



The Institute for Democracy in Africa

Course Catalog 2008-2009



Contents

Introduction	3
Admissions Policies	3
Calendar	4
Admission Fees	5
Admission Requirements and Recommendations	6
IDA Certificate Program	7
• Public Health Management Certificate Program	7
• Global Trade Policy certificate Program	8
• Corporate Governance Certificate Program	10
• Political Management Certificate Program	12
• Journalism/Media Management Certificate Program	13
• International Trade Certificate Program	15
Special Course Offering	16
• Local Government Course	16
• Freight Forwarder Program	17
• NGO Management Program	19
Special Course Application Fees	20
Contact Information	21

Introduction

The Institute for Democracy in Africa (IDA) was established in 1994 to create an academic and research environment for incubating and nurturing innovative democratic approaches to solving the social, political and economic problems facing African nations. IDA was designed to serve as the "think tank" arm of the Foundation for Democracy in Africa (FDA).

The main mission of IDA is to serve as an educational, training and research organization dedicated to the professional development of African individuals, organizations and communities. To that end, IDA offers certificate programs in various areas of need for developing country professionals. Our courses blend the theoretical with the practical to make them more relevant as educational opportunities for mid-career professionals.

Admissions Policies

Because IDA accepts as students professionals with varying academic credentials, our certificate programs offer Continuing Education Units (CEUs). Each satisfactorily completed course earns three CEUs. Our certificate programs offer an intensive course of training in which students take a semester-long course load in six weeks. A minimum of six courses is offered in each area of study (with noted exceptions). Students must select and satisfactorily complete three courses in an area in order to receive a certificate for that area. Students may select fewer than three courses, but they will not earn a certificate. Further information about IDA is available on the web site of IDA's parent organization - The Foundation for Democracy in Africa - at www.democracy-africa.org. All inquiries regarding admission should be addressed to the Institute for Democracy in Africa, 444 Brickell Avenue, Suite 309, Miami, FL 33131, USA, email-info@democracy-africa.org.

Calendar

Course Schedule 2008

The program is designed to allow students to finish their courses in six weeks.

Monday	May. 12	Session 1 begins
Friday	Jun. 20	Last Day of Session 1
Monday	Jun. 30	Session 2 begins
Friday	Aug. 08	Last Day of Session 2
Monday	Sept. 01	Session 3 begins
Friday	Oct. 10	Last Day of Session 3
Monday	Oct. 27	Session 4 begins
Friday	Dec. 05	Last Day of Session 4

Course Schedule 2009

Monday	Feb. 02	Session 5 begins
Friday	Mar. 13	Last Day of Session 5
Monday	Apr. 20	Session 6 begins
Friday	May. 29	Last Day of Session 6
Monday	Jun. 29	Session 7 begins
Friday	Aug. 07	Last Day of Session 7
Monday	Sept. 07	Session 8 begins
Friday	Oct. 16	Last Day of Session 8
Monday	Nov. 02	Session 9 begins
Friday	Dec. 11	Last Day of Session 8

Admission Fees

Application processing fee

A non refundable fee of \$40.00 should accompany the application for admission to the programs at the Institute for Democracy in Africa.

Tuition and Tuition Deposit

Students accepted to the IDA program are subject to a tuition charge of \$1,500 per course. In addition students planning to attend IDA must deposit a non refundable \$500 due one month before classes begin.

Room and Board

For the six week program, students will be charged \$2,500 for a double room. This fee will cover all room and board expenses for the six week program.

Course Drop/Add Fee

Students who wish to add or drop courses after the first week of class have to pay a \$10 fee.

Late Registration Fee

Students that do not register for classes before the due date have to pay a \$100 fine.

Summary of Application fees

Expenses	Fees in US \$
Application processing fee	40
Tuition (per course)	1500
Room and Board (double)	2500
Tuition Deposit (due one month before classes begin)	500
Course Drop/Add Fee (after first week of class)	10
Late Registration Fee	100

Admission Requirements and Recommendations

Students whose native language is not English should submit with their applications the results of the Test of English as a Foreign Language (TOEFL). Applicants must score at least 525 in order to be admitted. Those applicants holding undergraduate or graduate degrees from U.S. institutions are not required to submit TOEFL results.

In order to enhance the possibility for success in this program, it is recommended that students bring laptop computers. Moreover, it is recommended that certificate students be prepared to pay up to \$750 for books and other course materials.

Those students who are interested and able to remain beyond the term of the certificate courses will be able to participate in meetings with experts in their field arranged by IDA in either Florida or Washington. Travel and lodging costs must be borne by students.

IDA Certificate Programs

Public Health Management Certificate Program

In recent years, virulent epidemics such as HIV/AIDS and Ebola have posed a threat to public health around the world. Healthcare systems must cope with these diseases in an era of constrained resources and limited numbers of trained personnel. This course of study is intended to equip healthcare professionals with the necessary information on scientific, finance, management and ethical issues.

PHM1 Principles of Epidemiology

This course covers the management of disease outbreak in a community, focusing on classic cases selected for demonstration and discussion. Also covered is an introduction to applied epidemiological statistics.

Monday - 2:00PM-5:30PM

PHM2 Biomedical Ethics

This course offers an exploration of ethical issues currently arising in the practice of medicine and its allied sciences. Topics to be covered include informed consent, euthanasia, research on human subjects, genetic engineering and public policy and health care.

Tuesday - 2:00PM-5:30PM

PHM3 Healthcare Delivery Systems

This course offers a comprehensive overview of the United States and selected developed country healthcare delivery systems, including hospitals, mental healthcare organizations, long-term care facilities, physicians' practices and community health clinics. The developed country healthcare delivery systems will be compared to systems in developing countries with fewer resources and trained professionals.

Wednesday - 2:00PM-5:30PM

**PHM4
Services****Financial Management and Budgeting for Healthcare**

This course provides an overview of healthcare financial administration, emphasizing budget development and monitoring, cost accounting for services, financial statement analysis, budgeting, taxes and capital investment analysis.

Thursday - 2:00PM-5:30PM

PHM5 Seminar in Healthcare Services and Management

This seminar provides an opportunity to explore, discuss and synthesize current healthcare issues within the framework of contemporary theory, practice and the financial and administrative environment in developing nations.

Friday - 9:00AM-12:30PM

PHM6 Directed Studies in Healthcare Services Management

This course is designed for independent study for students who have demonstrated excellence in their chosen area of study. This course allows flexibility for students pursuing specialized objectives on an intensive basis. Submission and approval of a proposed course of study is required upon registration. Study may include an internship, i.e., a practical learning mode for acquiring skills, practice and knowledge in the field of healthcare.

Friday - 2:00PM-5:30PM

Global Trade Policy Certificate Program

The movement toward consolidation of the world's trade policies under the World Trade Organization and advances in such areas as electronic commerce and biotechnology make it imperative that government officials, unions and non-governmental organizations understand the stakes involved and the issues currently being negotiated. This course of study offers the information necessary for both public and private sector organizations to design and implement economic policies relevant to the enhanced competitiveness of the evolving global economy.

GTP1 Principles of Macroeconomics

This course examines aggregate economic behavior, including the role of government, monetary and fiscal policy, national income, economic growth, price theory and full employment.

Monday - 2:00PM-5:30PM

GTP2 Principles of Microeconomics

This course examines the economics of the firm, including competition, market pricing, scarce resources and international trade.

Tuesday - 2:00PM-5:30PM

GTP3 Principles of International Economics

This course is an introduction to international economics concepts, including a study of the principles of comparative advantage, international economic policies and their relationship to domestic policies. There also will be an analysis of tariffs and other forms of protectionism, preferential trade agreements, balance of payments, foreign exchange rates and alternative monetary systems.

Wednesday - 2:00PM-5:30PM

GTP4 Multinational Marketing Concepts and Strategies

This course covers the concepts, theories and applications of marketing in an international environment, including the analysis of marketing opportunities, structuring of marketing programs, marketing efforts and the legal aspects of multinational marketing.

Thursday - 2:00PM-5:30PM

GTP5 International Business Law

This course examines foreign corporate laws and how they affect foreign operations, the legal aspects of distributorship agreements, enforcement of agreements to arbitrate, the role of banking in international markets, and anti-boycott and anti-dumping laws.

Friday - 9:00AM-12:30PM

GTP 6 International Trade

This course covers the concepts and theories of international trade and payments, international development policies, international investments and major commodities' markets.

Friday - 2:00PM-5:30PM

Corporate Governance Certificate Program

The importance of proper corporate governance is becoming increasingly important due to the realization of the need to nurture enterprise while ensuring accountability in the exercise of power and patronage by firms. This course of study is intended to enhance the skills of public and private sector managers who must make necessary adjustments needed to ensure competitiveness in the new global economy.

CG1 Managerial Economics

This course offers a study of managerial decision-making by the application of economic analysis and the integration of concepts from accounting, finance, mathematics and statistics.

Monday - 2:00PM-5:30PM

CG2 Financial Administration

This course emphasizes financial and accounting concepts and techniques needed by corporate managers who do not have an accounting background. The course examines the goals and functions of finance, operating environment, analysis of financial statements, cash flow, pro-forma statements, leverage, break-even analysis, direct and variable costs, working capital management, short-term financing, time value of money, loose financing, capital investment analysis, budgeting and taxes.

Tuesday - 2:00PM-5:30PM

CG3 Organizational Behavior

This survey course covers theory, research and practical applications in analyzing and understanding human beings in organizational situation, including learning, perception, personality, attitudes and motivation, groups and intergroup dynamics, leadership, communication, goal setting and rewards, job design, organizational culture, organizational change and development and the international aspects of organizations.

Wednesday - 2:00PM-5:30PM

CG4 Public and Business Ethics and Law

This course examines ethical and legal issues in public and private organization management and also explores the broad areas of social responsibility to others in the enterprise, customers, the community and the preservation of the environment.

Thursday - 2:00PM-5:30PM

CG5 Corporate Design and Theory

This is a core course that provides a method of viewing the corporation from a macro perspective, including the domestic and global environment. Particular attention is given to management and board structures and roles. Size and technology also are explored in determining the structure and process of design while providing students with "diagnostic" skills.

Friday - 9:00AM-12:30PM

CG6 Strategic Planning

This course examines effective planning, which is one of the keys to organizational survival and success. In this course, participants will learn a step-by-step planning process that will help them to monitor the environment, assess the competition and organize strategies within the framework of a long-range plan. Topics include: why planning is both strategic and long-range, clarifying the purpose of your organization, environmental and competitive analysis, strategy formulation, staffing and stakeholder roles in planning.

Friday - 2:00PM-5:30PM

Political Management Certificate Program

Elections are no stronger than the political parties that field candidates who provide coherent, attractive choices to voters. This course of study is designed for professionals who manage political campaigns, officials who manage party structures and politicians who run for office.

PM1 Campaign Management and Election Monitoring

Managing a campaign requires people-oriented skills, as well as financial skills and most importantly ethical skills. This course covers the ABCs of campaign management: candidate selection, fund raising strategy, keeping an accurate and detailed accounting system, campaign advertisement, poll sampling techniques, developing issues and the derivative platform, soliciting for volunteers, how to file campaign reports and, most importantly, the training of an independent group of volunteers to serve as poll watchers.

Monday - 2:00PM-5:30PM

PM2 Political Parties in Developing Countries

Political parties are as varied as the societies in which they operate. This course will examine the history of political parties in developing countries, particularly Africa and the Caribbean, identify various national experiences with political parties and document the role political parties are playing in the democratization process.

Tuesday - 2:00PM-5:30PM

PM3 Democratic Elections in Developing Countries

Elections are the central institution of democratic representative governments. In a democracy the authority of the government derives solely from the consent of the governed. This course will provide a historical perspective of democratic elections in Africa and the Caribbean and the benchmark for grading those elections. Case studies of successful elections in recent times are included.

Wednesday - 2:00PM-5:30PM

PM4 Team Building in Political Organizations

Workplace groups can be chaotic and unproductive or focused and effective. Whether your organization uses formal teams, people need to work effectively in groups. This course will explore group dynamics, leadership, decision making and facilitation. Participants will also learn practical tips and tools for building cohesive workgroups.

Thursday - 2:00PM-5:30PM

PM5 Leadership Dynamics in Political Organizations

What are the qualities and traits of a "good" leader? What skills should you possess to become an effective leader? This course will examine in detail the functions of a leader; leadership styles; and the importance of human relation skills in influencing, directing and motivating employees. Moreover, delegating tasks, taking risks and making decisions also will be discussed.

Friday - 9:00AM-12:30PM

PM6 Strategic Planning in Political Organizations

Effective planning is one of the keys to organizational survival and success. In this course, participants will learn a step by step planning process that will help them monitor the environment, assess the competition and organize strategies within the framework of a long-range plan. Topics include: why planning is both strategic and long range, clarifying the purpose of your organization, environmental and competitive analysis, strategy formulation, staffing and stakeholder roles in planning.

Friday - 2:00PM-5.30PM

Journalism/Media Management Certificate Program

In the American concept of democracy, the media plays a major oversight role on governmental operations. If such a role is to be more widely accepted in Africa, journalists will have to upgrade their skills. This course of study is designed for two sets of students: 1) practicing print and broadcast editors who want to enhance their journalistic skills and get an updated understanding of the practice of the journalist craft and the operation of the modern media organization and 2) current or prospective owners or managers of print or broadcast media outlets.

JMM1 Society and Mass Media

This course examines the impact of the mass media, especially its influence on various aspects of American society. Specifically, this course studies how the media perform the functions of informing, entertaining and persuading. Outside assignments will include media exposure and oral and written reports.

Monday - 2:00PM-5:30PM

JMM2 Speaking on Radio and TV

Professional standards will be used to help the student enhance his or her professional performance in radio and TV speaking. This course will be directed toward those students interested in heightening their awareness of contrasting oral approaches used in both media. Actual in-studio environs will be utilized.

Tuesday - 2:00PM-5:30PM

JMM3 Television Theory and Practice

This course allows the student to gain knowledge in the theory of television, including the studio, EFP and ENG production. Students also will learn the language of television production, and gain practical experience with studio equipment through the completion of team projects.

Wednesday - 2:00PM-5:30PM

JMM4 News Reporting

This is a comprehensive course in newspaper reporting. Attention will be placed on basic skills in newsgathering, techniques of interviewing, covering speeches, writing the news story and methods of research in general source materials. There will be a practical application of all types of news and feature writing through publication of the student's classroom efforts in a newspaper and other media outlets where possible. Integrated with basic news skills will be techniques of headline writing, copy reading and newspaper design and layout.

Thursday - 2:00PM-5:30PM

JMM5 Management of Media Operations

This course will offer editors, publishers and other media managers an understanding of the business aspect of newspapers, magazines, radio and television. Instruction includes discussion of management and staff structure, ad revenue and the legal aspects of media operations.

Friday - 9:00AM-12:30PM

JMM6 Communications Law

This course examines issues of current concern in the international, constitutional, statutory and regulatory framework of communications. Subjects for discussion include regulation of the radio spectrum; emerging telecommunications and satellite technologies; trends toward deregulation and competition; issues of sovereignty, security and privacy in transnational border information flow; access to communications ownership; restrictions on content, and international regulatory and standard setting bodies.

Friday - 2:00PM-5:30PM

International Trade Certificate Program

With the advent of a more liberal world trading system, efforts are underway to enhance the ability of developing nations to compete in the global marketplace. To accomplish this goal, business owners and employees in developing nations must be empowered to become more competitive in international trade. This six-part course of study is designed to acquaint the business community with the requirements of the international trade arena.

Must select all six for special total certificate price

1. International Trade: Accessing International Markets
2. Strategic Marketing in International Trade

3. International Competitive Strategy Analysis
4. Utilizing Marketing and Finance for a Competitive Edge
5. Traditional and Non-Traditional Sources of International Trade Finance
6. International Trade: Moving from Strategy to Implementation

Tuesday - 2:00PM-5:30PM

Thursday - Individual meetings as scheduled

Special Course Offerings

Even a six-week course structure is too long for some public officials, so IDA offers special, flexible course offerings. One such special course structure is the local government course program.

Local Government Course

The late Thomas P. "Tip" O'Neill, former U.S. Speaker of the House of representatives, once said: "All politics is local." In one sense, those who are elected remain in office only by pleasing the voters through meeting their needs. However, in another sense, O'Neill's famous saying refers to the importance effective local government has for the future of democracy. Local government is the intersection between the governors and the governed. If a mayor and town council work effectively, voters feel positively about democracy. All too often, the actions of the national government have little direct impact on the average citizen.

This two-week course of study is intended to provide local government officials with the necessary background on the theoretical (democracy and human rights) to the practical (local government structure and finance). Interactive classroom discussion is mixed with field study, involving experts in local government organization and management.

Week 1

Day 1: Principles of Democracy I - 9:30AM-12:00PM

Principles of Democracy II - 2:00PM-4:30PM

Day 2: Principles of Human Rights - 9:30AM-12:00PM

Free Time

Day 3: Principles of Government Ethics - 9:30AM-12:00PM

Government Transparency - 2:00PM-4:30PM

Day 4: Principles of Election Monitoring - 9:30AM-2:00PM

Free Time

Day 5: Public-Private Partnerships - 9:30AM-12:00PM

Government-Community Relationships - 2:00PM-4:30PM

Week 2

Day 6: Local Government Structures I - 9:30AM-12:00PM

Local Government Structures II - 2:00PM-4:30PM

Day 7: Principles of Macroeconomics - 9:30AM-12:00PM

Principles of Microeconomics - 2:00PM-4:30PM

Day 8: Local Government Finance (Field Study) - 9:30AM-12:00PM

Free Time

Day 9: County Government (Field Study) - 9:30AM-12:00PM

City Government (Field Study) - 2:00PM-4:30PM

Day 10: Strategic Planning in Governmental Organizations - 9:30AM-2:00PM

Free Time

Freight Forwarder Program

Over the past five decades, Africa's share of global trade has declined by more than half, dropping from 3.1% in 1955 to about 1.2% by the end of the 1990s. High freight costs, inland transportation difficulties and transportation delays have played a major role in this decline. Freight costs as a proportion of total import value are five points higher in

Africa than in other developing countries. An aging African shipping fleet averages 19 years, higher than even the developing world standard, and consists mainly of general cargo vessels and tankers. Failing African airlines have spotty global coverage and lack landing rights in prime cargo destinations such as the United States.

In order to navigate this difficult freight situation in Africa, skilled freight forwarders are needed who know global standards, even as they understand the situation on the ground in their own countries. This two-week course of study is intended to provide freight forwarders with the necessary background on the procedures used globally to move goods as freight. Interactive classroom discussion is mixed with field visits, involving experts in freight forwarding and customs issues. This special session of the freight forwarder's program is being combined with AfrICANDO 2002, which provides an opportunity for participants to take advantage of the workshops and networking involving hundreds of American, African, Caribbean and Latin American participants.

Week 1

Day 1: Principles of Importing and Exporting - 9:30AM-12:00PM

The Role of the Freight Forwarder - 2:00PM-4:30PM

Day 2: Ocean Freight - 9:30AM-12:00PM

Air Cargo - 2:00PM-4:30PM

Day 3: Tour of Port of Miami-Dade - 9:00AM-11:00AM

Tour of Miami international Airport - 1:00PM-2:30PM

Day 4: Terms of Trade - 9:30AM-12:00PM

Free Time

Day 5: Commercial Documentation- 9:30AM-12:00PM

Marine Insurance - 2:00PM-4:30PM

Week 2

Day 6: International Payments - 9:30AM-12:00PM

Field Visit 1 - Local Company - 2:00PM-4:30PM

Day 7: Export Packaging: Warehousing - 9:30AM-12:00PM

Field Visit 2 - Local Company - 2:00PM-4:30PM

Day 8: Costing/Quoting - 9:30AM-12:00PM

Free Time

Day 9: Law and Legal Liability - 9:30AM-2:00PM

Free Time

NGO Management Program

At the beginning of the 20th century, there were a few dozen non-governmental organizations (NGOs) operating around the world. Today, there are several thousand NGOs, providing services ranging from monitoring human rights and elections to providing humanitarian services to providing education and health services. Often, bilateral aid is given to countries such as Liberia, Sierra Leone and the Democratic Republic of Congo are given largely through NGOs.

The prominence of NGOs in the provision of services has raised questions about their proper role in developing country societies and whether there is an effort to manage government services through these organizations. Moreover, there are concerns expressed by funding agencies about the ability of NGOs to manage funds and produce promised results. This training is intended to help NGO officials to better understand how successful NGOs are structured and how they operate. This short course also provides an opportunity to learn about the requirements used by U.S. funding agencies when deciding on local NGO partners.

Week One

Day 1: NGO Structure and Management - 9:30AM-12:00PM

The Role of NGOs in Society - 2:00PM-4:30PM

Day 2: Field Visit - USAID - 9:30AM-12:00PM

Field Visit - National Endowment for Democracy - 2:00PM-4:30PM

Day 3: NGO Financial Management - 9:00AM-12:00PM

Proposal Writing - 1:00PM-2:30PM

Day 4: Regulation of NGOs - 9:30AM-12:00PM

Field Visit - Local Government - 2:00PM-4:30PM

Day 5: Ethics in Management - 9:00AM-12:00PM

Free Time

Week Two

Day 6: Principles of Human Rights- 9:30AM-12:00PM

Field Visit - Human Rights NGO - 2:00PM-4:30PM

Day 7: Principles of Democracy - 9:30AM-12:00PM

Election Observation - 2:00PM-4:30PM

Day 8: Field Visit - U.S. NGO - 9:30AM-12:00PM

Free Time

Day 9: Field Visit - U.S. NGO - 9:30AM-12:00PM

Field Visit - U.S. NGO - 2:00PM-4:30PM

Day 10: NGO Management Clinic - 9:30AM-2:00PM

Program Assessment - 2:00PM-3:00PM

Special Course Application Fees

Expenses	Fees in US \$
Application processing fee	40
Tuition	1500
Course Material	150
Tuition Deposit (due one month before classes begin)	500

Contact Information

Through Sullivan and Cogliano Training Centers, Inc., IDA is pleased to offer a 20-hour course on using the Internet, including electronic commerce. This course offers flexible hours during the day, evening or weekends at the special price of \$300.

For more information, please contact:

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