

**HIGHLAND COLLEGE OF
TECHNOLOGY, IBADAN, NIGERIA
HANDBOOK**

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HIGHLAND COLLEGE OF TECHNOLOGY

Our Vision

To improve Nigeria's human capital base and transform the society.

Our Mission

The mission of Highland College of Technology, Ibadan (HCT) is to provide a unique opportunity for all of its students to acquire technical skills, which will enable them to compete successfully in a technology-driven labor market.

Concept

Through a blend of academic, practical and vocational instruction, applied, and work site experience, our students will acquire the career skills and the academic knowledge that ensures success in their chosen careers. HCT provides personalized service to our students and support their goals in rehabilitation, life-long learning, and better management of their independent lives. Each student with an Individual Education Plan (IEP), flexible curriculum, low instructor-to-student ratios in the classroom, and small study groups to facilitate learning.

We are committed to enhancing the students' individuality and meeting our students' developmental needs. All of our operations are guided by the following principles:

- Continuous learning and development
- Quality awareness and reliability
- Openness and cooperation
- Creativity and innovation

High Quality Innovative Training

- a. Focus on literacy and skill gaps
- b. Use student work and data to identify student needs, improve instruction and assess progress
- c. Focus on professional development to offer teachers and administrators the skills they need to improve instruction
- d. Identify and replicate best practices for instruction
- e. Align all resources with the instructional focus
- f. Maintain up to date information resources and well equipped library, practice equipment and technical methods.
- g. Maintain a close relationship with industries, experienced Engineers, technicians and Craftsmen
- h. Maintain a database of students' data, academic progress and assessment.
- i. Maintain a modular structure for all courses

Training to produce DAC Professionals

All courses are packaged to allow students become DAC professionals that have a Diploma, Apprenticeship experience and Certified by Professional Bodies

ACCREDITATION

Our programmes' curricula are approved and accredited by the National Board of Technical Education (NBTE)

Our professional courses are accredited by the international bodies administering the certification exams such as **Oracle**, **CISCO** etc.
Highland College of Technology, Ibadan is a CISCO Certified Networking Academy, Microsoft Academy, Adobe Certified Academy and Certification

HIGHER ARTICULATION

National Diploma Graduates of Highland College of Technology can proceed to any Polytechnic or University of their choice after successful
Completion of their course in the Institution.

NATIONAL DIPLOMA (ND)

The curriculum of all ND programme consist of main components. These are:

1. General studies/education
2. Foundation Courses
3. Professional Courses
4. Supervised Industrial/practical work scheme.

THE THEORY: This aspect consists of the general studies/education, the foundation and the professional courses which shall account for a minimum of 30% of the total contact hours for the programme.

SUPERVISED INDUSTRIAL/PRACTICAL WORK SCHEME are courses, which give the student the theory and practical skills needed to practice the field of calling at the technical level. The component shall account for a minimum of 70% of the total contact hours for the programme.

FINAL YEAR PROJECT

Final year students in all programmes are expected to carry out a project work. This would be on individual basis. The project reports would be properly supervised and well presented. The department should make their own arrangement of schedules for project work.

ND PROGRAMME DURATION

1. Four semesters of two years Full-Time.
2. Six semesters of three years Part-Time
3. 8 hours per day or 40 hours per week
4. 18 weeks per semester (one week for registration and one for examination)

QUANTIFICATION OF COURSES

Assessment Profile:

Practical Only

1. Practical 100%
2. Examination 40%
3. Test 10%
4. Course Work 10%

Theory only

1. Examination 60%
2. Course work 20%
3. Test 20%

Theory and Practical

1. Examination 40%
2. Course work 20%
3. Test 20%
4. Practical 20%

CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA

- A student shall not normally qualify for the award of the Diploma Certificate until he/she has completed a minimum period of two sessions or a maximum period of three sessions.
- Satisfactory performance in all prescribed course work, which may include class work, tests, quizzes, laboratory work.
- Supervised industrial work experience for one semester.
- Satisfactory performance at all semester examinations.
- Satisfactory completion of final year project work. Continuation assessment should contribute 40% while semester examinations are weighed 60% to make a total of 100%. The industrial training is rated on the basis of pass or fail.
- The list of successful candidates for the Diploma shall be published with the following classification; Distinction, Upper credit, Lower credit and Pass, with the names in each class arranged alphabetically.

The grade of the Diploma student who has satisfactorily completed his/her course of study shall be determined as follows:

Cumulative Grade Point Average	Class
4.50 – 5.00	Distinction
3.50 – 4.49	Upper Credit
2.50 – 3.49	Lower Credit
1.00 – 2.49	Pass
Less than 1.0	Fail

Grades to be used for students who satisfactorily complete the requirements of a course by the end of the year are as follows;

Letter Grade	Grade Point	Mark
A	5	70 - 100
B	4	60 - 69
C	3	50 - 59
D	2	45 - 49
E	1	40 - 44
F	0	0 - 39

All students with Cumulative Grade Point Average (CGPA) below 1.0 at the end of any semester shall receive a letter of warning from the academic affairs Office.

A student shall be require to withdraw from the institution if the Cumulative Grade Point Average (CGPA) below 1.0 at the end first year.

In order to obtain the CGPA of a candidate, the appropriate index (Grade Point) assigned to each range of numerical mark is multiplied by the course unit, and the products added up to give the total weighted grade point. This total is divided by the total number of course units taken.

The CGPA shall be expressed correct to one decimal place.

Student who spend more than three sessions for a fulltime course can only earn a Diploma as Pass Level. A candidate who requires more than three years on the programme may be asked to withdraw.

Mode of Study:

Instruction shall be instructor led practical classes and lectures. Students are expected to attend classes by up to 90%. Classes of different time slots and days are available to suite working students. Evenings and weekends, apart from the normal Monday to Friday.

Quantification of Courses

Courses are quantified in credit units

A **unit** equals 15 hours of lectures (i.e. one hour a week per semester)

45 hours of laboratory, fieldwork, practical/practicum, and studio practice.

CODE OF CONDUCT FOR STUDENT

A. INTER-PERSONAL RELATIONSHIP

- i.** A student shall not molest, intimidate, harass or be rude to college officials.
- ii.** A student shall not engage in betting or gambling activities.
- iii.** A student shall not engage in theft or attempted theft.
- iv.** A student shall not engage in cases of drunkenness, any forms of smoking, use of hard drugs and drug abuse.
- v.** A student shall not engage in sexual assault and abuse.
- vi.** A student shall not constitute a threat to the life of other student, shall not be a member of any proscribed organization and participate in any illegal or secret meetings organized by societies or fraternities.
- vii.** A student shall not participate in any noisy religious worship in the hostel and outside of designated areas for religious worship without permission.
- viii.** A student shall not engage in any act that constitutes an offence under the laws of the country.

B. COLLEGE PROPERTY

- i.** A student shall not use high voltage appliances, tamper with or alter electrical installations in the lecture rooms.
- ii.** A student shall not seize or convert illegally college property to personal use.
- iii.** A student shall not take away keys during closures.
- iv.** Student's demonstrations resulting in the vandalism and or theft of college properties and those of staff are not allowed.

C. REGULATION ON STUDENTS CONDUCT AND DISCIPLINE

The discipline system under the college law, the power to discipline students is vested in the college authority. A high standard of personal integrity is expected of every student of Highland College of Technology. The college considers as serious, all act of unethical, immoral, dishonest or destructive behavior as well as violations of the college regulations. It is the responsibilities of each student to be aware of these regulations.

CATEGORIES OF OFFENCES

- A. **Cases of Misconduct:** This will be handled by the college authority
- B. **Criminal Offences:** This will be referred to the Nigeria Police Force for necessary action. In this regard, the final decision of the college authority will depend on the police investigation.
- I. **Vandalism:** Willful damage or destruction of college or private property. This offence attracts a suspension for up to a maximum of one session and payment for the repair or replacement of damaged or destroyed property.
- ii. **Unauthorized displacement, use or damage of college or private property.**
 - Three possible offences are listed below:
 - a. Unauthorized transfer of private or college property
 - b. Unauthorized transfer and use of such property.
 - c. Unauthorized transfer, use and damage of such property.
 - These offences shall attract a strong reprimand and replacement of the property removed, together with the repair of any attendance damage(s).
- iii. **Pilfering and stealing:**
 - a. **Pilfering:** This is an unauthorized removal of any small property or petty object belonging to another person with the intention of permanently depriving the owner of its use. It is pilfering when the value of the property is not such substance, as would interest the law enforcement agents. A case of pilfering shall, therefore be addressed by the college authority. Pilfering shall attract punishment ranging from reprimand to suspension for one session, to expulsion, depending on the gravity and frequency of the offence.
 - b. **Stealing and extortion:** this is an unauthorized removal of a property that belongs to another person. This is a grievous offence. After the matter has been disposed off by the Police, the student still has to face the colleges' authority for misconduct. It is punishable by a penalty ranging from suspension for one session to expulsion, depending on the gravity of the offence.
- iv. **Insubordination:** This is defined as unwillingness to submit to or willful disrespect of constituted authority. This shall attract a punishment ranging from strong reprimand to suspension for one session depending on the gravity of the offence.
- V. **Membership of Secret Cults:** Since all secret cults have been proscribed nationally, it is an offence for any student to belong to any secret cults on or outside the campus. It is also a contravention of decree 47 of 1989 to belong to any secret cult on campus. Any student found to belong to a secret cult would be handed over to the police force. However, after the Police have concluded their own part of the case, the student shall be expelled.
- VI. **Criminal Offences:** there are acts that contravene the laws of the land and, as such shall be handled by the Law Enforcement agents. These acts are listed below. However, after the Police Force has concluded its own part of the case, the student will face the college authority by being present or in absentia (i.e. if already jailed) such offences include: Presentation of fake Certificates/Falsification of results, fraud, thefts, burglary, assaults occasioning harm, murder, membership of secret cults, arson, rape, possession of fire arms and dangerous weapons, possession and use of hard drugs and drug trafficking.

VII. Forged/False Payments Receipts

Any student caught submitting a false/forged payment receipts or sitting for examination when in arrears of school fees will be prosecuted. Also, in the case of forgery/falsification of receipts, attract severe punishment

VIII. Re-Submission of Used Materials: Submitting of essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course, without the express permission or knowledge of the lecturer(s) involved.

IX. Disruption, Harassment, etc

Behaving in a manner, which infringes in an unreasonable way, on the rights of other students to engage in their scholarly work. This shall include the disruption of classes and examinations and the harassment or intimidation of students or staff.

X. Anti-Safety Behavior: Behaving, in a workshop, studio room or laboratory, in a manner which is a serious or repeated violation of safety relations and, thereby creating a situation that constitutes a threat to the safety of the individual or other occupants of the workshop, Studio room or Laboratory.

RULES AND REGULATIONS GOVERNING EXAMINATION.

- a. **Unauthorized Communication:** Any unauthorized communication (oral, written or sign) while an examination is in progress is prohibited. The student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a Student may be allowed to register for the course at the next available semester.
- b. **Influencing an Examination Official:** *Student(s) found attempting to influence any examination official with a view to gaining an advantage (e.g., writing of unauthorized numbers, names, marks, notes, etc., on answer books) shall be disqualified in the relevant examination paper, and shall be deemed to have failed that paper. Such a student may be allowed to register for the course during the next session.*
- c. **Unauthorized Change of Seating Position:** Changing assigned seating position in the examination hall without the permission of the invigilator is not allowed. Any student(s) involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.
- d. **Possession of Written Materials:** Any written or photocopies of notes or any printed materials, or notes written on any part of the body, clothing, instruments, such as set square, slide rules, calculator etc. or having notes written on chairs, tables, desks or drawing boards found in his /her possession during an examination, shall disqualify the students involved from the examination.
- e. **Copying From Unauthorized Materials:** If a student is found, while an examination Is in progress to be copying, or has copied any paper book or note on any part of clothing, table, desk or instruments like set square, slide rule, protractors, calculators, etc., the student involved shall be disqualified from the examination.
- f. **Consulting Recommended Books or Lecture Notes:** Consulting lecture notes or recommended text books, inside or outside the examination hall during an examination, shall disqualify the student(s) involved from the examination.
- g. **Passing Unauthorized materials to others:** While an examination is in progress, there should be no passing of any material, such as copy of the question set in the paper or solution, to anyone. Student(s) involved shall be disqualified from the examination.
- h. **Receiving Unauthorized Help from others during examination:** Receiving from or giving help to another student through some written material(s) relevant to the examination while an examination is in progress, both students involved shall be disqualified from the examination.
- i. **Aiding and abetting others to copy:** A student involved in aiding and abetting any other students to copy unauthorized material(s) shall be disqualified from the examination.

- j. **Soliciting for marks:** Communicating or attempt to communicate, directly or indirectly, with the examination officials, with a view to influencing them in the award of marks, shall disqualify the students from the entire examinations. Ditto for soliciting for marks for examiners, lecturers, etc.
- k. **Destruction of Unauthorized materials:** Any student caught, while an examination is in progress, destroying any unauthorized not or paper found on him/her, the student involved shall be disqualified from the examination.
- l. **Disobeying Examination instructions:** Any student who disobeys lawful instructions from examination officials, the student involved shall be disqualified from the examination.
- m. **Possession of Examination materials:** Student(s) found to be in possession of examination materials such as answer booklets, or any unauthorized materials before and/or after examination, shall be disqualified from the specific examination.
- n. **Making previous arrangement for help:** Attempt to make any arrangement to obtain help in connection with the question paper, shall disqualify the student(s) from the entire examinations and suspended for one academic year and shall be required to register at the beginning of the corresponding semester of the academic year.
- o. **Impersonating another student:** Student(s) apprehended impersonating another student by writing the candidate's name and /or number, both the impersonator and the one to be impersonated (if both are Highland College students), shall be expelled from the college. However, where the impersonator is not a student of Highland college, he/she shall be handed over to the Police. Similarly, if a student of Highland College impersonates anyone outside the College, he/she shall be expelled from the College.
- p. **Attacking invigilator(s) and Lecturer(s):** Student involved in attacking an invigilator(s) or any examination(s) officer(s), in or out of the examination hall shall be expelled from the college.
- q. **Taking, Failure to return examination booklets, etc.:** Failure to return an answer script after the examination or talking to another student during an examination or looking into another student's script, or borrowing or lending material in the Examination Hall, or exhibiting unruly behavior to the invigilator or any other examination officer or student constitutes an examination misconduct. Any student involved shall be deemed to have failed that particular course. He may be allowed to write the paper in the next session.
- r. **Failure to stop writing or writing before the start of the examination:** Writing before the start of examination, or after the call for stoppage of examination or writing things other than the registration number on the question paper administered, constitutes an offence and the offender shall be given a written warning.
- s. **Offensive dressing:** Appearance at all examinations must be in compliance with the College dress code.

Attendance register: Students, under the guidance of invigilators/auditors, shall complete the examination attendance register for each paper. This shall be done within the first 30 minutes at the beginning of the paper. Failure to complete the attendance register is an indicator of absence from the examination.

Rules and Guidelines on Student's Club and Associations

1. Student Associations

- I. Student Unionism and demonstrations as a means of protest are prohibited. The institution encourages responsible protest in the form of writing, following due process. Students who desire can join Departmental or other approved associations that contributes to their academics and social well-being.

Any group seeking recognition must submit the following to the Institutions' authority at the beginning of each session:

- a) Two copies of the proposed Constitution and bye-laws
- b) Names, Matriculation Numbers and Departments of the officers.
- c) Statement of Purpose and proposed programmes of the group.
- d) Signatures of one Staff Adviser/Patron who agrees to serve as Adviser/Patron to the association.

ii. Student association shall be dissolved if it fails to renew registration for two consecutive sessions, or by the action of the institution with the approval of the registrar.

III. Timing of activities

a. No students' activities shall normally be carried out in the night time. If activities must be carried out at night it shall be done under adequate lighting and with the permission of the institutions' authorities.

b. The right to hold any activity is subject to the exercise of the Colleges' responsibility for security.

iv. Pasting of Bills and Posters: Indiscriminate pasting of bills and posters by student organizations, clubs, and any individual within the college is prohibited. Bills and posters may be pasted n Bill Board provided by the organization or College for that purpose.

v. A registration renewal fees for students' clubs and organization shall be charged from time to time by the authority.

vi. Publications aimed at ridiculing or "bugging" fellow students or staff members are not allowed.

vii. Student association shall give the school, at least 2 weeks' notice of its intention to embark on activities in respect of anniversary and others. Such notice will include a list of intended activities with time. The college shall respond at least a week to the date of events.

Dress Code

The institution attaches a great importance to modest and good dressing. Your dressing adds value to your personality, self confidence and self worth. This saying is very instructive; "Dress the way you would like to be addressed".

The institution expects all students to be decently dressed and have on them their identity cards while on the campus or on excursions and institutional engagements outside the campus.

Dress Code for all Students in the Institution

- I. During normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation and examinations, all students must be corporately dressed. To be corporately dressed connotes a smart suit, skirt and blouse, or a smart dress with a pair of neat, covered shoes or sandals. Males' students must tuck in their shirts and collar should not be left flying.
- II. Students may wear "native" attire or foreign wear, suits and other forms of formal dressing are highly encouraged.
- III. Dresses should be of knee length. The wearing of strapless blouses, sleeveless dresses with very tiny singlet-like straps (Spaghetti strap), without a jacket is strictly prohibited in the institution environment.
- IV. Over-clinging clothing, including hipster trousers, are not allowed in the institution.
- V. Revealing blouses, especially the type of blouse that does not cover the bust or navel, are not allowed.
- VI. Transparent dresses must be worn with singlet or other forms of inner wears. Ordinary transparent dresses are prohibited.
- VII. Wearing bathroom slippers is not allowed in and around the lecture halls of the institution
- VIII. Females student are advised to wear hairstyles that are neat and becoming of a responsible citizen
- IX. Students may wear trouser suits and jeans but tight or clinging trousers are not allowed.
- X. Earring and necklaces may be used by female students, provided they are not the bogus type.
- XI. Piercing of any part of the body, other than the ear (for earrings), is prohibited. Male Students shall not use earrings,
- XII. Fastening of trousers below the waistline is not allowed,
- XIII. Wearing of long-sleeved shirts, without buttoning the sleeves well or folding, as desired, is not allowed

Uniform Dress Code for Professional Disciplines:

If any Uniform Dress Code is prescribed for female and male students in any college/department of the institution, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly. The institution Administration will consider any violation of this rule as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

Penalties for improper Dressing:

- I. Erring students shall be sent out of the lecture room or Examination Hall.
- II. A warning letter shall be issued to the erring student and a copy of the letter may be filed in his/her personal file in the University/Department while the parents/guardians of the erring student will be informed in writing, accordingly

Library Rules and Regulations

- I. No book may be removed from the library without the issue being recorded in the manner prescribed by the Librarian. The janitor in charge of the exit is authorized to examine books to be taken out of the library. Readers must present such items for inspection.
- II. The Librarian may restrict or prohibit the borrowing of any book or periodical
- III. Library users in categories 2, 1 iii and v may borrow up to two books; while those in categories 2, iv and vi may borrow one book each from the open access collection on condition laid down by the Librarian.
- IV. All books borrowed by Library users in categories 2 , ii , iii and v must return them at the end of each semester, while library users in categories 3, iv, and vi must return their books after a fortnight.
- V. Returned books may be renewed by the library users provided such are not required by other users
- VI. The Librarian may recall a book issued to any library user. In such cases, the book must be returned within three days of recall.
- VII. Books from short-term loan or reserved book collection may be borrowed only with the permission of the Librarian.
- VIII. Materials of special nature such as tapes and irreplaceable work may be borrowed only with the permission of the Librarian.
- IX. Library users are at all times responsible for any book, which has been issued in their name and this responsibility ends only when the book has been returned to the Library and the issued records have been cancelled.

Penalties for Various Offences in the Library

- I. Delinquent student borrowers who fail to pay their accumulated fines will be barred from writing their semester examinations. If however they sit for their examinations, their results and certificates will be withheld until the fines are paid
- II. Delinquent student borrowers who refuse to return library books and pay the fines will not sit for their examinations. If they sit for their examinations, their results and certificate will be withheld until they pay for books and clear their fines. The cost of each of such books will be five times the unit cost.
- III. Library users who mark, deface, damage or mutilate library books will pay for such books, the amount involved being five times the unit cost of each book.
- IV. Those who pilfer any library book will be summarily dismissed from the University.
- V. Allegedly lost books will be paid for. The cost of each of such books will be five times the unit cost.

General

- I. All cases of loss of borrower's cards must be promptly reported at the circulation desk,
- II. If the book you require is on loan, you should please fill out a reservation slip for it at the Circulation Desk.
- III. The use of any material obtained through inter library loan services is governed at all times by the regulations of the lending library.
- IV. Photocopying services are offered in accordance with the scale of charges currently in force.
- V. Smoking, eating and drinking are not allowed in the library
- VI. Children and pets are prohibited from coming into the library
- VII. The library will not assume responsibility for any loss of personal items
- VIII. Umbrellas, handbags and personal copies of newspapers and magazines should not be taken into the library.

Registration/Eligibility for Examination

- I. Having completed the registration for courses, a student need not register separately for examination.
- II. Three weeks to the commencement of examinations, the Faculty Manager/Officer of the respective faculties shall publish the list of students who have met the attendance requirement for examination in each course, copies of which shall be forwarded to the Department Heads, the Registrar and the Deans Respectively
- III. Such lists shall serve as the examination attendance registers, which must be made available to invigilators before the commencement of the examination in every paper
- IV. The said examination attendance registers shall have columns for the signatures of students, invigilators and course Examiners. A student shall be deemed to have begun his/her course of studies on the date of his/her registration for that course.

**DEPARTMENT OF
MASS
COMMUNICATION**

NATIONAL DIPLOMA IN MASS COMMUNICATION

The National Diploma (ND) Mass Communication is designed to produce Technicians with knowledge, skills and attitudes to effectively function in professional disciplines of media and communication industry: newspapers, magazines, radio, television, film, digital, multimedia, public relations, advertising, news agency, public affairs, government and corporate communications and report child rights and development issues and carry out other media and communication services.

OBJECTIVES OF THE PROGRAMME

Diplomates of this programme should be able to:-

- i. Produce textual, audio-visual and digital content for print, broadcast film and multi-media platforms
- ii. Gather, investigate, interpret and report news for the print, broadcast and digital media platforms
- iii. Select, edit and prepare content for publications, news items, features, photography, graphics and multimedia, etc.
- iv. Produce newspaper and magazine
- v. Support production, presentation and directing of programmes for broadcast and multimedia platforms
- vi. Plan, prepare and produce materials for documentaries, news analysis and commentaries
- vii. Use indigenous communication system
- viii. Plan, prepare and produce materials for advertisement, advertorials, publicity, special focus, advocacy and public services, etc.
- ix. Provide support services in film production
- x. Report child rights and development issues
- xi. Negotiate terms for publication and production of contents for multimedia platforms
- xii. Apply the law of media and communication practice
- xiii. Adhere to the ethics of media and communication practice
- xiv. Provide support services in deepening democracy and good governance
- xv. Set up and manage an enterprise in the media and communication industry

MASS COMMUNICATION DEPARTMENT COURSE**FIRST YEAR COURSES****FIRST SEMESTER**

COURSE CODE	COURSE TITLE	L	P	CU	CH
GNS 111	Citizenship Education	2	-	2	2
GNS 101	Use of English	2	-	2	2
MAC 111	Media Writing and Style I	2	1	3	3
MAC 112	Foreign Languages	2	-	2	2
MAC 113	Computer Application for Media and Communication	2	1	3	3
MAC 114	Foundation of Media and Communication	2	-	2	2
MAC 115	Newswriting and Reporting I	2	1	3	3
MAC 116	Fundamentals of Broadcasting	2	1	3	3
MAC 117	Principles of Advertising	2	1	3	3
MSQ	Mandatory Skills Qualification	-	-	-	2
TOTAL		18	5	23	23

SECOND SEMESTER

COURSE CODE	COURSE TITLE	L	P	CU	CH
GNS 102	Communication in English I	2	-	2	2
GNS 121	Citizenship Education	2	-	2	2

MAC 121	Media Writing and style II	1	1	2	2
MAC 122	Indigenous Communication System	1	1	2	2
MAC 123	Digital Communication	1	2	3	3
MAC 124	Graphics design for Media and Communication	2	1	3	3
MAC 125	Newswriting and Reporting II	2	1	3	3
MAC 126	Principles of Public Relations	2	1	3	3
ENT 126	Introduction to Entrepreneurship I	2	1	3	3
MSQ	Mandatory Skills Qualification	-	-	-	2
TOTAL		15	8	23	25

SECOND YEAR COURSES

THIRD SEMESTER

COURSE CODE	COURSE TITLE	L	P	CU	CH
GNS 201	Use of English I	2	-	2	2
MAC 211	Introduction to Media and Communication Theories	2	-	2	2
MAC 212	Research Methods in Media and Communication	1	1	2	2
MAC 213	Editing and fact checking	1	1	2	2
MAC 214	Feature Writing	1	1	2	2
MAC 215	Media Communication and Society	2	-	2	2
MAC 216	Media and Communication Ethics	1	1	2	2

MAC 217	Photography in Media and Communication	1	1	2	2
MAC 218	Broadcast Production I	2	1	3	3
MAC 219	Foundations of Film Production	2	1	3	3
ENT 216	Introduction to Entrepreneurship II	2	1	3	3
MAC 100	SIWES	-	2	2	-
	TOTAL	17	10	27	25

FOURTH SEMESTER

COURSE CODE	COURSE TITLE	L	P	CU	CH
GNS 202	Communication in English II	2	-	2	2
GNS 222	Economics	2	-	2	2
MAC 221	Foundation of Child Rights Reporting and Advocacy	1	1	2	2
MAC 222	Speech Communication	1	1	2	2
MAC 223	Newspaper and Magazine Production	2	1	3	3
MAC 224	Broadcast Production II	1	1	2	2
MAC 225	Media and Communication Laws	1	1	2	2
MAC 226	Investigative and Interpretative Reporting	1	2	3	3
MAC 227	Media, Democracy and Governance	2	-	2	2
MAC 228	Project	-	4	4	-
	TOTAL	13	11	24	20

