





## GENERAL INFORMATION ON THE INSTITUTE OF BUSINESS MANAGEMENT & JOURNALISM

- Postal Address : P.O. Box 6181, Kumasi - Ghana
- WhatsApp Number : 020 7224467
- Telephone Number : 0208 387525 / 020-7224467 /  
027-7884700 / 054-2170510 /  
0540491229
- Office Location / City Campus : On Serwaa Nyarko SHS  
(Krofrom Road near Shinola Spot,  
Opposite Garden City Hotel)
- Campus Location : Amanfrom - Barekese Road near  
Amanfrom Hospital, Kumasi
- Language of Instruction : English
- Academic Year : January - June - 1st Semester  
July - December - 2nd Semester
- Solicitor : Kwaku Frimpong (Legal Aid Board)
- Bankers : Absa Bank, Prempeh II Street,  
Adum - Kumasi.

All Communications should be addressed to:

The Director  
Institute of Business Management & Journalism  
P. O. Box 6181, Kumasi - Ghana  
**Tel:** 020 8387525 / 020-7224467 / 054-2170510

**(Motto: Serve With Smile)**  
Established 1990  
The Arms of The Institute



**Website:** [www.ibmandj.edu.gh](http://www.ibmandj.edu.gh)  
**E-mail:** [ibmje@yahoo.co.uk](mailto:ibmje@yahoo.co.uk)  
**WhatsApp No.:** 020 7224467

**INSTITUTE OF BUSINESS MANAGEMENT & JOURNALISM**

Rector - Ebenezer Akuoko-  
 Frimpong Executive Director - Mr. P. F. Owusu  
 Registrar - Mrs. Patricia A. Poku  
 Mensah Administrative Director -Dr. Kwame B. Bour

**BOARD OF DIRECTORS**

Mr. Kwaku Frimpong - Chairman  
 Nana Kwabena Nining - Member  
 Mr. Francis Azoska (Jnr.) - Member  
 Mr. P. F. Owusu - Member  
 Mrs. Esther Adu-Gyimah - Member  
 Mrs. Patricia A. Poku Mensah - Member  
 Dr. Kwame B. Bour - Member

**ACADEMICS STAFF (LECTURES)**

<b><u>NAME</u></b>	<b><u>SUBJECT TAUGHT</u></b>
1. Joseph Nketiah Asiedu	- Customer Service / Marketing
2. Ebenezer A. Frimpong	- Research Method / Psychology
3. Akua Boahemaa	- Page Planning/Photo Journalism
4. George Arthur	- Journalism / Mass Communication
5. Otuo Acheampong Boadaa	- English for Journalist Communication Skills / Critical Thinking
6. Michael Scott	- Public Relations, Marketing Environment.
7. George Larbi	- Typewriting / Shorthand
8. Dr.Kwame B. Bour	- Research Methods / Media Law &
9. Francis Boateng	- Ethics
10. Dr. Collins Kankam Kwarteng-	Media Law & Ethics

**MATRICULATION OATH**

I, .....

Having been admitted into the Institute of Business Management & Journalism, do hereby swear in the name of the Lord God Almighty/Allah.

I promise to conduct myself, in all matters to promote, uphold, and protect, the integrity, and well being of the institute, abide by all regulations of the institute, and be submissive to the authorities of the institute.

So help me God!!!

SIGNATURE .....

COURSE .....

DATE .....

Int. Business & Economics

11. Sam Davis Obeng - Administration & Commerce  
 12. Alex Ofori - Computer Studies

13. Prince Scott Daniels- Advertising & Sales Manager
14. Michael Jackson Mensah - Marketing Environment & SocialMarketing
15. Emmanuel Antwi Fordjour - Broadcast Journalism, Newspaper,Akan

## ADMINISTRATIVE STAFF

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## **MESSAGE FROM THE DIRECTOR TO PROSPECTIVE STUDENTS**

The Institute of Business Management & Journalism was founded in 1990 as a private tertiary institution to provide professional training to students on Secretarialship, Marketing, Selling & Sales Management, Journalism and Communication.

1. Upgrading the knowledge and skills of students in the various strategies in Marketing, Selling & Sales Management, Journalism and Secretarialship.
2. Helping in the mental, moral, spiritual and over all development of students so that they could contribute positively to the development of Ghana.
3. Helping students train and become professionals in their various fields.
4. Assisting students to learn and acquire international professional certificates such as CIM-UK, LCCL - UK, LCM-UK, Government Secretarial, ICM-UK
5. Helping Students to realize their innovative capabilities to earn a living.

Since the inception of the institute, it has become one of the famous and foremost private institutions of higher learning in the country. IBM & J is a well known institute with the academic staff members carefully selected for their experience and expertise in their chosen fields. Most of the lecturers also bring a wealth of industrial experience to the class that will help bridge the gap between the real of classroom education and the professional world. The institute awards Diploma / Certificates to its students in Marketing, Journalism and Secretarialship by our affiliated institution Commission for Technical & Vocational Education and Training (TVET).

20. A student shall be entitled to field attachment after the two three years courses and have passed all Diploma Subjects. The period is three months and Confidential Report to that effect must be received from the organization where the student will be attached.
21. Removing, canceling, altering and duplicating information on the Notice Board attracts 2 weeks suspension or dismissal.
22. Any student who fails 3 subjects or more in a semester examination shall be dismissed as non-performance.

### **23. IBM & J DRESS CODE**

Our ladies clothing shall be considered in appropriate when it is sleeveless, skirts and straight dresses must be knee length or longer. They must avoid excessive ear piercing, as more than one is unacceptable. Revealing attire as exposing the tummy, waistline, chest, breast, breast line and underwear, including torn jeans and dirty jeans are unacceptable at the IBM & J campus. No shorts tight fitting slacks, bare shoulders, dresses with low necklines or that does not cover the shoulders and armpit are all not permitted in the school. The ladies must ensure that their dressing is always neat, modest and not distracting.

Our men should also wear trousers and shirt, while belts must be worn on the waist. Tropical Shirts (T-Shirt), or tops and dresses with insulting messages and pictures cannot be worn on campus. All these said Dress Codes are part of the physical and spiritual of the school's educational and administrative policy. Any student who violates any of these dress code shall not be spared but **DISMISSED**. No excessive overgrown hair and bear or dread locks

24. An "aggrieved" student is required to apply for re-marking to the Registrar/Director and shall pay Gh¢100 per subject, subject to a change in fee. If the student is vindicated as a result of the new marks, half of the fee shall be refunded and the new marks shall be used to process his results.

11. any student who wishes to paste anything on the notice board, should get clearance from the Administration.
12. When a student is referred in a paper he/she shall re-sit and pass that subject(s) before joining his/her course mates for the semester lecturers.
13. Any final year student who wants to re-attend lecturers in order to resist, shall pay two-thirds of the current course fee.
14. Our employment scheme covers only student who attained 1st Class in all the semester examinations and such student's character, punctuality to lecturers and other moral aspects are unquestionable. He/she shall be on our list and will be called upon to attend to series of interviews in firms and organizations.
15. The institute shall collect 20% of the first salary of the student whom our employment scheme covers to the Institute/ alumni.
16. The institute shall take legal action against any student who leaves the institute while owing and shall pay double the fee he/she owes, in addition to any expenses incurred to recover the amount.
17. Any guardian/parent who wishes to withdraw his/her ward shall give the institute 3 months notice, if contravenes, shall pay a semester's fee as compensation, and the institute deserves the right to take legal action to recover this, and any expenses incurred shall be added to his current bill.
18. New students are required to undergo orientation and counseling before they register for their courses at the beginning of the academic year. This will expose the students to facilities in the institute.
19. Amatriculation ceremony is held before the end of the first semester for the purpose of admitting all new students into the institute officially.

## ENTRY REQUIREMENTS

Five main categories of candidates are considered for admission into the Higher National Diploma (HND) and other Diploma Programmes.

**General Certificate of Education:** Credits in at least 5 subjects (including English Language, Mathematics and Science) in the GCE Ordinary Level and 3 passes at the GCE Advanced Level. Two of the advanced level passes must be grade 'C' or better.

A pass in General Paper must also be obtained.

**Senior Secondary School Certificate:** Passes in three core subjects including English, Mathematics, and Science, and three elective subjects, with an aggregate score of 24 or better in the SSSCE and 36 in WASSCE or Better.

### **Mature Students' Entry Requirement:**

Applicants must be at least 29 years of age at the time of application

Applicant must also pass the Mature Students Entrance Examination which comprises:

General Paper (including a section on Quantitative & Analytical Tools), Special Paper to test standard of achievement in subject relevant to programmes for which the candidate is seeking admission, and English Language. Applicants must obtain at 50% in all the three subjects before they will be considered for admission.

**Professional Qualification Candidate:** Applicants with 5 GCE Ordinary Level credit passes including English and Mathematics and any of following qualifications may be considered for admission.

Diploma in Business Studies (DBS) with at least 1 Distinction and 3 credits from accredited Polytechnics.

Foundation and Intermediate levels of professional Certificates of relevant bodies RSA Stage II (5 passes) and Stage III (3 Passes).

**Post-Diploma Degree Candidates:** Those with the following qualifications may be admitted to either level 200 or 300 depending on their abilities and preferences.

HND from a recognized polytechnic.

Diploma from a recognized Institution.

Professional certificate (e.g. ICA Ghana) level 2, Chartered Institution of Bankers, with at least three years post-qualification work experience, etc.

**Foreign Students:** Applicants in the category may be considered for admission if they hold qualifications equivalent to those mentioned above. However, they must show evidence of proficiency in English.

**COMMISSION FOR TECHNICAL & VOCATIONAL  
EDUCATION AND TRAINING  
HIGHER NATIONAL DIPLOMA (HND) TVET**

<b>COURSES:</b>	<b>DURATIO N:</b>	<b>FEES PER SEMESTER:</b>	<b>DURATIO N:</b>
HND - COMMUNICATION	36 MONTHS	_____	6 MONTHS
HND - JOURNALISM	36 MONTHS	_____	6 MONTHS
HND - MARKETING	36 MONTHS	_____	6 MONTHS
HND - PUBLIC RELATIONS	36 MONTHS	_____	6 MONTHS
HND - SECRETARYSHIP IN MGT.	36 MONTHS	_____	6 MONTHS

- \* Admission Fee .....
- \* SRC, ID Card .....
- \* Course Registration .....

**DIPLOMA**

<b>COURSES:</b>	<b>DURATIO N:</b>	<b>FEES PER SEMESTER:</b>	<b>DURATIO N:</b>
PUBLIC RELATIONS	24 MONTHS	_____	6 MONTHS
JOURNALISM	24 MONTHS	_____	6 MONTHS
MARKETING	24 MONTHS	_____	6 MONTHS
SECRETARYSHIP IN MANAGEMENT STUD. NIGHT	24 MONTHS	_____	6 MONTHS
CLASSES (ENG. & MATHS FOR ADULT & LEARNERS)	12 MONTHS	_____	6 MONTHS
RADIO, TV SPORTS & AKAN NEWS PRESENTATION	24 MONTHS	_____	12 MONTHS
			6 MONTHS

**CERTIFICATE PROGRAMMES - 6 MONTHS**

- |                              |                   |       |
|------------------------------|-------------------|-------|
| 1. Film Acting and Directing | 3. Script Writing | Fees  |
| 2. Film Editing              | 4. Photography    | _____ |

**COLLEGE BY-LAWS & ADMINISTRATIVE POLICY**

1. The institute expects all students to attend to all lectures, classes, seminars, excursions, test, mock and semester examinations
2. The institute deserves the right to ask a student to leave a course at any stage if he/she does not fulfil Article 1 or his/her continued presence would in the opinion of the institute shall be detrimental to the satisfactory running of the institute.
3. Students who owe the course and examination fees shall not be allowed to take part in any semester / diploma examinations.
4. Students are advised to register and take the external examinations as ICM, LCCI, CIM: UK they are compulsory - Including TVEX Examinations.
5. Course fee paid is not refundable or transferable under any circumstance. - Tuition Fees.
6. Any student who does not show seriousness and academic performance is always below for a semester or more shall be suspended or admission withdrawn.
7. Any student who misbehaves or shows gross negligence or disrespects to any lecturer, the institute or the Director, shall be suspended for not less than one month or be expelled from the institute.
8. The institute deserves the right to add or cancel other subject(s) for the interest of that course, institute and the students.
9. A result slip is issued to a student who took part in all semester examinations and has no referred paper to write, completed his/her practicals for three months or more and his/her confidential report received from the organization where he/she took the practicals.

10. A student shall be entitled to Field Attachment after the two / three years course and has passed all semester examinations.

## GRADING SYSTEM AND CERTIFICATION

As stated earlier, the Institute is a Diploma Awarding Institute. In addition, the school offers compulsory registration to students to register for External Exams-CIM, ICM, TVET and Government Secretarial Exams.

The following grading system is used for all Internal Examination leading to the award of the Diploma / Certificate.

### HND - GRADING SYSTEM

85 - 100 - A+	A+ - 5.0
80 - 84 - A	A - 4.5
75 - 78 - B+	B+ - 4.00
70 - 74 - B	B - 3.5
65 - 69 - C+	C+ - 3.0
60 - 64 - C	C - 2.5
55 - 59 - D+	D+ - 2.0
50 - 54 - D	D - 1.5
0 - 49 - F	F - 0.0

Based on the above grading system, the following classes are used to assess the students in the Final Exams:

FIRST CLASS	-	FGPA	4.0+
SECOND CLASS (UPPER)	-	FGPA	3.00 - 3.99
SECOND CLASS (LOWER)	-	FGPA	2.00 - 2.99
PASS	-	FGPA	1.50 - 1.99
FAIL	-	FGPA	Below- 1.50

It must be noted that Final Examination Results are released to those who have presented the following to the Institute:

- 2 Passport size Photographs
- Photocopies of all Certificates
- Course Fees Fully Paid
- Long Essay / Project Work signed by an Approval Supervisor.

## (HND) HIGHER NATIONAL DIPLOMA - COMMUNICATION

### (TVET)

### DETAILED SEMESTER SUBJECTS

#### **Level 100 - 1st Semester**

##### Course Code

Economics  
African Studies  
Quantitative  
Intro. To Journalism  
Mass Communication  
Broadcast Journalism  
Akan / ICT  
Mass Communication  
Communication Skills  
Modern English  
Marketing Fundamentals  
Marketing Environment

#### **Level 100 - 1st Semester**

##### Course Code

Marketing Fundamentals II  
  
Economics II  
Mass Communication  
Introduction to Journalism  
Modern English II  
Akan II / ICT  
Marketing Environment II  
Communication Skills II  
Customer Communication II  
Customer Communication II  
Quantative Methods II

#### **Level 2 00 - 1st Semester**

##### Course Code

Photo Journalism  
Print Journalism  
Modern English  
Mass Communication Iii  
Essential English  
Broadcast Journalism  
Communication Skills III  
Practicals

#### **Level 200 - 1st Semester**

##### Course Code

Human Psychology  
Media Law & Ethics  
TV, Radio & Akan Presentation  
Journalism & African Studies  
News Reporting Styles  
Public Relation I  
Communication Skills  
Practicals

**Level 300 - 1st Semester****Course Code**

Media & Politics  
 Advertising  
 Print Journalism  
 Media Research & Methodology/  
 Public Relations  
 Entrepreneurship  
 Media & National Development  
 Practicum  
 New Production  
 Practicals

**Level 300-2nd Semester****Course Code**

Balanced & Neutral Reporting  
 Media as a tool for Development  
 Studio/Print Practicals  
 Project Work & Defending  
 Communication Skills

**BENEFITS**

National Service Assured	* Free ICT
Student Loan	* Accredited by NAB, Ghana
Free IBM&J Radio Studio	* Evening & Weekend Lectures to all Courses.

**(HND) HIGHER NATIONAL DIPLOMA - MARKETING (TVET)****Level 1 - 1st & 2nd Semesters Level 200 1st & 2nd Semester****Course Code****Course Code**

Marketing	Fundamentals Business Law
Customer Communication	Financial Accounting
Economics	Behaviour Aspect of Marketing
Quantitative Studies	Marketing Operations
Marketing Environment	Mgt. Information for Marketing
African Studies	Marketing Customer Interface
Communication Skills	Management for Marketing
ICT	Entrepreneurship Communication Skills

**HND - SECRETARYSHIP IN MANAGEMENT STUDIES****1ST YEAR LEVEL 100 / 200 ( 1 & 2 SEMESTERS )****Course Code:**

BMJ	105	Communication Skills
BMJ	106	Public Relations
BMJ	111	International Business Communication
BMJ	107	Typewriting
BMJ	103	Business Management & Administration
BMJ	114	Accounting
BMJ	115	Computer Appreciation & Applications

**2ND & 3RD YEAR LEVEL 200 / 300 (2 & 3 SEMESTERS)****Course Code:**

BMJ	207	Typewriting
BMJ	205	International Business Communication
BMJ	206	Special English
BMJ	203	Office Procedures
BMJ	211	Public Relations
BMJ	212	Accounting
BMJ	214	Computer Appreciation & Applications
BMJ	215	Business Management & Administration

**DETAILED COURSE DESCRIPTION - COMPUTER LITERACY 1ST YEAR**

<b>Semester1</b>		
<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
PR 101	Computer Literacy 1	2
PR 103	Communication Skills 1	2
PR 105	French Language Proficiency 1	2
PR 107	African Studies	2
PR 109	Introduction to Statistics	3
PR 111	Integrated Marketing Communication	3
PR 113	Marketing Fundamentals	3
<b>TOTAL</b>		<b>TOTAL</b>

**PR 101: Computer Literacy 1**

**2 Credits**

This course is a basic introduction to personal computers (PC). PC history, function, hardware and software will be introduced including current commonly used operating systems and application programmes. Topics include PC hardware and peripherals, word processing (such as MS-WORD), spreadsheets (such as MS Excel), databases (such as MS Acces), presentation graphics such as MS PowerPoint), e-mail and use of the internet.

This course will also offer an introduction to keyboarding covering familiarization with the computer, its care and basic maintenance; setting and layout of documents such as letters, memos,

**Level 300 - 1st Semester**

**Course Code**

Marketing Planning & Control  
 Marketing Mgt (Analysis & Decision)  
 International Marketing  
 Project Management  
 Marketing Communication  
 Selling & Sales Mgt  
 Project Writing & Defending  
 Communication Skills

**Level 300-2nd Semester**

**Course Code**

Marketing Planning & Control  
 Marketing Mgt  
 International Marketing  
 Project Management  
 Marketing Communication  
 Selling & Sales Mgt  
 Communication Skills

**BENEFITS**

- \* National Service Assured
  - \* Field Attachment
  - \* Guaranteed Future
  - \* Join the Marketing Executives
  - \* Evening & Week-end Lectures to all courses
- \* Students Loan
  - \* Free ICT & Internet

manuscripts, tables, use of such tools as grammar check, spell check, thesaurus; the numeric keyboard and the use and care of floppy disks and printing.

## HND - INVESTIGATIVE JOURNALISM

### Detailed Semester Subjects \_\_

#### 1st Year Level 100 - 1st Semester

##### **Course Code**

IBMJ 101	Introduction to investigative Journalism
IBMJ 103	Cyber crime & Digital Law enforcement
IBMJ 107	Criminology
IBMJ 109	Political Intelligence & Natural Security I
IBMJ 111	Mass Communication
IBMJ 103	Investigative Reporting Skills
IBMJ 105	Community & Cultural Journalism

#### 1st Year Level 100 - 2nd Semester

##### **Course Code**

IBMJ 104	Politics in Africa I
IBMJ 106	Corruption & Crime
IBMJ 113	Broadcast Journalism
IBMJ 110	Counter Intelligence
IBMJ 112	Photo Journalism
IBMJ 102	Political Intelligence & Natural Security II

#### 2nd Year Level 200 - 1st Semester

##### **Course Code**

IBMJ 211	Political Corruption
IBMJ 209	Psychology and Crime
IBMJ 207	Logic & Critical thinking
IBMJ 205	Independent Prosecution & Corruption
IBMJ 201	Forensic & Digital Investigation I
IBMJ 203	English & Communication Skills

## DIPLOMA - PUBLIC RELATIONS 2ND YEAR

<b>Semester1</b>		
<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
PR 201	News Writing & Reporting	3
PR 203	Journalistic Writing	3
PR 205	Social Marketing	3
PR 207	Corporate Communication	3
PR 209	Media Management	3
PR 211	Entrepreneurship	3
PR 213	Event Management	3
		<b>21</b>

<b>Semester2</b>		
<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
PR 200	Business Communication	3
PR 202	Introduction to Phonetics	3
PR 204	Media Law and Ethics	3
PR 206	Mass Communication	3
PR 208	Public Relations Ethics	3
PR 210	Annual Report Writing and Production	3
PR 212	Principles Public Relations	3
		<b>21</b>
PR 214	8 week Supervised Work Experience in PR (Internship)	3

**SUMMARY OF COURSE DESCRIPTIONS - DIPLOMA PUBLIC RELATIONS 1ST YEAR**

<b>Semester 1</b>		
<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
PR 101	Computer Literacy 1	2
PR 103	Communication Skills 1	2
PR 105	French Language Proficiency 1	2
PR 107	African Studies	2
PR 109	Introduction to Statistics	3
PR 111	Integrated Marketing Communication	3
PR 113	Marketing Fundamentals	3
<b>TOTAL</b>		<b>17</b>

<b>Semester 2</b>		
<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>
PR 101	Computer Literacy 11	2
PR 103	Communication Skills 11	2
PR 105	French Language Proficiency 11	2
PR 107	Economics	3
PR 109	Psychology	3
PR 111	Foundations of Business	3
PR 113	Principles of Advertising	3
<b>TOTAL</b>		<b>20</b>

**Level 200 - 2nd Semester**

**Course Code**

IBMJ 210 Advance Intelligence Analysis  
 IBMJ 212 Visual Journalism  
 IBMJ 208 Lobbying government Relations  
 IBMJ 206 Media Entrepreneurship  
 IBMJ 204 International Journalism  
 IBMJ 202 Forensic Audit & Accounting

**Level 300 - 1st Semester**

**Course Code**

IBMJ 301 Constitutional Law & its Application etc  
 IBMJ 303 Political Intelligence & National Security II  
 IBMJ 305 Broadcast Journalism II & III  
 IBMJ 307 Cyber Security  
 IBMJ 309 Politics in Africa II  
 IBMJ 311 Communication Skills

**Level 300 - 2nd Semester**

**Course Code**

IBMJ 302 Media Law Ethics  
 IBMJ 304 Loans / Aids for Development Countries  
 IBMJ 306 Visual Journalism II  
 IBMJ 308 Student field work  
 IBMJ 312 Public Relations  
 IBMJ 310 Project Work

**BENEFITS**

\* National Service                      \* Field Attachments  
 \* Students Loan                         \* Free ICT & Internet

**COURSE**  
**CONTENTS CIM**  
**CERTIFICATE**  
**(MARKETING) 1ST YEAR LEVEL**  
**100 (1&2 SEMESTERS)**

**Course Code:**

BMJ CI Customer  
M Communication  
BMJ CI Marketing  
M Fundamental  
BMJ CI Marketing  
M Environment  
BMJ CI Marketing in Practice  
M

**ADVANCED CERTIFICATE**  
**(MARKETING) 2nd YEAR LEVEL 200**  
**(1&2 SEMESTERS)**

**Course Code:**

BMJ CIM Marketing Planning  
BMJ CIM Marketing Research &  
Information BMJ CIM Marketing  
Management in Practice BMJ CIM  
Marketing Communication

**POST GRADUATE DIPLWA PLANNING**  
**(MARKETING) 3rd YEAR LEVEL 300 (11**  
**SEMESTERS)**

**Course Code:**

BMJ CIM Managing Marketing Performance BMJ  
CIM Analysis & Evaluation  
BMJ CIM Strategic Marketing in Decisions  
BMJ CIM Strategic Marketing in Practice (Case Study)

**PROGRAMME OUTLINE - DIPLOMA**  
**JOURNALISM & THE MEDIA YEAR**  
**ONE**

<b>Cours e Code</b>	<b>Level 100 Semester 1</b>	<b>CREDIT HOURS</b>	<b>COURSE CODE</b>	<b>Level 100</b>
JMS: 101	Introduction to Journalism	3HRS	JMS:118	Intro to ent
JMS: 105	Intro to mass communication	3HRS	JMS: 201	Business C
JMS: 115	Newspaper reporting 1	3HRS	JMS 115	Newspape
JMS: 111	Communication Skills 1	2HRS	JMS: 111	Communi
JMS: 107	Communication Basics	2HRS	JMS: 203	Principles
JMS: 113	Broadcast Journalism 1	3HRS	JMS:113	Broadcast
JMS: 106	Computer Basics 1	2HRS	JMS: 106	Compute
JMS: 109	Intro to Social Psychology	2HRS	JMS: 207	Principles of Journalis
<b>TOTAL</b>		<b>19HRS</b>		

**YEARTWO**

<b>Cours e Code</b>	<b>Level 200 Semester 1</b>	<b>CREDIT HOURS</b>	<b>COURSE CODE</b>	<b>Level 200 Semester II</b>
JMS: 202	Legal environment of journalism	3HRS	JMS: 218	Ethical principles of journalism
JMS: 204	Public relations I	3HRS	JMS: 200	Public relations II
JMS: 206	Radio and TV Production I	2HRS	JMS: 212	Radio and TV II documentary
JMS: 208	Newspaper I	3HRS	JMS: 214	Newspaper II (Feature Article writing)
JMS: 210	Internet Journalism	2HRS	JMS: 216	Development journalism project work
JMS: 212	Communication research	2HRS	JMS: 218	
JMS: 214	Principles of advertising	2HRS		
JMS: 216	Language use in journalism	2HRS		
<b>TOTAL</b>		<b>20HRS</b>		