>10hrs</b>  |                   |   | <b>12hrs</b>  |

**Total Credit hours=40**

## **COURSES DESCRIPTION**

### **MED/GC 500 COMPUTERS IN SOCIETY**

This course will enlighten you how Computers benefit the business and personal world by being able to do the following more efficiently; buying and selling products, communicating throughout the world, enhancing our knowledge, job influences, entertainment, research, and paying bills. Topics cover are; what is a computer, usage of computer, importance of computer and among others.

### **MED/GC 501 PRINCIPLES OF GUIDANCE AND COUNSELLING**

This course geared towards positive change in the individual. The goal of guidance and counselling is to bring about positive change in the behavior of people so that they can grow towards fulfilling lives. The principles of guidance and counseling in education include; person-centered, trained personnel, positive change, client choice, confidentiality, individual difference, goal setting, continuous process, cooperation, behavioral process and respect. Some of the topics are; meaning of guidance and counselling, difference between guidance and counselling, scope and needs of guidance and counselling, functions of guidance and counselling, qualities of a good counsellor and others.

### **MED/GC 502 DEVELOPMENTAL OF PSYCHOLOGY**

This course focuses on how people grow, develop, and adapt across their entire lives. It's a diverse field that examines the physical, cognitive, social, and emotional changes that occur during human development. It also looks at the current behaviors that are linked to past and present conditions and processes, developmental research methods which is should focus on individual change and the important developmental changes which occur throughout the life of the human beings. Some of the topics are; what is developmental psychology, theories of developmental psychology, diagnosis and among others.

### **MED/GC 503 VOCATIONAL GUIDANCE**

This course helps students to access their career development as well as helps to enhance their skills, interests, as well as capabilities. It provides the knowledge to the students on how an individual is provided assistance in solving problems relating to choice of career, occupational change and adjustments. From the standpoint of the society, it is one of the means of achieving proper utilization of manpower. Indirectly, it helps in raising productivity and in minimizing unemployment/under-employment.

### **MED/GC 504 PSYCHOLOGICAL TESTING**

This course explodes student to understand the process that uses tests, interviews, surveys, and questionnaires to measure a person's mental attributes and behavior. Psychological testing is also known as psychometrics. It will also expose you to formal, or "norm-referenced," tests to measure your ability to comprehend different concepts. Each test measure ensures the reliability, validity, and objectivity necessary to avoid bias in scoring or interpreting your results. Topics cover are; what id psychological testing, types of psychological testing, purposes of psychological testing, types of psychological testing and others.

### **MED/GC 505 EDUCATIONAL STATISTICS**

The course introduces students to the nature of statistics with a description of variable, scales of measurement and the differences between descriptive and inferential statistics. Data representation is treated with emphasis on frequency distributions, histograms, polygons, gives, bars, and pie charts as well as box and whisker plots. The nature and role of the measures of location, variability and relative position are explained. Students are introduced to the concept of probability with emphasis on the addition and multiplication roles and the nature, properties and applications of the normal distribution. Measures of relations and correlation are explained and their roles in education are discussed. Basic ideas about statistical inference (sampling distributions) are treated leading to an introduction to hypothesis testing. Statistical tools such as regression analysis, chi-square, Mann-Whitney test, Wilcoxon signed rank test. One-way analysis and the Kruskal-Wallis test are mentioned briefly with emphasis on I icy can be used.

### **MED/GC 506 COUNSELLING THEORIES**

This course exposes students the various theories which serve as the backbone of therapeutic practice, offering a structured approach to understanding human behavior and guiding the therapeutic process. It looks at the lenses through which therapists view their clients' experiences and challenges, each offering a unique perspective on human behavior. It also focus on six major theoretical categories of counseling - humanistic, cognitive, behavioral, psychoanalytic, constructionist, and systemic - each offer a unique lens through which to view the human experience.

### **MED/GC 601 TECHNIQUES OF COUNSELLING**

This course has been specifically designed to equip students with the knowledge of how to assist clients through the application of various counselling techniques especially in educational school environment and other helping situations. In this regard, the course would highlight the importance of investigations and research in resolving issues and challenges in the study of Guidance and Counselling through various techniques of counselling as applied in various counselling theories.

### **MED/GC 602 ORGANIZATION AND ADMINISTRATION OF GUIDANCE SERVICES**

This course is essentially designed to provide students with the practical guides to the organization and administration of guidance services in various human establishments. Topics treated include nature, purpose and principles of guidance, administration and implementation of guidance program, types of guidance services and factors militating against the development of guidance program in Liberia. The course also treats guidance organization structure, role of all school personnel in administering guidance services, establishment of private guidance and counselling center, use of tests guidance and counselling as well as evaluation of guidance programs.

### **MED/GC 603 SEMINAR ON GUIDANCE AND COUNSELLING**

This entails an educational event where students immerse themselves in a discipline, learn research methods, and practice critical thinking. Seminars are often led by a professor and can include; research, discussion, readings and presentations. It also looks at some chances for students to practice being scholars and develop critical thinking skills.

### **MED/GC 604 PRINCIPLES OF INTERPERSONAL RELATIONSHIPS**

This course include conceptual classifications of significant concepts that are related to the subject matter of discourse definitions, purposes and principles. It will provide the definitions and meanings of the terms interpersonal relationship, values of interpersonal relationship, the need for it and its functions in organizations.

### **MED/GC 605 EDUCATIONAL RESEARCH METHODS**

This course introduce students to the major aspects of research methods in education. During the course, you will learn about what research is all about: parts of research that deal with the identification and development of the problem; the search and use of review of literature; the different methodologies in research development; and the various techniques for the collection, writing research proposal and reports. The recent approach for referencing based on the American Psychological Association (APA) format will also be discussed.

### **MED/GC 606 GROUP DYNAMICS**

This course introduces students on how people interact and behave in a group, and how they adhere to the group's norms. It's a multidisciplinary field that includes psychology, sociology, and anthropology. It also highlights on a system of behaviors and psychological processes occurring within a social group (intragroup dynamics), or between social groups (intergroup dynamics).

### **MED/GC 607 PRACTICUM AND DIRECTED FIELD EXPOSURE**

The course comprises an advanced orientation of candidates towards the complexities of psychotherapeutic skills and competences. Concentration is in the areas of professional responsibilities, ethics, information gathering and psychotherapy process. Micro-counselling sessions and extensive field practice are involved.

### **MED/GC 608 THESIS WRITING**

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.



## **MASTER OF ARTS IN INTERNATIONAL RELATIONS AND GLOBAL SECURITY (MA)**

### **OVERVIEW**

Our Master of Arts in International Relations and Global Security (MA) program delves into the complexities of global politics, diplomacy, and security. Our analysis will focus on international conflicts, foreign policy strategies, and explore methods for promoting peace and stability in a rapidly changing world. As the only M.A. in International Relations and Global Security in the country, our two-year program attracts students and faculty from all over the world. Our program prepares graduate students to enter a competitive workforce in Government, Business and Non-Governmental organizations or to pursue advanced graduate training leading to a Ph.D.

The Master of Arts in International Relations and Global Security also offers students the opportunity to develop broad, integrated knowledge in the core of the discipline, including a comparative study of complex international systems. This master's program enables you to acquire transferable business skills including written and oral communication, working with a team, and problem solving.

### **Program Objectives**

Students in this degree program will be able to:

- Analyse classical and alternative theories of international relations, the heritage and development of the discipline, and the major debates concerning world order, diplomacy, and international law underlying its inherent nature as an interdisciplinary study within the field of political science.
- Evaluate the changing role of the state in the context of globalization, regionalism, and security, including the impact of non-state actors, competing interests, and emerging norms within international systems.
- Assess the nature and distribution of economic, political, and military resources in the context of interdependence and delimited by cultural, social, and historical issues.
- Distinguish the interactions of state, non-state, and supra-national actors through a dynamic appreciation of contemporary issues and differing levels of analysis and
- Examine the major theories of conflict and change within the context of globalization and the role of traditional and emerging norms and institutions in the pacific settlement of disputes, human rights, and environmental issues.

### **COURSES PER SEMESTER**

| <b>Year 1</b>     |                                       |               |                   |                               |               |
|-------------------|---------------------------------------|---------------|-------------------|-------------------------------|---------------|
| <b>Semester 1</b> |                                       |               | <b>Semester 2</b> |                               |               |
| <b>Code</b>       | <b>Course</b>                         | <b>Credit</b> | <b>Code</b>       | <b>Course</b>                 | <b>Credit</b> |
| MA/IRGS 501       | International Negotiation/Diplomacy   | 3             | MA/IRGS 502       | International Global Security | 3             |
| MA/IRGS 503       | International Relations Theory        | 3             | MA/IRGS 504       | <b>International law</b>      | 3             |
| MA/IRGS 503       | History of Peacekeeping: 1988-Present | 3             | MA/IRGS 506       | Politics and War              | 3             |
|                   | <b>Total</b>                          | <b>9</b>      |                   | <b>Total</b>                  | <b>9</b>      |
| <b>Semester 1</b> |                                       |               | <b>Semester 2</b> |                               |               |
| <b>Code</b>       | <b>Course</b>                         | <b>Credit</b> | <b>Code</b>       | <b>Course</b>                 | <b>Credit</b> |

|             |   |           |             |                                       |          |
|-------------|---|-----------|-------------|---------------------------------------|----------|
| MA/IRGS 607 | Graduate Seminar                                      | 1         |             |                                       |          |
| MA/IRGS 601 | Conflict Analysis and Resolution: Theory and Practice | 3         | MA/IRGS 602 | Global Security, Logistics, and Space | 3        |
| MA/IRGS 603 | International Organizations/Diplomacy                 | 3         | MA/IRGS 604 | International Political System        | 3        |
| MA/IRGS 605 | Research Methodology                                  | 3         | MA/IRGS 606 | THESIS WRITING                        | 3        |
|             | <b>Total</b>  | <b>10</b> |             | <b>Total</b>                          | <b>9</b> |

### **DESCRIPTION OF COURSES**

#### **MA/IRGS 501: INTERNATIONAL NEGOTIATION/DIPLOMACY**

This course examines the process where two or more parties with different needs and goals discuss an issue to find a mutually acceptable solution. The goal of international negotiation is to obtain agreements between businesses with different cultural origins. International negotiation requires the ability to meet special challenges and deal with the unknown. Even those experienced in cross-cultural communication can sometimes work against their own best interests during international negotiations. Skilled business negotiators know how to analyze each situation, set up negotiations in ways that are advantageous for their side, cope with cultural differences, deal with foreign bureaucracies, and manage the international negotiation process to reach a deal.

#### **MA/IRGS 502: POLITICS AND WAR**

Prerequisite: MA/IRGS 503: Peacekeeping: Structure and Process

This course examines the relationship between military affairs and statecraft, ranging from how war is a logical consequence of political behaviour. Case studies in the great powers' use of force and military issues clarify the connection between politics and the use of force, including war in its international context, attitudes toward war and its causes, the notion of "vital interests," WHY humans fight, and aspects of past areas of conflict that appear relevant to the future.

#### **MA/IRGS 503: PEACEKEEPING: STRUCTURE AND PROCESS**

An examination of the strategic, operational, and tactical elements required for conducting both UN and non-UN sponsored peace operations. Special emphasis is placed on understanding the reasons for success or failure of previous and ongoing peacekeeping missions. This course also looks at the three levels of authority in UN peacekeeping operations: strategic, operational and tactical. These reflect authority, command and control. The strategic level has the highest authority. It involves authority and responsibilities of the Security Council, Secretary-General and Secretariat. Topics to cover include; What is peacekeeping, process of peacekeeping, types of peacekeeping, key principles in peacekeeping, pillars of peacekeeping, peace operations: the international context, peace operations: characteristics, peace operations: planning, peace operations: case studies on DRC, Kosovo, East Timor and Afghanistan.

### **MA/IRGS 504: INTERNATIONAL LAW (Prerequisite: MA/IRGS 501: International Negotiation)**

The course is designed to introduce students to the concepts and sources of international law that evaluate the various components, processes, and functions of the international legal process and consider how international law impacts the laws within other states. Additionally, the current state of the international legal order is reviewed with legal opinions regarding major philosophies, components and current practices and problems of the field of international law. This course deals with the body of legal rules, norms, and standards that apply between sovereign states and other entities that are legally recognized as international actors. Topics cover are; the nature and development of international law, historical development, general principles of law, treaties, customs, states in international law, international law and municipal law, sources of international, the responsibility of states, statehood, recognition, ,etc.

### **MA/IRGS 505: HISTORY OF PEACEKEEPING: 1988-PRESENT**

This course is a comprehensive survey of the overall evolution and functioning of United Nations peacekeeping operations from the end of the Cold War to the present. The focus of this course is the detailed analysis and comparative assessment of each peacekeeping operation as a tool of conflict management within the unique parameters in which it was established and conducted, and future trends for similar types of intervention and conflict resolution. Topics to cover include, history of peacekeeping, purpose of peacekeeping, areas where peacekeeping missions have been, sponsors of peacekeeping missions.

### **MA/IRGS 506: CONFLICT ANALYSIS AND RESOLUTION: THEORY AND PRACTICE (Prerequisite: MA/IRGS 505: History of Peacekeeping: 1988-Present)**

The course will consider the rationalist approach to conflict analysis, along with other theoretical approaches to international relations theory. It will examine the generic nature of conflict, whether between individuals or nations. It also directly addresses international conflict, its origins, discernible patterns, routine components, range of outcomes, and modes of conflict prevention or amelioration. Conflict resolution theory will be applied to various cases of contemporary conflict among nations. Students will develop a thorough awareness of the origins of conflict, various approaches to conflict analysis and resolution, as well as strategies for conflict prevention. The field of conflict analysis and resolution (CAR) is primarily defined as ideas about and applications of ways in which conflicts can be addressed constructively. The boundaries of the field cannot be sharply drawn.

### **MA/IRGS 601: INTERNATIONAL RELATIONS THEORY (Prerequisite: MA/IRGS 504: International Law)**

This course provides an analysis of the three important theoretical debates of international relations: Idealism vs. Realism, Traditionalism vs. Behavioralism, and Realism vs. Neo-realism. The course also addresses the level of analysis problem, as well as the central assumptions and key concepts of various theories of international relations, with special emphasis on the basic concepts, propositions, and current critique of realism and neo-realism.

### **MA/IRGS 602: INTERNATIONAL GLOBAL SECURITY (Prerequisite: MA/IRGS 506: Conflict Analysis and Resolution: Theory and Practice)**

This course addresses the complex global security environment. Focus is placed on the role that actors in the global environment play in the formulation and implementation of international, bilateral, and state policy, norms, and practice related to security issues of global scope and concern. The course also addresses the impact of these security related concerns in the global environment on domestic and international security.

**MA/IRGS 603: INTERNATIONAL ORGANIZATIONS** (Prerequisite: MA/IRGS 504: International Law)

This course introduces issues surrounding the two major categories of international institutions: intergovernmental organizations (IGOs) such as the United Nations, and non-governmental organizations (NGOs) such as the International Committee of the Red Cross. The course studies the theories, origins, principles, organization, activities, legal authority and performance of major international organizations as world actors in areas of economic development, international security, trade, and humanitarian assistance. IGOs serve as forums for communications, as regulators, as distributors, as organs of military security, and as peacekeepers.

**MA/IRGS 604: INTERNATIONAL POLITICAL SYSTEM** (Prerequisite: MA/IRG 603: International Organizations)

This course examines how the international political system---the patterns of interaction among world political actors---has changed and how some of its fundamental characteristics have resisted change. Students will investigate how the global system works and how the process of globalization is remaking the political and economic world.

**MA/IRGS 605: RESEARCH DESIGNS AND METHODS**

This course provides basic research methods skills for addressing problems and issues specific to the programs within International Relations and Global Security (IRGS). The course covers four basic approaches to social research including experimentation, survey research, field research, and the use of available data. Students will gain foundational knowledge in research planning, design, methodology, data collection, and analysis. This course prepares students for advanced research methods. Students in graduate studies are expected to be completely familiar with Turabian and APA. If you are unsure what writing style is in use in your program, consult with your academic advisor.

**MA/IRGS 606: THESIS WRITING**

Pre-requisite: Research Methodology

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.

## **MASTER's DEGREE IN PUBLIC ADMINISTRATION IN LOCAL GOVERNMENT MANAGEMENT (MPA)**

### **OVERVIEW**

Master's degree in Public Administration in Local Government Management (MPA) will qualify students for leadership and management positions, learn how to manage local government operations with a focus on public policy, budgeting, and community planning. Gain practical skills to improve local efficiency and service delivery enhancing community well-being.

Local government is also responsible for a range of vital services for people and businesses in defined areas. Among them are well known functions such as social care, schools, housing and planning and waste collection, but also lesser known ones such as licensing, business support, registrar services and pest control.

### **Objectives**

Students who complete the MPA in Local Government Management program will:

- A.** Gain solid knowledge on how to run a local government effectively and efficiently,
- B.** Achieve the technical knowhow on the process of the provision of democratic and accountable government for local communities;
- C.** Analyze and ensure the provision of services to communities in a sustainable manner;
- D.** Acquire the skills on how to promote social and economic development; and
- E.** Promote a safe and healthy environment.

### **COURSES PER SEMESTER**

| <b>Year 1</b>     |   |               |                   |                      |               |
|-------------------|---|---------------|-------------------|----------------------|---------------|
| <b>Semester 1</b> |   |               | <b>Semester 2</b> |                      |               |
| <b>Code</b>       | <b>Course</b>                           | <b>Credit</b> | <b>Code</b>       | <b>Course</b>        | <b>Credit</b> |
| MPA/LGM 601       | Public Writing                          | 3             | MPA/LGM 602       | Ethics in Government | 3             |
| MPA/LGM 603       | Public Administration in Society        | 3             | MPA/LGM 604       | Public Policy        | 3             |
| MPA/LGM 605       | Public Management                       | 3             | MPA/LGM 606       | Public Finance       | 3             |
|                   | <b>Total</b>                            | <b>9</b>      |                   | <b>Total</b>         | <b>9</b>      |
| <b>Year 2</b>     |   |               |                   |                      |               |
| <b>Semester 1</b> |   |               | <b>Semester 2</b> |                      |               |
| <b>Code</b>       | <b>Course</b>                           | <b>Credit</b> | <b>Code</b>       | <b>Course</b>        | <b>Credit</b> |
| MPA/LGM 700       | Graduate Seminar                        | 1             |                   |                      |               |
| MPA/LGM 701       | Public Human Resources Management       | 3             | MPA/LGM 702       | Government Finance   | 3             |
| MPA/LGM 703       | Management of Local Government Services | 3             | MPA/LGM 704       | Administrative Law   | 3             |
| MPA/LGM 705       | Research Methodology                    | 3             | MPA/LGM 706       | Thesis               | 3             |
|                   | <b>Total</b>                            | <b>10</b>     |                   | <b>Total</b>         | <b>9</b>      |

## **DESCRIPTION OF COURSES**

### **MPA/LGM 601: Public Writing/Communication**

This course deals with an important aspect of public and community-engaged learning. It serves to connect research, critique, and inquiry with communities and people outside of classrooms or university environments. It also looks at a broad category that includes a wide variety of writing styles: opinion pieces, letters to the editor, blogs, newspaper reports, magazine features, letters to elected officials, memoirs, obituaries, and much more.

### **MPA/LGM 602: Ethics in Government**

This course applies to the processes, behavior, and policy of governments and the public officials who serve in elected or appointed positions. The role of government and its officials is to serve the public interest with ethical awareness and ethical actions. Topics cover are; what is government ethics, theory of ethics, principles of ethics, importance of ethics, code of ethics, ethical issues in governance, relationship between ethics and governance, etc.

### **MPA/LGM 603: Public Administration in Society Prerequisite: MPA/LGM 602: Ethics in Government**

This course examines the implementation of government policies. Today public administration is often regarded as including also some responsibility for determining the policies and programs of governments. Specifically, it is the planning, organizing, directing, coordinating, and controlling of government operations. Topics cover are; overview of public administration, scope of public administration in society, relationship between public administration and society, role of public administration in developing societies, importance of public administration, and etc.

### **MPA/LGM 604: Public Policy**

It looks at the framework of laws, regulations, and actions governments implement to achieve social and economic goals. It's a statement of the government's intent and commitment to address a particular issue or problem. It helps you to shape the decisions of government officials and agencies, and its effects on society, the economy, and politics. It covers various issues, including economic, social welfare, education, healthcare, and environmental policies. Political ideologies, societal values, and economic conditions influence public policy, vital in shaping a country's future. Topics cover are; definition of public policy, the history and evolution of public policy, features and nature of public policy, types of public policy, process of public policy formation, 3 p's of public policy, role of public policy, theory of public policy, importance of public policy, and etc.

### **MPA/LGM 605: Public Management Prerequisite: MPA/LGM 604: Public Policy**

This course deals with both the government and the non-profit sector. It uses private-sector business and management approaches to manage the provision of services to the public. The goal of good public management is to optimize efficiency and effectiveness and improve customer service. It looks at both the Public management and administration which are very important for a government to roll out services to the public. It also involves the planning and setting up of policies underlying these public services. Topics cover are; definition of public management, theory of public management, importance of public management, public management-governance and policy, requirements of public management, difference between public management and public administration, etc.

### **MPA/LGM 606: Public Finance Prerequisite: MPA/LGM 605: Public Management**

It examines the monetary resources available to governments and also the finance within government and role of the government in the economy. As a subject of study, it is the branch of economics which assesses the government revenue and government expenditure of the public authorities and the adjustment of one or the other to achieve desirable effects and avoid undesirable ones. It also looks at the provision of government programs that moderate the incomes of the wealthy and the poor. These programs include social security, welfare, and other social programs. Example: Some elderly people or people with disabilities require financial assistance because they cannot work. Topics cover are; overview, history, public finance management, public expenditure, public revenue, public debt, financial administration, taxes, income distribution, fiscal policy, etc.

### **MPA/LGM 701: Public Human Resource Management ( Prerequisite: MPA/LGM 604: Public Policy)**

This course is concerned with the human resource management as it applies specifically to the field of public administration. It is considered to be an in-house structure that ensures unbiased treatment, ethical standards, and promotes a value-based system to broaden your mind with the provision of the employees with the capability to manage: healthcare, record keeping, promotion and advancement, benefits, compensation, etc. Topics to be covered include; definition of HRM, functions of HRM, leading contributors, pertinent legislations, HR structure, challenges of HRM, HRM focus equal employment opportunity, etc.

### **MPA/LGM 702: Government Finance Prerequisite: MPA/LGM 606: Public Finance**

It includes local taxation, national grant subventions, local government service user charges, loan capital funding, and private financial partnerships. Enables the delivery of high quality of public services and ensures that public money is spent efficiently and effectively. Topics cover include; meaning of government finance, functions of government finance, importance of government finance, scope of government finance, challenges of government finances, roles of government finance, etc.

### **MPA/LGM 703: Management of Local Government Services Prerequisite: MPA/LGM 605: Public Management**

It examines the discipline responsible for the implementation and enforcement of official government policies. It illustrates the provision of services to meet the needs and priorities of local communities such as waste collection, recycling, water supply and residential care. Services vary between communities depending on communities' location, size, demographics, resources, growth patterns and community preferences. Topics to be covered are; definition, services of local government, purpose of local government, responsibilities of local government, pillars of local government, objectives of local government services, etc.

### **MPA/LGM 704: Administrative Law Prerequisite: MPA/LGM 602: Ethics in Government**

This course deals with the legal framework within public administration domain. It derives from the need to create and develop a system of public administration under law which is a concept that may be compared with the much older notion of justice under law. Since administration involves the exercise of power by the executive arm of government, administrative law is of constitutional and political, as well as juridical, importance. But rationally it may be held to cover the organization, powers, duties, and functions of public authorities of all kinds engaged in administration; their relations with one another and with citizens and non-governmental bodies; legal methods of controlling public administration; and the rights and liabilities of officials. Topics cover are; definition of administrative law, principles, judicial review of administrative law, the ombudsman, administrative procedure, distinction between public administrative and private action, etc.

**MPA/LGM 705: Research Methodology**

This course will examine research techniques and methods for the formulation of hypotheses, development of testable objectives, experimental design, subject selection, data collection, data analysis and interpretation, and report preparation. Other topics include: components of Research problems, Types of Research, Research Design, and others.

**MPA/LGM 706: Thesis Writing Pre-requisite: MPA/LGM 705: Research Methodology**

This course is intended to create a Master's research project and to see it through to the first draft. Thesis students will work with their thesis committee to make any necessary revisions to the thesis proposal and produce the first draft of the thesis. Students will work one-on-one with their thesis advisor and the thesis coordinator to identify times that they will meet and create a plan for communication throughout the process of completing the Master's thesis.



## **MASTER' S DEGREE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (LSCM)**

### **Overview of the Program**

In this document, I have proposed a two-year master's degree curriculum in Logistics and Supply Chain Management (LSCM). The master's degree in Logistics and Supply Chain Management is a comprehensive program that addresses the standards and procedures for efficient and effective logistics and supply chain management on a global scale. This curriculum provides students with a solid foundation in logistics and supply chain principles, methods, and applications while also allowing them to develop advanced skills in data analysis, global transportation systems, procurement, warehousing, and strategic management. Students will gain insights into contemporary LSCM philosophies and methodologies, including sustainable and technology-driven approaches. The primary advantage of this degree course is its ability to empower students to become proficient in managing and optimizing national and international LSCM operations. The curriculum covers all essential aspects of logistics and supply chain systems, supplemented by hands-on projects to provide practical experience in the concepts taught.

### **Objectives of the Program**

Upon successful completion of the master's degree in Logistics and Supply Chain Management (LSCM), students will achieve the following objectives:

1. Develop LSCM Strategies:
  - Students will be equipped with the skills to create detailed and effective logistics and supply chain strategies that enhance global operational efficiency.
2. Enhance Decision-Making Skills:
  - Students will develop critical thinking and strategic decision-making abilities to manage complex LSCM challenges and adapt to changing market conditions.
3. Promote Sustainable Practices:
  - Students will gain understanding of sustainable LSCM practices, emphasizing the importance of environmental responsibility and social impact in supply chain management.
4. Strengthen Global Trade Knowledge:
  - Students will gain an in-depth understanding of international trade regulations, customs procedures, and global market dynamics.
5. Develop Leadership and Management Skills:
  - The program will cultivate leadership qualities and management skills necessary for overseeing LSCM operations and leading diverse teams in a global context.

6. Improve Risk Management Techniques:

- Students will learn how to identify, assess, and mitigate risks within supply chain operations, ensuring resilience and continuity.

7. Facilitate Industry Engagement:

- The program will present platforms and create opportunities for students to engage with industry professionals through internships, seminars, and networking events, bridging the gap between academic learning and practical application.

## List of Courses

| Code    | Course   | Credit    |
|---------|--|-----------|
| LSCM501 | Introduction to Logistics and Supply Chain Management                | 3         |
| LSCM502 | International Logistics and Supply Chain Strategy                    | 3         |
| LSCM503 | International Trade and Economics (Econ for L/SCM)                   | 3         |
| LSCM504 | Warehousing and Inventory Management                                 | 3         |
| LSCM505 | Global Transportation Systems  | 3         |
| LSCM506 | Global Procurement and Sourcing (Supplier Selection and Negotiation) | 3         |
| LSCM507 | Quantitative Methods for LSCM  | 3         |
| LSCM508 | Logistics Network Design   | 3         |
| LSCM601 | Customs and Trade Compliance   | 3         |
| LSCM602 | E-commerce Logistics and Supply Chain                                | 3         |
| LSCM603 | Research Methodology   | 3         |
| LSCM604 | Logistics and Supply Chain Seminar                                   | 3         |
| LSCM605 | Supply Chain Finance and Performance Measurement                     | 3         |
| LSCM607 | Maritime and Air Cargo Logistics Management                          | 3         |
| LSCM608 | Thesis Writing   | 6         |
|         | <b>Total</b>   | <b>48</b> |

| Year 1  |   |           |  |   |           |
|---|---|-----------|--|---|-----------|
| Semester 1: Foundations of Logistics Management |   |           | Semester 2: Advanced Concepts and Applications |   |           |
| Code  | Course  | Credit    | Code   | Course  | Credit    |
| LSCM501   | Introduction to Logistics and Supply Chain Management | 3         | LSCM502  | International Logistics and Supply Chain Strategy | 3         |
| LSCM503   | International Trade and Economics (Econ for L/SCM)    | 3         | LSCM504  | Warehousing and Inventory Management              | 3         |
| LSCM505   | Global Transportation Systems                         | 3         | LSCM506  | Global Procurement and Sourcing                   | 3         |
| LSCM507   | Quantitative Methods for LSCM                         | 3         | LSCM508  | Logistics Network Design                          | 3         |
|   | <b>Total</b>  | <b>12</b> |  | <b>Total</b>                                      | <b>12</b> |

| Year 2                             |  |           |  |                                       |           |
|------------------------------------|--|-----------|--|---------------------------------------|-----------|
| Semester 1: Practical Applications |  |           | Semester 2: Capstone and Global Experience |                                       |           |
| Code                               | Course   | Credit    | Code                                       | Course                                | Credit    |
| LSCM601                            | Customs and Trade Compliance                     | 3         | LSCM602                                    | E-commerce Logistics and Supply Chain | 3         |
| LSCM603                            | Research Methodology                             | 3         | LSCM604                                    | Logistics and Supply Chain Seminar    | 3         |
| LSCM605                            | Supply Chain Finance and Performance Measurement | 3         | LSCM608                                    | Thesis Writing                        | 6         |
| LSCM607                            | Maritime and Air Cargo Logistics Management      | 3         |  |                                       |           |
|                                    | <b>Total</b>                                     | <b>12</b> |  | <b>Total</b>                          | <b>12</b> |

## Course Descriptions

### LSCM501: Introduction to Logistics and Supply Chain Management

This course introduces the foundational concepts and practices in logistics and supply chain management. It explores the key elements, processes, and strategies involved in effectively managing the flow of goods, services, and information from origin to consumption. **Topics Covered:** Introduction to Logistics and Supply Chain Management, Logistics and Supply Chain Components, Logistics Functions and Activities, Supply Chain Processes, Logistics Network Design, Transportation Management, Inventory Management, Warehousing and Distribution Centers, Customer Service and Order Fulfillment, Global Logistics and International Trade, Sustainable Logistics and Green Supply Chain, Technology in Logistics and Supply Chain and Logistics Performance Measurement and Improvement.

### LSCM502: International Logistics and Supply Chain Strategy

International Logistics and Supply Chain Strategy is a core course designed to provide students with a thorough understanding of the strategic aspects of managing global logistics and supply chains. This course covers the development, implementation, and evaluation of strategies that enhance the efficiency and effectiveness of international logistics and supply chain operations. Students will learn how to align LSCM strategies with overall business goals, manage risks, and leverage competitive advantages in a global context. **Topics Covered;** Introduction to International Logistics and Supply Chain Strategy, Strategic Role of Logistics and Supply Chain Management, Global Supply Chain Design and Configuration, Logistics Network Design and Optimization, Strategic Sourcing and Procurement, Global Transportation Management, Inventory Management in Global Supply Chains, Risk Management in Global Supply Chains, Technology and Innovation in Global Supply Chains, Sustainability and Corporate Social Responsibility (CSR), Performance Measurement and Evaluation, Global Trade Compliance and Regulatory Issues, Strategic Alliances and Partnerships, Case Studies and Real-World Applications, Capstone Project and Strategic Plan Development

### **LSCM503: International Trade and Economics**

This course provides a detailed exploration of international trade and economic principles, focusing on how trade policies, global economic environments, and international agreements influence global business operations. The course aims to equip students with in-depth understanding of the theories, practices, and institutions that shape international trade and economics. **Topics Covered;** Introduction to International Trade, Classical Trade Theories, Modern Trade Theories, Trade Policy Instruments, International Trade Agreements and Organizations, Trade and Economic Development, Balance of Payments and Trade Imbalances, Exchange Rates and International Trade, Globalization and International Trade, Trade Policies and Economic Integration, International Capital Flows and Trade, Trade and Environmental Issues and Future Trends in International Trade

### **LSCM504: Warehousing and Inventory Management**

This course provides an in-depth understanding of warehousing and inventory management, emphasizing their critical roles in the supply chain. It covers the principles, practices, and technologies used in managing warehouse operations and inventory levels to optimize efficiency, reduce costs, and meet customer demands. **Topics Covered;** Introduction to Warehousing and Inventory Management, Warehouse Design and Layout, Warehouse Operations, Inventory Management Fundamentals, Inventory Control Systems, Technology in Warehousing and Inventory Management, Performance Measurement and Metrics, Warehouse Automation and Robotics, Safety and Risk Management in Warehousing, Sustainable Warehousing and Inventory Practices, Global Warehousing and Inventory Management and Case Studies and Best Practices

### **LSCM505: Global Transportation Systems**

This course offers an in-depth study of global transportation systems, focusing on the various modes of transportation and their roles in the global supply chain. It explores the operational, economic, and regulatory aspects of transportation, as well as the strategic importance of transportation management in global logistics. **Topics Covered;** Introduction to Global Transportation Systems, Modes of Transportation, Transportation Infrastructure, Transportation Economics, Regulatory and Policy Framework, Transportation Management and Optimization, Global Shipping and Port Management, Air Cargo and Airport Management, Rail and Road Transport Management, Transportation in Emerging Markets, Sustainable Transportation and Green Logistics, Technology and Innovation in Transportation, and Case Studies and Best Practices

### LSCM506: Global Procurement and Sourcing

This course explores the strategies, processes, and practices involved in global procurement and sourcing. It focuses on the critical role of procurement in the supply chain, the strategic importance of sourcing, and the complexities of managing global supplier relationships. The course aims to provide students with the skills and knowledge needed to develop and implement effective procurement and sourcing strategies in a global context. **Topics Covered;** Introduction to Global Procurement and Sourcing, Procurement Strategies, Sourcing Process and Techniques, Global Supplier Selection and Evaluation, Supplier Relationship Management (SRM), Risk Management in Global Sourcing, Contract Management, Ethical and Sustainable Sourcing, Technology and E-Procurement, Cost Management and TCO Analysis, Global Logistics and Supply Chain Coordination, Cultural and Communication Challenges in Global Procurement, Performance Measurement and Continuous Improvement, and Future Trends in Global Procurement and Sourcing

### LSCM507: Quantitative Methods for LSCM

This course focuses on the application of quantitative techniques to solve logistics and supply chain management problems. It covers a range of mathematical and statistical methods used to analyze, optimize, and make informed decisions in logistics operations. The course aims to equip students with the necessary skills to apply quantitative tools to real-world logistics challenges. **Topics Covered;** Introduction to Quantitative Methods in Logistics, Descriptive Statistics, Probability Theory and Distributions, Statistical Inference, Regression Analysis, Time Series Analysis and Forecasting, Optimization Techniques, Network Models and Analysis, Inventory Models, Queueing Theory and Applications, Simulation Modeling, Decision Analysis, Data Envelopment Analysis (DEA), and Case Studies and Real-World Applications

### LSCM508: Logistics Network Design

This course focuses on the principles and methodologies used in the design and optimization of logistics networks. It covers the strategic and operational aspects of network design, including facility location, transportation planning, and inventory positioning. The course aims to provide Students with the skills to create efficient and cost-effective logistics networks that support organizational goals and meet customer demands. **Topics Covered;** Introduction to Logistics Network Design, Strategic Network Design, Facility Location Decisions, Transportation Network Design, Inventory Positioning and Management, Network Design Methodologies, Global Network Design, Network Design for Reverse Logistics, Sustainability and Green Logistics Network Design, Technology and Innovation in Network Design, Performance Measurement and Management, Cost-Benefit Analysis and Financial Considerations, Risk Management in Network Design, and Case Studies and Best Practices

### **LSCM601: Customs and Trade Compliance**

This course provides an overview of customs regulations and trade compliance in the context of global supply chains. It covers the legal and regulatory frameworks governing international trade, the roles of customs authorities, and the processes and documentation required for compliance. The course aims to equip students with the knowledge and skills necessary to navigate the complexities of customs and trade regulations and ensure compliance in international business operations. **Topics Covered;** Introduction to Customs and Trade Compliance, Legal and Regulatory Frameworks, Customs Procedures and Documentation, Tariff and Non-Tariff Barriers, Trade Agreements and Free Trade Zones, Export Controls and Sanctions, Customs Compliance Programs, Risk Management in Customs and Trade Compliance, Technology and Trade Compliance, Sustainable and Ethical Trade Compliance, Customs Dispute Resolution, Global Supply Chain Security, Performance Measurement and Continuous Improvement, and Case Studies and Best Practices

### **LSCM602: E-commerce Logistics and Supply Chain**

This course provides an in-depth understanding of the logistics and supply chain management practices specifically tailored for e-commerce. It covers the unique challenges and strategies associated with managing logistics in the fast-paced and dynamic e-commerce environment. The course aims to equip students with the knowledge and skills to design, implement, and optimize logistics systems that support e-commerce operations effectively and efficiently. **Topics Covered;** Introduction to E-commerce Logistics, E-commerce Business Models and Their Impact on Logistics, Order Fulfillment Strategies, Inventory Management for E-commerce, Last-Mile Delivery, Technology in E-commerce Logistics, Customer Experience and Service in E-commerce, Cross-Border E-commerce Logistics, Sustainable E-commerce Logistics, Risk Management in E-commerce Logistics, Performance Measurement and KPIs, E-commerce Logistics Network Design, Reverse Logistics and Returns Management, and Future Trends in E-commerce Logistics

### **LSCM603: Research Methodology**

This course provides an overview of research methodologies used in business, logistics, and supply chain management. It covers the principles and techniques of research design, data collection, data analysis, and interpretation. The course aims to equip students with the skills necessary to conduct rigorous and meaningful research, critically evaluate existing research, and apply research findings to solve real-world problems.

**Topics Covered;** Introduction to Research Methodology, Research Design, Literature Review, Formulating Research Questions and Hypotheses, Qualitative Research Methods, Quantitative Research Methods, Mixed Methods Research, Sampling Techniques, Data Collection Instruments, Data Analysis Techniques, Ethics in Research, Writing and Presenting Research, Evaluating Research, and Application of Research in Business and Logistics and Supply Chain Management.

#### **LSCM604: Logistics and Supply Chain Seminar**

The Logistics and Supply Chain Management Seminar is designed to provide students with understanding of contemporary issues, trends, and innovations in logistics and supply chain management. This course involves guest lectures from industry experts, interactive discussions, case study analyses, and research presentations. It aims to expose students to real-world challenges and solutions, fostering critical thinking and practical problem-solving skills. **Topics Covered;** Introduction to the Logistics Supply Chain Seminar, Current Trends in Logistics and Supply Chain Management, Guest Lectures by Industry Experts, Case Study Analysis, Advanced Topics in Logistics Supply Chain Management, Research Methodology in Logistics and Supply Chain Management, Student Research Presentations, Panel Discussions and Roundtables, Technology and Innovation in Logistics and Supply Chain Management, Risk Management in Logistics and Supply Chain Management, Sustainability and Corporate Social Responsibility, Ethics and Compliance in Logistics and Supply Chain Management, Professional Development and Networking, and Future Directions in Logistics and Supply Chain Management

#### **LSCM605: Supply Chain Finance and Performance Measurement**

This course explores the intersection of finance and supply chain management, focusing on the financial implications of supply chain decisions and the methods used to measure and improve supply chain performance. It covers financial strategies, performance metrics, and analytical tools that are essential for optimizing the financial performance of supply chains. The course aims to provide students with the knowledge and skills needed to integrate financial considerations into supply chain management and to use performance measurement techniques to enhance supply chain efficiency and effectiveness.



**Topics Covered;** Introduction to Supply Chain Finance, Financial Implications of Supply Chain Decisions, Working Capital Management, Supply Chain Financing Solutions, Performance Measurement in Supply Chains, Designing Performance Measurement Systems, Financial Metrics in Supply Chain Performance, Operational Metrics in Supply Chain Performance, Risk Management and Performance Measurement, Technology and Performance Measurement, Sustainability and Performance Measurement, Case Studies and Best Practices, Continuous Improvement and Performance Management and Future Trends in Supply Chain Finance and Performance Measurement.

#### **LSCM607: Maritime and Air Cargo Logistics Management**

This course explores the specialized field of maritime and air cargo logistics, focusing on the management and operations involved in transporting goods via sea and air. It covers the strategic, operational, and regulatory aspects of maritime and air logistics, providing students with the understanding of the complexities and challenges associated with these modes of transport. The course aims to equip students with the skills to effectively manage and optimize maritime and air cargo logistics in a global supply chain context. **Topics Covered;** Introduction to Maritime and Air Cargo Logistics, Maritime Logistics and Operations, Air Cargo Logistics and Operations, Regulatory and Legal Frameworks, Cargo Security and Risk Management, , Maritime and Air Cargo Economics, Sustainability in Maritime and Air Logistics, Technological Advancements, Strategic Planning and Network Design, Customer Service and Relationship Management, Performance Measurement and Optimization, Global Trends and Challenges, Case Studies and Best Practices, Integration of Maritime and Air Logistics

#### **LSCM608: Thesis Writing**

The Thesis Project is the culmination of the Master's program in Logistics and Supply Chain Management. This course requires students to integrate and apply the knowledge and skills they have acquired throughout their coursework to address a real-world logistics or supply chain management problem. Students will work on a project that involves research, analysis, and the development of practical solutions. The Capstone Project is designed to demonstrate students' proficiency in logistics and supply chain management and their ability to conduct independent, high-level research. **Topics Covered;** Introduction to the Capstone Project, Project Proposal Development, Research Methodology and Data Collection, Literature Review, Data Analysis and Interpretation, Solution Development and Implementation, Project Management, Writing the Final Report, Presentation Skills, Peer Review and Feedback, Final Submission and Presentation, Reflection and Evaluation, Industry Engagement, Capstone Project Exhibition



## MASTER OF ART IN SOCIOLOGY

### Introduction:

The Master of Arts (MA) program in Sociology at Stella Maris Polytechnic University Graduate School (SMPUGS) aims to equip graduates with advanced knowledge and research skills to analyze and address pressing social issues relevant to the Liberian context. The program offers a unique structure with a core curriculum and five specialization tracks: Criminology, Social Development, Industrial Sociology, Gender and Development, and Medical Sociology. The program was developed through a benchmarking of other Universities in the region, Europe, and the USA.

This 2-years, 36-credit program offers a core curriculum in sociological theory, research methods, and statistics, followed by specialization tracks that delve deeper into specific areas relevant to the Liberian context. These tracks include Criminology, Social Development, Industrial Sociology, Gender and Development, and Medical Sociology.

The program emphasizes a **Liberian-centered approach**, integrating case studies, data analysis, and fieldwork focused on Liberian social realities. Students will gain a comparative understanding of West African and global trends, fostering a well-rounded perspective ([Said, 1994] [Wallerstein, 1995]).

### Rationale:

Liberia faces significant social challenges related to crime, poverty, inequality, and development. Also, a high demand for an MA program in Sociology by graduates of Sociology from many Universities around the Country has seen the current program being developed to fill that need and build capacity for Liberians at the Masters level. This program when launched at SMPUGS, next academic semester, will be the maiden master's Program in Sociology in the Country.

This program addresses these needs by:

**Building expertise:** Developing a pool of highly-trained sociologists to conduct research, analyze data, and inform policy decisions related to social issues.

**Promoting social change:** Equipping graduates with the skills to advocate for social justice and contribute to positive social change initiatives.

**Enhancing critical thinking:** Developing graduates with the ability to critically examine social phenomena and propose solutions based on evidence.

### Course Descriptions:

Detailed descriptions of each core course, elective, and track elective are included in the accompanying document in appendix B).

## Appendix A: Curriculum with Specialization Tracks (Numbered Courses)

### Master of Arts in Sociology (2-Years, 36 Credits)

This curriculum offers a Master of Arts (MA) degree in Sociology with five specialization tracks: Criminology, Social Development, Industrial Sociology, Gender and Development, and Medical Sociology. Students will complete a core set of courses (15 credits) and then choose a specialization track (15 credits) to delve deeper into their chosen area, and 6 credit hours Thesis

#### Objectives

- 1) To enhance SMPUGS's responsiveness to the needs and challenges of Liberia and Sub-Saharan Africa by establishing a strong social science support at the graduate level, focusing on issues such as post-conflict reconstruction, economic development, and social cohesion.
- 2) To strengthen SMPUGS's leadership in the field of service and educational development in Liberia and Sub-Saharan Africa by spearheading academic areas of concentration in Criminology, Social Development, Industrial Sociology, Gender and Development, and Medical Sociology, addressing regional concerns such as poverty, inequality, and health disparities.
- 3) To develop fully educated individuals who are not only equipped with critical thinking skills in analyzing social issues but also grounded in the human dimensions of values, ethics, traditions, and customs specific to Liberia and Sub-Saharan Africa, fostering cultural sensitivity and understanding.
- 4) To cater to the career advancement needs of teachers, leaders, employees, professionals, and other social science practitioners in Liberia and Sub-Saharan Africa, providing training and capacity-building programs tailored to regional contexts and challenges.
- 5) To enrich systematic information based on the dynamics of sociocultural, economic, technological changes in Liberia and Sub-Saharan Africa through sociological research studies, addressing regional issues such as migration, conflict resolution, and sustainable development.

Non holders of a bachelor's degree in Sociology or its equivalent may be admitted to the program, but are required to take the following 12 credits of undergraduate courses:

SOCI 201 Principles of Sociology,,,,,,,,,,,,,,,,----- 3 Credits

SOCI 202 Social Statistics ----- 3 Credits

SOCI 300 Sociological Theories ----- 3 Credits

SOCI 402 Research Methods ----- 3 Credits

Total Number of Credits----- .....12 Credits

SOCI 201 & 202, and SOCI 300 and 300 & 402 will be taken in first and second Semesters of the program. They are zero Credits preliminary courses

## Degree Requirements

To qualify for the MA Sociology degree, a student must have:

1. Completed at least thirty (30) credits of academic course work in addition to six (6) units of required thesis writing with a grade point average of at least 3.00.
2. Successfully defended his/her thesis before the graduate school Thesis committee.

## LIST OF COURSES BY SEMESTER

### SEMESTER 1

| Course No.  | Course Description                       | Credit Hrs.      | Prerequisite |
|-------------|--|------------------|--------------|
| MA/SOCI 600 | Sociological Theory                      | 3                |              |
| MA/SOCI 603 | Statistics for Social Science            | 3                |              |
| Elective    | Any elective from area of specialization | 3                |              |
|             | <b>Total</b>                             | <b>9 credits</b> |              |

### SEMESTER 2

| Course No. | Course Description                       | Credit Hrs.       | Prerequisite |
|------------|--|-------------------|--------------|
| Elective   | Any elective from area of specialization | 3                 |              |
| Core       | 9 Credits in Specialization track        | 9                 |              |
|            | <b>Total</b>                             | <b>12 credits</b> |              |

### SEMESTER 3

| Course No.  | Course Description                | Credit Hrs.      | Prerequisite              |
|-------------|-----------------------------------|------------------|---------------------------|
| MA/SOCI 601 | Research Methods in Sociology     | 3                | MA/SOCI 600 & MA/SOCI 603 |
| Core        | 6 Credits in Specialization track | 6                |                           |
|             | <b>Total</b>                      | <b>9 credits</b> |                           |

### SEMESTER 4

| Course No.   | Course Description                       | Credit Hrs.       | Prerequisite                                  |
|--------------|--|-------------------|---|
| Elective     | Any elective from area of specialization | 3                 |   |
| MA/SOCI 700  | Master Thesis                            | 3                 | All core, elective and specialization courses |
|              | <b>Total</b>                             | <b>6 credits</b>  |   |
| <b>Total</b> |  | <b>36 credits</b> |   |

## Core Courses (15 Credits)

- **Required (9 Credits):**
  - MA/SOCI 600: Sociological Theory (3 Credits)
  - MA/SOCI 601: Research Methods in Sociology (3 Credits)
  - MA/SOCI 603: Statistics for Social Science (3 Credits)
- **Electives (Choose 6 Credits):**
  - MA/SOCI 604: Race and Ethnicity (3 Credits)
  - MA/SOCI 605: Social Stratification and Inequality (3 Credits)
  - MA/SOCI 606: Urban Sociology (3 Credits)
  - MA/SOCI 607: Globalization and Social Change (3 Credits)
  - MA/SOCI 608: Social Psychology (3 Credits)

## Specialization Tracks (Choose One - 15 Credits)

### Criminology Track (15 Credits):

This track delves into the causes and consequences of crime in Liberia, examining factors like poverty, social inequality, and youth unemployment. Students analyze crime theories, explore the Liberian justice system, and investigate the social impact of crime on communities. Through a comparative lens, they learn from West African and global approaches to crime prevention and rehabilitation.

### Specialization (Choose 9 Credits)

- MA/SOCI 609: Criminological Theory (3 Credits)
- MA/SOCI 610: Crime and Deviance in Liberia (3 Credits)
- MA/SOCI 611: Law and Society (3 Credits)
- MA/SOCI 612: Victimology (3 Credits)
- MA/SOCI 613: Penology and Corrections (3 Credits)
- **Track Electives (Choose 6 Credits):**
  - MA/SOCI 614: Juvenile Delinquency (3 Credits)
  - MA/SOCI 615: White-Collar Crime (3 Credits)
  - MA/SOCI 616: Cybercrime (3 Credits)

### **Social Development Track (15 Credits):**

This track focuses on social programs and social change in Liberia. Students analyze social welfare policies, explore the role of social movements in advocating for change, and examine the impact of education and healthcare systems on social mobility. They gain a comparative understanding of West African and global development strategies, fostering critical thinking about Liberia's development path.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 617: Social Policy Analysis (3 Credits)
- MA/SOCI 618: Social Movements and Social Change (3 Credits)
- MA/SOCI 619: Sociology of Education (3 Credits)
- MA/SOCI 620: Sociology of Health and Illness (3 Credits)
- MA/SOCI 621: Sociology of the Family (3 Credits) (Described Previously)
- **Track Electives (Choose 6Credits):**
  - MA/SOCI 622: Sociology of Development (3 Credits)
  - MA/SOCI 623: Demography (3 Credits)
  - MA/SOCI 624: Sociology of Aging (3 Credits)

### **Industrial Sociology Track (15 Credits):**

This track examines social dynamics within Liberian workplaces and organizations. Students explore the changing nature of work in the face of globalization, analyze labor relations and worker rights, and investigate the impact of technology on work practices. By comparing workplace dynamics in Liberia to West African and global trends, they gain insights into promoting fair labor practices and organizational effectiveness.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 625: Work and Occupations (3 Credits)
- MA/SOCI 626: Organizations and Bureaucracy (3 Credits)
- MA/SOCI 627: Industrial Relations (3 Credits)
- MA/SOCI 628: Sociology of Gender and Work (3 Credits)
- MA/SOCI 629: Globalization and Work (3 Credits)
- **Track Electives (Choose 6 Credits):**

- MA/SOCI 630: Sociology of Technology (3 Credits)
- MA/SOCI 631: Environmental Sociology (3 Credits)
- MA/SOCI 632: Consumer Culture (3 Credits)

### **Gender and Development Track (15 Credits):**

This track examines gender inequalities and their impact on development in Liberia and beyond. Students analyze the social construction of gender roles, explore the challenges faced by women in education, employment, and healthcare, and investigate strategies for promoting gender equality and women's empowerment. Through a comparative perspective, they learn from West African and global initiatives advancing gender justice in development processes.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 633: Gender and Development Theory (3 Credits)
- MA/SOCI 634: Gender and the Economy (3 Credits)
- MA/SOCI 635: Gender and Violence (3 Credits)
- MA/SOCI 636: Gender, Health, and Wellbeing (3 Credits)
- MA/SOCI 637: Gender and Education (3 Credits)
- **Track Electives (Choose 6 Credits):**
  - MA/SOCI 638: Gender and Politics (3 Credits)
  - MA/SOCI 639: Gender and Media Representations (3 Credits)
  - MA/SOCI 640: Gender and Peacebuilding (3 Credits)

### **Medical Sociology Track (15 Credits):**

This track explores the social context of health and illness in Liberia. Students analyze the social determinants of health, such as poverty and sanitation, examine access to healthcare services, and investigate the social impact of diseases like HIV/AIDS in shaping health outcomes. By comparing healthcare systems and public health policies in Liberia to West African and global contexts, they gain insights into promoting health equity and social wellbeing.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 641: Medical Sociology (3 Credits)
- MA/SOCI 642: Social Determinants of Health in Liberia (3 Credits)
- MA/SOCI 643: Health Systems and Policy in Liberia (3 Credits)
- MA/SOCI 644: Global Health and Development (3 Credits)
- MA/SOCI 645: Social Aspects of Mental Health (3 Credits)

- **Track Electives (Choose 6 Credits):**
  - MA/SOCI 646: HIV/AIDS and Society (3 Credits)
  - MA/SOCI 647: Disability and Society (3 Credits)
  - MA/SOCI 648: Bioethics and Healthcare in Liberia (3 Credits)

### **Thesis (6 Credits):**

MA/SOCI 700: Master's Thesis (3 Credits)

In addition to coursework, students will complete a Master's Thesis (MA/SOCI 700, 3 credits). This thesis will involve conducting independent research on a topic relevant to their chosen specialization, focusing on the Liberian context and contributing to a deeper understanding of the chosen field within Sociology. Thesis work be done in the third semester, under the guidance of a supervisor but will be encouraged to start planning their thesis from their second semester.

### **Supervision**

The allocation of graduate supervision for this course is the responsibility of the Dean of the Graduate School and it is not always possible to accommodate the preferences of incoming graduate students to work with a particular member of staff. Under exceptional circumstances a supervisor may be found outside of the Graduate School. You can typically expect to meet with your supervisor when you are writing your thesis.

## **Appendix B- Detailed Course Description**

### **Master of Arts in Sociology (2- years, 36 Credits) - Curriculum with Specialization Tracks (Numbered Courses with Descriptions)**

This curriculum offers a Master of Arts (MA) degree in Sociology with five specialization tracks: Criminology, Social Development, Industrial Sociology, Gender and Development, and Medical Sociology. Students will complete a core set of courses (15 credits) and then choose a specialization track (15 credits) to delve deeper into their chosen area, focusing on the Liberian context within a West African and global framework. Each specialization is climaxed with a 3 credit hours Research Methodology and 3 credits thesis work.

#### **Core Courses (15 Credits)**

- **Required (9 Credits):**

- MA/SOCI 600: Sociological Theory (3 Credits): Examines the major theoretical perspectives in sociology and their application to understanding social phenomena, with a focus on their relevance to Liberian society and West Africa (e.g., functionalism, conflict theory, symbolic interactionism, feminist theory).
- MA/SOCI 601: Research Methods in Sociology (3 Credits): Covers quantitative and qualitative research methods used in sociological research, with a focus on conducting research in the Liberian context (e.g., surveys, interviews, ethnography).
- MA/SOCI 603: Statistics for Social Science (3 Credits): Provides training in statistical analysis techniques used in sociological research, with a focus on analyzing data relevant to Liberia and West Africa (e.g., hypothesis testing, regression analysis).

- **Electives (Choose 6 Credits):**

- MA/SOCI 602: Race and Ethnicity (3 Credits): Explores the social construction of race and ethnicity, and their impact on social life in Liberia, West Africa, and globally (e.g., racism, racial profiling, immigration).
- MA/SOCI 604: Social Stratification and Inequality (3 Credits): Examines social class, poverty, wealth distribution, and social mobility in Liberia, West Africa, and comparative contexts (e.g., Gini coefficient, social mobility pathways).
- MA/SOCI 605: Urban Sociology (3 Credits): Analyzes the social dynamics of cities and urban life, with a focus on Liberian urbanization patterns and comparing them to broader West African and global trends (e.g., urban poverty, segregation, informality).
- MA/SOCI 606: Globalization and Social Change (3 Credits): Explores the impact of globalization on social institutions and social life in Liberia, West Africa, and globally (e.g., global inequality, international migration, global culture industry).
- MA/SOCI 607: Social Psychology (3 Credits): Examines the social and psychological influences on individual behavior and thought, with a focus on Liberian cultural influences and how they compare to broader West African and global patterns (e.g., social influence, conformity, group dynamics, prejudice).

**Specialization Tracks (Choose One - 15 Credits):**

**Criminology Track (15 Credits):**

This track delves into the causes and consequences of crime, as well as the criminal justice system in Liberia and comparative contexts.

**Specialization (Choose 9 Credits)**

- MA/SOCI 608: Criminological Theory (3 Credits): Explores different theories of crime causation and criminal behavior, examining their applicability to Liberia and West Africa within a global context (e.g., strain theory, social control theory, labelling theory).



- MA/SOCI 609: Crime and Deviance in Liberia (3 Credits): Examines the nature and patterns of crime, deviance, and social control in the Liberian context, comparing them to broader West African and global trends (e.g., violent crime, property crime, corruption, youth gangs).
- MA/SOCI 610: Law and Society (3 Credits): Analyzes the relationship between law, social order, and social change, with a focus on the Liberian legal system and its place within West African and global legal frameworks (e.g., sources of law, role of courts, impact of law on social life).
- MA/SOCI 611: Victimology (3 Credits): Examines the characteristics and experiences of crime victims in Liberia, West Africa, and globally (e.g., victimization rates, the impact of crime on victims, victim services).
- MA/SOCI 612: Penology and Corrections (3 Credits): Explores the purposes and practices of punishment and correctional systems in Liberia, West Africa, and globally (e.g., sentencing, incarceration, probation, parole).
- **Track Elective (Choose 6Credits):**
- MA/SOCI 613: Juvenile Delinquency (3 Credits): Explores the nature, causes, and treatment of juvenile delinquency in Liberia, West Africa, and globally, examining risk factors and intervention programs in different contexts.
- MA/SOCI 614: White-Collar Crime (3 Credits): Explores the nature and impact of corporate crime and financial crime, with a focus on its prevalence in Liberia, West Africa, and globally, comparing how these crimes are addressed in different contexts.
- MA/SOCI 615: Cybercrime (3 Credits): Examines the nature and impact of crime in the digital age, with a focus on emerging cyber threats in Liberia, West Africa, and globally, exploring how different regions approach cybercrime prevention and enforcement.

### **Social Development Track (15 Credits):**

This track focuses on social welfare programs, social movements, and social change in Liberia and globally.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 616: Social Policy Analysis (3 Credits): Examines the development, implementation, and evaluation of social welfare programs in Liberia, West Africa, and comparative contexts (e.g., poverty alleviation programs, social security systems).
- MA/SOCI 617: Social Movements and Social Change (3 Credits): Explores the nature, dynamics, and impact of social movements in Liberia, West Africa, and globally, examining how movements for social justice unfold in different contexts (e.g., civil rights movements, environmental movements).

- MA/SOCI 618: Sociology of Education (3 Credits): Examines the social structures and processes within educational systems in Liberia, West Africa, and globally, with a focus on social inequalities and access to education, comparing challenges and solutions across regions (e.g., tracking systems, teacher quality).
- MA/SOCI 619: Sociology of Health and Illness (3 Credits): Analyzes the social factors that influence health and illness in Liberia, West Africa, and globally, examining how healthcare systems address these factors in different contexts (e.g., social determinants of health, health disparities).
- MA/SOCI 620: Sociology of the Family (3 Credits). Examines the structure, functions, and social change within families in Liberia, West Africa, and globally, considering how these dynamics compare across regions.
- **Track Elective (Choose 6Credits):**
- MA/SOCI 621: Sociology of Development (3 Credits): Analyzes theories and practices of development in Liberia, West Africa, and globally, exploring the social impact of development initiatives in different contexts.
- MA/SOCI 622: Demography (3 Credits): Examines population trends, structures, and processes in Liberia, West Africa, and globally, including fertility, mortality, and migration patterns, comparing demographic challenges and opportunities across regions.
- MA/SOCI 623: Sociology of Aging (3 Credits): Explores the social experiences of aging populations in Liberia, West Africa, and globally, examining how societies adapt to meet the needs of older adults in different contexts.

### **Industrial Sociology Track (15 Credits):**

This track delves into the social dynamics within workplaces and organizations.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 624: Work and Occupations (3 Credits): Analyzes the changing nature of work and occupations in Liberia, West Africa, and globally, examining trends in job automation, informal economies, and globalization's impact on labor markets.
- MA/SOCI 625: Organizations and Bureaucracy (3 Credits): Examines the structure, function, and power dynamics within organizations in Liberia, West Africa, and globally, comparing how bureaucratic structures operate across different contexts.
- MA/SOCI 626: Industrial Relations (3 Credits): Explores labor unions, collective bargaining, and industrial conflict in Liberia, West Africa, and globally, examining how worker representation and labor rights differ across regions.
- MA/SOCI 627: Sociology of Gender and Work (3 Credits): Examines gender inequalities in the workplace in Liberia, West Africa, and globally, exploring issues such as the

gender pay gap, occupational segregation, and the impact of care work on women's employment.

- MA/SOCI 628: Globalization and Work (3 Credits): Analyzes the impact of globalization on work and labor relations in Liberia, West Africa, and globally, examining issues such as offshoring, global supply chains, and the rise of precarious work.
- **Track Elective (Choose 6 Credits):**
  - MA/SOCI 629: Sociology of Technology (3 Credits): Examines the social implications of technology in Liberia, West Africa, and globally, exploring issues such as digital divides, the future of work, and the impact of social media on social life.
  - MA/SOCI 630: Environmental Sociology (3 Credits): Examines the relationship between society and the environment in Liberia, West Africa, and globally, exploring issues such as environmental degradation, resource management, and social movements for environmental justice.
- MA/SOCI 631: Consumer Culture (3 Credits): Examines the social dynamics of consumption in Liberia, West Africa, and globally, exploring issues such as advertising, marketing strategies, and the impact of consumerism on social values and inequalities.

### **Gender and Development Track (15 Credits):**

This track examines gender inequalities and their impact on development processes in Liberia and beyond. Students will explore how social, cultural, and economic factors influence the lives of women and girls, and develop strategies for promoting gender equality and empowerment.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 632: Gender and Development Theory (3 Credits): Explores key theoretical frameworks in gender and development, focusing on empowerment, participation, and social justice, examining their application in the Liberian context and comparing them to broader West African and global trends.
- MA/SOCI 633: Gender and the Economy (3 Credits): Examines women's economic participation, access to resources, and the gender pay gap in the Liberian context, comparing these issues to West African and global trends.
- MA/SOCI 634: Gender and Violence (3 Credits): Analyzes the prevalence and forms of gender-based violence in Liberia, exploring its social and economic consequences and prevention strategies, while examining similar issues and responses in West Africa and globally.
- MA/SOCI 635: Gender, Health, and Wellbeing (3 Credits): Examines the social determinants of women's health in Liberia, including maternal health, sexual and reproductive health rights, and access to healthcare, comparing these issues to West African and global contexts.

- MA/SOCI 636: Gender and Education (3 Credits): Focuses on the specific challenges and opportunities faced by girls and women in education in Liberia, exploring access, quality, and completion rates, while comparing these issues to West African and global trends.
- **Track Elective (Choose 6 Credits):**
- MA/SOCI 637: Gender and Politics (3 Credits): Examines women's political participation and representation in Liberia, exploring barriers and strategies for increasing women's leadership in decision-making processes, comparing these issues to West African and global trends.
- MA/SOCI 638: Gender and Media Representations (3 Credits): Analyzes the portrayal of women and girls in Liberian media, and its impact on gender norms and attitudes, comparing these representations to West African and global media trends.
- MA/SOCI 639: Gender and Peacebuilding (3 Credits): Explores the role of women in peacebuilding processes in Liberia, with a focus on post-conflict reconstruction and reconciliation, examining how women's participation contributes to peacebuilding efforts in Liberia compared to West African and global contexts.

### **Medical Sociology Track (15 Credits):**

This track focuses on the social context of health and illness in Liberia. Students will examine the social determinants of health, access to healthcare, and the role of social institutions in shaping health outcomes, comparing Liberia to West Africa and the global landscape.

### **Specialization (Choose 9 Credits)**

- MA/SOCI 640: Medical Sociology (3 Credits): Introduces students to core concepts and theories in medical sociology, with a focus on social inequalities in health, examining these issues in the Liberian context and comparing them to West African and global trends.
- MA/SOCI 641: Social Determinants of Health in Liberia (3 Credits): Examines the social, economic, and environmental factors that influence health outcomes in Liberia, including poverty, education, and access to sanitation, comparing these factors to West African and global contexts.
- MA/SOCI 642: Health Systems and Policy in Liberia (3 Credits): Analyzes the structure and functioning of the Liberian healthcare system, including policy challenges and strategies for improvement, comparing healthcare systems in Liberia to West Africa and the global landscape.
- MA/SOCI 643: Global Health and Development (3 Credits): Explores the challenges and opportunities of global health initiatives in Liberia, focusing on infectious diseases, maternal health, and access to essential medicines, examining these issues in a West African and global context.

- MA/SOCI 644: Social Aspects of Mental Health (3 Credits): Examines the social stigma surrounding mental health in Liberia, exploring cultural perceptions, access to mental health services, and intervention strategies, comparing these issues to West African and global contexts.
- **Track Elective (Choose 6 Credits):**
- MA/SOCI 645: HIV/AIDS and Society (3 Credits): Examines the social epidemiology of HIV/AIDS in Liberia, including prevention strategies, access to treatment, and the impact on individuals, families, and communities, comparing the Liberian experience to the West African and global context of HIV/AIDS.
- MA/SOCI 646: Disability and Society (3 Credits): Explores the social experience of disability in Liberia, including access to education, employment, and social services, comparing the experiences of people with disabilities in Liberia to West Africa and the global context.
- MA/SOCI 648: Bioethics and Healthcare in Liberia (3 Credits): Examines ethical considerations in healthcare delivery in Liberia, with a focus on informed consent, resource allocation, and the role of traditional medicine, comparing these issues to West African and global bioethical debates.

### **Thesis (3 Credits):**

SOCI MA/700: Master's Thesis (3 Credits)

In addition to coursework, students will complete a Master's Thesis (MA/SOCI 700, 3 credits). This thesis will involve conducting independent research on a topic relevant to their chosen specialization, focusing on the Liberian context within a West African and global framework. The thesis will contribute to a deeper understanding of the chosen field of Sociology and its application to Liberia's unique social landscape.

## **Conclusion**

This Master of Arts degree in Sociology program offers a unique opportunity for students to gain a comprehensive understanding of sociological concepts while focusing on their application to Liberia's social, cultural, economic, and political realities. By integrating a West African and global perspective, the program equips students with the knowledge and skills to analyze and address critical social issues in Liberia and contribute to positive social change.

## **Next Steps on admission**

Prospective students who are interested in applying to this program should consult the Graduate School for detailed information on admission requirements, application procedures, and deadlines. They are also encouraged to contact the program coordinator to discuss their academic goals and how this program can help them achieve them.

## Appendix C: Master of Arts in Sociology - Career Options

### Overall Program:

A Master of Arts degree in Sociology equips graduates with a broad range of valuable skills that are applicable to a variety of career paths. These skills include:

- **Research and Analysis:** The ability to design and conduct research studies, analyze data, and draw meaningful conclusions.
- **Critical Thinking:** The ability to critically evaluate information, identify biases, and develop sound arguments.
- **Writing and Communication:** The ability to communicate complex ideas clearly and concisely in written and oral formats.
- **Problem-Solving:** The ability to identify social problems, analyze their root causes, and develop solutions.
- **Social and Cultural Competency:** The ability to understand and appreciate diverse cultures and perspectives.

These skills are sought after by employers in a wide range of sectors, including government, non-profit organizations, research institutions, private businesses, and international organizations. Graduates of this program may pursue careers in areas such as:

- Social work
- Public policy analysis
- Urban planning
- Community development
- Market research
- Human resources
- Social justice advocacy
- Education and training
- International development
- Research and academia

### Specialization Tracks:

In addition to the general skills above, each specialization track provides graduates with specific knowledge and expertise that can be applied to particular career paths.

- **Criminology Track:** Graduates may pursue careers in law enforcement, corrections, probation and parole, victim services, criminal justice research, and security.
- **Social Development Track:** Graduates may work in social service agencies, government agencies focused on social welfare programs, international development organizations, or research institutions focused on social change.
- **Industrial Sociology Track:** Graduates may find employment in human resources departments, labor unions, management consulting firms, or research institutions focused on work and organizations.
- **Gender and Development Track:** Graduates may work in government agencies focused on gender equality, women's rights organizations, international development organizations, or research institutions focused on gender issues.
- **Medical Sociology Track:** Graduates may pursue careers in healthcare administration, public health agencies, patient advocacy organizations, research institutions focused on health and illness, or in disability services.

**Note:** This list is not exhaustive, and there are many other potential career paths for graduates of this program. The specific career options available will depend on a variety of factors, including the student's academic background, interests, and experience.