

CURRICULUM DEVELOPMENT POLICY SCHOOL OF BUSINESS

Responsible Officer	The Programme Director, School of Business, MICP		
Contact Officer	The Programme Director, School of Business, MICP		
Version	Authorization	Approval Date	Effective Date
1.0	The CEO, MIC	August 2024	August 2024
1.1	The CEO, MICP	July 2026	July 2026

1. Purpose

"This policy provides a structured approach for the development, review, evaluation, and revision of the Bachelor of Business Administration curriculum, ensuring alignment with academic standards, industry demands, regulatory guidelines, and the strategic objectives of the institution."

2. Scope

"This policy is applicable to all academic personnel, curriculum development committees, departmental leadership, and external stakeholders engaged in the design, implementation, assessment, and review of the Bachelor of Business Administration program."

3. Policy Objectives

- Align the curriculum with national qualification frameworks and accreditation requirements.
- Ensure the program remains relevant to industry trends and responsive to evolving market demands.
- Establish a clear and structured pathway that promotes student progression and enhances employability.
- Foster innovation, diversity, and inclusivity within teaching and learning practices.
- Uphold quality standards through regular curriculum reviews and active engagement of stakeholders.

4. Curriculum Development Process

Curriculum development will follow these phases:

a. Needs Assessment

- Identify labor market demands and skills gaps.
- Conduct stakeholder consultations (students, alumni, employers, school).

b. Program Design

- Define program learning outcomes aligned with national qualifications framework.
- Map course learning outcomes to program goals.
- Ensure balance between theory, skills, and practical application.

c. Curriculum Approval

- Submission of proposal to Departmental Curriculum Committee.
- Review by College Curriculum Committee.
- Final approval by Academic Board.

d. Implementation

- Ensure availability of qualified staff, materials, and infrastructure.
- Develop course syllabi with clear learning outcomes, assessments, and resources.

e. Monitoring and Evaluation

- Continuous feedback from students, faculty, and industry.
- Annual course reviews and biannual program reviews.
- Use of KPIs (graduate employment rate, course pass rates, etc.).

6. Roles and Responsibilities

- Curriculum Committee:** Responsible for guiding and overseeing the curriculum design and review processes.
- Head of Department:** Leads curriculum development initiatives and coordinates resource planning.
- Lecturers:** Design course content, develop instructional materials, and create assessment strategies.
- Quality Assurance Unit:** Monitors and ensures compliance with established academic standards and policies.
- Industry Advisory Board:** Offers expert external advice to maintain curriculum relevance to industry needs.

7. Review and Revision

- The curriculum shall undergo a **major review every 3–5 years**.
- Minor adjustments can be made annually based on feedback and performance indicators.

8. Stakeholder Engagement

- Employers, alumni, and industry partners will be consulted during major reviews.
- Student feedback will be gathered systematically each semester.

9. Quality Assurance and Accreditation

- The program must comply with national accreditation standards.
- External benchmarking with similar institutions will be carried out regularly.

10. Policy Review

This policy will be reviewed every **3-5years** or as required due to changes in national policy, regulatory requirements, or institutional strategy.

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