

THE COLLEGE OF MANAGEMENT AND ADMINISTRATION

The College of Management and Administration offers six (6) four year degree-awarding programs including Accounting, Banking and Finance, Business Administration, Economics, Management, and Public Administration. It provides a curriculum that incorporates general education, specific college required courses, and professional courses as well as electives that fulfill the requirements for the students to qualify for a degree.

Vision

College of Management and Administration aspires to be an excellent entity that utilizes innovative approaches in the integration of research, outreach, and direct involvement in project preparation, evaluation, and management.

Mission

The College aims to produce graduates who may work as an entry level employee in any available business and administration positions in Liberia and around the globe. It also provides opportunity for the students who may opt to pursue graduate studies, specialized training, and advanced studies in order to acquire skills in quantification and financial analysis for business and other management decision-making and research purposes to have better job opportunities or positions in a wider variety of government and private sector organizations.

Description of Programs

The college has a competence-based learning curriculum which includes *core requirements* comprising of TU general education courses and the college specific required courses to be offered in the first four semesters of enrollment, *concentration requirements* comprising of professional courses leading to the award of specific degrees, and *elective requirements* which are courses taken by the student as minor based on the student's career interest, done in the last four semesters of enrollment.

These courses are taught in ways and manners which involve exposures and special coaching on the requirements for qualifying examinations of graduate level education (Graduate Education Examination); the special examinations administered by the Liberian Institute of Certified Public Accountants (LICPA) after a brief period of work experience; and the examinations for professional designation of Registered Representative for the money and capital markets Industries.

Bachelor of Business Administration (BBA) – Accounting

Program Description

The BBA Degree in Accounting promotes identification with, and orientation to, the accounting profession and is designed to provide knowledge, skills and attitudes necessary to an accounting career. In addition to the key accounting course work at the introductory and intermediate levels, students are also exposed to varied business disciplines including economics, statistics, business law, corporate finance, management and administration to provide the general business overview and context necessary for accounting studies. The importance of ethics and professional values, international issues, communication and leadership skills, strategic and critical thinking skills, technology skills required of professional accounting environment, and International Financial Reporting Standards (IFRS) are emphasized throughout the curriculum, along with the Generally Accepted Accounting Principles (GAAP).

Program Objectives

- To produce accounting professionals to work in the fields of Accounting, business management in the public or private sectors.
- To produce accounting professionals who desire to pursue further studies in Accounting or other related fields.

Student Learning Outcomes

At the conclusion of the program, graduates are able to:

- Apply financial accounting principles to record and communicate business activities to stakeholders;
- Analyze accounting financial statements to support effective fiscal decision making;
- Evaluate various accounting activities in relation to ethical, legal, and professional standards.
- Demonstrate an understanding of issues in areas of government and not-for-profit accounting, international transactions, taxation, and auditing.
- Demonstrate competency in managing and applying accounting functions in business.

Curriculum Requirements

Candidates enrolling for the Bachelor of Business Administration (BBA) degree program are to fulfill the below course requirements to be eligible for graduation.

➤ TU General Education Courses (20)	52 credits
➤ College Specific required Courses (7)	21 credits
➤ Professional Courses (18)	54credits
➤ Elective Courses (at least 2)	<u>6 credits</u>
➤ Total	133 Credits

Core Requirements

- *General Education (52 Credit Hours)*
- ACCT 201 *Principles of Accounting I*
- ACCT 202 *Principles of Accounting II*
- ECON 201 *Principles of Economics I*
- ECON 202 *Principle of Economics II*
- ECON 203 *Quantitative Techniques for Business and Economics Analysis*
- BUS 202 *Principles of Management*
- PADM 202 *Introduction to Public Administration*
- EED 301 *Entrepreneurship Education I*
- EED 302 *Entrepreneurship Education II*

Concentration Requirements

- BUS 301 *Organization Behavior*
- BUS 307 *Principles of Business Law*
- BFN 301 *Financial Management*
- EC 313 & 314 *Economics and Business Statistics I&II*
- BUS 302 *Human Resource Management*
- BUS 304 *Marketing Management*
- BUS 314 *Operation Research*
- BUS 401 *Business Policy and Strategy*
- BUS 407 *Production and Operation*
- BUS 409 *Advertising and Sales Promotion*
- BUS 413 *Retail Management*
- BUS 420 *Purchasing Administration and Material Management*
- BUS 408 *International Marketing*
- BUS 400 *Business Ethics*
- BUS 429 *Business Administration Internship*
- BUS 430 *Project Writing*

Electives

(in selection of a minor specialization)

- ACCT 301 & 302 *Intermediate Accounting I & II*
- ACCT 303 & 304 *Cost Accounting I & II*
- ECON 311 *Money, Banking and Monetary theory*
- ECON 315 *Managerial Economics*
- BFN 303 *Investment Theory and Analysis*
- ECON 301 *Intermediate Microeconomic Analysis I*
- ECON 302 *Intermediate Microeconomic Analysis II*
- ECON 303 *Intermediate Macroeconomic Analysis I*
- ECON 304 *Intermediate Macroeconomic Analysis II*
- BUS 301 *Organization Behavior*
- BUS 302 *Human Resource Management*

- *BUS 304* *Marketing Management*
- *BUS 314* *Operation Research*
- *BFN 312* *Financial Institutions and Markets*
- *ACCT 411* *Not- for-Profit Accounting*
- *BFN 406* *Financial Engineering*
- *ECON 403* *Development Economics I*
- *ECON 404* *Development Economics II*
- *BFN 403* *Management of Financial Institutions*
- *ACCT 408* *Accounting theory*
- *BFN 412* *International Business Finance*
- *BFN 401* *Advanced Corporate Finance*

Bachelor of Business Administration- Accounting

Freshman

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 101	College Grammar and Phonetics	3	ENG 102	Academic Reading and Writing	3
MATH 101	College Algebra	3	MATH 102	Analytical Geometry & Trigonometry	3
BIO 101	General Biology	4	CHEM 101	Principles of Chemistry	4
PSY101	Introduction to Psychology	3	PHIL 101	Introduction to Philosophy	3
CSE 101	Introduction to Computer	3	CSE 102	Computer Literacy	3
PED 101	Physical Fitness and Wellness I	1	PED 102	Physical Fitness and Wellness	1
TOTAL		17			17

Sophomore

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 201	Technical Communication and Public Speaking	3	ENG 204	Introduction to Literature	3
EVS 201	Intro to Environmental Science.	3	FRE 102 GLE 102 CHN102	Intermediate French Advanced Glebo Advanced Chinese	3
FRE 101 GLE 101 CHN101	Introduction to French Introduction to Glebo Introduction to Chinese	3	ACCT 202	Principles of Accounting	3
HIST 102	World History and Western Civilization	3	ECON 202	Principles of Economics II	3
ACCT 201	Principles of Accounting I	3	BUS 202	Principles of Management	3
ECON 201	Principles of Economics I	3	PADM 202	Introduction to Public Administration and Political Science	3
ECON 203	Quantitative Techniques for Business	3			
TOTAL		21			18

Junior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ACCT 301	Intermediate Accounting I	3	ACCT 302	Intermediate Accounting II	3
ACCT 303	Cost Accounting I	3	ECON 308	Research Methodology	3
ECON 313	Business & Econ. Statistics I	3	ECON 314	Business & Econ. Statistics II	3
BUS 307	Principles of Business Law	3	ACCT 314	Managerial Accounting	3
BFN 301	Financial Management	3	EED 302	Entrepreneurship Education II	
EED 301	Entrepreneurship Education I		ACCT 302	Cost Accounting II	3
TOTAL		15			15

Senior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ACCT 401	Advanced Accounting I	3	ACCT 402	Advanced Accounting II	3
ACCT 403	Auditing I	3	ACCT 403	Auditing II	3
ACCT 405	Accounting System and control	3	ACCT 410	Public Budgeting and Taxation	3
ACCT 429	Internship	3	ACCT 430	Project Writing	3
	Elective	3		Elective	3
TOTAL		15			15
			GRAND TOTAL		133

Bachelor in Business Administration-Banking and Finance

Program Description

The BBA Banking and Finance degree program is intended to train professionals for the storing and protecting of money, the creating and maintaining of wealth, and the receiving, distributing and overall managing of money that is crucial to the success of every business. As a very broad discipline, banking and finance professionals can be found in every industry helping businesses as well as individuals.

People entering these fields have to be knowledgeable of methods of deposit and withdrawals, loans, interest rates, budgets and financing, stocks, bonds, credits, investments, monetary systems, and financial institutions. Skills for success include the aptitude for analyzing, organizing and interpreting numerical data, ability to explain financial terms and transactions to others, strong ethics, analytical & precise, computer skills, ability to handle money, strong written and oral communication skills, ability to communicate with a diversity of people, and attention to detail.

In terms of employment, the program prepares students for superb job opportunities in treasury management, banking, portfolio management, investment banking, investment advising, financial planning, and financial analysis amongst others. Students may also work towards obtaining chartered financial analyst (CFA) certificate; the most prestigious professional certificate you can obtain in the finance career recognized worldwide.

Program Objectives

1. To produce finance professionals to work in the fields of finance or business management.
2. To develop students capable of taking on postgraduate studies and research.

Student Learning Outcomes

Students will be able to:

- Demonstrate knowledge of the principles of finance and banking as they relate to various business fields.
- Apply sound financial and banking principles and laws appropriately.
- Critically analyze a business firm and determine the intrinsic value of the business through fundamental analysis..

Curriculum Requirements

Candidates enrolling for the Tubman University BBA Banking and Finance degree program are expected to meet the following course requirements to be eligible for graduation:

- | | |
|---|------------|
| ➤ TU General Education courses (18) | 52credits |
| ➤ College Specific required courses (7) | 21 credits |
| ➤ Elective courses (at least 2) | 6 credits |

➤ Professional Courses (18)

54credits

➤ **Total**

133 credits

Core Requirements:

- *General Education (52 Credit Hours)*
- *ACCT 201 Principles of Accounting I*
- *ACCT 202 Principles of Accounting II*
- *ECON 201 Principles of Economics I*
- *ECON 202 Principle of Economics II*
- *ECON 203 Quantitative Techniques for Business and Economics Analysis*
- *BUS 202 Principles of Management*
- *PADM 202 Introduction to Public Administration*
- *EED 301 Entrepreneurship Education I*
- *EED 302 Entrepreneurship Education II*

Concentration Requirements

- *BFN 301* *Financial Management*
- *BFN 303* *Investment Theory and Analysis*
- *BFN 311* *Money, Banking and Monetary Theory*
- *ECON 313 & 314* *Business and Economics Statistics I & II*
- *ECON 308* *Research Methodology*
- *BFN 302* *Corporate Finance*
- *BFN 304* *Portfolio Theory and Management*
- *BFN 312* *Financial Institutions and Markets*
- *BUS 314* *Operations Research*
- *BFN 401* *Advanced Corporate Finance*
- *BFN 403* *Management of Financial Institutions*
- *BFN 405* *Financial Engineering and Risk Management*
- *BFN 402* *Financial Planning and Control*
- *BFN 404* *Treasury Management*
- *BFN 412* *International Banking and Finance*
- *BFN 429* *Internship in Banking and Finance*
- *BFN 430* *Project Writing*

Electives

- *ECON 301 & 302* *Intermediate Microeconomic Analysis I & II*
- *ECON 401 & 402* *Intermediate Macroeconomic Analysis I & II*
- *ECON 315* *Managerial Economics*
- *BUS 301* *Organization Behavior*
- *BUS 307* *Principles of Business Law*
- *ACCT 301 & 302* *Intermediate Accounting I& II*
- *ACCT 303 & 304* *Cost Accounting I& II*
- *ECCT 408* *Econometrics and Time Series*
- *ECCT 412* *International Economics Analysis*
- *BFN 327* *Real Estate Investment*
- *ECON 407* *Introduction to Econometrics*
- *BUS 400* *Business Ethics*
- *BUS 304* *Marketing Management*
- *BUS 401* *Business Policy and Strategy*
- *BUS 408* *International Marketing*
- *BUS 409* *Advertising & Sales Promotion*
- *BUS 413* *Retail Management*
- *BUS 411* *Entrepreneurship and Small Business Management*
- *BUS 408* *Principles of Insurance*
- *BFN 420* *Small Business and Entrepreneurial Finance*

Bachelor of Business Administration (BBA) – Banking and Finance

Freshman

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 101	College Grammar and Phonetics	3	ENG 102	Academic Reading and Writing	3
MATH 101	College Algebra	3	MATH 102	Analytical Geometry & Trigonometry	3
BIO 101	General Biology	4	CHEM 101	Principles of Chemistry	4
PSY101	Introduction to Psychology	3	PHIL 101	Introduction to Philosophy	3
CSE 101	Introduction to Computer	3	CSE 102	Computer Literacy	3
PED 101	Physical Fitness and Wellness I	1	PED 102	Physical Fitness and Wellness	1
TOTAL		17			17

Sophomore

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 201	Technical Communication and Public Speaking	3	ENG 204	Introduction to Literature	3
EVS 201	Intro to Environmental Science.	3	FRE 102 GLE 102 CHN102	Intermediate French Advanced Glebo Advanced Chinese	3
FRE 101 GLE 101 CHN101	Introduction to French Introduction to Glebo Introduction to Chinese	3	ACCT 202	Principles of Acct. II	3
HIST 102	World History and Western Civilization	3	ECON 202	Principles of Econ. II	3
ACCT 201	Principles of Acct. I	3	BUS 202	Principles of Management	3
ECON 201	Principles of Econ. I	3	PADM 202	Introduction to Public Admin. And Political science	3
ECON 203	Quantitative Techniques for Business & Econ.	3			
TOTAL		21			18

Junior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
BFN 301	Financial Management	3	BFN 302	Corporate Finance	3
BFN 303	Investment Theory & Analysis	3	BFN 304	Portfolio Theory & Management	3
BFN 311	Money, Banking & Monetary Theory	3	ECON 308	Research Methodology	3
ECON 313	Business & Econ. Statistics I	3	ECONS 314	Business & Econ. Statistics II	3
EED 301	Entrepreneurship Education I		EED 302	Entrepreneurship Education II	
	Elective	3	BUS 314	Operation Research	3
			BFN 312	Financial Institutions & Markets	3
TOTAL		15			18

Senior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
BFN 402	Advanced Corporate Finance	3	BFN 402	Financial Planning & Control	3
BFN 403	Management of Financial Institutions	3	BFN 404	Treasury Management	3
BFN 405	Financial Engineering & Risk Management	3	BFN 412	International Banking & Finance	3
BFN 429	Internship in Banking & Finance	3	BFN 430	Project Writing	3
	Elective	3			
TOTAL		15			12
			GRAND TOTAL		133

Bachelor of Business Administration (BBA)

Program Description

The BBA Business Administration degree program is designed to prepare graduates for employment in the business industry as business managers and executives. The program provides broad based knowledge, skills attitudes for its students in areas such as economics, finance, human resources and marketing; with emphasis on the management of manufacturing and service operations, project management, supply chain analysis, inventory management, logistics planning, advertising and public relations, decision science, and management strategies. The program aims at preparing individuals for the rapid change that characterizes the 21st century business world.

Program Objectives

This program seeks to

- Produce graduates with strong quantitative and research foundations as the next generation of strategic business leaders.
- 1. Produce administrators who could work in all areas of management, whether positioned as strategic, tactical, or operational managers, or entrepreneurs.
- 2. Produce administrators who will be able to pursue continuing education.

Student Learning Outcomes

At a successful completion of the program, students will be able to:

- Identify and communicate the variety of risks and opportunities of doing business in the globally competitive market space.
- Demonstrate knowledge of the principles of management in administering the affairs of a business.
- Demonstrate knowledge of technological and analytical tools used to aid decision making and solving complex problems in organizations.
- Identify and evaluate ethical issues arising from business operations and articulate defensible resolution for practical situations involving financial, human resources and marketing managements.
- Demonstrate competency in managing and applying business principles and strategies to various types of business in various conditions.
- Demonstrate skills and teamwork in a variety of domains.

Curriculum Requirements

Candidates enrolling for the Bachelor of Science (B.Sc.) degree program in Business Administration are expected to successfully complete the course requirements below to be eligible for graduation.

➤ TU General Education Courses (18)	52 credits
➤ College Specific required Courses (7)	21 credits
➤ Elective courses (at least 1)	3 credits
➤ Professional Courses (19)	57 <u>credits</u>
➤ Total	133 credits

Core Requirements:

- *General Education* 52 Credit Hours
- ACCT 201 *Principles of Accounting I*
- ACCT 202 *Principles of Accounting II*
- ECON 201 *Principles of Economics I*
- ECON 202 *Principle of Economics II*
- ECON 203 *Quantitative Techniques for Business and Economics Analysis*
- BUS 202 *Principles of Management*
- PADM 202 *Introduction to Public Administration*
- EED 301 *Entrepreneurship Education I*
- EED 302 *Entrepreneurship Education II*

Concentration Requirements

- BUS 301 *Organization Behavior*
- BUS 307 *Principles of Business Law I*
- BUS 308 *Principles of Business Law II*
- BFN 301 *Financial Management*
- ECON 313 *Economics and Business Statistics I*
- ECON 314 *Economics and Business Statistics II*
- BUS 302 *Human Resource Management*
- BUS 304 *Marketing Management*
- BUS 314 *Operation Research*
- BUS 401 *Business Policy and Strategy*
- BUS 407 *Production & Operation Management*
- BUS 409 *Advertising & sales Promotion*
- BUS 413 *Retail Management*
- BUS 420 *Purchasing Administration & Material Management*
- BUS 408 *International Marketing*
- BUS 300 *Business Ethics*
- BUS 422 *Quality Management*

- *BUS 429 Business Management/Administration Internship*
- *BUS 430 Project Writing*

Electives

- *ACCT 301 Intermediate Accounting I*
- *ACCT 302 Intermediate Accounting II*
- *ACCT 303 Cost Accounting I*
- *ACCT 304 Cost Accounting II*
- *ECON 311 Money, Banking and Monetary Theory*
- *ECON 315 Managerial Economics*
- *BFN 303 Investment Theory and Analysis*
- *BFN 304 Investment Theory and Analysis*
- *ACCT 314 Managerial Accounting*
- *ECCT 301 Intermediate Microeconomic Analysis I*
- *ECON 302 Intermediate Microeconomic Analysis II*
- *ECON 303 Intermediate Macroeconomic Analysis I*
- *ECON 304 Intermediate Macroeconomic Analysis II*
- *BUS 306 Introduction to Electronic Data Processing*
- *ACCT 401 Advanced Accounting I*
- *ACCT 402 Advance Accounting II*
- *ACCT 403 Auditing I*
- *ACCT 404 Auditing II*
- *BFN 401 Advanced Corporate Finance*
- *ECON 403 Advanced Macroeconomic Analysis I*
- *ECON 404 Advanced Macroeconomic Analysis II*
- *BUS 413 Retail Management*
- *BUS 411 Entrepreneurship and Small Business Management*
- *BUS 409 Advertising & Sales Promotion*
- *BUS 407 Manpower Planning*
- *BUS 413 Retail Management*
- *BFN 404 Treasury Management*
- *BUS 416 Project Management*

Bachelor of Business Administration (BBA)

Freshman

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 101	College Grammar and Phonetics	3	ENG 102	Academic Reading and Writing	3
MATH 101	College Algebra	3	MATH 102	Analytical Geometry & Trigonometry	3
BIO 101	General Biology	4	CHEM 101	Principles of Chemistry	4
PSY101	Introduction to Psychology	3	PHIL 101	Introduction to Philosophy	3
CSE 101	Introduction to Computer	3	CSE 102	Computer Literacy	3
PED 101	Physical Fitness and Wellness I	1	PED 102	Physical Fitness and Wellness	1
TOTAL		17			17

Sophomore

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 201	Technical Communication and Public Speaking	3	ENG 204	Introduction to Literature	3
EVS 201	Intro to Environmental Science.	3	FRE 102 GLE 102 CHN102	Intermediate French Advanced Glebo Advanced Chinese	3
FRE 101 GLE 101 CHN101	Introduction to French Introduction to Glebo Introduction to Chinese	3	ACCT 202	Principles of Acct. II	3
HIST 102	World History and Western Civilization	3	ECON 202	Principles of Econ. II	3
ACCT 201	Principles of Acct. I	3	BUS 202	Principles of Management	3
ECON 201	Principles of Econ. I	3	PADM 202	Introduction to Public Admin. And Political science	3
ECON 203	Quantitative Techniques for Business & Econ.	3			
TOTAL		21			18

Junior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
BUS 301	Organizational Behavior	3	BUS 302	Human Resource Management	3
BUS 307	Principles of Business Law	3	ECON 308	Research Methodology	3
BFN 301	Financial Management	3	BUS 304	Marketing and Sales Production	3
ECON 313	Business & Econ. Statistics I	3	BUS 314	Operation Research	3
EED 301	Entrepreneurship Education I		EED 302	Entrepreneurship Education II	
	Elective	3	ECON 314	Business & Econ. Statistics II	3
TOTAL		15			15

Senior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
BUS 401	Business policy & Strategy	3	BUS 400	Business Ethics	3
BUS 407	Production & Operation Management	3	BUS 406	International Marketing	3
BUS 413	Retail Management	3	BUS 420	Purchasing Admin. & Material Management.	3
BUS 429	Business Internship	3	BUS 422	Quality Management	3
BUS 415	Wages and Salary Administration	3	BUS 430	Project Writing	3
	Total	15			15
			GRAND TOTAL		133

Bachelor of Arts (BA) – Economics

Program Description

Economics is the study of how society, businesses, organizations and individuals, produce, exchange, buy and sell goods and services. The BA Economics degree program hosted in the College of Management and Administration is designed to provide the students with a solid grasp of economic theory, philosophy, applied economics, research and statistical techniques that would help develop their minds to critical thinking on economic issues as well as policy formulation, and management. The program offers ideal preparation for employment in all areas of graduate work. Students completing the program are expected to be fully equipped with the requisite knowledge, skills and attitudes to both be able to create and make use of job opportunities in the private and public space, in business, finance, government and international affairs as well as other endeavors of life. We are keen to producing students who would meet the requirements for postgraduate studies in economics and related fields. The program has Akron advantage in that it culminates in a senior project where you will demonstrate your abilities and apply what you have learned, both analytically and quantitatively.

Program Objectives

- To produce economy minded students with analytical skills who will work in the fields of economic research and policy development as well as the management of private and public institutions.
- To produce economy minded students that would meet the requirements to pursue higher learning in the field of economics and related fields.

Student Learning Outcomes

- Demonstrate knowledge of the principles of economics and economic models as they apply to various business fields.
- Ability to apply principles and data collection and analyses techniques appropriately.
- Demonstrate competency in applying economics principles to manage various types of business entities.

Curriculum Requirements

Candidates enrolling for the Bachelor of Arts (BA) degree program in Economics are to meet the following four year course requirements to be eligible for graduation.

➤ TU General Education Courses (20)	52 credits
➤ College specific Required Courses (7)	21 credits
➤ Elective Courses (at least 2)	6 credits
➤ Professional Courses (19)	<u>57 credits</u>
➤ Total	136 credits

Core Requirements

- *General Education* *52 Credit Hours*
- *ACCT 201* *Principles of Accounting I*
- *ACCT 202* *Principles of Accounting II*
- *ECON 201* *Principles of Economics I*
- *ECON 202* *Principle of Economics II*
- *ECON 203* *Quantitative Techniques for Business and Economics Analysis*

- *BUS 202* *Principles of Management*
- *PADM 202* *Introduction to Public Administration*
- *EED 301* *Entrepreneurship Education I*
- *EED 302* *Entrepreneurship Education II*

Concentration Requirements

- *ECON 301 & 302* *Intermediate Microeconomic Analysis I& II*
- *ECON 303 & 304* *Intermediate Macroeconomic Analysis I& II*
- *ECON 306* *Survey of the Liberian Economy*
- *ECON 307* *Mathematics for Economists*
- *ECON 313 & 314* *Business and Economics Statistics I& II*
- *ECON 308* *Research Methodology*
- *ECON 403* *History of Economic Thought*
- *ECON 405* *Development Economics*
- *ECON 407* *Mathematical Economics*
- *ECON 408* *Econometrics and Time Series*
- *ECON 402* *Public Finance*
- *ECON 411* *Monetary Economics*
- *ECON 429* *Economic Internship*
- *ECON 430* *Project Writing*

Electives

- *ECONS 404* *Managerial Economics*
- *BFN 301* *Financial Management*
- *BFN 303* *Investment Theory and Analysis*
- *ACCT 301* *Intermediate Accounting I*
- *ACCT 302* *Intermediate Accounting II*
- *ACCT 303* *Cost Accounting I*
- *ACCT 304* *Cost Accounting II*
- *PADM 307* *Administrative Theory and Practice*
- *ECON 317* *Industrial Economics*
- *ECON 312* *International Economic Analysis*
- *BUS 314* *Operation Research*
- *BFN 302* *Corporate Finance*
- *PADM 306* *Administrative Law and Practice*
- *ECON 403* *History of Economic Thoughts*
- *ECON 409* *Economic Planning and Project Evaluation*
- *ECON 415* *Agricultural Economics*
- *BUS 411* *Entrepreneurship and Small Business*
- *BFN 403* *Management of Financial Institutions*
- *ECON 410* *Labor and Resource Economics*
- *BFN 412* *International Business Finance*
- *BFN 404* *Advanced Corporate Finance*

Bachelor of Arts in Economics

Freshman

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 101	College Grammar and Phonetics	3	ENG 102	Academic Reading and Writing	3
MATH 101	College Algebra	3	MATH 102	Analytical Geometry & Trigonometry	3
BIO 101	General Biology	4	CHEM 101	Principles of Chemistry	4
PSY 101	Introduction to Psychology	3	PHIL 101	Introduction to Philosophy	3
CSE 101	Introduction to Computer	3	CSE 102	Computer Literacy	3
PED 101	Physical Fitness and Wellness I	1	PED 102	Physical Fitness and Wellness	1
TOTAL		17			17

Sophomore

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 201	Technical Communication and Public Speaking	3	ENG 204	Introduction to Literature	3
EVS 201	Intro to Environmental Science.	3	FRE 102 GLE 102 CHN102	Intermediate French Advanced Glebo Advanced Chinese	3
FRE 101 GLE 101 CHN101	Introduction to French Introduction to Glebo Introduction to Chinese	3	ACCT 202	Principles of Acct. II	3
HIST 102	World History and Western Civilization	3	ECON 202	Principles of Econ. II	3
ACCT 201	Principles of Accounting . I	3	BUS 202	Principles of Management	3
ECON 201	Principles of Econ. I	3	PADM 202	Introduction to Public Admin. and Political Science	3
ECON 203	Quantitative Techniques for Business & Econ.	3			
TOTAL		21			18

Junior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ECON 301	Intermediate Microeconomic Analysis I	3	ECON 302	Intermediate Microeconomic Analysis II	3
ECON 303	Intermediate Macroeconomic Analysis I	3	ECON 304	Intermediate Macroeconomic Analysis II	3
ECON 307	Mathematics for Economists	3	ECON 306	Survey of Liberian economy	3
ECON 313	Business & Econ Statistics I	3	ECON 308	Research Methodology	3
EED 301	Entrepreneurship Education I		EED 302	Entrepreneurship II	
BFN 301	Financial Management	3	ECON 314	Business & Econ. Statistics II	3
	Elective	3		Elective	3
TOTAL		18			18

Senior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ECON 411	Monetary Economics	3	ECON 404	Managerial Economics	3
ECON 405	Development Economics	3	ECON 408	Econometrics and Time Series	3
ECON 407	Mathematical Economics	3	ECON 402	Public Finance	3
ECON 429	Internship in Economics	3	ECON 430	Project Writing	3
ECON 403	History of Economic thoughts	3			
	Total	15			12
			GRAND TOTAL		136

Bachelor of Public Administration (BPA)

Program Description

The BPA Public Administration degree program provides an academic background for individuals pursuing a career in both government and non-governmental organizations. The students are expected to acquire thorough knowledge of the mechanics of government and how it achieves its objectives. The course strives to teach students the various theories of administration and its applied circumstances.

Program Objectives

The program aims to provide students with an understanding of the extensive role of government in modern society with particular reference to the following:

- The relationship between the public sector and the wider society;
- The process of public policy-making and public management;
- Trends and development in Liberia, Africa, and Western society including the process of African integration;
- Prepare students for entry level position in government; and
- Provide students with the educational pre-requisites for graduate study.

Learning Outcomes

Students are able to:

- Demonstrate knowledge of the principles of Public Administration so as to be in readiness for the administering of services in governmental affairs.
- Administer Public Administration theories and principles appropriately.
- Demonstrate competency in analyzing the differences between Governmental and Non-governmental organizations (NGOs) and their responsibilities.
- Compare and contrast the pros and cons of government as a centralized vs decentralized institution after taking a critical look at the Liberian Agenda for Transformation.

Course Requirements

Candidates enrolling for the Bachelor of Public Administration (BPA) degree program in Public Administration at Tubman University are expected to successfully complete the below course requirements to be qualified for graduation.

➤ TU General Education Courses (20)	52 credits
➤ College Specific Required courses (7)	21 credits
➤ Elective Courses. (at least 2)	6 credits
➤ Professional courses (19)	<u>57 credits</u>
➤ Total	136 credits

Core Requirements:

• <i>Gen Education</i>	<i>52 Credit Hours</i>
• <i>ACCT 201</i>	<i>Principles of Accounting I</i>
• <i>ACCT 202</i>	<i>Principles of Accounting II</i>
• <i>ECON 201</i>	<i>Principles of Economics I</i>
• <i>ECON 202</i>	<i>Principle of Economics II</i>
• <i>ECON 203</i>	<i>Quantitative Techniques for Business and Economics Analysis</i>
• <i>BUS 202</i>	<i>Principles of Management</i>
• <i>PADM 202</i>	<i>Introduction to Public Administration</i>
• <i>EED 301</i>	<i>Entrepreneurship Education I</i>
• <i>EED 302</i>	<i>Entrepreneurship Education II</i>

Concentration Requirements

• <i>PADM 307</i>	<i>Administrative Theory & Practice</i>
• <i>PADM 311</i>	<i>Government and NGO</i>
• <i>PADM 317</i>	<i>Organizational Communication</i>
• <i>BFN 301</i>	<i>Financial Management</i>
• <i>ECON 313</i>	<i>Business and Economics Statistics I</i>
• <i>ECON 314</i>	<i>Business and Economics Statistics II</i>
• <i>PADM 304</i>	<i>Development Planning and Administration</i>
• <i>PADM 306</i>	<i>Administration Law and Practice</i>
• <i>PADM 308</i>	<i>Public Organization Structure & Behavior</i>
• <i>ECON 308</i>	<i>Research Methodology</i>
• <i>PADM 401</i>	<i>Comparative Public Administration</i>
• <i>PADM 403</i>	<i>Public Personnel Administration</i>
• <i>PADM 405</i>	<i>Public Finance Administration</i>
• <i>PADM 417</i>	<i>Public Policy Process</i>
• <i>PADM 404</i>	<i>Multi National and Community Development</i>
• <i>PADM 420</i>	<i>Issues in Liberian and African Development</i>
• <i>PADM 408</i>	<i>Rural Development and Local Govt. Administration</i>
• <i>PADM 429</i>	<i>Public Administration Internship</i>
• <i>PADM 430</i>	<i>Project Writing</i>

Electives

- ACCT 301 *Intermediate Accounting I*
- ACCT 302 *Intermediate Accounting II*
- ACCT 303 *Cost Accounting I*
- ACCT 304 *Cost Accounting II*
- BFN 311 *Money, Banking and Monetary Theory*
- ECON 301 *Intermediate Microeconomic Analysis I*
- ECON 303 *Intermediate Microeconomic Analysis II*
- ECON 303 *Intermediate Macroeconomic Analysis I*
- ECON 304 *Intermediate Macroeconomic Analysis II*
- BFN 303 *Investment Theory and Analysis*
- BUS 301 *Organizational Behavior*
- PADM 201 *Introduction to Political Science*
- BUS 307 *Principles of Business Law I*
- BUS 308 *Principle of Business Law II*
- BUS 302 *Human Resource Management*
- BUS 304 *Marketing Management*
- BUS 314 *Operation Research*
- ACCT 314 *Managerial Accounting*
- BUS 306 *Introduction to Electronic Data Processing*
- ACCT 401 *Advanced Accounting I*
- ACCT 402 *Advanced Accounting II*
- ACCT 403 *Auditing I*
- ACCT 404 *Auditing II*
- ECON 403 *Development Economics I*
- ECON 404 *Development Economics II*
- BUS 407 *Production & Operation Management*
- BUS 401 *Business Policy and Strategy*
- BUS 409 *Advertising & Sales Promotion*
- BUS 413 *Retail Management*
- BUS 411 *Entrepreneurship and Small Business Mgt.*
- ECON 418 *Public Finance*
- BUS 408 *Managerial Psychology*
- BUS 410 *Wages & Salary Administration*
- BFN 404 *Advanced Corporate Finance*
- BUS 402 *Marketing Research*
- BUS 408 *International Marketing*
- BUS 420 *Purchasing Administration & Material Mgt.*
- BUS 416 *Project Management*
- PADM 402 *Local Government & Rural Dev. Adm*

Bachelor of Public Administration (BPA)

Freshman

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 101	College Grammar and Phonetics	3	ENG 102	Academic Reading and Writing	3
MATH 101	College Algebra	3	MATH 102	Analytical Geometry & Trigonometry	3
BIO 101	General Biology	4	CHEM 101	Principles of Chemistry	4
PSY101	Introduction to Psychology	3	PHIL 101	Introduction to Philosophy	3
CSE 101	Introduction to Computer	3	CSE 102	Computer Literacy	3
PED 101	Physical Fitness and Wellness I	1	PED 102	Physical Fitness and Wellness	1
TOTAL		17			17

Sophomore

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
ENG 201	Technical Communication and Public Speaking	3	ENG 204	Introduction to Literature	3
EVS 201	Intro to Environmental Science.	3	FRE 102 GLE 102 CHN102	Intermediate French Advanced Glebo Advanced Chinese	3
FRE 101 GLE 101 CHN101	Introduction to French Introduction to Glebo Introduction to Chinese	3	ACCT 202	Principles of Acct. II	3
HIST 102	World History and Western Civilization	3	ECON 202	Principles of Econ. II	3
ACCT 201	Principles of Accounting . I	3	BUS 202	Principles of Management	3
ECON 201	Principles of Econ. I	3	PADM 202	Introduction to Public Admin. and Political Science	3
ECON 203	Quantitative Techniques for Business & Econ.	3			
TOTAL		21			18

Junior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
PADM 307	Administrative Theory & Practice	3	PADM 304	Development Planning & Admin.	3
PADM 317	Organizational Communication	3	PADM 306	Administrative Law & Practice	3
BFN 301	Financial Management	3	PADM 308	Public Organizational structure & Behavior	3
ECON 313	Business & Econ. Statistics I	3	ECON 314	Business & Econ. Statistics II	3
PADM 311	Government and NGO	3	ECON 308	Research Methodology	3
EED 301	Entrepreneurship Education		EED 302	Entrepreneurship Education	
	Elective	3		Elective	3
TOTAL		18			18

Senior

SEMESTER 1			SEMESTER 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
PADM 401	Comparative Public Administration	3	PADM 402	Local Govt. and Rural Development Administration	3
PADM 403	Public Personnel Administration	3	PADM 420	Issues in Liberian & African Development	3
PADM 405	Public Finance Administration	3	PADM 430	Project Writing	3
PADM 417	Public Policy Process	3	PADM 404	Govt. and Multi National Organization	3
PADM 429	Internship	3			
	Total	15			12
			GRAND TOTAL		136

