

# Teeria Technical Training Institute of Technology

**Student Handbook First Circle  
Edition Comprehensive Guide for  
Students 2024**



# Welcome to Teeria Technical Training Institute of Technology

Welcome to Teeria Technical Training Institute of Technology (TEERIA-TECH INT'L ), where we provide a foundation for technical skills and academic knowledge to equip you for career success. Whether you're beginning your studies or continuing, we are excited to have you as part of our learning community. This first circle edition of the student handbook is designed to guide domestic students through the academic, social, and practical aspects of life at Teeria-Tech.

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# 1. Introduction to Teeria Technical Training Institute of Technology

- Teeria Technical Training Institute of Technology is one of the leading institutions in Liberia, offering practical and hands-on programs in various fields. Our aim is to prepare students for successful careers by equipping them with the technical knowledge and real-world experience needed in today's job market.

## 2.Mission & Vision

- Mission: Our mission is to deliver high-quality technical and vocational education that transforms individuals into skilled professionals who contribute to the growth and development of their communities and the nation.
- Vision: To be a top technical training institution in Liberia, driving innovation and sustainable development through vocational and technical education.

## 2.a Core Value

- Excellence: We strive for the highest academic and personal standards.
- Integrity: Acting with honesty and fairness in everything we do.
- Collaboration: Building strong partnerships with students, staff, and the wider community.
- Innovation: Encouraging creative and practical solutions to real-world challenges.
- Community Focus: Empowering students to make positive contributions to society.

### 3. Program Duration & Course Overview

- Teeria Technical Training Institute of Technology offers a variety of courses tailored to equip students with practical skills and knowledge for the workforce.

Our programs are designed to provide both theoretical understanding and hands-on experience.

## 3.A Programs Duration

- Certificate Programs: 4 months
- Diploma Programs: 8 months

These durations ensure that students acquire a strong foundation in their chosen fields, whether they are pursuing a certificate or diploma.



# Courses Offered

- 1. Computer Sciences: This program covers the fundamentals of computing, software development, networking, and data management. Students will learn coding, system analysis, and how to solve complex computing problems.
- 2. Graphic Design :This course focuses on creativity, design principles, and the use of digital tools like Adobe Photoshop, Illustrator, and CorelDraw to create visually compelling graphics. Students will explore branding, advertising, and digital media design.
- 3. Makeup Artistry :Students will master the art of makeup, from basic techniques to advanced makeup applications. This program also includes training on skincare, cosmetic products, and professional makeup for events like weddings and fashion shows.
- 4. General Construction :This course offers comprehensive training in the basics of construction, including carpentry, masonry, plumbing, and electrical work. Students will gain practical skills and knowledge necessary to work on residential and commercial construction projects.
- 5. Event Decorations: Focused on creative event design and execution, this course teaches students how to plan, coordinate, and execute decorative themes for various events, such as weddings, parties, and corporate events. It covers floral arrangements, lighting, and venue styling.
- 6. Haircare and Styling: This course provides hands-on training in haircare, cutting, coloring, and styling. Students will learn the latest trends and techniques in hairstyling and how to provide salon services professionally.
- 7. General Cosmetology: Combining aspects of beauty and wellness, this course offers a comprehensive education in skin care, hair care, nail care, and overall beauty treatments. Students will learn how to provide professional services in spas and salons. Each of these programs is designed to prepare students for immediate entry into the workforce, whether by joining existing businesses or launching their own ventures.

## 4. Admissions and Enrollment Process

- Eligibility Requirements To enroll in TTTIT, students must:  
Hold a high school diploma or equivalent qualification. Provide academic transcripts from previous institutions. Complete the TTTIT application form.
- Application Process
1. Fill out the online or paper-based application form.
  2. Submit required documents, including academic transcripts and identification.
  3. Attend an admission interview if required.
  4. Pay the application fee.
  5. Receive your admission letter and follow the enrollment steps.

# 5. Placement and Aptitude Tests

- Placement Tests: Before starting your program, all incoming students are required to take placement tests in basic math and English.
- These tests help assess your proficiency levels and ensure you are placed in the appropriate classes for your academic success.
- Math Test: Measures fundamental arithmetic, algebra, and problem-solving skills.
- English Test: Assesses reading comprehension, grammar, and writing skills.
- Aptitude Test for All Departments In addition to placement tests, all students must take an aptitude test specific to their chosen department.
- This test evaluates your strengths, reasoning abilities, and suitability for your field of study. Based on your performance, you may receive recommendations for additional preparatory courses or resources to help you succeed.
- The results of these tests do not affect your admission status but help Teeria-Tech provide the best possible academic support and course placement.

## 6. Orientation for New Students

- Orientation Program: All new students are required to attend an orientation session that provides an overview of academic life at Teeria-Tech. This session will include:
  - Introduction to the faculty and staff.
  - Campus tours.
  - Overview of academic policies, grading, and attendance.
  - Student support services and resources available on campus.The orientation helps students adjust to college life and connect with fellow students and faculty members.

# 7.Campus Resources and Facilities

- Textbook shop : Offers a wide collection of books, research papers, and digital resources.
- Laboratories: Fully equipped practical labs for hands-on training in various courses.
- Computer Labs: High-speed internet access and the latest software tools for IT and design students.
- Student Services: Academic advising, career counseling, and tutoring services.
- Campus Shop: Essential Materials all departments are sold right on campus for an affordable prices.

# 8.Academic Policies and Procedures

- **Grading System:** The grading system at Teeria –Tech Int'l is based on exams, continuous assessments, practical evaluations, and project work.
- **Attendance Policy :**Regular attendance is crucial for success at Teeria Tech Int'l. All students are expected to attend a minimum of 80% of their classes. Failure to meet the attendance requirement may result in academic consequences.
- **Examinations and Assessments:** Examinations are conducted at the end of each semester/circle, and continuous assessments are carried out through assignments, tests, individual projects, group projects and practical's.

# 9. Financial Information and Requirements

**Tuition and Fees :** Tuition fees for students vary depending on the program of study. The financial office can provide you with a breakdown of the costs for your chosen program.

**Payment Plans:** Teeria-Tech offers flexible payment options, including installment plans to ease the burden on students and their families.

**Scholarships and Financial Aide:** We offer scholarships and financial aid programs for deserving students based on academic merit, financial need, or special circumstances. Interested students should apply through the financial aid office.

# 10. Students Life:Club, Organization and Social Life

- Teeria-Tech encourages students to participate in extracurricular activities to complement their academic experience. Some of the clubs and organizations include:
- **Design Club:** A space for creative minds to collaborate and showcase their talents.
- **Cosmetology Circle:** Focuses on beauty trends, product reviews, and hands-on styling workshops’
- **Tech Society:** A hub for students interested in coding, networking, and computer innovation.
- **Sports Teams:** Join the football, volleyball, or basketball teams to stay active and competitive.
- **Event Planning Club:** Engage in event coordination and learn the tricks of the trade for successful event management.



# 11. Health and Wellness Services

- **Student Health Services:** We provide access to basic health services through the on-campus clinic. Students can visit the health center for consultations, minor treatments, and referrals to local hospitals.
- **Mental Health Support :** Mental health counselors are available to help students manage stress, anxiety, or other emotional challenges they may face during their academic journey. Appointments can be made through the student support office.

# 12.Safety and Security on campus

- Teeria-Tech prioritizes the safety of all students and staff. The campus is patrolled by security officers 24/7, and all students are expected to follow campus safety guidelines.
- **Emergency Contacts:** In case of emergencies, students can contact campus security or the student services office. Important contact numbers will be provided during orientation and are posted around campus.

# 13.Student Code of Conduct

- **Code of Ethics:** Students are expected to uphold the highest standards of behavior and integrity. This includes respect for others, honesty in academic work, and adherence to the rules and regulations of the institute.
- **Disciplinary Actions :** Any violation of the code of conduct, such as academic dishonesty, harassment, or misconduct,

# 14. Student Dress Code

At Teeria-Tech, we take pride in presenting a professional and cohesive image of our student body. The following dress code has been established to promote discipline, professionalism, and unity on campus. Adherence to the dress code is mandatory for all students, and failure to comply will result in disciplinary action.

1. **Official School Branded T-Shirt:** All students are required to wear the official school-branded T-shirt, which is available in the following colors: **Blue Jeans and Black Jeans**
2. The official T-shirt must be worn during all regular class sessions and official school activities. This promotes unity and ensures that all students represent the institution in a professional manner. The jeans must be neat and free of rips or excessive decorations.

# 14.A Additional Uniform for Makeup Artistry and Cosmetology Departments

- Students enrolled in the **Makeup Artistry** and **General Cosmetology programs** will also be required to wear official school-branded aprons during practical classes.
- This apron ensures that students maintain a professional appearance while protecting their clothing during hands-on activities such as makeup application, hairstyling, and other beauty treatments. The apron must be clean and worn properly at all times during practical sessions.

## 14.B Purchase T-shirt and Aprons

- All official school-branded T-shirts and aprons will be available for purchase directly from the school. The cost of these items can either be paid separately or included in the **registration fee** at the beginning of each academic term. Students are encouraged to make their purchases early to ensure they have the required attire before the start of classes.

# 14.C Dress Code Violations

- Students who fail to comply with the dress code may face the following consequences:
- **First Offense:** Verbal warning and counseling on the importance of adhering to the dress code.
- **Second Offense:** Written warning and temporary exclusion from class until the proper uniform is worn.
- **Repeated Offenses:** Further disciplinary action, which may include suspension from school activities or classes. By following the dress code, students will not only contribute to a positive and professional learning environment but also foster a sense of belonging and pride in being part of the TTTIT community

# 15. Zero Tolerance Policies

- At Teeria-Tech, we are committed to maintaining a safe, respectful, and conducive learning environment for all students, staff, and faculty. As part of this commitment, we have instituted a Zero Tolerance Policy for the following behaviors:
- **1. Fighting on Campus:** Physical violence or fighting of any kind is strictly prohibited. Engaging in any form of physical altercation not only disrupts the learning environment but also poses a threat to the safety of others.
- **Penalty:** Immediate suspension pending investigation. Repeat offenders or severe incidents may lead to expulsion from the institute.
- **2. Stealing:** Theft or unauthorized possession of someone else's property, whether from fellow students, staff, or the institution, is a serious violation of TTTIT's values and policies.
- **Penalty:** First-time offenders will face immediate suspension. Repeat offenders or incidents involving significant theft will result in expulsion.
- **3. Weapons on Campus:** Possession of weapons, including but not limited to firearms, knives, or any object intended to cause harm, is strictly prohibited on campus premises. The safety of all students and staff is a top priority.
- **Penalty:** Immediate expulsion for anyone found in possession of a weapon. Law enforcement may also be notified in accordance with local laws.
- **4. Destroying School Property :**Any intentional act of vandalism or destruction of school property, including buildings, equipment, and materials, is strictly prohibited. Damaging school resources undermines the institution's ability to provide quality education.
- **Penalty:** Offenders will be required to pay for the cost of repairs or replacements. In severe cases, expulsion will be enforced, and legal action may be pursued.



# 15.B Consequences for violating the zero Tolerance Policy

- Teeria-Tech takes violations of these policies very seriously. The following disciplinary actions will apply:
- **1. Suspension:** Temporary removal from the institution for a designated period, with the possibility of readmission after completing specific conditions.
- **2. Expulsion:** Permanent removal from the institute, with no possibility of readmission.
- **3. Restitution:** Offenders will be held financially responsible for the cost of any damage or theft, in addition to any other penalties.
- **4. Legal Action:** Depending on the severity of the offense, the institution may involve law enforcement, resulting in criminal charges.
- By enrolling in Teeria-Tech, you agree to abide by these policies, and any violations will be addressed swiftly to maintain the integrity and safety of the campus community. We encourage all students to respect their peers, the institution, and the broader learning environment.