

# **REGULATIONS FOR THE BACHELOR'S DEGREE/DIPLOMA PROGRAMMES**

## **SCOPE OF HANDBOOK**

The provisions of this Handbook do not constitute a contract between the Technical University and a student who commences any programme of study in so far as it relates to the Bachelor of Technology, and Diploma requirements for that programme during the effective period of this handbook. Bachelor of Technology and Diploma requirements are subject to change during such period only to the extent required by National laws or Accreditation standards. The specific courses or activities constituting Tertiary (B-Tech, and Diploma) requirements for any programme are subject to substitution at any time prior to completion by the student.

The remaining provisions in this handbook reflect the general nature of conditions concerning the educational services of the Technical University in effect at this time but do not constitute a contract or otherwise binding commitment between the Technical University and the student.

The Technical University provides the opportunity for students to increase their knowledge by providing programmes of instruction in the various disciplines through lecturers/instructors, who in the opinion of the Technical University, are trained and qualified for teaching at the Technical University level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or programme.

## **PURPOSE OF HANDBOOK**

The Cape Coast Technical University Handbook serves as the main source of information and regulations for the University's Bachelor's Degree and Diploma programmes. The regulations stipulated in this document are legal and constitute academic statutes governing the degree and diploma programmes run by the Cape Coast Technical University. It is essential that students learn how to use this handbook effectively.

## **DEFINITION OF TERMS**

### **Programme**

A programme is a specialised field of study that prepares an individual for a future career or employment. A programme consists of a number of courses including both core and elective courses, each having its own individual credit weighting. It leads to the award of a specific degree, diploma or certificate.

### **Dean**

The Dean is the administrative head of a school or student related unit within the Technical University. All Deans, academic related and student related, report to the Vice-Chancellor through the Pro-Vice Chancellor.

## **Departmental Heads**

Departmental Heads are persons in charge of providing administrative and academic leadership for a department within the Faculty/School and the Technical University as a whole (e.g. the Head of Marketing Studies Department).

## **Grade-Point-Average (GPA)**

A student's grade-point average may be computed by numerically dividing the number of grade points earned by the number of hours of coursework attempted.

## **Cumulative Grade Point Average (CGPA)**

The student's cumulative grade point average is calculated by dividing the total number of grade points obtained up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

## **Course**

A course is the component part of a programme with a title, code number, contact hours designed to be covered in a specified time, normally one semester.

## **Core (Compulsory) Course**

A core course is a course that students are required to take and pass in order to graduate. For example, all students are required to pass university-wide compulsory courses before graduation. Some of these courses are, Communication Skills, African Studies, Entrepreneurship and Small-Scale Business, Renewable Energy etc.

## **Elective Course**

An elective course is an optional course freely taken by a student in relation to the programme being pursued. Its purpose is to afford students the opportunity to construct or follow a personal curriculum to meet personal, career, or individual academic interest.

## **Pre-Requisite Course**

A course that must be completed before another is attempted. Such courses serve as foundational requirements for more advanced courses within the same or related subject areas. It is the student's responsibility to consult the Handbook and ensure that all pre-requisite requirements are met before course registration.

It must be noted that a student who fails to write the first semester examination does not qualify to be registered for the second semester. Likewise, a student who fails to write the second semester examinations cannot proceed to the next level.

## **Audited Course**

An audited course is a course which a student voluntarily takes. The credit score is zero credit. The course appears on the student's transcript but will not count in the computations of student's CGPA. A student who fails an audited course shall re-sit that course.

## Credit Weighting

This is a weight assigned to a course of study as a component of a whole programme. One hour of contact between students and the lecturer per week for one semester (Theory and laboratory/practical work) as follows:

- a. A one-credit course consists of either one contact hour of lecture per week for a semester or two to three contact hours of laboratory or practical work per week for the duration of a semester.
- b. A two-credit course includes either two theory contact hours per week or one theory hour plus two to three hours of laboratory or practical work per week. Alternatively, it may consist of six hours of laboratory or practical work per week for a semester.
- c. A three-credit course also known as a full course, involves either three theory contact hours per week or two theory hours combined with two to three hours of laboratory or practical work per week, throughout the semester.

The duration of the end-of-semester examination is determined by the credit weighting of the course as indicated below:

COURSE CREDIT HOURS	DURATION OF EXAMINATION
One-credit course	1-1½ hours
Two-Credit Course	1½ – 2 hours
Three-Credit Course	2-3 hours
Practical Courses	2-3 hours

## Coding And Numbering of Courses

All degree courses shall have letter and number codes beginning with either three (3) or four (4) letters. The letters shall represent the name of the programme which is followed by a three-digit number in the following ranges:

Level 100 Courses: 100 - 199

Level 200 Courses: 200 - 299

Level 300 Courses: 300 – 399

Level 400 Courses: 400 – 499

The first digit refers to the level or year in which the course is offered. For example, a degree course in the Fashion department is represented as;

**BTF 109** – this signifies a level 100, first semester course, where the **BT** represents Bachelor of Technology, whereas the **F** represents the programme which is Fashion Design and Textiles Studies.

**DFT 117** – this also represents a level 100 Diploma course in the Fashion Design and Textiles Studies Department, where the letters DFT represents Diploma in Fashion Design and Textiles Studies.

## **Structure of Semester**

A Semester shall be of 16 weeks, structured as follows:

13 weeks of teaching.

2-3 weeks of examinations.

## **GENERAL ACADEMIC REGULATIONS**

### **1.0 SEMESTER CALENDAR**

The academic calendar is organized into a semester system, with the first semester running from August to December. The semester shall begin in the last week of August and end in the third week of December, spanning sixteen weeks in total. This duration excludes a one-week break for the Christmas and New Year holidays.

There shall be a break of 3-4 weeks between the end of the first semester and the beginning of the second semester. The second semester shall commence about the third week of January and end in the last week of May. It will also last for sixteen weeks exclusive of one week break for the Easter holidays, when the Easter falls within the semester.

The University reserves the right to conduct academic work (including examinations) on any particular day of the week.

### **2.0 ADMISSION**

All students are considered to be on probation for the full duration of the programme and may be dismissed anytime for unsatisfactory academic performance or misconduct.

### **3.0 FALSE DECLARATION**

Any student found to have provided false information regarding his or her qualifications shall be subject to immediate withdrawal from the University.

### **4.0 NAMES OF STUDENTS**

For official purpose, all students shall be recognized only by the names they signed in the Register of Matriculation and in the exact sequence in which those names were recorded. This rule equally applies to the female students.

However, if a female student marries during her period of study, she may be recognized by the surname acquired through marriage. In such cases, a marriage certificate or gazette notification must be provided.

### **5.0 CHANGE OF NAME/DATE OF BIRTH**

The policy of the University does not accept a request for change of names except on marital grounds. Making an amendment to names and date of birth of students are as well not accepted by the University.

All the same, rectification of wrong spelling of names is accepted if detected that the fault originated from the University.

## **6.0 PAYMENT OF FEES**

Students' fees are established annually by the appropriate Board of the University and approved by the University Governing Council. All students are required to pay the appropriate fees/tuition as a pre-condition for registration.

## **7.0 MEDICAL EXAMINATION**

The University requires all students enrolling for the first time, to undergo a compulsory medical examination which shall be conducted at the University clinic before registering for their prescribed courses of study. Thus, the medical report is a pre-requisite for registration.

## **8.0 ORIENTATION**

All fresh undergraduate and diploma students are required to attend a mandatory orientation session. The orientation is one of the eligibility criteria for registration of students for classes. No student shall be excused from all or part of the orientation session. The orientation programme includes a basic introduction to the academic and social dimensions of their education. The orientation will be organized for students during the 4th week of the first semester.

## **9.0 REGISTRATION**

Registration is the structured process through which eligible students secure seats in specific classes. It is accomplished by selecting all core and relevant elective courses during registration at the beginning of each semester of **EVERY** academic year. Only registered students shall be permitted to attend lectures.

Any student who fails to register during the specified period shall lose his/her studentship status for the academic year.

Log books for internship shall be given to only students who have completed their registration.

Each student shall register personally and not through a third-party or proxy.

Any student who fails to register in any semester shall not be allowed to take part in any of the University's activities relating to that particular semester.

## **10.0 MATRICULATION**

Matriculation ceremony is held in the first semester to formally register all new students into the University. Students who are not matriculated shall not be recognised as members of the University.

## **11.0 CANCELLATION OF REGISTRATION/DE-REGISTRATION**

De-registration is the removal of all course sections from a student's course schedule. By this, the affected student loses his/her student status at the University. A student may also be removed from the University register if, without permission, he/she fails to register on time before the start of a semester or academic year.

This may happen due to the following reasons;

- when it is noticed that he/she submitted falsified information and/or documents. Legal action may also be taken against the student. In such cases, no re-fund of fees/tuition shall be given.
- Failure to pay outstanding fees or charges, despite overdue notices and warnings of potential de-registration.
- Failure to attend classes without valid explanation or failure to meet the required pre-requisites for registered courses.
- If a student fails his/her final attempt to complete coursework or examinations required for continuing his/her studies.
- Absence from lectures without permission or justification for more than one month, during the academic year. In such cases, the student's registration may be withdrawn based on a recommendation from the School Board.

If a student is de-registered, he/she may appeal the decision by communicating in writing to the Dean of the School/Faculty clearly stating his or her grounds for appeal. The Dean shall, after study of the appeal, present the same to the Faculty/School Board for a decision.

## **12.0 DURATION FOR REGISTRATION**

Registration shall be done over a period of four (4) weeks.

## **13.0 LATE REGISTRATION**

A late registration period is provided for students who fail to register during the regular registration period. However, there shall be a fine for late registration after the registration deadline. The late registration fee shall be fixed by the Academic Board which reserves the right to review it from time to time.

## **14.0 CHANGE OF PROGRAMME**

All students are required to follow the approved programme for the specified duration. If a student wishes to change his or her programme, he or she must submit a written request through the Head of Department to the Dean of Faculty/School for approval. The Director of Academic Affairs must also be informed in writing with the reasons for the proposed change clearly stated.

No student shall be allowed to change his/her programme later than two (2) weeks after the beginning of the first-semester of the first-year. A student may be deemed ineligible for graduation if it is determined that he or she did not follow the programme originally assigned to him or her at Level 100 or Level 200

Change of programmes form shall be completed by the student requesting for the change. The Heads of Department of both the old and new Departments shall be required to authorize the change after considering the reasons for the change.

## **15.0 ADDING OR DROPPING OF COURSES**

Students can add and drop only elective courses during the semester registration period.

## **16.0 COURSE MOUNTING**

All Academic Departments shall mount courses for each semester. Although the University will endeavour to hold scheduled courses, it has the right to suspend any course for which less than ten (10) students are registered.

## **17.0 CHANGE OF SESSION**

Any student who wants to change from one session (regular, weekend or evening) to another shall be requested to complete the relevant form. Such student shall be required to contact the Student Records Management Section of the Directorate of Academic Affairs for the form. A student who wishes to change his or her session will be required to do so a week before the commencement of the semester.

All changes of session must be authorized by the Head of Department through Dean of the Faculty/School concerned and approved by the Director, Academic Affairs.

## **18.0 REGISTRATION OF FOREIGN STUDENTS**

Foreign students upon arrival shall register with the Directorate of International Programmes and Institutional Linkages. The student shall present a copy of his or her non-citizen Ghana card, permit to school/ copy of a residence permit.

## **19.0 ACADEMIC COUNSELLING**

Each student shall be assigned to an academic Counsellor who may be a member of his or her Department. Such counsellors shall be given access to the students' academic records on request through the Head of Department.

## **20.0 COUNSELLING SERVICES**

The Counselling Unit provides confidential and professional support for students facing emotional, social or behavioural challenges including, stress, learning difficulties, and substance abuse.

## **21.0 STUDENTS SEEKING TRANSFER TO CAPE COAST TECHNICAL UNIVERSITY**

Students seeking transfer to Cape Coast Technical University from other institutions must apply in writing to the Registrar or Director of Academic Affairs. Transfer will be allowed not later than two (2) weeks before the beginning of the semester. The application must be accompanied by the following academic documents from their previous institution before being considered for admission.

- Testimonials,
- Transcripts,
- Results slip

The Registrar will then forward the document to the Head of Department concerned, through the Dean to establish the equivalence of the student education level for recommendation or otherwise.

The Head of Department will communicate to the Registrar, through the Dean on the admission of the applicant or otherwise. The Registrar will inform the applicant accordingly.

## **22.0 STUDENT IDENTITY CARDS**

All students should possess a Cape Coast Technical University identification card and must endeavor to have it on them at all times.

The identity card shall bear the holders photograph, department & programme, academic year of study, student's registration number, and the signature of the relevant authority of the University. Students are advised to carry their university identity cards with them throughout their period of study.

## **23.0 REPLACEMENT OF LOST IDENTITY CARD**

A student who loses his/her student's identity card shall be required to pay the full cost of production for the ID card as determined by the Academic Board.

Student's identity card shall only be replaced on request by the student in writing to the Director of Academic Affairs and only if the University is convinced of their loss and circumstances of the loss.

## **24.0 DURATION OF UNDERGRADUATE PROGRAMMES**

The minimum period for completion of a Bachelor's degree and Diploma programmes in the Cape Coast Technical University is four (4) years and two (2) years respectively. The maximum period is six (6) years and four (4) years respectively. For students entering Bachelor's degree at Level 200, the minimum is three (3) years and the maximum is five (5) years. For Bachelor's degree students who go on one (1) year Exchange programme, their minimum period of completion is five (5) years and the maximum is seven (7) years.

### **Tabular presentation of minimum and maximum periods for completion of programme**

PROGRAMME	CATEGORY	MINIMUM Completion Period	MAXIMUM Completion Period	Exchange Programme	
				Minimum	Maximum
Bachelor's Degree	Regular	4 years	6 years	5 years	7 years
Bachelor's Degree	Top-Up	2 Years	4 years	4 years	6 years
Bachelor's Degree	Level 200	3 years	5 years	4 years	6 years
Diploma	Regular	2 Years	4 Years	3 years	5 years

A student who is not able to complete his/her programme within the maximum period specified, may be allowed up to four (4) additional semesters to complete his/her programme on a fee-paying basis.



## 25.0 DEFERMENT OF STUDIES

A student who wishes to defer his/her programme of study shall apply through the Head of Department to the Dean of the Faculty/School, and copy the Director of Academic Affairs stating the reasons for the deferment. Permission should be duly granted before he/she leaves the University.

A regular student may defer his/her studies after 21 days upon resumption of lectures and 21 days after matriculation during an academic year upon justifiable evidence presented, except during the examination period. Deferment shall be permitted after the student has paid the appropriate fees and completed registration for the academic year in which deferment is requested.

Students may be allowed to defer their studies for a maximum of one year and shall be re-admitted into the semester of study where they left off, at the end of the deferment period. In the event of curriculum change during the time of deferment, rejoining students may only join in at the beginning of the 1st Semester of the academic year. If there is a new course introduced into the programme, a student has to take the new course. The student should obtain a form from the Student's Record Management Section of the Directorate of Academic Affairs for completion or print from the University website with a password.

Deferment may be granted for the following reasons subject to supporting documentations:

- Health problems supported by a report from a certified medical practitioner.
- Social circumstances such as:
  - (i) Maternity leave,
  - (ii) The death or illness of a close relative or sponsor,
  - (iii) Serious illness/handicap, where medical evidence suggests that a student will be able to return to study within a further year,
  - (iv) Other emergencies near the end of an academic year.

After deferment, resumption of studies shall be subject to the commendation of the Head of Department who shall consider any change in the curriculum and assess the equivalence between old and new requirements. A student who resumes his/her studies will have to comply with any change that may have been made in the curriculum/programme. The request for resumption of studies shall be done in writing to the Head of Department through the Dean of the Faculty/School and copy the Director of Academic Affairs, at the time of registration. Any uncompleted course shall be redone.

Deferment may be granted for up to two academic years only, within the entire duration of the 4-year Degree programme and one academic year for Diploma programme. Where an application for deferment is granted, deferment shall be for one academic year, in other words, deferment shall not be allowed for one semester only.

## **26.0 CLASS ATTENDANCE AND CONDUCT IN CLASS**

A student who has not registered must not attempt to attend classes. A student's class attendance, practical work/tutorials and examinations shall be mandatory. When a lecture session has started, the lecturer has the right to deny entrance to late students. Likewise, a student will not leave the class room while the class is in session without the lecturer's consent. The use of cell phones during class sessions is strictly prohibited. Inappropriate dressing shall also not be tolerated. Disciplinary action shall be taken against unruly students and those who disregard the above regulations.

Attendance shall be monitored as agreed by the Department. Students who attend less than 85 per cent of such sessions shall be considered as not having achieved the course learning outcomes and shall not be allowed to sit for the end-of-semester examination.

Students who wish to be absent from teaching sessions must submit a written request to the Head of Department with a copy to the Dean of Students' Affairs, supported by credible evidence.

Acceptable grounds include:

- serious illness or handicap which may require time to overcome,
- late stages of pregnancy or postnatal recovery,
- illness of a dependent or death of a close relative.
- other kinds of reasons may also be given, and the decision shall be taken by the Academic Board, on the strength of the evidence that the absence is unavoidable.

If a student misses a required examination or does not submit assessed work on time, he or she will be given a zero and marked as failed, unless official leave has been granted for valid reasons.

## **27.0 SUBMISSION OF COURSE WORK**

Submission of coursework and attendance at examinations and tests is obligatory. Failure to submit coursework or attend assessment will result in a mark of zero, unless a valid justification is provided.

Requests for permission to miss any assessment must be submitted in writing, at least one working day before the scheduled assessment. The request must be supported with valid evidence (e.g. medical documentation, maternity-related circumstances), and addressed to the Head of Department with a copy to the Dean of Faculty/School. Late submissions shall be rejected.

If the request is granted, the Head of Department shall give permission to the student in writing, and also inform the course leader in writing.

## **28.0 INTERNSHIP PROGRAMME**

There shall be internship period for all students. The internship period shall be 8 weeks for the 4-year degree programme and six months for the top-up degree programme. Internship shall be assessed and grade obtained shall count towards the final degree.

A student who is not able to complete the internship for whatever reasons shall be required to complete his/her internship in the following academic year. Such students shall pay the full cost of the supervision to the University.

A student must obtain permission to change his/her assigned place of internship before effecting the change. A student who does not go to the assigned place of internship would be deemed to have failed the course.

Internship reports must be submitted by each student within 10 working days of completing the internship. All submitted internship reports shall be assessed in accordance with the existing departmental rules.

### **29.0 VOLUNTARY INTERNSHIP**

A student whose programme does not require internship may opt to participate in a non-credit scoring internship programme. Voluntary internships are managed through departmental heads.

### **30.0 PUBLICATION OF EXAMINATION TIME-TABLE**

Provisional examination dates for courses shall be announced at least four weeks before the start of the end of semester examinations. Final timetable including room allocations, shall be released three (3) weeks before the start of examinations.

### **31.0 SEMESTER EXAMINATIONS**

End-of-semester examinations shall be a mandatory component of every course. A schedule indicating the time and location of each examination shall be published every semester.

Students whose names do not appear in any course list shall not be allowed to participate in the end-of-semester examinations for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade F shall be awarded.

Students who fail to pay the required fees and complete registration by the official registration deadline shall not be allowed to participate in the examinations. However, if the student is able to pay the fees later, he/she **shall take the examinations as re-sit examinations.**

### **32.0 STUDENT IN GOOD STANDING**

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.50.

### **33.0 REGULATIONS FOR PROGRESSION**

Decisions on student's progression, probation, repeating a course, repeating a programme, and withdrawal, shall be made at the end of every semester, after considering the Cumulative Grade Point Average (CGPA) with the exception of the first year, first semester.

A student shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.50 or better.

### **33.1 PROBATION**

- i. A student who trails four (4) or more courses with a CGPA of less than 1.50 at the end of a semester except in the first semester of the first year shall be put on probation.
- ii. If a student is put on probation a second consecutive time after re-sit, he/she shall be withdrawn from the programme or advised to repeat the level.
- iii. A student with a CGPA of less than 1.50 at the end of the semester will be put on probation. If a student is put on probation a second consecutive time at the end of the academic year, he/she shall be withdrawn from the programme or advised to repeat the level.

### **33.2 REPETITION (COURSE)**

A student who trails in two (2) or three (3) courses with a CGPA of more than 1.0 but less than 1.50 at the end of the year after re-sit shall repeat the failed courses.

A student repeating a course is one who is taking only the stated courses he/she previously failed after re-sit. Such a student must return to class, pay all relevant fees, and participate in all academic activities including mid-semester examinations, assignments and end-of-semester examinations.

### **33.3 REPETITION (PROGRAMME)**

A student who obtains a CGPA of less than 1.0 at the end of a semester after re-sit shall be withdrawn or advised to repeat the whole academic year.

Repeating students are required to attend all classes, complete assessments, and fulfill all academic obligations and must pass the failed courses before progressing to the next level.

### **34.0 WITHDRAWAL AND DISMISSAL**

A student may voluntarily withdraw from the University or may be officially dismissed/withdrawn from the University for academic and non-academic reasons. If a student leaves the University and fails to withdraw officially, it will result in an “IC” grade notation on the student’s permanent record for all courses he/she has registered.

A student who is withdrawn on academic grounds may re- apply for admission.

A student seeking re-entry after voluntary withdrawal from a programme of study must write a letter to the Registrar stating such intent.

A student dismissed for poor academic performance may re-apply for admission into a different programme in the following academic year.

A candidate who does not qualify to progress to the next level shall be asked by the Academic Board through the Registrar to withdraw from the University.

### **35.0 VOLUNTARY WITHDRAWAL**

Students wishing to withdraw voluntarily must notify the Dean of Faculty/School in writing through the Head of Department. The Head of Department shall forward the communication to the Director of Academic Affairs, who shall notify the student.

A student who voluntarily withdraws from the University on request, shall be issued with an official testimonial on request. Again, students who may be withdrawn on grounds of disciplinary cases, such as cheating or any other disciplinary case, shall also be issued a statement of results and an official testimonial on request.

### **36.0 ABANDONED PROGRAMME**

A student who fails to report for a semester without justifiable reasons shall be considered to have abandoned the programme and shall be communicated to accordingly. However, he or she may apply for admission as a new student, which will be subject to the admission policy at the time.

### **37.0 DEFERMENT OF EXAMINATION**

**On Grounds of Ill-Health:** a student who has satisfied all the requirements as prescribed in **Sections 6.0 and 9.0** (payment of fees & registration) but is unable to take the end-of-semester examination on grounds of ill-health, shall, on application to the Head of Department through the Dean of the Faculty/School to the Registrar, and on provision of a Medical Certificate issued by the Director of University Health Services, be allowed to defer the semester examination and take the examination as supplementary.

**On other Grounds other than Ill-Health:** the appropriate Head of Department shall invite the applicant for an interview and advise the Dean of the School and the Registrar accordingly. The student must present convincing evidence of deferment.

In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University.

### **38.0 DECLARATION OF RESULTS**

End-of-semester examination results shall be published by the Registrar/Director of Academic Affairs after final approval has been given by the Academic Board before the commencement of the next semester.

A result slip indicating the student's performance in the examination may be accessed by students through the Students' Portal on the University's website [www.cctu.edu.gh](http://www.cctu.edu.gh)

Heads of Department are responsible for presenting results for all the courses in a programme to the Academic Board. Provisional results can only be published after the School Board has sat on the results.

Lecturers shall be responsible for uploading students' results online and a signed copy of the results shall be kept by the Head of Department and copies submitted to the Examinations Section of the Directorate of the Academic Affairs.

Examination results published shall be provisional until final approval is given by the Academic Board. An official final examination result shall be the one that has been approved by the Academic Board.

The University shall withhold issuing statements of results to students owing fees to the institution.

### 39.0 STUDENT ASSESSMENT

The University shall operate a combination of continuous assessment and end-of-semester examinations with the following weightings;

#### **Practical Based:**

Continuous Assessment: 60%

End of Semester: 40%

#### **Theory Based:**

Continuous Assessment: 40%

End of Semester: 60%

### 40.0 GRADING SYSTEM

Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of the semester, in each Course. The letter grades and the corresponding grade points, as recommended by academic board, are as follows:

**Table 1: Grading System – Bachelor of Technology Programme**

PERCENTAGE SCORE	GRADE	GRADE POINT	REMARKS
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Above Average
60 – 64	C	2.0	Average
55 - 59	D+	1.5	Pass
50 - 54	D	1.0	Weak Pass

**Table 2: Grading System – Diploma Programme**

PERCENTAGE SCORE	GRADE	GRADE POINT	REMARKS
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Above Average
60 – 64	C	2.0	Average
55 - 59	D+	1.5	Pass
50 - 54	D	1.0	Weak Pass

## **41.0 GRADE CORRECTION:**

### **41.1 REQUEST BY STUDENT**

A student who has reasons for a grade change that can be proven may request for a correction. He/she shall collect a student's complaint form from the Student's Records Management Section of the Directorate of Academic Affairs, complete and submit it to the Head of Department in which the course is offered. The Head of Department will consult the course lecturer concerned for verification. If it is established that the request for correction of grade is justified, the Head of Department shall endorse the request and send together with supporting documentation to the Dean of School or Faculty. The Dean shall approve and forward the document to the Director, Academic Affairs for the change to be effected.

### **41.2 REQUEST BY LECTURER**

A lecturer may request in writing to the Head of Department through the Dean of Faculty/School for grade correction. The Head of Department shall verify the basis of the claim, attach all relevant supporting documents, endorse the request and submit through the Dean to the Director, Academic Affairs for the changes to be effected. In case of errors affecting score-sheets for a whole class, the score-sheet shall be returned to the lecturer and re-submitted through the normal approval process. In all cases, the Head of Department and the Dean shall endorse the request for change of grades.

## **42.0 REQUIREMENTS FOR GRADUATION**

Students who fulfill all the requirements for graduation shall be conferred with degree or diploma certificate at an official graduation ceremony.

A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:

1. Admission to the programme.
2. Regular enrollment and attendance in the programme.
3. Satisfactory performance in the required examinations
4. Attain a minimum Cumulative Grade Point Average (CGPA) of 1.5.
5. Discharge of all obligations owed to the Department and the University as a whole including payment of fees, return of library books and completed clearance form.
6. School/Departmental Requirements: satisfactory discharge of such requirements as may be prescribed for the degree.

Names of candidates who qualify for graduation shall be published in the official graduation brochure.

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

### 43.0 CLASSIFICATION OF B-TECH/DIPLOMA (UNIVERSITY OWNED)

All end-of-semester examination results from Level 100, including University and School required courses, shall be considered in the computation of the Cumulative Grade Point Averages (CGPA) for the classification of the Bachelor's degree.

#### Classification of B-Tech:

The final degree awarded to a student will be classified according to a student's Cumulative Grade Point Average (CGPA). The Class designations will be based as indicated in the table.

Classification of Award	CGPA
First Class Honours	3.60 – 4.00
Second Class Honours (Upper Division)	3.00 – 3.59
Second Class Honours (Lower Division)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.50 – 1.99
Fail (no award of certificate)	<1.50

#### Classification of Diploma:

To graduate, a student will be required to satisfy all required credit hours during the programme and must have a minimum Cumulative Grade Point Average (CGPA) of 1.5. A candidate who fulfils the requirements pertaining to the programme shall be awarded Diploma certificate. The final award shall be classified in accordance with the criteria established by the University Academic Board and may be subject to periodic review. Class designations will be based on CGPA as per the table below:

Classification of Award	CGPA
Distinction	3.60 – 4.00
Credit	2.50 – 3.59
Pass	1.50 – 2.49
Fail (no award of certificate)	<1.50

### 44.0 GRADUATION GOWN AND HOOD

Cape Coast Technical University's official graduation gowns and hoods shall be made available to candidates after they have paid the appropriate graduation fee. The gowns and hoods must be returned to the University store within five working days after the graduation ceremony. A fine shall be charged for each extra day of delay in returning the gowns and hoods. In case of loss of the gown, the student shall pay thrice the amount of the gown and the hood.

### 45.0 CONFERMENT OF AWARD OF DEGREE/DIPLOMA

A list of candidates who are deemed eligible for graduation shall be presented to the Academic Board for approval by respective Deans. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree/diploma.



#### **46.0 PRESENTATION OF AWARD OF DEGREE/DIPLOMA**

Following conferment of an award of a degree as in **Section 43.0 (conferment of award of degree)**, the candidate shall be entitled to be awarded the appropriate Bachelor's degree under the seal of the University at a Congregation of the University assembled for that purpose. The degree shall indicate the programme and the options offered (if any) and the class awarded.

#### **47.0 CANCELLATION OF AWARD OF DEGREE/DIPLOMA**

Notwithstanding previous confirmation of an award of a degree as in **Section 43.0 (conferment of award of degree)** and presentation of a certificate as in **Section 44.0 (presentation of award of degree)**, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications or,
  - ii. a candidate had impersonated or,
  - iii. a candidate had been guilty of an examination malpractice for which a grade “F” would have been awarded or,
  - iv. there are other reasons that would have led to the withholding of confirmation of the award in the first place.
  - v. the candidate engaged in conduct or behavior that brought, or could bring the name of the University into disrepute.
- b. In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

#### **48.0 DATING OF BACHELOR’S/DIPLOMA CERTIFICATES**

The Bachelor’s degree of the Cape Coast Technical University shall be dated with reference to the day that Academic Board approved the results.

#### **49.0 COLLECTION OF CERTIFICATES**

To collect a certificate, a graduate will be required to present to the Director of Academic Affairs or his/her representative a duly filled clearance form.

Certificates shall be issued after the congregation ceremony. Graduates shall collect their certificates in person at the Student Record Management Section of the Academic Affairs Directorate.

#### **50.0 TRANSCRIPT OF ACADEMIC RECORD**

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the student a complete transcript of his/her academic record. This transcript shall have record of all courses attempted and all results obtained.

## **51.0 ISSUANCE OF ACADEMIC DOCUMENTS**

All academic documents shall originate from the Heads of department through the Dean of the Faculty/School to the Director of Academic Affairs. Degree and University owned Diploma certificates shall be issued by Cape Coast Technical University.

## **52.0 CLEARANCE FORM**

After completion of a programme, the student shall be required to clear with Departments/Units/Library/University stores/Directorates as shown on the clearance form. A student who fails to undertake the clearance shall have his/her name not included in the graduation list and also shall not get any academic document.

## **53.0 REPLACEMENT OF CERTIFICATE**

The University shall not replace lost certificates. Alumni who misplace their certificate may apply for an 'attestation letter' in lieu of the certificate.

## **54.0 CORRECTION OF ERROR ON CERTIFICATE**

A graduate who contributes to errors in his/her (name, class, programme, etc.) Degree/Diploma certificate shall be required to present to the Registrar legal document affirming his/her claim. The corrected certificate shall then be issued to the Graduate on the instruction of the Registrar, only after payment of a fee.

## **55.0 ACADEMIC HONOURS**

### **55.1 The Chancellor's Award:**

This award shall be given to a student who enrolled at Level 100 and obtained the highest CGPA at the time of graduation.

### **55.2 VICE-CHANCELLOR'S AWARD**

This award shall be given to a student who enrolled at Level 100 and obtained the second highest CGPA at the time of graduation.

## COMPONENTS OF PROGRAMMES OF STUDY

### SCHOOL OF APPLIED ARTS

#### 4-YEAR B.TECH. IN FASHION DESIGN AND TEXTILE TECHNOLOGY

##### YEAR ONE – SEMESTER ONE

Code	Course Title	T	P	Credit Hours
BTF 101	Introduction to Textile & Fashion Design	1	4	3
BTF 103	Fashion Figure illustration	1	2	2
BTF 105	Fundamental of Flat Patterns	1	4	3
BTF 107	Introduction to Garment Technology	1	4	3
BTF 109	Textile Fibers and Yarns	1	2	2
BTF 111	Fashion and Textile History	2	0	2
URC 101	Communication Skills I	2	0	2
URC 103	African Studies	2	0	0
URC 105	Digital Literacy I	2	0	2
<b>TOTAL</b>		<b>13</b>	<b>16</b>	<b>19</b>

##### YEAR ONE – SEMESTER TWO

Code	Course Title	T	P	Credit Hours
BTF 102	Application of Elements & Principles of Design	1	4	3
BTF 104	Figure Parts & Posture Illustration	1	2	2
BTF 106	Garment Production	1	4	3
BTF 108	Basic Fabric Manufacturing	1	2	2
BTF 110	Sustainable Production Management	2	0	2
URC 102	Communication Skills II	2	0	2
URC 104	Logical Reasoning and Critical Thinking	2	0	2
URC 106	Digital Literacy	1	2	2
URC 108	Renewable Energy	1	0	1
<b>TOTAL</b>		<b>12</b>	<b>14</b>	<b>19</b>

##### YEAR TWO – SEMESTER ONE

Code	Course Title	T	P	Credit Hours
BTF 201	Zero-waste Design - Garments	1	4	3
BTF 203	Garment & Accessories Illustration	1	2	2
BTF 205	Pattern Technology - Tailoring	1	4	3
BTF 207	Garment Technology - Tailoring	1	4	3
BTF 209	Textile Chemical Processing & Finishes	1	2	2
BTF 211	Beauty Care & Culture	1	2	2
BTF 213	Introduction to Fashion Accessories	1	2	2
URC 201	Entrepreneurship and Small Business Creation	2	0	2
<b>TOTAL</b>		<b>9</b>	<b>20</b>	<b>19</b>

**YEAR TWO – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 202	Ethical Designing	1	4	3
BTF 204	Computer-Aided Fashion Design I	1	2	2
BTF 206	Pattern Technology - Draping Techniques	1	4	3
BTF 208	Garment Technology - Draping Techniques	1	4	3
BTF 210	Textile Manipulating Techniques	1	2	2
BTF 212	Beauty Care & Culture	1	2	2
BTF 214	Eco-friendly Accessories Production	2	0	2
URC 202	Small Business Development and Management	2	0	2
<b>TOTAL</b>		<b>10</b>	<b>16</b>	<b>19</b>

**YEAR THREE – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 301	Advanced Fashion Design	1	4	3
BTF 303	Pattern Technology - Women & Men's Wear	1	4	3
BTF 305	Garment Technology - Women & Men's Wear	1	4	3
BTF 307	Technical Textiles & Nonwovens	2	0	2
BTF 309	Fashion Accessories Technology	1	2	2
BTF 311	Sustainability Seminar I	2	0	2
URC 301	Research Methodology	2	0	2
<b>TOTAL</b>		<b>10</b>	<b>14</b>	<b>17</b>

**YEAR THREE – SEMESTER TWO****Elective (A)--Accessories Design**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 302	Innovative Fashion Design	1	4	3
BTF 304	Advanced Fashion Illustration	1	4	3
BTF 306	Advanced Fashion Accessories Technology	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**Elective (B)--Garment Production**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 308	Pattern Technology	1	4	3
BTF 310	Garment Technology	1	4	3
BTF 312	Advanced Garment Technology	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**Elective (C)--Textile Design**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 314	Printing: Design and Production	1	4	3
BTF 316	Weaving & Knitting: Design and Production	1	4	3
BTF 318	Dyeing: Design and Production	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**Mandatory Courses**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 320	Computer Fashion Design II	1	2	2
BFT 322	Sustainability Seminar II	1	1	2
URC 302	Data Analysis and Presentation	1	2	2
URC 304	Innovation and Sustainability	1	0	1
URC 306	Academic Writing	1	0	1
<b>TOTAL</b>		<b>5</b>	<b>5</b>	<b>8</b>

**YEAR FOUR – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 401	Internship	0	0	<b>15</b>

**YEAR FOUR – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTF 402	Sustainable Apparel Manufacturing	2	0	2
BTF 404	Sustainable Merchandising	2	0	2
BTF 406	Ethical Interior & Exterior Decor	1	2	2
BTF 408	Fashion Event Management	1	2	2
BTF 410	Project Work	0	0	4
BTF 412	Exhibition & Fashion Show	0	12	6
<b>TOTAL</b>		<b>6</b>	<b>16</b>	<b>18</b>

**B.A. LIBRARY & INFORMATION SCIENCE****YEAR ONE – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
LIS 101	Information and Society	3	0	3
LIS 103	Principles of Management I	3	0	3
LIS 105	Introduction to Computing	2	2	3
LIS 107	Introduction to Information Management I	3	0	3
LIS 109	Electronic Records Management	3	0	3
URC 101	Computer Literacy I	1	2	2
URC 103	African Studies I	0	0	0

URC 105	Communication Skills 1	2	0	2
FUF 101	Basic French	2	0	2
<b>TOTAL</b>		<b>19</b>	<b>2</b>	<b>21</b>

#### YEAR ONE – SEMESTER TWO

Code	Course Title	T	P	Contact Hours
LIS 102	Principles of Management II	3	0	3
LIS 104	Information Technology	2	2	3
LIS 106	Information Literacy	1	2	2
LIS 108	Introduction to Information Management II	3	0	3
LIS 110	Management of Active Records	2	2	3
URC 102	Computer Literacy II	1	2	2
URC 104	African Studies II	0	0	0
URC 106	Communication Skills II	2	0	2
URC 108	Logical Reasoning and Critical Thinking	2	0	2
<b>TOTAL</b>		<b>16</b>	<b>8</b>	<b>20</b>

#### YEAR TWO – SEMESTER ONE

Code	Course Title	T	P	Contact Hours
LIS 201	Information Management and the Scholar	2	0	2
LIS 203	Introduction to Library Information Systems	2	0	2
LIS 205	Information Policy I	2	0	2
LIS 207	Emerging Technologies I	2	0	2
LIS 209	Copyright in Libraries and Information Centres I	3	0	3
LIS 211	Libraries and Information Centres I	2	0	2
LIS 213	Public Relations I	2	0	2
LIS 215	Database Management I	2	2	3
LIS 217	Management of Inactive Records	3	0	3
<b>TOTAL</b>		<b>23</b>	<b>2</b>	<b>21</b>

#### YEAR TWO - SEMESTER TWO

Code	Course Title	T	P	Contact Hours
LIS 202	Internship	0	6	3
LIS 204	Web Design and Development	2	2	3
LIS 206	Information Policy II	2	0	2
LIS 208	Emerging Technologies II	2	0	2
LIS 210	Copyright in Libraries and Information Centres II			3
LIS 212	Libraries and Information Centres II	3	0	2
LIS 214	Public Relations II	2	0	2
LIS 216	Database Management II	2	2	2
LIS 218	Introduction to Children's Literature I	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>10</b>	<b>20</b>

\*This course will be taken during the Long vacation period of two semesters

**YEAR THREE – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
LIS 301	Research Methodology I	2	0	2
LIS 303	Introduction to Digital Media	2	2	3
LIS 305	Foundations of Library and Information Science	3	0	3
LIS 309	Cataloguing and Classification	2	2	3
LIS 311	Marketing of Library Services	2	0	2
LIS 313	Indexing and Abstracting	1	4	3
LIS 315	Introduction to Children's Literature II	3	0	3
<b>TOTAL</b>		<b>15</b>	<b>8</b>	<b>19</b>

**YEAR THREE – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
LIS 302	Professional Industry Experience (Internship)	0	6	3
LIS 304	System Analysis and Design	3	0	3
LIS 306	Reference Sources and Services	2	2	3
LIS 308	Research Methodology II	3	0	3
LIS 310	Library Administration	3	0	3
<b>TOTAL</b>				<b>15</b>

\*This course will be taken during the Long vacation period of year three Semester 2

**YEAR FOUR – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
LIS 401	Dissertation	2	0	2
LIS 403	Automated Information Retrieval	2	2	3
LIS 405	Programming of Information Systems & Applications	2	2	3
LIS 407	Information Storage and Retrieval	2	2	3
	Elective 1			3
	Elective 2			3
<b>TOTAL</b>		<b>8</b>	<b>6</b>	<b>17</b>

**ELECTIVES**

<b>Code</b>	<b>Electives</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
LIS 409	Preservation of Information Resources	3	0	3
LIS 411	Electronic Resource Management	2	2	3
LIS 413	Scholarly Communications	3	0	3
LIS 415	Collection Development	3	0	3
LIS 417	Budgeting in Libraries	3	0	3
LIS 419	Planning and Evaluation of Information Resources & Services	3	0	3

**YEAR FOUR – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
LIS 402	Dissertation	3	0	3
LIS 406	Telecommunications and Information Network	3	0	3
LIS 408	Information Services and User Studies	3	0	3
	Elective 1	-	-	3
	Elective 2	-	-	3
<b>TOTAL</b>		<b>9</b>	<b>-</b>	<b>15</b>

**DIPLOMA IN LIBRARIANSHIP****YEAR ONE – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
DIL 101	Information & Society	3	0	3
DIL 103	Principles of Management I	3	0	3
DIL 105	Information Technology	2	2	3
DIL 107	Introduction to Library Information Systems	2	2	3
URC 101	Communication Skills Fundamentals	2	0	2
URC 103	African Studies	0	0	0
URC 105	Digital Literacy I	1	2	2
FUF 101	Basic French	2	0	2
<b>TOTAL</b>		<b>16</b>	<b>4</b>	<b>18</b>

**YEAR ONE – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
DIL 102	Principles of Management II	3	0	3
DIL 104	Information Literacy	3	0	3
DIL 106	Indexing and Abstracting	1	4	3
DIL 108	Introduction to Librarianship	3	0	3
URC 102	Communication Skills Extra / Ancillary	2	0	2
URC 104	Logical Reasoning & Critical Thinking	1	0	1
URC 106	Digital Literacy II	1	2	2
<b>TOTAL</b>		<b>14</b>	<b>6</b>	<b>17</b>

**YEAR TWO – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
DIL 201	Internship	0	6	3
DIL 203	Archival Studies	2	0	2
DIL 205	Collection Development	2	0	2
DIL 207	Information Storage and Retrieval	2	2	3
DIL 209	Cataloguing and Classification	2	2	3
DIL 211	Reference Sources and Services	2	2	3
URC 201	Entrepreneurship and Small Business Creation	2	0	2
<b>TOTAL</b>		<b>12</b>	<b>12</b>	<b>18</b>

\*This course will be taken during the Long vacation period of Year one Semester 2



**YEAR TWO – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
DIL 202	Electronic Resource Management	2	2	3
DIL 204	Preservation Management	3	0	3
DIL 206	Marketing of Library Services	2	0	2
DIL 208	Library Administration	2	0	2
DIL 210	Automated Information Retrieval	2	2	3
DIL 212	Budgeting in Libraries	3	0	3
<b>TOTAL</b>		<b>14</b>	<b>4</b>	<b>16</b>

**4-YEAR B.TECH. IN INDUSTRIAL ARTS AND DESIGN (GRAPHIC DESIGN AND  
MULTIMEDIA STUDIES)**

**YEAR ONE – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 131	Basic Design I	1	2	2
AGD 133	Foundation Drawing	1	4	3
AGD 135	Introduction to Graphic Design	2	0	2
AGD 137	Introduction to Digital Imaging	1	2	2
AGD 139	Creativity and Innovation	1	2	2
AGD 141	History of Art	2	0	2
COS 131	Communication Skills I	2	0	2
CLT 133	Computer Literacy	1	2	2
AFS 135	African Studies	2	0	2
<b>TOTAL</b>		<b>13</b>	<b>12</b>	<b>19</b>

**YEAR ONE – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 132	Basic Design II	1	2	2
AGD 134	Compositional Drawing	1	2	2
AGD 136	Colour and Design Psychology	1	2	2
AGD 138	Digital Graphic Design Software	1	4	3
AGD 142	Mini Project I	0	4	2
AGD144	History of Graphic Design	2	0	2
URC 134	Logic and Critical Thinking	1	2	2
COS 132	Communication Skills II	2	0	2
CLT 132	ICT- Microsoft Technology Applications	1	2	2
URC 201	Entrepreneurship Business Creation	2	0	2
<b>TOTAL</b>		<b>11</b>	<b>18</b>	<b>21</b>

**YEAR TWO – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 231	Lettering and Typography I	1	2	2
AGD 233	Analytical Figure Drawing I	1	4	3
AGD 235	Design Thinking & New Product Development	1	2	2
AGD 237	Mini Project II	0	4	2
AGD 239	Design for Print (Printmaking)	1	4	3
AGD 241	Introduction to Photography	1	2	2
AGD 243	Design for Digital Communication	1	4	3
AGD 245	Advertising: Foundation	2	2	3
<b>TOTAL</b>		<b>8</b>	<b>24</b>	<b>20</b>

**YEAR TWO – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 232	Typography and Basic Layout Design	1	2	2
AGD 234	Illustration for Designers	1	4	3
AGD 236	Identity Design	1	4	3
AGD 238	Mini Project III	0	4	2
AGD 242	Online Mobile Design	1	2	2
AGD 244	Digital Camera Operations	1	2	2
AGD 246	Advertising Technology	2	2	3
AGD 248	Fundamentals of Electronic Publishing	1	4	3
<b>TOTAL</b>		<b>8</b>	<b>24</b>	<b>20</b>

**YEAR THREE- SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 331	Research Methodology I	2	0	2
AGD 333	Motion Graphics	1	4	3
AGD 335	Interdisciplinary Photography	1	4	3
AGD 337	Packaging Design	1	4	3
AGD 339	Professional Practice	1	2	2
AGD 341	Advanced Digital Graphic Design Software	1	4	3
AGD 343	Mini Project IV	0	4	2
URC 108	Renewable Energy	1	0	1
<b>TOTAL</b>		<b>9</b>	<b>22</b>	<b>19</b>

**YEAR THREE – SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 332	Industrial Attachment	0	30	15
AGD 334	Integrated Studio Project	0	6	3
<b>TOTAL</b>		<b>0</b>	<b>36</b>	<b>18</b>

**YEAR FOUR – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 431	Advanced Image Editing	1	4	3
AGD 433	Research Methodology II	2	0	2
AGD 435	Seminar in Graphic Design	2	0	2
AGD 439	Intellectual Property Law for Graphic Design	2	0	2
<b>TOTAL</b>		<b>7</b>	<b>4</b>	<b>9</b>

**Elective Option 1- Visual Communication Design**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGE 431	Publication Design I	1	4	3
AGE 433	Branding & Identity Design	1	4	3
AGE 435	Environmental Graphic Design I	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**Elective Option 2 – Multimedia**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
AGE 437	Experience Design: Interactive Media & Mobile Devices	1	4	3
AGE 439	Digital Video Production	1	4	3
AGE 441	2D Animation	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**Elective Option 3- Advertising Design & Media Arts**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
AGE 433	Branding & Identity Design	1	4	3
AGE 435	Environmental Graphic Design I	1	4	3
AGE 443	Integrated Advertising Design	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

**FOUR YEAR – SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
AGD 432	Project/Thesis II	1	4	3
AGD 434	Principles of Multimedia	1	2	2
AGD 436	Advertising and Public Relations	2	0	2
AGD 438	Graphic Design Portfolio Development/ Exhibition	0	4	2
<b>TOTAL</b>		<b>4</b>	<b>10</b>	<b>9</b>

## FOUR YEAR – SEMESTER TWO

### Elective Option 1 - Visual Communication Design

Code	Course Title	T	P	Credit Hours
AGE 432	Advanced Publication Design	1	4	3
AGE 444	Emerging Trends in Environmental Graphic Design	1	4	3
AGE 446	Interactive Experience Design	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

### Elective Option 2 - Multimedia Studies

Code	Course Title	T	P	Credit Hours
AGE 446		1	4	3
AGE 448	Advanced Digital Video Production	1	4	3
AGE 434	3D Animation	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

### Elective Option 3 - Advertising Design & Media Arts

Code	Course Title	T	P	Credit Hours
AGE 436	Technology Trends in Advertising	1	4	3
AGE 438	Event Planning and Promotion	1	4	3
AGE 440	Advertising & Social Media Campaigns	1	4	3
<b>TOTAL</b>		<b>3</b>	<b>12</b>	<b>9</b>

## SCHOOL OF APPLIED SCIENCES AND TECHNOLOGY

### DEPARTMENT OF HOSPITALITY MANAGEMENT - B-TECH

#### First Year - First Semester

Code	Course Title	T	P	Credit Hours
BHM 111	Food Production Operation - 1	2	3	3
BHM 121	Food and Beverage Service - I	2	3	3
BHM 131	Front Office Operations - I	2	3	3
BSC 141	Foods and Nutrition	2	-	2
BHM 151	Hospitality French	2	-	2
URC 101	Communication Skill - I	2	-	2
URC 103	African Studies	-	-	-
URC 105	Digital Literacy - I	2	-	2
<b>TOTAL</b>				<b>17</b>

#### First Year - Second Semester

Code	Course Title	T	P	Credit Hours
BHM 112	Food Production Operations II	2	3	3
BHM 122	Food and Beverage Service II	2	3	3

BHM 132	Accommodation Operations I	2	3	3
BHM 142	Front Office Operations II	1	2	2
BSC 112	Sanitation and Safety	2	-	2
URC104	Logical Reasoning and Critical Thinking	2	-	2
URC 108	Introduction to Renewable Energy	1	-	1
URC 102	Communication Skills II	2	-	2
URC 106	Digital Literacy	1	2	2
	<b>TOTAL</b>			<b>20</b>

### Second Year - First Semester

Code	Course Title	T	P	Credit Hours
BHM 211	Food Production Operation III	2	3	3
BHM 221	Food and Beverage Service III	2	3	3
BHM231	Accommodation Operation II	2	3	3
BHM 241	Introduction to Hospitality Management	2	-	2
BHM 242	Introduction to Tourism	2	-	2
BSC 223	Life Cycle Nutrition	2	-	2
BSC 225	Food Technology	2	2	2
BHA201	Hospitality Accounting	2	-	2
URC 201	Entrepreneurship and Small Business Creation	2	-	2
	<b>TOTAL</b>			<b>21</b>

### Second Year - Second Semester

Code	Course Title	T	P	Credit Hours
BHM 212	Food Production Operations IV	2	3	3
BHM 222	Accommodation Operations III	2	3	3
BHM 232	Front Office Operations III	2	3	3
BSC 252	Therapeutic Nutrition	2	3	3
BHL 202	Hospitality Law	2	-	2
BMK 202	Hospitality Sales and Marketing	2	-	2
URC 202	Small Business Development and Management	2	-	2
	<b>TOTAL</b>			<b>18</b>

### Third Year First - Semester

Code	Course Title	T	P	Credit Hours
BHM 311	Food Production Operations V	2	3	3
BHM 321	Accommodation Operations IV	2	3	3
BHM 331	Events Management - I	2	-	2
BHM 341	Front Office Management	2	-	2
URC 301	Research Methodology	2	3	3
BPC 301	Purchasing, Costing and Control	2	-	2
BSC 323	Basic Dietetics	2	3	3
BHM 361	Organizational behaviour	2	-	2
	<b>TOTAL</b>			<b>20</b>

### Third Year - Second Semester

Code	Course Title	T	P	Credit Hours
BHM 312	Rooms Division Management	2	3	3
BHM 322	Facility Management	1	2	2
BSC 312	Advanced Food Safety and Quality	2	-	2
BHM 332	Supervision in the Hospitality Industry I	2	-	2
BSC 314	Hospitality Engineering & Maintenance	2	-	2
BHM 342	Hospitality Operations Management	2		2
URC 302	Data analysis and presentation	1	2	2
URC 304	Innovation and sustainability ( <i>Optional</i> )	1	-	1
URC 306	Academic Writing ( <i>Optional</i> )	1	-	1
	<b>TOTAL</b>			<b>16/17</b>

### Fourth Year - First Semester

Code	Course Title	T	P	Credit Hours
BHM 401	Industrial Attachment	-	-	15
BHM 403	Project Work - I	-	-	2
	<b>TOTAL</b>			<b>17</b>

### Fourth Year - Second Semester

Code	Course Title	T	P	Credit Hours
BSC 412	Food Product Development	2	3	3
BHM 422	Event Management - II	2	3	3
BHM 432	Advance Accommodation Management	-	6	2
BHM 442	Project Work - II	-	4	2
BHM 452	Supervision in the Hospitality Industry II	2	-	2
BHM 462	Personal Development	2	-	2
	<b>TOTAL</b>			<b>14</b>

## B-TECH TOP UP

### Semester By Semester Course Structure

\*\*Students will be required to register for all courses in each semester

#### First Semester

Code	Course Title	T	P	Credit Hours
BHM 411	Events Management	2	4	3
BHM 413	Personal Development	4	-	3
BHM 415	Hospitality French	3	-	2
BHM 417	Hospitality Management Information System	2	4	3
BHM 419	Advanced food safety and quality	2	-	3
BHM 431	Hospitality Supervision – I	2	-	3
	<b>TOTAL</b>			<b>17</b>

## Second Semester

Code	Course Title	T	P	Credit Hours
BHM 412	Food and Beverage Management	2	4	3
BHM 414	Managerial Accounting	2	-	3
BHM 416	Food Product Development	2	4	3
BHM 418	Tourism	2	-	2
BHM 432	Front Office Management	2	4	3
BHM 434	Hospitality Supervision - II	2	-	3
	<b>TOTAL</b>			<b>17</b>

## Third Semester

Code	Course Title	T	P	Credit Hours
BHM 421	Facility Management	2	2	3
BHM 423	Hospitality Law	2	0	2
BHM 425	Rooms Division Management	2	4	3
BHM 427	Small Business and Entrepreneurship	4	0	3
BHM 429	Customer Service	2	3	3
BHM 442	Research Methodology	2	2	3
	<b>TOTAL</b>			<b>17</b>

## Fourth Semester

Code	Course Title	T	P	Credit Hours
BHM 422	Industrial attachment			5
BHM 424	Project Work			4
	<b>TOTAL</b>			<b>9</b>

## DEPARTMENT OF FOOD SCIENCE AND POST HARVEST - B-TECH

### SEMESTER ONE

Code	Course Title	T	P	Credit Hours
FPT 101	Introduction to Food Science	2	3	3
FPT 103	Principle of Postharvest Management	2	-	2
FPT 105	General Food Microbiology	2	3	3
FPT 107	Principles of Food Processing	2	3	3
FPT 109	Unit Operation in Food Processing	2	-	2
FPT 111	Information Retrieval and Utilization	2	3	2
URC 101	Communication Skills – I	2	-	2
URC 103**	African Studies	2	-	-
URC 105	Information & Communication Technology	2	1	2
				<b>19</b>

\*Graduation required course

## SEMESTER TWO

Code	Course Title	T	P	Credit Hours
FPT 102	General Microbiology Practical	-	6	3
FPT 104	Processing and Preservation Techniques – I	2	3	3
FPT 106	Physical & Engineering Properties of Foods	2	-	2
FPT 108	Food Chemistry	2	3	3
URC 102	Communication Skills	2	-	2
URC 104	Logical Reasoning & Critical Thinking	2	-	1
URC 106	Information & Communication Technology	2	1	2
URC 108	Introduction to Renewable Energy	2	-	2
				<b>18</b>

## SEMESTER THREE

Code	Course Title	T	P	Credit Hours
FPT 201	Modern Processing Equipment for Agricultural Products	2	-	2
FPT 203	Postharvest Losses of Agricultural Products	2	-	2
FPT 205	Processing and Preservation Techniques – II	2	3	3
FPT 207	Food Biotechnology	2	3	3
FPT 209	Meat and Poultry Technology	2	3	3
FPT 211	Postharvest Physiology & Technology of Perishable Crops	2	3	3
URC 201	Entrepreneurship & Business Creation	2	-	2
				<b>18</b>

## SEMESTER FOUR

Code	Course Title	T	P	Credit Hours
FPT 202	Legumes and Oilseeds Technology	2	3	3
FPT 204	Postharvest Biocontrol	2	-	2
FPT 206	Food safety and Quality Assurance	2	-	2
FPT 208	Functional Foods	2	-	2
FPT 210	Drying Technology	2	3	3
FPT 212	Food Processing Technologies & Equipment	2	-	2
FPT 214	Food Additives and Preservatives	2	-	2
URC 202	Small Business Development & Management	2	-	2
				<b>18</b>



**SEMESTER FIVE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
FPT 301	Food Laws and Policy	2	2	2
FPT 303	Postharvest Handling System of Cereals and Grain Legumes	2	3	3
FPT 305	Postharvest Disease and Pest Control	2	-	2
FPT 307	Postharvest Management of Fruits and Vegetables	2	3	3
FPT 309	Postharvest Biocontrol Practical	-	4	3
FPT 311	Postharvest Management of Roots and Tubers	2	3	3
FPT 313	Fish and shellfish Postharvest Technology	2	2	2
URC 301	Research Methodology	2	2	2
				<b>20</b>

**SEMESTER SIX**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
FPT 302	Internship	-	-	15
				<b>15</b>

**SEMESTER SEVEN**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
FPT 401	Marketing and Export of Food Crops	2	-	2
FPT 403	Fruits and Vegetables Processing Technology	2	3	3
FPT 405	Food Packaging Technology	2	2	2
FPT 407	Cereal Processing	2	3	3
FPT 409	Processing of Milk and Milk Products	2	3	3
FPT 411	Food Quality and Sensory Evaluation	2	2	2
FPT 413	Agricultural Waste & By-product Utilization	2	3	3
URC 401	Data Analysis & Presentation			2
URC 403*	Innovation & Sustainability			1
URC 405*	Academic writing			1
				<b>20/21</b>

\*Optional course

*Note: Student may register for any one (1) of the optional courses in semester 7. The credit will be added to the stipulated 19 credits.*

**SEMESTER EIGHT**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
FPT 402	Fermentation Technology	2	3	3
FPT 404	Biomass - Generation and Utilization	2	3	3
FPT 406	Modeling and simulation of Food Processes	2	3	3

FPT 408	Seminar I	-	-	1
FPT 410	Project Work	-	-	5
				<b>15</b>

## DIPLOMA

### SEMESTER TWO

Code	Course Title	T	P	Credit Hours
DFP 102	Basic Microbiology Practical	-	5	2
DFP 104	Food Processing Technology – I (Fish, Meat & Poultry)	2	3	3
DFP 106	Physical & Engineering Properties of Foods	2	-	2
DFP 108	Food Chemistry	2	-	2
DFP 110	Introduction Food Biotechnology	2	3	3
DFP 112	Internship	-	8	3
URC 104	Logical Reasoning & Critical Thinking	2	-	1
URC 114	Basic Statistics	2	-	2
				<b>18</b>

### SEMESTER THREE

Code	Course Title	T	P	Credit Hours
DFP 201	Food Chemistry Practical	-	6	2
DFP 203	Marketing and Export of Food Crops	2	-	2
DFP 205	Food Processing Technology – II (Milk & Dairy Products)	2	3	3
DFP 207	Postharvest Losses of Agricultural Produce	2	3	3
DFP 209	Principles of Postharvest Technology	2	-	2
DFP 211	Food Fermentation Technology	2	3	3
DFP 213	Research Methods	2	-	2
DFP 215	Postharvest Physiology of Perishable Commodities	2	-	2
URC 201	Entrepreneurship & Small Business Creation	2	-	2
				<b>21</b>

### SEMESTER FOUR

Code	Course Title	T	P	Credit Hours
DFP 202	Food Safety	2	3	3
DFP 204	Food Packaging Technology	1	3	2
DFP 206	Food Quality Testing and Evaluation	2	3	3
DFP 208	Drying Technology	2	3	3
DFP 210	Food Additive and Preservation	1	3	2

DFP 212	Food Processing Technology – III (Cereals, Fruits & Vegetables)	2	3	3
DFP 214	Food Product Development	2	3	3
URC 202	Small Business Development & Management	2	-	2
				<b>21</b>

## BACHELOR OF TECHNOLOGY IN STATISTICS TOP UP

### SEMESTER ONE

Code	Course Title	T	P	Credit Hours
BST 302	Research Methods			3
BST 304	Data Management and Analysis			3
BST 306	Statistical Quality Control			3
BST 308	Experimental Design Methods			3
BST 310	Demography			3

### SEMESTER TWO

Code	Course Title	T	P	Credit Hours
BST 401	Industrial Attachment			15

### SEMESTER THREE

Code	Course Title	T	P	Credit Hours
BST 402	Time Series Analysis			3
BST 414	Introduction to Stochastic Processes			3
BST 408	Linear Models			3
BST 410	Medical Statistics			3
BST 412	Statistical Inference			3
BST 418	Project Work			3

## SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

### 4- YEAR BACHELOR OF TECHNOLOGY (ACCOUNTING AND FINANCE)

YEAR ONE - SEMESTER ONE				
Code	COURSE TITLE	T	P	Credit Hours
ELECTIVE COURSES				
BAF 101	Principles of Financial Accounting	2	2	3
BAF 111	Business Mathematics	1	2	2
BAF 121	Principle of Management	2	2	3
BAF 123	Business and Commercial Law	1	2	2
BAF 131	Microeconomics	2	2	3
CORE COURSES				
URC 101	Communication Skill - I	2	-	2
URC 103	African Studies	2	-	0
URC 105	Digital Literacy I	1	2	2
	<b>Total</b>	<b>13</b>	<b>12</b>	<b>17</b>

### COURSES

YEAR ONE - SEMESTER TWO				
Code	Course Title	T	P	Credit Hours
ELECTIVE COURSES				
BAF 102	Fundamentals of Financial Reporting	2	2	3
BAF 104	International Financial Reporting Standards (IFRS)	1	4	3
BAF 112	Personal Finance	1	2	2
BAF 122	Principles of Marketing	1	2	2
BAF 132	Macroeconomics	2	2	3
URC 108	Introduction to Renewable Energy	1	-	1
IND 102	Practical Portfolio I	-	2	1
CORE COURSES				
URC 102	Communication Skills II	2	-	2
URC104	Logical Reasoning and Critical Thinking	2	-	2
URC 106	Digital Literacy II	1	2	2
	<b>Total</b>	<b>13</b>	<b>16</b>	<b>21</b>

## ELECTIVE COURSES

YEAR TWO - SEMESTER THREE				
Code	Course Title	T	P	Credit Hours
BAF 201	Intermediate Financial Reporting	2	2	3
BAF 203	International Public Sector Accounting Standards	1	2	2
BAF 211	Financial Markets and Institutions	1	2	2
BAF 213	Financial Management	2	2	3
BAF 221	Operations Management	1	2	2
BAF 205	Public Administration	2	-	2
BAF 223	Business Communication	1	2	2
BAF 241	Spread Sheet Application	1	4	3
	<b>Total</b>	<b>11</b>	<b>16</b>	<b>19</b>

## ELECTIVE COURSES

YEAR TWO - SEMESTER FOUR				
Code	Course Title	T	P	Credit Hours
BAF 202	Public Sector Accounting and Finance	2	2	3
BAF 212	Investment Management	1	2	2
BAF 214	Quantitative Tools in Business	2	2	3
BAF 216	Financial Modelling and Data Analysis	1	2	2
BAF 222	Management Information Systems	1	2	2
BAF 224	Human Resource Management	1	2	2
BAF 242	E-Commerce	1	2	2
IND 202	Practical Portfolio II	-	2	1
	<b>Total</b>	<b>9</b>	<b>16</b>	<b>17</b>

## ELECTIVE COURSES

YEAR THREE - SEMESTER FIVE				
Code	Course Title	T	P	Credit Hours
BAF 301	Specialised Financial Reporting	1	2	2
BAF 303	Cost Accounting	2	2	3
BAF 305	Principles and Practice of Taxation	2	2	3
BAF 311	Financial Planning and Analysis	1	2	2
BAF 321	Company and Partnership Law	2	2	3
BAF 341	Computerised Accounting Software	2	2	3
URC 301	Entrepreneurship and Small Business Creation	1	2	2
	<b>Total</b>	<b>11</b>	<b>14</b>	<b>18</b>

**ELECTIVE COURSES**

<b>YEAR THREE - SEMESTER SIX</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BAF 302	Management Accounting	2	2	3
BAF 304	Audit and Assurance	2	2	3
BAF 306	Advanced Taxation and Planning	2	2	3
BAF 312	Valuation and Financial Analysis	1	4	3
BAF 322	Client and Consultancy Management	1	2	2
URC 302	Small Business Development & Management	1	2	2
IND 302	Practical Portfolio III	-	2	1
	<b>Total</b>	<b>9</b>	<b>16</b>	<b>17</b>

**ELECTIVE COURSES**

<b>YEAR FOUR - SEMESTER SEVEN</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BAF 401	Corporate Accounting Procedures and Practice	2	2	3
BAF 403	Pollution and Renewable Energy Accounting	1	2	2
BAF 405	Advanced Audit and Assurance	2	2	3
BAF 411	Applied Corporate Finance	2	2	3
BAF 441	Digital Payment	1	2	2
URC 401	Research Methodology	1	2	2
	<b>Total</b>	<b>9</b>	<b>12</b>	<b>15</b>

**ELECTIVE COURSES**

<b>YEAR FOUR - SEMESTER EIGHT</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BAF 402	Advanced Financial Reporting	2	2	3
BAF 404	Advanced Corporate Accounting Procedures and Practice	2	2	3
BAF 412	International Finance	1	2	2
BAF 414	Investment Analysis and Portfolio Management	2	2	3
BAF 422	Business Ethics and Professional Conduct	1	2	2
BAF 424	Strategic Management & Corporate Governance	2	2	3
BAF452	Project Work	0	6	3
	<b>Total</b>	<b>10</b>	<b>18</b>	<b>19</b>

## B-TECH TOP UP

### First semester

Code	Course title	T	P	Credit Hours
BIAF 311	International Financial Reporting Standards	3		3
BIAF 313	Intermediate Financial Reporting	3		3
BIAF 315	Management Accounting	3		3
BIAF 321	Financial Management	3		3
BIAF 323	International Finance	3		3
BIAF 325	Financial Planning & Analysis	3		3
BIAF 331	Spread Sheet Application	3		3
	<b>TOTAL</b>			<b>21</b>

### Second Semester

Code	Course title	T	P	Credit hours
BIAF 312	Specialised Financial Reporting	3		3
BIAF 314	Applied Corporate Accounting - I	3		3
BIAF 316	Pollution & Renewable Energy Accounting	3		3
BIAF 317	Application of Accounting & Finance Software	3		3
BIAF 322	Applied Corporate Finance	3		3
BIAF 325	Valuation and Financial Analysis	3		3
BIAF 331	Principles of Client & Consultancy Management	3		3
	<b>TOTAL</b>			<b>21</b>

### Third Semester

Code	Course title	T	P	Credit hours
BIAF 414	Advanced Financial Reporting	3		3
BIAF 416	Applied Corp. Accounting - II	3		3
BIAF 418	Advanced Audit & Assurance	3		3
BIAF 427	Investment & Portfolio Management	3		3
BIAF 429	Climate Change & Renewable Energy Finance	3		3
BIAF 433	Strategic Management & Business Analysis	3		3
BIAF 442	Research Methodology	3		3
	<b>TOTAL</b>			<b>21</b>

### Fourth Semester

Code	Course title	T	P	Credit hours
BIAF 445	Industrial attachment			5
BIAF 448	Project Work			4
	<b>TOTAL</b>			<b>9</b>

**FOUR-YEAR BACHELOR OF TECHNOLOGY (B-TECH) IN AGRIBUSINESS  
MANAGEMENT AND ENTREPRENEURSHIP**

**Semester-by-Semester Structure/ Schedule of Course**

**YEAR ONE - SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
URC 101	Communication Skills I	2	-	2
URC 103	African Studies	0	-	0
URC 105	Digital Literacy I	2	-	2
AGB 101	Fundamentals of Marketing	3	-	3
AGB 103	Principles of Entrepreneurship	3	-	3
AGB 105	Principles of Management	3	-	3
AGB 107	Introduction to Agriculture	2	-	2
AGB 109	Basic Farm Statistics	2	-	2
<b>TOTAL</b>				<b>17</b>

**YEAR ONE SEMESTER TWO**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>Credit Hours</b>
URC 102	Communication Skill II	2	2
URC 104	Logical Reasoning & Creative Thinking	2	2
URC 106	Digital Literacy II	2	2
URC 108	Introduction to Renewable Energy	2	2
AGB 102	Animal Domestication and Zoning	3	3
AGB 104	Introduction to Agribusiness	2	2
AGB 106	Arable Crop Production	3	3
AGB 108	Mathematics for Entrepreneurs	2	2
<b>TOTAL</b>			<b>18</b>



**YEAR TWO - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
AGB 201	Digital Marketing for Agribusiness	2	-	2
AGB 203	Microeconomics	3	-	3
AGB 205	Non-Traditional Farm Animal Production	3	-	3
AGB 207	Animal Nutrition and Husbandry Practices	3	-	3
AGB 209	Gender & Leadership in Agribusiness	3	-	3
AGB 211	Agri-Enterprise Records and Accounting	2	-	2
AGB 213	Horticulture and Tree Crops Production	2	-	2
AGB 215	Agricultural Meteorology	2	-	2
<b>TOTAL</b>				<b>20</b>

**YEAR TWO - SEMESTER TWO**

Code	Course Title	T	P	Credit Hours
AGB 202	Seminar and workshop	0	-	0
AGB 204	Macroeconomics	3	-	3
AGB 206	Business Plan Design	3	-	3
AGB 208	Basic Soil Science	2	-	2
AGB 210	Marketing Research for Agribusiness	3	-	3
AGB 212	Agri-Enterprises Specialization I	2	-	2
AGB 214	Innovation and Technology Management	3	-	3
AGB 216	Industrial Attachment/Internship	-	9	3
AGB 218	Climate Change & Conservative Agriculture	2	-	2
<b>TOTAL</b>				<b>21</b>

❖ **NB: The Industrial Attachment/Internship will be done during the long vacation of Level**

**YEAR THREE - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
AGB 301	Energy in Agro-Food Waste (Post-Harvest & Animal Bi-Products)	3	-	3
AGB 303	Research Methods for Agribusiness	3	-	3
AGB 305	Agricultural Value Chain, Food Safety and Quality Standards	3	-	3
AGB 307	Strategic Marketing Management	3	-	3
AGB 309	Land Tenure System and Agricultural Law	3	-	3

AGB 311	Packaging Technology and Sustainability I	2	-	2
AGB 313	Agri-Enterprises Specialisation II	-	6	2
<b>TOTAL</b>				<b>19</b>

### YEAR THREE - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
AGB 302	CSR, Ethics and Entrepreneurship	3	-	3
AGB 304	Agribusiness Risk Management	3	-	3
AGB 306	Principles of Taxation	2	-	2
AGB 308	Rural and Agricultural Finance	3	-	3
AGB 310	Business Negotiation	2	-	2
AGB 312	Packaging Technology Sustainability II	2	-	2
AGB 314	Agri-Enterprises Specialisation III	-	6	2
<b>TOTAL</b>				<b>17</b>

❖ **NB: The Industrial Attachment/Internship will be done during the long vacation of Level 200 and 300 Second Semesters**

### YEAR FOUR SEMESTER ONE

Code	Course Title	T	P	Credit Hours
AGB 401	Supervised Agri-Enterprise Creation, Implementation and Management Project (SACIMP)	-	12	4
AGB 403	Agricultural Commodity and Price Analysis	3	-	3
AGB 405	Project Proposal Writing & Defense	0	-	0
<b>TOTAL</b>				<b>7</b>

### YEAR FOUR - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
AGB 402	Family Business and Succession Planning	3	-	3
AGB 404	Entrepreneurship Fair and Exhibition	-	6	2
AGB 406	Agricultural Trade (Internal & External)	2	-	2
AGB 408	Project work	-	18	6
AGB 410	Project Management	3	-	3
AGB 412	Sustainable Environment and Resource Management	2	-	2
<b>TOTAL</b>				<b>18</b>

# DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

## B-TECH TOP UP

<b>B-TECH</b>	<b>YEAR 1- SEMESTER ONE</b>				
<b>Requirements</b>	<b>Course Code</b>	<b>Course Name</b>	<b>T</b>	<b>P</b>	<b>C</b>
Core	PSM 301	Managerial Economics	3	0	<b>3</b>
Core	PSM 303	Accounting for Managers	3	0	<b>3</b>
Core	PSM 305	Operations Management	3	0	<b>3</b>
Core	PSM 307	Business Communication	3	0	<b>3</b>
Core	PSM 309	Procurement Principle and	3	0	<b>3</b>
Core	PSM 311	Public Procurement Laws in Ghana	3	0	<b>3</b>
<b>TOTAL</b>			<b>18</b>	<b>0</b>	<b>18</b>

<b>B-TECH</b>	<b>YEAR 1 – SEMESTER TWO</b>				
<b>Requirements</b>	<b>Course</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>C</b>
Core	PSM 302	Business Finance	3	0	<b>3</b>
Core	PSM 304	Business Research Methods	3	0	<b>3</b>
Core	PSM 306	Sustainability in Procurement	3	0	<b>3</b>
Core	PSM 308	Negotiation Process and	3	0	<b>3</b>
Core	PSM 310	Logistics and Warehouse	3	0	<b>3</b>
Core	PSM 312	E-Procurement and MIS	3	0	<b>3</b>
<b>TOTAL</b>			<b>18</b>	<b>0</b>	<b>18</b>

<b>B-TECH</b>	<b>YEAR 2 – SEMESTER ONE</b>				
<b>Requirements</b>	<b>Course</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>C</b>
Core	PSM 401	Business Ethics and Corporate	3	0	3
Core	PSM 403	Project Management	3	0	3
Core	PSM 405	Risk Management in Supply	3	0	3
Core	PSM 407	Contract Management and	3	0	3
Core	PSM 409	Leadership in Procurement & Supply Chain	3	0	3
Core	PSM 411	Global Supply Chain	3	0	3
<b>TOTAL</b>			<b>18</b>	<b>0</b>	<b>18</b>

<b>B-TECH</b>	<b>YEAR 2 - SEMESTER 2</b>				
<b>Requirements</b>	<b>Course</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>C</b>
Core	PSM 402	Research Project	0	6	3
Core	PSM 404	Industrial Attachment	0	6	3
Core	PSM 406	Supply Chain Analytics	3	0	3
Core	PSM 408	Legal Environment of Procurement	3	0	3
<b>TOTAL</b>			<b>0</b>	<b>12</b>	<b>12</b>

**B-TECH (4-YEAR) IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

<b>YEAR ONE - SEMESTER ONE</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BAF 111	Business Mathematics	2	2	3
BAF 121	Principle of Management	2	2	3
BAF 123	Business and Commercial Law	2	2	3
BAF 131	Microeconomics	2	2	3
URC 101	Communication Skill - I	2	0	2
URC 103	African Studies	1	0	0
URC 105	Digital Literacy I	1	2	2
PSM 101	Introduction to Procurement Management I	2	2	3
<b>Total</b>		<b>14</b>	<b>12</b>	<b>19</b>

<b>YEAR ONE - SEMESTER TWO</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BAF 122	Principles of Marketing	2	0	2
BAF 132	Macroeconomics	2	2	3
URC 102	Communication Skills II	2	0	2
URC 106	Digital Literacy II	1	2	2
URC 108	Logical Reasoning and Critical Thinking	1	2	2
URC 110	Introduction to Renewable Energy	2	0	2
PSM 102	Introduction to Procurement Management II	2	2	3
PSM 104	Introduction to Supply Chain Management I	2	2	3
<b>Total</b>		<b>14</b>	<b>10</b>	<b>19</b>

<b>YEAR TWO - SEMESTER THREE</b>				
<b>CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
ETP 201	Entrepreneurship and Small Business Management	1	2	2
BAF 223	Business Communication	1	2	2
BAF 213	Quantitative Tools in Business I	2	2	3
BAF 215	Organizational Behavior	2	2	3
BAF 217	French for Communication	1	2	2
PSM 201	Procurement Principles and Method	2	2	3
PSM 203	Public Procurement Laws in Ghana	2	2	3
PSM 205	Negotiation Process and Management	2	2	3
<b>Total</b>		<b>13</b>	<b>16</b>	<b>21</b>

YEAR TWO - SEMESTER FOUR				
Code	Course Title	T	P	Credit Hours
ETP 202	Small Business Creation	1	2	2
BAF 214	Quantitative Tools in Business II	2	2	3
BAF 224	Human Resource Management	1	2	2
BAF 242	E-Commerce	1	2	2
PSM 202	Inventory and Warehouse Management	2	2	3
PSM 204	Logistics Management	2	2	3
PSM 206	Service Operations Management	2	2	3
PSM 208	Industrial Attachment I	0	4	2
	<b>Total</b>	<b>10</b>	<b>16</b>	<b>20</b>

YEAR THREE - SEMESTER FIVE				
Code	Course Title	T	P	Credit Hours
BAF 323	Public Administration	2	0	2
PSM 313	Project Management	2	2	3
PSM 315	Risk Management in Supply Chain	2	2	3
PSM 317	Contract Management and Administration	2	2	3
PSM 319	Management Science	2	2	3
PSM 321	Humanitarian Logistics	2	2	3
PSM 323	Manufacturing Operations Management	1	2	2
	<b>Total</b>	<b>13</b>	<b>12</b>	<b>19</b>

YEAR THREE - SEMESTER SIX				
Code	Course Title	T	P	Credit Hours
URC 302	Small Business Development and Management	1	4	3
URC 304	Research Methodology	1	2	2
PSM 314	Leadership in Procurement and Supply Chain	2	2	3
PSM 316	Global Supply Chain Management	2	2	3
PSM 320	Legal Environment of Procurement	2	2	3
PSM 322	Industrial Attachment II	0	4	2
	<b>Total</b>	<b>8</b>	<b>16</b>	<b>16</b>

YEAR FOUR - SEMESTER SEVEN				
Code	Course Title	T	P	Credit Hours
PSM 413	Planning and Control System for Supply Chains	2	2	3
PSM 415	Procurement Strategy and Design	2	2	3
PSM 417	Transport and Distribution Management	2	2	3
PSM 419	Total Quality Management	2	2	3
PSM 421	Research Project I	0	6	3
	<b>Total</b>	<b>8</b>	<b>14</b>	<b>15</b>

YEAR FOUR - SEMESTER EIGHT				
CODE	COURSE TITLE	T	P	Credit Hours
PSM 412	Business Ethics and Corporate Governance	2	2	3
PSM 414	Accounting and Finance for Managers	2	2	3
PSM 416	E-Procurement and MIS	2	2	3
PSM 418	Supply Chain Analytics	2	2	3
PSM 420	Research Project II	-	4	3
	<b>Total</b>	<b>8</b>	<b>12</b>	<b>15</b>

### B-TECH MARKETING STUDIES - (4YEARS)

#### Year One - First Semester

Code	Course Title	Credit Hours
BMS101	French For Business I	2
BMS111	Business Management	3
BMS121	Principles Of Marketing	3
BMS131	Microeconomics	2
BMS141	Business Statistics I	2
URC101	Communication Skills I	2
URC105	Information Communication Technology I	2
<b>Total</b>		<b>16</b>

#### Year One - Second Semester

Code	Course Title	Credit Hours
BMS102	French For Business II	2
BMS112	Principles Of Human Resource Management	3
BMS122	Business Ethics and Value	3
BMS132	Macro Economics	2
BMS142	Business Statistics II	2
URC102	Communication Skills II	2
URC104	Logical Reasoning and Critical Thinking	1
URC106	Information Communication Technology II	2
URC108	Introduction To Renewable Energy	1
<b>TOTAL</b>		<b>18</b>

#### Year Two - First Semester

Code	Course Title	Credit Hours
BMS203	Legal Environment of Business	2
BMS213	Design Thinking and Customer Experience	3
BMS223	Buyer Behavior	3
BMS233	Financial Accounting	2
BMS243	Business Communication	3
BMS253	Innovation And Technology Management	3
BMS263	Operations Management	3
URC201	Entrepreneurship And Business Creation	2
<b>Total</b>		<b>21</b>

**Year Two - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BMS204	Sales Management and Technology	3
BMS214	Supply Chain Management	3
BMS224	Social Media Marketing	3
BMS234	Financial Management	2
BMS244	Organisational Behaviour	2
BMS254	Public Sector Marketing	3
BMS264	Strategic Management and Business Policy	3
URC202	Small Business Development and Management	2
<b>Total</b>		<b>21</b>

**Year Three - First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BMS305	Marketing Research	3
BMS315	Management Information System	3
BMS325	Service Marketing	3
BMS335	Business Research Methods	3
BMS345	Product And Brand Management	3
URC305	Data Analysis and Presentation	2
BMS355	Big Data Analytics	3
BMS365	Sports Marketing	3
<b>Total</b>		<b>23</b>

**Year Three - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BMS316	Internship	15
<b>Total</b>		<b>15</b>

**Year Four- First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BMS407	Social Marketing	3
BMS417	Relationship Marketing and Technology	3
BMS427	Retail Marketing Management	3
BMS437	Sustainability Marketing	3
BMS447	Digital Marketing	3
BMS457	Advertising Simulation	3
BMS467	Financial Services Marketing	3
<b>Total</b>		<b>21</b>

**Year Four - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BMS408	International Marketing	3
BMS418	Strategic Marketing Management	3

BMS428	Integrated Marketing Communication in the Digital Age	3
BMS438	Project Work	3
BMS448	Business Simulation	3
BMS458	Tourism And Hospitality Marketing	3
BMS468	Political Marketing	3
<b>Total</b>		<b>21</b>

## **BTECH MARKETING TOP-UP**

### **Year Three- First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BTM401	Research Methods	3
BTM411	Product & Brand Management	3
BTM421	Consumer Behaviour	3
BTM431	Marketing For Entrepreneurs	3
BTM441	Marketing Research	3
BTM451	Packaging Management	3
<b>Total</b>		<b>18</b>

### **Year Three- Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BTM402	Retail Marketing	3
BTM412	Business Plan	3
BTM422	Financial Service for Marketers	3
BTM432	Supply Chain Management	3
BTM442	Sales Management	3
BTM452	Strategic Management and Policy	3
<b>Total</b>		<b>18</b>

### **Year Four - First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BTM403	Integrated Marketing Communication	3
BTM413	Digital Marketing	3
BTM423	Service Marketing	3
BTM433	Hospitality Marketing	3
BTM443	Strategic Marketing Management	3
BTM453	International Marketing	3
<b>Total</b>		<b>18</b>

### **Year Four - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BTM404	Internship	6
BTM414	Project Work	6
<b>Total</b>		<b>12</b>



## **BTECH SECRETARYSHIP AND MANAGEMENT STUDIES (4-YEAR)**

### **Year One - First Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTSM 101	Principles of Management	4	1	3
BTSM 103	Modern English Structure and Usage I	3	-	3
BTSM 105	Principles of Microeconomics	4	-	3
BTSM 107	Introduction to Accounting	4	1	3
BTSM 109	Computer Application in Text Processing I	4	1	3
BTSM 111	French for Beginners I	2	-	2
URC 101	Communication Skills I	2	-	2
URC 103	African Studies	2	1	1
URC 105	Digital Literacy 1	4	1	<u>3</u>
<b>Total</b>				<b>23</b>

### **Year One - Second Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTSM 102	Modern English Structure and Usage II	3	-	3
BTSM 104	Principles of Macroeconomics	4	1	3
BTSM 106	Computer Application in Text Processing II	4	1	3
BTSM 108	Introduction to Cost Accounting	4	1	3
BTSM 110	French for Beginners II	2	-	2
URC 102	Communication Skills II	2	-	2
URC 104	Logical Reasoning & Critical Thinking Skills	2	1	1
URC 106	Digital Literacy II	4	1	3
URC 108	Introduction to Renewable Energy	2	-	2
<b>Total</b>		<b>27</b>		<b>22</b>

### **Year Two - First Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTSM 201	Business Communication	4	1	3
BTSM 203	Business Ethics & Corporate Governance	4	1	3
BTSM 205	Green/Sustainability Management	3	-	3
BTSM 207	Management Information Systems	4	1	3
BTSM 209	Applied Business Law	4	1	3
BTSM 211	Organizational Behaviour	4	1	3
BTSM 213	Elementary French I	2	-	2
URC 201	Entrepreneurship & Small Business Creation	2	-	2

### **Year Two - Second Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BTSM 202	Events Management	4	1	3

BTSM 204	Business Finance	4	1	3
BTSM 206	Records Management Using Technology	4	1	3
BTSM 208	Corporate and Civil Law	4	1	3
BTSM 210	Electronic Business (e-Bus)	4	1	3
BTSM 212	Industrial Psychology	4	1	3
BTSM 214	Elementary French II	2	-	2
URC 202	Small Business Development and Management	2		
<b>Total</b>		<b>26</b>		<b>20</b>

### Year Three - First Semester

Course Code	Course Title	T	P	Credit Hours
BTAS 301	Customer Service	4	1	3
BTAS 303	Secretarial English I	3	-	3
BTAS 305	Law and Procedures of Meeting I	3	-	3
BTAS 307	Executive Secretarial Practice	4	1	3
BTSM 301	Human Resource Management	4	1	3
BTSM 305	Quantitative Methods	4	1	3
BTSM 307	Leadership in Organisation	2	-	2
URC 301	Research Methodology	2	2	3
<b>Total</b>		<b>24</b>		<b>23</b>

### Year 3 - First Semester (SEMESTER 5) Administration and Secretarial (French Option)

Course Code	Course Title	T	P	Credit Hours
BTAS 303	Secretarial English I	3	1	3
BTAS 305	Law and Procedures of Meeting I	3	1	3
BTAS 307	Executive Secretarial Practice	4	1	3
BTAS 309	Secretarial French I	4	1	3
BTSM 301	Human Resource Management	4	1	3
BTSM 305	Quantitative Methods	4	1	3
BTSM 307	Leadership in Organisation	2	-	2
URC 301	Research Methodology	2	2	3
<b>Total</b>		<b>24</b>		<b>23</b>

### Year Three - First Semester (SEMESTER 5) Management Option

Course Code	Course Title	T	P	Credit Hours
BTBM 301	Introduction to Public Relations	4	1	3
BTBM 303	Marketing Management	4	1	3
BTBM 305	International Business Management	4	1	3
BTBM 307	Management of New & Small Enterprises	4	1	3
BTSM 301	Human Resource Management	4	1	3
BTSM 305	Quantitative Methods	4	1	3

BTSM 307	Leadership in Organization	2	-	2
URC 301	Research Methodology	2	2	3
<b>Total</b>				<b>23</b>

### Year Three - Second Semester (SEMESTER 6)

#### Administration and Secretarial Option

COURSE CODE	COURSE TITLE	T	P	Credit Hours
BTBM 302	Industrial Relations	2	-	2
BTAS 304	Secretarial English II	4	1	3
BTAS 306	Law and Procedure of Meeting II	4	1	3
BTAS 308	Advanced Corporate Secretarial Practice	4	1	3
BTAS 310	Office Correspondence	4	1	3
URC 302	Data Analysis and Presentation	2	-	2
URC 304	Innovation and Sustainability ( <i>Optional</i> )	1	-	1
URC 306	Academic Writing	1	-	1
<b>Total</b>		<b>22</b>		<b>18</b>

### Year Three - Second Semester (SEMESTER 6)

#### Administration And Secretarial (French Option)

Course Code	Course Title	T	P	Credit Hours
BTBM 302	Industrial Relations	2	-	2
BTAS 306	Law and Procedure of Meeting II	4	1	3
BTAS 308	Advanced Corporate Secretarial Practice	4	1	3
BTAS 310	Office Correspondence	4	1	3
BTAS 312	Secretarial French II	4	1	3
URC 302	Data Analysis and Presentation	2	-	2
URC 304	Innovation and Sustainability ( <i>Optional</i> )	1	-	1
URC 306	Academic Writing	1	-	1
<b>Total</b>		<b>22</b>		<b>18</b>

### Year 3 Second Semester (SEMESTER 6)

#### Business Management Option

Course Code	Course Title	T	P	Credit Hours
BTBM 302	Industrial Relations	2	-	2
BTBM 304	Production and Operations Management	4	1	3
BTBM 306	Financial Management	4	1	3
BTBM 308	Business Sustainability	4	1	3
BTBM 310	Human Resource Development	4	1	3
URC 302	Data Analysis and Presentation	2	-	2
URC 304	Innovation and Sustainability ( <i>Optional</i> )	1	-	1
URC 306	Academic Writing	1	-	1
<b>Total</b>		<b>23</b>		<b>18</b>

**Year 4 First Semester (SEMESTER 7)**  
**Administration And Secretarial Option**

Course Code	Course Title	T	P	Credit Hours
BTAS 401	Secretarial English III	4	1	3
BTAS 403	Public Policy and Administration	4	1	3
BTAS 405	Office Management and Administration	4	1	3
BTSM 401	Practical Office Training Report	-	-	6
BTSM 403	Intermediate Microsoft Suite	4	1	3
<b>Total</b>		<b>12</b>		<b>18</b>

**Year 4 First Semester (SEMESTER 7)**  
**Administration And Secretarial (French Option)**

Course Code	Course Title	T	P	Credit Hours
BTAS 403	Public Policy and Administration	4	1	3
BTAS 405	Office Management and Administration	4	1	3
BTAS 407	Secretarial French III	4	1	3
BTSM 401	Practical Office Training Report	-		6

**Year 4 First Semester (SEMESTER 7)**  
**Management Option**

Course Code	Course Title	T	P	Credit Hours
BTBM 401	Project Management	4	1	3
BTBM 403	Risk Management	4	1	3
BTBM 405	Taxation	4	1	3
BTSM 403	Intermediate Microsoft Suite 1	4	1	3

**Year 4 Second Semester (Semester 8) - Mandatory for All**  
**Administration And Secretarial, French Option and Business Management**

Course Code	Course Title	T	P	Credit Hours
BTSM 402	Strategic Management	4	1	3
BTSM 404	Portfolio and Seminar	4	1	6
BTSM 406	Personality Development	4	1	3
BTSM 408	Project Work	-	-	6
BTSM 410	Advanced Microsoft Suite	4	1	3

**B-TECH. TOP-UP SECRETARYSHIP AND MANAGEMENT STUDIES**

**YEAR 1 - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
BSM 411	Advanced Corporate Secretaryship			3

BSM 412	Financial Management			3
BSM 413	Statistics for Research			3
BSM 414	Business Economics			3
BSM 415	Strategic Management			3
BSM 416	Introduction to Public Relations			3
BSM 417	International Business			3
<b>Total</b>				<b>21</b>

### YEAR 1 - SECOND SEMESTER

Code	Course Title	T	P	Credit Hours
BSM 421	Public Policy & Administration			3
BSM 422	Research Methods			3
BSM 423	Human Resource Management			3
BSM 424	Applied Business Law			3
BSM 425	Executive Secretaryship Management			3
BSM 426	Governance & Secretaryship Audit			3
BSM 427	Desktop Publishing Application			3
<b>Total</b>				<b>21</b>

### YEAR 2 - FIRSST SEMESTER

Code	Course Title	T	P	Credit Hours
BSM 511	Supervised Industrial Attachment			12
BSM 512	Portfolio & Seminar			6
<b>Total</b>				<b>18</b>

### YEAR 2 - SECOND SEMESTER

Code	Course Title	T	P	Credit Hours
BSM 521	Corporate Governance and Ethics			3
BSM 522	Management Practice			3
BSM 523	Organizational Behaviour			3
BSM 524	Office Administration Management			3
BSM 525	Records Management using Technology			3
BSM 526	Project Work			6
<b>Total</b>				<b>21</b>

**SCHOOL OF BUILT AND NATURAL ENVIRONMENT****DEPARTMENT OF ENVIRONMENTAL MANAGEMENT TECHNOLOGY****LEVEL 100 - SEMESTER 1**

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
URC 101	Communication Skills I	2	0	2
URC 103	African Studies	1	0	0
URC 105	Digital Literacy 1	1	3	2
MATH 101	Engineering Mathematics I	2	0	2
EMT 151	Principles of Ecology	2	0	2
EMT 153	Environmental Biology	3	0	3
MT 155	Basic Environmental Physics	3	0	2
EMT 157	Basic Environmental Chemistry	3	0	2
EMT 159	Basic Soil Science	0	0	2
EMT 161	Principles Of Environmental Health	0	0	2
<b>Total</b>		<b>17</b>	<b>3</b>	<b>19</b>

**LEVEL 100 - SEMESTER 2**

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
URC 102	Communication Skills II	2	0	2
URC 106	Digital Literacy II	2	0	2
URC 104	Logical reasoning and Critical thinking	2	0	2
URC 108	Introduction to renewable energy	1	0	1
MATH 102	Engineering Mathematics II	2	0	2
EMT 152	Earth Science	2	0	2
EMT 154	Environmental Biology Lab	1	3	2
EMT 156	Introductory Microbiology	2	0	2
EMT 158	Environmental Analysis	2	0	2
EMT 156	Basic Soil Science Lab	2	0	2
EMT 164	Habitat Ecology	2	0	2
<b>Total</b>		<b>20</b>	<b>3</b>	<b>21</b>

**LEVEL 200 - SEMESTER 1**

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 251	Biology II	1	4	3
EMT 253	Physics II	1	4	3
EMT 255	Chemistry II	1	4	3
EMT 257	Principles of Ecology	2	0	2

RET 259	Renewable Energy Technologies	2	0	2
EMT 261	Microbial Ecology	1	2	2
EMT 263	Environmental Toxicology	2	0	2
URC 201	Entrepreneurship and Small Business Creation	2	0	2
	<b>Total</b>	<b>12</b>	<b>14</b>	<b>19</b>

## LEVEL 200 - SEMESTER 2

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 262	Habitat Ecology	3	0	3
EMT 264	Environmental of Economics	2	0	2
EMT 266	Remote Sensing Technology	1	3	3
EMT 368	Solid Waste Management	2	0	3
EMT 272	Water Quality & Management	2	0	2
EMT 274	Food Hygiene	2	0	2
EMT 276	Wildlife Conservation	2	1	2
EMT 278	Industrial Attachment I	0	2	1
	<b>Total</b>	<b>14</b>	<b>6</b>	<b>18</b>

## LEVEL 300 - SEMESTER 1

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 351	Principles of Environmental Health	2	0	2
EMT 353	Aquatic and Terrestrial Ecology	2	2	3
EMT 355	Earth Science and Resource Management	3	2	3
EMT 357	Sustainable Energy	2	0	2
EMT 359	Geographic Information Systems (GIS)	1	4	3
EMT 361	Liquid Waste Management	2	0	3
	<b>Total</b>	<b>12</b>	<b>8</b>	<b>16</b>

## LEVEL 300 - SEMESTER 2

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 362	Environmental Management Systems	3	0	3
EMT 364	Climate Change Science	3	0	3
EMT 366	Research Methods	2	0	2
EMT 368	Environmental Analysis	2	2	2
EMT 372	Sustainable Land Use: Urban & Regional Planning	2	0	2
EMT 374	Water Resource Management	2	0	2
EMT 376	Industrial Attachment I	0	2	1
<b>Total</b>		<b>14</b>	<b>4</b>	<b>15</b>

**LEVEL 400 - SEMESTER 1**

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 451	Statistical Methods and Experimental Designs	2	2	2
EMT 453	Occupational Safety and Health	2	0	2
EMT 455	Innovation: Designing for a Sustainable Future	2	0	2
EMT 457	Environmental Monitoring and Remediation	3	2	3
EMT 459	Environmental Quality Management	2	2	3
EMT 461	Hazardous Waste Management	3	0	2
<b>Total</b>		<b>14</b>	<b>6</b>	<b>14</b>

**LEVEL 400 - SEMESTER 2**

Course Code	Course Title	Hours / Credit		
		T	P	Credit Hours
EMT 452	Environmental Impact Assessment (EIA)	2	6	3
EMT 456	Environmental Policies and Regulations	2	0	2
EMT 462	Professional Ethics	2	0	2
EMT 464	Project Work	0	12	6
<b>Total</b>		<b>6</b>	<b>18</b>	<b>13</b>

**B -TECH BUILDING CONSTRUCTION AND MANAGEMENT****SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
URC 101	Communication Skills I			2
URC 103	African Studies			0
MAT 101	Construction Mathematics I			2
CST 151	Strength of Materials			2
CST 153	Construction Materials			3
CST 155	Site Analysis and Foundations			3
CST 157	Building Science			2
CST 159	Graphic Communication			2
CST 161	Principles of Land Surveying			3

**SEMESTER TWO**

Code	Course Title	T	P	Credit Hours
COS 102	Communication Skills II			2
URC 104	Logical Reasoning and Critical Thinking			2
URC 108	Introduction to Renewable Energy			1
MAT 102	Construction Mathematics II			2
CST 152	Construction Drawing			3



CST 154	Principles of Structural Design			2
CST 156	Engineering Surveying			3
CST 158	Building Components I			3
CST 162	Measurement of Building Works I			3

### SEMESTER THREE

Code	Course Title	T	P	Credit Hours
URC 201	Information and Communication Technology I			2
URC 203	Entrepreneurship and Business Creation			2
CST 251	Laboratory and Workshop Practice			2
CST 253	Building Components II			3
CST 255	Measurement of Building Works II			2
CST 257	Structural Design			2
CST 259	Occupational Health & Safety			2
CST 261	HVAC System and Lighting			2

### SEMESTER FOUR

CODE	COURSE TITLE	T	P	Credit Hours
URC 202	Information and Communication Technology II			2
URC 204	Small Business Development and Management			2
CST 252	Construction Estimating I			3
CST 254	Concrete Technology			3
CST 256	Construction Project Planning & Control			2
CST 268	Building Maintenance Technology			2
CST 262	Plumbing Install. & Waste Disposal Systems			3
CST 264	Construction Resource Management			2
CST 266	Industrial Attachment			1

### SEMESTER FIVE

CODE	COURSE TITLE	T	P	Credit Hours
URC 351	Research Methods			2
CST 351	Timber Construction Technology			3
CST 353	Construction & Environment			2
CST 355	Law of Contract			2
CST 357	Construction Cost Management			2
CST 359	Computer Application I			3
CST 361	Construction Estimating II			2
CST 363	Construction Statistics			2

**Semester Six**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
CST 362	Internship			15

**Semester Seven**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
CST 451	Sustainable Construction			1
CST 453	Structural Steel Construction Technology			3
CST 455	Strategic Management in Construction			2
CST 457	Construction Law and Arbitration			1
CST 459	Integrated Project			4
CST 461	Computer Applications II			4
CST 463	Innovation In Construction			1
CST 465	Civil Engineering Design			3
CST 467	Smart Building & Building Automation Systems			3

**SEMESTER EIGHT**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
CST 452	Project Work			6
CST 454	Civil Engineering Construction			3
CST 456	Data Analysis & Presentation			2
CST 458	Measurement Of Civil Engineering Works			3
CST 462	Management Science			0
CST 464	Marketing Management in Construction			2

**BACHELOR OF TECHNOLOGY IN BUILDING TECHNOLOGY (TOP-UP)****SEMESTER ONE**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BBT 401	Statistical Methods			2
BBT 403	Computer Application			3
BBT 405	Research Methods			2
BBT 407	Building Drawing			3
BBT 409	Laboratory/Workshop Practice			3
BBT 411	Measurement of Construction Works			3
BBT 413	Integrated Project Work			4
BBT 415	Civil Engineering Design I			3
BBT 417	Civil Engineering Design II			3

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BT 402	Internship/Industrial Attachment			15

<b>SEMESTER THREE</b>				
<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BBT 501	Construction Resource Management			3
BBT 503	Project Cost Management			3
BBT 505	Management Science			3
BBT 507	Contract Administration & Professional Practice			3
BBT 509	Project Planning and Control			3
BBT 511	Project Work			5

## SCHOOL OF ENGINEERING

### 4-YEAR BACHELOR OF TECHNOLOGY IN CIVIL ENGINEERING

#### YEAR ONE - SEMESTER ONE

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
URC 101	Communication Skills Fundamentals	2	0	2
URC 103	African Studies	0	0	0
URC 105	Digital Literacy I	1	2	2
BCE 101	Engineering Mathematics I	3	0	3
BCE 103	Technical Drawing	1	4	3
BCE 105	Strength of Materials 1	2	1	2
BCE 107	Fluid Statics	2	2	3
BCE 109	Basic Mechanics	2	0	2
BCE 111	Introduction to Civil Engineering	1	0	1
	<b>Total</b>	<b>15</b>	<b>9</b>	<b>18</b>

#### YEAR ONE - SEMESTER TWO

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
URC 102	Communication Skills Extra / Ancillary	2	0	2
URC 104	Logical Reasoning & Critical Thinking	1	0	1
URC 106	Digital Literacy II	1	2	2
URC 108	Introduction to Renewable Energy	1	0	1
BCE 102	Engineering Mathematics II	3	0	3
BCE 104	Civil Engineering Drawing I	1	4	3
BCE 106	Strength of Materials II	2	1	2
BCE 108	Fluid Dynamics	2	2	3

BCE 110	Engineering Geology	2	1	2
<b>Total</b>		<b>15</b>	<b>10</b>	<b>19</b>

### YEAR TWO - SEMESTER ONE

Code	Course Title	T	P	Credit Hours
URC 201	Entrepreneurship and Small Business Creation	2	0	2
BCE 201	Applied Hydraulics	2	2	3
BCE 203	Theory of Structures	2	0	2
BCE 205	Land Surveying	1	4	3
BCE 207	Soil Mechanics	2	2	3
BCE 209	Engineering Hydrology	2	0	2
BCE 211	Construction Materials	2	1	2
BCE 213	Civil Engineering Drawing II	1	4	3
<b>Total</b>		<b>14</b>	<b>13</b>	<b>20</b>

### YEAR TWO - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
URC 202	Small Business Development & Management	1	2	2
BCE 202	Water Supply	2	2	3
BCE 204	Reinforced Concrete Design	2	2	3
BCE 206	Geomatics Engineering	2	2	3
BCE 208	Soil Engineering	2	2	3
BCE 210	Site Organizational Studies	2	1	2
BCE 212	Construction Processes and Technology	2	0	2
BCE 214	Industrial Attachment	0	4	2
<b>Total</b>		<b>13</b>	<b>15</b>	<b>20</b>

### YEAR THREE - SEMESTER ONE

Code	Course Title	T	P	Credit Hours
URC 301	Research Methodology	2	0	2
BCE 301	Building Construction Quantities	2	0	2
BCE 303	Sanitary Engineering	2	2	3
BCE 305	Steel and Timber Design	2	2	3
BCE 307	Highway Engineering I	2	2	3
BCE 309	Foundation Engineering	2	2	3
BCE 311	Computer Applications in Civil Engineering	1	4	3
<b>Total</b>		<b>13</b>	<b>12</b>	<b>19</b>

### YEAR THREE - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
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BCE 302	Internship	0	30	15
	<b>Total</b>	<b>0</b>	<b>30</b>	<b>15</b>

#### YEAR FOUR - SEMESTER ONE

Code	Course Title	T	P	Credit Hours
URC 401	Data Analysis & Presentation	1	2	2
BCE 401	Civil Engineering Quantities	1	2	2
BCE 403	Engineering Economy	2	0	2
BCE 405	Transportation Engineering I	2	1	2
BCE 407	Integrated Project	0	6	3
BCE 409	Project Work 1	0	2	1
	Elective I			3
	Elective II			3
<b>Total</b>				<b>18</b>

#### YEAR FOUR - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
BCE 402	Engineering Ethics	2	0	2
BCE 404	Technical Report Writing	2	0	2
BCE 406	Civil Engineering Project Management	2	0	2
BCE 408	Maintenance and Rehabilitation of Structures	2	0	2
BCE 410	Project Work II	0	4	2
	Elective III			3
	Elective IV			3
<b>Total</b>				<b>16</b>

#### *ELECTIVES:*

#### YEAR FOUR - SEMESTER ONE

Code	Course Title	T	P	Credit Hours
	<b><i>Geotechnical Engineering Electives</i></b>			
BCE 411	Geotechnical Engineering	2	2	3
	<b><i>Highway and Transportation Engineering Electives</i></b>			
BCE 413	Highway Engineering II	2	2	3
	<b><i>Structural Engineering Electives</i></b>			
BCE 415	Advanced Structural Analysis	3	0	3
	<b><i>Water Resources Engineering Electives</i></b>			
BCE 417	Integrated Water Resources Management	3	0	3

BCE 419	Coastal and Port Engineering	2	2	3
	<b><i>Environmental Engineering Electives</i></b>			
BCE 421	Air and Noise Pollution and Control	2	2	3
BCE 423	Industrial Waste Management	2	2	3

***ELECTIVES:***

**YEAR FOUR SEMESTER TWO**

Code	Course Title	T	P	Credit Hours
	<b><i>Geotechnical Engineering Electives</i></b>			
BCE 412	Ground Engineering	3	0	3
	<b><i>Highway and Transportation Engineering Electives</i></b>			
BCE 414	Transportation Engineering II	3	0	3
	<b><i>Structural Engineering Electives</i></b>			
BCE 416	Advanced Concrete Design	3	0	3
	<b><i>Water Resources Engineering Electives</i></b>			
BCE 418	Irrigation and Drainage Engineering	3	0	3
BCE 420	Engineering of Hydraulic Structures	3	0	3
	<b><i>Environmental Engineering Electives</i></b>			
BCE 422	Environmental Impact Assessment	2	2	3

**2-YEAR BACHELOR OF TECHNOLOGY IN CIVIL ENGINEERING – TOP UP**

**YEAR ONE - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
URC 401	Research Methodology	2	0	2
BCE 401	Building Construction Quantities	2	0	2
BCE 403	Sanitary Engineering	2	2	3
BCE 405	Steel and Timber Design	2	2	3
BCE 407	Highway Engineering I	2	2	3
BCE 409	Foundation Engineering	2	2	3
BCE 411	Computer Applications in Civil Engineering	1	4	3
	<b>Total</b>	<b>13</b>	<b>12</b>	<b>19</b>

**YEAR ONE - SEMESTER TWO**

Code	Course Title	T	P	Credit Hours
BCE 402	Internship	0	30	15
	<b>Total</b>	<b>0</b>	<b>30</b>	<b>15</b>

**YEAR TWO - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
URC 501	Data Analysis & Presentation	1	2	2
BCE 501	Civil Engineering Quantities	1	2	2
BCE 503	Engineering Economy	2	0	2
BCE 505	Transportation Engineering I	2	1	2
BCE 507	Integrated Project	0	6	3
BCE 509	Project Work 1	0	2	1
	Elective I			3
	Elective II			3
	<b>Total</b>			<b>18</b>

**YEAR TWO - SEMESTER TWO**

Code	Course Title	T	P	Credit Hours
BCE 502	Engineering Ethics	2	0	2
BCE 504	Technical Report Writing	2	0	2
BCE 506	Civil Engineering Project Management	2	0	2
BCE 508	Maintenance and Rehabilitation of Structures	2	0	2
BCE 510	Project Work II	0	4	2
	Elective III			3
	Elective IV			3
	<b>Total</b>			<b>16</b>

***ELECTIVES*****YEAR TWO - SEMESTER ONE**

Code	Course Title	T	P	Credit Hours
	<b><i>Geotechnical Engineering Electives</i></b>			
BCE 511	Geotechnical Engineering	2	2	3
	<b><i>Highway and Transportation Engineering Electives</i></b>			
BCE 513	Highway Engineering II	2	2	3
	<b><i>Structural Engineering Electives</i></b>			
BCE 515	Advanced Structural Analysis	3	0	3
	<b><i>Water Resources Engineering Electives</i></b>			
BCE 517	Integrated Water Resources Management	3	0	3

BCE 519	Coastal and Port Engineering	2	2	3
	<b><i>Environmental Engineering Electives</i></b>			
BCE 521	Air and Noise Pollution and Control	2	2	3
BCE 523	Industrial Waste Management	2	2	3

## YEAR TWO - SEMESTER TWO

Code	Course Title	T	P	Credit Hours
	<b><i>Geotechnical Engineering Electives</i></b>			
BCE 512	Ground Engineering	3	0	3
	<b><i>Highway and Transportation Engineering Electives</i></b>			
BCE 514	Transportation Engineering II	3	0	3
	<b><i>Structural Engineering Electives</i></b>			
BCE 516	Advanced Concrete Design	3	0	3
	<b><i>Water Resources Engineering Electives</i></b>			
BCE 518	Irrigation and Drainage Engineering	3	0	3
BCE 520	Engineering of Hydraulic Structures	3	0	3
	<b><i>Environmental Engineering Electives</i></b>			
BCE 522	Environmental Impact Assessment	2	2	3

## ENVIRONMENTAL ENGINEERING OPTION

### YEAR 1 - SEMESTER I

Code	Course Title	T	P	Credit Hours
MEE 501	Applied Statistics and Mathematics	2	2	3
MEE 503	GIS and Remote Sensing Application in Environmental Engineering	2	4	3
MEE 505	Water and Sanitation Infrastructure Planning	2	0	2
MEE 507	Urban Hydrology and Urban Drainage	2	2	3
MEE 509	Applied Environmental Chemistry and Microbiology	2	2	3
MEE 513	Seminar 1	0	2	1
<b>Total</b>		<b>10</b>	<b>12</b>	<b>15</b>



**YEAR 1- SEMESTER II**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
MEE 502	Solid Waste Management	3	1	3
MEE 504	Liquid Waste Management	3	1	3
MEE 506	Industrial and Hazardous Waste Management	3	1	3
MEE 508	Air Quality Management	2	0	2
MEE 510	Environmental Health and Hygiene	2	0	2
MEE 512	Environmental Impact Assessment	1	1	1
MEE 514	Seminar II	0	2	1
MEE 516	Industrial Attachment I	0	4	2
<b>Total</b>		<b>14</b>	<b>9</b>	<b>15</b>

**YEAR 2 - SEMESTER I**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Contact Hours</b>
MEE 601	Engineering Research Methods	2	1	2
MEE 603	Introduction to Climate Change	2	0	2
MEE 605	Water and Environmental Project management	2	2	3
MEE 607	Integrated Design Project in Water and Environment	0	6	3
MEE 609	Low-Cost Sanitation Systems	2	1	2
MEE 611	Industrial Attachment II	0	4	2
<b>Total</b>		<b>8</b>	<b>14</b>	<b>14</b>

**YEAR 2 - SEMESTER II**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
MEE 602	Project Work	0	12	6
<b>Total</b>		<b>0</b>	<b>12</b>	<b>6</b>

**Water Engineering and Management Option:**

<b>Code</b>	<b>Course Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
WEM 501	Applied Statistics and Mathematics	2	2	3
WEM 503	GIS and Remote Sensing Application in Water Engineering	2	4	3
WEM 505	Integrated Water Resources Management	2	0	2
WEM 507	Applied Hydraulics and Hydrometry	2	3	3
WEM 509	Urban Hydrology and Urban Drainage	2	2	3
WEM 511	Applied Environmental Chemistry and Microbiology	2	2	2

WEM 513	Seminar 1	0	2	1
<b>Total</b>		<b>12</b>	<b>15</b>	<b>17</b>

### YEAR 1 - SEMESTER I

### YEAR 1 - SEMESTER II

Code	Course Title	T	P	Credit Hours
WEM 502	Groundwater Resource Assessment and Development	3	1	3
WEM 504	Water Treatment	2	2	3
WEM 506	Water Distribution	2	2	3
WEM 508	Small Hydraulic Structures & Irrigation Engineering	2	2	3
WEM 510	Water Resources Planning	2	1	2
WEM 512	Environmental Impact Assessment	1	1	1
WEM 514	Seminar 2	0	2	1
WEM 516	Industrial Attachment I	0	4	2
<b>Total</b>		<b>12</b>	<b>15</b>	<b>18</b>

### YEAR 2 SEMESTER I

Code	Course Title	T	P	Credit Hours
WEM 601	Engineering Research Methods	2	1	2
WEM 603	Introduction to Climate Change	2	2	3
WEM 605	Water and Environmental Project management	2	2	3
WEM 607	Integrated Water Resources Management	2	0	2
WEM 609	Integrated Design Project in Water and Environment	0	6	3
WEM 611	Industrial Attachment II	0	4	2
<b>Total</b>		<b>8</b>	<b>15</b>	<b>15</b>

### YEAR 2 - SEMESTER II

Code	Course Title	T	P	Credit Hours
WEM 602	Project Work	0	12	6
<b>Total</b>		<b>0</b>	<b>12</b>	<b>6</b>

### Civil Infrastructure and Construction Engineering Option:

### YEAR 1 - SEMESTER I

Code	Course Title	T	P	Credit Hours
CIC 501	Applied Statistics and Mathematics	2	2	3
CIC 503	GIS and Remote Sensing Applications in Civil Infrastructure works	2	4	3
CIC 505	Traffic Engineering and Operations	2	2	3

CIC 507	Advanced Soil and Rock Mechanics	2	2	3
CIC 509	Structural Steel Design and Construction	2	2	3
CIC 513	Seminar I	0	2	1
<b>Total</b>		<b>10</b>	<b>14</b>	<b>16</b>

#### YEAR 1 - SEMESTER II

Code	Course Title	T	P	Contact Hours
CIC 502	Road Geometric Design and Safety	2	4	3
CIC 504	Flexible Pavement Design and Maintenance	2	4	3
CIC 506	Foundation Design and Construction	2	4	3
CIC 508	Advanced Reinforced Concrete Design	2	4	3
CIC 510	Geotechnical and Ground Engineering	2	4	2
CIC 512	Environmental Impact Assessment	1	1	1
CIC 514	Seminar	0	4	1
CIC 516	Industrial Attachment I	0	4	2
<b>Total</b>		<b>11</b>	<b>29</b>	<b>18</b>

#### YEAR 2 SEMESTER I

Code	Course Title	T	P	Credit Hours
CIC 601	Engineering Research Methods	2	2	2
CIC 603	Road Asset Management	2	2	2
CIC 605	Road Pavement Materials and Construction	2	2	2
CIC 607	Advanced Structural Analysis	2	0	2
CIC 609	Prestressed Concrete Design	2	0	2
CIC 611	Works Procurement and Construction Management	2	2	3
CIC 613	Integrated Infrastructure Design Project	0	4	2
CIC 615	Industrial Attachment I	0	4	2
<b>Total</b>		<b>12</b>	<b>16</b>	<b>17</b>

#### YEAR 2 SEMESTER II

Code	Course Title	T	P	Credit Hours
CIC 602	Project Work	0	12	6
<b>Total</b>		<b>0</b>	<b>12</b>	<b>6</b>

## 4-YEAR BACHELOR OF TECHNOLOGY IN ELECTRICAL/ELECTRONIC ENGINEERING

### YEAR ONE – SEMESTER ONE

Code	Module Title	T	P	Credit Hours
BEE 111	Engineering and Safety	2	1	2
COS 111	Communication Skills	2	0	2
AFS 101	African Studies	1	0	-
DLT 111	Introduction to Computer and Information Technology	2	0	2
BEE 161	Engineering Drawing	2	3	3
BEE 121	Semiconductor Electronics and Devices	2	2	3
MAT 101	Functions, Differential and Integral Calculus	3	0	3
BEE 131	Electrical Measuring Instruments	2	1	2
BEE 151	Electrical Circuits and Networks	2	1	2
<b>Total</b>		<b>18</b>	<b>8</b>	<b>19</b>

### YEAR ONE – SEMESTER TWO

Code	Module Title	T	P	Credit Hours
COS 112	Communication Skills Ancillary	2	0	2
LTC 102	Logical Reasoning & Critical Thinking	2	0	2
BAE 132	Fundamentals of Computer Programming & Data Structures	1	2	2
MAT 102	Matrix Algebra and Calculus Applications	3	0	3
BEE 102	Linear Electronic Circuits	2	2	3
BEE 122	Electromagnetism and Transformers	2	3	3
BAE 142	Simulation and Computational Tools in Engineering	1	2	2
BEE 152	Computer Aided Design	1	3	2
<b>Total</b>		<b>14</b>	<b>12</b>	<b>19</b>

### YEAR TWO – SEMESTER ONE

Code	Module Title	T	P	Credit Hours
URC 203	Entrepreneurship & Business Creation	2	0	2
MAT 201	Linear Equations and Transforms	3	0	3
BEE 231	DC Electric Machines	2	2	3
MCE 241	Thermodynamics	2	1	2
BEE 261	Hydraulic and Pneumatic Systems	2	2	3
BEE 271	Digital Electronics	2	3	3
<b>Total</b>		<b>13</b>	<b>13</b>	<b>16</b>

**YEAR TWO – SEMESTER TWO**

Code	Module Title	T	P	Credit Hours
MAT 202	Probability and Statistics	3	0	3
BEE 242	AC Electric Machines	2	2	3
BAE 254	Introduction to Control Systems	2	2	3
RET 272	Introduction to Renewable Energy Technologies	2	1	2
BEE 212	Communication Protocols	2	2	3
BEE 202	Electric Power Generation	2	2	3
<b>Total</b>		<b>15</b>	<b>8</b>	<b>17</b>

**YEAR THREE – SEMESTER ONE**

Code	Module Title	T	P	Credit Hours
BEE 311	Research Methods	2	0	2
BEE 321	Engineering Services	1	4	3
MAT 301	Numerical Methods	2	1	2
BEE 331	Electronic Control of Industrial Drives	2	2	3
BEE 341	Power Electronics	2	2	3
BEE 301	Microprocessor and Microcontroller Systems	2	2	3
	Elective Modules	2	2	3
<b>Total</b>		<b>13</b>	<b>13</b>	<b>19</b>

**\*\*Students are required to select at least one course from one of the options below**

Code	Module Title	T	P	Credit Hours
<b>TELECOMMUNICATION</b>				
BEE 313	Wireless and Mobile Communication	2	2	3
BEE 315	Transmission Lines & Waveguides	2	2	3
<b>POWER ENGINEERING</b>				
BEE 323	Electric Power Transmission and Distribution System Design	2	2	3
BEE 325	Solar Energy System Design & Installation	2	2	3

**YEAR THREE – SEMESTER TWO**

Code	Module Title	T	P	Credit Hours
URC 302	Data Analysis and Presentation	1	2	2
URC 306	Business Development and Management	2	0	2
BEE 312	Technical Report Writing and Presentation	2	0	2
BEE 302	Project Work and Research Initiation	2	1	2

BEE 332	Energy Efficiency and Power Utilization	2	0	2
BAE 342	Artificial Intelligence	2	1	2
BEE 322	Digital Signal Processing	2	2	3
	Elective Modules	2	2	3
<b>TOTAL</b>		<b>15</b>	<b>8</b>	<b>18</b>

**Students are required to select only from ONE of the Electrical Engineering Optional Modules.**

### **YEAR THREE – SEMESTER TWO**

#### **ELECTIVE MODULES**

<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
<b>TELECOMMUNICATION</b>				
BEE 314	Satellite Communication and Broadcasting	2	2	3
BEE 316	Digital Communication	2	2	3
BEE 324	Information Theory and Coding	2	2	3
<b>POWER ENGINEERING</b>				
BEE 326	Smart Grid Technology	2	2	3
BEE 346	Energy Policy and Planning	2	2	3
BEE 344	Flexible AC Transmission Systems (FACTS)	2	2	3

### **YEAR FOUR – SEMESTER ONE**

<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BEE 411	Internship Programme	0	30	15
BEE 421	Project Work and Research Initiation	1	3	2
<b>Total</b>		<b>1</b>	<b>33</b>	<b>17</b>

### **YEAR FOUR – SEMESTER TWO**

<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BEE 402	Career Development and Engineering Ethics	2	1	2
BEE 412	Project Work: Implementation	0	4	2
BEE 422	Innovation and Sustainability in Engineering	2	0	2
BEE 442	Fault Analysis and Diagnosis	1	4	3
	Electives	4	4	6
<b>Total</b>		<b>9</b>	<b>13</b>	<b>15</b>

**\*\*Students are required to select only from ONE of the Electrical Engineering Optional Modules.**

**YEAR FOUR – SEMESTER TWO  
ELECTIVE MODULES**

<b>TELECOMMUNICATION ENGINEERING</b>				
<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BEE 434	Antenna Installation and Wave Propagation	2	2	3
BEE 436	Optical Fiber Communication	2	2	3
BAE 444	Computer Networks	2	2	3
<b>POWER ENGINEERING</b>				
BEE 414	Distributed Generation and Integration of Renewables	2	2	3
BEE 416	Power Systems Analysis	2	2	3
BEE 424	Reliability Engineering & Application to Electrical Power Systems	2	2	3
BEE 444	Power System Protection	2	3	3

**BACHELOR OF TECHNOLOGY IN AUTOMATION ENGINEERING**

**YEAR ONE – SEMESTER ONE**

<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
BEE 111	Engineering and Safety	2	1	2
COS 111	Communication Skills	2	0	2
AFS 101	African Studies	1	0	-
DLT 111	Introduction to Computer and Information Technology	2	0	2
BEE 161	Engineering Drawing	2	3	3
BEE 121	Semiconductor Electronics and Devices	2	2	3
MAT 101	Functions, Differential and Integral Calculus	3	0	3
BEE 131	Electrical Measuring Instruments	2	1	2
BEE 151	Electrical Circuits and Networks	2	1	2
<b>Total</b>		<b>18</b>	<b>8</b>	<b>19</b>

**YEAR ONE – SEMESTER TWO**

<b>Code</b>	<b>Module Title</b>	<b>T</b>	<b>P</b>	<b>Credit Hours</b>
COS 112	Communication Skills Ancillary	2	0	2
LTC 102	Logical Reasoning & Critical Thinking	2	0	2

BAE 132	Fundamentals of Computer Programming & Data Structures	1	2	2
MAT 102	Matrix Algebra and Calculus Applications	3	0	3
BEE 102	Linear Electronic Circuits	2	2	3
BEE 122	Electromagnetism and Transformers	2	3	3
BAE 142	Simulation and Computational Tools in Engineering	1	2	2
BEE 152	Computer Aided Design	1	3	2
<b>Total</b>		<b>14</b>	<b>12</b>	<b>19</b>

## YEAR TWO - SEMESTER ONE

Code	Module Title	T	P	Credit Hours
URC 203	Entrepreneurship & Business Creation	2	0	2
MAT 201	Linear Equations and Transforms	3	0	3
BEE 231	DC Electric Machines	2	2	3
MCE 241	Thermodynamics	2	1	2
BEE 261	Hydraulic and Pneumatic Systems	2	2	3
BEE 271	Digital Electronics	2	3	3
<b>Total</b>		<b>13</b>	<b>13</b>	<b>16</b>

## YEAR TWO – SEMESTER TWO

Code	Module Title	T	P	Credit Hours
MAT 202	Probability and Statistics	3	0	3
BEE 242	AC Electric Machines	2	2	3
BAE 254	Introduction to Control Systems	2	2	3
RET 272	Introduction to Renewable Energy Technologies	2	1	2
BEE 212	Communication Protocols	2	2	3
BEE 202	Electric Power Generation	2	2	3
<b>Total</b>		<b>15</b>	<b>8</b>	<b>17</b>

## YEAR THREE – SEMESTER ONE

Code	Module Title	T	P	Credit Hours
BEE 311	Research Methods	2	0	2
BAE 321	Design of Automation Systems	2	3	3
MAT 301	Numerical Methods	2	1	2
BEE 331	Electronic Control of Industrial Drives	2	2	3
BAE 341	Computer Organization & Architecture	2	3	3



BEE 301	Microprocessor and Microcontroller Systems	2	2	3
	Elective Module	2	2	3
<b>Total</b>		<b>13</b>	<b>16</b>	<b>19</b>

Students are required to select at least one elective course from one of the options below				
Code	Module Title	T	P	Credit Hours
<b>Automation and Process Control</b>				
BAE 313	Modern Control Engineering	2	2	3
BAE 315	Advanced Techniques in Computer Aided Design & Manufacturing	2	3	3
BAE 323	CNC Programming and Machining	2	2	3
BAE 353	PLC Programming & SCADA Systems	2	2	3
<b>Computer Science and Engineering</b>				
BAE 325	Web Technologies and Database Management Systems	2	2	3
BAE 343	Computer Graphics, 3D Simulation and Visualization	2	2	3
BAE 345	Object Oriented Programming	2	2	3
BAE 355	Software Engineering	2	2	3

### YEAR THREE – SEMESTER TWO

Code	Course Title	T	P	Credit Hours
BEE 302	Project Work and Research Initiation	1	2	2
URC 302	Data Analysis and Presentation	1	2	2
BEE 312	Technical Report Writing and Presentation	2	0	2
BEE 352	Energy Efficiency and Power Utilization	2	0	2
BAE 322	Real-Time Operating Systems	2	0	2
BAE 332	Artificial Intelligence	2	1	2
BAE 342	Digital Signal Processing	2	2	3
	Elective Modules	2	2	3
<b>TOTAL</b>		<b>14</b>	<b>9</b>	<b>18</b>
Students are required to select only from <b>ONE</b> of the Automation Engineering Optional Modules.				

### YEAR THREE – SEMESTER TWO

#### ELECTIVE MODULES

Code	Module Title	T	P	Credit Hours
<b>Automation and Process Control</b>				

BAE 314	Applied Mechanics	2	2	3
BAE 316	Mechatronic Systems and Design	2	2	3
BAE 324	Sensor Networks	2	2	3
<b>Computer Science and Engineering</b>				
BAE 356	Pervasive Computing and Mobile Application Development	2	2	3
BAE 346	Design of Algorithms	2	2	3
BAE 336	Wireless Communication	2	2	3

#### YEAR FOUR – SEMESTER ONE

Code	Module Title	T	P	Credit Hours
BEE 411	Internship Programme	0	30	15
BEE 421	Project Work: Concept Design	1	3	2
<b>Total</b>		<b>1</b>	<b>33</b>	<b>17</b>

#### YEAR FOUR – SEMESTER TWO

Code	Module Title	T	P	Credit Hours
BEE 402	Career Development and Engineering Ethics	2	1	2
BEE 412	Project Work: Implementation	0	4	2
BEE 422	Innovation and Sustainability in Engineering	2	0	2
BAE 432	Internet of Things & Industry Technology	2	2	3
BAE 442	Robotics	2	2	3
	Elective Modules	2	2	3
<b>Total</b>		<b>10</b>	<b>11</b>	<b>15</b>

Students are required to Select only from ONE of the Automation Engineering Optional Modules.

#### YEAR FOUR – SEMESTER TWO ELECTIVE MODULES

<b>Automation and Process Control</b>				
Code	Module Title	T	P	Credit Hours
BAE 416	Industrial Instrumentation and Process Control	2	2	3
BAE 414	Machine Learning	2	2	3
BAE 424	Building Automation & Smart Home Systems	2	2	3
<b>Computer Science and Engineering</b>				
BAE 426	Cloud Computing	2	2	3
BAE 414	Machine Learning	2	2	3
BAE 444	Computer Networks	2	2	3

## DEPARTMENT OF RENEWABLE ENERGY TECHNOLOGY

### B-TECH RENEWABLE ENERGY TECHNOLOGY (4-YEARS)

#### Year One - First Semester

Code	Course Title	Credit Hours
BEE124	Applied Electricity	3
BME151	Engineering Drawing	2
BME161	Workshop Processes and Practice	2
BSM109	Principles Of Economics	1
MATH111	Engineering Mathematics I	3
RET151	Introduction To Energy System	3
URC101	Communication Skills	2
URC105	Digital Literacy I	2
<b>Total</b>		<b>18</b>

#### Year One - Second Semester

Code	Course Title	Credit Hours
BEE 234	Basic Electronics	2
MAT 112	Engineering Mathematics II	3
RET 152	Introduction To Green Chemistry	3
RET 154	Physics For Technology	2
RET 156	Energy Conversion	3
URC 104	Logic And Critical Thinking	1
URC 106	Digital Literacy II	2
URC 112	Communication Skills Ancillary	2
<b>Total</b>		<b>18</b>

#### Year Two - First Semester

Code	Course Title	Credit Hours
BME 121	Thermodynamics I	2
BME 131	Mechanics of Machines	2
MATH 211	Engineering Mathematics III	3
RET 251	Engineering Ethics	1
RET 255	Health, Safety and Environment	2
RET 257	Energy Economics and Finance	3
RET 259	Introduction to Computing Programming	3
URC 201	Entrepreneurship and Business Creation	2
<b>Total</b>		<b>18</b>

**Year Two - Second Semester**

<b>Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
BEE 202	Introduction To Electrical Power Systems	2
BME 122	Thermodynamics II	2
BME 143	Mechanics of Fluids	2
BME 294	Material Technology	2
MATH 212	Engineering Mathematics IV	3
RET 254	Renewable Energy Systems	3
RET 256	Computer Application in Engineering	2
URC 202	Small Business Development and Management	2
<b>Total</b>		<b>18</b>

**Year Three - First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BCE 351	Geographic Information Systems	2
BEE 363	Control Systems	2
BME 215	Computer Aided Design	2
RET 351	Solar Photovoltaic Technology	3
RET 353	Solar Thermal Technology	3
RET 355	Bioenergy Technology	3
RET 357	Energy And Environment	2
RSM 311	Research Methodology	2
<b>Total</b>		<b>19</b>

**Year Three - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
RET 352	Internship	<b>15</b>
<b>Total</b>		<b>15</b>

**Year Four - First Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
RET 451	Research Project I	3
RET 453	Hydro and Maritime Energy	3
RET 455	Measurement And Instrumentation	2
RET 457	Modelling, Simulation and Optimization	3
RET 459	Wind Power Systems	3
URC 301	Data Analysis and Presentation	2
RET 461	Grid Connected Systems	3
RET 463	Solar PV Model Manufacturing	3
RET 465	Rural Energy Supply	3
<b>Total</b>		<b>25</b>

**Level 400 - Second Semester**

<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
RET 452	Research Project II	3
RET 454	Law of Contracts and Policies	2
RET 456	Introduction to Energy Audit	3
RET 458	Tender Process and Project Management	3
RET 462	Energy Management	2
RET 466	Biogas and Biofuels	3
<b>TOTAL</b>		<b>16</b>

**B-TECH AGRIC ENGINEERING****YEAR ONE – GENERAL**

<b>SEMESTER ONE</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/Tutorial</b>	<b>Credit</b>
MATH 111	Engineering Mathematics I	2	0/1	2
BME 151	Engineering Drawing I	2	0/2	2
BME 141	Strength of Materials I	2	1/1	2
BME 143	Mechanics of Fluids I	2	1/1	2
BME 121	Thermodynamics I	3	1/1	2
BME 131	Mechanics of Machines I	3	1/1	2
BME 161	Workshop Processes & Practice I	3	4/1	3
BAE 101	Basic Agriculture	2	0/2	2
URC 101	Communication Skills I	2	0/0	2
URC 105	Digital Literacy I	1	2/1	2
URC 103	African Studies I	1	0/0	-
<b>TOTAL</b>				<b>21</b>
<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/Tutorial</b>	<b>Credit</b>
MATH 112	Engineering Mathematics II	2	0/1	3
BME 152	Engineering Drawing II	2	0/3	2

BME 142	Strength of Materials II	2	1/1	2
BME 144	Mechanics of Fluids II	2	1/1	2
BME 122	Thermodynamics II	3	1/1	2
BME 132	Mechanics of Machines II	3	1/1	2
BME 162	Workshop Processes & Practice II	3	4/1	3
URC 102	Communication Skills II	2	0/0	2
URC 106	Digital Literacy II	1	2/1	2
URC 108	Introduction to Renewable Energy Technologies	2	0/0	1
URC 104	Logical Reasoning & Critical Thinking	2	1/0	1
<b>TOTAL</b>				<b>21</b>

## YEAR TWO

SEMESTER ONE				
Code	Module Title	Theory	Practical/Tutorial	Credit
MATH 211	Mathematics III	2	0/1	3
BME 213	Machine Design I	2	1/1	2
BAE 211	Agricultural Meteorology & Climatology	2	1/0	3
BAE 217	Soil and Water Engineering I	2	1/0	3
BME 215	Computer Aided Design	2	2/0	2
BME 201	Mechanical Engineering Lab	1	4/1	2
BEE 233	Introduction to Electricity & Electrical Machines	2	1/1	2
URC 203	Entrepreneurship & Business Creation	2	0/1	2
BAE 213	Bioenergy Resources & Systems Design	2	1/0	2
<b>TOTAL</b>				<b>21</b>
SEMESTER TWO				
Code	Module Title	Theory	Practical/Tutorial	Credit

MATH 212	Mathematics IV	2	0/1	3
BAE 212	Rural Engineering	2	1/1	2
BME 214	Machine Design II	2	1/1	2
BME 294	Materials Science & Technology	2	1/0	2
BAE 216	Soil and Water Engineering II	2	1/0	3
BAE 224	Farm Power & Transmission	2	0/1	2
BCE 244	Land surveying	2	2/0	3
URC 204	Small Business Development & Management	2	0/1	2
BAE 226	Renewable Energy Systems Design	2	1/0	2
<b>TOTAL</b>				<b>21</b>

### YEAR THREE

SEMESTER ONE				
Code	Module Title	Theory	Practical/Tutorial	Credit
BAE 365	Irrigation and Drainage	3	1/1	3
BAE 315	Environmental control & Livestock Housing	2	0/1	2
BME 355	Refrigeration & Air Conditioning	3	1/1	2
BAE 377	Farm Machinery	3	1/1	2
BAE 305	Crop Losses & Control	3	1/0	3
LAW 335	Law for Engineers	2	0/0	2
BAE 323	Agricultural Materials Handling & Processing	2	1/1	2
BME 347	Research Methodology	2	0/1	2
<b>TOTAL</b>				<b>20</b>

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/Tutorial</b>	<b>Credit</b>
BME 366	Programming for Engineers	2	2/1	2
BAE 302	Application of Soil & Crop Mechanics to Mechanization	3	1/0	3
BME 314	CAD/CAM	2	4/0	2
BAE 312	Farm and Crop Storage Structures	2	1/0	3
BAE 322	Maintenance and repairs of Agric. Machines	2	1/0	3
BME 332	Heat Transfer	3	0/1	3
BAE 342	Physical and Engineering Properties of Biological Materials	2	1/1	2
URC 302	Data Analysis and Presentation	2	0/1	2
<b>TOTAL</b>				<b>20</b>

## **YEAR FOUR**

<b>SEMESTER ONE</b>				
<b>SIX MONTHS INTERNSHIP</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/Tutorial</b>	<b>Credit</b>
BAE 400	Internship	0	6/0	6
BAE 415	Final Year Project I	0	4/0	2
<b>TOTAL</b>				<b>8</b>
<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/Tutorial</b>	<b>Credit</b>



BME 410	Industrial Engineering	2	1/0	2
BME 420	Energy & Environmental Management	2	1/1	2
BME 464	Agricultural Robotics and Automation	2	1/0	2
BAE 424	Post-Harvest Losses and Control	3	1/0	3
BAE 412	Meat and Fish Processing	3	1/0	3
BAE 422	Remote Sensing and GIS	3	1/0	2
BAE 416	Final Year Project II	0	6/0	5
<b>TOTAL</b>				<b>19</b>

## DEPARTMENT OF MECHANICAL ENGINEERING

### YEAR ONE – GENERAL

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 111	Engineering Mathematics I	3	0/1	3
BME 151	Engineering Drawing I	2	1/1	2
BME 141	Strength of Materials I	2	1/1	2
BME 143	Mechanics of Fluids I	2	1/1	2
BME 121	Thermodynamics I	2	1/1	2
BME 131	Mechanics of Machines I	2	1/1	2
BME 161	Workshop Processes & Practice I	2	3/1	2
URC 101	Communication Skills I	2	0/0	2
URC 105	Digital Literacy I	2	2/1	2
URC 103	African Studies I	1	0/0	-
<b>TOTAL</b>				<b>19</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 112	Engineering Mathematics II	3	0/1	3
BME 152	Engineering Drawing II	2	1/1	2
BME 142	Strength of Materials II	2	1/1	2
BME 144	Mechanics of Fluids II	2	1/1	2
BME 122	Thermodynamics II	2	1/1	2
BME 132	Mechanics of Machines II	2	1/1	2
BME 162	Workshop Processes & Practice II	2	3/1	2
URC 102	Communication Skills II	2	0/0	2
URC 106	Digital Literacy II	1	2/1	2

URC 108	Introduction to Renewable Energy Technologies	2	0/0	1
URC 104	Logical Reasoning & Critical Thinking	2	1/0	1
<b>TOTAL</b>				<b>21</b>

## YEAR TWO

### PRODUCTION OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 211	Engineering Mathematics III	2	0/1	3
BME 213	Machine Design I	2	1/1	2
BME 233	Mechanics of Machines III	2	1/1	2
BME 263	Manufacturing Technology I	3	2/1	3
BME 265	Metrology	2	1/1	2
BME 215	Computer Aided Design	2	2/0	2
BME 201	Mechanical Engineering Lab I	1	3/1	1
BEE 233	Electrical Engineering	2	1/1	2
URC 201	Entrepreneurship and Business creation	2	0/1	2
<b>TOTAL</b>				<b>19</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 212	Engineering Mathematics IV	3	0/1	3
BME 234	Mechanics of Machine IV	2	1/1	2
BME 214	Machine Design II	2	1/1	2
BME 294	Materials Technology	2	1/0	2
BME 264	Manufacturing Technology II	3	3/1	3
BME 236	Instrumentation and Measurement	2	1/1	2
BEE 234	Basic Electronics	2	1/1	2
BME 202	Mechanical Engineering Lab II	1	3/1	1
URC 202	Small Business Development and Management	2	0/1	2
<b>TOTAL</b>				<b>19</b>

### PLANT OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 211	Engineering Mathematics III	3	0/1	3
BME 213	Machine Design I	2	1/1	2
BME 233	Mechanics of Machines III	2	1/1	2
BME 245	Mechanics of Fluids III	2	1/1	2

BME 275	Plant Maintenance Works Services I	3	3/1	3
BME 215	Computer Aided Design	2	2/0	2
BME 201	Mechanical Engineering Lab I	1	3/1	1
BEE 233	Electrical Engineering	2	1/1	2
URC 201	Entrepreneurship and Business creation	2	0/1	2
<b>TOTAL</b>				<b>19</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 212	Mathematics IV	3	0/1	3
BME 234	Mechanics of Machine IV	2	1/1	2
BME 214	Machine Design II	2	1/1	2
BME 294	Materials Technology	2	1/0	2
BME 276	Plant Maintenance Works Services II	3	3/1	3
BME 236	Instrumentation and Measurement	2	1/1	2
BEE 234	Basic Electronics	2	1/1	2
BME 202	Mechanical Engineering Lab II	1	4/1	1
URC 202	Small Business Development and Management	2	0/1	2
<b>TOTAL</b>				<b>19</b>

## AUTOMOBILE OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 211	Engineering Mathematics III	3	0/1	3
BME 233	Mechanics of Machines III	2	1/1	2
BME 245	Mechanics of Fluid III	2	1/1	2
BME 213	Machine Design I	2	1/1	2
BME 283	Vehicle Technology	2	0/1	2
BME 225	Internal Combustion Engine I	2	0/1	2
BME 215	Computer Aided Design	2	0/2	2
BME 201	Mechanical Engineering Lab. 1	1	3/0	1
BEE 233	Electrical Engineering	2	1/1	2
URC 201	Entrepreneurship and Business creation	2	0/1	2
<b>TOTAL</b>				<b>20</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
MATH 212	Engineering Mathematics IV	3	0/1	3

BME 234	Mechanics of Machine IV	2	1/1	2
BME 284	Vehicle Technology II	2	0/1	2
BME 226	Internal Combustion Engine II	2	0/1	2
BME 282	Automobile Electrical Systems	2	0/1	2
BME 294	Materials Technology	2	0/1	2
BME 288	Automobile Maintenance & Repair	2	0/1	2
BME 216	Vehicle Eng. Sc. & Calculation	2	0/1	2
BME 202	Mechanical Engineering Lab II	1	3/1	1
URC 202	Small Business Development and Management	2	0/1	2
<b>TOTAL</b>				<b>20</b>

### YEAR THREE

#### PRODUCTION OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 365	Manufacturing Technology III	3	3/1	3
BME 315	Jig and Tool Design I	2	0/1	2
BME 355	Production Planning and Control I	2	0/1	2
BME 377	Quality Control I	2	0/1	2
BME 347	Renewable Energy Systems Design	2	0	2
BME 335	Instrumentation and Control I	2	0/0	2
BME 373	Installation & Maintenance	2	1/1	2
URC 301	Research Methodology	2	0/0	2
<b>TOTAL</b>				<b>17</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 366	Manufacturing Technology IV	3	3/1	3
BME 316	Jig and Tool Design II	2	2/1	2
BME 314	CAD/CAM	2	3/1	2
BME 356	Production Planning and Control II	2	1/1	2
BME 378	Quality Control II	2	0/1	2
BME 336	Instrumentation and Control II	2	1/1	2
ACT 306	Management Accounting & Finance	2	0/1	2
BME 338	Introduction to Finite Element Analysis	2	1/0	2
<b>TOTAL</b>				<b>17</b>

## PLANT OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 375	Plant Maintenance and Works Services III	3	3/1	3
BME 325	Internal Combustion Engines	2	1/1	2
BME 323	Heat Transfer	2	0/1	2
BME 337	Control Systems	2	0/1	2
BME 365	Manufacturing Processes	2	0/2	2
EEE 336	Electrical Power and Distribution	2	1/1	2
BME 335	Instrumentation and Control I	2	0/0	2
URC 301	Research Methodology	2	0/0	2
BME 347	Renewable Energy Systems Design	2	0	2
<b>TOTAL</b>				<b>19</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 376	Plant Maintenance and Works Services IV	3	3/1	3
BME 326	Refrigeration and Air Cond	2	1/1	2
BME 314	CAD/CAM	2	3/1	2
BME 324	Alternate Energy Sources	2	0/1	2
BME 302	Pneumatic & Hydraulics	2	2/1	2
BME 336	Instrumentation and Control II	2	1/1	2
ACT 306	Management Accounting & Finance	2	0/1	2
BME 338	Introduction to Finite Element Analysis	2	2/1	2
<b>TOTAL</b>				<b>17</b>

## AUTOMOBILE OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 387	Workshop Org. and Admin. I	2	0/1	2
BME 289	Man. And Control of Transport	2	0/1	2
BME 385	Law of Business and Carriage I	2	0/1	2
BME 327	Energy and Environ. Studies	2	0/1	2
BME 383	Automobile Workshop Practices I	2	4/0	2
BME 381	Automobile Electronics	2	1/1	2

BME 387	Fuels, Oils and Lubricants I	2	0/1	2
BME 347	Renewable Energy Systems Design	2	0	2
URC 301	Research Methodology	2	0/0	2
<b>TOTAL</b>				<b>18</b>
<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 388	Workshop Org. and Admin. II	2	0/1	2
BME 374	Management Principles	2	0/1	2
BME 348	Automobile Modeling & Simulation	2	2/2	2
BME 386	Law of Business and Carriage II	2	0/1	2
BME 328	Automobile Heating and Air Cond.	2	1/1	2
BME 384	Automobile Workshop Practice II	0	6/0	2
ACT 306	Management A/C and Finance	2	1/1	2
BME 322	Engine Retrofitting	2	4/1	2
BME 338	Introduction to Finite Element Analysis	2	1/0	2
<b>TOTAL</b>				<b>18</b>

## YEAR FOUR

### PRODUCTION OPTION

<b>SEMESTER ONE</b>				
<b>SIX MONTHS INTERNSHIP</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 402	Thermal Power	2	0/0	2
BME 420	Energy & Environmental Management	2	1/1	2
BME 408	Engineering Economy & Management	2	0/1	2
BME 412	Advanced Machine Design	2	1/1	2
BME 410	Industrial Engineering	2	1/1	2
BME 414	Dynamics of Machinery	2	0/0	2
BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

## PLANT OPTION

SEMESTER ONE				
SIX MONTHS INTERNSHIP				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 402	Thermal Power	2	0/0	2
BME 420	Energy & Environmental Management	2	1/1	2
BME 408	Engineering Economy & Management	2	0/1	2
BME 412	Advanced Machine Design	2	1/1	2
BME 410	Industrial Engineering	2	1/1	2
BME 414	Dynamics of Machinery	2	0/0	2
BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

## AUTOMOBILE OPTION

SEMESTER ONE				
SIX MONTHS INTERNSHIP				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 426	Automotive Control System	2	0/1	2
BME 420	Energy & Environmental Management	2	1/1	2
BME 408	Engineering Economy & Management	2	0/1	2
BME 420	Vehicle Electronics Management	2	1/1	2
BME 418	Power Train	2	2/1	2
BME 424	Automotive Design	2	0/0	2
BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

**B-TECH MECHANICAL TOP-UP  
YEAR THREE**

**PRODUCTION OPTION**

<b>SEMESTER ONE</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 365	Manufacturing Technology III	3	3/1	3
BME 315	Jig and Tool Design I	2	0/1	2
BME 355	Production Planning and Control I	2	0/1	2
BME 377	Quality Control I	2	0/1	2
BME 347	Renewable Energy Systems Design	2	0	2
BME 335	Instrumentation and Control I	2	0/0	2
BME 373	Installation & Maintenance	2	1/1	2
URC 301	Research Methodology	2	0/0	2
<b>TOTAL</b>				<b>17</b>

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 366	Manufacturing Technology IV	3	3/1	3
BME 316	Jig and Tool Design II	2	2/1	2
BME 314	CAD/CAM	2	3/1	2
BME 356	Production Planning and Control II	2	1/1	2
BME 378	Quality Control II	2	0/1	2
BME 336	Instrumentation and Control II	2	1/1	2
ACT 306	Management Accounting & Finance	2	0/1	2
BME 338	Introduction to Finite Element Analysis	2	1/0	2
<b>TOTAL</b>				<b>17</b>

**PLANT OPTION**

<b>SEMESTER ONE</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 375	Plant Maint. and Wks. Serv. III	3	3/1	3
BME 325	Internal Combustion Engines	2	1/1	2
BME 323	Heat Transfer	2	0/1	2
BME 337	Control Systems	2	0/1	2
BME 365	Manufacturing Processes	2	0/2	2
EEE 336	Electrical Power and Distribution	2	1/1	2
BME 335	Instrumentation and Control I	2	0/0	2
URC 301	Research Methodology	2	0/0	2
BME 347	Renewable Energy Systems Design	2	0	2
<b>TOTAL</b>				<b>19</b>



SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 376	Plant Maintenance and Works Services IV	3	3/1	3
BME 326	Refrigeration & Air Conditioning	2	1/1	2
BME 314	CAD/CAM	2	3/1	2
BME 324	Alternate Energy Sources	2	0/1	2
BME 302	Pneumatic & Hydraulics	2	2/1	2
BME 336	Instrumentation and Control II	2	1/1	2
ACT 306	Management Accounting & Finance	2	0/1	2
BME 338	Introduction to Finite Element Analysis	2	2/1	2
<b>TOTAL</b>				<b>17</b>

### AUTOMOBILE OPTION

SEMESTER ONE				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 387	Workshop Org. & Admin. I	2	0/1	2
BME 289	Man. And Control of Transport	2	0/1	2
BME 385	Law of Business & Carriage I	2	0/1	2
BME 327	Energy and Environ. Studies	2	0/1	2
BME 383	Automobile Workshop Practices I	2	4/0	2
BME 381	Automobile Electronics	2	1/1	2
BME 387	Fuels, Oils and Lubricants I	2	0/1	2
BME 347	Renewable Energy Systems Design	2	0	2
URC 301	Research Methodology	2	0/0	2
<b>TOTAL</b>				<b>18</b>
SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 388	Workshop Org. & Admin. II	2	0/1	2
BME 374	Management Principles	2	0/1	2
BME 348	Automobile Modeling & Simulation	2	2/2	2
BME 386	Law of Business and Carriage II	2	0/1	2
BME 328	Automobile Heating & Air Cond.	2	1/1	2
BME 384	Automobile Workshop Practice II	0	6/0	2
ACT 306	Management A/C & Finance	2	1/1	2
BME 322	Engine Retrofitting	2	4/1	2
BME 338	Introduction to Finite Element Analysis	2	1/0	2
<b>TOTAL</b>				<b>18</b>

**YEAR FOUR****PRODUCTION OPTION**

<b>SEMESTER ONE</b>				
<b>SIX MONTHS INTERNSHIP</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 402	Thermal Power	2	0/0	2
BME 420	Energy and Environmental Management	2	1/1	2
BME 408	Engineering Economy and Management	2	0/1	2
BME 412	Advanced Machine Design	2	1/1	2
BME 410	Industrial Engineering	2	1/1	2
BME 414	Dynamics of Machinery	2	0/0	2
BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

**PLANT OPTION**

<b>SEMESTER ONE</b>				
<b>SIX MONTHS INTENSHP</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

<b>SEMESTER TWO</b>				
<b>Code</b>	<b>Module Title</b>	<b>Theory</b>	<b>Practical/ Tutorial</b>	<b>Credit</b>
BME 402	Thermal Power	2	0/0	2
BME 420	Energy &Environmental Management	2	1/1	2
BME 408	Engineering Economy & Management	2	0/1	2
BME 412	Advanced Machine Design	2	1/1	2
BME 410	Industrial Engineering	2	1/1	2
BME 414	Dynamics of Machinery	2	0/0	2

BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

## AUTOMOBILE OPTION

SEMESTER ONE				
SIX MONTHS INTERNSHIP				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 413	Internship	0	30/0	15
BME 415	Final Year Project I	0	4/0	3
<b>TOTAL</b>				<b>18</b>

SEMESTER TWO				
Code	Module Title	Theory	Practical/ Tutorial	Credit
BME 426	Automotive Control System	2	0/1	2
BME 420	Energy and Environmental Management	2	1/1	2
BME 408	Engineering Economy and Management	2	0/1	2
BME 420	Vehicle Electronics Management	2	1/1	2
BME 418	Power Train	2	2/1	2
BME 424	Automotive Design	2	0/0	2
BME 416	Final Year Project II	0	6/0	6
<b>TOTAL</b>				<b>18</b>

**Bibliography:**

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2. Central University Students' Handbook - October 2018.
3. Rwanda Polytechnic Students' Handbook - December 2021.
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