UPSA 2015/16, 2016/17 STUDENTS’ HANDBOOK
UNDERGRADUATE & POSTGRADUATE
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The future belongs to those who prepare for it

There was a time when a graduate earns his or her certificate, he or she was usually set for an employable career. Today, this is no longer the case. The public sector, which used to employ majority of university graduates now employs fewer graduates. The private sector, in many parts of Africa, is not very robust to accommodate the huge employment demand.

Across the globe, innovation and knowledge have become the driving forces of change. As society becomes more knowledge-based and technology-driven, certain types of jobs will change. Others will disappear. According to one report by the World Economic Forum, over 65% of pupils entering primary schools in 2016 will work in new job types and functions that do not exist today. Thus, the ability to prepare for the future has become the main skill that will see you through your career progression.

If you can learn to prepare for the future, you will be able to become part of the change leaders and innovators of tomorrow. It is not enough just acquiring a university certificate - you must possess the social, technical and analytical skills to perform cross-functional roles wherever you find yourself.

To gain mastery of these skills, we have created an environment where faculty members will mentor and challenge you to apply knowledge outside the classroom context. The past few years have also seen major investments in educational infrastructure, top-flight programmes and partnerships with preeminent institutions - for unparalleled teaching and learning.

As we look ahead to the coming years, undoubtedly much will change. However, if you take advantage of the opportunities here, you will expand your thinking and be prepared for the challenges and exciting opportunities the future brings.

I wish you success.

Professor Joshua Alabi
Vice-Chancellor
Prof Joshua Alabi is a multi-award winning Change Leader, Economist and Marketer.

An alumnus of UPSA, Moscow Institute of National Economy and Strathclyde University, Prof Alabi was the founding head of the Marketing Department in 2002 and later held positions as Dean of the Faculty of Management (2003-2005), Pro Rector (2005-2008) and Rector (2008-2011) before being appointed as Vice-Chancellor in 2012. Since the beginning of his tenure as VC, he has continued with the visionary focus that saw the transition of the former Institute to an autonomous University with state-of-the art Administration Complex, Lecture/Library Blocks and the UPSA Hostel.

An avid proponent of educational excellence, Prof Alabi spearheaded the establishment of the University’s Centres of Excellence – Centre for Public Accountability, Otumfuor Osei Tutu II Traditional Leadership Centre and the Drolor Centre for Strategic Leadership. His impactful leadership has endeared him to many and are reflected in several national and international honours, notable ones being “Most Influential Public Sector Leader in Ghana 2012” [IMANI Ghana], “CIMG Marketing Man of the Year 2012” and All-Africa Students Union Award for “Africa Vice-Chancellor of the Year 2013”.

An exceptional team builder as well, Prof Alabi served in various leadership roles as Sports Administrator [GHALCA, Black Stars & Accra Hearts of Oak], MP [Krowor Constituency: 1997-2001] and Cabinet Minister [Greater Accra & Northern Regions: 1997-2001] before becoming a full-time academician. His transformational leadership at UPSA shows that; in spite of the numerous challenges faced by Africa’s Public Sector, it is by no means impossible to achieve a measure of excellence with the right vision and the right team.

“The word is changing at an incredibly fast pace, as technology is evolving at breakneck speed and the requirements of the labour markets are also changing in response to these dynamics. You therefore, need to commit to life-long learning to keep yourself relevant, useful and satisfied.”

Prof. Joshua Alabi
The University

Institution’s Overview
Vision & Values
Mission Statement
Aims & Objectives
Milestones

UPSA is among the most modern universities on the African continent with the latest design in educational infrastructure to support quality teaching, innovative research and community service.

Overview

The University of Professional Studies, Accra [UPSA] was founded in 1965 as a private professional business education tuition provider by Nana Opoku Ampomah. In 1978 it was nationalised by the State through the Institute of Professional Studies [IPS] Decree, 1978 [SMCD 200]. In 1999, by means of the Institute of Professional Studies Act, [Act 566] it became a tertiary institution with the mandate to provide tertiary and professional education in Accountancy, Management and related disciplines.

By the beginning of 2000, IPS has gained recognition as a pre-eminent public tertiary institution in Business and Professional Education and the sole tuition provider in Ghana for internationally acclaimed Business Professional Programmes. Its alumni spanned the public and private sectors, being among the foremost entrepreneurs, business leaders and public servants. This feat, together with the visioning approach of its leaders saw the passage of the UPSA bill on 31st July 2012 and subsequent Presidential Assent on 9th October 2012.

With the ascension to a full-fledged university status, the leadership of the University outlined a strategic course that focused on providing a modern teaching and learning environment with extensive investment in faculty and educational infrastructure. The initial phase of the project, a state-of-the-art administration complex and a 6,000 capacity lecture complex were commissioned in December 2013 by HE President John Dramani Mahama. The second phase of the project, a 1,500 seating capacity library and a 1,500 capacity 7-floor student hostel were completed in September 2014.

The phenomenal expansion in the University’s educational infrastructure also parallels its growing reputation for high-quality programme offerings, continuous faculty development and strategic partnerships across the globe. At present, the University has a student population of approximately 12,000 and staff strength of 443 consisting of 218 senior members, 101 senior staff and 124 junior staff. The University offers 6 Professional, 9 Graduate, 6 Degree and 5 Diploma programmes through its six Departments: Accounting, Marketing, Business Administration, Banking & Finance, Public Relations Management and Information Technology and Communications Studies.

The University’s approach to teaching; which integrates theory with practice [scholarship with professionalism] is the main reason for the distinctive success of its faculty and alumni.
To be a world class education provider in both academic and professional disciplines, nationally entrenched, regionally recognized and globally relevant.

Vision

Knowledge, a basis for development is relevant when shared and used.

Credo

We strive to provide and promote higher professional education and training in business and other social science related disciplines.

AIMS & OBJECTIVES

To realise the mission, UPSA seeks to:

- Offer courses leading to the award of Degrees, Diploma and Certificates.
- Provide opportunity to qualified candidates to have Tertiary Education and training in the academic disciplines of Accountancy, Marketing, Administration and Banking & Finance.
- Promote professional education and specialist training for professional accountants and business executives.
- Encourage students to develop their skills up to the demanding standard of the contemporary economic world.
- Provide opportunities for staff development, job satisfaction and motivation.
- Develop the students’ research abilities leading to entrepreneurship and innovation of business ideas.

VALUES

Integrity, Respect and Service are the key Values of UPSA’s Code of conduct.

Integrity

UPSA is determined to act consistently in accordance with its principles and espoused values.

Respect

Respect in the University’s community means respect for one’s self, others and the University’s values.

Service

Service in the UPSA community means recognizing social needs and applying our strengths and knowledge to address those needs.
UPSA Milestones

1965
Modest Beginnings

UPSA is founded as the Institute of Professional Studies (IPS). Its mission is to provide tuition for professional business education.

1978
Nationalised

The IPS is nationalised by the Government of Ghana through a statutory decree (SMCD 200).

1999
IPS becomes a Tertiary Institution

The IPS is elevated to a Tertiary Institution status by means of the IPS Act (Act 556). The Act mandates IPS to provide tertiary and professional education in Accountancy, Management and related disciplines.

2005
Bachelor Degree programmes are introduced for the first time. The first undergraduate programmes are Marketing, Accounting and Business Administration. Banking & Finance is later to be introduced in 2007.

2008
Diploma programmes in Management, Marketing, Accounting and Public Relations are introduced.

2007
Institute of Professional Studies

The University of Professional Studies Act 2012 (Act 830) replaces the IPS Act 556 of 1999. The IPS is subsequently renamed the University of Professional Studies, Accra (UPSA).

2012
UPSA

The University of Professional Studies (IPS) is nationalised. Its mission is to provide tertiary and professional education in Accountancy, Management and related disciplines.

2012
2012 CIMG Marketing Man of the Year

The University of Professional Studies Act 2012 (Act 830) replaces the IPS Act 556 of 1999. The IPS is subsequently renamed the University of Professional Studies, Accra (UPSA).

2013
2013 Traditional Leadership Centre is founded

The University appoints Lepowura Alhaji MND Jawula, to head the Otumfuor Osei Tutu II Traditional Leadership Centre.

2013
UPSA

The Vice-Chancellor of the University, Prof Joshua Alabi is voted as the “CIMG Marketing Man of the Year 2012”. This award adds to the string of awards for excellence in leadership received by Prof. Alabi including All-Africa Students Union Award for “Africa Vice Chancellor of the Year 2013” and “Most Influential Public Sector Leader in Ghana 2012” by IMANI Ghana.

2013
Lepowura Alhaji MND Jawula

The University appoints Lepowura Alhaji MND Jawula, to head the Otumfuor Osei Tutu II Traditional Leadership Centre.

2013
MBA in TQM

A unique MBA in Total Quality Management with a local construct and global perspectives is designed by Prof. Mrs. Alabi [Dean of the School of Graduate Studies] with support from Mr. Lionel Abbey; a Senior Quality Manager for the London (UK) Underground.

2013
Dr. S. B. Ofei is appointed as the first Director

Prof. Abednego Okoe Feihi Amartey is appointed as the second Vice Chancellor of the University with effect from 1st January 2017.

2013
2014
Drolor Centre for Strategic Leadership is inaugurated

The Centre for Public Accountability is established with the appointment of Hon. Dr. Albert Kan-Dapaah as Director.

2014
2014
The University holds an Investiture for its first Chancellor – HRM Drolor Boso Adumey, known in private life as Dr. Kingsley Fletcher.

2015
2016
The University receives ACBS certification for its business programmes.

The University commences a state-of-the-art administration complex and a 6,000 capacity lecture complex.

A unique MBA in Total Quality Management with a local construct and global perspectives is designed by Prof. Mrs. Alabi [Dean of the School of Graduate Studies] with support from Mr. Lionel Abbey; a Senior Quality Manager for the London (UK) Underground.

The Centre for Public Accountability is established with the appointment of Hon. Dr. Albert Kan-Dapaah as Director.

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The University receives ACBS certification for its business programmes.
Leadership

PRINCIPAL OFFICERS
Chancellor
Chairman of University Council
Vice-Chancellor

OTHER OFFICERS
Pro-Vice-Chancellor
Registrar
Director of Finance
University Librarian
Director of Internal Audit

ADMINISTRATIVE DIRECTORS
Academic Affairs
Administration
Information Services & Technology
Business Development Centre
Public Affairs
Quality Assurance
Documentation & Info Mgmt. Centre
Procurement
Physical Dev’t & Municipal Services
Research & Consultancy Centre

CENTRES OF EXCELLENCE
Otumfuo Osei Tutu II TLC
Centre for Public Accountability
Centre for Strategic Leadership

Principal Officers
Chancellor
HRM Drolor Bossor Adamey I
Chairman of Council
Mr. Justice Nii Aryeteey
Vice-Chancellor
Prof. Joshua Alabi

Other Officers
Pro-Vice-Chancellor
Prof. Abednego O. F. Amartey
Registrar
Alhaji Dr Seidu M. Mustapha
Director of Finance
Rev. Joseph Kwaku Antwi
University Librarian
Mr. Elijah A. Mensah
Director of Internal Audit
Mr. Thomas Atuam
About Our Chancellor

HRM Drolor Bosso Adamtey I is a Thought Leader, Preacher, Author, Humanitarian, Serial Entrepreneur and the SUAPOLOR of Se [Shai] Ghana.

King Adamtey I is known in private life as Dr Kingsley Fletcher. While the royal title SUAPOLOR represents “path finder,” or “way maker,” it also aptly describes the Chancellor’s dedication to finding pathways that improve human existence, particularly the African Condition. To this end, the Chancellor does not only inspires and mentors Africans, but also provides resources for economic empowerment, education, healthcare, and ICT development.

Drawing on his expertise that spans International Relations, Resource Mobilisation, Conflict Resolution, Strategic Leadership, Community Development and Corporate Social Responsibility, the Chancellor has been at the forefront of building the Business Case for Africa as the “Last Frontier.” His prognosis is that, Africa can leapfrog from its current state of development to become a global economic force if Africans are “trained to learn the art of leadership, calculated risk-taking and innovation.”

The Chancellor’s newest initiative is the founding of the Drolor Centre for Strategic Leadership (DCSL). Seeded with an endowment of USD 100,000 by the Chancellor, the DCSL is tasked to produce a new crop of globally minded leaders for Africa. Fundamental to this, the Chancellor observes is “making leaders out of the youth by teaching them the skills to lead, training them to be problem solvers and encouraging them to develop ideas to improve society.”

Leadership is an art, it is learned... the tradition of discouraging young people from challenging the status quo must give way to a style of upbringing that rewards calculated risk-taking and innovation.
ADMINISTRATIVE DIRECTORS

Director, Academic Affairs  
Mr. Daniel Bukari

Director, Administration  
Dr. Vivian Amoako

Director, ISTD  
Dr. Mohammed S. Abdulai

Director, Research & Consultancy  
Dr. Ibrahim Mohammed

Otumfu Osei Tutu II TLC  
Lepowura Alhaji MND Jawula

Centre for Public Accountability  
Hon. Dr. Albert Kan-Dapaah

Director, BDC  
Mr. Benjamin K. Osafo

Ag. Director, Public Affairs  
Mr. J.S.K. Agbenyo

Q. Assurance Director  
Mr. George Quartey

Centre for Strategic Leadership  
Dr. Samuel Batchison Olfei

Director, DIMC  
Mr. Edwin T. Ayemor

Head, Procurement  
Mr. Adam Alhassan

Head, PDMS  
Mr. Edward Odjidja

UPSA at a Glance

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tr>
<td>Total Staff</td>
<td>462</td>
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<tr>
<td>Faculties/Institutes</td>
<td>8</td>
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<tr>
<td>Departments</td>
<td>6</td>
</tr>
<tr>
<td>Centres of Excellence</td>
<td>4</td>
</tr>
<tr>
<td>Professional Programmes</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Programmes</td>
<td>9</td>
</tr>
<tr>
<td>Undergraduate Programmes</td>
<td>6</td>
</tr>
<tr>
<td>Diploma Programmes</td>
<td>5</td>
</tr>
<tr>
<td>2015 Total Programmes</td>
<td>26</td>
</tr>
<tr>
<td>2014 ACBSP Global Average</td>
<td>51.29</td>
</tr>
<tr>
<td>2014 ACBSP UPSA Aggregate</td>
<td>51.93</td>
</tr>
<tr>
<td>2015 Total Students (Approx.)</td>
<td>12000</td>
</tr>
</tbody>
</table>
From a modest beginning as a private tuition provider over 50 years ago, we have grown to become the foremost provider of professional and business education in Ghana. We enjoy not only a national presence, but global recognition as experts in professional studies.

**INTELLECTUAL & PROFESSIONAL TRAINING**

UPSA has the rare distinction of educating some of the best leaders and professionals in Ghana who provide critical leadership and expertise in such diverse fields as accounting, insurance, manufacturing, banking & finance, marketing, management, nongovernmental organisations and the public sector.

Today, the University is taking professional education to an even higher pedestal. The world is rapidly changing and graduates with mere theoretical foundation can hardly find a space in it. As the evidence shows, a uniform blend of scholarship with professionalism will not only equip students with the fundamental basis of knowledge but also train them to think critically and creatively - in order to grapple with the real complexities of work and life.
LEADING EDGE FACULTY

The UPSA Faculty consists of internationally recognised scholars, seasoned chartered professionals, specialist researchers and adjunct lecturers from Industry. Building on their professional experience of integrating theoretical knowledge with real-world application, many of the faculty members work as consultants to business, MDAs, industry and civil society.

The diversity of faculty expertise from academia, business, industry and civil society contributes to ever-refining curricula that are relevant and rigorous. Besides the scholastic and professional training, students also benefit from faculty members’ involvement and first-hand exposure to the deep-seated issues and debates that shape today’s fast-paced and ever-changing world.

GLOBAL EDUCATIONAL ADVANTAGE

The globe is gradually becoming one big marketplace. It is not uncommon for professionals to work with governments, organisations and institutions beyond their home country. Educationalists are thus, continually confronted with creating a balance between curricula that are locally relevant but have wider global appeal. Within the precarious global economic environment graduates must work, conventional university education limits global academic and career opportunities.

Needless to say, UPSA has become a benchmark for teaching educational curricula that have local content with global perspectives. The University is the first in Sub Saharan Africa to be awarded ACBSP accreditation. And for over five decades, most of the top-notch professionals in Ghana with globally recognised professional credentials such as ACCA, ICAG, CIM, CIMA and ICS were tutored at UPSA. In every aspect of the teaching experience, the University strives to guide students to think global and act local.

COMMUNITY INVOLVEMENT & SUPPORT

The most successful graduates today do not only have solid grounding in their specialty areas, but are also adept at using the power of community to advance their personal and professional careers. Community Involvement & Support is consistent with UPSA’s key values of Integrity, Respect and Service.

Each year, the University hosts programmes that engage stakeholders from both the local community and national level. Through these efforts, students have the opportunity of developing invaluable leadership, communication and team-building skills for different settings and situations.
Our Faculty

Prof. Albert Puni
Dean, Faculty of Management Studies

Education: ACIS (UK), MSc (South Bank), DBA (SMC)
Specialty: Corporate Governance & Firm Performance, Board Suitability & Evaluation, Leadership Style and Business Ethics.

Experience: An executive consultant, Chartered Secretary of ICSA (UK), Certified Training Expert of the Commonwealth Distance Learning and Organisational Strategic Analyst. Prior to joining the University, he was the Project Coordinator of Connect Community & Hospital Services and Bromley Primary Care Trust, Trent NHS Trust and General Manager of Assene Household Enamelware Ltd (UK). Served as Consultant to numerous SMEs in Ghana - Dynasty Chinese Restaurant, Assene Pharma, Great Wall Import & Export Company and Rantra Spares. Helped to develop various academic programmes for the University including MBA Corporate Governance, MSc Leadership, MPhil Leadership and MBA Internal Auditing. A board member of UPSA and Biblica (Ghana).

Prof. (Mrs.) Goski B. Alabi
Dean, Centre for Int. Education & Collaboration

Education: Dip (Ed.) BSc (Cape Coast), MPhil (Ghana), DBA (SMC), PhD (Nicaragua) ACMl, MCGI
Specialty: Higher Education, Leadership, Total Quality Management, Research


Dr. Charles Bannor
Dean, Faculty of Accounting & Finance

Education: BSc (Ghana), ASCPA, MBA (Canberra), PhD (Walden)
Specialty: Financial Management, Corporate Finance, Accounting, Strategic Management, Policy & Organisational Dynamics

Experience: A scholar-practitioner with across-the-board leadership and professional expertise including membership in the University Council, President of UPSA UTAG, Certified Commonwealth Distance Learning Expert and Organisational Strategic Analyst. Served a three-year stint with the University of Canberra as Adjunct Tutor in International Finance, Strategy & Portfolio Management & Analysis before appointment to UPSA in 2006. Played a key role in curriculum development at the University including Bsc. Banking & Finance, MBA Accounting & Finance, MBA Petroleum Accounting & Finance and BSc Actuarial Science programmes. Served as the founding Head of Banking & Finance Department in 2007. A former Scrabbles champion.

Mr. Godwin Adagewine
Dean, Faculty of IT & Communications Studies

Education: LLB (Ghana), BL (Ghana Law School), LLM (Ghana)
Specialty: Labour Law, Company Law, Oil & Gas Law, Administrative Law, Business Law.

Experience: Head of Law Section of UPSA since 2005. Worked with the Dean of Faculty of Communications Studies for accreditation to run the Bachelor’s Degree in Public Relations Management. Led efforts to develop the Content & Structure of Law Courses offered in the University in line with regulatory requirements of the National Accreditation Board. Serves on various Committees including Executive Committee, Academic Board, Tender Committee, Students’ Affairs Committees and Examinations Committee. Author of a number of books in Business Law, Labour Law, Company & Partnership Law. First Coordinator of the Weekend School in 2009.

Dr. Gerald Dapaah-Gyamfi
Dean, Distance Learning & Weekend School

Education: FCIS (UK), MSc (Manchester), PhD (Phoenix)
Specialty: Management, Corporate Secretariship, Insurance

Experience: Fellow of Institute of Chartered Secretaries & Administrators (ICSA), UK. Lectures in Operations Management, Risk Management & Insurance. Served as the Dean of Management Faculty from 2006 to 2011. Owner of Geraldo Travel & Tours in Accra. Former proprietor of ICSA Study Centre, Accra from 1998 to 2010. Regular participant in many international conferences and workshops including events jointly organised by International Police Executive Symposium and United Nations. Author of a number of refereed articles, books and journals of both local and international circulation.
Dr. John Kwaku Mensah Mawuto  
Dean, School of Graduate Studies

Education: CA (ICAG), MBA (Ghana), DBA (SMC), PhD (Nicaragua)
Specialty: Accounting, Cost Accounting, Management Accounting, Financial Management, Practical Entrepreneurialism
Experience: A Chartered Accountant, senior lecturer and consultant in finance and accountancy. Serves on numerous executive boards in higher education, the private sector and civil society including: President of UPSA Alumni Association, member of the UPSA Governing Board, GET Fund and Abokobi Area Rural Bank; Hall Tutor of Opoku Ampomah Hall, Elder & District Financial Secretary of the Church of Pentecost and Treasurer of Consumer Advocacy Group. Author of over eighteen articles in Finance & Accountancy and a regular participant in international conferences. Served as a Teaching Assistant at the University in 2005 before being appointed as a Tutor in 2008 and a Full Time Lecturer in 2010.

Mr. Mawuli Feglo  
Dean of Students

Education: BA (KNUST), PGD MA (Ghana), MCIMG (PhD candidate, UGSM Monarch Business School)
Specialty: Economics, Marketing
Experience: Lecturer in Marketing at the University since 2006. Served as Head of Marketing Unit from 2005 to 2006. Author of a number of publications on Foreign Direct Investment, Tax and Economy of Ghana. A former Adjunct Lecturer in Management Information for Marketing Decisions at Central University College. Served as a Research Assistant of the Institute of Economic Affairs from 2001 to 2004. A former Lecturer in Effective Management for Marketing at the Ghana School of Marketing. Served as the Deputy Regional Budget Analyst of Ministry of Finance at Nkoranza District Assembly from 1994 to 1998.

Mrs. Helen Akorful  
Dean of Evening School

Education: ACIS (UK), EMBA (Ghana), CPA (Ghana) (PhD candidate, SMC; Switzerland)
Specialty: Entrepreneurship, Public Administration

Mr. Stephen T. Akrobor  
Director, IPS

Education: CA (Ghana), MSc (CUBS, London) (PhD candidate, SMC, Switzerland)
Specialty: Accounting, Management Accounting, Auditing, Finance
Experience: A Chartered Accountant, administrator, seasoned lecturer and curriculum developer with extensive experience across academia and industry. An examiner in Auditing for ICAG since 1991. A member of the committees that drew the University’s MSc in Auditing & Accounting, MBA in Petroleum Accounting & Finance and BSc in Banking & Finance programmes. Served in various leadership positions of the University including Pro-Vice-Chancellor [2012], Pro-Rector [2009- 2012] and Dean of the Faculty of Accounting & Finance [2005-2008]. Head of Accounting Department at Accra Polytechnic from 1994 to 2000. Served as Assistant Audit Manager at State Enterprise Audit Corporation from 1994 to 1996.
The UPSA Experience

- Office of the Dean of Students
- Students’ Governance
- Financial Aid
- Support Services

THE EXPERIENCE

The UPSA experience is unlike any other. As a pre-eminent provider of Business and Professional Education, UPSA offers a supportive organisational culture that nurtures students to participate and provide leadership in any professional field of endeavour, pursue academic excellence in academia or move innovative ideas into reality.

The student experience is continually shaped by the robust teaching provision offered through the various faculties, support services and offices. On top of the rigorous training in knowledge acquisition and application, the University also extends the learning experience beyond the classroom for uniform academic and professional development.

Learning beyond the classroom typically involves carefully planned internships and practical attachments, helpful counselling, vibrant student governance and myriad of extra-curricular activities. These experiences encourage students to hone their skills, explore new interests, think critically, contribute meaningfully in a team and learn to give back to society.

An opportunity to hone your skills
The Office of the Dean of Students provides counselling and information for students, administers the academic student disciplinary system and student grievance procedures, and assists in the academic programme development. The Dean works in close collaboration with the Student Services Unit, the Academic Affairs Directorate, Counselling Unit and the Students Representative Council (SRC).

Counselling Unit
Mr. Stephen Acheampong, Head
Rooms 22 & 24, Admin Block SW

The Counselling Unit is part of the University Students Service. The Unit aims at enabling students to achieve their academic and personal goals by providing confidential counselling and support. Counselling services available at the Unit include:

- Academic/Career Counselling
- Personal-Social Counselling
- Marriage and Family Counselling
- Group Counselling
- Referral to other services
- Organisation of Workshops, Seminars and Talk Sessions.
- Research on relevant Counselling issues.

Gender Unit
Mrs. Patience Araba Mba, Head
Room 17, Admin Block SW

The Gender Unit supports female students in their effort towards successful completion of their studies. Aside its central aim of providing gender related services to students, the Gender Unit is concerned with gender based issues such as:

- Pregnancy and examinations
- Harassments, drug and substance abuse
- Discrimination
- Sexual assault, rape or attempted rape cases
- Bullying
- Psychological harassment
- Stalking
- Intimidation and any other form of violence against women.
Halls of Residence/Accommodation

The University has residential facilities for students. Students are affiliated to the University’s four residence halls: Opoku Ampomah, Nelson Mandela, Liberty and Yaa Asantewaa. A number of private hostels can also be found within close proximity to the University Campus that caters for varying accommodation standards and budgets.

UPSA HOSTEL
A HOME CLOSE FOR YOUR ACADEMIC SUCCESS
The Student Representative Council (SRC) of UPSA provides the platform where students can air out their grievances and concerns to Management of the University by serving as the mouthpiece of the entire student body. The SRC also provides the forum for the formulation of students’ opinion on all matters of concern to the University with special reference to educational reforms. In addition, the SRC pursues policies and programmes that are necessary for the attainment of academic, social and professional standards of the University.

The Voice of students

Graduate Students Association Of Ghana [GRASAG]

The Graduate Students Association of Ghana (UPSA Branch) is the official representative organ of graduate students of the University. An elected executive team, GRASAG is dedicated to working with the University Leadership in enhancing the quality of graduate life at the University. In addition to serving as the platform for channeling graduate student grievances and complaints; GRASAG also serves as the hub for organizing graduate student activities and programmes. Upon admission to the University, a graduate student becomes a full (regular) member of GRASAG.

Some Management Team members with SRC executives.
University Library

Dedicated to supporting the University’s mission of producing scholars and professionals, the UPSA Library offers a unique collection of a balanced blend of both academic and professional reading and research materials. To enable it play the very important role in the academic life on campus, the Library has been segmented into two branches which perform similar functions but in different locations. The main library which is designated for undergraduate and post graduate students as well as lectures is located on the first floor of the old Administration/Library Block. The post graduate library, which is designated for postgraduate students as well as lecturers, is located on the Graduate Floor of the Old Lecture block.
Collections
Besides the Library’s large collection of printed materials which have been shelved according to the Library of Congress Classification scheme, the library has an electronic library unit that stocks very large volumes of electronic journals, databases as well as electronic books which users access for research purposes.

Print Collection
The UPSA Library’s print collection currently consist of books on Law, Banking and Finance, Marketing, Management, Business Administration, Information Technology and Accounting. Also included in its collection are books on various professional courses such as CIMA, ACCA, ICSA, CIM as well as ICAG, which the University provides tuition for candidates pursuing such courses.

Electronic Collection
The Electronic Support Unit of the Library has large volumes of e-books, e-journals and databases available to students for research purposes. There are also information materials on CDs which students are able to access on the computers available at the Electronic Support Unit. The electronic library has been extended beyond the walls of the University; thereby making it possible for students outside the University campus to access, using their Student Identification log in information.

Reference Materials
Among the reference materials available in the Library include:
- Past Question Papers
- CDs
- Encyclopaedias and world books
- General and subject based dictionaries
- Revision kits for professional books
- Newsletters

Local Publications & Dissertation
A number of publications from both public and private institutions and individuals can be found in the Library’s collection. A collection of dissertations have also been put on the Library’s shelves for viewing on a reference only basis in the Library.

Library Services
- Charging and Discharging Services
- Reference and Research Services
- Photocopy Services
- Binding Services
- Library use orientation services
- Electronic Search Services

Facilities
- Computers to support internet and electronic searches
- Scanner
- Printers
- Photocopy machines
- Online Public Access Catalogue - OPAC

Library Regulations

[A] Hours of Opening
Semester Time
Mondays to Fridays 8:00am – 10pm
Saturdays 9:00am – 9:00pm
Public Holidays Closed

Vacation Period
Mondays to Fridays 8:30 am-4:30 pm
Saturdays 9:00 am-9:00 pm
Public Holidays Closed

[B] Loan of Books
Any book may be borrowed except the following:
- Books marked REFERENCE
- Newspapers

[C] Borrowing
- To be able to borrow a book, one must register with the Library
- A student may borrow one book for two weeks, renewable only once during the semester.
- No borrowing is allowed during vacation.
- Borrowing and /or returning of books shall stop an hour before the official closing time.
- Senior Members may borrow up to four [4] books for four [4] weeks. However, a book may be recalled after two weeks if the circumstances of the Library so demand.

[D] Care of Books
- All Library materials should be treated with the care they deserve
- No book is to be written in, cut or damaged in any way. Any defect or damage should be reported to the Library staff immediately.
- Readers and borrowers shall be held responsible for any loss or damage to a book(s) plus a service charge not less than Ten Ghana Cedis (10.00) per item.
- Borrowers should report to the Librarian immediately the loss of any item and if not found, the borrowers shall pay the assessed cost of the item.

[E] General Rules
1. All students should register with the Library at the beginning of their programme.
2. All readers must enter and exit the Library through the approved door.
3. Silence should be observed at all times within the Library and its precincts
4. Group discussion as well as chatting is not allowed within the Library
5. Smoking is forbidden in all parts of the Library
6. No kind of food is allowed in any part of the Library. This includes toffees, fruits, candies, water etc.
7. Gowns, raincoats, umbrellas, bags, cameras, scanners, tape recorders, etc. must be deposited on the shelf provided for them and a tag collected for each item. However, such items are deposited at owner's own risk. The Library disclaims responsibility for any loss or damage to any item so deposited.

8. Mobile phones should not be used in the Library; they should be switched off.

9. Wearing of hats and caps in the Library is strictly not allowed.

10. Readers must submit all books, files and bags for inspection when leaving the Library.

11. Books consulted should be left on the tables, readers should not re-shelve them.

12. No seat shall be reserved by or for any reader; any seat(s) so reserved shall be cleared by Library staff for use of others.

13. Firearms and other offensive weapons are not allowed into the Library.

14. All borrowed books shall be returned by the last day of semester.

15. Orderly conduct must be maintained at all times in all parts of the Library.

16. Unlawful acquisition of Library materials, i.e. attempted stealing, shall be subject to appropriate sanctions.

17. No one should write in or deface any Library book. Any offender will face a severe penalty.

18. It is an offence to cut page(s), write in or cancel any print in a book.

19. It is forbidden to write on, cancel or remove Library notice and circulars.

20. Students shall discharge all obligations to the Library before:
   a. Examination fees are refunded for professional students
   b. The commencement of any semester examination.

[G] Offences and Sanctions

The following shall constitute Library offences:

- Failure to return borrowed book(s) and related materials on the due date.

Sanction: Offenders shall be liable to the payment of the stipulated overdue fine of GHC 10.00 plus loss of borrowing rights till the books are returned.

[H] How to borrow a Book

- A student takes book(s) he or she intends borrowing to the Lending/Circulation counter and fill the borrower's form. Such a book should have a date due slip on the last page, and should not be marked REFERENCE. Books without date due slips are not for borrowing.

- All registered users of the Library may borrow just one book for two weeks, renewable only once. A student fills a borrowers form each time a book is taken out. The Library Assistant on duty will examine the accuracy of the information provided. Then he or she will stamp the date you are to return the book on date due slip and hand the book back to you. You must return the book before or on that date or pay overdue fine.

- A final year student may in addition, borrow one book from the REFERENCE collection during the second semester of the final year semester of their course. Such REFERENCE books may be borrowed between 3:00-4:00pm on Friday and returned by 8:30 am on the following Monday morning.

[I] Return of Books

On or before the due date, the student should take the book borrowed to the counter and show it to the staff on duty. The borrower's slip filled will be retrieved and the original given to the student as evidence that the book has been returned. Students must note that as long as this original remains in the records, they remain responsible for the particular book.
The University has state-of-the-art Data Processing Centre that uses student database software. The software performs three functions:

- Registration of Students
- Processing of Examination Results
- Transcript Generation

There is also a modern laboratory that caters for the training and research needs of students and lecturers. In addition, there is an Internet Café on campus to facilitate student research and other academic needs.

Note: Information Technology plays a vital role in achieving various programme/course objectives. For this reason, all students are required to own Laptop Computers for their academic work. At any point during their course of study, students may be asked to use their Laptop Computers during lecture and tutorial sessions or for other academic activities.

The University Food Court is the primary eating facility for students. Operated by private service providers and regulated by the University, the food court offers decent meals at affordable prices. Students may choose from Ghanaian cuisine or international choices, snacks and drinks. A variety of different food options, beverages and snacks is also offered by the Senior Members’ Club House & Snack Bar.

The University Clinic, located at the North Eastern part of campus is equipped with modern health facilities [including ambulance] for emergencies under the care of a Medical Director and Principal Medical Officer. The University Clinic, which caters for the health needs of both staff and students, provides general medical care, counselling and laboratory examinations. Other health facilities within close proximity to the University include the University of Ghana Hospital and the 37 Military Hospital.

The Students Services Unit provides administrative support for students in the areas of issuing Introductory Letters, Attestation, endorsement of forms for students etc. The Unit provides general information for both current and past students and interprets provisions in the Students’ Handbook. The Unit also assist students to access private hostels.

The University does not give financial assistance to its students. However, the University through the Student Services Unit facilitates the accessing of the student loan by students. The Student Loan Trust Fund (SLTF) is a government agency charged with the responsibility of granting loan to students at the various tertiary institutions. The Unit explains to applicants the processes involved in accessing the loan.

Procedure for Accessing Students Loans from the Students Loans Trust Fund

- Applicant must be a registered student of the University
- Applicant must get someone who has contributed to SSNIT for 5 years and above, to serve as a guarantor
- Applicant will fill a form online by going to SLTF website www.sltf.ghan.org
- He or she will then download two forms: one for the guarantor and the other for the appropriate official of the University to endorse for him or her.
- Applicant must obtain e-zwich card by contacting an appropriate bank for the card.
- Applicant must register with SSNIT for a number
- The amount per an academic year ranges between GH¢250 - GH¢1050 and the exact amount is determined by SLTF based on your needs by assessing or analysing the information you provided
- The amount so determined would be divided into two and qualified students receives 50% each semester
- The student will take the loan yearly for the period that he/she will be in school
- The total amount will attract interest and the student will have to pay back the loan with the interest after completion of school.
- There is a representative from Students Loan Trust Fund, stationed at AB9 on UPSA campus, to guide applicants in accessing the loan.
- The Unit also provides administrative services to students seeking financial assistance from both individual philanthropists, District Assemblies, MPs, NGO’s and other corporate bodies.

The UPSA Campus Branch of Access Bank, located behind the Central Administration Block, provides general and customised banking services for the University Community and the general public. The Bank is open for business every day except holidays and weekends. The Bank welcomes all forms of payments and transactions from both students and staff.
The mission of the Business Development Centre (BDC) is to provide education, training and entrepreneurial skill development opportunities to assist businesses, public entities and community organisations in Ghana to succeed.

As the commercial wing of UPSA, it is responsible for the development and efficient management of the commercial programmes/services of the University with the view of enhancing its internal revenue generation (IGF) capacity. The University considers IGF as key to sustainability as it pursues ambitious agenda of massive and continuous infrastructural development.

The BDC plays a leading role in the revenue mobilization drive of the University through the design of innovative educational programmes/services aimed at assisting its target market to grow. Its academic and professional educational programmes are targeted at a market aspiring for career enhancement whilst at the same time engaging in income-earning activities. The Centre relies on the collaborative partnership of the University’s Faculty and external Business Practitioners and Consultants in delivering excellent business solutions at a cost that creates value for its large clientele drawn from government agencies, mining, manufacturing, service industry, academia, professional and community groups.

The BDC’s teams of Experts are professionals with extensive knowledge and practical skills in socio-economic research, marketing, leadership, corporate governance, accounting, finance, auditing, information technology, project management, business development, human resource management, and development management. With this expertise at its disposal, the Centre is well positioned to provide tools that help organisations to become successful.

Established in 2005, the Industrial Relations Unit (IRU) is mandated to advocate for stronger relations with Industries, Professional Institutions Associations and similar bodies in Academia. The Unit also deals with students’ Internships/Practical Attachment needs and other related manpower issues of the University.

Functions of the IRU

1. Internship / Practical Attachment Training Management

The University’s Administration, as part of its academic requirements, places students with various business houses and firms for a minimum period of two (2) months to enable them obtain practical industrial experience in their respective fields of training during the long vacation. Internship/Training is organised for students as follows:

- At the end of level 100 for tertiary diploma students
- At the end of level 300 for undergraduate students
- Students of professional programmes
- Undergraduate and Tertiary Diploma Students’ internships are on scoring basis whilst those of Professional Students’ are non-scoring.
- All students are expected to submit a written report after the internship period.
- Scoring Internship Reports are assessed by qualified assessors and marks are awarded to meet the required credit hours.
- Non-scoring Internship Reports are kept in the student’s personal files for future reference.
Sports Department

Mr. Ali Ibrahim, Principal Coach
Business Development Block

Vision
To use sports and games to make Staff and Students physical fit mentally alert, socially wholesome and emotionally sound individuals.

Mission
• To provide and make available sports facilities and equipment to Staff and Students for recreational purpose.
• To provide opportunities for sports men and women to develop their skills to an excellent level.
• To create a link with the security services to help very good sports men and women gain employment after completing their programmes on campus.
• To sustain the interest of Staff and Students in sports activities.

Aims & Objectives
• Train students to compete in all disciplines during Intra and Inter-Departmental sports and games.
• Provide opportunity to qualified sports men and women during Inter-Departmental sports and games to take part in GUSA games.
• Provide year-round sports activities for Staff and Students.
• Provide opportunities for sports men and women to develop their skills to an excellent level.

Policy for Students Regulating Sports Activities on Campus

1. The use of the basketball, volley ball and tennis courts shall be opened to students of U.P.S.A between the hours of 6:00 am – 10:30 am and 3:30 pm – 6:00 pm on Monday to Friday. On Saturday, the time shall be 5:30 am – 10:30 am and 3:00 pm – 6:30 pm.
2. Sports equipment/supplies such as basketballs, volleyballs, tennis balls, tennis rackets, stop watches, table tennis board/stands etc. shall be signed for, in the inventory book by a student leader before delivery and signed again on returned of equipment/supplies.
3. Any student who wilfully or negligently causes damage to the sports facilities, equipment and supplies will pay for such damage or buy the same type of equipment/supplies damaged.
4. Littering the facility, smoking, drinking of alcoholic beverages, use of illegal drugs, excessive noise making, fighting, use of abusive language are not permitted within the sports facilities. The principal coach reserves the right to suspend any student who goes contrary to this rule for a period of one month.
5. For the safety of students, appropriate trainers/shoes shall be worn at all times. Students are advised to wear suitable clothing and protective devices at all times as a pre-requisite for sports performance/training.
6. Hall tutors and sports sub-committees of the different halls shall be responsible for the training and selection of sports men and women for Inter-hall games/athletics competition. Those who gain qualification into the University’s sports team shall be trained by qualified technical team headed by the principal coach. Training schedules shall be designed for the use of the sports facilities at the hall level.
7. Students shall be responsible for the safe keeping of their valuable items such as jewellery, mobile phones, cash etc. The University shall not be liable for the lost of such items within the sports facilities.
8. Students are prohibited from using senior members training facilities such as the gymnasium, massage parlour, tennis court, lounge, changing room, viewing terrace, snooker and offices. Nevertheless, students who qualify to compete for the University shall be allowed to use the gymnasium under the strict supervision of the principal coach.
9. Students with special health problems such as asthma, diabetes etc should declare their status for the appropriate work out schedules designed for them.
10. Students would be required to produce identification before allowed the usage of the sports facilities.
11. Sports sub-committee of the halls shall be responsible for the First Aid box to attend to minor injuries during training sessions. Major injuries shall be referred to the University’s clinic and the cost charged to the hall.
12. Sports sub-committee of the halls shall be responsible for the procurement of sport equipment / supplies needed for training prior to sports competitions.
13. The Dean of Students/Heads of Department shall be adequately informed in a written letter to exempt sports men/women representing the University at major sports festivals from quiz and assignments and to organise special quiz and assignment at a later date to be decided by the lecturer.
Located in South Eastern Ghana, the Greater Accra Region is a hub of national activity. Hosting Ghana’s capital - Accra, the region is a major economic destination with business and transportation connections across the globe. For centuries, Greater Accra has attracted not only a wide variety of ethnic groups from other parts of Ghana but also migrant families of European, Brazilian, Sierra Leonean and Nigerian descent. Despite this multi-ethnic population demographic, the region remains the homeland of the indigenous Ga and Dangme people.

In the ancient migratory journey of the Ga-Dangme or Blema Gbefaa narratives, the Ga-Dangme trace their history from ancient Middle East with sojourns through East Africa to their present home. The Gás [Gamei] and Dangmes [Dangmeli] are considered as twin ethnic group with common ancestry, historical, cultural and religious beliefs. Whereas the Ga and Dangme languages are closely related, they are not mutually intelligible and scholars consider Dangme to be closer to the original Proto-Ga-Dangme than Ga. Thus, it is relatively easier for a Dangme to understand Ga than a Ga to understand Dangme.

Geographically, the Ga-Dangmes are bounded to the South by the Gulf of Guinea and share boundaries with Fantes [West], Akwapemns [North] and Ewes [East]. Dangmes live in an area of land that stretches from Kpong to Ada, on the Volta and inland the Volta. The traditional areas of Dangme include: Ada, Ningo [Nugo], Prampram [Gbogbila], Se [Shai], Yilo Krobo, Manya Krobo and Osudoku. The land of Ga is made up of six principal towns – Ga Mashi (Central Accra), Osu (Christiansborg), La (Labadi), Teshie, Nungua and Terna. Each of these towns has several aklowai [villages] founded by Ga gbobiloi [hunters], akwafio [farmers] and wolomei [fishermen].

Centuries before the Europeans came to what was called the Gold Coast in 1471, Ga-Dangme civilization was flourishing in the Accra plains. Se [Shai] was renowned for its excellent pottery and the meadows of Ningo and Prampam were noted for raising livestock. Salt – a scarce commodity was sourced from the Kpeshi, Sakumo, Korle, Sango and Mokwe lagoons to augment the salt deficit of inland states which depended on salt from Daboya [Northern Region]. In spite of the absence of modern technology, the ancient Ga-Dangme blacksmiths smelted iron from the opipo stone from which hoes, cutlasses, fishing hooks and other iron implements were manufactured.

Due to its strategic coastal location with access routes to the inland regions, Greater Accra has historically served as a trading centre. In colonial times, traders crisscrossed the vast savannah and forest regions to exchange various wares for European goods at Abonse, Akuse, Dodowa, Prampram, Ada and Accra. As a result, trade rivalries and conflicts were common amongst European and African parties. Nevertheless, the indigenous Ga-Dangmes who acted as middlemen and translators developed a capacity for absorbing immigrants, many of whom later formed clans and assumed Ga-Dangme identity. Thus, the centuries of trade contacts and cross-ethnic influences that were fostered by migration and intermarriages have shaped Greater Accra to become not only an economic hub but also a melting pot of multi-ethnic harmony.
Accra

Accra – the capital of Ghana is one of the most fascinating and rapidly expanding cities on the West African coast. As a regional hub of business, finance, politics, tourism and entertainment, the city is often referred to as the gateway to the West Africa sub region.

Founded by the Ga-Dangme people, Accra dates back to the 14th century. The 17th and 18th centuries saw Accra becoming the focus of intense inter African and European trade activities initially in kola nut, gold and ivory and later on slaves. The numerous forts dotted along the city’s coastline are a visible reminder of its role in the trans-Atlantic slave trade.

Following the relocation of Cape Coast – the capital of the erstwhile British colony of Gold Coast to Accra in 1877, its prominence grew rapidly and was later to influence colonial policies, higher education, protestations for Ghana’s independence, Pan-Africanism, sports and entertainment. Today, Accra is a multicultural metropolis drawing traders, immigrants, students, politicians, diplomats and celebrities from every corner of the African continent.

Like many global cities, Accra is marked by contrasts. Consistently ranked as low crime destination with some of the most affluent neighbourhoods in Africa, the city has to contend with perennial floods, street hawking and water and sanitation challenges. The impact of living in Accra amidst these contrasts therefore adds to the overall educational experience.

Fascinating names of suburbs in Accra

Many place-names in Accra were influenced by the geo-physical features of the land such as dzor [valley], gon [hill] and te [rock/stone].

- Dzorwulu: Big/Deep Valley
- Faase: Beyond the river
- Legon: Hill of knowledge [Nile gon]
- Tesano: On top of the rock
- Teshie: Beneath/Under the rock
- Kaneshie: Under the lamp [It started as a night market]
- Korle Gomno: Korle’s hill
- Odawna: The banks of the Odaw river
Ga-Dangmes hold the importance of moral values in very high esteem. They consider honesty, industry and truthfulness as the ideal social behaviour. Ga-Dangme elders in particular encourage their young ones to cultivate high moral values such as tsuishito [patience], bule [respect] hewah [courage], hekah [fighting spirit] and wadzemo [support or lend a helping hand]. A person who adheres to the high moral order will be rewarded with long life and fruitfulness as reflected in the aphorism: eke edin ba, eke eyen aya – he came [born] with black [hair]; he shall return [die] with grey [hair].

At the heart of Ga-Dangme culture is explicit belief in the Almighty God who is referred to as Nyonmo or Nyon-gbo [he who created or carved from the deep night]. Nyon-gbo who is omnipotent created Nwei [sky/heaven], Shipkon [earth], Nsho [oceans], Koo [forest] and all other earthly and heavenly creations. So central is Nyon-gbo to Ga-Dangmes such that he is inseparable from their beliefs, standards of behaviour, reward and punishment systems. Mediating between Nyon-gbo and the people is the wulomo or wo-lee-mo [he who knows the future]. Mostly dressed in pure white calico, the wulomo guides the social and religious activities of people in his jurisdiction.

**Ga-Dangme Traditional Calendar**

The ancient Ga-Dangmes developed a yearly calendar system that took into consideration weather patterns, the phases of the moon and constellation of stars. Farming, fishing, religious and social activities were based on the year-long calendar.

### English Ga Characteristics

<table>
<thead>
<tr>
<th>English</th>
<th>Ga</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Ahalabata</td>
<td>Dry.</td>
</tr>
<tr>
<td>February</td>
<td>Oflor</td>
<td>Appearance of beautiful flowers, sunny and rainy.</td>
</tr>
<tr>
<td>March</td>
<td>Otsoklikli</td>
<td>Sunny and hot.</td>
</tr>
<tr>
<td>April</td>
<td>Abeibee</td>
<td>Planting season with rapid growth of foliage. Very windy.</td>
</tr>
<tr>
<td>May</td>
<td>Agbienaa</td>
<td>Rainy season. Good catch for fishermen.</td>
</tr>
<tr>
<td>June</td>
<td>Otukwadzan</td>
<td>Appearance of many stars.</td>
</tr>
<tr>
<td>July</td>
<td>Maawe</td>
<td>Major fish harvest season as sea becomes much colder.</td>
</tr>
<tr>
<td>August</td>
<td>Manyawale</td>
<td>Crop harvest season. Beginning of Ga Mashi Homowo to be followed by rest of Ga-Dangme.</td>
</tr>
<tr>
<td>September</td>
<td>Gbo</td>
<td>Rainy. Beginning of the Ga-Dangme calendar year.</td>
</tr>
<tr>
<td>October</td>
<td>Anton</td>
<td>Appearance of a big star surrounded by three small stars.</td>
</tr>
<tr>
<td>November</td>
<td>Alemle</td>
<td>Dry winds with sunny/hot periods. Stars are seen in groups.</td>
</tr>
<tr>
<td>December</td>
<td>Afuabee</td>
<td>Very misty.</td>
</tr>
</tbody>
</table>
LIVING & LEARNING IN ACCRA

Living and learning in Accra present opportunities to learn about a variety of cultures and lifestyles from all over Ghana. First-time visitors to Accra are encouraged to familiarise themselves with not only native Ga-Dangme traditions, but also interact with; and learn from the ethnically diverse population of the University community.

Accra combines modern urban lifestyle with laid-back outdoor environment. The city offers a wide range of neighbourhoods, business districts and recreational facilities. There are many eateries, shopping malls, transportation, accommodation and health facilities that range from first class to budget standards.

Throughout the year, the SRC and GRASAG organise various educational, recreational and voluntary activities within and outside the city. UPSA is located just 15 kilometres from the Central Business District of the city.

Living in Accra can be an experience of a lifetime as the region continues to be Ghana’s premier destination for raising scholars, business leaders, politicians, sports professionals and artists. It is of little wonder then, why Ghana’s finest business owners, politicians, civil servants, scholars and celebrities were either raised in Greater Accra or later moved into the region to hone their skills.

Places of Interest

- The Independence Square
- Kwame Nkrumah Memorial Park
- The National Museum
- Christiansborg Castle
- WEB Dubois Memorial Centre for Pan African Culture
- Ga Mashi (Old Accra)
- Accra Central
- George Padmore Research Library on African Affairs
- Accra Art Centre
- Marina & Accra Shopping malls
- La, Bojo, Kokrobite & Ada beaches
- Shai Hills Resource Reserve

Did you know?

- The people of Ada celebrate Asafotufiami, Se [Shai] Osudoku celebrate Ngmayem and the Gas celebrate Homowo.
- The Dangme proverb: Ke godotse ke o bo, o a fiewe e se [if a mad man snatches your cover cloth from you, you do not follow him naked to retrieve it] implies – you must avoid hasty actions that will show that you are foolish. One must be patient in taking decisions.
- The symbol of the antelope standing on top of an elephant is a proverbial Ga state symbol, meaning the top is reached by wisdom, never by size.
Diploma Programmes

- Diploma in Marketing
- Diploma in Management
- Diploma in Accounting
- Diploma in Public Relations
- Diploma in Information Technology Management

INTRODUCTION

In line with the tenets of the UPSA Act, 1999 (Act 566) to promote tertiary education leading to the award of Certificates, Diplomas, and Degrees, the University introduced tertiary Diploma programmes in Management, Marketing, Accounting and Public Relations Management in August 2008. Diploma in Information Technology Management was introduced in 2013. The programmes are specially designed to meet the middle level manpower needs of the public and private sector of the economy.

ACCREDITATION

The Diploma Programmes of UPSA have been accredited by the National Accreditation Board (NAB).

DURATION

The Diploma Programmes take a minimum of four (4) semesters and maximum of eight (8) semesters. The minimum and maximum periods are calculated from the date of first registration.

CODING & NUMBERING OF COURSES

- The entire Diploma Courses have letter and number codes beginning with four letters and followed by three digits.
- Three sets of four chosen letters namely, “PDBA”, “PDPR” and “PDIM” are used to represent “Professional Diploma in Business Administration”, “Professional Diploma in Public Relations Management” and “Professional Diploma in Information Management” respectively.
- The third digit in the number code is defined as odd number for a course offered in the First Semester and even number for a course offered in the Second Semester. Zero stands for a Course offered in both the First and Second Semester.
- Level 100 Courses range from 101 to 126 whereas that of Level 200 ranges from 201 to 248.

MINIMUM & MAXIMUM WORKLOADS

A full-time Diploma student shall be required to carry a minimum workload of fifteen (15) credits and a maximum of twenty one (21) credits per Semester. Under normal circumstances, students shall not be allowed to enroll for less than the required minimum Credits except if it is to satisfy Faculty and University requirements.

QUALIFICATION FOR AWARD OF DIPLOMA

[A] Requirements

To qualify for an award of the University’s Diploma, a student must take all the courses totalling seventy-two (72) credits (maximum) and obtain a CGPA of at least 1.50 for 2010/2011 entrants and a CGPA of at least 1.00 for 2011/2012 and subsequent entrants. A student must pass in each subject. The pass mark in an individual subject is forty percent (40%). The student in addition must have discharged all obligations owed the University and the Faculty/Department as may be prescribed in respect of the Diploma.

[B] Graduation

The Diploma appropriately designated shall be awarded to a student who has been properly admitted to the Diploma programme of the University, followed the prescribed course of study over the period as well as fulfilled all the requirements pertaining to the programme and obtained a minimum of sixty (60) credits and a CGPA of at least 1.50 (old grading system) and 1.00 (new grading system).

[C] Cancellation

A UPSA Diploma conferred on a student may be cancelled at any time even with retrospective effect, if it becomes known that the student gained admission with false qualifications, or impersonated someone else, or had been guilty of examination malpractice, or has otherwise conducted him or herself in a manner that is judged to be incompatible with the status of a holder of UPSA Diploma.

LEVEL OF PROGRESSION INTO THE DEGREE PROGRAMME

Students who successfully complete the Diploma Programme and obtain a Cumulative Grade Point Average (CGPA) of 3.00 may be admitted to Level 300 of the relevant Bachelor’s Degree. Students who obtain a CGPA of 2.99 -1.50 in the Diploma Programme may be admitted to Level 200 of the Degree Programme at UPSA or any other recognised University.
Marketing is an organisational function that focuses on analysing the needs and wants of customers and designing matching products. Elements of this function include identifying, selecting and developing a product or service; determining its price, selecting the right distribution channel to reach the customer's place and developing the right promotional strategy. The programme provides a sound foundation in a wide range of Marketing specialty areas such as Marketing Planning, Sales Management, Marketing Research, International Marketing and Brands Management for middle-level career opportunities or further studies.

Management integrates the art and science of providing leadership to plan, coordinate and mobilise human and material resources to achieve defined organisational goals. The programme explores key issues and forces that affect the successful operations of organisations and how to manage them. Elective courses in Level 200 – Risk Management & Insurance, Operations Management, Public Administration, Human Resource Management, Administrative Law, Corporate Governance, Management Accounting and Management Information Systems provide a wide area for specialisation by students who intend to develop careers in Management.

**DIPLOMA IN MARKETING**

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Full Time, Weekend</th>
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<tbody>
<tr>
<td>Duration</td>
<td>4 Sems/ 2 Yrs</td>
</tr>
<tr>
<td>Entry Req’t</td>
<td>See page 203</td>
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**SEMESTER 1**

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<thead>
<tr>
<th>CODE</th>
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<tbody>
<tr>
<td>PDIM 101</td>
<td>Introduction to IT</td>
<td>3</td>
</tr>
<tr>
<td>PDBA 113</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
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**DIPLOMA IN MANAGEMENT**

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Pearl Oyiti-Mensah
Diploma in Management
Level 200

“Two things make UPSA really special – the lecturers and the learning environment. Our lecturers are very approachable and always ready to help. They just don’t lectures students, but they take their time to guide students through their studies and careers. The learning environment here is relaxed and the courses are taught practically, so students can see the connection between theory and the professional field of work and bigger society.”

Accounting is a critical business function that deals with the careful preparation and analysis of financial records. Analysis of financial records involves a methodical process of identifying, analysing, evaluating and communicating the financial activities of an organisation to its primary and secondary stakeholders. The programme does not only tackles the conventional divisions of Accounting [Cost Accounting, Management Accounting, Financial Accounting, Auditing & Taxation] but also draws from related disciplines such as Business Finance, Entrepreneurship and Business Policy & Strategy. Students thus benefit from a well-rounded instruction for advanced studies or careers in Accounting.

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“Studying Management at UPSA has given me a deep insight into the dynamic business environment, how decisions are made and the diverse teams and stakeholders managers must work with to achieve organisational goals or targets. Besides, I have also come to appreciate many management concepts and tools such as the concept of best practice and how it can help a management team or manager to think outside the box to become more proficient.”
Information Technology Management (ITM) is the body of knowledge that employs technology to process and manage information. It embraces the design and application of electronics, computers and software to create, store, manipulate, transmit and retrieve information. The programme equips students with all aspects of ITM including Programming, Web Technologies, Database Management, Networking Development, MIS and Project Management. Practical sessions assist students to develop essential IT skills such as a how to install, upgrade, repair, configure, troubleshoot and maintain PC hardware. In addition, students are also practically trained in enterprise database management systems such as MySql Server, Microsoft Sql Server and Oracle.

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Degree Programmes

- BSc. Accounting
- BSc. Banking and Finance
- BB. Administration
- BSc. Marketing
- BSc. I.T Management
- BA Public Relations Mgmt.

INTRODUCTION

The University offers Degree programmes in Accounting, Marketing, Business Administration, Banking & Finance, Information Technology Management and Public Relations Management. The programmes are specially designed to meet both the academic and professional needs of the public and private sector of the economy. The curricula places considerable emphasis on the development and use of analytical skills in problem solving, decision making and implementation.

ACCREDITATION

The Degree Programmes of UPSA have been accredited by the National Accreditation Board [NAB].

FACULTIES

The academic functions of the Degree Programmes are centred on the following three faculties each of which is headed by a Dean.

- Faculty of Accounting & Finance
- Faculty of Management Studies
- Faculty of Information Technology & Communications Studies

[a] Faculty/Departmental Requirements

The Faculties/Departments require that all candidates satisfy all general entry requirements.

CODING AND NUMBERING OF PROGRAMMES

- All Degree Programmes have letter and number codes beginning with four letters and followed by three-digits.
- The letters of the programmes are as follows.
  - BGEC – Bachelor General Education Course
  - BCPC – Bachelor Common Professional Components
  - BBBA – Bachelor Business Administration
  - BMKT – Bachelor Marketing
  - BBAF – Bachelor Banking and Finance Courses
  - BACT – Bachelor Accounting Courses
  - BITM – Bachelor Information Technology Management Courses
- The range of numbers is as follows:
  - Level 100 Programmes – 101 -112
  - Level 200 Programmes – 201 – 215
  - Level 300 Programmes – 301 – 315
  - Level 400 Programmes – 400 - 419
- The third digit in the number code shall be defined as odd number for a course offered in the first semester. Even number for a course offered in the second semester. Zero for a course offered in both the first and second semesters.

MINIMUM & MAXIMUM WORKLOAD PER SEMESTER FOR FULL-TIME STUDENTS

A full-time student shall be required to carry a minimum workload of fifteen [15] credits and maximum of twenty-one [21] credits per semester. Under normal circumstances, students shall not be allowed to enrol for less than 18 credits except if it is to satisfy University/Faculty/Departmental requirements.

ELIGIBILITY FOR EXAMINATION

- A student shall be required to attend all lectures, tutorials, seminars and practical and undertake all assignments as may be required by the University.
- A student who is absent for a cumulative period of twenty one [21] days from all lectures, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination. A student who does not fulfil the requirements for any course in any of the Departments/Faculties shall not be allowed to take the examination for that course.
- A student, who does not take part in the Interim Assessment [IA] but manages to pass the end of semester examinations, will have his or her final end of semester results indicating a grade of Incomplete ‘IC’.
- Again, a student who does not take part in the end of semester examination, but manages to pass the Interim Assessment [IA], will be made to write the final examination at the next sitting but not as a re-sitter.
- In any of the two [2] scenarios above, the affected student must provide credible evidence of his or her inability to write the examination or the Interim Assessment to the Academic Affairs Director, copy the Examinations Officer and the Head of Department concerned on time (before the examination).
The BSc Accounting programme provides a depth of knowledge for entry into a wide range of careers in accounting, financial management and financial services sector. It integrates the concepts, principles, conventions and methods of Accounting with a range of interrelated business disciplines such as Business Law, Entrepreneurship, Total Quality Management and Business Policy & Strategy. The programme includes training in computerized software essential to accounting functions such as QuickBooks, Tally Accounting and advanced features in Microsoft Excel and Access for financial modelling and data analysis. This hands-on experience enhances students’ technical and professional competence for modern accounting practice and further education.

### BACHELOR OF SCIENCE IN ACCOUNTING

**Attendance:** Full Time, Weekend  
**Duration:** 4 Years  
**Entry Req:** See page 201

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**TOTAL CREDIT HOURS:** 18

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**Senam Raymond**  
**BSc Accounting**  
**Level 300**

"I came to UPSA with the notion of Accounting as the keeping of financial records. However, after six semesters, I see Accounting as the periscope to measure the financial health of an organisation or business. The fact that many established businesses fail to grow suggests that accounting principles are not being applied. When applied, Accounting ensures proper checks and balance and fiscal discipline that help managers make prudent decisions for efficient, transparent and profitable operations."
**BACHELOR OF SCIENCE IN BANKING & FINANCE**

The BSc Banking & Finance programme combines coursework in banking and finance. Deeply rooted in banking operations with business finance, corporate finance, risk management and insurance; students are prepared for careers in banking, financial services, consultancies, the public sector or advanced studies. Major focal areas of the programme include: regulatory & legal framework for financial institutions, securities & portfolios analysis, banking & investments analysis as well as application of electronics in banking for self-service retail banking and greater financial intermediation. Students pursuing this programme will gain the requisite skills and tools needed to analyse and design solutions for different banking and finance challenges.

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Samuel Evans Kwame Kissi  
BSc Banking & Finance  
Level 300

Banking and Finance opens up a world of opportunity in the Financial Services Sector. Through the various class instructions, assignments and projects, I have a thorough understanding of the entire legal and regulatory framework of financial institutions, their management, and the role they play in the economy. The programme is very practical and professionally taught with some of the leading authorities on the subject.

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**TOTAL CREDIT HOURS**  18
The Bachelor of Business Administration provides a broad-based education in all the key business disciplines. It incorporates underlying business principles and concepts with their practical applications in all the functional areas of business from accounting, marketing, economics, information systems and finance to human resources, operations and management. The programme promotes appreciation of current perspectives on strategic, ethical, legal and behavioural factors that influence business decisions and the analytical, problem solving and decision-making techniques required for high level professional leadership. Upon graduation, students will have solid business foundation for advanced specialisation or entry into private or public sector businesses.

### Level 100

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**TOTAL CREDIT HOURS** 15

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**TOTAL CREDIT HOURS** 15

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**TOTAL CREDIT HOURS** 18

### Level 400

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**TOTAL CREDIT HOURS** 18
Akangah Torsu Foster
BSc Marketing
Level 400

“At UPSA, you learn Marketing is not just about buying and selling, but a real force for socio-economic development when marketers go the extra mile to tailor goods and services for clients in various market segments. Marketing research, for instance can highlight the needs of customers and businesses that are able to address these needs would not only satisfy their customers but also experience growth which will have a positive impact on the economy.”

The BSc Marketing programme is designed to provide students with uniform knowledge of modern marketing concepts and practices within the broader context of business and management. Highlights of the programme include marketing of goods, services and ideas; customer dynamics, marketing research, integrated marketing communications, digital marketing, brands management and social marketing. Through the case method, students will master analytical skills employed in planning and developing marketing programmes. On completion, graduates will be well positioned for a wide array of marketing related careers in media, sales, distribution, advertising, market research, Strategic marketing and brand or product management.

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Jennifer Baffoe  
BSc: IT Management  
Level 300

“An important aspect of the IT programme is how technology evolves from manual system of business processes to electronic or web-based systems. This area holds a lot of promise in our part of the world where many are aware of IT but lack knowledge of its usage. The programme is helping us to appreciate the technical and management aspects of IT so we will be in a position to work with organisations to streamline their activities using IT.”

**SEMESTER 1**

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**TOTAL CREDIT HOURS** 18

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**TOTAL CREDIT HOURS** 15
The BA Public Relations Management programme develops knowledge of the concepts, theories, principles and practice of public relations and an understanding of how to communicate effectively with an organisation’s publics. Practically-oriented courses such as Public Relations Workshop and Public Relations in Practice provide students with the skills, tools and knowledge that will enable them to work across a variety of sectors and industries including the public sector, private sector, NGOs, and higher educational institutions. Specialisations are offered in Level 400 in either International Public Relations or Political Communication in the first semester and Event Management & Protocol or Employee Relations in the second semester.

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<p>| Attendance | Full Time, Weekend |
| Duration | 4 Years |
| Entry Req’t | See page 201 |</p>
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Graduate Programmes

- MBA Accounting & Finance
- MBA Internal Auditing
- MPhil Leadership
- MSc Leadership
- MBA Corporate Governance
- MBA Marketing
- MBA Auditing
- MBA Total Quality Management
- MBA Petroleum Accounting & Finance
Overview

The MBA Accounting & Finance programme is designed to help participants develop an outstanding technical knowledge of financial accounting, cost and managerial accounting, taxation, financial management, auditing and technology applications, and practice to solve business problems. It places much emphasis on improving the business manager's ability to handle various ethical issues confronting the business world with professionalism.

The programme meets the requirements for professional qualifications within the specialised areas such as Institute of Chartered Accountants Ghana, Chartered Institute of Taxation, Chartered Institute of Bankers (CIB) Ghana and ACCA. This enables graduates to be both academically and professionally competent in the fields of accounting, banking and finance and exhibit this competence with practical professional skills.

Key Expected Outcomes

- Develop the skills to play a larger role in managing organisations’ operations as well as develop expertise in the key financial areas;
- Prepare and communicate financial statements, reports and other documents in compliance with International Financial Reporting Standards (IFRS) for all industries;
- Analyse within a context, the impact of economic variables, legislation, ethics, technology and the environment on an organisation’s operations successfully;
- Explain the impact of unethical behaviours and activities on the social capital and reputation of the organisation using selected cases.

Careers

Graduates would be well equipped with the requisite knowledge and skills in advanced Accounting & Finance for careers most especially in the financial service industries such as financial institutions and financial markets.

Entry Requirements

- A good first degree from a recognised university/institution in appropriate field of study;
- Relevant recognised full Professional qualifications including: ICAG, ACCA, CIMA, CIM, and CIB;
- Relevant recognized courses that provide basic accounting and finance professional courses and possibly non business qualification but subject to interview;
- Other qualifications with relevant working experience subject to interview;
- Applicants may be required to go through a screening and selection interview.

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Reynolds Ofori Agyapong

MBA Accounting & Finance

“The fusion of professional and academic mix and on point aggregation of professional touch of the MBA Accounting & Finance programme makes it highly sought-after. Not only is it practical - more or less like being on the job training, the programme also broadens one’s horizon of the bigger financial services industry. In addition, it has high caliber lecturers with a blend of professional and academic expertise.”
Robert Ofori Ofosu-Apea
MBA Accounting & Finance

“The MBA Accounting & Finance programme afforded me the opportunity to study and manage financial and other resources efficiently. It makes me accountable as well. UPSA programmes have top-flight courses and groom students for executive positions in the private and public sector. The University is one of the highly regarded institutions that trains professionals of international credentials in Africa.”

Overview
The MBA in Internal Auditing is structured to meet high level academic and professional needs of the public and private sectors of the economy. The curriculum places much emphasis on understanding the concepts and approaches to audit, investigations, assurance services, consulting services and on developing skills to apply to the underlying concepts and approaches to professional services.

The programme meets international standards for the sustainable training of Internal Auditors in Tertiary Institutions. In addition, it prepares Internal Auditors towards the professional Certified Internal Auditor (CIA) Certification or its affiliated qualifications.

Key Expected Outcomes
- Develop students’ knowledge, skills and understanding of audit from the planning to reporting stage;
- Equip students with the practical knowledge in Internal Auditing;
- Develop information system auditing capability for Internal Auditors;
- Equip students with the necessary competence to identify and assess internal controls in an organisation that will enable management attain organisational objectives.

Entry Requirements
- A good first degree from a recognised university/institution;
- Recognised full professional qualification in accountancy or auditing;
- Other full professional qualifications with three years relevant working experience;
- All applicants may be required to go through a screening and selection interview.

Candidates who would like to enrol in the MBA in Internal Auditing should visit the University’s website or contact the University directly for more information.
Overview

Against the background of an increasingly globalised economy, the MPhil Leadership programme is designed to develop globally-conscious leaders; leaders who understand the impact of their actions and decisions on their regions and nations, as well as upon other nations around the world. With a strong focus on ethical and responsible leadership, the programme seeks to create deeper philosophical context for critical analysis from both theoretical and practical perspectives. Additionally, it seeks to develop analytical minds for research and teaching in the field of leadership.

Key Expected Outcomes
- Demonstrate personal development through an understanding of the concept and application of transformational leadership;
- Demonstrate strong cross-cultural communication, negotiation, leadership and team-building skills;
- Demonstrate the ability to identify and implement the key factors underlying world class leadership practice and performance;
- Develop framework for conducting research and teach at the tertiary level of education.

Entry Requirements
- A good first degree from a recognised university/institution (at least, second class lower division);
- Relevant recognised full Professional qualification such as: ICAG; IIA; CIB; ACCA (UK); CIM (UK); CIMA (UK) and ICSA (UK).

Key Aims & Objectives
- Demonstrate personal development through an understanding of the concept and application of transformational leadership;
- Demonstrate strong cross-cultural communication, negotiation, leadership and team-building skills;
- Describe the intended and unintended potential cross-sectoral and international ripple effects of an organisation’s policies and decisions;
- Demonstrate a working literacy of global issues and utilise this knowledge for critical thinking, thoughtful analysis, and global-conscious decision-making.

Entry Requirements
- A good first degree from a recognised university/institution (at least, second class lower division);
- Relevant recognised full Professional qualification such as: ICAG; IIA; CIB; ACCA (UK); CIM (UK); CIMA (UK) and ICSA (UK);
- Other full professional qualifications with three years relevant working experience;
- All applicants may be required to go through a screening and selection interview.

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Total Credits 12

Overview

The MSc Leadership programme is intended for participants who aim to transform their organisations by providing team-based leadership through the creation and communication of vision and values, aimed at achieving world-class standards of performance. Key to achieving the programme’s aims is to develop personal assessments, professional skills and knowledge in the area of leadership strategy, and organisational development through an intensive coaching relationship of participants.
Overview

The MBA Corporate Governance programme is designed to prepare students to assume high managerial positions in large organisations in ensuring that the organisation exhibit a high sense of accountability towards its stakeholders by setting processes which affect how the organisation is operated, regulated and controlled, within good ethical standards, best practices and relevant laws. Students will also be given the appropriate skills in strategic management, formulation, implementation and evaluation, the value of good corporate governance and board skills.

Key Expected Outcomes

- Analyse issues confronting governance structures;
- Identify the drivers of corporate governance, such as capital markets, shareholders and rating agencies;
- Evaluate the principles of corporate governance given particular contexts;
- Assess the strengths and weaknesses of different internal corporate governance mechanisms;
- Evaluate different external pressures on corporate governance.

Careers

Graduates of the programme can function effectively as Administrative Managers, Company Secretaries, Assistant to Company Lawyers, and Officers in the Registry of tertiary institutions. Other opportunities include serving as Company Board Secretaries and direct assistants to Chief Executives with the portfolio of handling matters bordering on statutory compliance and regulation, annual report and updating of the share register.

Entry Requirements

- A good first degree from a recognised university/institution (with a minimum qualification of second class lower division);
- Recognised full professional qualification in accountancy or auditing;
- Relevant recognized full Professional qualification such as: ICACG, IIA; CIB; ACCA (UK); CIMA (UK); ICSA (UK);
- Other full professional qualifications with three years relevant working experience;
- All applicants may be required to go through a screening and selection interview.

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Overview

The MBA Marketing programme is designed to meet both academic and professional needs of managers in any sector of the economy who want to attain excellence in operating in the business environment. Using an interdisciplinary approach to the management of organisations, the programme orients students to appreciate and effectively utilise marketing tools for effective functioning of organisations.

Careers

Upon completion, students would be well equipped with the requisite knowledge and skills in Marketing and therefore stand the opportunity of being employed as Chief Marketing Officers, Production Managers, Sales Managers or any senior ranked positions of any organisation; be it a service or manufacturing firm.

Key Expected Outcomes

- Formulate marketing strategies to achieve organisational objectives;
- Demonstrate the skills to select appropriate marketing tools for strategic marketing decisions;
- Demonstrate the ability to research and analyse potential markets;
- Develop a strategic marketing plan that operationalises the goals and objectives of the firm;
- Demonstrate cognitive skills of critical thinking and analysis, necessary for decision making, and negotiation in order to inform and drive strategic outcomes.

Entry Requirements

- A good first degree (at least second class lower) from any recognised university/institution, or;
- A third class with at least five (5) years working experience may be considered after an admission interview;
- Relevant recognised full professional qualification such as CII, CIB (Chartered Institute of Bankers), ACCA (Associations of Chartered Certified Accountants), CA(Chartered Accountant), CIM (Chartered Institute of Marketing), CIMA(Chartered Institute of Management Accounting) or ICSA(Chartered Institute of Secretaries and Administrators).

## MBA IN MARKETING

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<td>Faculty</td>
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### Overview

The MBA Auditing programme aims at preparing students to effectively conduct audit in any financial institution with specialised financial instruments (derivatives). Contextually, the programme focuses on both the public and private sectors of the economy and prepares students to assume leadership roles with a high level of academic and professional competence.

### Key Expected Outcomes

- Demonstrate considerable knowledge and skills of the Auditing profession;
- Apply considerable knowledge of legal and regulatory environment and its impact on audit;
- Design an internal control manual for any organisation;
- Design an effective forensic system capable of detecting and preventing organisational fraud;
- Perform a complete audit task in any organisation.

### Entry Requirements

- A good first degree from a recognised university/institution;
- Recognised full professional qualification in accountancy or auditing;
- Relevant recognised full professional qualification such as IIA, CIB, ACCA, CA, CIM, CIMA or ICSA;
- Other full professional qualifications with three years relevant working experience;
- All applicants may be required to go through a screening and selection interview.

## MBA AUDITING

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### Overview

The MBA in Auditing and Assurance Services programme aims at preparing students to effectively conduct audit in any financial institution with specialised financial instruments (derivatives). Contextually, the programme focuses on both the public and private sectors of the economy and prepares students to assume leadership roles with a high level of academic and professional competence.

### Key Expected Outcomes

- Perform a complete audit task in any organisation.

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Total Credits 15

### Entry Requirements

- A good first degree from a recognised university/institution;
- Relevant recognised full professional qualification in accountancy or auditing;
- Relevant recognised full professional qualification such as IIA, CIB, ACCA, CA, CIM, CIMA or ICSA;
- Other full professional qualifications with three years relevant working experience;
- All applicants may be required to go through a screening and selection interview.
Overview

The purpose of the MBA -TQM is to develop effective leaders who can support Africa to assert its rightful place in the global economic landscape through the principles and philosophy of TQM. The programme is therefore designed to meet high level academic and professional needs of managers who seek to advance management practices to international best practices.

With a focus on developing top management skills for excellence, the MBA-TQM prepares graduates to assume higher roles in integrating organisational functions and processes to create value to meet changing customer needs and organisational objectives. The ability of students to handle ethical decisions with professionalism to solve management and quality problems for long term success is also strongly emphasised.

Key Expected Outcomes

- Develop a profound understanding of both the principles and functions of Business Administration and the philosophy and approach of TQM;
- Develop quality management systems that can deliver organisational excellence by establishing, maintaining and improving the Functional, Strategic, and Quality Management systems of organisations;
- Prepare graduates for Professional Qualification in Quality Management (i.e. Chartered Quality Institute-UK).

Careers

Employment opportunities include: quality assurance directorates of banks, security agencies, manufacturing firms, constructions firms, academic institutions as well as managers of local and international research institutions, NGOs, corporate bodies, International Civil Service and MDAs.

Entry Requirements

- A good first degree (at least second class lower) from any recognised university/institution;
- A third class with at least five (5) years working experience may be considered after an admission interview;
- Relevant recognised full Professional qualification such as CQI, CIB, ACCA, CA, CIM, CIMA or ICSA;
- A holder of a university diploma with at least eight (8) years of working may be considered after an admission interview.

MBA TOTAL QUALITY MANAGEMENT

Attendance Evening, Weekend
Duration 24 Months
Faculty SOGS

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Abigail Nyamekye Ntim-Owusu
MBA Total Quality Management

“Total Quality Management jumpstarts your leadership potential and gives you a wider perspective and understanding about managing using quality. I have studied the philosophies of TQM and it has enhanced my skills in management and quality management. UPSA’s academic standard is very rigorous. For this reason, students who pass through its gates are very competitive when they get into the professional world.”
Overview
The MBA in Petroleum Accounting & Finance combines theoretical and practical skills required for effective financial management within the petroleum sector and the key issues in accounting for upstream oil and gas exploration, development and production activities. The programme prepares students to assume a larger role in managing their organisations’ operations as well as develop their expertise in the key financial areas of the Oil and Gas Industry.

Key Expected Outcomes
- Examine the financial reporting policies and practices applicable in Oil and Gas Industry;
- Compare the different regulations and standardisations applied to Oil and Gas Industry;
- Create strong awareness of the impact of the Oil and Gas Industry on the environment and its management to develop strategic thinking of proactive mitigating preventative actions.
- Design contemporary risk management strategies to combat the negative operational ramifications of the Oil & Gas Industry, its associated risks and how to offset these risks accordingly.

Careers
Graduates would be well equipped with the requisite knowledge and skills for accounting, finance and management related careers in the Oil and Gas Industry.

Entry Requirements
- A good first degree from a recognised university/institution in appropriate field of study;
- Relevant recognised full Professional qualifications;
- Relevant recognised courses that provide basic accounting & finance professional courses and possibly non business qualification but subject to interview;
- Applicants may be required to go through a screening and selection interview.

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<td></td>
</tr>
</tbody>
</table>

Lincoln P. Weah
MBA Petroleum Accounting & Finance

“The MBA Petroleum Accounting & Finance at UPSA is unique because of its potential in developing prospective accountants to take over the accountancy positions in Africa’s emerging Oil and Gas Industry. Further, UPSA is accredited by ACBSP, the first university in Sub Saharan Africa to attain this feat. The University focus solely in developing business leaders – thus giving students the edge in the world of work through the unrivalled professional and academic experience.”
The Chartered Institute of Management Accountants, UK [CIMA] is a leading membership body that offers an internationally recognised professional qualification in management accountancy, which focuses on accounting for business. As an organisation, CIMA is committed to constant improvement, and its reputation as a professional and regulatory body has never been stronger. CIMA upholds high ethical and professional standards to maintain public confidence in management accountancy. Its members and students must adhere to CIMA's ethical guidelines, bye-laws and regulations. All CIMA's governance activities overseen by the Council and its committees underpin the commitment to maintain the professional standards and competence of its members and students. The CIMA Professional Qualification is highly regarded and recognised by businesses around the world.

### CIMA Full Syllabus - Managerial & Strategic

<table>
<thead>
<tr>
<th>Paper</th>
<th>Managerial Level</th>
<th>Paper</th>
<th>Managerial Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Mgt Accounting &amp; Performance Evaluation</td>
<td>P3</td>
<td>Mgt Accounting, Risk and Control Strategy</td>
</tr>
<tr>
<td>P2</td>
<td>Mgt Accounting &amp; Decision Making</td>
<td>P6</td>
<td>Mgt Accounting Business Strategy</td>
</tr>
<tr>
<td>P4</td>
<td>Organisational Mgt &amp; Info Systems</td>
<td>P9</td>
<td>Mgt Accounting Financial Strategy</td>
</tr>
<tr>
<td>P5</td>
<td>Integrated Mgt</td>
<td>P10</td>
<td>TOPCIMA</td>
</tr>
<tr>
<td>P7</td>
<td>Financial Accounting &amp; Tax Principles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P8</td>
<td>Financial Analysis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE TEST OF PROFESSIONAL COMPETENCE IN MANAGEMENT ACCOUNTING [TOPCIMA]

The Test of Professional Competence in Management Accounting (TOPCIMA) is the final exam for students. Students must sit in exam after they have completed all other exams in line with guidelines produced by the International Federation of Accountants (IFAC). It is based upon a case study and set within a simulated business context. By passing this exam students will prove that they have the ability to transfer strategic and practical knowledge to real life business situation.

The TOPCIMA has no specific syllabus content. Material from any of the Managerial and Strategic Level subjects could be relevant. Below are the learning aims, rationale, the learning outcomes and the assessment strategy for the TOPCIMA.

LEARNING AIMS

The aim of the TOPCIMA is to test the capabilities and competence of students, to ensure that they:

- Have a sound technical knowledge of the specific subjects within the curriculum and can apply technical knowledge in an analytical and practical manner.
- Can extract, from various subjects, the knowledge required to solve many-sided or complex problems.
- Can solve a particular problem by distinguishing the relevant information from the irrelevant, in a given body of data.
- Can in multi-problem situations, identify the problems and rank them in the order in which they need to be addressed.
- Appreciate that there can be alternative solutions and understand the role of judgment in dealing with them.
- Can integrate diverse areas of knowledge and skills.
- Can communicate effectively with users, by formulating realistic recommendations, in a concise and logical fashion.

- Can identify, advice on and/or resolve ethical dilemmas

TOPCIMA comprises a case study that requires students to primarily apply strategic management accounting techniques to make and support decisions within a simulated business context.

RATIONALE

The TOPCIMA will provide an integrated test of syllabus that is mainly included within the three Strategic Level papers. However, it will also draw upon content covered within the six Managerial Level papers.

The TOPCIMA will require the student to deal with material in less structured situations than that encountered in previous Strategic Level papers, and to integrate a variety of tools in arriving at a recommended solution. It is unlikely that there will be a single right answer to a complex business problem and students will be expected to recognize the possible alternatives in dealing with a problem.

The emphasis is on assessing candidates’ capabilities and competence in the practical use of appropriate, relevant knowledge, the ability to demonstrate the application of the higher level skills of synthesis, analysis and evaluation, and skill in effectively presenting and communicating information to users.

LEARNING OUTCOMES

Students will be required to go through the following stages to prepare for, and to answer, the requirement of the case, set within the TOPCIMA.

Preparatory to the TOPCIMA Examinations:

- Analyse and identify the current position of the organisation.
- Analyse and identify the relevant problems facing the organisation.

Note: Activities undertaken using published ‘pre-seen’ case study materials.

TOPCIMA EXAMINATIONS

- Appraise possible feasible courses of action available
- Evaluate and then choose specific proposals
- Identify and evaluate priorities related to the proposals
- Recommend a course of action
- Prepare and present information in a format suitable for presentation to Senior Management

ASSESSMENT STRATEGY

There will be a three-hour written TOPCIMA examination paper, with a limited number of questions (requirements). They will normally be with supporting documents, to a variety of users. The questions will be based upon a case study, which is likely to be between fifteen and twenty sides of A4, published in advance of the exam and up to six sides of A4 contained within the examination paper. Questions will test the student’s capabilities and competence in the application of appropriate knowledge and the processes undertaken in dealing with the problems identified in the examination, together with their ability to present and communicate information.

As a guide to the volume of material within the case, it is likely to be between fifteen and twenty sides of A4, published in advance of the exam and up to six sides of A4 contained within the examination paper. Questions will test the student’s capabilities and competence in the application of appropriate knowledge and the processes undertaken in dealing with the problems identified in the examination, together with their ability to present and communicate information.

A ‘TOPCIMA Assessment Matrix’ will be published on the CIMA website, with the pre-seen case material. The matrix will identify the list of assessment criteria, performance bands and range of marks that will be used to assess the capabilities and competence of candidates.

ENTRY ROUTES

The CIMA qualifications are open to everyone. Your entry level will depend upon your experience. The syllabus builds step by step and you will develop your knowledge and skills as you progress through the qualifications.

RELEVANT EDUCATION BACKGROUNDS

A student who has already studied a relevant qualification such as a degree or a professional qualification in accounting or business subjects may not need to sit all of the examinations. In these cases students may be awarded exemptions from selected CIMA papers.

NON-RELEVANT EDUCATION BACKGROUNDS

To become a CIMA student you will need to complete our online registration process and send us certified copies of your highest level educational certificates and transcripts details of the subjects you studied and the marks you achieved. To certify the copies of your certificates and transcripts you will need to get a responsible person such as your Manager or a Lecturer to sign them as true copies of the originals. All certified certificates and transcripts must be in English. Please do not send us original documents as we cannot guarantee that these will be returned to you.
NEW CIMA SYLLABUS

HIGHLIGHTS

• There are changes to the names of papers (see New Syllabus structure and Conversion table)
• The Managerial level has now been split into 2 levels: Operational Level & Managerial Level.
• Reading time stays at 20 minutes.
• There is no change to the number of papers required to be completed to achieve ACMA status.
• There are changes to the way the qualification is assessed. There will be less objective testing questions, more discursive and computation questions and no question choice at Operational and Management Level.

CERTIFICATE LEVEL

There is no change to any of the Certificate Level Papers

OPERATIONAL & MANAGEMENT LEVELS

There are still 3 learning pillars but they have now been renamed to:
- Enterprise Pillar (formerly Business Management Pillar)
- Performance Pillar (formerly Management Accounting Pillar)
- Financial Pillar (formerly Financial Management Pillar)

There are some key changes to both content and assessment of papers within this level. There will be less objective testing questions in May 2010 and more discursive and computation questions.

• All questions on all papers will be compulsory
• CIMA recommended that within a pillar, the Operational Level paper is taken before the Management level paper.

TOPCIMA

• No major changes to TOPCIMA apart from linking formal qualification to ACMA to your Career Profile (record of practical experience).
• One will have to pass the exam and receive approval of your Career Profile to pass TOPCIMA overall

NEW SYLLABUS STRUCTURE

<table>
<thead>
<tr>
<th>TOPCIMA</th>
<th>PART A: EXPERIENCE RECORD</th>
<th>PART B: CASE STUDY EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENTERPRISE</td>
<td>PERFORMANCE</td>
</tr>
<tr>
<td>STRATEGIC LEVEL</td>
<td>E3-Enterprise Strategy (formerly P6 MABS)</td>
<td>P3-Performance Strategy (formerly P3 MARCS)</td>
</tr>
<tr>
<td>MANAGEMENT LEVEL</td>
<td>E-2 Enterprise Management (formerly P5 INTM)</td>
<td>P2-Performance Management (formerly P2 MADM)</td>
</tr>
<tr>
<td>OPERATIONAL LEVEL</td>
<td>E1-Enterprise Operations (formerly P4 OMIS)</td>
<td>P1 – Performance Operations (formerly P1 MAPE)</td>
</tr>
<tr>
<td>CERTIFICATE</td>
<td>CO1 FMA</td>
<td>CO2 FFA</td>
</tr>
</tbody>
</table>

NEW SYLLABUS-ADVICE FROM BPP

Certificate Level in 2010

If one is starting Certificate Level in 2009, go for it! There are no changes at this level so there is no reason why you cannot start your CIMA studies. If you’re intending to complete all the Certificate Papers within the first 6 months of 2009 and then progress onto the Management Level. Please see our advice below.

Strategic Level in 2010

If one is starting Strategic Level in 2010, go for it! Aim to complete all Strategic Level Papers in 2009 in order to be best placed for TOPCIMA under the new syllabus. This will also avoid adapting to a presseen for any resits in 2010.

TOPCIMA in 2010

Carry on as normal and take your TOPCIMA exam. It is always worth keeping your Career Profile up to date.

NEW SYLLABUS CONVERSION TABLE

<table>
<thead>
<tr>
<th>CURRENT PAPER</th>
<th>NEW PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>P4 OMIS</td>
<td>E1-Enterprise Operations</td>
</tr>
<tr>
<td>P1 MAPE</td>
<td>P1-Performance Operations</td>
</tr>
<tr>
<td>P7 FATP</td>
<td>F1-Financial Operations</td>
</tr>
<tr>
<td>P5 INTM</td>
<td>E2-Enterprise Management</td>
</tr>
<tr>
<td>P2 MADM</td>
<td>P2-Performance Management</td>
</tr>
<tr>
<td>P8 FANA</td>
<td>F2-Financial Management</td>
</tr>
<tr>
<td>P6 MABS</td>
<td>E3-Enterprise Strategy</td>
</tr>
<tr>
<td>P3 MARCS</td>
<td>F3-Performance Strategy</td>
</tr>
<tr>
<td>P9 MAFS</td>
<td>F3-Financial Strategy</td>
</tr>
</tbody>
</table>
Minimum Entry Requirements

Applicants must have:
- A complete pass at the Foundation (level one) of the Professional course applied for.
- Complete pass in the level preceding the level applied for

Other Qualifications
- Holders of Higher National Diploma (HND) in Accounting, and Marketing
- Holders of Higher National Diploma (HND) in Management Studies
- Holders of first Degree in Business related subjects

NOTE:
(a) All applicants with HND and First Degree are advised to register with the professional body before enrolling on the programme
(b) Students must pass all three (3) Strategic subjects before they can sit the TOPCIMA.

Further information may be obtained from CIMA 26 Chapter Street London SW1P 4NP Tel: 44(0)20 8849 2251 Fax: 44(0)20 8849 2480 Source: website www.cimaglobal.com
INSTITUTE OF CHARTERED ACCOUNTANTS GHANA (ICAG) EXAMINATION SYLLABUS

PART 2: FINANCIAL ACCOUNTING PRACTICE
1. Partnership Accounting
2. Accounting for Limited Companies
3. Accounting for Specialized transactions
4. Analyses and interpretation of Financial Statements
5. Accounting for Taxation
6. Selected Accounting Standards
7. Public Sector Accounting

MANAGEMENT ACCOUNTING & CONTROL
SECTION A: Management Accounting
1. Budgets and Budgetary Control
2. Variance Analysis
3. Decision Making Accounting
4. Performance Evaluation and Control

SECTION B: Quantitative Techniques
Quantitative Techniques
- Decision making under risk and uncertainty
- Forecasting Techniques
- Planning and Control Techniques
- Optimization and Decision Making Techniques

Company and Partnership Law
- Company formation
- Shareholders
- Officers of company
- Methods of raising capital
- Disclosure of corporate information
- Capital reorganisation
- Liquidation
- Partnership Law
- Legislature relating to fraud

Taxation
- Indirect taxes
- Direct taxes
- Double taxation
- Capital gains tax
- Gift tax

MIS & Business Systems
- Systems Theory and Practice
- Information systems
- Computers in communications
- Info. Technology & the Professional Accountant
- Business Strategy and IS/IT Alignment
- Project Management

Audit & Internal Review
- Nature, purpose and limitation of an audit
- The regulatory framework of auditing
- Basic principles and concept of auditing
- Audit planning and evaluation
- Evidence gathering
- Internal Audit and Internal Review
- Conduct of audit
- Reporting framework

Strategic Management
- Nature of Strategic Management
- External Environmental Analysis
- Internal Environmental Analysis
- Strategy Analysis and Choice
- Global/International Environment
- Strategy Implementation/Functional Strategies
- Strategy Implementation/Management issues
- Strategy Evaluation and Control

PART 3:
1. Corporate Reporting Strategy
2. Assurance & Audit Practice
3. Financial Management Strategy
4. Advanced Tax Planning & Fiscal Policy

PROPOSED SYLLABUS FOR ICAG QUALIFYING EXAMINATION

Institute of Chartered Accountants – Ghana proposed a new syllabus which took effect from May, 2010. The content of the new syllabus is as follows:

PART I
Financial Accounting Fundamentals
Business Management
Economics
MIS and Business Systems

PART II
Quantity Tools in Management
Audit and Internal Review
Business and Corporate Law
Principles and Practice of Taxation

PART III
Financial Reporting
Public Sector Accounting
Cost and Management Accounting
Financial Management

PART IV
Advanced Financial Reporting
Advanced Auditing and Prof. Ethics
Corporate Strategy and Governance
Advanced Tax and Fiscal Policy

REVIEW OF QUALIFYING EXAMINATIONS SYLLABUS – MAY 2010

1. Holders of the following qualifications [awarded by recognized institutions] are exempted from Part 1 of the qualifying examinations:
   - University Degree in Accountancy
   - HND Accounting Option
   - GAT/ATSWA

2. Holders of any Diploma certificate from recognized tertiary institutions are exempted from Part 1 of the qualifying examinations.

3. Holders of university degrees [other than those specified in [1] above] and comparable professional qualifications recognized by the Institute would be granted exemption on subject by subject basis on the merit of subject passed as indicated on the academic transcript.

4. Holders of any second degree from recognised Universities, irrespective of the programme pursued, are exempted from Part 1 of the qualifying examinations. They therefore start writing the examination at Part 2.

5. Holders of Masters Degree [Accounting Option] awarded by recognized Universities would be granted exemptions from Part 1 and 2. They may also be exempted from specific subjects in Part 3 based on subjects passed in the Masters Programme as indicated on the academic transcripts.

6. Exemptions would not be extended to any paper in Part 4. Part 4 papers are to be written and passed by all students.
PROPOSED TRANSITIONAL ARRANGEMENTS

<table>
<thead>
<tr>
<th>OLD SCHEME</th>
<th>NEW SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART 1</td>
<td>PART 1</td>
</tr>
<tr>
<td>1.1 Accounting Foundations</td>
<td>1.1 Financial Accounting Fundamentals</td>
</tr>
<tr>
<td>1.2 Business Management</td>
<td>1.2 Business Management</td>
</tr>
<tr>
<td>1.3 Economics</td>
<td>1.3 Economics</td>
</tr>
<tr>
<td>1.4 Business Law</td>
<td>1.4 MIS &amp; Business Systems</td>
</tr>
<tr>
<td>PART 2</td>
<td>PART 2</td>
</tr>
<tr>
<td>2.1 Financial Accounting Practice</td>
<td>2.1 Quantitative Techniques in Management</td>
</tr>
<tr>
<td>2.2 Management Accounting &amp; Control</td>
<td>2.2 Audit &amp; Internal Review</td>
</tr>
<tr>
<td>2.3 Company Law</td>
<td>2.3 Business and Corporate Law</td>
</tr>
<tr>
<td>2.4 Taxation</td>
<td>2.4 Principles and Practice of Taxation</td>
</tr>
<tr>
<td>2.5 MIS &amp; Business Systems</td>
<td>PART 3</td>
</tr>
<tr>
<td>2.6 Audit &amp; Internal Review</td>
<td>3.1 Financial Reporting</td>
</tr>
<tr>
<td>2.7 Strategic Management</td>
<td>3.2 Public Sector Accounting</td>
</tr>
<tr>
<td></td>
<td>3.3 Cost &amp; Management Accounting</td>
</tr>
<tr>
<td></td>
<td>3.4 Financial Management</td>
</tr>
<tr>
<td>PART 3</td>
<td>PART 4</td>
</tr>
<tr>
<td>3.1 Corporate Reporting Strategy</td>
<td>4.1 Advanced Financial Report</td>
</tr>
<tr>
<td>3.2 Assurance &amp; Audit Practice</td>
<td>4.2 Advanced Auditing &amp; Professional Ethics</td>
</tr>
<tr>
<td>3.3 Financial Management Strategy</td>
<td>4.3 Corporate Strategy and Governance</td>
</tr>
<tr>
<td>3.4 Advanced Tax Planning &amp; Fiscal Policy</td>
<td>4.4 Advanced Tax Planning and Fiscal Policy</td>
</tr>
</tbody>
</table>

PART 1
A student who has written and passed all papers in Part 1 of the old scheme would be exempted from the entire Part 1 of the new scheme. This means that he/she would move to Part 2 of the new scheme.

PART 2 & 3

ii. A pass in 2.2: Management Accounting and Control earns a candidate passes in 2.1: Quantitative Techniques and 3.3: Cost and Management Accounting. This is because any candidate who has passed 2.2 in the old scheme would have passed Costing, Management Accounting and Quantitative Techniques.

iii. A pass in 2.3: Company and Partnership Law earns a candidate 2.3: Business and Corporate Law in the scheme.

iv. A pass in 2.6: Audit and Internal Review earns a candidate 2.2: Audit and Internal Review in the new syllabus.

v. A pass in 2.7: Strategic Management earns a candidate 4.3: Business Strategy and Governance in the new syllabus.

Thus, a candidate who has completed Part 1 and 2 of the old syllabus would be exempted from part 1, 2 and 3.1: Financial Reporting, 3.3: Cost and Management Accounting. He would have to write and pass 3.2: Public Sector Account and 3.4: Financial Management to complete part 3.

He would then move to Part 4 to write 4.1: Advanced Financial Reporting, 4.2: Advanced Auditing and Professional Ethics, and 4.4: Business Strategy and Governance to complete the qualifying examinations.

PART 4
i. A candidate who has a referral in 3.1: Corporate Reporting Strategy would have to write 4.1: Advanced Financial Reporting in the new scheme to complete the exams.

ii. A candidate who has a referral in 3.2: Assurance and Audit Practice would have to write and pass 4.2: Advanced Auditing and Professional Ethics to complete the exams.

iii. A candidate who has a referral in 3.3: Financial Management Strategy would have to write and pass 4.4: Advanced Financial Reporting to complete the qualifying exams.

iv. A candidate who has a referral in 3.4: Financial Management Strategy would have to write and pass 4.2: Advanced Auditing and Professional Ethics to complete the exams.

v. A candidate who has attempted Part 3 (Old Scheme) but could neither pass nor obtain a referral would have to write and pass 3.4: Financial Management (New Scheme) to complete the qualifying exams.

TRANSITIONAL ARRANGEMENTS FOR FULLY PASSED PART

<table>
<thead>
<tr>
<th>Those Passed in</th>
<th>Are Exempted from</th>
<th>Will Write and Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART 1</td>
<td>1.1 Financial Accounting Fundamentals</td>
<td>Proceed to Part 2 through to Part 4</td>
</tr>
<tr>
<td></td>
<td>1.2 Business Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3 Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.4 MIS &amp; Business Systems</td>
<td></td>
</tr>
<tr>
<td>PART 2</td>
<td>2.1 Quantitative Techniques</td>
<td>3.2 Public Sector Accounting</td>
</tr>
<tr>
<td></td>
<td>2.2 Audit &amp; Internal Review</td>
<td>3.4 Financial Management to complete Part 3 and then proceed to Part 4 to write papers</td>
</tr>
<tr>
<td></td>
<td>2.3 Business &amp; Corporate Law</td>
<td>4.1 Advanced Financial Reporting</td>
</tr>
<tr>
<td></td>
<td>2.4 Principles &amp; Practice of Taxation</td>
<td>4.2 Advanced Auditing &amp; Professional Ethics</td>
</tr>
<tr>
<td></td>
<td>3.1 Financial Reporting</td>
<td>4.3 Advanced Taxation &amp; Fiscal Policies to complete Part 4</td>
</tr>
<tr>
<td></td>
<td>3.3 Cost and Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.3 Corporate Strategy &amp; Governance</td>
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</tr>
</tbody>
</table>
### TRANSITIONAL ARRANGEMENT FOR PARTLY PASSED PART

#### PART 1

<table>
<thead>
<tr>
<th>OLD SCHEME</th>
<th>NEW SCHEME</th>
<th>NEW SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those Passed In Are Exempted from</td>
<td>Will Write and Pass</td>
<td></td>
</tr>
<tr>
<td>1.1 Accounting Foundations</td>
<td>1.1 Financial Accounting Fundamentals</td>
<td>1.2 Business Management</td>
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<tr>
<td></td>
<td></td>
<td>1.3 Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.4 MIS &amp; Business Systems and then proceed to Part 2</td>
</tr>
<tr>
<td>1.2 Business Management</td>
<td>1.2 Business Management</td>
<td>1.1 Financial Accounting Fundamentals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.3 Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.4 MIS &amp; Business Systems and then proceed to Part 2</td>
</tr>
<tr>
<td>1.3 Economics</td>
<td>1.3 Economics</td>
<td>1.1 Financial Accounting Fundamentals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.2 Business Management</td>
</tr>
<tr>
<td>1.4 Business Law</td>
<td>No Exemption</td>
<td>All papers in Part 1 and then proceed to Part 2</td>
</tr>
</tbody>
</table>

#### PART 2

<table>
<thead>
<tr>
<th>OLD SCHEME</th>
<th>NEW SCHEME</th>
<th>NEW SCHEME</th>
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<tbody>
<tr>
<td>Those Passed in Are Exempted from</td>
<td>Will Write and Pass</td>
<td></td>
</tr>
<tr>
<td>2.1 Financial Accounting Practice</td>
<td>3.1 Financial Reporting</td>
<td>All Part 2 subjects before proceeding to Part 3</td>
</tr>
<tr>
<td>2.2 Management Accounting &amp; Control</td>
<td>2.1 Quantitative Tools in Business</td>
<td>2.2 Audit and Internal Review</td>
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<tr>
<td></td>
<td>3.3 Cost and management Accounting</td>
<td>2.3 Business and Corporate Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.4 Principles and Practice of Taxation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To complete Part 2 before proceeding to Part 3</td>
</tr>
<tr>
<td>2.3 Company and Partnership</td>
<td>3.3 Business and Corporate Law</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2.1 Quantitative Tools in Business</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>2.4 Principles and Practice of Taxation</td>
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<tr>
<td></td>
<td></td>
<td>To complete Part 2 before proceeding to Part 3</td>
</tr>
<tr>
<td>2.4 Taxation</td>
<td>2.4 Principles and Practice of Taxation</td>
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</tr>
<tr>
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<td>2.1 Quantitative Techniques</td>
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<td></td>
<td>2.2 Audit and Internal Review</td>
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<td></td>
<td>2.3 Business and Corporate Law</td>
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</tr>
<tr>
<td></td>
<td>To complete Part 2 before proceeding to Part 3</td>
<td></td>
</tr>
<tr>
<td>2.5 MIS &amp; Business Systems</td>
<td>1.3 MIS &amp; Business Systems</td>
<td>All Part 2 subjects before proceeding to Part 3</td>
</tr>
<tr>
<td>2.6 Audit &amp; Internal Review</td>
<td>2.2 Audit and Internal Review</td>
<td>Quantitative Techniques</td>
</tr>
</tbody>
</table>

Source: The Institute of Chartered Accountants (Ghana) Accra

### ENTRY REQUIREMENTS

Applicants must have:

- A complete pass at the Foundation (level one) of the Professional course applied for.
- A complete pass in the level preceding the level applied for.

Other Qualifications


Holders of first Degree in Business related subjects

### TRANSITIONAL ARRANGEMENT FOR PARTLY PASSED PART

#### PART 3

<table>
<thead>
<tr>
<th>OLD SCHEME</th>
<th>NEW SCHEME</th>
<th>NEW SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those Passed In Are Exempted from</td>
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<td>3.1 Corporate Reporting Strategy</td>
<td>4.2 Advanced Auditing and Professional Ethics</td>
<td>4.1 Advanced Financial Reporting</td>
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<td>4.4 Advanced Tax Planning and Fiscal Policy</td>
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<td>4.4 Advanced Tax Planning and Fiscal Policy</td>
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<td>2.2 Audit and Internal Review</td>
<td>2.3 Business and Corporate Law</td>
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<td>2.4 Principles and Practice of Taxation</td>
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<td>To complete Part 2 before proceeding to Part 3</td>
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<tr>
<td>2.7 Strategic</td>
<td>4.3 Corporate Strategy Management and Governance</td>
<td>All Part 2 subjects before proceeding to Part 3</td>
</tr>
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</table>

Source: The Institute of Chartered Accountants (Ghana) Accra

### ENTRY REQUIREMENTS

Applicants must have:

- A complete pass at the Foundation (level one) of the Professional course applied for.
- A complete pass in the level preceding the level applied for.

Other Qualifications


Holders of first Degree in Business related subjects

NOTE:

All applicants with HND and First Degree are advised to register with the professional body before enrolling on the course.

Further information may be obtained from:

ICA (Ghana)
P. O. Box 4268 Accra. Tel: 0302-669592/669591
Source: website (www.icagh.com)
The Association of Chartered Certified Accountants, (ACCA), UK is the largest and fastest-growing international accountancy body. The Body aims to offer first choice qualification to people of application ability and ambition around the world who seek a rewarding career in accountancy, finance and management. ACCA works to achieve and promote the highest professional, ethical and governance standards and advance the public interest.

The ACCA delivers qualifications in partnership with many organizations. ACCA operates joint examination schemes in 21 countries at closely with nearly 400 registered tuition providers and over 6,500 employers of accountants and finance professionals. The Body services to students and members through a network of over 75 offices and other centers, aiming to support them throughout their careers. ACCA uses its expertise and experience to assist governments, donor agencies and professional bodies to develop the professional. It aims to achieve and promote the highest professional, ethical and governance standards and advance the public interest. ACCA'S reputation is grounded in over 100 years of providing accounting and financial qualifications. The Body’s long traditions are complemented by a modern thinking, backed by a predominantly young, dynamic membership.

ACCA offers four core qualifications:

- a technician level qualification provides a comprehensive introduction accountancy
- a professional qualifications enabling members to reach the highest level in accountancy
- a Bachelor of Science in Applied Accounting which is centered on the needs of employers for practical, professional accounting
- an MBA designed to broaden business understanding and enhance strategic decision making

In keeping with ACCA’S commitment to lifelong learning, it has launched a range of further qualifications and a leading edge continuing professional development CPDI scheme-ACCA Realise. Their programmes are designed to suit the needs of accountants, finance-professionals and non-finance professionals with responsibility, at all stages of their careers.

In addition to completing the examinations successfully, students are required to obtain a minimum of three years’ relevant supervised practical experience in order to qualify.

FUNDAMENTALS
This is made up of five (5) papers

1. Knowledge
   - F1 Accountant in Business AB
   - F2 Management Accounting MA
   - F3 Final Accounting FA
2. Skills
   - F4 Corporate and Business Law CL
   - F5 Performance Management PM F6
   - Taxation TX
   - F7 Financial Reporting FR
   - F8 Audit and Assurance AA
   - F9 Financial Management FM

SYLLABUS
The ACCA syllabus aims to develop a comprehensive understanding of the knowledge, skills and techniques required by the professional accountant. The broad range of subjects is designed to ensure a depth of high quality, relevant knowledge which applied throughout your chosen career. The examinations are divided into three parts:

All Part 1 and Part 2 papers are mandatory Core Papers. Part 3 includes both optional Papers and mandatory Core Papers.

MINIMUM ENTRY REQUIREMENTS
Applicants must have:

- A complete pass at the Foundation (level one) of the Professional course applied for.
- Complete pass in the level preceding the level applied for

Other Qualifications
- Holders of Higher National Diploma (HND) in Accounting
- Holders of Higher National Diploma (HND) in Management Studies
- Holders of Higher National Diploma (HND) in Marketing
- Holders of first Degree in Business related subjects

NOTES: All applicants with HND and first Degree are advised to register with the professional body before enrolling on the course.

Further information may be obtained from:
The ACCA, 29 Lincoln’s Inn Field, London WC2A3EE. Tel: 44(0) 1413094070 Fax: 44(0) 1413094195 E-mail: student, admissions@ accaglobal.com

The Administrator
The ACCA (Ghana Office) P. O. Box OS 3110 OSU Tel: 233-302-250856/7010615 Fax: 233-302-250857 Email:info@gh.accaglobal.com

Source: website (www.accaglobal.com)

PROFESSIONAL
This is made up of five (5) papers

3. Essentials [Core]
   - P1 Professional Accountant
   - P2 Corporate Reporting
   - P3 Business Analysis

Options [Any Two]
   - P4 Advanced Financial Management
   - P5 Advanced Performance Management
   - P6 Advanced Taxation
   - P7 Advanced Auditing and Assurance

NEW SYLLABUS CONVERSION TABLE

<table>
<thead>
<tr>
<th>CURRENT PAPER</th>
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<tr>
<td>Professional Accounting</td>
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CURRENT PAPER NEW PAPER

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<td>Other Qualifications</td>
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<td>- Holders of first Degree in Business related subjects</td>
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REQUIREMENTS
MINIMUM ENTRY

All students who wish to complete their course with the University will be granted the opportunity to do so only upon receipt of an application from the said student and a final approval by the Academic Board.

CODE COURSE TITLE HR CODE COURSE TITLE HR
<table>
<thead>
<tr>
<th>Year 1</th>
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<tr>
<td>F4 Corporate &amp; Business Law 8</td>
<td>P1 Governance, Risks &amp; Ethics 8</td>
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<td>F5 Performance Management 8</td>
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<td>F6 Taxation 8</td>
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<tr>
<td></td>
<td>P7 Advanced Audit &amp; Assurance 8</td>
</tr>
</tbody>
</table>

*All students who wish to complete their course with the University will be granted the opportunity to do so only upon receipt of an application from the said student and a final approval by the Academic Board.
The Chartered Institute of Marketing (CIM), United Kingdom (UK) is the world's largest professional body of marketing, with 30,000 members worldwide. CIM share a passion for marketing, leads the development of professional standards and practice, and champions the big issues and new ideas in the marketing world.

**STRUCTURE – CIM**

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<tr>
<td>1.2</td>
<td>Delivering Customer Value Through Marketing</td>
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<tr>
<td>2.1</td>
<td>Analysis &amp; Decision</td>
</tr>
<tr>
<td>2.2</td>
<td>Emerging Themes</td>
</tr>
<tr>
<td>2.3</td>
<td>Managing Corporate Reputation</td>
</tr>
</tbody>
</table>

**CHARTERED INSTITUTE OF MARKETING [UK] SYLLABUS**

**PROFESSIONAL DIPLOMA IN MARKETING**

For marketers concerned with managing the marketing process at an operational level, as well as those who are looking to build on knowledge gained at Certificate level with a future marketing management role in mind.

1. Marketing Planning
2. Marketing Communications Marketing
3. Management in Practice
4. Marketing Research & Information

**PROFESSIONAL POST GRADUATE DIPLOMA IN MARKETING**

For those who have already gained a significant level of knowledge and/or experience of marketing. The focus is on the strategic aspects of marketing management and the qualification is increasingly seen as a benchmark of your competence at the highest level.

Analysis and Evaluation, Strategic Marketing Decisions, Managing Marketing Performance, Strategic Marketing in Practice (Case Study)

**MARKETING PLANNING**

By the end of this module the student should be able to:

- Explain the role of the marketing plan within the context of the organisation's strategy and culture and the broader marketing environment (ethics, social responsibility, legal frameworks, sustainability)
- Conduct a marketing audit considering appropriate internal and external factors
- Develop marketing objectives and plans at an operational level appropriate to the internal and external environment
- Develop the role of branding and positioning within the marketing plan
- Integrate marketing mix tools to achieve effective implementation of plans
- Select an appropriate coordinated marketing mix incorporating appropriate stakeholder relationships for a particular marketing context
- Set and justify budgets for marketing plans and mix decisions
- Define and use appropriate measurements to evaluate the effectiveness of marketing plans and activities
- Make recommendations for changes and innovations to marketing processes based on an understanding of the organizational context and an evaluation of past marketing activities

**MARKETING COMMUNICATIONS**

By the end of this module the student should be able to:

- Explain the role of marketing communications and advise how personal influences might be used to develop promotional effectiveness
- Explain how the tools of the promotional mix can be coordinated in order to communicate effectively with customers and a range of stakeholder
- Devise a basic media plan based on specific campaign requirements using both offline and online media
- Develop marketing communication and brand communications budget
- Explain the importance of developing long term relationships with customers, channel members, agencies and other stakeholders and transfer such knowledge to the development of marketing communication activities.
- Plan for and manage the acquisition, storage, retrieval and reporting of information on the organization's market and customers
- Explain the process involved in purchasing market research and the development of effective client supplier relationships
- Write a research brief to meet the requirements of an organization to support a specific plan or business decision
- Develop a research proposal to fulfill a given research brief
- Evaluate the appropriateness of different qualitative and quantitative research methodologies to meet different research situations
- Design and plan a research programme
- Design a questionnaire and discussion guide
- Interpret quantitative and qualitative data and present coherent and appropriate recommendations that lead to effective marketing and business decisions
- Critically evaluate the outcomes and quality of a research project
- Explain the legal, regulatory, ethical and social responsibilities of organizations involved in gathering, holding and using information
MARKETING MANAGEMENT IN PRACTICE

By the end of this module the student should be able to:

- Explain the roles and structure of the marketing function and the nature of relationships with other functions within various types of organization
- Interpret qualitative and quantitative data and present appropriate and coherent recommendations that lead to effective marketing and business decisions
- Develop marketing objectives and plans at an operational level appropriate to the organization’s internal and external environments
- Use appropriate management techniques to plan and control marketing activities and projects
- Use appropriate techniques to develop, manage and motivate a team so that it performs effectively and delivers required results
- Define measures for, and evaluate the performance of, marketing plans, activities and projects and make recommendations for improvements

ANALYSIS & EVALUATION

By the end of this module the student should be able to:

- Explain the concept of business orientation and critically appraise the different orientations in management and planning and the roles of marketing used by organizations
- Identify the business intelligence required to inform the organization’s strategy making activities in domestic and international markets
- Assess the impact of the major trends in the strategic and global context on the strategy making process
- Conduct and synthesise a detailed strategic audit of the organization’s internal and external environments, including an evaluation of business performance, using appropriate tools and models and analysis of numerical data and management information to support decisions on key strategic issues.
- Appraise the nature of culture in organizations and the importance of its ‘fit’ with strategy and operations across different cultures.
- Synthesise a coherent and concise assessment of the situation facing an organisation, and develop alternative scenarios.

STRATEGIC MARKETING DECISIONS

By the end of this module the student should be able to:

- Appraise a range of corporate and business visions, missions and objectives and the processes by which they are formulated, in light of the changing bases of competitive advantage across geographically diverse markets.
- Identify, compare and contrast strategic options and critically evaluate the implications of strategic marketing decisions in relation to the concept of “shareholder value.”
- Evaluate the role of brands, innovation, integrated marketing communications, alliances, customer relationships and service in decisions for developing a differentiated positioning to create exceptional value for the customer.
- Demonstrate the ability to develop innovative and creative marketing solutions to enhance an organization’s global competitive position in the context of changing product, market, and brand and customer life cycles.
- Define and contribute to investment decisions concerning the marketing assets of an organization.
- Demonstrate the ability to re-orientate the formulation and control of cost-effective competitive strategies, appropriate for the objectives and context of an organization operating in a dynamic global environment.

MANAGING MARKETING PERFORMANCE

By the end of this module the student should be able to:

- Critically evaluate the techniques available for integrating teams and activities across the organization, specifically relating to brands and customer-facing processes, and instilling learning within the organization
- Identify the barriers to effective implementation of strategies and plans involving change (including communications) in the organization, and develop measures to prevent or overcome them
- Demonstrate an ability to manage marketing activities as part of strategy implementation
- Assess an organization’s needs for marketing skills and resources and develop strategies for acquiring, developing and retaining them
- Initiate and critically evaluate systems for control of marketing activities undertaken as part of business and marketing plans
- Appraise the nature of culture in organizations and the importance of its ‘fit’ with strategy and operations across different cultures.
- Synthesise a coherent and concise assessment of the situation facing an organisation, and develop alternative scenarios.

STREETWATER MARKETING IN PRACTICE [CASE STUDY]

By the end of this module the student should be able to:

- Identify and critically evaluate marketing issues within various environments, utilizing a wide variety of marketing techniques, concepts and models
- Assess the relevance of, and opportunities presented by, contemporary marketing issues within any given scenario including innovations in marketing
- Identify and critically evaluate various options available within given constraints and apply competitive positioning strategies, justifying any decisions taken

- Formulate and present a creative, customer-focused and innovative competitive strategy for any given context, incorporating relevant investment decisions, appropriate control aspects and contingency plans.
- Demonstrate an understanding of the direction and management of marketing activities as part of the implementation of strategic direction, taking into account business intelligence requirements, marketing processes, resources, markets and the company vision.
- Promote and facilitate the adoption and maintenance of a strong market and customer orientation with measurable marketing metrics
- Synthesise various strands of knowledge and skills from the different syllabus modules effectively in developing an effective solution for any given context.

CIM NEW SYLLABUS

1. INTRODUCTORY CERTIFICATE IN MARKETING
   - What is Marketing?
   - Understanding Customer Relations

2. PROFESSIONAL CERTIFICATE IN MARKETING
   - Assessing the Marketing Environment
   - Marketing Essentials
   - Marketing Information and Research
   - Stakeholder Marketing

3. PROFESSIONAL DIPLOMA IN MARKETING
   - The Marketing Planning Process
   - Delivering Customer Value through Marketing
   - Managing Marketing
   - Project Management in Marketing

4. CHARTERED POSTGRADUATE DIPLOMA IN MARKETING
   - Analysis and Decision
   - Marketing Leadership and Planning
   - Managing Corporate Reputation
   - Emerging Themes

STAGE 2
- Leading Marketing
INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS (ICSA) PROGRAMME

The Institute of Chartered Secretaries and Administrators is the recognized global voice on governance and regulatory issues in the private, public and not-for-profit sectors. ICSA offers a professional qualification covering business, company law, corporate governance, management, finance/accounting, administration and Company Secretarial Practice. ICSA qualified members are high ranking professionals who are trained to uphold the highest standards of corporate governance, effective operations and compliance. Chartered Secretaries in all sectors have high level responsibilities including the delivery of:

- Governance structures and mechanisms
- Corporate conduct within organization’s regulatory environment
- Board, shareholder and trustee meetings
- Compliance with legal, regulatory and listing requirements
- The training and induction of non executive trustees
- Contact with regulatory and external bodies
- Reports and circulars to shareholders/trustees
- Management of employee benefits such as pensions and employee share schemes
- Insurance administration and organization
- The negotiation of contracts
- Risk management
- Property administration and organisation
- Interpretation of financial accounts

How to become a Chartered Secretary

There are three stages to becoming a member of ICSA and achieving Chartered Secretary status:

[I] Successfully complete the ICSA Qualifying Examinations. Once you have successfully completed the ICSA International Qualifying Scheme examination, upon payment of the graduate fee designatory letters Grad ICSA.

[II] Gain relevant work experience. Accumulated six years of relevant work experience - this can include relevant work experience gained while you are a student if a keen method of recording work experience is the ICSA Professional Development Profile. Work experience includes general management administration, accounting and financial management, company secretarial and legal work, pensions, insurance, information systems and committee administration.

ICSA LEVEL ONE MODULE

Financial Report and Analysis
Applied Business Law
Corporate Governance
Corporate Law

LEVEL TWO MODULE

Financial Decision Making
Strategy in Practice
Corporate Secretarial Practice
Chartered Secretaries Case Study

NOTE: Graduate Applicants only

Minimum Entry Requirements

NOTE: All applicants with HND and first Degree are advised to register with the professional body before enrolling on the course.

For full details of the ICSA International Qualifying Scheme, including syllabus, entry point, tuition providers fee and application ICSA Qualifying Scheme.

Further Information may be obtained from:

The ICSA 16 Park Crescent London W1B 1AH Tel: 0171-5804741 Fax: 0171-323-1132 Email: info@icsa.com.uk Source: website (www.icsa.org.uk)

The Executive Secretary Institute of Chartered Secretaries and Administrators (ICSA) Okudjeto Chambers 25 Liberation Road 2nd Floor, Total House P.O. Box 5520 Accra Tel: 0302-6663771/668114
### 1.0 GENERAL INFORMATION AND CONTACT DETAILS OF THE UNIVERSITY

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>University of Professional Studies, Accra (UPSA)</th>
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<tbody>
<tr>
<td>Postal Address</td>
<td>P.O. Box LG 149, Accra</td>
</tr>
<tr>
<td>Location</td>
<td>North East of Legon on the main UPSA Road</td>
</tr>
<tr>
<td>Contact Person</td>
<td>The Registrar</td>
</tr>
<tr>
<td>Telephone Numbers</td>
<td>+233 302 500722, +233 302 500171, +233 302 500723</td>
</tr>
<tr>
<td>Fax Number</td>
<td>+233 302 501174</td>
</tr>
<tr>
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</tr>
<tr>
<td>Website</td>
<td><a href="http://www.upsa.edu.gh">www.upsa.edu.gh</a></td>
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<tr>
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</tr>
<tr>
<td>Legal Instrument</td>
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</tr>
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<td>Also tuition provider for International Professional Programmes.</td>
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</tbody>
</table>

### 1.1 ESTABLISHMENT OF THE UNIVERSITY

The University of Professional Studies, Accra (UPSA) was founded in 1965 as a private institution and was taken over by the Government of Ghana in 1978 (SMC 200). It was subsequently established as a tertiary institution with mandate to provide Business Professional Education in the academic disciplines of accountancy and management by the University of Professional Studies Act, 1999 (Act 566).

In the year 2005, the University gained accreditation and introduced Undergraduate Degree Programmes in Marketing, Accounting and Business Administration. Banking and Finance was introduced in 2007 to augment the existing portfolio of business professional courses for which UPSA has been a trail-blazer. Owing to the University’s quality of output and compliance with set national standards, the University gained its Presidential Charter in September, 2008. By this Charter, the University attained a full-fledged University status with the power to award its own Degrees, Diplomas and Certificates.

The Parliament of Ghana on 31st of July, 2012 passed a bill for the change of name from “Institute of Professional Studies, (IPS)” to “University of Professional Studies, Accra (UPSA)”. The bill was granted presidential assent on 9th of October, 2012 and that ushered in the University of Professional Studies Act, 2012 Act 850. The University is currently Ghana’s only public institution that offers Undergraduate, Masters’ Degree and Diploma Programmes and tuition for internationally recognised, acclaimed Business Professional Programmes.

In 2013, the University introduced Information Technology Management Programme at both Undergraduate Degree and Diploma levels. In the 2015/2016 academic year, the University introduced Bachelor of Arts in Public Relations Management and Diploma in Information Technology Management. Aside the Diploma and Undergraduate Degree Programmes, the University also runs the following Masters’ Degree Programmes: MSc. in Auditing, Marketing, Corporate Governance, Accounting & Finance; MSc. & MPhil in Leadership; MBA in Total Quality Management, Internal Auditing and Petroleum Finance & Accounting. In this respect, the University continues to play a leading role in the teaching and practice of Accountancy and Management in Ghana.

The combination of scholarship and professionalism is the foundation of the University’s unique profile. In addition, the University provides consultancy services to industry and commerce through research and training in short courses. The University does not only trains but develops and equips students with knowledge and skills effective for the competitive business environment with emphasis on responsibility and accountability in an ethical context.

### VISION AND VALUES

#### 1.2 VISION

To be a world class education provider in both academic and professional disciplines, nationally entrenched, regionally recognized and globally relevant.

#### Values

- **Integrity**: Respect and Service are the key values of UPSA Code of Conduct.
- **Integrity**: UPSA is determined to act consistently in accordance with its principles and core values.
- **Respect**: Respect in the University’s community means, respect for one’s self, others and the University’s values as well as the responsibility one bears towards himself and others.
- **Service**: Service in the UPSA community means recognizing social needs and applying our strengths and knowledge to address those needs.
1.3 MISSION STATEMENT

We strive to provide and promote quality higher education and training in management and other related disciplines by leveraging a structured mix of Scholarship with Professionalism in Ghana and beyond.

We believe our first responsibility is to the students, staff, parents, guardians, alumni and all other stakeholders. In meeting their needs, everything we do epitomizes scholarship with professionalism.

Scholarship to us means the Pursuit and acquisition of Knowledge and Professionalism means Application of knowledge for Development in an ethical way. These two are the key driving forces of UPSA's existence.

1.4 AIMS AND OBJECTIVES

To realize the mission, UPSA seeks to:

(a) Offer courses leading to the award of Degrees, Diplomas and Certificates.

(b) Provide opportunity to qualified candidates to have related disciplines by leveraging training in management and other related areas.

(c) Promote professional education and specialist training for professional accountants and business executives.

(d) Encourage students to develop their potential skills up to the demanding standard of the contemporary economic world.

(e) Provide opportunities for staff development, job satisfaction and motivation.

(f) Develop the students' research abilities leading to entrepreneurship and innovation of business ideas.

(g) Develop the students’ research abilities leading to entrepreneurship and innovation of business ideas.

(h) Promote professional accountancy, marketing and administration through research, seminars, lectures and other related areas.

(i) Professional Bodies of Accountants and Marketers;

(j) Ghana National Chamber of Commerce;

(k) University of Professional Studies Alumnae;

(l) Teachers and Education Workers Union;

(m) Conference of Heads of Assisted Senior High Schools;

(n) One representative of the National Council for Tertiary Education;

(o) Undergraduate students of the University elected by the Students Representative Council;

(p) Post-graduate students of the University elected by the Graduate Student Association.

1.5 ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

The Chancellor is appointed by the Council and he/she is the head of the University and takes precedence over the other Officers of the University.

CHANCELLOR

The Governing body of the University is a Council consisting of:

a. A Chairperson nominated by the President;

b. The Vice-Chancellor;

c. Three persons nominated by the President at least one of whom is a woman;

d. One elected representative of the University Teachers’ Association of the University;

1.6 COMPOSITION OF THE ACADEMIC BOARD

The Academic Board is composed of:

a. The Vice-Chancellor of the University who shall also be the Chairman;

b. The Pro-Vice-Chancellor;

c. Provost, Deans and Vice Deans;

d. Directors of Schools, Institutes and Centres;

e. Heads of Academic Departments;

f. Professors and Associate Professors;

1.7 PRINCIPAL OFFICERS

In Attendance

Registrar/Secretary Ministry of Education representative
Pro-Vice-Chancellor Director of Finance

1.8 ADMINISTRATIVE DIRECTORS

• Business Development Centre
  Mr. Benjamin K. Osafo

• Academic Affairs
  Mr. Daniel Bukari

• Administration
  Dr. Vivian Amoako

• Information Services & Technology Directorate (ISTD)
  Mr. Mohammed-Sani Abdulai

• Public Affairs (Acting)
  Mr. J. S. K. Agybenyo

• Quality Assurance Directorate
  Mr. George Quartey

• Institute of Professional Studies
  Mr. Stephen Akrobor

• Otumfuo Centre for Traditional Leadership
  Alhaji M.N.K. Jawula

1.9 DEANS

• Dean of Faculty of Accounting & Finance
  Dr. Charles Barnor

• Dean of Management Studies Faculty
  Prof. Albert Puni

• Dean of IT & Communications Studies Faculty
  Mr. Godwin Adegawere

• Dean, Weekend School
  Mr. Gerald Dapaah-Gyarmi

• Dean of School of Graduate Studies
  Mr. John Kwaku Mensah Mawutor

• Dean of Centre for Int. Education & Collaboration
  Prof. (Mrs.) Goski B. Alabi

• Dean of Students
  Mr. Mawuli Feglo

• Dean of Evening School
  Mrs. Helen Arkorful

1.10 HEADS OF ACADEMIC DEPARTMENTS

• Department of Accounting
  Dr. Helen Ahulu

• Department of Marketing
  Dr. Samuel Agbanu

• Department of Business Administration
  Dr. Emmanuel S. Asamoah

• Department of Banking & Finance
  Dr. Raymond Dziwornu
11.1 PROGRAMME CO-ORDINATORS

- Co-ordinator, Information Technology
  Mr. James Ami-Narh

- Co-ordinator, Weekend School
  Mr. Aniapam Ampem-Darko

- Co-ordinator, Distance Learning
  Dr. Ebenzer Malcalm

- Co-ordinator, Professional Programmes
  Mr. Fredrick Doe

- Co-ordinator, Research
  Dr. Joseph Tuffour

- Co-ordinator, Conferences
  Dr. Raymond Dziwornu

- Co-ordinator, Consultancy
  Mrs. Benedicta Quao

- Co-ordinator, Quality Assurance
  Dr. Godwin Utuka

- Co-ordinator, Publications
  Mr. Brian Akrong

- Co-ordinator, Centre for Int. Education & Collaboration
  Mr. Abdulai Munkaila

- Co-ordinator, Evening School
  Mrs. Charity Boateng

11.12 HEADS OF PROGRAMMES

Degree Programmes
- Prof. Okoe Feehi Amartey

Diploma Programmes
- Dr. Raymond Dziwornu

11.13 HEADS OF SECTIONS

Accounting
- Mr. Kwadwo Obeng

Marketing
- Vacant

Management
- Vacant

Law
- Mr. Godwin Adagewine

Management Information Systems
- Dr. John Bosco Damnyag

Languages
- Mr. Brian Akrong

11.14 HALL WARDENS

Opoku Ampomah
- Dr. Mawutor Kwaku Mensah

Liberty
- Mr. Fredrick Doe

Mandela
- Mr. Theodore Tetteh

Yas Asantewaa
- Mrs. Philomena Dadzie

11.15 ADMINISTRATIVE STRUCTURE AND FUNCTIONS

THE COUNCIL

(a) Without prejudice to the generality of the powers of Council as provided for by the Act and the Statutes, Council has control and disposition of all the property, funds and investment of the University and has power on behalf of the University:

(i) To sell, buy, exchange and lease and accept leases of property.

(ii) To borrow money on behalf of the University on security of the property of the University or otherwise.

(iii) Generally to enter into, carry out, vary and cancel contracts.

(b) The Council has control over the finances of the University and shall have power to determine finally any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any Trust requiring execution by the University, provided always that before determining any question of finance which directly affects the educational policy of the University, the Council can invite the opinion of the Academic Board and can take into consideration any recommendation or report made by them.

(c) The Council is responsible for taking all the measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may from time to time specify any matter affecting the income or expenditure of the University in respect of which the consent of the Council can be obtained before action is taken or liability is incurred.

(d) The Council can determine the allocation of funds at the disposal of the University. Unless for special reasons that the Council shall otherwise determine, all the recurrent grants allocated by the Council towards the purposes hereinafter mentioned shall be made in the form of block grants, that is to say:

(i) For expenditure by the Academic Board upon those central activities of the University for which the University is wholly responsible classified under such heads and subheads as the Council, after consultation with the Academic Board, considers convenient.

(ii) For expenditure by the University in respect of which the University in respect of which the Council shall otherwise determine.

(e) The Council shall annually determine the expenditure necessary for the maintenance of:

(i) The property of the University

(ii) Adequate staff for transacting the financial and administrative business of the University and shall in their discretion, appropriate funds for these purposes. The Council may prescribe the manner and form in which units of the University shall submit accounts or estimates of income and expenditure.

COMMITTEES OF COUNCIL

(a) Finance Committee

The Finance Committee which considers and advises the Council on the estimates of income and expenditure of the University and on all accounts and all financial matters of the University.

(i) Acts on all financial matters referred to it by the Council and also acts on behalf of the Council in emergencies or when necessary.

(ii) Is a standing committee of Council.

(b) Development Committee

The Development Committee advises the Council generally concerning the physical development of the University.

(c) Business Oversight Committee

It was established by Council to oversee the activities of the Business Development Centre of the University.

(d) University Tender Committee

The Tender Committee was established in line with the Audit Service Act, 2000 (Act 584) to ensure the implementation of the recommendations of audit reports.

THE ACADEMIC BOARD

The Academic Board of the University:

(i) Formulates, establishes, and carries out the educational policy of the University and generally regulates the programme of instruction and the examinations conducted by the University.

(ii) Promotes research within the University and to request at the end of each academic year reports from faculties and Departments on research being done.

(iii) Appoints Internal and External Examiners on the recommendation of the Boards of Faculty and Departments concerned, suspends or removes Examiners for negligence or inefficiency or other justifiable cause during their terms of office and in the case of death, illness, resignation, suspension or removal of an examiner and appoint a replacement.

(iv) Makes regulations after receiving reports or proposals from the Boards of Faculties and Departments relating to course of study, degree and other academic awards.

(v) Recommends candidates for the award of Degrees, Diplomas, Certificates and other academic awards to persons who have pursued at the University a
programme of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the Examiners.

(vi) Submits reports and/or makes recommendations to the council, either on its own initiative or at the request of Council, on any matter affecting the University.

(vii) Recommends to Council the appointment or re-appointment of Senior Members of the University.

(viii) Recommends to Council the establishment of new, or disestablishment or merger of faculty of existing departments.

(ix) Recommends to Council the affiliation of the University to other Institutions on such terms and condition as it may deem fit.

(x) Determines the mode and conditions of competing for fellowships, scholarships, bursaries, medals and other prizes or awards subject to any conditions made by the donors or founders and accepted by the Council; and examines and awards the same or may confer on the Board by any Act, the Statutes or decision of Council.

(xi) Makes regulations for the admission of students to the University for approval by Council.

(xii) Makes, for the approval of Council, regulations for discipline of Junior members of this Council, and for the proper of Junior members of this Council, regulations for discipline of students to do so.

(xiii) Examines and awards the same or may confer on the Board by any Act, the Statutes or decision of Council.

(xiv) Regulates the relationships between the University and Associated Institutions both within and outside Ghana.

(xv) Refers proposals on any matter to Convocation for consideration.

(xvi) Examines all such powers as are or may be conferred on the University in addition to other powers.

1.16 THE VICE-CHANCELLOR AS CHIEF EXECUTIVE OF THE UNIVERSITY

The Vice-Chancellor

(i) is responsible in accordance with the Act, the Statutes, and with the decisions of the Council and the Academic Board, for organizing and conducting the financial and administrative business of the University.

(ii) is the over-all authority over the academic, financial and Administrative staff and shall submit annually through the Academic Board to the Council, a statement of the staff which, in his opinion, is necessary for the transaction of the University's business, together with an estimate of the expenditure required for the maintenance of such staff.

(iii) has the right and duty to advise the Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University, and for this purpose he shall have unrestricted rights of attendance and speech at all matters of the Council and of all bodies set up by the University whether executive, or advisory which are charged with the consideration of such matters.

(iv) Subject to the approval of Council, has the power to delegate any of the functions assigned to him by the Act and Statutes to such officers and Senior Members of the University as shall seem to him appropriate.

The Academic functions of the University are centered on the following three Faculties:

(a) Faculty of Accounting and Finance

(b) Faculty of Management Studies

(c) Faculty of IT & Communications Studies

(i) Faculty of Accounting and Finance

• Department of Accounting

• Department of Banking and Finance

(ii) Faculty of Management Studies

• Department of Marketing

• Department of Business Administration

(iii) Faculty of Communication Studies

• Department of Public Relations

• Department of Information Technology

Each Faculty is headed by a Dean.
policies and procedure prescribed by the Act, the Statutes or as may be directed from time to time by Council, the Academic Board or the Faculty Board.

(c) The Dean shall be the Chairman of the Faculty Board.

(d) He shall liaise with industries, professional institutions, association and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.

(e) He shall liaise with other Faculties and take responsibility for the organization of common courses.

(f) He shall coordinate the work of Departments within the Faculty.

1.24 POWERS AND FUNCTIONS OF THE FACULTY BOARD

Subject to the Law and the Statutes, the Board of each Faculty shall have the following powers and functions:

a) To regulate within the general policy approved by the Academic Board, the teaching and study of the subjects or tasks assigned to the Faculty.

b) To ensure the provision of adequate facilities for instruction and research and practical training in the disciplines assigned to the Faculty.

c) To recommend to the Academic Board internal and external Examiners for appointments.

d) To make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees) Diplomas, Certificates, Studentships, Scholarships and Prizes within the Faculty.

e) To advise on regulations and syllabuses dealing with courses of study for Degrees, Diplomas and other awards of the Faculty.

f) To consider the Faculty budget and make allocation to the Department under it and prepare estimates for the consideration of the Budgetary Committee.

g) To recommend to the Academic Board, the admission of students into the Faculty.

h) To deal with any matters referred or delegated to it by the Academic Board.

i) To appoint such sub-committees as it may consider necessary for the discharge of its functions.

1.25 HEADS OF DEPARTMENTS

A Department shall have a Head who shall be appointed by the Vice-Chancellor in consultation with the Dean of the Faculty from among the professional members of the Department or in their absence among the next lower category of Senior Members, that is, Senior Lecturer, Lecturers in that order.

1.26 FUNCTIONS OF THE HEADS OF DEPARTMENTS

Subject to the powers of the Faculty Board and the Academic Board, Head of Department shall:

a) Organize the approved teaching and research programmes of the Department and ensure that research is carried out;

b) Maintain acceptable standards of teaching by all the Units under it and any other academic work;

c) Provide for the examination of students;

d) Liaise with the Dean of the Faculty in matters affecting the Department;

e) Convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department;

f) Be responsible for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of the University’s policy.

g) Provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedure of the University;

h) Advise and promote generally the well-being of the Department and persons engaged in the Department.

1.27 ETHICS AND CODE OF CONDUCT

Like other Institutions, UPSA has expectations about how its students will behave, and rules to follow. It is expected that some of the products of the University will assume leadership roles as curriculum developers, instructional co-ordinators, and supervisors, in pre-school education, basic education and in the functional literacy programme.

1.28 GUIDING PRINCIPLES

Three (3) fundamental principles guide the way business is conducted in the University. These include:

(a) Development and Continual Improvement

i. Developing the total personality and a promising future through continual learning with a focus on adding value to the individual for competence and professionalism.

ii. Upholding a forward looking posture that learns from the past and strives to anticipate and plan for future needs.

iii. Improving persistently, measuring all efforts against the highest professional standards and ensuring flexibility to adapt rapidly to changes within its operational environment.

(b) Beliefs

i. That economic capital is no longer land and financial but rather the human and social capital.

ii. Teaching and Research result in knowledge which enhances the value of priceless human and social assets. That teaching involves both learner and teacher where the teacher acts as a facilitator and a resource person.

iii. Teaching should assist the learner to develop, organize, and structure knowledge; promote desirable attitudes and skills; and foster a spirit of enquiry and accountability.

iv. Learning is a dynamic process of personal and professional growth. It builds on prior experience, stimulates critical reflection, and enables members of the community to solve and practise independent decision-making.

(c) Respect for the Individual and Integrity

i. Respect and recognition of the individual, treating all individuals fairly and equitably, respecting different views, and tailoring responses to meet identified needs. Appreciation of needs, expectations and rights of people is not to be compromised.

ii. The University expects the upholding of academic integrity, demonstrating social and personal responsibility, accountability for one’s actions and inactions and ensuring compliance with all the University’s policies.

1.29 CORPORATE VALUES

The University:

(a) Values the tenets of professionalism

(b) Focuses on quality
requires leadership at all levels, responsibility for improvement of continuous existence transformation as the essence UPSA values the concept of overall strategic plan: foundations of the University's challenges, and the recognition and human settings of science international presence, the social development of the individual, growth, the concept of total to respect for each individual, The repeated emphasis given throughout the academic and Broadly shared ideals run STRATEGIC PLANNING A FOUNDATION FOR 1.30 OUR CORE VALUES: A FOUNDATION FOR STRATEGIC PLANNING Broadly shared ideals run throughout the academic and administrative units at UPSA. The repeated emphasis given to respect for each individual, intellectual leadership and growth, the concept of total development of the individual, continual learning and knowledge development, diversity, international presence, the social and human settings of science and technology, communication challenges, and the recognition of the following principles are foundations of the University's overall strategic plan: (a) Leadership UPSA values the concept of transformation as the essence of continuous existence and sees good and quality leadership as the pre-requisite for transformation. Profound responsibility for improvement requires leadership at all levels, thus the University shall model its core ethical values which are integrated in academic programmes in its leadership and operations. The core and ethical values shall reflect the guidelines, conduct and behaviour that can be observed and affirmed in life on campus. The Leadership shall encourage commitment to holistic learning and the total development of students and staff.

(b) Communication It is not enough to simply have values because to achieve the targeted goals, the University must communicate its values and intents. The University makes a deliberate and comprehensive effort to communicate its core values, ethical standards and goals to students, faculty, staff, and other constituents. The University promotes public discussion and dialogue about core values and ethical issues and honours achievements of moral and civic character.

(c) Research Research into business is the new tool that the University has been employing to distinguish itself in professional and academic excellence in the development and use of analytical skills in a problem-solving context. The main aim of the University's research activities is to create, contribute, promote and disseminate knowledge in the fields of Management and Accountancy, which are suited to needs of all key stakeholders, industry and commerce. Furthermore, the University’s Research orientation is to contribute to knowledge, and the University’s unique profile. To achieve this, the University makes a conscious and continual effort to develop staff and structural capacity, and to enhance capabilities for innovations in the core areas. It also relies on sharing of interdisciplinary research output and collaboration with industry and other academic partners for this purpose.

1.31 ACADEMIC INTEGRITY

1.31.1 Introduction Tertiary Institutions are unique communities committed to creating and transmitting knowledge. The University educates, develops, nurtures, cultivates, inspires and transforms individuals to equip them with knowledge and life skills to be effective in the competitive working business environment.

1.31.2 Student Discipline Ultimate authority for student discipline is vested in the Vice-Chancellor. Authority may be delegated to the University’s Disciplinary Committee, as set forth in the Statute or in other appropriate policies, rules or regulations.

Offences And Their Corresponding Sanctions It is an offence for a student to indulge in any of the under listed conduct. (a) Stealing (b) Perpetrating fraud (c) Impersonating fraud (d) Causing damage to any property (e) Fighting (f) Causing bodily harm to any person (g) Insulting a Lecturer or other Senior Member (h) Refusing or neglecting to carry out orders or commands of a Lecturer or other Senior Member (i) Refusing or neglecting to obey instructions issued by a Lecturer or other Senior Member (j) Showing disrespect or insubordination towards a Lecturer or other Senior Members (k) Disobeying any lawful instruction from any officer of the University (l) It is, however, not an offence to refuse an unlawful act if, among others, it violates any of the laws of moral and civic character.

Sanctions The sanction for any of the offenses listed above ranges from suspension to outright dismissal. The sanction for any other offenses ranges from warning to outright dismissal.

Disciplinary Procedure for Junior Members A student who commits an offence shall not be punished except in accordance with the disciplinary procedures set out below:

1. A student who commits an offence shall appear before a Disciplinary Committee.

2. A student against whom disciplinary proceedings are instituted shall, in writing, be:
   a. Informed of the conduct that constitutes the offence and the particular rule of the University that has been violated by the conduct, in question;
   b. Informed of his or her right to be represented by a lawyer or other representative of his or her choice, and
   c. Informed of the venue and time of the proceedings.

NOTE: Disciplinary proceedings instituted in accordance with the rules of the University, are without prejudice to any other action that may be taken by any student against a student subject to the proceedings.

1.31.3 Jurisdiction The University’s Regulations apply to all students from the time they accept admission to the University of Professional Studies, Accra through the date of their graduation. This includes but not limited to new students at orientation, persons not currently enrolled but who are still seeking a degree from UPSA and any other person enrolled in a credit earning course offered by UPSA.

The Regulations also apply to any person who has graduated if the University determines that his/her graduation or receipt of credit may have involved any misconduct while he/she was working towards a degree (in such cases, Degree revocation may be a sanction).
1.31.4 Academic Integrity

The free exchange of ideas depends on the scholar or participants’ trust that they will be given credit for their work. Everyone in an academic community must be responsible for acknowledging their use of others’ words, research results, and ideas, using the methods accepted by the appropriate academic disciplines. Since intellectual works constitute a kind of property, plagiarism is like theft.

Furthermore, as a reader one may want to follow other writers’ paths of research in order to make one’s own judgments about the procedure, evidence and arguments. One will depend on those writers’ accuracy and honesty in reporting their sources. In turn, your readers will depend on yours.

The free exchange of ideas also depends on the scholar or participants’ trust that others’ work is their own and that it was done and is being reported honestly. Intellectual progress in all the disciplines demands the truthfulness of all participants. Plagiarism and cheating are attacks on the very foundation of academic life, and cannot be tolerated within the University.

1.31.5 Academic Dishonesty

Academic Dishonesty is the giving, taking, or presenting of information or material by a student that unethically or fraudulently aids oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of that student’s record or academic career.

A student shall be guilty of violation of academic dishonesty if he or she:

- Represents the work of others as his or her own;
- Obtains assistance in any academic work from another in a situation in which the student is expected to perform independently; gives assistance to another individual in a situation in which that individual is expected to perform independently; - offers false data in support of research or field work.

The act of submitting work for evaluation or to meet a requirement is regarded as assurance that the work is the result of the student’s own thought and study, produced without assistance, and stated in that student’s own words, except as quotations, references, or footnotes that acknowledge the use of other sources.

Submissions of work used previously must first be approved by the instructor.

Regulations regarding academic dishonesty are set forth in writing in order to give students notice of prohibited conduct. They should be read broadly and are not designed to define academic dishonesty in exhaustive terms.

If a student is in doubt regarding any matter relating to the standards of academic dishonesty in a given course or on a given assignment, that student shall consult with the Faculty Member responsible for the course before presenting the work.

1.31.6 Responsibility to Report Academic Dishonesty

Academic Dishonesty is a corrosive force in the academic life of a University Tertiary Institution. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act; histories of institutions demonstrate that such responses will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike.

Faculty must undertake a threshold responsibility for such traditional safeguards as examination security and proctoring.

All members of the University, students, faculty and staff, share the responsibility and authority to challenge and make known to the appropriate authority acts of apparent academic dishonesty.

1.31.7 Sanctions for Academic Dishonesty

The student will always be placed on academic integrity probation for the reminder of the student’s academic career. In addition, one or more of the sanctions listed immediately below will be imposed.

- A reduction in grade on the assignment on which the violation occurred.
- No credit will be earned on the assignment, paper, programme, test or examination on which the violation occurred.

In addition to any of the other sanctions listed, or in lieu of an additional semester of suspension, an academic community service assignment may be given.

The student will be suspended (or expelled) if the academic dishonesty is committed. Factors affecting this determination include whether the acts committed involved advance planning, falsification of papers, forms, or documents, collaboration with others, or some actual or potential harm to other students. For example, theft of another student’s returned examination will usually merit suspension, even for a first offence. In cases where the student will complete graduation requirements during the current semester/trimester, suspension is to take effect immediately. Suspension will be noted on the transcript. Where suspension is the mandatory minimum sanction due to academic misconduct while on academic probation, a lesser sanction may be imposed in the Vice-Chancellor’s discretion only upon a showing of extraordinary circumstances.

(a) Possessing, buying, selling, removing, receiving, or using at any time or in any manner not prescribed by the instructor, a copy or copies of any materials (in whole or part) intended to be used as an instrument of academic evaluation.

(b) Submitting, without prior permission of the instructor, any work by a student which has at any time been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution.

(c) Plagiarism and cheating are attacks on the very foundation of academic life, and cannot be tolerated within the University.

1.31.8 Cheating

Cheating includes but is not limited to the following actions:

(a) Copying from someone else’s test or examination script.

1.31.9 Plagiarism

(a) Submitting written materials without proper acknowledgement of the source.

(b) Deliberate attribution to, or citation of a source from which the reference was made.

1.31.10 Aiding and Abetting Others to Cheat or Plagiarize

Aiding and abetting others to cheat or plagiarize includes but is not limited to the following:

(a) Giving unauthorized assistance to another or others during a test or evaluation, including allowing someone to copy from a test or

(b) Willfully damaging the academic work or efforts of another student.

(c) Failing to comply with a specific condition of academic integrity which has been clearly announced in a particular course.

(d) Submitting, without prior permission of the instructor, any work by a student which has at any time been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution.

(e) Submitting material in whole or part for academic evaluation that has been prepared by another individual(s).

(f) Submitting data which have been altered or contrived in such a way as to be deliberately misleading.
1.31.11 Non-Academic Misconduct

Non-Academic Misconduct relates to behaviour that is subject to disciplinary action under this Regulation and includes violations of the Law of the state, conduct that threatens the safety or well-being of the campus community, and any other behaviour that adversely affects the University or its educational mission.

(a) Alcohol Violations
Possession or consumption of any alcoholic beverage inside any University facility except on such occasions as designated by the Vice-Chancellor or his/her representative.

Aiding and abetting the possession and/or consumption of alcoholic beverages by any student.

(b) Contempt
Failure to comply with a written directive or order, issued by the University. Knowingly violating the terms of any disciplinary sanctions imposed in accordance with this Regulation, including failure to complete sanctions by the deadlines established in the decision made in accordance with this Regulation.

(c) Failure to Submit Identification
Failure to submit identification upon request to duly authorized and properly identified University officials shall be subject to sanction. Students not having identification in their possession will be given adequate opportunity to find and present it.

(d) Harassment Behaviour
- is directed toward a particular person (or persons),
- is unwelcome and severe or pervasive, and
- violates criminal law, or civil rights law, or the University’s Administrative Regulation on harassment or that unreasonably interferes with the target person’s employment, academic pursuits or participation in the University’s sponsored activities.

(e) Infliction or Threat of Bodily Harm
Intentionally or recklessly causing any act (e.g. “Ponding”) that creates a substantial risk of bodily harm to any person who is on the University’s property or at the University’s sponsored activities, including but not limited to, throwing objects from buildings.

(f) Providing False Information
Providing False Information as stated below will attract appropriate sanctions:

- Intentionally furnishing oral or written false information to the University.
- Forgery, or deliberate misrepresentation or unauthorized alteration, or unauthorized use of any University document or instrument of identification including but not limited to, student photo IDs, medical excuse/report, results and certificates and other applications, birth certificate, etc.
- Submitting form(s) that one knows or has reason to know have been forged, altered, or modified.

(g) Sexual Misconduct
- Rape, other sexual offences, and sexual assault will result in severe sanctions from the University as well as possible criminal prosecution since the offence is criminal. These categories include:

- Forcing someone to have sexual intercourse, engage in other sexual acts such as oral or anal intercourse, genital penetration.
- Sexual contact without full and free consent given by the person (including situations where drugs or alcohol impair a person’s ability to give full and free consent).
- Sexual contact when the perpetrator knows or should know the behavior is offensive to the person.
- Sexual contact when the other person is less than the statutory age of consent.

(h) Theft
Includes the unlawful taking or use of University or personal property, acts considered violation of the copyright laws, theft of University keys or duplication of University keys.

(i) Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts which result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or disenrollment on disciplinary grounds, must be preceded by a disciplinary conference or hearing via extraordinary disciplinary intervention procedures.

1.32 DRESS CODE

A Dress Code is a concept that generally refers to an accepted way of presenting one’s self to suit an occasion or a purpose. It prescribes or describes for individuals what to wear in terms of cloth/material style, colours etc. that would befit a situation or occasion. In scientific terms dress code has been defined as a simple document that spells out regulations on what is appropriate attire and grooming and why.

1.32.1 Elements of the Institutional Dress Code

The operational definition of a dress code in this Policy is a set of standards for both clothing and grooming for students in the University of Professional Studies. This definition is on the following premises:

- Who are we (Our Mandate)
- What we stand for (Our Mission)
- What image we want to portray (Our Vision)

What is generally considered to be appropriate for the image we stand for and want to portray.

For the purpose of this document a Dress Code is considered as the set of guidelines and standards of dress and grooming that identifies people within the UPSA community as Business Scholars and Professionals.

The UPSA dress code is made up of four elements namely:

a) Dress Policy
b) Grooming Policy
c) Legality of the Code
d) Review Process

1.32.2 Principles Underlying the UPSA Dress Code

The development of the dress code is upon three (3) pillars. These include:

a) The image of the University as an Icon of Professionalism and Scholarship, which must be supported by a corporate identity.

b) Effects of dress and grooming standards on developing the total personality of student professionals.

c) The willingness of students to differentiate themselves through a dress code.

The legality of dress codes which includes:

- The business justification for the requirements or standard,
- How it accommodates religious concerns and
- The handling of violations involving the dress code.

1.32.3 The Dress and Grooming Policy

A professional look includes clothes, make-up, hair, and accessories that work together to create a flawless image. The dress and grooming requirements for both men and women should always be:

Modest, neat, clean, and not distracting but consistent with the dignity of scholarship and professionalism.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of academia and professionalism. The UPSA community therefore, should commit itself to observe the standards, which reflect the direction established by the mission of the University and pre-established Business and Professional dress standards.
The UPSA Dress Code shall be in two categories, the **Regular Business Casual Wear** and **Ceremonial Business Casual Wear**. The Regular Business Casual Wear shall be two types and shall run through all UPSA activities except on Fridays which shall be a dress down or traditional wear day in line with current National Friday Dress Policy. All students are required to conduct themselves in a manner consistent with the principles of this Dress Code. Jeans and ’T’ shirts are **Not** acceptable Regular and Ceremonial attires.

1.32.4 The UPSA Regular Dress and Grooming Standards

(a) Men
A clean and well-cared for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colours, and trimmed above the collar leaving ear uncovered. Sideburns should not extend below the ear lobe or onto the cheek. If worn, moustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean shaven. Earrings and other body piercing objects are not acceptable. Shoes and sandals should be worn in all public campus areas. Inappropriate attire includes shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops; tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper, mini and short skirts and form fitting trousers and skirts.

(i) **Suit (optional)**
Dark conservative 2-piece suit (single or double breasted) Preferable shades of black or navy blue.

(ii) **Shirts**
White dress shirt are preferred with long or short sleeve.

(iii) **Neckties**
• Should be silk with a conservative pattern
• No loud colours
• Width of ties should not be extremely wide
• Length of tie should end near the centre of the belt buckle
• Never wear a clip on tie!

(iv) **Socks**
• Should be dark (never white)
• Long enough not to reveal skin when seated

(v) **Shoes**
Lace up leather shoes, clean and polished are best; no boots, tennis shoes or hush puppies are allowed.

(vi) **Jewellery & Accessories**
• Belts should be leather
• Belts should match colour of your shoes
• Belt buckles should be small and not flashy
• Jewellery is to be kept to a minimum
• A watch and one ring is a smart choice
• Absolutely no earrings, tongue rings or other face rings
• No bracelets, no neck chains

(b) Women
A clean and well-cared for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, revealing, has slits above the knee, or form fitting. Dresses, skirts, and shorts must be knee length or longer. Hairstyles should be clean and neat, avoiding extremes in styles and colours. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. If ear already has more than one piercing, only one earring should be worn at a time. Shoes should be worn in all public campus areas. Inappropriate attire includes shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops; tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper, mini and short skirts and form fitting trousers and skirts.

(i) **Skirts, Dresses, and Skirted and Trouser Suits**
Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than two inches above the knee and not revealing. Trousers should not be form fitting. Shorts, tight skirts that ride halfway up the thigh are inappropriate for business and professionalism work. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the University community.
(ii) Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts and sweaters, are acceptable. Suit jackets are also acceptable, if they do not violate any of the listed guidelines.

(iii) Suits Optional
• Solid button up jacket (single breasted or double breasted).
• Skirt length should be no shorter than 2 inches above the knee or below.
• Suit should be wrinkle free and freshly cleaned.

(iv) Jewellery and Accessories
• Small earrings may be worn (no hoops)
• One ring per hand in addition to the set of marriage rings.
• Absolutely no multiple earings, multiple chain necklaces, tongue rings, or other face ring.
• For Seminars, Conferences and Workshops, Regular Business Casual wear with jacket is recommended.

(v) Cosmetics and Facials
Should be moderate and appropriate for skin-tone.

1.32.5 The UPSA Dress Down and Traditional Dress and Grooming Standards

1.32.6 Other Specific Requirements
(a) Hats and head covering: Hats and caps are not appropriate in UPSA. Head covers or scarf, that are required for religious purposes or to uphold cultural tradition are allowed.

(b) Slogans or pictures on shirts: Profanity and nude or semi-nude pictures printed on shirts are inappropriate attire in UPSA and are prohibited. Political slogans, advertisements for products and suggestive cartoons or drawings are inappropriate in UPSA and are prohibited.

(c) Torn pants / slacks or jeans: While this style of clothing may be fashionable among some, to UPSA, tears in clothing are unacceptable attire and are inappropriate within the UPSA community. Jeans shall not be form-fitting. A trouser or jean that is worn tightly around the thighs is unacceptable.

(d) “Baggy” shorts or pants: “Baggy” refers to over-size shorts or pants/slacks or Jeans. It is considered inappropriate in UPSA if underwear shows above baggy pants/trousers and therefore prohibited.

(e) Jogging suits or sweat suits: UPSA dress down attire does not include jogging suits and sweaters. Sweaters are only acceptable during cold and rainy days.

(f) Revealing attire: Revealing means exposing the tummy, waist line, chest, breast and exposure of under-wear. Clothes such as shorts, crop tops, tank tops, and clothes made of see-through materials, laces or clothes that expose areas of the body usually covered in the workplace are prohibited. Low cut pants/slacks should be worn with tops long enough not to reveal waist line when hands are raised.

(g) Undergarments: Clothing should not be transparent enough to make under garments conspicuous; such clothing is considered disruptive and inappropriate.

(h) Body Art: Tattoos are considered unprofessional, and at no time may a business professional have a visible tattoo. For those who may already have had tattoos on the body before entering UPSA, try not to make this visible by using clothes that can conceal these tattoos.

(i) Suit: A suit means nothing other than what the term implies.

1.32.7 Ceremonial Dress Standard
The ceremonial dress for men shall be a blue-black trousers and a long sleeve button down butter-coloured shirt with a blue-black tie bearing the University’s logo and the University’s dress pin on the suit jacket.

For women, a blue-black skirt or trouser suit with a long sleeve button down butter - coloured shirt with the UPSA water mark scarf on the collar and an UPSA pin or Brooch on the suit jacket. Ceremonial shoes shall be black shoes for both men and women.

For Seminars, Conferences and Workshops, Regular Business Casual wear with jacket is recommended.

1.32.8 Handling Dress Code Violations
The procedures for the enforcement of this policy are outlined below:

(a) A student, alleged to be improperly dressed or having an inappropriate outfit shall be reported to the Head of Department. If in the lecture hall, the lecturer may ask the student to leave the lecture hall and/or take note of the incident as witnessed by other members of the class and later report to the Head of Department.

(b) The Head of Department shall examine the issue by careful consideration of the University’s Dress Policy. If upon assessment, it is found that there is no issue, the Head of Department shall advise the individual who raised the issue.

(c) If it is established that there is a problem with the way the student is dressed, the Head of Department shall address the issue with the student in private and request the student to sign an undertaking for appropriate dress conduct and then refer the student to the Counseling Section. The Counselor shall in addition have an informative discussion with the student to explain what is unacceptable about the student’s attire according to the policy standard of the University.

(d) Any student who is reported for inappropriate dressing for more than twice shall face the rigour of the University’s rules through a disciplinary action of a suspension for one semester. The student shall not be punished if his or her taste or sense of fashion fits the Business Casual Dress Standard.

1.32.9 Implementation and Application of the Code
Students must attend a dissemination and orientation seminar which would be a requirement for all fresh students of the University.

1.32.10 Review of the Code
The Code may be subject to review every year when the Students’ Handbook is reviewed where necessary.
2.0 ACADEMIC PROGRAMMES

2.1-2.7 PROFESSIONAL PROGRAMMES

See page 100 for Professional Programmes offered by the University.

2.8-2.16 UNDERGRADUATE DEGREE PROGRAMMES

See page 66 for Undergraduate Degree Programmes offered by the University.

See pages 161 to 189 for Course Descriptions of Undergraduate Degrees

2.17-2.26 DIPLOMA PROGRAMMES

See page 56 for Diploma Programmes on offer by the University.

See pages 146 to 159 for Course Descriptions of Diploma Programmes

2.27 SEMESTER COURSE UNIT SYSTEM

2.28 THE STRUCTURE OF PROGRAMMES

(a) Definition of Programme

Programmes of study for the Certificate, Diploma shall consist of a number of courses, each of which a number of credit hours shall be prescribed.

(b) Course

A course may be defined as a unit of study within a discipline or programme. In each semester, students will study a number of courses in their chosen programme.

2.29 CREDIT HOURS

(a) Each course in the University’s programme is given a value (weight) on the basis of the number of hours per week that the class meets with the lecturer for purposes of lectures/tutorials and/or practical, throughout a semester.

(b) The minimum credit for a course should be two (2) credits and the maximum three (3)

2.30 COURSE CREDIT REQUIREMENTS

(a) One (1) course credit shall be defined as follows: one hour lecture one hour tutorial, or one practical session (of two or three hours), or six (6) hours of fieldwork per week for a semester.

(b) The Diploma programme shall have the following range:

Diploma: 2-year Diploma, 60 – 72 credits

2.31 WORKLOAD

At the beginning of each semester, students shall register for the courses they will study during the semester. The total credits for all the courses registered by a student constitute his/her workload. Each student in the University may be allowed to carry, in any semester, a minimum of eighteen (18) credits hours and a maximum of twenty-one (21) credit hours or a total of forty-two (42) credit hours in the academic year. However, the maximum and minimum credit points peculiar to certain programmes shall be determined by Faculties through the Academic Planning Committee and approved by the Academic Board.

2.32 WEEKEND SCHOOL DEGREE PROGRAMMES

2.33 INTRODUCTION

The University of Professional Studies, Accra (UPSA) recognizing the problems and difficulties many workers face on the existing Morning and Evening Schools has deemed it fitting and proper to introduce Weekend School which took effect from 2009/2010 academic year. Some of the problems faced by the student workers are:

- Late arrival at lectures
- Physical and mental exhaustion by the time they arrive at lectures
- High course load, etc.

All these problems adversely affect their output and eventual performance on the programmes. It is hoped that the introduction of the Weekend School will go a long way to address these problems faced by worker students in the future.

2.34 OBJECTIVES

The objectives of the Weekend School are to:

- Offer the existing mainstream Degree programmes to people (especially workers) who do not find the lecture hours of the mainstream convenient
- Make UPSA Degree programmes more accessible to a good number of people
- Make extra use of the academic facilities of UPSA.

2.35 DURATION OF THE PROGRAMMES

The duration of programmes of the Weekend School shall be the same as that of the Mainstream Degree programmes.

2.36 LECTURE DAYS

Generally, the lecture days of the programme of the Weekend School shall be Friday evenings, Saturdays and part of Sundays.

2.37 COURSE STRUCTURE AND DESCRIPTION FOR THE WEEKEND SCHOOL DEGREE PROGRAMMES

The course description and course structure for the Weekend School Degree programmes are the same as that of the Mainstream Degree programmes.

2.38.1 REGISTRATION FOR ACADEMIC WORK

(a) All students are expected to register for their selected courses specified by the Faculties/Departments/Units.

(b) For a student to obtain a credit in any undergraduate course, he or she must be properly registered for that course during the official registration period at the beginning of each semester.

(c) Registration dates will be fixed by the Academic Board and advertised.

(d) Every student shall pay a non-refundable registration fee to be announced at the beginning of the academic year.

(e) Registration shall be done on-line and two copies of proof of registration generated as a result printed-out and duly signed by the student and the Registration Officer or his/her representative. One copy of the proof of registration shall be submitted to the student's department while the second copy shall be kept by the student for future reference.

(f) A student who fails to register for a course shall be disqualified from taking that course.

(g) A fine, to be determined by the Academic Board, shall be imposed on any student who fails to register within the period designated for registration by the University.

(h) Registration by proxy is prohibited in the University, accordingly registration by proxy is invalid and students who participate in proxy registration commit a major offense, the punishment for which ranges from suspension to dismissal. Students shall have to register in person and have their registration forms endorsed by the Assistant Registrar responsible for registration.

(i) A student who fails to register by the first 21 days after the commencement of the semester shall be precluded from beginning the semester programme.

2.38.2 REQUIREMENTS

(h) A fine, to be determined by the Academic Board, shall be imposed on any student who fails to register within the period designated for registration by the University.
2.39 PENALTY
Any student, who does not pay his/her fees in full and register within the stipulated period for course registration will be given the opportunity to register within four (4) weeks after the deadline for registration upon payment of a late registration penalty. The penalty for late registration shall be charged on increasing basis ranging from a minimum of GH¢50.00 to maximum of GH¢400.00.

If a student fails to pay the appropriate fees and register within five (5) weeks after the commencement of the semester, he/she will not be permitted to take the end of semester examinations.

2.40 ATTENDANCE AT LECTURES AND TUTORIALS
Students are required to attend all lectures, tutorials and practical sessions specified for their course of study.

2.41 PROGRAMME OF STUDY
A candidate who is admitted to the University shall be required to register and follow only the approved programme of study over the prescribed period.

2.42 ACADEMIC YEAR
The Academic Year shall comprise two semesters; first and second.
First Semester: August / September – November/ December
Second Semester: January / February – May/ June

The Academic Board shall vary the academic calendar above to take care of unforeseen circumstances which may affect the academic calendar.

2.43 STRUCTURE OF SEMESTER
Semester system refers to the organization of the academic year into two equal parts lasting 16 weeks each. The academic programmes undertaken each semester will be terminated and students will be assessed on the basis of their work in various course studies at the end of the semester.

A semester shall be of sixteen (16) weeks duration and shall be structured as follows:
• 13 weeks of teaching
• 1 week of revision
• 2 weeks of examination

2.44 ACADEMIC ADVISORS/ COUNSELLORS
Students shall be assigned academic advisor(s) in every Department who shall provide counsel on course offering and any other academic issue as the case may be.

2.45 DURATION OF STUDY PROGRAMMES
(a) Candidates who are admitted into level 300 require four (4) semesters minimum and eight (8) semesters maximum period to complete their respective degree programmes. Candidates who are admitted into level 200 require six (6) semesters minimum and ten (10) semesters maximum period to complete their respective degree programme.

(b) Candidates admitted into level 100 require eight (8) semesters minimum and twelve (12) semesters maximum period to complete the degree programme.

(c) The minimum and maximum periods are calculated from the date of first registration. For the avoidance of doubts, the maximum period is inclusive of deferment, rustication, suspension, etc.

(d) Unless otherwise stated in the admission letter, candidates admitted for the professional programmes shall be given (3) three years to complete their courses.

2.46 COURSE CREDIT
One (1) course credit shall be defined as:
• One hour lecture or,
• One hour tutorial or,
• One practical session (2 or 3 hours)

2.47 INTERRUPTION OF STUDY PROGRAMME
A student may interrupt his or her study programme but may not break for more than four (4) continuous semesters. A student who wishes to interrupt his or her study programme shall apply in advance to the Registrar stating reasons for the interruption. The decision of the University shall be communicated to the student by the Registrar before he or she leaves the University.

A student who interrupts his or her studies for more than four continuous semesters shall be deemed to have lost all accumulated credits and unable to complete study programme within maximum period. Such a student may be allowed to re-apply for admission into the University.

2.48 CHANGE OF PROGRAMME
Students are not allowed to change programme after admission.

2.49 REFUND OF FEES
Fees paid are not refundable unless a student can show justifiable reason(s) for the refund.

2.50 ATTENDANCE AT LECTURES
(a) Attendance sheets shall be kept by the Director of Academic Affairs.

(b) Every student shall be required to sign an attendance sheet at every lecture.

NOTE: Deferment, Rustication or Suspension periods are inclusive of the maximum duration allowed for completion of all Postgraduate, Undergraduate and Diploma programmes.
The course includes topics such as: logarithmic and exponential functions, matrices and vectors, introduction to difference equations.

PDBA 115 Business Management (3 Cr)
This course deals with basic concepts in management, management principles, and functions of the manager. It develops an understanding of the theories underpinning the nature of the management function and in its interaction with the market, technological, legal, social and political environment.

PDBA 116 Principles of Accounting (3 Cr)
This course seeks to introduce students to the principles, concepts and conventions of accounting i.e. consistency, accruals, conservatism, money measurement etc. The recording of transactions in day books i.e. purchases, sales, returns day book, accounts, journal, cash, and petty cash book, postings from day books to ledger accounts, preparation of trial balance, accruals and prepayments, preparation of simple financial statements for sole traders, non-trading organisations.

PDBA 117 Business Communication (3 Cr)
This is an introduction to communication, which deals with the basic concept of communication; communicating in everyday life, interpreting communication and communicating globally. It will also look at developing language such as exploring language elements, mastering nouns and pronouns and expanding language skills. It will finally aim at preparing students to handle the verbal and written communication tasks that they will need to perform. The writing component will include the preparation of reports of various kinds, letters, memos, minutes, etc.

PDBA 118 Legal Environment of Business (3 Cr)
This course is a one-semester course. Its content comprises the following subject areas: the laws of Ghana and their respective legal sources; the law of contract, the law of agency and sale of goods. The objective of the course is to expose and equip students with the general and basic principles of law relating to this subject area so as to enable them take decisions that may require some knowledge of law.

PDBA 119 Philosophy and Logic (3 Cr)
The course will help students think clearly, read carefully, speak effectively and argue convincingly. It will also expose students to group and social dynamics so as to help them deal effectively with colleagues in the workplace and in the working environment. The course is structured to enable students make sound arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions with others.

PDBA 122 Intro to Business Statistics (3 Cr)
This is a course that provides the foundation and application of statistical techniques in everyday personal situations and acquisition of more statistical methods and concepts. The power and limitations of statistical methods and concepts in decision making will be developed.

PDBA 124 Principles of Economics (3 Cr)
Micro This course is proposed to introduce students to the basic concepts of microeconomics such as demand, supply, prince determination and elasticity. It also focuses on the basic theories of the consumer, the firm, costs, revenue and market structures (perfect competition and monopoly). Emphasis will be placed on the application of the concepts and principles to analyse and take optimal decisions for personal, corporate (business) and national development.

PDBA 126 Principles of Marketing (3 Cr)
This course is designed to equip students with the basic concepts and principles of marketing. It focuses on marketing functions as applicable in business enterprise, the purpose of studying marketing in different organisation as well as the evolution, relevance; the mix and current issues in marketing are the main focus.

LEVEL 200

PDBA 207 Marketing Planning (3 Cr)
The course looks at the process involving the review of market conditions, customer needs, competitive strength and weaknesses, socio-political, legal and economic conditions, technological development and resource availability. This leads to specific opportunities and threats. It exposes students to the environmental factors in marketing and how it impacts strategic decision making and planning.

PDBA 211 Marketing Research (3 Cr)
This course deals with the process of identifying and generating information from research as input to marketing decision making. Topics include cost and value of information, research design of measuring and
gathering information, design of measuring instruments and types of marketing research problems. The course also deals with data analysis of both a univariate and multivariate nature. Ethical issues in marketing research are also discussed. In addition to assignments based on reading and case studies, students will be required to develop and implement small research projects to acquire practical experience. Study materials will include the use of statistical packages in analyzing marketing data. The course deals with the process of identifying and generating information from research as inputs to marketing decision making. Topics include: the decision to undertake research, determination of research design and data source, and development of the data collection procedure, sampling plan and data collection.

PDBA 212 International Marketing (3 Cr)

Competition in today’s rapidly changing business environment is making companies move towards internationalization of their business operations. There is therefore the need for a planned and systematic approach to the international process if success is to be achieved. Since differences between domestic and international marketing lie in the increased scope, risk and complexity faced by international marketer due to the increasing level of uncertainty from operations in diverse and less understood environment, the course looks at strategic analysis in areas such as international marketing research, environment, foreign entry and development mode. Emphasis is placed on the identification of challenges presented by international marketing, global marketing, multinational marketing and e-commerce. It equips students to deal with differences, opportunities and threats emerging from diverse economic, demographic, political, legal, cultural, technological and competitive environments.

PDBA 213 Intro to Risk Management & Insurance (3 Cr)

The course provides students with a very clear understanding of the concept of risk, including risk related to the banking and finance sectors in the Ghanaian economy. It offers the student an appreciation of the issues involved in the determination of the portfolios of risks in the banking industry. The course further looks at the options available to a company for financing risk on a balance sheet from retaining and transferring the risk to the insurance market.

PDBA 214 Operations Management (3 Cr)

The aim of this course is to equip the aspiring administrator with both the strategic and operational contexts of his role. It includes the nature of strategy and strategic role; the corporate environment and systems theory, the management of change, culture and management of performance, motivation and leadership.

PDBA 215 Public Administration (3 Cr)

The focus of this course is to enable students understand the Ghanaian administrative systems. These include the civil service, and the local government service. Topics such as strategic business planning in public administration and performance monitoring would also be taught. Also included in this course are the fiscal and financial decentralization of district assemblies and the economic roles of these assemblies in their respective localities.

PDBA 216 Human Resource Management (3 Cr)

This objective of this course is to provide students with an introduction to key areas of Human Resource Management in contemporary organizations. It will seek to focus on the following broad areas: Human Resource Management in perspective; meeting human resource requirement through human resource planning, recruitment and selection; developing effectiveness in human resources through training, career development, appraisal and performance management; implementing compensation and security through managing compensation, incentive rewards, employee benefits, health and safety. It will finally consider enhancing employee relations.

PDBA 217 Administrative Law (3 Cr)

This course is about the law that relates to the activities of government agencies. The need for this course arises from the fact that the conduct of business and commerce by government is done through government agencies. It is therefore important for students to learn the relevant legal rules and principles of administrative law that are relevant to business regulations. The course will therefore examine topics such as the meaning and scope of administrative law, doctrines and theories relating to administrative law, rule of law, separation of powers, administrative institutions, delegated legislation, natural justice and judicial remedies among others.

PDBA 218 Corporate Governance (3 Cr)

The course is to introduce students to corporate governance, its significance for the contemporary business world, and the role of the administrator in corporate governance awareness and compliance. It will consider how rights and responsibilities are shared and exercised by different stakeholders to ensure common business objectives. The course will also highlight some of the key issues at the heart of corporate governance debate, including financial reporting and auditing, risk-taking and shareholder communications. It will touch on the concepts associated with best governance practices such as transparency, accountability and fairness. Finally, the course will explore why ethical conduct in business is such a core tenet of the corporate governance agenda.

PDBA 219 Corporate Governance (3 Cr)

This course is to develop an understanding of tax systems in Ghana and the acquisition of appropriate skills in the computation of taxes based on Ghana tax laws and other related international tax regimes. Students should be able to appreciate the relevant issues arising from the operations and application of local and international tax regimes.

PDBA 220 Internship (2 Cr)

The internship programme is to provide students with an opportunity to be introduced to the essence of internship and the basics of report writing.

PDBA 221 Cost Accounting (3 Cr)

This course deals with cost accounting techniques and principles used in the analysis of business operations. It covers costing methods (i.e. job costing, batch costing, process costing and service costing), costing techniques (i.e. standard costing, marginal costing, absorption costing, budgeting and budgetary control).

PDBA 222 Management Accounting (3 Cr)

The course provides understanding and application of costing techniques in making managerial decisions. Topics to be treated include; cost-volume-profit analysis for single and multiple products, break-even-analysis, and profit planning using equation, substitution and graphical approach. It includes acceptance or rejection of special order (make in-house or buy outside), discontinuation decisions. It also includes standard costing, budgeting and budgetary control, and capital budgeting decisions.

PDBA 223 Scholarly Writing (3 Cr)

The course in scholarly writing is aimed especially at enhancing students’ skills in writing and to further develop their scholarly writing skills in English in general. Students will be equipped with effective reading skills and desirable academic writing competence. With regard to writing, emphasis is placed on good paragraph development. With regard to reading, the course aims at enhancing students’ skills in rhetorical styles and textual development. The course is also expected to help students acquire appreciable narrative and summary skills; therefore, a selection of short stories or a novel will be read and students will be expected to summarize some of these stories. In addition, the selected short stories/novel will be used as means of teaching and learning academic writing. As a result, lecturers relate the thematic issues to the special disciplines
This course provides students with the foundation knowledge of financial resource management and the role of the financial manager in maximizing the value of the firm. It enables the student to understand the basic tools used by the financial manager for detecting and eliminating potential corporate problems. Students are also introduced to the techniques of investment decision-making under uncertainty. Furthermore, the course exposes students to the various ways by which firms may raise funds from the financial market. Topics to be covered include: the standard techniques/tools of financial analysis and control; the financial market and the environment in which business operates; capital budgeting and cost of capital; the choice of sources of financing; working capital policy, management of inventories; management of current assets and liabilities of the firm, financial leverage, dividend policy, mergers and acquisitions.

**PDBA 237 Financial Accounting (3 Cr)**

This course seeks to equip students with knowledge of accounting for partnership including formation of operators, changes in the membership, amalgamation and conversion of a partnership business into a limited liability company. It also includes accounting for companies, issue of shares and debentures, preparation of financial statements for internal use and publication in accordance of the law and standard practices; cash flow statement, accounting for taxation and value added tax, analysis and interpretation of financial statements. The course seeks to introduce students to the knowledge of accounting for partnerships including formation of operators, changes in the membership, amalgamation and conversion of a partnership business into a limited liability company. It also includes accounting, explain accounting for central government activities i.e., public expenditure survey, annual budget preparation vote and appropriation accounting, fund accounting and books of account. Students would also be introduced to local government accounting (district, municipal and metropolitan assemblies) and the operation of district assembly’s common fund.

**PDBA 238 Intro to Environmental Management (3 Cr)**

Students would be introduced to environmental science with the aim of having fair knowledge of the nature of the environment, its degradation and the impact on business management. The course provides the student with basic understanding of the environment, environmental pollution within the context of the business environment. It takes into consideration the definition of the environment, importance of the environment in which the firm operates, environmental degradation industrial pollution, waste management, air quality and its management. It discusses the purpose of environmental policy, the role of environmental economics in policy decision and the policy instruments available to environmental regulators. Current statutes affecting waste disposal, air quality and water quality would be discussed. It would also take into consideration environmental issues faced by industry. Health and safety standards in a working environment are also considered as well as the design for environmentally conscious manufacturing and ISO 14,000.

**PDBA 239 French Language (3 Cr)**

This course introduces students to the basic sounds of French and gives the rudiments of understanding conversations and participating in simple conversations. The course is intended to enable students to develop elementary proficiency in oral expression, listening comprehension, reading, writing, and cultural understanding in French on topics related to daily activities and personal environment.

**PDBA 240 Public Sector Accounting & Finance (3 Cr)**

On completing the course, students will be able to compare and contrast the main types of public sector financial accounting practices, distinguish between private sector and public sector accounting, explain accounting for central government activities i.e., public expenditure survey, annual budget preparation vote and appropriation accounting, fund accounting and books of account. Students would also be introduced to local government accounting (district, municipal and metropolitan assemblies) and the operation of district assembly’s common fund.

**PDBA 241 Audit & Assurance (2 Cr)**

The course develops an understanding and application of auditing principles and techniques; the nature and purpose of an audit, the conduct of an audit and the audit report. It also provides students with an in-depth understanding of verification of assets and liabilities, auditing in computer environments, audit sampling, auditing standards and professional, ethical requirements.

**PDBA 242 Company & Partnership Law (3 Cr)**

The course comprises the following topics: raising of capital by companies through shares and debentures, the classes of shares, types of shares, the protection of minority shareholders charges and the types of charges, amalgamation, merger, acquisition, insolvency, winding up, liquidation and dissolution.

**PDBA 243 Integrated Marketing Communication (3 Cr)**

This course covers introduction to integrated marketing communication. A study of marketing strategies (pull, push, and profile) and their role in marketing. It will also analyse promotional tools of public relations, advertisement, personal selling, and direct marketing.

**PDBA 244 Brands Management (3 Cr)**

This course seeks to equip students with the method, creativity, and business acumen required to building and extending the brands that successfully attract, engage, and retain passionate and loyal customers. The course deals with the activities surrounding brand definition, brand building, brand architecture management and brand extension issues. At the end of the course, students would be expected to have learnt the processes entailed in managing brands through their respective lifecycles.

**PDBA 245 French Language (3 Cr)**

This is an introduction to communication, which deals with the basic concept of...
communication in everyday life, interpreting communication and communicating globally. It will also look at developing language such as exploring language elements, mastering nouns and pronouns and expanding language skills. It will also aim at preparing students to handle verbal and written communication tasks. The writing component will include the preparation of letters, memos, minutes, and various kinds of reports.

PDIM 101 Introduction to IT (3 Cr)
This course aims to provide students with the introductory theory required to understand the components and operations of computer systems, and to expose students to some widely used business application software. Students will also be introduced to the fundamentals of word processing, spreadsheet, graphics, multimedia, and presentation applications, and disk and file management.

PDPR 102 Principles of Public Relations (3 Cr)
In a complex global environment, business, government, non-profit, and other organizations must have people who can communicate effectively to its various constituencies. At the same time, communicate the concerns of others back to the organization. Such effective communication is the goal of the modern public relations professional. This course explores the essential components of public relations through an examination of the profession, its publics, its processes, and the nature and history of public relations. PR and organizational decision making, and an overview of the range of communication options available to the PR professional.

PDPR 106 Political Communications (3 Cr)
This course exposes students to practical applications of modern political systems, institutions, and communication. Through discussion and example, students will gain working knowledge of recent and current campaign press office and of the duties of a political press secretary, media advisor or communication director.

PDPR 115 English Language (3 Cr)
This is a remedial course in English structure and usage, intended to highlight some of the basic problems in structure and usage found in students’ spoken and written language which hinder effective communication. It includes identification of sentence patterns and functions; identification of word phrase, clause and sentences and delves into noun phrase and its function in sentence structure. The course also deals with relatively more advanced issues in structure and usage such as the structure of the verb phrase, types of complementation, auxiliaries and question phrases.

PDPR 116 Media Law (3 Cr)
This course will introduce students to the nature of law, equity, structure of the legal system, defamation, essential characteristics of defamation, libel, slander, innuendo, malicious publications, qualified privilege, sedition, and obscenity. This course which seeks to impart an understanding of defamation; the legal implications of the elements of legal reasoning. It will also look at ethics and corporate social responsibility, and especially upon those situations that require moral reflection, judgment, and decision; examines contemporary concepts of social responsibility; explores current problems that require moral and ethical reasoning.

PDPR 118 Advertising (3 Cr)
The course deals with scope and purpose of advertising; advertising cycle; writing copy and slogans; trademarks; method of visualizing; advertising layout; printing, newspaper, magazine, radio, television, billboard, transportation, direct mail, specialty, point-of-scale, and other special forms of advertising; packaging and labelling; testing of ads; advertising agencies and campaigns; advertising laws. The course is also grounded in that reality that advertising is the goal of the modern public relations professional. This course explores the essential components of public relations through an examination of the profession, its publics, its processes, and the nature and history of public relations. PR and organizational decision making, and an overview of the range of communication options available to the PR professional.

PDPR 229 Internship (2 Cr)
The internship programme is to provide students with an opportunity to be introduced to the essence of internships and the basics of report writing.

PDPR 231 Scholarly Writing (3 Cr)
The course in scholarly writing is aimed especially at enhancing and developing students’ skills in scholarly writing. Students will be equipped with effective reading skills and desirable academic writing competence. With regard to writing, emphasis is placed on good paragraph development, while the course in reading aims at enhancing students’ skills in rhetorical styles and textual development. The course is also expected to equip students with essential research skills such as effective reading and summarization. Students will be expected to summarize some of these stories. In addition, the course will examine how to develop entrepreneurial culture in organizations in order to facilitate innovation, creativity and growth. Through participation in the course, students are expected not only to become well-read on the subject, but also to complete assignments, projects, and case studies.

PDPR 233 Entrepreneurship Development (3 Cr)
This course deals with both the theoretical as well as practical aspects of entrepreneurship. The course considers the role of entrepreneurship in economic development; the entrepreneur process; the determinants of societal entrepreneurship development will be discussed. In addition, the course will examine how to develop entrepreneurial culture in organizations in order to facilitate innovation, creativity and growth. Through participation in the course, students are expected not only to become well-read on the subject, but also to complete assignments, projects, and case studies.
PDBA 238 Intro to Environmental Management (3 Cr)

Students would be introduced to environmental science with the aim of having fair knowledge of the nature of the environment, its degradation and the impact on business management. The course provides the student with basic understanding of the environment, environmental pollution within the context of the business environment. It takes into consideration the definition of the environment, importance of the environment in which the firm operates, environmental degradation industrial pollution, waste management, air quality and its management. It discusses the purpose of environmental policy, the role of environmental economics in policy decision and the policy instruments available to environmental regulators. Current statutes affecting waste disposal, air quality and water quality would be discussed. It would also take into consideration environmental issues faced by Industry. Health and safety standards in a working environment are also considered as well as the design for environmentally conscious manufacturing and ISO 14,000.

PDBA 246 Integrated Marketing Communication (3 Cr)

This course covers introduction to integrated marketing communication. A study of marketing strategies (pull, push, and profile) and their role in marketing. It will also analyse promotional tools of public relations, advertisement, personal selling, and direct marketing.

PDBA 208 Intro to Management Information Systems (3 Cr)

This course provides an introduction to Management Information Systems (MIS) and examines the role of information systems in supporting a wide range of organizational functions. The course examines the use of information systems in supporting administrative operations, decision making, and overall strategic initiatives and corporate philosophies.

PDBR 204 Events Management (3 Cr)

The course deals with public relations aspects of creative events management. The first half of the course covers the types of events encountered in the marketplace and the tools relevant to the public relations aspects of their management. Topics include client liaison, audience analysis, creative terming, budgeting, developing proposals, and publicity. In the second half of the course, the tools presented at the beginning of the semester are applied to case studies to illustrate event management. Product launches, displays, fashion/retail events, hospitality and tourism, festivals, and fundraising events are covered in the course, in addition to crisis management, de-briefing and results management.

PDBR 207 Public Relations (3 Cr)

With this course, students will identify target publics and develop strategic plans to control writing aimed at achieving specific communication objectives. At the end of this course, students will have experienced a range of public relations writing tasks including media releases, newsletters, speeches and web-writing. This course also covers survey of the development and production of public relations tools used by professionals to build and enhance relationships with an organization’s key publics. Analysis of resources, rationale and techniques leading to the hands-on production of a variety of written, verbal and visual communications tools such as news releases, newsletters, fact sheets, audio visual presentations, brochures, television interviews and institutional advertisements. It will also introduce students to journalistic writing: news values, leads and story structure, writing a basic news story, interviewing, journalistic style and editing. It will also analyse the impact of international activities on the public relations function as well as examine the strategic thinking aspect of both the strategic and operational contexts. It includes the nature of strategy and strategic role of the practitioner image enhancement and crisis management. This course also aims at equipping aspiring PR practitioners with both
the strategic and operational contents of their role including the nature of strategy and strategic role of the practitioner in image enhancement and crisis management. The student will have hands-on experience at TV and radio studios.

**PDR 209 Public Relations Research Methods (3 Cr)**

This course deals with the process of identifying and generating information from research as input to Public Relations decision making. It will focus on the use of principles of scientific research to establish, monitor and evaluate communications program: research planning, theory, design sampling, surveys, experiments, focus groups, content analysis and participant observation. At the end of this course students should design and execute a research project in the following possible areas: advertising/ promotion, customer satisfaction public perception and corporate image analysis.

**PDR 214 New Social Media (3 Cr)**

The course introduces the student to artistic development related to the electronic era and the relationship of computer-facilitated arts to traditional arts to traditional media. It examines the shifts in mainstream journalism, how they affect the media landscape; the new challenges and opportunities in social media relations. It will also look at the tools of social media, what they are and their benefits. In addition, it examines the advantages and disadvantages of the application of social media for various types of communication programs.

**PDR 217 Introduction to Mass Communication (3 Cr)**

The course is an overview of the mass media as a functionally integrated system with emphasis on the historical development, nature, functions and responsibilities in a global environment in addition to the role of mass media in the Ghanaian society and the effect on consumer attitudes, expectations and behaviours.

**PDR 219 Employee Relations (3 Cr)**

This course will introduce students to effective understanding of employee/employer working relation as well as the labour environment. It will develop the students understanding of effective negotiation skills as well as provide insight into disciplinary processes in the work place for effective realization of corporate objectives and building harmonious relationship among all parties at the work place.

**PDBA 113 Business Mathematics (3 Cr)**

Basic techniques and concepts useful in the management of organization, including: algebra of functions, simple interest, compound interest, effective interest rates, calculation of sinking fund deposits, present value, capital recovery, perpetuities and capitalized costs. The course includes topics such as: logarithmic and exponential functions, matrices and vectors, introduction to difference equations.

**PDBA 115 Business Management (3 Cr)**

This course deals with basic concepts in management; management principles, and functions of the manager. It develops an understanding of the theories underpinning the nature of the management function within the business organization and its interaction with the market, technological, legal, social and political environment.

**PDBA 116 Principles of Accounting (3 Cr)**

This course seeks to introduce students to the principles, concepts and conventions of accounting i.e. cost centre, accruals, conservatism, money measurement etc. The recording of transactions in day books i.e. purchases, sales, returns day book, accounts, journal, cash, and petty cash book, postings from day book to ledger accounts, preparation of trial balance, accruals and prepayments, preparation of simple financial statements for sole traders, non-trading organisations.

**PDBA 117 Legal Environment of Business (3 Cr)**

This course is a one-semester course. It comprises the following subject areas: the laws of Ghana and their respective legal sources; the law of contract, the law of agency and sale of goods. The objective of the course is to expose and equip students with the general and basic principles of law relating to this subject area so as to enable them take decisions that may require some knowledge of law.

**PDBA 119 Business Administration (3 Cr)**

This course deals with the introductory theory required to understand the components and operations of computer systems, and to expose students to some widely used business application software. Students will also be introduced to the fundamentals of word processing, spreadsheet, graphics, multimedia, and presentation applications, and disk and file management.

**PDBA 121 Introduction to Information Technology (3 Cr)**

This course aims to introduce students to the basics of multimedia. It will provide an understanding of the fundamental elements in multimedia. The emphasis will be on learning the representations, perceptions and applications of multimedia. Software skills and hands on work on digital media will also be emphasized. On completion of the course, students will understand the technologies behind multimedia applications and master the skills for developing multimedia projects.

**PDBA 123 Programming II (3 Cr)**

This module focuses on computer problem solving and the use of algorithmic language to describe such problem solving. It introduces the principles of procedural programming, data types, control structures, data structures and functions, data representation on the machine level.

**PDBA 124 Programming I (3 Cr)**

This module focuses on computer problem solving and the use of algorithmic language to describe such problem solving. It introduces the principles of procedural programming, data types, control structures, data structures and functions, data representation on the machine level.
PDBA 233 Entrepreneurship Development (3 Cr)

This course deals with both the theoretical as well as practical aspects of entrepreneurship. The course considers the role of entrepreneurship in economic development; the entrepreneur process; the determinants of societal entrepreneurship development will be discussed. In addition, the course will also examine how to develop entrepreneurial culture in organizations in order to facilitate innovation, creativity and growth. Through participation in the course, students are expected not only to become well-read on the subject, but also to complete assignments, projects, and case studies.

PDIM 202 Essentials of I.T Project Management (3 Cr)

This is an introductory course to IT project management. The course will explore planning and management methods as well as the use of project management tools to aid the project management. It describes how IT projects differ from other project types and points to the benefits of applying project management principles to IT projects. It provides an overview of the activities to carry out in each of the phases of an IT project and describes key project management tools.

PDIM 203 Operating Systems (3 Cr)

This is an introductory course to operating systems. Operating systems are an essential part of any computer system. Operating systems vary significantly, but their fundamental principles remain the same. In this course you will be introduced to the basic concepts of operating systems, see how they manage resources such as memory, peripherals, and schedule CPU time etc.

PDIM 204 Networking Development & Management (3 Cr)

The course will explain the concepts, technologies and components used to build and maintain local area networks (LANs). This module introduces the architecture, structure, functions, components, and models of the internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operation of routers, the principles of routing and routing protocols are explained.

PDIM 206 Essentials of I.T Implementation & Maintenance (3 Cr)

The course aims to introduce students to computing and business skills necessary to support the implementation and maintenance of information technology systems. The course focuses on the development, implementation and maintenance of a system and the different tools used. This course strikes a balance between the theoretical and applied aspects of information technology implementation, presenting systems procedures and methodologies.

PDIM 209 Essentials of IT Sourcing & Procurement (3 Cr)

This course introduces students to the field of IT sourcing and procurement. It explores the central concepts of organisational procurement and interfaces this to the other areas of an organisation. This course provides opportunities to examine issues such as organisational procurement process, supplier selection process, supplier management and other strategic issues. The course also exposes students to the components of sourcing and outsource contracts, Request For Proposal (RFPs) for the procurement of various types of services or technologies, methods of acquisitions such as lease versus buy.

PDIM 212 Computer & Information Security (3 Cr)

This covers underlying concepts and foundations of computer security, basic knowledge about security-relevant decisions in designing IT infrastructure, techniques to secure complex systems and practical skills in managing a range of systems, from personal laptop to large-scale infrastructure.
OUR ALUMNI
Dr. John Kwaku Mensah Mawutor
President of UPSAAA &
Dean, School of Graduate Studies
Class of 2005

UNDERGRADUATE DEGREE COURSES

BCAD 108 Business French (3 Cr)
This is a build-up on BGCE 109 and focuses on building students’ knowledge and proficiency in French language registers for social, domestic and business use. The scope includes registers for human relations, commerce, banking and finance, social life, travel and hospitality industry (food and beverages, restaurants, etc.), office business tools, information technology and religion. Students will be equipped with appropriate registers to enable them communicate formally and informally with French speakers as well as conduct business in French. Students are taught via lectures and multi-media tools. By the end this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

Macroeconomics
This course introduces students to the basic concepts, principles and theories of macroeconomics. It also examines the associated policies (fiscal and monetary) and how they affect the business environment and the overall economy. The theories and principles are applied to the Ghanaian economy and other developing countries. Comparative macroeconomic analysis are also made occasionally to the developed economies for a clearer and better understanding of macroeconomic issues.

BCPC 108 Introduction to Management (3 Cr)
This course is an introductory course in management that deals with basic concepts, principles and functions in Management. It develops an understanding of the theories underpinning the nature of management function within an organization (especially business), and its interaction with the markets, technological, legal, social and political environments.

BCPC 112 Introduction to Business Statistics (3 Cr)
This course provides the foundation and application of statistical techniques in everyday personal and business situations for effective decision making. It dwells heavily on elements in both descriptive and inferential statistics. Specifically, the course involves a study of data summary using descriptive measures (measures of central tendency and dispersion, measures of position and measures of shape), probability theory and hypothesis testing of large and small samples. The course also involves the study of chi-square test to test the independence of variables for business decision making. Finally, correlation and linear regression analyses are both considered to examine the strength of the

BGEC 104: Introduction to Environmental Management (3 Cr)
This course inculcates in students the practical appreciation of principles of scarce resources as a whole. The course offers students an understanding of the fundamental operations of the markets in which individuals, businesses and governments transact daily activities.

Macroeconomics
This course introduces students to the basic concepts, principles and theories of macroeconomics. It also examines the associated policies (fiscal and monetary) and how they affect the business environment and the overall economy. The theories and principles are applied to the Ghanaian economy and other developing countries. Comparative macroeconomic analysis are also made occasionally to the developed economies for a clearer and better understanding of macroeconomic issues.
writing skills in English. Students further develop their scholarly
students’ skills in writing and to
aimed especially at enhancing
The course in scholarly writing is
equips students to demonstrate
development. The course is also
expected to help students acquire
appreciable competence in their
development. With regard to
writing, emphasis is placed on
good paragraph development.
The course helps students to
acquire good narrative and
summarize; therefore a
prescribed novel is read per
semester and students are
expected to summarize sections
of the prescribed novel and be
able to discuss characters and
themes. This course enhances
students’ effective communication
in English using phrases, clauses,
good tenses and sentences.
Students are taken through
principles in academic writing,
rhetorical styles with emphasis on
good paragraph and textual
development. The course
provides students with a framework
to develop appreciable competence in their
choice of language for academic writing.

BGECC 101 Communication
Skills (3 Cr)
The course aims at enhancing
students’ effective communication
in English with regard to grammar,
speech, reading and writing.
Students are taken through
major and minor words in
English and their functions as
and concord. With regard to
writing, emphasis is placed on
good paragraph development.
The course helps students to
acquire good narrative and
summarize; therefore a
prescribed novel is read per
semester and students are
expected to summarize sections
of the prescribed novel and be
able to discuss characters and
themes. This course enhances
students’ effective communication
in English using phrases, clauses,
good tenses and sentences.
Students are taken through
principles in academic writing,
rhetorical styles with emphasis on
good paragraph and textual
development. The course
provides students with a framework
to develop appreciable competence in their
choice of language for academic writing.

BGECC 102 Scholarly Writing
(3 Cr)
The course in scholarly writing is
aimed especially at enhancing
students’ skills in writing and to
further develop their scholarly
writing skills in English. Students
will be equipped with effective
reading skills and desirable academic writing competence.
With regard to writing, emphasis is placed on good paragraph
development. With regard to
reading, the course aims at
enhancing students’ skills in
rhetorical styles and textual
development. The course is also
expected to help students acquire
appreciable narrative and summary
skills; therefore, a selection of
short stories or a novel will be read
and students will be expected to
summarize some of these stories.
In addition, the selected short
stories/novel is intended to be
used as means of teaching and
learning academic writing. As a
result, lecturers relate the thematic
issues to the special disciplines of
students such as Economics,
Marketing; Public Relations,
Management etc. so they are
able to engage in critical academic
discourse, drawing from journal
articles, textbooks etc. Students
must also be able to use the APA
referencing style and write good
academic reports, proposals,
narratives, descriptive exposition
and argumentative essays.
By the end of the course, students
would be able to demonstrate
considerable competence in their
choice of language for scholarly
writing.

BGECC 103 Business
Communication (3 Cr)
This course exposes students to
the concept of communication. In
addition, the nature and types
of communication in business
are covered. The course also
prepares students to handle the
oral and written communication
tasks they will need to perform
at work, such as writing reports,
letters, memos, minutes as well
as making and receiving phone
calls. The course further enables
students to apply the concepts and
skills acquired to communicate
in the contemporary business
environment. This course equips
students with a lot more topics
that prepare them to communicate
effectively in the contemporary
business environment. It focuses
on interpersonal communication;
small group communication,
meetings and their documentation.
It further touches on persuasive
communication, professional
equity and public relation and
job search communications.
Further, students develop an awareness
of how the skills acquired can be
applied in practical business
environment.

BGECC 104 Introduction to
Environmental Management (3 Cr)
This course inculcates
students the practical appreciation
of principles of environment. It develops the
students’ understanding of
the implementation of some
Environmental Systems tools
such as Environmental Impact
Assessment (EIA), Environmental
Auditing, Disaster Management,
Waste Management, and
Organizational Health and Safety.
Other topical environmental issues
such as Environmental Policy, ISO
14000, Agenda 21 are explained.
It further examines the role of
environmental economics in policy
decision making. The course also
provides students with a framework
for analyzing contemporary
environmental issues affecting
businesses. Finally, the course
inculcates in students the
basic principle and concepts
in environmental management
as it affect the growth and
development of businesses in the
real world.

BGECC 105 Logic & Critical
Thinking (3 Cr)
This course exposes students to
group and social dynamics so as
to help them deal effectively
with colleagues in the workplace
and in the working environment
in general. The course also
helps students think clearly, read
carefully, speak effectively and
argue convincingly. The course
is structured to enable students
make sound decisions and
distinguish between sound and
illogical arguments. Students
would acquire ethical principles
and be able to apply them in their
interactions with others.

BGECC 106 Introduction to
I.T (3 Cr)
The course equips students with
the practical skills which are
required at the higher levels.
Lessons include using the
various input devices, common
navigation through command,
menu and graphical driven
applications, introduction to
the various classifications of
computer applications, and web
browsing skills. Students are
introduced to the fundamentals
of word processing, spreadsheet,
graphics, multimedia, and
presentation applications, and
disk and file management.

BGECC 107 French Language
(3 Cr)
This is an introductory course
for beginners in French Language.
The course addresses the
vocabulary and grammar of
French and is designed to
help students acquire
mastery in the foundation of
the language. Focuses on
the acquisition of broad based
knowledge and application of
the various aspects of French
grammar: nouns, pronouns, verbs,
adjectives, adverbs, conjunctions,
prepositions, determinants
and negation. The course also
epouses students to develop
skills in speaking, reading,
writing and listening through
practice in the pronunciation
of French expressions. The
course focuses on building
students’ knowledge and
proficiency in French Language
registers for social, domestic
and business use. The scope
includes registers for human
relations, commerce, banking
and finance, social life, travel
and hospitality industry (food
and beverages, restaurants, etc.),
office business tools, information
technology and religion.
The course equips students with
appropriate registers to enable
them communicate formally and
informally with French speakers
as well as conduct business in
French. It also focuses on the use
of lectures and multi-media tools.

BITM 101 Computer Graphics
& Multimedia Applications (3 Cr)
This course aims to introduce
the fundamental elements of
multimedia. It will provide an
understanding of the fundamental
elements in multimedia. The
emphasis will be on learning the
representations, perceptions
and applications of multimedia.
Software skills and hands-on
work on digital media will also
be emphasized. On completion of
the course, students will
understand the technologies
behind multimedia applications
and master the skills for
developing multimedia projects.

BITM 102 Computer
Hardware Systems (3 Cr)
This course aims to introduce
the fundamental elements of
multimedia. It will provide an
understanding of the fundamental
elements in multimedia. The
emphasis will be on learning the
representations, perceptions
and applications of multimedia.
Software skills and hands-on
work on digital media will also
be emphasized. On completion of
the course, students will
understand the technologies
behind multimedia applications
and master the skills for
developing multimedia projects.

BITM 104 Programming
Fundamentals (3 Cr)
This module focuses on problem
solving strategies and the use
of algorithmic language to
describe such problem solving.
It introduces the principles of
algorithmic programming, data
types, control structures, data
structures and functions, data
representation on the machine
level. The course also emphasizes
on the syntax of programming languages
and the principles of structured top
down strategy.
PBPR 101 Introduction to Mass Communication (3 Cr)
The course introduces students to the history, structure and functions of mass communication and treats all forms of media of mass communication: newspapers, magazines, radio, television, book publishing, public relations, advertising, photojournalism and computer mediated communication. It discusses the strengths and weaknesses of the various media of mass communication as well as the rights and responsibilities of each medium in the creation, distribution, and exhibition of mass media content; legal and ethical considerations and requirements. The course concludes with a discussion on media career opportunities for students.

PBPR 102 Theories of Public Relations (3 Cr)
This course introduces students to various models and theories of public relations. Students will be taught to appreciate why and how theory helps make the practice of public relations more effective for individuals, organizations and society at large. The course will expose students to theories used in public relations such as theories of relationships; theories of cognition and behaviour; theories of mass communication; public relations roles and models.

PBPR 103 Public Relations I (3 Cr)
The course introduces students to the history, concepts, theories, principles and practice of public relations. It emphasizes the importance of the concept of publics and teaches students how to identify the different publics of public relations in various organizations including government, business, profit and nonprofit organizations in order to help design messages to suit those publics. The course provides an overview of the historical development and contemporary techniques of public relations practice and describes the tools necessary for it. At the end of the course, students will be able to define Public Relations and distinguish it from related fields of communication including journalism, advertising, marketing, promotion, propaganda and public opinion. Students will also be able to describe how public relations has evolved over time and issues underlying its transformation.

PBPR 104 Public Relations II (3 Cr)
This course is a continuation of Introduction to Public Relations I. It introduces students to the application of public relations principles and important concepts and practices of public relations as a professional entity with the aim of communicating effectively with organizational publics. It also identifies the mechanisms for generating feedback. The course describes the fundamental principles of public relations and outlines the theoretical themes of its practice. It highlights functions of public relations and explains the basic elements of its practice as well as skills required to practice it in the world of work. Students will gain knowledge of the purpose, role and tasks commonly associated with the practice of public relations in various organisations.

PBPR 105 English Language I (3 Cr)
This is a remedial course in English structure and usage intended to highlight some of the basic problems structure and usage found in students’ spoken and written language, which hinder effective communication. It includes identification of sentence patterns and functions identification of word, phrase, clause and sentences, non-phrase and its structure in sentence structure.

PBPR 106 English Language II (3 Cr)
This course is a continuation of English Language I and deals with relatively more advanced issues in language structure and usage. Students will demonstrate applications of the verb phrase, types of complementation, auxiliaries and question phrases.

PBPR 108 Theories of Public Relations (3 Cr)
This course will provide students with the skills used in information analysis. The course will further prepare students for other technology-intensive information system courses.

PBPC 201 Elements of Banking (3 Cr)
This course is designed to cover general basic concepts, structure, principles and practices of banking. It also covers basic issues relating to bank- customer relationship, the duties and responsibilities of the banker as well as that of the customer. Besides, it is also to expose students to the general business of banking. The focus of this course therefore is to provide students with the foundational knowledge of banking with regards to the structure, types of banking institutions and their functions, fundamental issues of bank- customer relationship and business of banking. The main components of the course include the evolution, structure and operations of the banking system in Ghana. It also covers the banker/customer relationship, types of customers, termination of the banker/customer relationship, introduction to bank financial statements, the business of banking (sources and uses of funds and off balance sheet activities), payment system as well as ethics of banking.

PBPC 202 Global Dimension of Business (3 Cr)
This course introduces students to the international dimensions of business functions and operations. The course provides an overview of economic, social, cultural and political/legal forces and factors influencing cross border business. The course exposes students to a global view on businesses, investigating why and how companies go international. The course also exposes students to the operations and challenges of multinational corporations and enterprises in today’s globalized world.

PBPC 205 Principles of Accounting (3 Cr)
The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methodologies, principles and requirements. The course will provide students with the skills to use double-entry principle; trial balance; adjustments; depreciation and provisions; preparation of final accounts for sole trading business, partnership and non-profit making bodies; correction of errors, manufacturing accounts and single and incomplete records.

PBPC 206 Elements of Marketing (3 Cr)
The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended for students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to the fundamentals of business finance, basically concerned with making decisions on how finance is raised and used in business entities. The course also provides students with the tools to understand and solve the basic financial problems confronting businesses. The course is corporate-oriented with emphasis on practical applications and problem solving techniques in financing decisions, investments decisions, and integrated business finance decisions among others.

PBPC 207 Information System Courses

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methodologies, principles and requirements. The course will provide students with the skills to use double-entry principle; trial balance; adjustments; depreciation and provisions; preparation of final accounts for sole trading business, partnership and non-profit making bodies; correction of errors, manufacturing accounts and single and incomplete records.
follower strategies; in addition to Niche and Mass Marketing techniques. The course is taught in a face to face discussion format. In addition to lectures, the class involves group discussions, review of relevant literature, class activity and individual presentation of assignment which is given to students from time to time.

**BCPC 206 Introduction to Total Quality Management (3 Cr)**

The course introduces students to the importance of Total Quality Management (TQM) and the need for continuous improvement in quality of all processes, products and services of an organization. It emphasizes the understanding of variation, the operational environment, the importance of customer, and the involvement of all employees of an organization in pursuit of improvement. It also aims to provide students with knowledge of quality planning, quality control, quality assurance and quality improvement through the use of tools and techniques of TQM. It further offers practical understanding of how industries can use quality to enhance their international competitiveness, ability to analyse difficult industrial problems.

**BCPC 207 Principles of Leadership (3 Cr)**

This course is designed to introduce students to the concepts of leadership. The course focuses on the relevance of the leader’s traits on the performance of the organization.

**BCPC 208 Quantitative Methods (3 Cr)**

Students will be introduced to the tools that allow the serving leader to empower and equip all stakeholders of the organization. The course equips students with the relevant management frameworks that lead to improved work performance in teams and provides students with an understanding of the personal core values and ethical principles that drives organisation.

**BCPC 209 Legal Environment of Business (3 Cr)**

This course introduces students to the laws of Ghana and their respective legal sources; the law of contract, the law of agency and sale of goods. The objective of the course is to expose and equip students with the general and basic principles of law relating to this subject area so as to enable them take decisions that may require some knowledge of the law.

**BCPC 212 Business Ethics (3 Cr)**

This course provides an analysis of significant contemporary ethical issues and challenges in the professional business arena. Emphasis will be placed on the manager’s responsibilities to a wide variety of stakeholders, including employees, customers, environment and the public. Ethical dilemmas and decision making frameworks and approaches at the personal, organizational and societal levels will be explored. Student engagement in real-world applications and issues are a critical portion of the course. Also, the course analyses the various ethical issues, conflicts, dilemmas and responsibilities in business contexts.

**BITM 201 Computer Networks (3 Cr)**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

**BITM 202 Operating Systems (3 Cr)**

This course introduces students to software that controls hardware.
and makes the hardware usable. Its interaction with other computer devices and how it controls other computer processes is explored.

**BITM 203 Web Development Technologies (3 Cr)**

This course aims to provide an understanding of the basics of the Internet, how it originated, how it works, and how to develop and maintain websites using HTML editors and site management tools such as FrontPage and/or Dream weaver.

**BITM 204 Database Management System I (3 Cr)**

The course introduces students to elements of database system, entities, records, fields, tables, files and indexes. Topics to be treated include: the role and functions of database management systems, the evolution of database management systems, creating, capturing and updating data as well as organizing and reporting processed data using database management applications. The course will examine business processes and activities which can be improved by DBMS applications.

**PBPR 202 Applied Political Science (3 Cr)**

The course examines definition(s) of political science and the nature, scope and approaches to the study of political science. It looks at the concepts of power, legitimacy, authority, and some basic political processes including law making, law application, adjudication, democracy and political recruitment. Significant emphasis will be placed on the ability to use these concepts to analyse current political issues, disputes and trends.

**PBPR 203 Applied Sociology (3 Cr)**

This is an introductory course to the basic concept and understanding of sociology as a social science. Students will be introduced to the three perspectives in sociology as well as the basic methods of generating social science knowledge.

**PBPR 204 Organisational Behaviour (3 Cr)**

This course is intended to provide students with knowledge and understanding of different organizational cultures, leadership styles, motivation, group/organizational formation and structures, and the nature of organizations themselves. It is designed to expose students to factors which influence the behaviour of people at the workplace including organizational structures, job design, group and team mechanisms and the process of effective human resource management. The course will also treat some basic organizational theories or approaches to the study of organizational behaviour.

**PBPR 205 Applied Psychology (3 Cr)**

This course generally introduces students to the history, nature, underlining principles and theories of psychology. It principally addresses the link between psychology and public relations. The actions of a corporation, store, government, an individual, etc. in promoting goodwill between itself and the public, community, employees, customers, suppliers and other relevant bodies, requires the ability to convince and persuade in an effective and motivating manner. This course therefore seeks to develop students understanding of psychological principles such as attitude formation, behavioural change, group dynamics, social interaction, conformity, persuasion, consumer behaviour; communication, attention, decision making process, sensation and perception. At the end of the course, students should demonstrate understanding as to the worth of applying some psychological concepts and theories such as cognitive dissonance, balance, selectivity, psychoanalysis, classical conditioning, social learning to public relation practice and management. Classes will be in the form of lectures, group discussions, presentations and case analysis where practicable.

**PBPR 206 Communication Theories (3 Cr)**

The course offers a broad overview of theories of communicative behaviour, especially mass communication. It will examine the origins and methods of communication theories as well as their uses and future projections in the mass media. Students will be introduced to the general philosophy, logic and rules of empirical research. The process of mass communication will be explained and addressed using empirical research and the development of theories. Among others, students are expected to be exposed to communication models and theories, source-reporter relations, effects of mass communication and functions of the mass media.

**PBPR 207 Media Law (3 Cr)**

This course exposes students to laws relating to the mass media as well as ethical principles in media practice and management. Topics included under this course will be the laws on libel, slander, defamation, innuendoes, malicious publication, obscenity, sedition, qualified privilege, copyright, and laws of ownership and disclosure. The need to adhere to the truth, facts and the consideration of all sides to an issue will be taught. The course will seek to inculcate in students the culture of presenting factual and unbiased information.

**PBPR 208 History of Mass Media in Africa (3 Cr)**

The course traces the history of the mass media globally but with emphasis on Africa, examining its indigenous and modern mass media. It provides a historical overview of the media, its structures, ownership and performance in Africa in general and in Ghana in particular. It discusses other countries advantages and disadvantages of the various mass media with reference to Ghana.

**PBPR 209 Public Relations Workshop (3 Cr)**

This course is practice-based. It focuses on actual production of public relations related messages and activities. Students will work individually or in groups to undertake exercises and roles relevant to the public relations industry. The course seeks to imbibe the theoretical principles of public relations acquired in the earlier stages of the programme. The purpose of the workshop is to simulate fieldwork experience in public relations to enable students demonstrate the use of knowledge, skills, and abilities acquired in the classroom to deal with public relations tasks.

**PBPR 212 Mass Media & Society (3 Cr)**

This course is expected to provide the student with a broad knowledge of how societies have evolved and the role that the media as a social institution has played. It serves as a bridge between communication theory and practice and the scientific study of society. Larger sociological perspectives like postmodernism; ownership of all media and the impact on content and relevance of social thinkers to communication-related professionals will be considered.

**PBPR 213 Workshop (3 Cr)**

The purpose of the workshop is to undertake exercises and roles relevant to the public relations industry. The course seeks to imbibe the theoretical principles of public relations acquired in the earlier stages of the programme. The purpose of the workshop is to simulate fieldwork experience in public relations to enable students demonstrate the use of knowledge, skills, and abilities acquired in the classroom to deal with public relations tasks.

**BACT 301 Cost Accounting (3 Cr)**

This course is designed to cover the preparation of financial statements for non-profit organisations as well as profit organisations and the generation of information for planning, control and decision-making. The emphasis will be on absorption and direct costing techniques (absorption and direct costing, activity based costing, target costing, life cycle costing and throughput accounting)
as preparation of financial statements from incomplete records. The syllabus again requires students to prepare financial statements of a partnership firm including formation, operation, changes in the membership, amalgamation and dissolution of partnership firms. Students are again required to understand the accounting for specialised transactions including royalties, investments, hire purchase and branch accounting (including foreign branches).

BACT 304 Financial Reporting II (3 Cr)

The course aims to develop the knowledge and skills of students in understanding and applying accounting standards in the preparation of financial statements of limited liability companies. The prerequisite for the course is Financial Reporting 1. The syllabus begins with the conceptual framework of accounting with reference to the qualitative characteristics of useful information and the fundamental basis of accounting. It then moves into a detailed examination of the regulatory framework of accounting and how this informs the standard setting process. The major areas of the syllabus cover accounting for issue and redemption of shares and debentures. The course will also cover the preparation of final accounts for internal and external purposes (i.e. publication) for non-group limited liability companies engaged in manufacturing, banking and insurance activities in accordance with the Companies Code 1963, Act 179 and other relevant international accounting standards. Furthermore, the syllabus covers the detailed preparation of cash flow statements for limited liability companies with reference to IAS 7. Finally, the analysis and interpretation of information from financial reports is covered.

BACT 305 Taxation (3 Cr)

The course is designed to develop knowledge and skills relating to the tax system as applicable to individuals, partnerships, and of companies. The course exposes students to the concept of taxation, types of tax and the canons of taxation as applied to developing countries.

BACT 306 Computerised Accounting Information Systems (Cr)

The course focuses on using accounting information systems for the tracking of accounting activity in both the financial and non-financial sectors. The course equips students with the essential soft skills required in the corporate world and it is designed to give maximum benefit through the combination of technical, professional knowledge and information technology with practical accounting software training. The course further offers students a hands-on, practical course on computerized accounting, using QuickBooks and Tally Accounting Software. It also exposes students to the use of advanced features in excel for financial modelling and the analysis of data Microsoft access and excel queries.

BACT 307 Financial Reporting (3 Cr)

The course aims at developing the knowledge and skills of students in understanding and applying relevant accounting standards, generally accounting principles (GAAP) and other regulatory requirements in the preparation and reporting of financial information for internal and external purposes of non-group limited liability companies in trading, banking and insurance activities. The syllabus begins with a conceptual and regulatory framework of financial reporting and how it relates to the standard setting process. Reference is also made to the qualitative characteristics of financial information as well as the recognition and measurement of the elements of financial statements. Other areas of the syllabus will cover specialised transactions like hire purchase and leasing. Furthermore, the analysis and interpretation of financial reports will be covered.

BACT 308 Audit and Internal Review (3 Cr)

The course examines audit process and its application in the context of the external regulatory framework and for business control and development. It is concerned with internal audit as well as external audit as tools for business risk management.

BBAF 301 E-Banking & E-Commerce (3 Cr)

This course equips students with current developments in the banking industry with respect to the application of electronics in banking to promote self-service retail banking. It covers electronic banking and electronic commerce, the truncation of cheques, interbank clearing system and settlement and many other related issues in electronic banking and commerce.

BBAF 302 Corporate Finance II (3Cr)

The course introduces students to the concept of historical return and risk on investment, capital market efficiency, short-term financial management techniques and computations of expected return. The course discusses issues such as capital market history, methods of estimating expected risks and returns of single and portfolio investments, determination of cost of capital, the capital assets pricing model, financial leverage and capital structure policy. The course exposes students to how firms raise long-term capital, short-term financial planning, and working capital management techniques and issues on dividend policy.

BBAF 303 Corporate Finance I (3Cr)

The course introduces students to the principles of corporate finance. It will also cover key corporate decision areas of investment, financing and dividend decisions that collectively contribute to shareholder value. Specifically, the course covers: the role of the financial manager and working knowledge of financial markets, corporate financial topics such as the time value of money, bond and stock valuation techniques, financial statement analysis techniques, sources of long-term and short-term finance to the firm and working capital management. Finally, students will be exposed to the various investment evaluation techniques (i.e. capital budgeting) such as the Net Present Value (NPV) and the Pay-Back-Period (PBP).

BBAF 304 Banking Operations (3 Cr)

This course builds on the student’s basic knowledge in elements of banking. The course is divided into three major sections. The first section centres on treasury management and covers the structure and functions of banks’ treasury department. The second section deals with supervision and regulation of banks, while the last section focuses on market practice and procedures. The course therefore develops the student understanding of the functions of bank treasury department, its structure and roles; management of banks’ balance sheet exposures: liquidity risk, interest rate risk, as well as off balance sheet exposure. The course further deals with foreign exchange risk, operational risk and what constitutes bank capital management; supervision and regulation of banks and market practices.

BBAF 305 Financial Risk Management & Insurance (3 Cr)

The course provides students with a very clear understanding of the concept of risk, including risk related to the banking and finance sectors in the Ghanaian economy. It offers the student an appreciation of the issues involved in the determination of the portfolios of risks in the banking industry. The course further looks at the options available to a company for financing risk on a balance sheet from retaining and transferring the risk to the insurance market.

BBAF 306 Regulatory & Legal Framework for Financial Institutions (3 Cr)

The course introduces students to the legal and administrative framework in which the financial institutions operate. The course focuses on the banking and non-banking regulations. It further deals with supervision and regulation of the capital market and insurance industry. Finally, the course exposes students to the various laws in respect of the regulatory bodies, their functions, tools for regulation, the licensing regime and the general supervisory environments. The course therefore develops the student understanding of the rationale for regulating financial institutions.
BBAF 307 Managerial Economics (3 Cr)

The course employs economic theory and the tools of analysis of decision science to examine how an organization can achieve its goals most efficiently. It uses applied approach to microeconomic theory that enables the business manager to appreciate the role of the firm in the market system. It also covers the nature and scope of managerial economics and applies economic concepts as tools for problem solving and decision-making under conditions of uncertainty and risk.

BBAF 308 Financial Accounting (3 Cr)

The course focuses on a blend of theory and practice of accounting in details to enable the student prepare financial statements in accordance with recent development in accounting and reporting practices under the generally accepted accounting principles as prescribed in the International Financial Reporting Standards (IFRS). This course equips students with knowledge of some specialized accounting transactions. Students will be exposed to royalties, investment, joint venture, consignment, hire purchase, and branch accounts including foreign branches. The course introduces students to the knowledge of accounting for partnerships including formation of operators, changes in the memberships, amalgamation and conversion of partnership business into a limited liability company.

BBBA 301 Organisational Behaviour (3 Cr)

This course focuses on individual behaviour and group dynamics in organizational settings. A good understanding of the theory of human relation in organizations is indispensable in today's world of work. This course explains the concepts and theories that enhance management and human behaviour in the organization setting for the achievement of organisational objectives. The study of motivation at work, interpersonal communication, Working groups and teams, conflict management and negotiation are meant to ensure a harmonious working relationship and co-existence within the organisation.

BBBA 302 Management of SMEs (3 Cr)

This course examines the role of small enterprises in economic development, the characteristics of local entrepreneurs and entrepreneurial development. It exposes students to the management issues confronting local small enterprises in major functional areas, and the available government assistance schemes to mitigate them. The course also provides insight into current development, such as subcontracting, business incubator and experiences in SME development.

BBBA 303 Human Resource Management (3 Cr)

This course provides students with an introduction to key areas of human resource management in contemporary organizations. It focuses on people management, job analysis, selection, training, and compensation. The course provides strategies for managing the human capital of the organization to remain competitive, productive and efficient. It provides a balance between the examination of specific human resource management policies and practices as well as the wider conceptual and theoretical debates concerning changing patterns of employment relations. The course also examines the distinctive approach to management of employee relations and the extent to which it differs from more traditional models of personnel management.

BBBA 304 Operations Management (3 Cr)

The course provides an understanding of the contemporary topics in operations management, and further trends and emerging criteria for effective operations of an organisation. It focuses on the design, operations and improvement of the business processes that produce and deliver tangible goods and/or intangible services. The course focuses on the factors
that influence the location, layout and processes involved in operations management. Emphasis will be placed on the role of quality management tools and techniques for continuous improvement. Thus, the course spans the real value-added activities of an organization including product and process design, customer order management, production, and service delivery.

**BBBA 306 Company & Partnership Law (3 Cr)**

This course is a second semester course and is a combination of Company and Partnership I which is taught in the first semester. The course comprises the following topics: raising of capital by companies through shares and debentures, the classes of shares, types of shares, the protection of minority shareholder charges and the types of charges, amalgamation, merger acquisition, insolvency, winding up, liquidation and dissolution.

**BCPC 303 Entrepreneurship Development (3 Cr)**

This course seeks to introduce students to concepts, theories and practices of Entrepreneurship Development in profit and non-profit making organizations. It demonstrates the importance of Entrepreneurship to the development of the economy of Ghana and the world at large. It further examines starting-up issues, buying an existing business, franchising, basic marketing, human resource requirements and financial issues. In addition, this course will emphasize the significance of innovation in business ventures.

**BITM 302 Management Information Systems (3 Cr)**

The course provides students with the broad but critical introduction to the understanding of management information needs, medium of information transfer and storage, information as a resource, the characteristics of the information age and information systems. The course will provide analysis in data and knowledge as corporate resources, data processing, systems theory, systems environment, the nature of organizations and organizational communication as well as decision making and the characteristics of managerial work in organisation.

**BITM 303 Database Management Systems II (3 Cr)**

The course introduces students to elements of database system, entities, records, fields, tables, files and indexes. Topics to be treated include: the role and functions of database management systems, the evolution of database management systems, creating, capturing and updating data as well as organizing and reporting processed data using database management applications. The course will examine business processes and activities which can be improved by DBMS applications.

**BITM 304 Systems Analysis & Design (3 Cr)**

This course describes the procedure for analysis design of information systems. Topics to be treated include: structured information requirements determination, problem need identification, feasibility assessment, systems analysis, design and implementation for business enterprises, alternative methodologies, and use of case studies and CASE tools.

**BITM 305 Automation of Business Processes & Systems (3 Cr)**

This course describes the fundamental theories and principles of automation. The course focus is on using IT to create, automate, and integrate business processes. Major topics covered include: modeling work systems, major business processes and their relationships, modeling tools, business process/application integration approaches, creating and managing a business process using business process management software.

**BITM 306 I.T Sourcing & Procurement (3 Cr)**

This course introduces students to how to plan the technology requirements for a business, the necessary steps to select and acquire specific technology. Technology trends and the impact on an organization when doing technology planning will also be discussed. Students will learn the components of sourcing and outsourcing contracts, how to prepare effective Request For Proposal (RFPs) for the procurement of various types of services or technologies, as well as learning how to manage contracts and determining method of acquisition such as lease versus buy.

**BITM 307 Data Communication & Computer Networks (3 Cr)**

This course explores the concepts and practices involved in business data communications and computer networks. The course will cover basic networks, principles of networking, network architectures and design, protocol suites, complexity of multiple underlying communication technologies and concepts in network and communication security.

**BMKT 301 Understanding Customer Dynamics (3 Cr)**

This course provides an overview of consumer behaviour theories, research, and applications. It is designed to develop knowledge and skills that will facilitate an understanding of buyer behaviour which can be integrated into the formulation of marketing strategies. This will be accomplished by surveying the social science underpinnings of consumer behaviour as well as various types of consumer research, which may be valuable for specific marketing decisions. The course thus emphasizes behaviour for solving marketing management problems.

**BMKT 303 Integrated Marketing Communications (3 Cr)**

The course covers an introduction to integrated marketing communication. It will analyze promotional tools, public relations, advertisement, personal selling and direct marketing. The course is also designed to develop students’ understanding of the formulation and implementation of integrated marketing communication plans and associated activities. It will enable students to appreciate and manage marketing communications within a variety of different context, to encourage students to recognize, appreciate and contribute to the totality of an organization’s systems of communications with both internal and external audiences. It will also enable students to be aware of the processes, issues and vocabulary associated with integrated marketing communications in order that they can make an effective contribution within their working environment.
BMKT 304 Sales Management (3 Cr)
This course is designed to provide the requisite knowledge in planning, organizing, directing and control, with specific reference to sales personnel and personal selling. Owing to the unique features of the personal selling job (e.g. little or no direct supervision) it is considered necessary to equip potential sales force managers with distinct management skills, in order to ensure efficiency and effectiveness. This course therefore focuses on the strategic and tactical aspects of selling and salesforce management. Topics to be covered under this course are, the organization of the sales function, the personal selling process, personal selling management including salesmen recruiting and selection, training, motivation, supervision, compensation and performance evaluation information on sales management involving the sales budget, sales forecasting, marketing intelligence, sales quotas, sales territory establishment and the place of sales management in decision making.

BMKT 306 Services Marketing (3 Cr)
This course applies marketing principles to service organizations both in the private and public sectors. Students will be taught the unique characteristics that separate services from goods, the managerial problems stemming from these characteristics, and the strategies suggested as appropriate to overcome the problems. Case studies will be used in addition to lectures in conducting this course and students may also be required to complete a project concerning the marketing of services.

BMKT 308 Digital Marketing (3 Cr)
The course provides the foundation for marketers and sales analysts seeking to understand the core principles of digital marketing and how to utilize it to improve business performance through better performance measurements. It aims at providing students with the understanding of consumer behaviour in the digital context as well as providing insight into the ways in which leading international organisations craft and execute strategic digital marketing decisions. It also seeks to equip students with the practical tools necessary for digital marketing decisions making. Topics to be covered include an overview of today's digital measurement landscape, guidance on how to build an effective measurement plan, best practices for collecting actionable data, e-mail marketing, online advertising, online PR, affiliate marketing and social media, digital metrics, regulations and codes of practice.

PBPR 301 Integrated Marketing Communication I (3 Cr)
This is an introductory course which examines the complementary roles of public relations, advertising and marketing in the marketing mix. It deals with the scope and purpose of advertising, advertising cycles, writing copy and slogans, trademarks, advertising layout, printing, newspaper, magazine, radio, television, billboard, transportation, direct mail and other specialized forms of advertising, packaging and labeling, testing of ads, advertising agencies and advertising laws. It also covers a study of marketing strategies (pull, push, and profile) and their role in marketing. The course also analyses promotional tools of public relations, advertising, personal selling and direct marketing. Other topics to be covered are principles of public relations, promotion and sponsorship in marketing. The course also includes a presentation of products/services to organizations and techniques in media relations in marketing. It also examines how to develop entrepreneurial culture in organizations in order to facilitate innovation, creativity and firm growth. Students will practice what they have learnt through various class assignments projects and will also examine cases.

PBPR 302 Integrated Marketing Communication II (3 Cr)
The course is designed to develop students' understanding of the formulation and implementation of integrated marketing communication plans and associated activities. This also enable students to appreciate and manage marketing communications within a variety of different contexts, to encourage students to recognize, appreciate and contribute to the totality of an organization's system of communications with both internal and external audiences, to enable students to be aware of the processes, issues and vocabulary associated with integrated marketing communications in order that they can make an effective contribution within their working environment. It also focuses on detailed analysis of advertising, public relations, promotions and marketing both locally and internationally.

PBPR 304 Public Relations Research (3 Cr)
The course deals with the processes of identifying and generating information from research as input to public relations decision making. It focuses on the use of the principles of scientific research to identify, monitor and evaluate communication programmes. Course content includes: research planning, theory, sample design, sampling and use of research methods such as surveys, experiments, focus groups, content analysis and participant observation. Students will demonstrate the design and execution of research projects in such areas as: advertising/promotion, customer satisfaction and product development, pricing and distribution.

PBPR 305 Public Sector Public Relations (3 Cr)
This course focuses on public relations activities of both central and local government entities and their respective publics. The course seeks to expose students to the public interest and welfare orientation that underpin the activities of public institutions and to equip them with the skills and competence to communicate with publics of governmental institutions and agencies with the view to promoting the legitimacy of these institutions and their public image and reputation. Topics will include public affairs, lobbying, public presence and scope, functions and practice of governmental public relations in various ministries, departments and agencies of government.

PBPR 306 Public Relations in Higher Education (3 Cr)
The purpose of this course is to expose students to the various stakeholders whose interests are affected by the operations and activities of higher educational institutions. The course seeks to equip students with skills required to enable higher educational institutions to identify and relate with their various stakeholders in a way that promotes respect, understanding, cooperation and mutual benefits. The course content includes alumni relations, fundraising or development, publicity and publications. The needs and expectations of various publics of higher institutions are
discussed as well as challenges encountered in dealing with these publics especially from a third world perspective of huge resource constraints.

PBPR 307 NGOs Public Relations (3 Cr)

This course gives an overview of nonprofit organizations vis-à-vis for-profit organizations and the role and practice of public relations in the nonprofit environment. It discusses the different organizations which come under the umbrella of the nonprofit sector and how public relations is practised in them examining public relations functions performed. The course evaluates nonprofit public relations and discusses the challenges it faces in that sector as well as success factors for nonprofit public relations.

PBPR 308 Media Relations (3 Cr)

The course introduces students to the essentials of writing for the various mass media - magazines, newspapers, television, radio and the internet - on behalf of a client or an employer. It highlights similarities and differences in writing for the various media as well as advantages and disadvantages of using each media type. The course features practical tutorial workshops to reinforce the theories and principles introduced during the lecture series. Practical skills will be developed so that students can plan a publicity campaign for any organization thereby demonstrating tactical and analytical skills required to be effective public relations practitioners, especially in liaising between their organizations and the media.

PBPR 309 Public Relations Planning & Strategy (3 Cr)

This course provides an introduction to organisational strategy and planning from analysis of the environment through to implementation. The aim is to identify how organisations develop successful strategies in the face of rapidly changing environments that pose threats and present opportunities. It seeks to help students develop the skill and confidence to plan, create and deliver strategies that make the most of the channels customers have adopted; prioritise according to immediate gains, long-term initiatives and the wider business objectives of the organisation.

PBPR 312 Issues & Crisis Management (3 Cr)

This course examines issues, crisis and describes the fundamental principles of issues and crisis management, risk communications, and public opinion research techniques. Students will examine issues and crisis management principles, strategies and tactics that can be used to predict, manage, and control or take advantage of real-world situations. Students will develop an issue-specific crisis management plan for analysis and discussion, and will put their communication skills into practice by participating in media interviews during in-class crisis management sessions.

LEVEL 400 COURSES

PBPR 307 NGOs Public Relations (3 Cr)

PBPR 309 Public Relations Planning & Strategy (3 Cr)

PBPR 312 Issues & Crisis Management (3 Cr)

BACT 401 Corporate Reporting I (3 Cr)

The main areas of the syllabus cover the reporting of financial information for groups in accordance with generally accepted accounting principles and relevant accounting standards. Students are required to prepare consolidated financial statements (consolidated financial position, consolidated statement of changes in equity and consolidated statement of comprehensive income) involving one subsidiary. The preparation of consolidated financial statements including an associate and a joint venture is also covered in the course. Finally, students are required to account for expansion of companies including the purchase of business and amalgamations and capital re-organisation schemes.

BACT 402 Corporate Reporting II (3 Cr)

This course aims to apply knowledge, skills and the exercise of professional judgment in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations. The course begins by introducing students to the professional and ethical duty of the accountant. It then examines the financial reporting framework within which the accountant operates
and examines detailed financial reporting requirements for entities leading to the preparation of group financial reports (i.e., complex groups) in accordance with generally accepted accounting practice and relevant standards. Typically, the role of the accountant as financial analyst and adviser through the assessment of financial performance and position of entities as well as business valuation techniques are covered in this course.

**BACT 405 Advanced Audit & Assurance (3 Cr)**

The purpose of this course is to develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

**BACT 406 Public Sector Accounting & Finance (3 Cr)**

The course is designed to equip students with the knowledge and skills required for effective and efficient public financial management in Ghana with particular emphasis on accounting and finance. The course examines the key role of accounting in securing accountability and prudent financial management in public sector environment of Ghana. The course discusses the relevance of the public sector in an economy and the accounting practices at the central government and the local government of Ghana. It covers accounting issues in the new public management in the Ministries, Departments, Agencies (MDAs), and the Metropolitan, Municipal and District Assemblies (MMDAs).

**BACT 407 Business Analysis & Financial Policy (3 Cr)**

This course provides students with understanding of business analysis and policy in the field of finance. The course also provides students with the financial techniques that can be applied to analyse business in order to facilitate good decision making. The course also focuses on business analysis and financial system which is primarily concerned with two issues: the first is the external forces (the behaviour of customers, the initiatives of competitors, the emergence of new laws and regulations) that shape the environment of an organization. The second is the internal ambitions and concerns that exist within an organization. The course further, identifies opportunities for beneficial change that involve people, finance and information technology. The topics to be covered include strategic position, strategic choices, strategic action, business process change, project management, analysis of capital investments and how these affect the policy direction of finance institutions.

**BACT 409 Entrepreneurship Development & Management of SME’s (3 Cr)**

This course seeks to introduce students to concepts, theories and practices of Entrepreneurship Development in profit and non-profit making organizations. It demonstrates the importance of entrepreneurship to the development of the economy of Ghana and the world at large. It further examines starting-up issues, buying an existing business, franchising, basic marketing, human resource requirements and financial issues. In addition, this course will emphasize the significance of innovation in business ventures. This course examines the role of small enterprises in economic development, the characteristics of local entrepreneurs and entrepreneurial development. It exposes students to the management issues confronting local small enterprises in major functional areas, and the available government assistance schemes to mitigate them. The course also provides insight into current development, such as subcontracting, business incubator and experiences in SME development.

**BBAF 401 Money & Capital Markets (3 Cr)**

This course provides students with an overview of the global financial system. This course covers issues on financial markets; its important concepts and how it facilitates flow of short-term and long term funds. It provides students with theoretical and regulatory frameworks for understanding the operations of different financial markets. It also introduces students to the important institutional players, describing and classifying financial markets where institutions and individuals operate, and developing an analytical framework to understand the determinants of prices and yields on various financial instruments. The course also covers the institutional details concerning the organization of the contemporary financial system and the conceptual and analytical approaches used to understand the past, current, and future developments in financial markets. It provides an integrated analytical framework for understanding the effects of economic forces and economic policy on key financial market variables that determine the success of business strategies and present risks to firms or individuals from changes in interest rates, equity values, and exchange rates.

**BBAF 402 International Trade Finance (3 Cr)**

This course deals with the financial management of multinational business activities, the operation of international trade and finance. The goal of this course is to examine the factors encountered by multinational financial manager in making financing and investment decisions with a global perspective. It also involves the understanding of the macroeconomic environment governing international business. The emphasis is on providing students with an understanding of recent developments in both international financial markets and the contribution that the theory of finance is making to international trade.

**BBAF 403 Securities & Portfolio Analysis (3 Cr)**

This course covers the operation of stock and securities markets and the construction of investment portfolios. The course focuses on the concept of random walks, the efficient market hypothesis, arbitrage and Capital Asset Pricing Models (CAPM), efficient portfolios and the evaluation of portfolios. It also discusses earnings estimation, option pricing models and the valuation and use of financial futures, and focuses on the management of a portfolio that contains both fixed income securities and equities. Students would be introduced to a basic framework for constructing efficient portfolios.

**BBAF 404 Monetary Economics (3 Cr)**

The course introduces students to the theory of money, its role in economic development and the effects of monetary policy developments on business and the economy as a whole. The course specifically focuses on money and issues concerning money including demand for money, the role of money in the financial system which is primarily concerned with two issues: the first is the external forces (the behaviour of customers, the initiatives of competitors, the emergence of new laws and regulations) that shape the environment of an organization. The second is the internal ambitions and concerns that exist within an organization. The course further, identifies opportunities for beneficial change that involve people, finance and information technology. The topics to be covered include strategic position, strategic choices, strategic action, business process change, project management, analysis of capital investments and how these affect the policy direction of finance institutions.

**BBAF 405 Banking & Investment Analysis (3 Cr)**

The course provides students with a broader overview to the subject matter of banking and investment; and provides students with an insight into the functioning of the banks and Financial Intermediaries (FIs). It focuses on understanding of banking concepts and exposes students to the world of banking by looking at the industry both
from a historical and current perspective. The course provides insights into economic channels being employed by the banks to communicate with their customers and how the banking system globally has transformed from traditional branch banking to E-banking based on internet, using computers and smart phones. Again, it further introduces students to the international regulations and its development throughout the last decade and enables them to assess the compliance issues banks should keep. This course enables students to identify the different risks faced by banks and how to calculate them and manage those risks. The course ensures that, students understand the core and the most important theoretical and practical banking concepts and functions in deposit mobilization. The course further discusses how the deposit mobilized by the bank is put into prudent investment ventures to maximize the firm and shareholders’ value.

BBA 406 Public Finance (3 Cr)
The course examines the principles of public finance as an economic science and how they apply to public policy issues with particular reference to the Ghanaian environment. The course also provides rationale for government/state activities in the economy (i.e., market failure), issues about government failure and possible practical remedies to ensure efficiency in the economy. The structure and growth of public expenditures in Ghana and the economic implications of the options for financing them are also explored. Thus, issues on national budget, public debts and public borrowing, taxation, fiscal policy and its impact are thoroughly discussed.

BBA 407 Business Analysis & Financial Policy (3 Cr)
This course provides students with understanding of business analysis and policy in the field of finance. The course also provides students with the financial techniques that can be applied to analyse business in order to facilitate good decision making. The course also focuses on business analysis and financial system which is primarily concerned with two issues: the first is the external forces (the behaviour of customers, the initiatives of competitors, the emergence of new laws and regulations) that shape the environment of an organization. The second is the internal ambitions and concerns that exist within an organization. The course further, identifies opportunities for beneficial change that involve people, finance and information technology. The topics to be covered include strategic position, strategic choices, strategic action, business process change, project management, analysis of capital investments and how these affect the policy direction of finance institutions.

BBA 410 Public Administration (3 Cr)
The course introduces students to basic elements of public administration with emphasis on the Ghanaian context. It enables students to understand the Ghanaian administrative systems. It includes the Ghanaian system, civil service, local government, strategic business planning in public administration and performance monitoring. Also, the course explores the fiscal and financial decentralization of the District Assemblies and the economic roles of these assemblies in their respective localities.

BBA 412 Money & Capital Markets (3 Cr)
This course provides students with an overview of the global financial system. This course covers issues on financial markets; its importance, types and how it facilitates flow of short-term and long term funds. It provides students with theoretical and regulatory frameworks for understanding the operations of different financial markets. It also introduces students to the important institutional players, describing and classifying financial markets where institutions and individuals operate, and developing an analytical framework to understand the determinants of prices and yields on various financial instruments. The course also covers the institutional details concerning the organization of the contemporary financial system and the conceptual and analytical approaches used to understand the past, current, and future developments in financial markets. The course provides an integrated analytical framework for understanding the effects of economic forces and economic policy on key financial market variables that determine the success of business strategies and present risks to firms or individuals from changes in interest rates, equity values, and exchange rates.

BBA 408 International HRM (3 Cr)
The course analyses the theories and concepts of Human Resource Management (HRM) with the international business environment. It focuses on the policies, laws and practices in multinational organizations. Also, the course provides an understanding of the intricacies of conducting HRM programmes in international and cross-cultural contexts. The course examines organizational and employee perspectives on the behaviour and delivery of international HRM programmes. It focuses on the global recruitment and selection, multi-country compensation programming, cross-cultural adjustment and repatriation, performance management and career development for multinational employees, and international labour relations.

BBA 409 Risk & Insurance Management (3 Cr)
The aim of this course is to instil knowledge and key skills in managing risk in both the strategic and functional contexts. The course includes the nature of business risks, risk management and control, corporate liability and insurance and the insurance market, risk information management, methods and techniques of risk management.

BBA 410 Supply Chain Management (3 Cr)
The course provides an examination of the supply chain and logistics management concepts from national and global perspectives. The course integrates theories and concepts from marketing (channels of distribution), logistics, and operations management to develop a broad understanding of a supply chain. The course focuses on relatively long term decisions involving the investment in productive resources, configuration of processes, product designs, and development of partnerships with suppliers and channels of distribution.

BBA 407 Management of NGOs (3 Cr)
The course provides an understanding of the tools and techniques to effectively manage non-governmental organizations. This course focuses on the current role of NGOs in community development and challenges they encounter in building their organizations. It provides students with a learning environment that will promote and encourage the exchange of ideas and experiences. The course designs and assesses the effectiveness of governance models, volunteer programs, organizational capacity, and inter-organizational relationships within non-governmental organizations.
BBBA 408 Environmental Management (3 Cr)
This course provides students with the practical appreciation of the principles of environmental management. It seeks to develop the students' understanding of the implementation of some environmental systems tools such as Environmental Impact Assessment (EIA), environmental auditing, disaster management, waste management, and organizational health and safety. Other topical environmental issues such as Environmental Policy, ISO 14001, Agenda 21 and the role of environmental economics in policy decision making would also be studied. The course evaluates the performance and effectiveness of environmental planning and management systems.

BBBA 412 E-Commerce (3 Cr)
This course provides the tools, skills and understanding of technological concepts and issues surrounding the emergence of and future directions of electronic business practices, with a strong focus on electronic commerce initiatives. It provides an understanding of the current business models, strategies and opportunities in electronic publishing, communication, distribution, collaboration and online payment options. The focus is on innovative strategic thinking with respect to the use of these techniques in successful new business ventures. The course develops an understanding of the underlying principles of IT for e-business management.

BCPC 401 Internship (3 Cr)
Students will be exposed to industrial attachment (internship) for eight (8) weeks to enable them get first-hand experience on the job. This will enable them to apply the concepts and theories learnt. They will be put under supervisors at the various workplaces, and also be supervised by a monitoring team of the University. At the end of the internship period, students will write report on their activities.

BCPC 403 Business Policy & Strategy (3 Cr)
This course is concerned with establishing the long term direction of the organization, setting specific performance objectives, developing strategies to achieve these and executing appropriate plans. The course focuses on creating organizations which achieve superior performance and the entrepreneurial skills required to create and maintain competitive advantage. The course offers students an overview of all essential aspects of business policy and strategic management. It also provides students with strategy insights; reflect on strategic dilemmas; and practice strategy tools to enable students become strategic thinkers. The course covers strategy analysis, formulation of strategies at different levels of the organization, and strategy implementation. It further gives students an understanding of the purpose of organizations, their governance, and their role towards shareholders, stakeholders and society in general.

BITM 401 Network & Systems Administration (3 Cr)
This course examines the aims and guiding principles of system and network administration; and focuses on basic network concepts such as user account administration, resource allocation, security issues, and Internet service management.

BBBA 409 Project Management (3 Cr)
The course is designed to introduce students to the processes required for successful completion of projects. It emphasizes on project planning, development, integrating and coordination of all project plans to create a consistent, coherent organization and performance. The course provides an understanding of the project life cycle, project selection, project environment and approval process. The course further provides the basic and advanced exposure to project management in order to develop the managers’ skills to successfully complete sophisticated projects within the constraints of capital, time, and other resources.

BCPC 400 Project Work (6 Cr)
The dissertation or project work provides students with the opportunity to select and study a research problem and present their findings logically and systematically in a clear and concise manner. The selected topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The course therefore equips students with skills and knowledge of (a) good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) logical and sound analysis and (d) clear and effective presentation.

BITM 402 Professional Computing Practice (3 Cr)
This provides a comprehensive treatment of the issues facing computer professionals in today's working environment. The course aims to introduce professional computing and explore current issues on computing social ethics. There are risk factors that should be considered when dealing with computing issues. This course teaches students on discovering risks in computing. Students are required to acquire knowledge of computing issues for the society and discover more information to reduce computer crimes. It features ethical material and codes of practice, using them throughout the course to highlight issues.

BITM 403 I.T Implementation & Maintenance (3 Cr)
The course is a study of the different phases of information systems development. Discussions will concentrate on the initiation, analysis, design, development, implementation and maintenance of a system and the different tools used in systems analysis and design. This course strikes a balance between the theoretical and applied aspects of information technology implementation, presenting systems procedures and methodologies. The course will enhance students’ appreciation of IT strategy both in theory and in practice and equip them with the skill to investigate, formulate and implement an IT implementation and maintenance strategy in an organisational work context.

BITM 404 Information Management (3 Cr)
This course examines the fundamental principles associated with the strategic adoption, implementation, use and evaluation of information systems in organisations. It discusses the significant managerial aspects of treating information as an organisational resource and its increasing impact on today's organisation.

BITM 405 Systems Audit & Control (3 Cr)
This course provides skills for identifying and determining the effective and efficient information technology tools and resources at the workplace. Topics include the determination abuse of IT systems and resources, investigations of systems security, evaluation of systems users' rights and privileges as well as evaluate standards and quality of IT systems and resources.
BITM 408 Software Quality Management (3 Cr)
The course covers methods and tools for achieving software quality assurance at various levels of a software system including the module, subsystem, and system levels. The principles of software development and management will be discussed with special emphasis on the processes and activities of quality assurance. State-of-the-art tools and techniques including development process modelling, manual and computer-assisted reviews, and ROI analysis of new processes and the role of standards, policies, and procedures will be discussed.

BITM 409 Electronic Business (3 Cr)
The course describes the principles and concepts of electronic business, the challenges and opportunities of e-business, e-business products and services and the technologies suitable for e-business. Furthermore the course deploys e-business technologies as an appropriate strategy to reach the global market.

BITM 412 Mobile Web Development (3 Cr)
This course introduces students to the technologies for building software applications that make use of mobile computing devices such as mobile phones and Personal Digital Assistants (PDAs). It focuses on the understanding of the characteristics of mobile devices and applications that affect decisions about software design, the selection and use of appropriate standards and toolkits to build mobile web applications.

BITM 401 Strategic Marketing Planning (3 Cr)
The course involves the process of analysing the business and its environment, planning, implementing, coordinating and controlling programmes in relation to the conception, pricing, promotion and distribution of products, services and ideas to create exchanges with target markets in order to achieve organizational objectives. It will also equip students with the skills that will enable them to develop competitive marketing strategies as an integral part of the total corporate strategy as well as develop strategies for selected situations. The course will further provide skills for the development of appropriate organizational structures for effective implementation of strategies; and will eventually provide students with tools for monitoring and controlling marketing programmes.

BMKT 402 Retail Marketing (3 Cr)
This course is designed to acquaint students with retail marketing and management principles. Among the topics to be covered will be retail market planning, strategy development, and financial strategy and control. Other topics include: Store location and facilities, store planning and design, retail positioning, promotion, merchandise management, as well as marketing channels strategies, pricing, gross margin planning, operations management. New trends and technology in retailing will also be discussed including topics in packaging and globalization.

BMKT 403 Brands Management (3 Cr)
This course seeks to equip students with the method, creativity, and business acumen required to building and extending the brands that successfully attract, engage, and hold unto passionate and loyal customers. The course deals with the activities surrounding brand definition, brand building, brand architecture management and brand extension issues. At the end of the course, students would be expected to have learnt the processes entailed in managing brands through their respective lifecycles.

BMKT 404 Tourism Marketing (3 Cr)
Academics and practitioners have become aware of the need to adopt different emphasis when marketing services rather than products. The aim of this course is to provide an overview of the key aspects of Tourism Marketing in the services sector. The course comprises lectures supplemented by tutorial programmes involving student-led group assignments and presentations. The assignment topics will be practical in nature involving analysis of a situation and the development of recommendations. The course will focus on three main areas; these include elements of marketing mix as they apply to the tourism sector, the critical human dimension of planning and operations, and the need for the integration of the management functions of marketing, operations and human resources.

BMKT 405 Social Marketing (3 Cr)
The course seeks to develop and integrate marketing concepts with other approaches to influence behaviours that benefit individuals and communities for greater social good. It seeks to integrate research, best practice, theory, audience and partnership insight, to inform the delivery of competition; sensitive and segmented social change programmes that are effective, efficient, equitable and sustainable. The primary aim of social marketing is “social good”. Social marketing therefore examines the adaptation and adoption of commercial marketing principles and practice into the field of social change marketing. Specific topics to be covered include the nature of social marketing, the development of unique social marketing models for changing attitudes and behaviour, as well as the use of commercial marketing to deliver goods, ideas, and service products for social marketing outcomes.

BMKT 406 Marketing of Financial Services (3 Cr)
The aim of this course is to provide an overview of the key aspects of financial service marketing in the services sector. The course comprises lectures supplemented by tutorial programmes involving student-led group assignments and presentations. The assignment topics will be practical in nature involving analysis of a situation and the development of recommendations. The course will focus on three main areas; these include elements of marketing.

BMKT 407 Financial Information for Marketing (3 Cr)
Intended to help develop knowledge and understanding of the application of financial information techniques to support the marketing processes of analysing, analysing, interpreting, control and decision making, it will provide understanding of factors affecting purchasing, pricing and marketing; analysis of marketing surveys and research in respect of profitability, as well as analysing credit worthiness of customers. The course will also identify opportunities for marketing, financing and pooling of financial resources for product and services marketing.

BMKT 408 Sports Marketing (3 Cr)
The course provides an overview of key aspects of sports marketing in the services sector. It focuses on the complexities in the relationships between the consumer and business concerns in the sports industry needs to be highlighted. The course design therefore includes discussions on the understanding of the different producers/intermediaries in the consumer – supplier relationship through the sports industry. Six main areas will be the prime focus of the course. These include, elements of sports marketing mix, exchange process in sports marketing, the strategic marketing process, the management functions of sports marketing, highlighting the celebrity and ethics relating to the industry. Furthermore, this course provides an understanding and application of the principles of sports marketing. The course will also examine the roles of MDAs in sports marketing, as well as the various sports associations in Ghana. Lectures will be supplemented by the practical involvement of external resource persons.

BMKT 409 Sports Marketing (3 Cr)
The course consists of two parts: theoretical and practical. In the theoretical part, teaching will focus on methods of delivering an effective public speech; how to speak in front of many people and how to overcome problems associated with public speaking including fear and nervousness. Students will learn how to use effective body language, and how to prepare and use presentation aids including power point. In the practical part, students will design outlines of presentations and give presentations to various audiences. They will also give presentations on their dissertation topics in class and be introduced to speaking and listening (oral and aural) skills. Students will also
be taught literal and pragmatic meanings of utterances, how to elicit and receive appropriate feedback from their audiences, how to use a microphone and how to respond to questions from an audience.

PBPR 402 Public Relations Strategy & Campaign Planning (3 Cr)
This course introduces students to the process and practice of preparing and implementing appropriately researched communications strategies to help an organization capitalize on its opportunities and/or overcome its problems. It teaches students the techniques of designing and implementing an effective and efficient public relations strategy for organizations with varying objectives and goals. Students will be taught how to use research techniques to identify problems and/or opportunities, to monitor and evaluate implementation of communications programmes, and to use a planning process to develop public relations objectives, strategies, and tactics. The course content applies to campaign planning in all industry and the non-profit sector. Students will be expected to prepare a campaign strategy for selected organizations.

PBPR 403 New Media & Public Relations (3 Cr)
This course introduces students to developments related to the electronic era and the relationship of computer-facilitated arts to traditional media. It examines the shifts in mainstream journalism, how they affect the media landscape; the new challenges and opportunities in social media relations. This course is grounded in practice and students will be required to participate in social networks, forums, blogs, wikis, micro-blogs, and more. It will use class discussions, presentations by students, readings, and examples of emerging technologies and media to bring greater understanding of the issues, evolution, and practice of social media. With a focus on new trends and globalization, the course will highlight the importance of social media in public relations practice. Students will examine e-journals, new strategies and their applications.

PBPR 404 Speech Writing (3 Cr)
The course is planned to be an advanced level writing course for students who are familiar with concepts and principles of public relations. It involves planning, organizing, writing and editing various organizational communication materials including brochures, flyers, backgronders and newsletters. The course will thereby help to shape, refine and strengthen students’ written communication skills with particular emphasis on communicating on behalf of their organizations or clients to diverse publics. It will also provide students with additional help in writing their dissertations.

PBPR 405 Technical Writing (3 Cr)
Technical writing provides a background in strategy and design for computer related, technical and scientific communications. Students learn the mechanics of writing grants, proposals and brochures, as well as how to develop information or management systems and design websites for professional use. All courses include training in professional interaction and technical documentation and classes in specialty areas are also available, such as online or print media.

PBPR 406 Event Management & Protocol (3 Cr)
The course describes public relations aspects of creative events management and analyses the types of events encountered in the marketplace as well as the tools relevant to public relations for their management. The tools discussed are applied to case studies to demonstrate events management. It covers events such as exhibitions, trade shows, and conferences. Also covered are product launches, displays, fashion/retail events, hospitality management and tourism, festivals, and fundraising events together with crisis management, de-briefing and results management. Other topics covered include client liaison, audit analysis, developing proposals, budgeting, and publicity. The course will also examine the use of relevant media for event management.

PBPR 407 Public Relations Ethics (3 Cr)
The course explains moral principles and expectations of public relations practice and its practitioners. Public relations ethics, as contained in codes of ethics of various public relations associations and institutes including IPRA, IPR, Ghana, IPR, UK, PESAC, PRISA, NIPR; and IAMCR will be examined. The course also outlines and examines basic elements of the Ghanaian legal system, especially legal rules and principles relating to defamation, libel, slander, innuendo, etc, which create the legal environment for the practice of public relations and their ramifications for public relations practice.

PBPR 408 Corporate Social Responsibility (3 Cr)
These two social and corporate phenomena will be discussed in order to explain the significance of the concept of “social responsibility and corporate governance” in the business world. All the ethical social and financial issues ranging from the type of Corporate Social Responsibility (CSR) practised globally and in Ghana will be discussed. It is also expected to deal with the area of the ethical practices within business entities and how to make Public Relations professionals understand these principles.

PBPR 409 Employee Relations (3 Cr)
This course focuses on the opportunities, challenges and issues communication professionals face today in dealing proactively and reactively with internal stakeholders. Students will examine strategies that work and best practices for developing and managing internal communications for different situations, industries and locations. The course examines how employee communications help support a company’s vision, mission, and guiding principles as well as ensure employee engagement. Students will also take through various employee communication methods and tools considered appropriate for different situations including the development, preparation and use of newsletters, memos, notice boards, durbars, intra and interdepartmental meetings, reward systems, etc.
4.2 REGISTRATION FOR EXAMINATIONS

- Registration for the University's examinations shall be part of semester registration.
- Students who have been registered for specific courses at the beginning of a semester shall be deemed to have registered to write examinations in such courses at the end of that semester.
- Departments shall publish for verification by students, lists of registered student(s) for particular courses. The list shall also be deemed as final document for registration for semester examination.
- Students whose names do not appear on the final registration list after the fifth (5th) week of the semester shall not be allowed to write the end-of-semester examinations for that particular course.
- The University is a secular institution and is not bound by the observance of any religious or sectarian practice. The University's examination and lecture period will take place within normal working days, but when necessary, examinations, lecture periods and any other activities may be scheduled on other days.

4.3 DEFERMENT OF EXAMINATION

(a) On Grounds of Ill-Health
A student who is unable to take the end of semester examinations on grounds of ill-health shall, on application to the Director, Academic Affairs copy to the Head of Department and Deans of the Faculty and on the provision of a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognised Medical Officer, be allowed to take the supplementary examination as his/her main examination. Subsequent application for deferment, on grounds of ill-health shall be subject to a medical certification issued by a properly constituted Medical Board.

(b) On Grounds Other than Ill-Health
A student who wishes to defer his/her programme shall apply, in advance, to the Registrar, stating reasons why he/she wants to defer his/her programme. The decision of the Director of Academic Affairs shall then be communicated to the Dean and Head of Department (HOD), who shall also communicate same to the applicant before he/she leaves the University.

(c) A student may defer his/her programme but may not defer for more than four (4) continuous semesters, provided that the maximum period allowed for the completion of the programme is not exceeded.

(d) A student who defers his/her studies for more than four (4) semesters shall be deemed to have lost any accumulated credits. Consequently his/her student ship shall be cancelled. Such a student may re-apply for admission into the University. Each case shall be considered on its own merit.

(e) In all cases of deferment of examination(s)/programme(s), the applicant(s) shall obtain written responses from the Director, Academic Affairs before leaving the University.

4.4 EXAMINATION RELATED OFFENCES AND PENALTIES

a. Colluding with any person in the course of any examination conducted by the University with intent to cheating and cheating in the said or any other examination conducted by the University.

b. Taking prohibited material of any kind into an examination room or other place connected with an ongoing examination conduct by the University with the intent to cheating and cheating.

c. Communicating with another candidate during an on-going examination without the authority to do so, which authority may only be granted by the invigilator of the examination.

d. Reporting for an examination conducted by the University after thirty minutes into the examination in question.

e. Seeking and obtaining examination questions or any information relating to any examination question without lawful authority.

f. Using examination questions obtained without any lawful authority with the view to obtaining unfair advantage or cheating.

g. Taking examination answer books/lets out of an examination room or other place connected with an examination conducted by the University.

h. Exchanging unauthorised material with other candidates in the course of an on-going examination conducted by the University.

i. Disobeying lawful instructions issued in connection with an on-going examination; except that unless an act of disobedience risks compromising the integrity of the examination in question.

j. Copying another candidate's work in the course of an examination conducted by the University.

k. Enabling other candidates to copy one's work in the course of an examination conducted by the University.

l. Aiding, abetting and otherwise facilitating the commission of acts of dishonesty and cheating in relation to an on-going examination conducted by the University.

m. Failure to produce the University's Student Identification Card issued to registered students of the University which is required for any examination conducted by the University.

n. Without prejudice to the foregoing, the Academic Board may, as and when the need arises, enact further rules to regulate the conduct of students and their activities.

PENALTIES

The following penalties may be applied to a student who has been found guilty of committing an examination offence in the University.

a. Dismissal
b. Cancellation of results
c. Rustication
d. Suspension
e. Prohibition from writing either the examination in relation to which the offence is committed or any examination conducted by the University.

f. Publication of the photograph of the offender on Notice Board in the University and/or in the newspapers.

g. Any of the above-mentioned penalties may be applied in combination with other penalties.

h. Where a candidate’s paper is cancelled in accordance with the rules, the paper shall be treated as a referred paper any time the candidate is permitted to re-write it. The same will be the case where the candidate is sacked from the examination hall.

4.5 DECLARATION OF RESULTS

(a) Results of semester examinations shall be approved by the Faculty Board.

(b) The provisional results of each semester’s examination shall be published by the Examinations Officer after approval by the Academic Board.

(c) A result slip indicating a student’s performance in the examination shall be made available to the student by the Academic Affairs Directorate.

(d) Final Examination Results (end of programme) shall be published by the Director, Academic Affairs after approval by the Academic Board at the end of the last academic year of the group/batch.

The Examination Officer upon directive from the Academic Board shall not publish results of students who have not fulfilled all obligations such as fees, return of library books etc, by the end of the semester.

4.6 DISSATISFACTION WITH EXAMINATION RESULTS

(a) A student who is not satisfied with the result of an examination affecting him/her may request a review by the submission of an application to the Registrar and pay a review fee which shall be four (4) times the normal examination fee.

(b) An application for a review shall be submitted to the Director, Academic Affairs not later than twenty-one (21) days after the publication of the said results and shall state the grounds for the review. An application entered on a candidate’s behalf by any person other than the aggrieved candidate shall not be entertained.

(c) The Academic Board of the University may authorise the Director, Academic Affairs to amend the results as realised in the light of the review.

(d) The Academic Board shall direct a refund of the review fee in full when a complaint succeeds. The Academic Board shall direct forfeiture of the review fee when a complaint fails. If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking the University’s examination(s) for a stated period or an indefinite period.
4.7 GRADING SYSTEM

NOTE: The effective date for the implementation of this grading system is 2011/2012 Academic Year for Diploma and Undergraduate Level 100 students.

4.8 DEFINITION OF GRADES

(a) Pass Grades: Grades A to C - constitute pass grades.

(b) Failure Grades: Grades D, F, X, Z constitute failure grades. Although grade D is a failed grade, it is considered as a concessionary pass.

(c) Non-Completion of Course:

(i) A grade IC (for Incomplete) shall be awarded to a student who is unable to complete a course as reasons adjudged by the Departmental Examinations Committee as satisfactory. Such a student shall be expected to complete the course the very next time the course is offered.

(ii) A grade X shall be awarded to a student who is unable to complete a course as reasons adjudged by the Academic Board. It is a failed grade which attracts (D) awarded to students who absent themselves from examination without any satisfactory reasons.

(iii) A grade Z shall be awarded for attendance at lectures. However, a student may not be required to take examinations. In a case where students are required to be examined in an Audited Course, the marks obtained will not be factored into the calculation of the student's CGPU, but the grade obtained will be marked as (AD).

(e) Except with the consent of the Director of Academic Affairs, no student shall be allowed to audit a course.

4.9 DISQUALIFICATION

(a) A grade Z denotes disqualification from an examination as a result of an examination malpractice or offence. It is awarded to candidates who attempted to gain undue advantage in an examination, be it Continuous Assessment or End of Semester Examination.

(b) A candidate awarded a grade Z may be inhibited from taking the University examinations for a stated period, or indefinitely, or may be expelled from the University.

(c) A grade Z may be awarded only by the Departmental Examinations Committee subject to the approval of the Academic Board. It is a failed grade which attracts (D) awarded to candidates who were involved in examination malpractices.

A Student in Good Standing

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00.

Semester Examination

The marks obtained in the end-of-semester examination shall constitute 65% of the grade for the course whereas continuous assessment constitutes the remaining 35%. For students under ACBSP course structure, 60% shall constitute end-of-semester examination and the remaining 40% shall constitute continuous assessment.

Minimum and Maximum Work Load

The minimum and maximum workload per semester shall be as follows:
A student shall take a minimum of fifteen (15) and maximum of twenty one (21) credit hours.

4.10 CLASSIFICATION OF DEGREE BY CGPA

All End-of-Semester Examination results from Level 100 shall be taken into account in the computation of the Final Grade Point Average (FGPA) for the classification of the Bachelor's degree.

In the determination of the CGPA, a weighted average of all repeated courses shall be used. For example, a 3 credit hour course with a grade 'F' at the first attempt and a grade 'A' at the second attempt shall attract a total of 6 credit hours in the computation of the Grade Point Average.

4.11 CLASSIFICATION OF DIPLOMA/DEGREE

Diploma

The classification of Diploma programme is based on the value of the Final Grade Point Average (FGPA). All courses taken, except AUDITED or EXEMPTED are included in the calculation of the FGPA.

The full scheme of classification shall read as follows:

<table>
<thead>
<tr>
<th>DIPLOMA PROGRAMMES</th>
<th>RANGE OF FGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>3.50 - 4.00</td>
</tr>
<tr>
<td>Credit</td>
<td>2.50 - 3.49</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 2.49</td>
</tr>
<tr>
<td>Fail</td>
<td>Below 1.00</td>
</tr>
</tbody>
</table>

Degree

The classification of the Undergraduate Degree is based on the value of the Final Grade Point Average (FGPA). All courses taken, except AUDITED or EXEMPTED are included in the calculation of the FGPA.

The full scheme of classification shall read as follows:

<table>
<thead>
<tr>
<th>CLASS OF DEGREE</th>
<th>RANGE OF FGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>3.60 - 4.00</td>
</tr>
<tr>
<td>Second Class Honours (Upper Division)</td>
<td>3.00 – 3.59</td>
</tr>
<tr>
<td>Second Class Honours (Lower Division)</td>
<td>2.50 – 2.99</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td>2.00 – 2.49</td>
</tr>
<tr>
<td>Pass</td>
<td>1.00 – 1.99</td>
</tr>
<tr>
<td>Fail</td>
<td>Below 1.00</td>
</tr>
</tbody>
</table>

4.12 DIPLOMA AWARDED

The Diploma programme shall be classified as Distinction, Credit, Pass or Fail as per the first table above.

4.13 BACHELOR'S DEGREE AWARDED

The Bachelor's Degree shall be awarded with First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) or Third Class Honours.

A student who does not meet the standard for the Honours degree may be awarded a Pass Degree, provided his or her overall FGPA is not below 1.00.

4.14 ELIGIBILITY FOR BACHELOR'S DEGREE/ DIPLOMA

A Bachelor's degree or a diploma so designated shall be awarded to a student who has been duly admitted to the University, has followed the approved programme of study over the accepted period and has satisfied the following conditions:

(a) proof of regular enrolment in the degree/diploma programme
(b) discharge of all obligations to the University
(c) a pass in all required courses
(d) satisfactory performance in the appropriate University examinations
(e) satisfactory discharge of such requirements as may be prescribed by the faculty and department for the award of a degree/diploma.

4.15 REQUIREMENT FOR DIPLOMA AND BACHELOR'S DEGREE GRADUATION

A student shall be deemed to have satisfied the requirements for graduation provided the following conditions have been fulfilled:
4.15.1 The minimum credit required for a student to pass and graduate is as follows:

(i) Diploma Programme

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Minimum credit hours passed Required</th>
<th>Concessionary credit hours allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>60</td>
<td>12</td>
</tr>
</tbody>
</table>

(ii) Bachelor’s Degree Programme

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Minimum credit hours passed Required</th>
<th>Concessionary credit hours allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>124</td>
<td>18</td>
</tr>
<tr>
<td>200</td>
<td>98</td>
<td>12</td>
</tr>
<tr>
<td>300</td>
<td>65</td>
<td>9</td>
</tr>
</tbody>
</table>

Note
- A student must not accumulate more than the number of concessionary credit hours allowed.
- A concessionary pass should not be an Institutional, Faculty, or Departmental required.
- A student must not score a grade below C in Internship and Dissertation.

4.18 PROBATION AND WITHDRAWAL FROM THE UNIVERSITY

- A level 100 student who fails to reach a cumulative grade point average of 1.00 at the end of the first year shall be withdrawn from the University.
- A student whose CGPA falls below 1.00 at the end of any semester shall be placed on probation starting from that semester for two (2) semesters.
- A student who is in Level 200 and above and whose CGPA falls below 1.00 shall be on probation for one semester.
- A student who fails to achieve a cumulative grade point average of at least 1.00 at the end of the probation shall be required to withdraw from the degree programme of the University.
- A student who is withdrawn from the University must report to the Registrar and complete the specified procedure.
- If a student leaves the University and fails to withdraw formally, it will result in an ‘F’ grade notation on the student’s permanent record.

4.17 CANCELLATION OF AWARDS

A UPSA Bachelor’s Degree/Diploma conferred on a student may be cancelled at any time even with retrospective effect, if it becomes known that the student gained admission with false qualifications, or impersonated for someone else, or had been guilty of examination malpractice, or has otherwise conducted him or herself in a manner that is judged incompatible with the status of a holder of UPSA Bachelor’s Degree/Diploma.

4.19 DISMISSAL

The University has the reserved right to dismiss any student whose conduct is found to be contrary to rules and regulations in the best interest of the University. A student who misconducts himself or herself will appear before a disciplinary committee which will recommends the appropriate sanctions against the student.

4.20 RE-ADMISSION AFTER INTERRUPTION OF PROGRAMME

A student who has interrupted his or her programme of study for two (2) semesters will be considered for re-entry only after a letter of request has been submitted to the Registrar prior to the opening of the next semester.

4.21 TRANSFER OF CREDITS

(a) Transfer of credits is essential in order to add flexibility to the programmes and make for upward mobility. The University shall credit an applicant for a higher programme with previously accrued credits.

(b) A withdrawn student from the University who would like to be re-admitted will be required to buy a fresh application form for admission into the University for consideration.

(c) The University may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.

(d) A student transferring course credits from another institution to this University shall accumulate a minimum of 60 credits over a period of four semesters as a full-time student of this University before he/she shall become eligible for graduation.

(e) A student of this University can also transfer his/her credits to any academic institution/ university.

4.22 PATTERN OF EXAMINATION UNDER THE COURSE CREDIT UNIT SYSTEM

Each course, at the end of the semester, will score seventy percent (70%) (old grading system) and sixty-five percent (65%) (new grading system) of the total mark for the examination. Continuous assessment based on class work, assignment(s) and tests will constitute thirty percent (30%) (old grading system) and thirty-five percent (35%) (new grading system) of the total marks for a course. Examinations shall be conducted as prescribed by the Academic Board.

Each course shall normally be examined by a written paper of two to three (2-3) hours, in addition to a practical paper and/or an oral examination.
(b) THE RESPONSIBILITIES OF INVIGILATORS

(i) The invigilator-in-charge is responsible for announcing the start of the examination. Invigilators are responsible for ensuring that all rules for the conduct of Examinations are observed, and they shall satisfy themselves before the commencement of each examination that proper provision has been made for its conduct.

(ii) All invigilators must be present in the examination halls to which they have been assigned thirty (30) minutes before the commencement of the examination, during the examination and fifteen (15) minutes after the examination. An attendance check must be made and candidates present must sign the register accordingly. Any infringement of the rules should be reported to the Director of Academic Affairs. Entry of candidates to the examination hall should be permitted in time for candidates to locate their seats prior to the start of the examination.

(iii) The Invigilators are empowered to curtail activities in the environs of the examination hall which they consider detrimental to the smooth conduct of the examination.

(iv) Invigilators are responsible for the distribution of answer booklets and question papers to candidates and the collection of answer booklets from each candidate before he or she leaves the examination hall and ensure that all answer booklets collected have been deposited with the examinations officer or his/her representative.

(v) If the Invigilators suspend any candidate for misconduct or dismiss him/her from the Examination Hall, the circumstances must be reported immediately to the Examinations Officer.

(vi) It is the responsibility of any Department whose examiners have set an examination paper, or any question in an examination paper, to ensure that expert advice is available during the course of any such examination to assist Invigilators in dealing with explanations regarding those examination papers.

(vii) The Invigilators will seek expert advice from the lecturer through the Examination Officer or his/her representative if any candidate queries the wording of an examination paper. If it is decided that a correction or clarification is required, then the Lecturer and the Invigilators will ensure that all candidates are informed of the amendment.

4.25 SCHEDULING OF EXAMINATION

(a) A schedule of examination which shall show the time of each examination, the venue and other information shall be published at least two weeks before the date of any examination.

(b) A list of candidates shall be published showing examination number for each candidate at each examination.

(c) Examinations may be held in any hall in the University or elsewhere, designated by the Examinations Officer as an examination hall.

(d) Requests for invigilators shall be made by the Academic Affairs Directorate to Departments who shall make recommendation to the Examinations Officer for appointment.

(e) All members of the Academic Staff, Research Staff and Research Students of the University shall be eligible for appointment as Invigilators of the University’s Examination. The Examinations Officer may designate as Invigilators, members of the staff of other institutions in which University’s Examinations may be held and other appropriately experienced individuals nominated by Heads of Departments.

(f) Any student excluded from, or refused entry to, the examination hall by the Examinations Officer or his representative shall be deemed not to have attempted that paper, and the question whether the student was absent with sufficient cause shall be examined by the Examinations Committee.

(g) A student who does not take part in any of the mid-semester examinations does not qualify to take an end of semester examination.

(h) If a candidate is prevented by illness from taking the whole or part of any examination, he/she should immediately report to the University Clinic for a medical report on the state of his/her health. The report shall state whether he/she can take the examination at all.

(i) The Medical Officer shall state in the report to the Examinations Officer, the name and examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination.

(j) A student who is unable to take an end-of-semester examination on grounds of ill-health, shall, on application to the Director, Academic Affairs, copied to the Head of Department and Dean, and on provision of a medical certificate issued or endorsed by a medical officer, be allowed to take the supplementary examination as his/her main examination. Subsequent application for deferment, on grounds of ill-health, shall be subjected to a medical certification issued by a properly constituted medical board.

(k) In cases of deferment on grounds other than ill-health, it shall be the student’s responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examination.

(l) In all cases of deferment of examinations, the student(s) concerned shall obtain written responses before leaving the University.

4.26 RULES FOR CANDIDATES

(a) Candidates will not be permitted to start their examination until formally instructed to do so by the Invigilator-In-Charge.

(b) Candidates will not be admitted to an examination hall after the examination has been in progress for more than thirty (30) minutes. Candidates will not be permitted to leave the examination hall during the first thirty (30) minutes and the last fifteen (15) minutes of the writing of a paper.

(c) Any candidate who may be permitted to leave an examination hall temporarily must be accompanied by an Invigilator or a person assigned by an Invigilator.

(d) Candidates may only take printed material or manuscripts into an examination hall when it has previously been advertised in the Examination Timetable or when it is stated in the rubric to the question paper that such material(s) may be used.

(e) Candidates may use their own mathematical instruments and such other aids as permitted.

(f) When calculators are permitted, they should be hand-held, quiet, self-powered and portable. No calculator instruction manuals will be allowed in examination halls in any circumstances. Candidates are responsible for the performance of their own calculators.

(g) A student who is unable to take an end-of-semester examination does not qualify for an Invigilator.

(h) A student who is guilty of misconduct including copying from or communicating with any other candidate during an examination shall be made to write a statement and continue with the examination. Where a candidate refuses to write a statement, the invigilator must write his/her statement on the form and indicate the candidate’s refusal.

(i) A candidate who finishes a paper thirty (30) minutes before the end of the paper may leave the examination hall after handing in his/her answer booklet(s).

(j) A candidate must not leave the examination hall until their scripts have been handed to an Invigilator. At the end of the examination, the Invigilator shall request all candidates then present in the hall to remain in their seats until all scripts have been collected.

(m) Smoking and drinking of any form of alcoholic beverages are not permitted in examination halls.

(n) All questions in a written examination must be answered in English Language unless instructions on the question paper indicate otherwise.

(o) Candidates may query the wording of an examination paper by asking an Invigilator to check the wording with the relevant examiners. However, candidates may not seek advice or help from an Invigilator concerning any other aspect of a paper.

(g) No student shall communicate with any other student in an examination hall.
during the examination on any matter or in any whatsoever.

(q) When the Invigilator in-Charge announces the end of the examination, students shall stop writing immediately and remain seated in silence until permitted to leave the examination hall.

(r) It is the responsibility of the candidates to find the examination hall well in advance and to be seated at least thirty (30) minutes before the commencement of any examination paper.

(s) Candidates are required to use their Index Numbers (written in full) on booklets throughout the examination. Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalised.

(t) Mobile phones whether switched on or off and other forms of communication gadgets shall not be allowed in the examination hall.

4.27 PUBLICATION OF EXAMINATION RESULTS

(a) Results of semester examinations shall normally be published by the Examinations Officer subject to approval by the Academic Board.

(b) A result slip indicating a student's performance in the examination shall be made available to students on-line.

4.28 ASSESSMENT PROCEDURES

(a) The University shall use the Continuous Assessment (CA) System. It is recognised that this system will enable Lecturers to effectively monitor students’ performance throughout the period of study.

(b) The grading shall involve:

i. Old Grading
   Continuous Assessment = 35%
   End-of-semester exams = 65%

ii. Grading for students under ACBSP
   Continuous Assessment = 40%
   End-of-semester exams = 60%

(c) External moderation shall be required for Level 400 semester examinations. Academic records (Examination Scripts, Continuous Assessment entries, etc) on students should be made available to an external assessor.

(d) Practical examination as well as projects/long essays will be assessed at the time of the examinations.

4.29 MEASUREMENT OF PERFORMANCE

Performance in a course shall be measured in terms of:

(i) The results of prescribed written examinations and/or

(ii) Assessment of such essays, exercises and reports as may be prescribed for each course.

4.30 RE-MARKING

(a) Re-marking is where a student challenges a result and the marked script assessed again by a different examiner.

(b) The second marker separately assesses the student’s work and the markers then reconcile their marks to produce an agreed mark.

(c) The University accept that Board of Examiners may, at their discretion, opt to use systems of re-marking that may include “independent re-marking” (i.e. where the second marker assesses the work without knowing the mark assigned by the first marker) and/or “semi-independent re-marking” (i.e. where the second marker has knowledge of the first marker’s factual annotations but not her/his marks)

4.31 RE-SITTING

(a) A student who fails a paper shall have the option of re-writing the paper when it is being offered in the appropriate semester.

(b) Fees for re-sit;
   One (1) credit hour paper
   GH¢ 20.00
   Two (2) credit hour paper
   GH¢ 40.00
   Three (3) credit hour paper
   GH¢ 60.00

(c) Fees for re-sitting shall be determined by the Academic Board (and it is subject to change)

4.32 ACADEMIC TRANSCRIPT

(a) Copies of a student transcript of his or her academic record shall be made available to him or her upon written request to the Registrar and payment of prescribed fees. The transcript shall record all courses taken and all results obtained. Students would be expected to provide the following details:

(i) Full name of student as known in the records of the University.

4.33 ADMISSION REQUIREMENTS

UNDERGRADUATE PROGRAMMES

• Bachelor of Science in Accounting
• Bachelor of Science in Banking and Finance
• Bachelor of Science in Marketing
• Bachelor of Business Administration
• Bachelor of Science in Information Technology Management
• Bachelor of Arts in Public Relations Management

DIPLOMA PROGRAMMES

• Diploma in Accounting
• Diploma in Marketing
• Diploma in Management
• Diploma in Public Relations Management
• Diploma in Information Technology Management

(i) LEVEL 100


WASSCE and SSSCE/GBCE applicants must have at least credit passes (i.e. grade A1-C6 and grade A-D respectively) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any three elective subjects with an aggregate score of 24 or better.

(ii) LEVEL 200

Category A

Diploma in Accounting
Diploma in Marketing
Diploma in Management
Diploma in Public Relations Management
Diploma in Information Technology Management

REQUIREMENTS FOR VARIOUS LEVELS OF UNDERGRADUATE PROGRAMMES 2015/2016

SESSIONS

• Undergraduate Programmes:
  Regular (Morning) session available for Level 100 entry only
  Evening & Weekend sessions are available for Level 100, Level 200 & Level 300 entries
• Diploma Programmes:
  Regular (Morning) and Evening Sessions are available

1. ADMISSION REQUIREMENTS FOR VARIOUS LEVELS OF UNDERGRADUATE PROGRAMMES 2015/2016
General Paper. In addition, the applicant must have had credit passes (Grade 6) or better in five (5) subjects including English Language, Mathematics and any Science subject at the GCE Ordinary (‘O’) Level.

Category B
Advanced Business Certificate Examinations (ABCE) Holders: Full diploma certificate (passes in any five (5) subjects at the ABCE level and at least two of the passes should be grade D or better).

Category C
Post Secondary Teacher’s Certificate ‘A’/Diploma in Education Certificate awarded by University of Cape Coast.

Category D
Recognised Professional Qualifications: At least complete Level One (1) of any of the following recognised professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB only.

Category E
Higher National Diploma (HND) with at least Second Class (Upper Division) awarded by NABPTEX in disciplines relevant to the programme being offered by the University (i.e. Accounting, Secretarialship & Management Studies, Purchasing & Supply, Marketing and Statistics). In addition, the applicant must have acquired a 2-year post HND qualification working experience.

Category B
University Aternity diploma applicants with FGPA of 3.0 in related programmes (i.e. Accounting, Public Administration, Management and Marketing) from any university accredited by the NAB. In addition, the applicant must have acquired a 2-year post HND qualification working experience.

Category D
Applicants in possession of university/tertiary diploma with a Final Grade Point Average (FGPA) of at most 2.99 from any university/institution accredited by National Accreditation Board (NAB) in programmes relevant to the courses being offered by the University.

Note 2: Applicants who qualify under Categories C, D, E and F must, in addition have WASSCE/SSSCE/GBCE credit passes in three (3) core subjects and two elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

(iv) MATURE APPLICANTS

Mature Applicants applying for admission must satisfy the following entry requirements:

- Attained a minimum age of twenty-five (25) years by Tuesday, 1st September, 2015.

- Show proof of age with birth certificate which is at least five (5) years old at the time of application.

- Must have at least three (3) years work experience. Applicants should provide a letter of appointment from their employer or show any proof of employment.

- Must possess at least credit passes in five (5) GCE ‘O’ Level subjects including English Language and Mathematics or in the case of WASSCE or SSSCE/GBCE holders, at least grade C6 or grade D respectively in five (5) subjects including English Language and Mathematics.

- Must pass the Mature Students’ Entrance Examination General Paper and selection interview.

Category B
Applicants with at least complete level two (2) of any of the following recognised professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB only.

- Applicants with WASSCE grade D7/E8 or SSSCE/GBCE grade E or GCE ‘O’ Level grade 7/8 in English Language and Mathematics may apply but their admission would be subject to their having passed the University’s Mature Special English Language and Special Mathematics papers in addition to General Paper and selection interview.

Note 3: Applicants who qualify under Categories A, B and C must, in addition have WASSCE/SSSCE/GBCE credit passes in three (3) core subjects and two elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

Note 4: Successful mature applicants would be placed at Level 100. Applicants with exceptional abilities may however be admitted to Level 200 depending on their entry qualifications, outstanding performance at the mature entrance examinations and selection interview as well as demonstrable potential to cope with academic work at Level 200.

(2) ADMISSION REQUIREMENTS FOR DIPLOMA PROGRAMMES

Category A
(i) WASSCE applicants must have at least credit passes (i.e. grade A1-C6) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any two elective subjects with an aggregate score of 30 or better.

(ii) SSSCE/GBCE applicants must have WASSCE or May/June 2015, WASSCE and Selection Interview.

(iii) MATURE APPLICANTS

Mature Applicants applying for admission must satisfy the following entry requirements:

- Attained a minimum age of twenty-five (25) years by Tuesday, 1st September, 2015.

- Show proof of age with birth certificate which is at least five (5) years old at the time of application.

- Must have at least three (3) years work experience. Applicants should provide a letter of appointment from their employer or show any proof of employment.

- Must possess at least credit passes in five (5) GCE ‘O’ Level subjects including English Language and Mathematics or in the case of WASSCE or SSSCE/GBCE holders, at least grade C6 or grade D respectively in five (5) subjects including English Language and Mathematics.

- Must pass the Mature Students’ Entrance Examination General Paper and selection interview.

Category B
Applicants with at least complete level two (2) of any of the following recognised professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB only.

- Applicants with WASSCE grade D7/E8 or SSSCE/GBCE grade E or GCE ‘O’ Level grade 7/8 in English Language and Mathematics may apply but their admission would be subject to their having passed the University’s Mature Special English Language and Special Mathematics papers in addition to General Paper and selection interview.

Note 5: WASSCE and SSSCE/GBCE applicants, at least grade C6 or grade D respectively in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

3. INTERNATIONAL APPLICANTS

International applicants may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board (NAB) of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. International applicants are also requested to acquire a Non-Citizen Ghanacard as a pre-requisite for offer of admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

INTERPRETATIONS OF WASSCE AND SSSCE/GBCE GRDES

WASSCE
<table>
<thead>
<tr>
<th>Grade</th>
<th>SSSCE/GBCE</th>
<th>Interpre-</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>A</td>
<td>Excellent</td>
<td>1</td>
</tr>
<tr>
<td>B2</td>
<td>B</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>B3</td>
<td>C</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C4</td>
<td>D</td>
<td>Credit</td>
<td>4</td>
</tr>
<tr>
<td>C5</td>
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<td>Credit</td>
<td>5</td>
</tr>
<tr>
<td>C6</td>
<td></td>
<td>Credit</td>
<td>6</td>
</tr>
</tbody>
</table>

Category A
(i) WASSCE applicants must have at least credit passes (i.e. grade A1-C6) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any two elective subjects with an aggregate score of 30 or better.

(ii) SSSCE/GBCE applicants must have at least credit passes (i.e. grade A-D) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any two elective subjects with an aggregate score of 20 or better.

2. ADMISSION REQUIREMENTS FOR VARIOUS LEVELS OF UNDERGRADUATE PROGRAMMES

(i) LEVEL 100
- West African Senior School Certificate Examination (WASSCE)
- Senior Secondary School Certificate Examination (SSSCE)
- General Business Certificate of Examination (GBCE)

2. MINIMUM ADMISSION REQUIREMENTS FOR VARIOUS LEVELS OF UNDERGRADUATE PROGRAMMES

2.1 Level 100
- West African Senior School Certificate Examination (WASSCE)
- Senior Secondary School Certificate Examination (SSSCE)
- General Business Certificate of Examination (GBCE)
- American High School Grade 12 with at least Final Grade Point of 3.0

WASCE and SSSCE/GBCE applicants must have at least credit passes (i.e. grade A1-C6 and grade A-D respectively) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any three elective subjects with an aggregate score of 24 or better.

Note 1:

- BSc in Actuarial Science programme applicants must have Elective Mathematics as one of the three elective subjects.
- Applicants for admission to the Bachelor of Laws programme will in addition to the above be required to pass both written examination and selection interview.

(ii) LEVEL 200

Category A

WAEC General Certificate of Education (GCE) Advanced Level Holders:

Passes in any three (3) subjects (at least, one of the passes should be grade D or better) at the GCE Advanced Level plus a pass in General Paper. In addition, the applicant must have had credit passes (Grade 6 or better) in five (5) subjects including English Language, Mathematics and any Science Subject at the GCE Ordinary (‘O’) Level.

Category B

Advanced Business Certificate Examinations (ABCE) Holders:

Full diploma certificate (passes in any five (5) subjects at the ABCE level and at least two of the passes should be grade D or better). In addition, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the GBCE or SSSCE or WASCE.

Category C

Post-Secondary Teacher’s Certificate ‘A’/Diploma in Education Certificate awarded by any institution accredited by NAB.

Category D

Recognized Professional Qualifications:

At least complete Level One (1) of any of the following recognized professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB only.

Category E

Higher National Diploma (HND) with at least Second Class (Lower Division) awarded by NABPTEX in disciplines relevant to the programmes being offered by the University (i.e. Accounting, Secretaryship & Management Studies, Purchasing & Supply, Marketing, Statistics, etc). In addition, the applicant must have acquired a 2-year post HND qualification working experience.

Category F

Applicants in possession of university/tertiary diploma with a Final Grade Point Average (FGPA) of at most 2.99 from any university/institution accredited by National Accreditation Board (NAB) in programmes relevant to the courses being offered by the University.

Category G

General Certificate of Secondary Education (GCSE)/Cambridge GCE ‘O’ and ‘A’ Level

Applicants must have at least five (5) passes including English and Mathematics at the GCSE/ Baccalaureate/Cambridge ‘O’ Level and three relevant subjects at the ‘A’ Levels.

Category H

Applicants with Bachelor’s degree or its equivalent recognized chartered professional qualifications (i.e. ICSA, CIMA, ACCA, ICAG and CIB) applying to do the 3-Year Post-First Degree LLB programme must have a minimum of third class in addition to passing both written examination and selection interview.

Note 2:

- Applicants who qualify under Categories C, D, E and F must, in addition, have WASCE/SSSCE/GBCE credit passes in three (3) core subjects and two (2) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

(iii) LEVEL 300

Category A

Higher National Diploma (HND) with at least Second Class (Upper Division) awarded by NABPTEX in disciplines relevant to the programme being offered by the University (i.e. Accounting, Secretaryship & Management Studies, Purchasing & Supply, Marketing and Statistics). In addition, the applicant must have acquired a 2-year post HND qualification working experience.

Category B

University/tertiary diploma applicants with at least FGPA of 3.0 in related programmes (i.e. Accounting, Public Administration, Management and Marketing) from any university accredited by the NAB.

Category C

Applicants with at least complete level two (2) of any of the following recognized professional qualifications: ICSA, CIMA, ACCA, ICAG and CIB only.

Note 3:

- Applicants who qualify under Categories A, B and C must, in addition, have WASCE/SSSCE/GBCE credit passes in three (3) core subjects and two (2) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

(iv) Mature Applicants

Mature Applicants applying for admission must satisfy the following entry requirements:

- Attained a minimum age of twenty-five (25) years by Tuesday, 31st May, 2016.
- Show proof of age with birth certificate which is at least five (5) years old at the time of application
- Must have at least three (3) years’ work experience and should be able to provide a letter of appointment from their employer or show any proof of employment.
- Must possess at least credit passes in five (5) GCE ‘O’ Level subjects including English Language and Mathematics or in the case of WASCE or SSSCE/GBCE holders, at least grade C6 or grade D respectively in five (5) subjects including English Language and Mathematics.
- Must pass the Mature Students’ Entrance Examination General Paper and selection interview.

Note 3:

- Applicants who qualify under Categories A, B and C must, in addition, have WASCE/SSSCE/GBCE credit passes in three (3) core subjects and two (2) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level.

3. INTERNATIONAL APPLICANTS

International applicants may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. International applicants are also requested to acquire Non-Citizen Ghana Card as a prerequisite for offer of admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.
5.0 STUDENTS’ AFFAIRS

5.1 STUDENTS’ REPRESENTATIVE COUNCIL

The Students’ Representative Council (SRC) serves as the mouthpiece of the entire student body and promotes their welfare. It affords a recognised means of communication between its members and the authorities of the University. All enrolled students of the University are members of the SRC.

5.2 STUDENTS’ GOVERNANCE AND EXTRA CURRICULAR ACTIVITIES

a) All applications for permission to undertake any activity in the University must be routed through the Dean of Students to the Registrar; copied to the SRC and the Security Directorate.

b) A student or student organisation may only invite: the press, artists, speakers, students of other schools as well as organisations, institutions and bodies, groups, political parties to the campus upon obtaining permission from the Registrar to do so; provided that the Registrar shall impose such conditions that he deems fit for the orderly and peaceful conduct of such activities.

c) Notwithstanding Article 5.2 (a), the Registrar may refuse to grant permission to any student or student organisation if he is satisfied that the peace and order on the campus of the University is likely to be breached or for any good reason.

d) The application or request for permission under these rules must indicate in writing the purpose, time and duration of the programme to which the permission relates.

e) The application shall also include a personal undertaking by the organisers of the programme who shall individually undertake to ensure that the programme is conducted peacefully, orderly and in conformity with the conditions imposed under these rules.

f) The application for permission shall be delivered to the Registrar not later than seven (7) working days before the date of the programme.

g) The Registrar reserves the right to decline the permission if he is satisfied that the application for the permission does not comply with the seven (7) days period stipulated under these rules.

h) Organisers of a programme commit a major offence if they violate these rules; and any programme that is organised in violation of these rules shall be stopped by the Dean of Students/ the Registrar.

i) A breach of any of the terms and conditions imposed under these rules renders the organisers personally liable for the consequences.

j) If the breach leads to damage to property, the organisers shall be personally surcharged with the cost of replacing or repairing the damage as the case may be.

k) If the breach leads to violence then, the sanctions applicable to people who cause, instigate, incite, conspire, and abet or otherwise contribute to the commission of violence shall apply to the organisers.

5.3 FORMATION OF CLUBS AND SOCIETIES

Registration of Bodies, Unions, Clubs, Societies and Associations

Bodies, Unions, Clubs, Societies and Associations formed by students of the University, with the exception of Religious Bodies, shall register with office of the Dean of Students and pay the appropriate registration fee to the SRC.

All such Clubs, Associations and Societies shall on yearly basis re-register with the Office of the Dean of Students.

No Bodies, Unions, Clubs, Societies and Associations shall operate without receiving permission from the Office of the Dean of Students.

A format for the registration of Bodies, Unions, Clubs, Societies and Associations and a Code of Conduct shall be designed by the Office of the Dean of Students in consultation with the SRC.

All Bodies, Unions, Clubs, Societies and Associations wishing to register shall pay a registration fee, which shall be determined by the Executive Council in consultation with the Council of Course Representatives, subject to the approval of the General Assembly.

Course based Associations and Clubs shall have their Heads of Departments and/or patrons as mandatory signatories to their accounts, whose signature shall be required to authorise withdrawal of monies from such accounts.

Religious Unions

Christian Union

The Christian and the Islamic religious groups shall yearly register with the University’s Chaplaincy Board and pay the required registration fee to the SRC.

(i) The Christian Union shall comprise all Presidents of Christian denominations registered.

(ii) The Chairman shall give due consideration to all regional based associations within the Group.

(iii) The Chairman shall represent the Group at the General Assembly.

The Islamic Union

(i) The Islamic Union shall consist of all Presidents of Islamic sects registered under this Constitution.

(ii) The Chairman shall comprise one of their members to be the Chairman.

(iii) The Chairman shall give due consideration to all Islamic sects within the Union.

(iv) The Chairman shall represent the Union at the General Assembly.

Other Registered Groups

(i) Other Registered Groups shall consist of all associations, which are not religious based, but include regional based associations registered under this Constitution.

(ii) Members of these groups shall choose one of their members to be the Chairman.

(iii) The Chairman shall give due consideration to all regional based associations within the Group.

(iv) The Chairman shall represent the Group at the General Assembly.

5.4 PROCESSIONS AND DEMONSTRATIONS

a) No procession, demonstration, press conference or other group activities of students on the campus or outskirt of the University shall be embarked upon by students of the University without having previously obtained permission from the Registrar not later than seven (7) working days before the date of the event.

b) The application for permission shall indicate the purpose of the event and its duration.

c) The application shall indicate who the organisers are and a personal undertaking by the organisers to individually ensure that the event does not disturb or disrupt the academic and administrative peace and order in the University.

d) The organisers shall further personally undertake to be individually held responsible for any damage to property, harm to individuals, and violence that may be caused in the course of the event.

e) The Registrar reserves the right to refuse to grant permission to students to organise and conduct any event, be it a demonstration, procession or other group activities, if he is satisfied that peace and order on campus is likely to be breached or otherwise compromised.

f) It is a major offence for any student or group of students to commit acts of violence either against individuals or to property in the course of a procession or demonstration in the University or the outskirts of the University.

g) It is a major offence for students participating in a demonstration or similar activities to disrupt lectures or prevent other students from attending lectures or harass them.

h) It is a major offence for students participating in a demonstration or similar activities to compel other students to join them.

i) No activity at which musical instrument or other noise producing equipment are used shall be organised in the University during a week day; a violation of this rule is a major offence.

j) The Dean of Students shall nullify any student activity that violates the governing instruments of the particular student body that regulates the conduct of the activity in question.
5.5 PROVISION OF TRANSPORT FOR STUDENTS

Provision of transport shall be for examination and educational trips. Application for transport shall be written to the Registrar and copied to the Transport Officer at least one week before the programme. Request for transport shall be made through the Departmental Head in consultation with the Dean of Students.

5.6 RECREATIONAL AND SOCIAL ACTIVITIES

There are facilities for a number of indoor and outdoor games. Students organise their own social activities.

5.7 PUBLIC WORSHIP

Students are encouraged to organise religious activities.

5.8 MEDICAL EXAMINATION

Admission of students to the University is subject to their passing a Medical Examination.

5.9 LOAN

The University of Professional Studies, Accra (UPSA) does not give financial assistance to students. There is, however, an optional Maintenance Loan Scheme under which registered students can borrow money direct from the Students Loan Trust Fund (SLTF).

5.10 INTERNSHIP/TRAINING

As part of its policy, the University places students with various business organisations for a minimum period of two months to enable them obtain practical industrial experience in their respective fields of training during the long vacation.

However, students are encouraged to lobby organisations through introductory letters in order to seek placements for their internships. Students who are workers are also urged to do their internship at their workplaces after notifying the Industrial Relation Unit of the University.

Internship training is organised for students as follows:

- At the end of level 100 for Diploma Students
- At the end of level 300 for Undergraduate Students
- For students of Professional Programmes

Undergraduate and Diploma Students’ Internships are on scoring basis whilst that of Professional Students are non-scoring.

All students are expected to submit a written report after the internship period.

Scoring Internship Reports are assessed by qualified assessors and marks are awarded to meet the required credit hours.

Non-Scoring Internship Reports are kept in the student’s personal files for future reference.

Guidelines for Report Writing can be obtained from the Industrial Relations Office.

5.11 NAMES OF STUDENTS

As a policy of the University of Professional Studies, Accra (UPSA), students are known by the names which they have registered upon admission and signed in the Register of Matriculation. They are officially known by those names only in the sequence in which they were signed (that is surname, first name and other names(s). These names must be used throughout the programme ). No change of name(s) is allowed.

5.12 WRITING OF EXAMINATIONS

All students must present themselves for the appropriate examination prescribed by the University as and when the Academic Board deems it necessary.

A student shall not be admitted to examinations if:

(a) he/she has not registered for that course.
(b) he/she owes fees to the University.
(c) he/she is dismissed, withdrawn or under suspension from the University.

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5.13 CARE OF PHYSICAL FACILITIES AND UNIVERSITY’S PROPERTY

5.13.1 USE OF THE UNIVERSITY’S FACILITIES BY STUDENTS

a) No student or students’ organisation shall use the University’s facilities for student extra-curricular activities without having previously obtained permission to use such facilities from the appropriate authority.

b) The application for permission to use the University’s facilities shall indicate the nature and purpose for which the facilities are required, the time, venue and duration of the programme.

c) The application shall include a personal undertaking by the organisers of the programme individually undertaking to ensure that the facilities are not damaged, are taken back to where they were taken from, and in the case of any damage, personally bear the cost of repair or replacement of the facilities.

d) Use of the University’s facilities without permission in accordance with these rules constitutes a major offence and the sanctions thereof shall apply.

e) If the Academic Advisor/Tutor is unable to resolve the problem, he will refer it to the Head of the Department to which the student belongs.

f) If the Head of Department fails to find a solution, he should refer the problem to the Dean of the Faculty of the student.

g) If no solution is found by the Dean, the matter should be referred to the Registrar.

h) If the Registrar does not resolve the matter, the next person to be contacted is the Pro-Vice-Chancellor.

i) Finally it is the Vice-Chancellor who is the Chief Executive of UPSA.

5.14 CHANNELS OF COMMUNICATION

i. Academic Matters

There are a number of academic problems that are likely to confront or affect students at one time or the other. These may include the following:

- Change of Programme
- Change of Session
- Teaching and Examination Time Tables
- Relations with Lecturers
- Course Credit Hours
- Examination Results
- Deferment of a Semester or the academic year
- Lack of textbooks

Each Department has an Academic Advisor who is responsible for helping students solve academic problems, including counselling on course offerings. In addition, there are Tutors. Each of you will be allocated to Tutors who operate or serve as parents for you during the period of your studies here. The Tutors are required to meet their students from time to time, to address students’ social problems, as well as to provide advice on individual academic problems.

If a student has a problem concerning his/her studies or academic work, he/she should use the following channels to have it resolved:

a) He/she should first discuss it with his/her Academic Advisor/ Tutor. For instance, if a student, for a good reason is unable to pursue a particular programme in a Faculty and he/she wishes to transfer to another programme in another Faculty, the student should first contact the Academic Advisor/Tutor to discuss the issue with him. The Academic Advisor/Tutor will make the necessary contact and advise the student, where necessary, to apply formally to the Faculty where he wishes to pursue the new programme through the Dean of the current Faculty.

b) If the Academic Advisor/Tutor is unable to resolve the problem, he will refer it to the Head of the Department to which the student belongs.

c) If the Head of Department fails to find a solution, he should refer the problem to the Dean of the Faculty of the student.

d) If no solution is found by the Dean, the matter should be referred to the Registrar.

e) If the Registrar does not resolve the matter, the next person to be contacted is the Pro-Vice-Chancellor.

f) If no solution is found by the Dean, the matter should be referred to the Registrar.

ii. Non-Academic Matters

Non-academic matters affecting students collectively should be reported to the SRC, which will take the issue up with the Dean/ Vice Dean of Student Affairs. (E.g. – persistent absence of a particular Lecturer, non-availability of a Lecturer for a particular course, etc.)

If the matter is not resolved by the Dean of Student Affairs, it will go to the Registrar, then the Pro-Vice-Chancellor, and finally the Vice-Chancellor. Where the Vice-Chancellor fails to resolve it, it will go to the UPSA Council which is the governing body of the University.

iii. Publications

All student publications are governed, among other things, by the following rules:

a) Dean of Student Affairs must be informed of any intention to produce a student publication and approval should be duly granted by the Registrar before publication.

b) Copies of each publication approved should be deposited with the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Dean of Student Affairs and SRC.

c) Each issue of a publication should indicate the names of the Editor(s), members of the Editorial Board and Publishers.

d) Members of the Editorial Board shall be held jointly responsible for the whole content of each publication.

e) Obscenities, libel, derogatory personal attacks, falsehoods or any other matter that is likely to cause disharmony should be avoided in all publications.

f) The Registrar reserves the right to withdraw approval of any publication which flouts the above rules and regulations.
### APPENDIX 2

**COMPUTATION OF A STUDENT’S ACADEMIC STANDING**

**EXAMPLE: COMPUTING THE GPA (GRADE POINT AVERAGE) FOR MORGAN IN THE FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Name Surname</th>
<th>FirstName</th>
<th>Hall of Residence</th>
<th>Student No.</th>
<th>Year</th>
<th>Semester</th>
<th>Faculty</th>
<th>Course</th>
<th>Credit</th>
<th>Grade Letter</th>
<th>Grade Point</th>
<th>CP X GP</th>
<th>Total (CP X GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osei Morgan</td>
<td>Opoku</td>
<td>Ampomah</td>
<td>05BMR001</td>
<td>2</td>
<td>1</td>
<td>Management Studies</td>
<td>PBBS 201</td>
<td>3 C</td>
<td>1.5</td>
<td>4.5</td>
<td>3.125</td>
<td>18</td>
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<td></td>
<td>18</td>
<td>58.5</td>
<td>3.25</td>
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</tbody>
</table>

**GPA = Total (CP X GP) / Total (CP)**

i.e. The sum of product of credit points for a course (the course weighting) and the grade point for that course divided by the sum of the course weightings for all courses offered in the semester.

\[
GPA = \frac{4.5 + 9 + 12 + 12 + 9}{3 + 3 + 3 + 3 + 3 + 3} = \frac{58.5}{18} = 3.25
\]
The University Anthem

UPSA - THE STAR OF HOPE

University of Professional Studies, Accra
The beacon path blazer
That trains, educates and grows Ghana
We feed our nation strong
Scholars raise from the cradle of truth and courage
Our nation to advance
Scholars nourish from our fathomless
Mind of knowledge our nation to advance

Chorus

UPSA the star of hope
UPSA our Nation’s pride
That trains, educates and grows Ghana
We feed our Nation strong

Scholarship with Professionalism
The first among equals
We pledge to turn from sloth and ease
Pursue paths unchartered
With God almighty inspire us
And illumine our minds
With God our help and victor
We shall remain the best

Composed by Prof. William O. Anku

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