



UPSA

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA

Scholarship with Professionalism



UPSA UNDERGRADUATE STUDENTS' HANDBOOK, AUGUST 2018



UNDERGRADUATE

STUDENTS' HandBook

August 2018

University of Professional Studies, Accra(UPSA)
P. O. Box LG 149, Legon-Accra
Tel: (0302) 500171 / 500722 / 500723
Email: info@upsa.edu.gh or admin@upsa.edu.gh
Website: www.upsa.edu.gh



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August 2018

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA (UPSA)

A publication by Public Affairs Directorate
compiled by the Academic Affairs Directorate,
University of Professional Studies,
Accra, Ghana

CORRESPONDENCE

All general and academic correspondence including
correspondence relating to students,
should be addressed to:

THE REGISTRAR

University of Professional Studies,
P. O. Box LG 149, Legon-Accra
Tel: (0302) 500171 / 500722 / 500723
Email: info@upsamail.edu.gh or academicaffairs@upsamail.edu.gh
or admissions@upsamail.edu.gh
Website: www.upsa.edu.gh

Edited By

A Team From Academic Affairs Directorate

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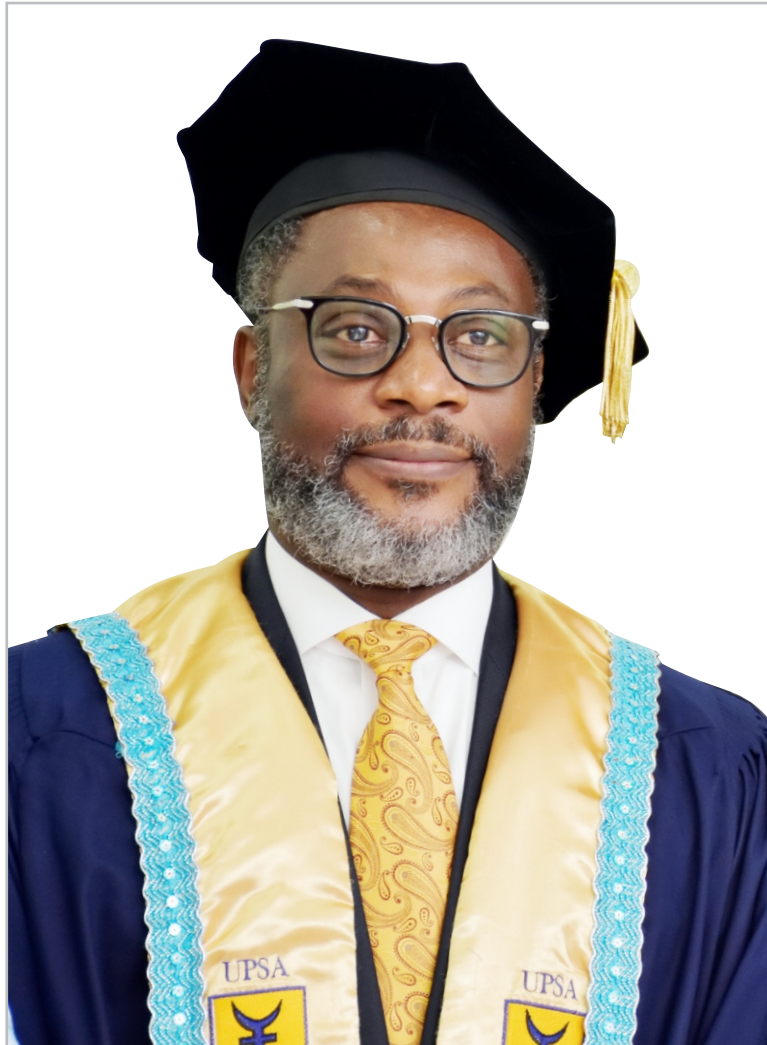
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HRM Drolor Bosso Adamtey I
Chancellor



Dr. Kofi Ohene-Konadu
Chairman of Council



Prof. Abednego F. Okoe Amartey
Vice-Chancellor



Prof. Charles Barnor
Pro-Vice-Chancellor



Alhaji Dr. Seidu Mohammed Mustapha
Registrar

CHAPTER ONE

GENERAL INFORMATION

1.0 GENERAL INFORMATION AND CONTACT DETAILS OF THE UNIVERSITY

Name of Institution	University of Professional Studies, Accra (UPSA)
Postal Address	P.O. Box LG 149, Accra
Location	North East of Legon on the main UPSA Road
Contact Person	The Registrar
Telephone Numbers	+233 302 500722, +233 302 500171, +233 302 500723
Fax Number	+233 302 501174
E-mail	info@upsa.edu.gh or academicaffairs@upsamail.edu.gh or admissions@upsamail.edu.gh
Website	www.upsa.edu.gh
Year Established	1965
Legal Instrument	University of Professional Studies Act (2012), Act 850
Accreditation and Recognition	Accredited by National Accreditation Board (NAB) Also tuition provider for International Professional Programmes.

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 government 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). Parliament of Ghana on 31st 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 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, Postgraduate and Diploma Programmes and tuition for internationally recognised, acclaimed Business Professional Programmes.

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. In 2013, the University again introduced Information Technology Management programme at both degree and diploma levels. In 2015/2016 academic year, the University introduced Bachelor of Arts in Public Relations Management and Diploma in Information Technology Management. In the 2017/2018 academic year, Bachelor of Science in Actuarial Science was introduced. In the 2018/2019 academic year, Bachelor of Science in Accounting and Finance, Bachelor of Science in Real Estate Management and Finance and Bachelor of Science in Business Economics were introduced.

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 has acquired a full University status and power to award its own degrees, diplomas and certificates. The University has introduced master's degree programmes in Auditing, Accounting and Finance, Marketing and MSc. & MPhil in Leadership, Master's Degree in Corporate Governance, MBA in Total Quality Management, MBA in Petroleum Finance & Accounting and MBA in Internal Auditing. 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 train 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, 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, 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 tertiary education and training in the academic disciplines of Accountancy, Marketing, Administration and Banking and Finance.
- (c) Provide continuing professional education and specialist training for professional accountants and business executives.
- (d) Promote professional accountancy, marketing and administration through research, seminars, lectures and other related areas.
- (e) Encourage students to develop their potential and skills up to the demanding standard of the contemporary economic world.
- (f) Provide opportunities for staff development, job satisfaction and motivation.
- (g) Develop the students' research abilities leading to entrepreneurship and innovation of business ideas.

1.5 ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

CHANCELLOR

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.

GOVERNING COUNCIL

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
 - i. University Teachers' Association of the University;
 - ii. Convocation
 - iii. Professional Bodies of Accountants and Marketers;
 - iv. Ghana National Chamber of Commerce;
 - v. University of Professional Studies Alumni;
 - vi. Teachers and Education Workers Union;
 - vii. Conference of Heads of Assisted Senior High Schools;
- e. One representative of the
 - i. National Council for Tertiary Education;
 - ii. Ministry of Education
 - iii. Undergraduate students of the University elected by the Students Representative Council;
 - iv. Post-graduate students of the University elected by the Graduate Students Association.

In Attendance

Registrar/Secretary
Pro-Vice-Chancellor
Director of Finance

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;
- g) Directors of Business Development Centre;
- h) Director of Quality Assurance;
- i) The Librarian of the University;
- j) The Registrar of the University;
- k) Nine members, five of whom are non-teaching staff, elected by Convocation in accordance with the Statutes of the University.

In Attendance

The Registrar
Director of Finance
Director of Academic Affairs – Recorder

1.7 PRINCIPAL OFFICERS

- Chancellor of the University HRM Drolor Bosso Adamtey I
- Chairman of Council Dr. Kofi Ohene-Konadu
- Vice-Chancellor Prof. Abednego F. Okoe Amartey

Other officers

- Pro-Vice-Chancellor Prof. Charles Barnor
- Registrar Dr. Seidu Mohammed Mustapha
- Director of Finance Rev. J.K. Antwi
- Librarian Mr. Elijah A. Mensah
- Director, Internal Audit Vacant

1.8 ADMINISTRATIVE DIRECTORS

- Business Development Centre Dr. Albert Martins (Acting)
- Academic Affairs Mr. Edward Bannerman-Wood (Acting)
- Administration Dr.(Mrs.) Vivian Amoako
- Medical Services Dr. Bernard Tei Mensah Dornoo
- Information Services & Technology Directorate (ISTD) Mr. James Ami-Narh
- Public Affairs Mr. J. S. K. Agbenyo
- Quality Assurance Mr. George Quartey
- Director, IPS Dr. Stephen Akrobor
- Director, Otumfuo CTL Lepowura Alhaji M.N.D. Jawula
- Director, Drolor Centre for Strat. Leadership Dr. S. B. Ofei
- Director, Research & Consultancy Dr. Mohammed Ibrahim
- Documents Information Management Centre (DIMC) Dr. Edwin T. Ayernor

1.9 DEANS

- Dean, Faculty of Accounting and Finance Dr. Raymond Dziwornu
- Dean, Faculty of Management Studies Mrs. Fidelis Quansah (Acting)
- Dean, Faculty of Information Technology & Communication Studies Mr. Godwin Adagewine
- Dean, Weekend School Dr. Gerald Dapaah-Gyamfi
- Dean, School of Graduate Studies Dr. John Kwaku Mensah Mawutor
- Dean, Centre for International Education & Collaboration Dr. Kweku Rockson (Acting)
- Dean of Students Mr. Mawuli Feglo
- Dean, Evening School Dr. (Mrs.) Helen Arkorful
- Dean, Faculty of Law Prof. Kwame Frimpong
- Dean, School of Distance Learning Prof. Albert Puni

1.10 HEADS OF ACADEMIC DEPARTMENT

- Department of Accounting Dr. Helen K. Ahulu
- Department of Marketing Dr. Andrews A. Akolaa
- Department of Business Administration Dr. Emmanuel S. Asamoah
- Department of Banking & Finance Dr. Edward Attah-Botchwey (Acting)
- Department of Public Relations Management Dr. Kweku Rockson
- Department of Information Technology Studies Dr. John Bosco Damnyag

1.11 HALL WARDENS

- | | |
|---------------|-------------------------------|
| Opoku Ampomah | Dr. John Kwaku Mensah Mawutor |
| Liberty | Mr. Fredrick Doe |
| Mandela | Mr. Theodore Tetteh |
| Yaa Asantewaa | Mrs. Philomena Dadzie |

1.12 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:
- To sell, buy, exchange and lease and accept leases of property.
 - To borrow money on behalf of the University on security of the property of the University or otherwise.
 - 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 governing bodies of Faculties, Departments and courses as part of their general income.
- (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 on buildings and all matters 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 the line with the Public Procurement Act, 2003 (Act 663).

(e) Audit Report Implementation Committee

This 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 representations 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 delegate power to the appropriate Faculty/ Department to do so.
- (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 University, and for the proper control of all organizations of the student body.

- (xiii) Proposes to Council, the names of persons for honorary degrees and awards and to express its view on other persons proposed for such degrees and awards by any other person or body. No person shall be admitted by the University to an honorary degree and award whose name has not been submitted to both the Academic Board and the 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 Board by any Act, the Statutes or decision of Council.

COMMITTEES OF THE ACADEMIC BOARD

- Executive Committee
- Budget Committee
- Residence Committee
- Library Committee
- Publications Committee
- Scholarship & Staff Development Committee
- Planning & Staff Development Committee
- Planning & Resource Committee
- Research and Conferences Development Committee
- Joint Admissions Committee
- Timetable Committee
- Appointments & Promotions Committee
- Examinations Committee
- Academic Prizes Committee
- Industrial Relations Committee
- Disciplinary Committee
- Quality Assurance Committee
- Administration Committee
- Guidance and Counselling Committee
- Environment and Food Safety Committee
- Graduate Studies Committee
- Book Service Management Committee
- Medical Committee
- Chaplaincy Committee
- Distance Learning & Weekend School Committee
- Inter Faculty Committee
- Editorial Committee
- Security Committee
- Students' Affairs Committee
- Other Statutory Committees

1.13 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

1.14 THE PRO-VICE-CHANCELLOR

The Pro-Vice-Chancellor:

- (i) Exercises the powers specified in the Act and such others as may be delegated to him by the Vice-Chancellor.
- (ii) Co-ordinates the day to day control and administration of academic affairs.
- (iii) Represents the Vice-Chancellor as and when necessary.
- (iv) Chairs relevant Committees

1.15 THE REGISTRAR

The Registrar:

- (i) Is the Chief Administrative Officer of the University and under the Vice-Chancellor, be responsible for the administrative functions of the University in addition to other duties specified in the Act and the Statute.
- (ii) Is a non-voting member of the Academic Board and he or his representative shall serve as secretary of all Boards and Committees.
- (iii) Is responsible for the safe custody of the University's Seal and for affixing it to documents of Council and the Academic Board.

1.16 FACULTIES

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

- (a) Faculty of Accounting and Finance
- (b) Faculty of Management Studies
- (c) Faculty of Information Technology and Communication Studies
- (d) Faculty of Law

- (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 Information Technology and Communication Studies**
 - Department of Public Relations Management
 - Department of Information Technology Management
- (iv) **Faculty of Law**
Each Faculty is headed by a Dean.

1.17 STRUCTURE OF FACULTIES AND DEPARTMENTS OF THE UNIVERSITY

The internal organization of the University into faculties shall be as follows:

1.18 DEANS

Academic Faculties shall have as administrative heads, Deans who shall be elected by the members of the faculties for a term of three (3) years.

The Vice-Chancellor in consultation with the Executive Committee shall recommend Deans for appointment by Council.

The Dean shall vacate his/her Office if he/she is absent for a period of more than (1) one year.

A Vice-Dean of a Faculty shall be recommended by the Vice-Chancellor in consultation with Executive Committee for appointment by Council.

The Dean or Vice-Dean may be re-appointed for another term.

1.19 FUNCTIONS OF THE DEANS

- (a) A Dean shall be responsible for providing leadership to the Faculty Board in the exercise of its powers.
- (b) A Dean shall be responsible to the Vice-Chancellor for providing leadership in the Faculty and for maintaining and promoting efficiency and order in the Faculty in accordance with 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.

1.20 FACULTY BOARD

There shall be in each Faculty Board whose members shall include:

- (a) The Dean of the Faculty
- (b) Professors, Associate Professors or its equivalence within the Faculty
- (c) All Heads of Departments within the Faculty
- (d) One representative from each Department within the Faculty
- (e) The Librarian or his representative.

A special meeting of the Board may be called on the written request of one-third of members of the Board submitted to the Dean stating the subject matter to be considered at that special meeting. The Dean shall, within three days of receipt of the request, convene a meeting of the Board. The quorum for a Board meeting shall be fifty (50%) of the total membership.

1.21 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.

1.22 HEADS OF DEPARTMENT

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 Lecturers, Lecturers in that order.

1.23 FUNCTIONS OF THE HEADS OF DEPARTMENT

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) Advance and promote generally, the well-being of the Department and persons engaged in the Department.

1.24 ETHICS AND CODE OF CONDUCT

Like other Institutions, UPSA has expectations about how its students will behave, and rules to follow when students are accused of violating those expectations. These procedures describe those rules, which are designed to protect both the University's image, property and any of its junior members who are accused of disrupting it; and what the student's rights are.

It may be necessary to suspend or expel students who have been found responsible for violations of this regulation, or who otherwise pose a substantial danger to the campus community.

By combining explicit academic knowledge with tacit interpersonal skills, the University delivers holistic paradigms to its students.

1.25 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 the human and social capital has become more relevant than the economic and financial capital in the twenty first century.
- 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 facilitator and 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 practice 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 the University's policies.

1.26 CORPORATE VALUES

The University:

- a) Values the tenets of professionalism
- b) Focuses on quality
- c) Encourages independent and analytical thinking
- d) Values continuous learning as a culture
- e) Values originality, intellectual growth while inculcating ethical and social values in staff, students and trainees.
- f) Promotes principles and practices for character development.

1.27 OUR CORE VALUES: A FOUNDATION FOR STRATEGIC PLANNING

Broadly shared ideas run throughout the academic and administrative units at UPSA. The emphasis on 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, as well as 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 historic 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. This is done through publications, organizing orientation programmes, seminars, meetings and convocations. The University also 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 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.

1.28 ACADEMIC INTEGRITY

1.28.1 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.

1.28.2 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 for the 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
- (d) Causing damage to any property
- (e) Fighting
- (f) Causing bodily harm to any person
- (g) Insulting a Lecturer or other Senior Members
- (h) Refusing or neglecting to carry out orders or commands of a Lecturer or other Senior Members
- (i) Refusing or neglecting to obey instructions issued by a Lecturer or other Senior Members
- (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 Ghana.
- (m) Assault
- (n) Abduction
- (o) Non-exhaustion of local remedies: students shall exhaust all internal procedures and remedies to redressing grievances before resorting to the law court.
- (p) Without prejudice to (o) above, where a student institutes legal action against another student or a member of UPSA community, and the legal process has to be served on the person against whom the action is instituted, the student instituting the action shall first and foremost contact the Registrar for directions regarding the service of the process.
- (q) It is an offence to misappropriate or embezzle monies contributed by students for specified purposes.
- (r) Defacing and removal of official notices and documents.
- (s) Disobeying any lawful instruction, request directive, order and command from any officer of the University, or a committee or a body authorized to carry out an official function for which the instruction, request, directive, order and command may be required.
- (t) Securing admission by means of fraud
- (u) Falsification of documents
- (v) Misrepresentation
- (w) Alcoholism, rape, defilement, sexual harassment, theft and contempt.

Sanctions

The sanctions for any of the offenses listed above ranges from suspension to outright dismissal. The sanction for any other offences 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 violated by the conduct in question,
 - b. Informed of his or her right to be represented by a lawyer or other representation 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.

1.28.3 Jurisdiction

The University's regulations apply to all students from the time they accept admission to University of Professional Studies 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 the University of Professional Studies, and any other person enrolled in a credit earning course offered by University of Professional Studies. 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).

1.28.4 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 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.

1.28.5 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 of 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 source.

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.

1.28.6 Responsibility to Report Academic Dishonesty

Academic dishonesty is a corrosive force in the academic life of a university or 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.

1.28.7 Sanctions for Academic Dishonesty

The student will always be placed on academic integrity probation for the remainder 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, 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.

1.28.8 Cheating

Cheating includes but is not limited to the following actions:

- (a) Copying from someone else's test or examination script.
- (b) 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.
- (c) Bringing materials or equipment during a test or other academic evaluation which have not been authorized by the instructor, such as crib notes, calculator, or tape recorder.
- (d) Obtaining or attempting to obtain in a fraudulent manner any material relating to another student's academic work. Such actions include theft of examination through collusion with a University employee.
- (e) Working with another or others in completing a take-home examination or assignment when the instructor has required independent and unaided action.
- (f) Attempting to influence or change an academic evaluation, grade, or record by unfair means. This would include altering academic work which has been returned to the student and which has been re-submitted without indicating that the work has been altered. This also includes changing or altering grades on grade reporting forms or on transcripts.
- (g) Permitting another student to substitute for one's self in an academic evaluation.
- (h) Marking or submitting an examination or evaluation material in a manner designed to deceive the grading system.
- (i) Wilfully damaging the academic work or efforts of another student.
- (j) Failing to comply with a specific condition of academic integrity which has been clearly announced in a particular course.
- (k) 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.
- (l) Submitting material in whole or part for academic evaluation that has been prepared by another individual(s).
- (m) Submitting data which have been altered or contrived in such a way as to be deliberately misleading.

1.28.9 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.

1.28.10 Aiding and Abetting Others to Cheat or Plagiarize

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

- Giving unauthorized assistance to another or others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals.
- Substituting for another student in order to meet a course or graduation requirement.
- Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation.
- Providing aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation.
- Removing attempting to remove, without authorization, any material relating to a class that would give another student unfair academic advantage.

- Permitting one's academic work to be represented as the work of another.

1.28.11 Non-Academic Misconduct

Non-Academic Misconduct relates to behaviour that is subject to disciplinary action under this Regulation and includes violations of the Laws 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 alcohol 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) Harrassment 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 I.Ds, 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, engaging in other sexual acts such as oral or anal intercourse and 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 behaviour 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.

1.29 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.

1.29.1 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)

The UPSA dress code 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 dressing 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

1.29.2 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 earlobe 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 campus areas. Inappropriate attire include shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops, with bare shoulders and T-shirts, shirt, jacket, or jumper.

(i) Suits (optional)

Dark conservative 2-piece suite (single or double-breasted)
Preferable shades are 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!

(ix) Socks

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

(v) 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 appreciation 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 ear-ring 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 trousseaus and skirts.

(i) **Skirts, Dresses 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 earrings, multiple chain necklaces, tongue rings, or other face ring.
- For seminars, conferences and workshops, regular business casual wear with jackets are 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

Friday Wear

Slacks like jeans, khaki and corduroy, denims or any traditional wear for both men and women are acceptable but must be clean and hemmed with no holes, no tears and no shorts are permitted. All clothes including slacks must be well-ironed. Jeans must be worn with shirt but not T-shirt except on special occasion as would be declared by the University when special T-shirt would be specified. The only T-shirt that can be worn on the dress down day is UPSA logo T-shirts which must be clean and ironed.

All slacks must be worn with leather belt and leather shoes; leather shoes (not sneakers, even on a casual-dress day) must be worn.

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 and prohibited. Political slogans, advertisements for products and suggestive cartoons or drawings are inappropriate and prohibited in UPSA.

- (c) **Torn pants / slacks or jeans:** While this style of clothing may be fashionable for some people, at UPSA, tears in clothing are unacceptable attire and are inappropriate within the UPSA community. Jeans shall not be form-fitting. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms or pictures that may be offensive, is unacceptable.
- (d) **“Baggy” shorts or pants:** “Baggy” refers to over-size shorts or pants/slacks or jeans. It is considered inappropriate at UPSA if underwear shows above baggy pants/trousers. This is 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 underwear. 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 cloths that can conceal these tattoos.
- (i) **Suit:** A suit means nothing other than what the term implies. Sport coats and slacks are not allowed. The suit must be preferably, dark blue, gray or charcoal, be “well-tailored” and have no loose threads.
- (j) **Slacks, Pants, and Suit Pants:** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, and business looking slacks are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.
- (j) **Shoes:** Black or brown, preferably lace-up shoes are required, polished to a mirror-quality spit-shine. Loafers, flats, clogs, dress heels up to four inches, and deck shoes are acceptable. Flashy athletic shoes, sneakers, thongs, flip-flops, slippers, and the like are not acceptable in the University.

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 a UPSA 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 jackets is recommended.

1.32.8 Professional Dress on Mondays

Students are to appear professional/official on Mondays (wear suits and/or jackets). This is mandatory for any student who enters campus on Mondays.

1.32.9 Handling Dress Code Violations

The procedures for the enforcement of this policy are outlines 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 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 Counselling Section. The Counsellor 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 on more than two occasions 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.
- (e) At the end of each semester, there shall be a publication and circulation of a memo within the UPSA community that would detail out culprits of inappropriate students attire and name the students who had worn such clothing, along with a memo that such clothing creates an abusive learning / working environment.

1.32.10 Implementation and Application of the Code

Students must attend a dissemination and orientation seminar which shall be a requirement for all fresh students of the University.

1.32.11 Review of the Code

The Code may be subject to review every year when the Students' Handbook is reviewed where necessary.

CHAPTER TWO

2.0 ACADEMIC PROGRAMMES

(a) Professional Programmes

The University offers tuition for the following Professional Programmes.

- Chartered Institute of Management Accountant (CIMA) UK
- Institute of Chartered Accountants Ghana (ICAG)
- Association of Certified Chartered Accountants (ACCA) UK
- Chartered Institute of Marketing (CIM) UK
- Institute of Chartered Secretaries and Administrators (ICSA) UK

(b) Degree Programmes

The University offers the following Undergraduate Programmes

- Bachelor of Science in Marketing
- Bachelor of Business Administration
- Bachelor of Science in Accounting
- Bachelor of Science in Accounting and Finance
- Bachelor of Science in Banking and Finance
- Bachelor of Science in Information Technology Management
- Bachelor of Arts in Public Relations Management
- Bachelor of Science in Actuarial Science
- Bachelor of Science in Business Economics
- Bachelor of Science in Real Estate Management and Finance
- 4-Year Bachelor of Laws (LLB)
- 3-Year Post First Degree Bachelor of Laws(LLB)

(c) Diploma Programmes

The University also offers the following Diploma Programmes

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

2.1 PROFESSIONAL PROGRAMMES

2.2 BACKGROUND

The University of Professional Studies, Accra is the only public tertiary institution in Ghana currently mandated and accredited to provide both degree and professional programmes in the disciplines of accountancy and management.

Since the establishment of the University in 1965, it has been collaborating with the following professional bodies for the training of students for the professional examinations:

- Chartered Institute of Management Accountant (CIMA) UK
- Institute of Chartered Accountants Ghana (ICAG),
- Association of Certified Chartered Accountants (ACCA) UK
- Chartered Institute of Marketing (CIM) UK,
- Institute of Chartered Secretaries and Administrators (ICSA) UK

It has since been training students for aforementioned professional examinations.

2.3 CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA) UK PROGRAMME

(a) Introduction

The Chartered Institute of Management Accountants, UK (CIMA) is a leading membership body that offers an internationally recognized professional qualification in management accountancy, which focuses on accounting for business.

CIMA is a member of the International Federation of Accountants (IFAC) and supports the principles, standards and guidelines set out within IFAC International Education Standards for Professional Accountants

The CIMA professional qualification comprises three pillars of domain and knowledge divided into three levels of achievement. The pillars are: enterprise, performance and financial. The levels are operational, management and strategic. When combined with the required practical experience, the CIMA qualification ensures that members are business ready. The syllabus and related assessment will ensure that CIMA qualified finance professionals are competent in their accounting, finance and other skills, and confident in using them to add value to many organisations in which they work.

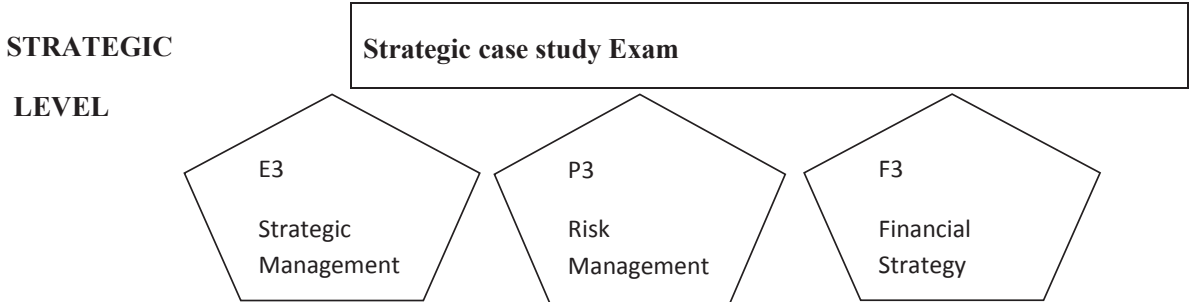
To complete the CIMA qualification, and be able to use the Chartered Global Management Accountant (CGMA) designation, students need to:

- Meet the entry requirements of the professional level qualification
- Study for and complete the relevant professional level assessments, cumulating in the strategic Case Study Exam
- Complete three years of relevant practical experience, which can be gained before, during and / or after studies.

(b) 2015 NEW SYLLABUS STRUCTURE - CIMA

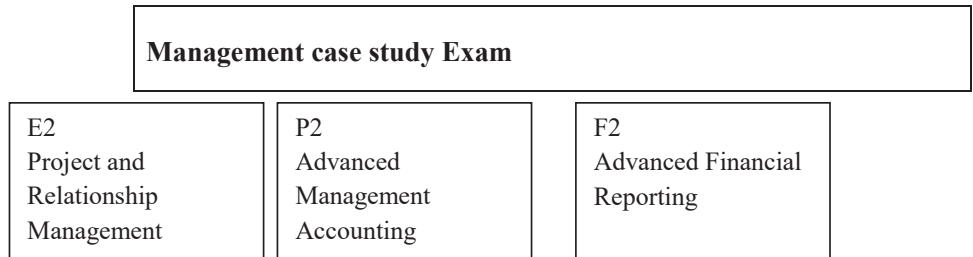
CIMA **AWARD / Membership of the Chartered Institute of Management Accountants and the CGMA designation**

Assessment of Practical Experience



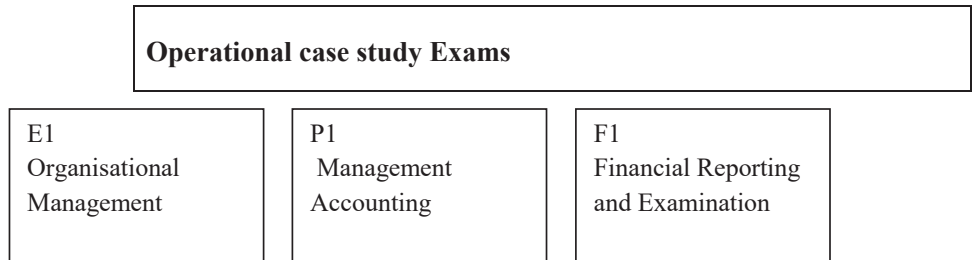
MANAGEMENT AWARD /CIMA Advanced Diploma in Management Accounting

LEVEL



OPERATIONAL AWARD /CIMA Diploma in Management Accounting

LEVEL



ENTERPRISE PILLAR PERFORMANCE PILLAR FINANCIAL PILLAR

The Institute admits applicants with a complete pass in level / part one who are willing to proceed to the next level.

(c) 2015 COURSE STRUCTURE

	SEMESTER 1					SEMESTER 2
YEAR	CODE	HOURS	SUBJECTS	CODE	HOURS	SUBJECTS
YEAR 1	E2	8 HRS	Project and Relationship Management	E1	8 HRS	Project and Relationship Management
	P2	8 HRS	Advanced Management Accounting	P1	8 HRS	Advanced Management Accounting
	F2	8 HRS	Advanced Financial Reporting and Taxation	F1	8 HRS	Advanced Financial Reporting and Taxation
YEAR 2	E3	8HRS	Strategic Management	E3	8HRS	Strategic Management
	P3	8HRS	Risk Management	P3	8HRS	Risk Management
	F3	8HRS	Financial Strategy	F3	8HRS	Financial Strategy

***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 and a final approval by the Academic Board.**

(d) 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 and Management Levels

There are still three 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. 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.

Strategic Level

- Introduction of a new preseen (to include company and industry specific information) to bring together the three papers within this level. This preseen will be relevant to Section A of each.
- Reduction choice, in Section B from May 2010 you will have to attempt 2 from 3 operational questions (currently 2 from 4 optional questions).

TOPCIMA

- No major changes to TOPCIMA apart from linking formal qualification to ACMA to career profile (record of practical experience).
- One will have to pass the exam and receive approval for career profile to pass TOPCIMA overall.

e) **TRANSITIONAL ARRANGEMENT FOR STUDENTS**

2010 Syllabus	2015 Syllabus (objective test)
OPERATIONAL LEVEL	
E1 Enterprise operation	Organizational Management
P1 Performance Operation	Management Accounting
F1 Financial Operations	Financial Reporting and Taxation
MANAGEMENT LEVEL	
E2 Enterprise Management	Project and Relationship Management
P2 Performance Management	Advanced Management Accounting
F2 Financial Management	Advanced Financial Reporting
STRATEGIC LEVEL	
E3 Enterprise strategy	Strategic Management
P3 Performance strategy	Risk Management
F3 Finance Strategy	Financial Strategy

Transition from 2010 qualification

Registered CIMA students who have passed examinations (or been awarded exemptions from examinations) in the CIMA 2010 syllabus will be given credits for objective tests in the CIMA 2015 syllabus, as shown in the table above.

Students who have completed the professional competence level paper T4 - part B (2010 syllabus or equivalent), will be given credit in the Strategic Case Study Exam.

Students who have completed the operational or management levels in the 2010 (or earlier) syllabus will progress to the next level. Students who are mid-way through a level, will need to complete any outstanding objective at that level, as well as the newly introduced integrated case study, at that level.

For example, if a student has completed (or received exemption from) F2 and P2 at transition, they will need to complete the objective test for E2; and then complete the Management Case Study exam. They will then be able to proceed to the strategic level.

Source: Chartered Institute of Management Accountants (CIMA)

(i) 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:

All applicants with HND and first degree are advised to register with the professional body before enrolling on the programme. 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: 444(0)20 8849 2480

Source: website www.cimaglobal.com

2.4 INSTITUTE OF CHARTERED ACCOUNTANTS GHANA (ICAG) PROGRAMME

(a) Introduction

The Institute

The Institute of Chartered Accountants (Ghana) was established by an Act of parliament, Act 170, in 1963. It is the sole body charged with the regulation of the accountancy profession in Ghana. Its members are the only persons recognized under the Companies Code (Act 179) 1963, for the purpose of audit of company accounts. It is governed by a council of eleven chartered accountants. The Council, headed by a President, holds office for a period of two (2) years. The job of the Chartered Accountant has become more sophisticated now because of the effects of globalisation, developments in information technology and the complexity of the modern business organisation. The modern day chartered accountant, for instance, not only expresses an opinion on the accuracy and fairness of financial statements, but also advises management on the viability of investment projects, tax matters and renders specialised advisory services, etc. in many cases; he is called upon to serve the nation as a member of a special investigation panel.

In order to perform these functions creditably, he/she needs to have acquired proficiency in accounting theory and practice.

Examination on the new syllabus took effect from May 2015. The syllabus attempts to meet the goals of the scheme through the subject structure and coverage.

(b) Study Programme

The Professional Programmes..

A candidate who successfully completes the professional programme and obtains a working experience in accountancy, approved by the Council on the Institute qualifies to use the designatory letter 'CA' after his/her name.

(c) International Affiliations/Networking

The Institute of Chartered Accountants (Ghana) is a member of two international bodies. These are:

- (i) **ABWA:-**Association of Accountancy Bodies in West Africa
- (ii) **IFAC:-**International Federation of Accountants

While ABWA is a sub-regional grouping of accountancy bodies in West Africa, IFAC is a world-wide association, with headquarters in New York, USA.

The member countries of ABWA are:

1. Ghana
2. Nigeria
3. The Gambia
4. Liberia
5. Sierra Leone
6. Senegal
7. Togo
8. Benin
9. La Cote D'Ivoire
10. Cameroon

(d) STRUCTURE-ICAG

		SEMESTER 1			SEMESTER 2	
YEAR	CODE	HOURS	SUBJECTS	CODES	HOURS	SUBJECTS
YEAR 1	2.1		FINANCIAL REPORTING	2.4		FINANCIAL MANAGEMENT
	2.2		MANAGEMENT ACCOUNTING	2.5		PUBLIC SECTOR ACCOUNTING
	2.3		AUDIT AND ASSURANCE	2.6		CORPORATE STRATEGY, ETHICS AND GOVERNANCE
YEAR 2	3.1	8 HRS	CORPORATE REPORTING	3.1	8 HRS	CORPORATE REPORTING
	3.2	8 HRS	ADVANCED AUDIT AND ASSURANCE	3.2	8 HRS	ADVANCED AUDIT AND ASSURANCE
	3.3	8 HRS	ADVANCED FINANCIAL MANAGEMENT	3.3	8 HRS	ADVANCED FINANCIAL MANAGEMENT
	3.4	8 HRS	TAXATION AND FISCAL POLICIES	3.4	8 HRS	TAXATION AND FISCAL POLICIES

***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 and a final approval by the Academic Board**

FEATURES AND INNOVATION OF THE NEW SCHEME

This new scheme has been developed on a well-established context for review and change. The following new features and innovations stand out:

- A three-level structure of 14 papers in total.
- Fusion and integration of some courses. This is meant to encourage an integrative learning approach and to minimize the negative of the “tunnel vision” subject-by-subject training. The combination of related courses is therefore meant to derive more meaning and synergies
- Clearly defined and achievable learning outcomes from level to level. This should partly resolve the problems associated with the placement of partly qualified candidate in industry and on the other programs
- A more rational, easy-to- fit and implement graduate conversion and exemption scheme has been incorporated. It is hoped that this will motivate higher grade candidate entrants-degree and diploma holders to acquire sufficient accountancy competence and speed up their eventual professional qualification.
- All students have ten (10) years from the date of registration within which to complete all the examinations of the Institute of Chartered Accountants (Ghana). After the ten- year period any student who has not completed the examinations of the Institute will not be eligible to take the examinations.
- Better focus on business [financial] strategy and reporting or communication skills, thereby enabling candidates to appreciate the overall realities of the business environment and to use advisory skills more effectively.
- Increased emphasis on business advisory skills at the [final] Level 3

(e) EXAMINATIONS SYLLABUS

- 1.1 Financial Accounting
- 1.2 Business Management and Information System
- 1.3 Business and Corporate Law
- 1.4 Quantitative Tool In Business

PART 2

APPLICATION LEVEL

PAPERS

- 2.1 Financial Reporting
- 2.2 Management Accounting
- 2.3 Audit and Assurance
- 2.4 Financial Management
- 2.5 Public Sector Accounting and Finance
- 2.6 Corporate Strategy, Ethics and Governance

PART 3:
PROFESSIONAL LEVEL

PAPERS

- 3.1 Corporate Reporting
- 3.2 Advanced Audit and Assurance
- 3.3 Advanced Financial Management
- 3.4 Taxation and Fiscal Policies

(f) THE INSTITUTE OF CHARTERED ACCOUNTANTS – GHANA

REVIEW OF QUALIFYING EXAMINATIONS SYLLABUS – MAY 2015

1. Holders of the following qualifications (awarded by recognized institutions) are exempted from Level 1 papers and Paper 2.3 'Audit and Assurance'.
 - HND Accounting Option
 - GAT/ATSWA
2. Holders of any diploma certificate in accounting awarded by recognized tertiary institutions are exempted from Level 1 papers. [Diploma in Business Studies (DBS) awarded by Technical Examinations Division of Ghana Education Service does not qualify for this exemption.
3. Holders of university degrees in accountancy are exempted all level 1 papers, Paper 2.3 Audit and Assurance and Paper 2.4 - Financial management.
4. Holders of university degree (other than those specified in (2) above) and comparable professional qualification recognized by the Institute would be granted exemption on subject to subject basis on the merit of subject passed (as indicated on the academic transcript)
5. Holders of Master's degree (Accounting Option) awarded by recognized universities would be granted exemptions from Level 1 and 2 papers [except Public sector accounting and Finance]
6. Exemptions would not be extended to any paper in Level 3. Level 3 papers are to be written and passed by all students.

(g) EXEMPTION / CONVERSIONS: INDIVIDUAL SUBJECTS

NEW SCHEME	OLD SCHEME
PART 1	PART 1
1.1 Financial Accounting	1.1 Financial Accounting Fundamentals
1.2 Business Management and Information Systems	1.2 Business Management
1.3 Business and Corporate Law	1.3 Business Information system
1.4 Quantitative Tool in Business	1.4 Economics
Part 2	Part 2
2.1 Financial Reporting	2.1 Quantitative Tools in Management
2.2 Management Accounting	2.2 Business and Corporate Law
2.3 Audit and Assurance	2.3 Audit and Internal Review
2.4 Financial Management	2.4 Principles of Taxation
2.5 Public Sector Accounting and Finance	PART 3
2.6 Corporate strategy, Ethics and Governance	3.1 Financial Reporting
	3.2 Public Sector Accounting
	3.3 Cost & Management Accounting
	3.4 Financial Management

Part 3	Part 4
3.1 Corporate Reporting	4.1 Advanced Financial Reporting
3.2 Advanced Audit and Assurance	4.2 Advanced Auditing & Professional Ethics
3.3 Advanced Financial Management	4.3 Advanced Taxation and Fiscal Policies
3.4 Taxation and Fiscal Policies	4.4 Corporate Strategy and Governance

(h) EXEMPTIONS / CONVERSIONS: INDIVIDUAL SUBJECTS

SR	CONVERTED PASS / EXEMPTION	OLD PASS
1	Financial Accounting	Financial accounting fundamentals
2	Business Management and Information System	Business Management
3	Business management and information system	Business Information Systems
4	Economics	N/A
5	Quantitative Tool in Business	Quantitative Tool in Business
6	Business and corporate Law	Business and corporate Law
7	Audit and Internal Review	Audit and Assurance
8	Principles of Taxation	N/A
9	Financial Reporting	Financial Reporting

10	Public Sector Accounting	Public Sector Accounting and Finance
11	Cost and Management Accounting	Management Accounting
12	Financial Management	Financial Management
13	Advanced Financial Reporting	Corporate Reporting
14	Advanced Auditing and Professional Ethics	Advanced Audit and Assurance
15	Advanced Taxation and Fiscal Policies	Taxation and Fiscal Policies
16	Corporate Strategy and Governance	Corporate Strategy, Ethics and Governance

(i) EXEMPTIONS / CONVERSIONS: LEVEL / PARTS

SR	OLD PART: Completed	CONVERTED LEVELS
1.	Part 1	<p>Exempted from:</p> <ul style="list-style-type: none"> • Financial Accounting • Business Management and Information Systems <p>To write:</p> <ul style="list-style-type: none"> • Quantitative Tool in business • Business and Corporate Law • All Level 2 Subjects • All Level 3 subjects
2.	Part 1 and Part 2	<p>Exempted from:</p> <ul style="list-style-type: none"> • All Level 1 subjects

	<ul style="list-style-type: none"> • Audit and Assurance <p>To write:</p> <ul style="list-style-type: none"> • All level 2 subjects (except Audit and Assurance • All Level 3 subjects
<p>3. Part 1, Part 2, and Part 3</p>	<p>Exempted from:</p> <ul style="list-style-type: none"> • All Level 1 Subjects • All Level 2 Subjects (except Corporate Strategy, Ethics and Governance) <p>To write:</p> <ul style="list-style-type: none"> • Corporate Strategy , Ethics and Governance • All Level 3 Subjects (except Advance Financial Management*) • *After 2 sittings in the new scheme [ie after November 2015 exams] if a candidate within this category is unable to qualify, he /she would have to write Advanced Financial Management in addition to the other papers [not passed] in level 3

Source: The Institute of Chartered Accountants (Ghana) Syllabus for Professional Qualifying Examinations - May 2015

(J) MINIMUM 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 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

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: 0302-6695 91/669592

Source: website (www.icagh.com)

2.5 ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) PROGRAMME

(a) Introduction

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 prospective applicants 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 with nearly 400 registered tuition providers and over 6,500 employers of accountants and finance professionals. The body offers services to students and members through a network of over 75 offices and other centres, aiming at supporting them throughout their careers.

ACCA uses its expertise and experience to assist governments, donor agencies and professional bodies to develop the profession. ACCA's reputation is grounded in over 100 years of providing accounting and financial qualifications. The body's long traditions is 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 to accountancy
- a professional qualification 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 (CPD) 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.

(b) 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 is applicable throughout one's 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.

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.

SUMMARY OF SYLLABUS

FUNDAMENTALS

This is made up of nine (9) papers:

Knowledge

F1 Accountant in Business AB
F2 Management Accounting MA
F3 Final Accounting FA

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

PROFESSIONAL

This is made up of five (5) papers:

Essentials (Core)

P1 Governance, Risk & Ethics
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

(d) COURSE STRUCTURE - ACCA

	SEMESTER 1		SEMESTER 2		
YEAR	CODE	HOURS SUBJECTS	CODE	HOURS	SUBJECT
YEAR 1	F4	8 HRS CORPORATE & BUSINESS LAW	F7	8 HRS	FINANCIAL REPORTING
	F5	8 HRS	F8	8 HRS	AUDITING & ASSURANCE
	F6	PERFORMANCE MANAGEMENT 8 HRS TAXATION	F9	8 HRS	FINANCIAL MANAGEMENT
YEAR 2		8 HRS GOVERNANCE, RISK & ETHICS	P4	8 HRS	ADVANCED FINANCIAL MANAGEMENT
		8 HRS CORPORATE REPORTING	P5	8 HRS	ADVANCED PERFORMANCE MANAGEMENT
		8 HRS BUSINESS ANALYSIS	P6	8 HRS	ADVANCED TAXATION
			P7	8 RS	ADVANCED AUDIT AND ASSURANCE

***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 and a final approval by the Academic Board**

ACCA will be running four examination sessions a year at all examination centres -- March, June, September and December. Students now have even greater flexibility and choice when planning their studies. This means that students will have more opportunities to:

- Spread their workload and maximise the chances of success
- Structure studies to take additional exams over a calendar year and move faster on the journey to membership
- Take any potential resits sooner and progress through the exams quicker
- Our new examination entry system will also allow students to enter for two examination sessions at once, in order to take advantage of the low examination fees.
- Keep abreast with examination and subscription fee deadlines with key dates from the ACCA calendar.

(e) 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

(f) 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

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:

The ACCA, 29 Lincoln's Inn Field, London WC 2A3EE. Tel: 44 (0) 1413094070 Fax: 44 (0) 1413094195. Email: student.admissions@accaglobal.com, Source: website (www.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

2.6 CHARTERED INSTITUTE OF MARKETING (CIM) PROGRAMME

(a) Introduction

CIM- LEVEL 4 CERTIFICATE AND 6 DIPLOMA IN PROFESSIONAL MARKETING

The aim of the CIM level 4 certificate and 6 diploma in professional marketing are to provide the practising marketer with the relevant, contemporary marketing content to equip them for the current global landscape. Learning is about life through meaningful and active assessment methods which embrace the modern marketing industry.

Successful completion of the CIM Level 4 certificate and 6 diploma in professional marketing will establish the knowledge, skills and understanding to be able to perform at a management level and to carry out an essential and successful professional marketing role within the work place.

To gain the CIM level 4 Certificate and 6 Diploma in professional marketing, a pass in both **mandatory** module plus one **elective** module is required. However, each module can be taken as a stand-alone module to gain a module award.

b) SUMMARY OF STRUCTURE

CHARTERED INSTITUTE OF MARKETING (CIM) NEW SYLLABUS

CIM has introduced a new syllabus as follows:

INTRODUCTORY CERTIFICATE IN MARKETING

- i What is marketing?
- ii Understanding customer relations

PART 1- PROFESSIONAL CERTIFICATE IN MARKETING

- i. Marketing
- ii. Integrated Communication
- iii. Customer Experience

PART 2 - DIPLOMA IN PROFESSIONAL MARKETING

- i. Strategic Marketing
- ii. Mastering Metrics
- iii. Driving Innovation

CHARTERED POSTGRADUATE DIPLOMA IN MARKETING

- i Analysis and Decision
- ii Marketing Leadership and Planning
- iii Managing Corporate Reputation
- iv Emerging themes

Stage 2

i Leading Marketing

COURSE STRUCTURE - CIM

	SEMESTER 1					SEMESTER 2
YEAR	CODE	HOURS	SUBJECTS	CODE	HOURS	SUBJECTS
YEAR 1	1.1	8 HRS	STRATEGIC MARKETING	1.3	8 HRS	DRIVING INNOVATION
	1.2	8HRS		1.4	8HRS	
YEAR 2	2.1	8HRS	ANALYSIS & DECISION	2.4	8HRS	MANAGING LEADERSHIP & PLANNING
	2.2	8HRS	EMERGING THEMES	2.4	8HRS	MANAGING CORPORATE REPUTATION

c) 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

(d) 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

NOTE 1: All applicants with HND and first degree are advised to register with the professional body before enrolling on the course. HND and degree holders will start from the professional diploma level. Relevant MBA holders will start from post graduate Diploma level.

Further information may be obtained from:

The Registrar, Chartered Institute of Marketing Moor Hall Cookham Maidenhead Berkshire, SL6 9HC, UK. Tel: 01628427200, Int. + 441628427100 Fax: 01628427399

Email: education@cim.co.uk Source: website (www.cim.co.uk/learningzones)

**The Executive Secretary
Chartered Institute of Marketing
P.O. Box 18235, Accra-Ghana
Tel: 233-302-665749/72299
Fax: 233-302-672299
Email: cimgh@ghana.com**

2.7 INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (ICSA) PROGRAMME

(a) Introduction

The Chartered Secretaries Qualifying Scheme (CSQS) is one of the most broad-based qualifying schemes available, equipping successful ICSA graduates for a variety of different career paths and giving them chartered status upon completion.

- (b) CSQS is set at level 6 and 7 qualification (postgraduate level) and is comprised of two sets of four modules. Assessment of each module is via a three-hour written examination, held in June and November.
- (c) Completion of the first four modules allows students to opt for certificated professional diploma in Governance (or professional diploma in Health Service Governance) for a small fee, to show that they are part-qualified.
- (d) Completion of the remaining four modules gives one graduate status, and the post-nominal GradICSA may be used.
- (e) ICSA graduates, upon fulfilment of the work experience requirement, can apply for full chartered status and membership of ICSA as chartered secretary.

SYLLABUS STRUCTURE

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

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 – executives/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 organization
- Interpretation of financial accounts

(e) 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, tuitionfee and application for ICSA Qualifying Scheme, see information below.

Further Information may be obtained from:

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

The Executive Secretary Institute of Chartered Secretary and Administrators (ICSA) Okudjeto Chambers 25 Liberation Road 2nd Floor, Total House P.O. Box 5520 Accra Tel: 0302-6663771/668114

2.8 DEGREE PROGRAMMES

2.9 INTRODUCTION OF DEGREE PROGRAMMES

The University offers degree programmes in Accounting, Marketing, Business Administration, Banking & Finance, Information Technology Management, Public Relations Management, Actuarial Science, Business Economics, Accounting & Finance, Real Estate Management & Finance, Bachelor of Laws and Post First Degree Bachelor of Laws (LLB). 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.

2.10 ACCREDITATION

The University of Professional Studies has been accredited by the National Accreditation Board (NAB) to run degree programmes in Accounting, Marketing, Business Administration, Banking & Finance, Information Technology Management, Public Relations Management, Actuarial Science, Business Economics, Accounting & Finance, Real Estate Management & Finance, Bachelor of Laws and Post First Degree Bachelor of Laws (LLB).

2.11 FACULTIES

The academic functions of the undergraduate programmes are centred on the following four faculties:

- Faculty of Accounting & Finance
- Faculty of Management Studies
- Faculty of Information Technology and Communication Studies
- Faculty of Law

Each Faculty is headed by a Dean.

(a) Faculty/Departmental Requirements

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

2.12 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 Courses
- BBAF – Bachelor Banking and Finance Courses
- BACT – Bachelor Accounting Courses
- BITM – Bachelor Information Technology Management Courses
- PBPR – Bachelor Public Relations Management
- BASC – Bachelor Actuarial Science Courses
- BBEC – Bachelor Business Economics Courses
- BRMF – Bachelor Real Estate Management and Finance Courses
- BBAF – Bachelor Accounting and Finance 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.

2.13 MINIMUM AND MAXIMUM WORKLOAD PER SEMESTER FOR FULL-TIME STUDENTS

A full-time student shall be required to carry a minimum work load of fifteen (15) credits and maximum of twenty-one (21) credits per semester.

Under normal circumstances, students shall not be allowed to enroll for less than 18 credits except if it is to satisfy Institutional/Faculty/Departmental requirements.

2.14 ELIGIBILITY FOR EXAMINATION

A student shall be required to attend all lectures, tutorials, seminars and practicals, 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 programme and therefore shall not be permitted to sit for the semester examination. A student who does not fulfill 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 managed 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 managed 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).

COURSE STRUCTURE AND SYNOPSIS FOR THE VARIOUS DEGREE PROGRAMMES.

1. BACHELOR OF SCIENCE IN ACCOUNTING

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Intro. To Environmental Management	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCPC118	Economics for Business	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC201	Information System	3
BCPC203	Introduction to Business Finance	3
BCPC205	Elements of Marketing	3
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
Total Required Minimum		15

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BACT301	Cost Accounting	3
BACT303	Financial Reporting I	3
BACT305	Taxation	3
BBAF 307	Managerial Economics	3
Total Required Minimum		18
SECOND SEMESTER		
BACT302	Management Accounting	3
BACT304	Financial Reporting II	3
BACT306	Computerized Accounting Information Systems	3
BBBA306	Company and Partnership Law	3
BACT308	Audit and Internal Review	3
Total Required Minimum		15

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BACT401	Corporate Reporting I	3
BACT403	Taxation and Fiscal Policy	3
BCPC403	Business Policy and Strategy	3
ELECTIVES (CHOOSE ONE)		
BACT405	Advanced Audit and Assurance	3
BBAF405	Banking and Investment Analysis	3
BBAF409	Microfinance Management	3
BBBA409	Project Management	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC400	Project Work	6
BACT402	Corporate Reporting II	3
BACT404	Financial Management	3
BACT406	Public Sector Accounting and Finance	3
ELECTIVES (CHOOSE ONE)		
BBBA404	Total Quality Management	3
BBAF404	Money and Capital Markets	3
Total Required Minimum		18

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

BGEC101 Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course help students to acquire good narrative and summary skills; 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 equips students to demonstrate appreciable competence in their choice of language for academic writing.

BGEC103: Business Communication

(3 Credits)

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 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 etiquette and public relation and job search communications. Further, students develop an awareness of how the skills acquired can be applied in practical business environment.

BGEC105: Logic and Critical Thinking

(3 Credits)

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. It also helps students think clearly, read carefully, speak effectively and argue convincingly. 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.

BGEC107: Introduction to Information Technology

(3 Credits)

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.

BGEC109: French Language**(3 Credits)**

This is an introductory course for beginners in French Language. This course addresses difficulties in French Business Communication and is designed to help students acquire mastery in the foundation of the Language. It 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 equips students to develop skills in speaking, reading, writing and listening through practice in the pronunciation of French expressions. It 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.

BGEC102: Scholarly Writing**(3 Credits)**

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 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.

BGEC104: Introduction to Environmental Management**(3 Credits)**

This course inculcates in 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 principles and concepts in environmental management as it affects the growth and development of businesses in the real world.

BCPC118: Economics for Business**(3 Credits)**

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

BCPC108: Introduction to Management**(3 Credits)**

This 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.

BCPC112: Introduction to Business Statistics**(3 Credits)**

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 multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCAD108: Business French**(3 Credits)**

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200**BCPC201: Information Systems****(3 Credits)**

This course will introduce students to the basic concepts, principles and skills utilized in the field of information systems. The main emphasis will be on the use of computer technology tools to manage information resources. It will provide students with the skills in Microsoft Excel for information analysis. The course will further prepare students for other technology-intensive information system courses.

BCPC203: Introduction to Business Finance**(3 Credits)**

This course introduces 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.

BCPC205: Elements of Marketing (3 Credits)

The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended to provide students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated. In addition, this course examines market segmentation, target markets and market positioning. The course will provide understanding to such factors of competitive marketing strategies as in SWOT analysis; Ansoff Matrix; market leader, market challenger, market 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 assignments which is given to students from time to time.

BCPC207: Principles of Leadership (3 Credits)

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 organisation. 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. The course provides students with an understanding of the personal core values and ethical principles that drives organisations.

BCPC209: Legal Environment of Business (3 Credits)

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.

BCPC202: Global Dimension of Business (3 Credits)

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.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using double-entry principle; trial balance; adjustments; depreciation and provisions; preparation of final accounts for sole trading businesses, partnerships and non-profit making bodies; correction of errors, manufacturing accounts and single and incomplete records.

BCPC206: Introduction to Total Quality Management (3 Credits)

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, an ability to analyse difficult industrial problems and apply teams.

BCPC208: Quantitative Methods (3 Credits)

The course discusses scientific approach to decision making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics; and looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC212: Business Ethics (3 Credits)

This course provides 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.

LEVEL 300

BCPC301: Research Methods (3 Credits)

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development (3 Credits)

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.

BACT301: Cost Accounting (3 Credits)

The course aims at equipping students with a broad knowledge and skills in the application of cost accounting principles, methods and techniques to quantitative and qualitative information for planning and decision making. It covers accounting for materials, labour and overheads; costing methods (job, batch, process and service costing); costing techniques (absorption and marginal costing); and specialised costing accounting techniques (activity based costing, target costing, life cycle costing and throughput accounting)

BACT303: Financial Reporting I (3 Credits)

This course is designed to cover the preparation of financial statements for Non-for-Profit Organisations as well 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 accounting for specialised transactions including royalties, investments, hire purchase and branch accounting (including foreign branches).

BACT305: Taxation (3 Credits)

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 cannons of taxation as applied to developing countries.

BBAF307: Managerial Economics (3 Credits)

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.

BACT302: Management Accounting (3 Credits)

This course aims to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision making, performance evaluation, and control. The course considers decision making. It also emphasizes the need to appreciate the problems surrounding scarce resource, pricing and make-or-buy decisions, and how this relates to the assessment of performance.

BACT304: Financial Reporting II (3 Credits)

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.

BACT306: Computerized Accounting Information Systems (3 Credits)

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.

BBBA306: Company and Partnership Law (3 Credits)

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.

BACT 308: Audits and Internal Review (3 Credits)

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.

LEVEL 400

BCPC401 Internship (3 Credits)

Students will be exposed to industrial attachment (internship) for eight (8) weeks to enable them get first hand on the job experience. This will enable them to apply the concepts and the 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 reports on their activities.

BACT401: Corporate Reporting I (3 Credits)

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.

BACT403: Taxation and Fiscal Policy (3 Credits)

The course is to assist students to apply relevant knowledge and skills and exercise professional judgment in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations.

BCPC403: Business Policy and Strategy (3 Credits)

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 strategic insights; reflect on strategic dilemmas; and practice strategic tools to enable students become strategic thinkers. The course covers strategic analysis, formulation of strategies at different levels of the organisation, and strategy implementation. It further gives students an understanding of the purpose of organisations, their governance, and their role towards shareholders, stakeholders and society in general.

BACT405: Advanced Audit and Assurance (3 Credits)

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.

BBAF404: Money and Capital Markets (3 Credits)

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.

BBAF405: Banking and Investment Analysis (3 Credits)

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 insight into electronic banking 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 developments 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.

BBAF409: Micro Finance Management**(3 Credits)**

The course Micro Finance is designed to introduce students to the theoretical underpinnings of Micro finance as a developmental tool, establishment and management of Microfinance Institutions, Sources of financing, challenges and regulation of the sector. The course therefore covers major topics like Microfinance and poverty reduction; the nature and development of Microfinance; Micro financing Institutions; Linkages and Networks in Micro financial Institutions; Setting- up and Managing Micro financial Institutions; Financing Microfinance Institutions; Lending methodology and credit mechanism; Interest rate and pricing of credit products, Risk Management in Micro financial Institutions; Performance appraisal of Micro financial Institutions and Policy.

BBBA409: Project Management**(3 Credits)**

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 organizational 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.

BCPC400: Project Work**(6 Credits)**

The project work is to provide the student with the opportunity to select and study a research problem and present findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate: (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.

BACT402: Corporate Reporting II**(3 Credits)**

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. Finally, 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.

BACT404: Financial Management**(3 Credits)**

The course is designed to develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions. The course is designed to equip candidates with the skills that would be expected from a manager responsible for the finance function of a business and non-business organisation.

BACT406: Public Sector Accounting and Finance**(3 Credits)**

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).

BBBA404: Total Quality Management**(3 Credits)**

This course would provide a working or practical appreciation of how total quality management can be generated in all situations. Above all, this course seeks to develop an understanding of the administrative and organizational settings consistent with the concept of TQM. A few models (Abstract conceptualization of reality) as well as case studies would also be considered to provide students with appropriate tools for analysis. At the end of this course, students should be equipped with skills for implementing quality management systems as well as management systems auditing.

2. BACHELOR OF SCIENCE IN BANKING AND FINANCE

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Introduction to Environmental Management	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCPC118	Economics for Business	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC201	Information System	3
BCPC203	Introduction to Business Finance	3
BBAF201	Elements of Banking	3
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
Total Required Minimum		15

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BBAF301	E-Banking and E-Commerce	3
BBAF303	Corporate Finance I	3
BBAF305	Financial Risk Management and Insurance	3
BBAF307	Managerial Economics	3
Total Required Minimum		18
SECOND SEMESTER		
BBAF302	Corporate Finance II	3
BBAF304	Banking Operations	3
BBAF306	Regulatory and Legal Framework for Financial Institutions	3
BACT306	Computerized Accounting Information Systems	3
BBAF308	Financial Accounting	3
Total Required Minimum		15

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BBAF401	Monetary Economics	3
BCPC403	Business Policy and Strategy	3
BBAF403	Investment and Portfolio Management	3
BBAF407	Lending and Credit Management	3
ELECTIVES (CHOOSE ONE)		
BACT305	Taxation	3
BBAF409	Microfinance Management	3
BBAF411	Financial Modelling	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC400	Project Work	6
BBAF402	International Trade Finance	3
BBAF408	Bank Management	3
BBAF412	Business Analysis and Financial Policy	3
ELECTIVES (CHOOSE ONE)		
BMKT406	Marketing of Financial Services	3
BBAF414	Project Financing	3
BBAF404	Money and Capital Markets	3
BBAF406	Public Finance	3
Total Required Minimum		18

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

BGEC101: Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course helps students to acquire good narrative and summary skills; 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 stress on good paragraph and textual development. The course equips students to demonstrate appreciable competence in their choice of language for academic writing.

BGEC103: Business Communication

(3 Credits)

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 etiquette and public relations and job search communications. Further, students develop an awareness of how the skills acquired can be applied in practical business environment.

BGEC105: Logic and Critical Thinking

(3 Credits)

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. It also helps students think clearly, read carefully, speak effectively and argue convincingly. 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.

BGEC107: Introduction to Information Technology

(3 Credits)

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, spread sheet, graphics, multimedia, and presentation applications, and disk and file management.

BGEC109: French Language

(3 Credits)

This is an introductory course for beginners in French Language. This course addresses difficulties in French business communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102: Scholarly Writing (3 Credits)

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 competencies. 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.

BGEC104: Introduction to Environmental Management (3 Credits)

This course inculcates in 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.

BCPC108: Introduction to Management (3 Credits)

This 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.

BCPC112: Introduction to Business Statistics (3 Credits)

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 analysis are both considered to examine the strength of the multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCPC118: Economics for Business (3 Credits)

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

BCAD108: Business French (3 Credits)

This is a build-up to BGEC109 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 of this course, it is expected that students will build on their proficiency in business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200

BCPC201: Information Systems (3 Credits)

This course will introduce students to the basic concepts, principles and skills utilized in the field of information systems. The main emphasis will be on the use of computer technology tools to manage information resources. The course will provide students with the skills in Microsoft Excel for information analysis. The course will further prepare students for other technology-intensive information system courses.

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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.

BBAF201: Elements of Banking (3 Credits)

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.

BCPC207: Principles of Leadership (3 Credits)

This course is designed to introduce students to the concepts of leadership. It focuses on the relevance of the leader's traits on the performance of the organization. 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. The course also provides students with an understanding of personal core values and ethical principles that drive organizations.

BCPC209: Legal Environment of Business (3 Credits)

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.

BCPC202: Global Dimension of Business (3 Credits)

This course introduces students to the international dimensions of business functions and operations. It 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; and also exposes students to the operations and challenges of multinational corporations and enterprises in today's globalized world.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using 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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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, an ability to analyse difficult industrial problems and apply teams.

BCPC208: Quantitative Methods (3 Credits)

The course discusses scientific approach to decision making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics; and also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC212: Business Ethics**(3 Credits)**

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.

LEVEL 300**BCPC301: Research Methods****(3 Credits)**

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development**(3 Credits)**

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.

BBAF301: E-Banking and E-Commerce**(3 Credits)**

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.

BBAF302: Advanced Corporate Finance**(3 Credits)**

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.

BBAF303: Introduction to Corporate Finance (3 Credits)

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).

BBAF304: Banking Operations I (3 Credits)

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 students' 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.

BBAF305: Financial Risk Management and Insurance (3 Credits)

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.

BBAF306: Regulatory & Legal Framework for Financial Institutions (3 Credits)

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's understanding of the rationale for regulating financial institutions

BBAF307: Managerial Economics (3 Credits)

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.

BBAF308: Financial Accounting**(3 Credits)**

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. It also includes accounting for companies, issue of share and debentures, preparation of financial statements for internal use and publication in accordance with law and standard practices; cash flow statements, accounting for taxation and value added tax, analysis and interpretation of financial statements.

BACT306: Computerized Accounting Information Systems**(3 Credits)**

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 modeling and the analysis of data, Microsoft Access and Excel queries.

LEVEL 400**BCPC401: Internship****(3 Credits)**

Students will be exposed to industrial attachment (internship) for eight (8) weeks to enable them get first-hand on the job experience. This will enable them to apply the concepts and the 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 reports on their activities.

BCPC403: Business Policy and Strategy**(3 Credits)**

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.

BBAF401: Monetary Economics**(3 Credits)**

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, money supply, financial intermediation and determination of interest rates, money in macroeconomics and the interaction between fiscal and monetary policies, monetary growth and inflation, financial repression and financial liberalization. As much as possible, relevant inferences are drawn from the practice of monetary policy in Ghana.

BBAF403: Investment and Portfolio Management**(3 Credits)**

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.

BBAF407: Lending and Credit Management**(3 Credits)**

This course has been divided into two sections: Section A consists of concepts and practices of credit management. Section B deals with security for advances acceptable to the banker/ lender This course is therefore structured to enable the student to demonstrate the understanding of techniques of good credit assessment, with emphasis on evaluating the risk associated with personal customer, small and large business customers of the bank. It is also designed to enable the student to know what security is appropriate, how to charge and release securities charged.

BCPC400: Project Work**(6 Credits)**

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.

BBAF402: International Trade Finance**(3 Credits)**

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 the 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.

BBAF404: Money and Capital Markets**(3 Credits)**

This course provides students with the 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 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.

BBAF406: Public Finance**(3 Credits)**

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.

BBAF408: Bank Management**(3 Credits)**

This course is designed to introduce students to various techniques employed by Banks to manage their balance sheets as well as the tools used in measuring, modifying and reshaping risk associated with their operations. It also extends to regulatory frameworks and supervision of Banks. The course therefore covers major topics including an overview of the changing financial service sector; regulation and supervision of Banks; the organisation and structure of the banking and financial service sector; channels for delivery banking services; Financial statements of banks and their principal components; Capital and liquidity Management; Asset- Liability management; Bank operational risk, measurement and managements and measuring and evaluating the performance of Banks.

BBAF409: Microfinance Management**(3 Credits)**

The course Micro finance Management is designed to introduce students to the theoretical underpinnings of Micro finance as a developmental tool, establishment and management of Microfinance Institutions, Sources of financing, challenges and regulation of the sector. The course therefore covers major topics like Microfinance and poverty reduction; the nature and development of Microfinance; Micro financing Institutions; Linkages and Networks in Micro financial Institutions; Setting- up and Managing Micro financial Institutions; Financing Microfinance Institutions; Lending methodology and credit mechanism; Interest rate and pricing of credit products, Risk Management in Micro financial Institutions; Performance appraisal of Micro financial Institutions and Policy, Legal and Regulatory Framework of Non- bank Financial Institutions.

BBAF411: Financial Modelling**(3 Credits)**

This course is designed to be a practical introduction to financial modeling. Its primary focus is to relate the theory of finance to practical and usable spreadsheet models that will assist a financial manager with a firm's investment and financing decisions. Students will be introduced to both simulation and optimization models as well as various forecasting techniques. The course also aims at equipping students with the requisite skills and tools to be able to construct and use financial models.

BBAF412: Business Analysis and Financial Policy**(3 Credits)**

This course provides students with an 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.

BBAF414: Project Financing**(3 Credits)**

Project Financing is a unique financing technique that has been used on many high-profile corporate projects. It has long been used to fund large-scale natural resource projects, from pipelines and refineries to hydroelectric projects. Increasingly, project financing is emerging as the preferred alternative to conventional methods of financing infrastructure and other large-scale projects worldwide. Project Financing discipline includes understanding the rationale for project financing, how to prepare the financial plan, assess the risks, design the financing mix, and raise the funds. In addition, one must understand the logical analyses of why some project financing plans have succeeded while others have failed.

BMKT406: Marketing of Financial Services**(3 Credits)**

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 a tutorial programme 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. There are three main areas on which the course will focus: the elements of the marketing mix as they apply to the financial service sector, the critical human dimension in the provision of financial service and the need for integration of the management functions of marketing, operations and human resources.

3. BACHELOR OF BUSINESS ADMINISTRATION

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Introduction to Environmental Management	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCPC118	Economics for Business	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC201	Information System	3
BCPC203	Introduction to Business Finance	3
BCPC205	Elements of Marketing	3
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
Total Required Minimum		15

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BBBA301	Organisational Behaviour	3
BACT307	Financial Reporting	3
BBFA307	Managerial Economics	3
Total Required Minimum		15
SECOND SEMESTER		
BITM302	Management Information Systems	3
BBBA302	Management of Small & Medium Scale Enterprises	3
BACT302	Management Accounting	3
BBBA304	Operations Management	3
BBBA306	Company and Partnership Law	3
BBBA308	Human Resource Management	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BCPC403	Business Policy and Strategy	3
BBBA401	Public Administration	3
BBBA403	Corporate Governance	3
BBBA405	Risk & Insurance Management	3
ELECTIVES (CHOOSE ONE)		
BBFA309	Introduction to Corporate Finance	3
BMKT305	Marketing Management	3
BACT305	Taxation	3
BBBA407	Management of NGOs	3
BBBA409	Project Management	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC400	Project Work	6
BBBA402	International Human Resource Management	3
BBBA404	Total Quality Management	3
BBBA406	Supply Chain Management	3
ELECTIVES (CHOOSE ONE)		
BBBA408	Environmental Management	3
BBBA412	E-Commerce	3
Total Required Minimum		18

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

BGEC101 Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course helps students to acquire good narrative and summary skills; 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 stress on good paragraph and textual development. The course equips students to demonstrate appreciable competence in their choice of language for academic writing.

BGEC103: Business Communication

(3 Credits)

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 etiquette and public relations and job search communications. Further, students develop an awareness of how the skills acquired can be applied in practical business environment.

BGEC105: Logic and Critical Thinking

(3 Credits)

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 arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions with others.

BGEC107: Introduction to Information Technology

(3 Credits)

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.

BGEC109: French Language**(3 Credits)**

This is an introductory course for beginners in French Language. This course addresses difficulties in French Business Communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102 Scholarly Writing**(3 Credits)**

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 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.

BGEC104: Introduction to Environmental Management**(3 Credits)**

This course inculcates in 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 principles and concepts in environmental management as it affects the growth and development of businesses in the real world.

BCPC108: Introduction to Management**(3 Credits)**

This 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.

BCPC112: Introduction to Business Statistics**(3 Credits)**

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 multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCPC118: Economics for Business**(3 Credits)**

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

BCAD108: Business French**(3 Credits)**

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200**BCPC201: Information Systems****(3 Credits)**

This course will introduce students to the basic concepts, principles and skills utilized in the field of information systems. The main emphasis will be on the use of computer technology tools to manage information resources. The course will provide students with the skills to Microsoft Excel in information analysis. The course will further prepare students for other technology-intensive information system courses.

BCPC202: Global Dimension of Business**(3 Credits)**

This course introduces students to the international dimensions of business functions and operations. It 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; and also exposes students to the operations and challenges of multinational corporations and enterprises in today's globalized world.

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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 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.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using the 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.

BCPC205: Elements of Marketing (3 Credits)

The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended to provide students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated. In addition, this course examines market segmentation, target markets and market positioning. The course will provide understanding to such factors of competitive marketing strategies as in SWOT analysis; Ansoff Matrix; market leader, market challenger, market 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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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.

BCPC207: Principles of Leadership (3 Credits)

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. 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. It provides students with an understanding of the personal core values and ethical principles that drive organizations.

BCPC208: Quantitative Methods**(3 Credits)**

The course discusses scientific approach to decision making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics; and also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC209: Legal Environment of Business**(3 Credits)**

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 the law.

BCPC212: Business Ethics**(3 Credits)**

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.

LEVEL 300**BCPC301: Research Methods****(3 Credits)**

The course provides students with the foundations needed to undertake scholarly research in business and management. It offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development**(3 Credits)**

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.

BBBA301: Organisational Behaviour**(3 Credits)**

This course focuses on individual behaviour and group dynamics in organizational settings. A good understanding of the theory of human relations 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 organisational 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 organization.

BBBA308: Human Resource Management**(3 Credits)**

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.

BACT307: Financial Reporting**(3 Credits)**

This course is designed to cover the preparation of financial statements for non-profit organisations as well 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 accounting for specialised transactions including royalties, investments, hire purchase and branch accounting (including foreign branches).

BBAF307: Managerial Economics**(3 Credits)**

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.

BITM302: Management Information Systems**(3 Credits)**

The course provides students with a broad but critical introduction to the understanding of management information needs. The course also focuses on the medium of information transfer and storage, information as a resource, the characteristics of information age, and information systems. The course further provides analysis in data and knowledge as a corporate resource, data processing, systems theory, system environment, nature of organisations and organizational communication.

BBBA302: Management of Small & Medium Scale Enterprises**(3 Credits)**

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.

BACT302: Management Accounting**(3 Credits)**

This course aims to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision making, performance evaluation, and control. The syllabus begins by introducing cost accounting principles and methods. The course then considers decision making. Students need to appreciate the problems surrounding scarce resource, pricing and make-or-buy decisions, and how this relates to the assessment of performance. The syllabus explores different budgeting techniques (including capital budgeting) and the problems inherent in them. The behavioural aspects of budgeting are also covered. Basic variances, advanced variances (mix and yield variances), and planning and operational variances are explored. The syllabus concludes with responsibility accounting and performance evaluation.

BBBA304: Operations Management**(3 Credits)**

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.

BBBA306: Company and Partnership Law**(3 Credits)**

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.

LEVEL 400**BCPC401: Internship****(3 Credits)**

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 reports on their activities.

BCPC403: Business Policy and Strategy**(3 Credits)**

This course is concerned with establishing the long term direction of an 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 analyses the internal and external environment issues. These include business strategy and appropriate organizational design.

BBBA401: Public Administration (3 Credits)

This 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.

BBBA403: Corporate Governance (3 Credits)

The course introduces students to the significance of corporate governance in the contemporary business world and the role of the administrator in corporate governance awareness and compliance. It focuses on 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 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.

BBBA405: Risk and Insurance Management (3 Credits)

The aim of this course is to instill knowledge and key skills in managing risk in both the strategic and functional contexts. The course includes the nature of business risks, risk management administration and control, corporate liability and insurance and the insurance market, risk information management, methods and techniques of risk management.

BBAF309: Introduction to Corporate Finance (3 Credits)

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 are also 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).

BMKT305: Marketing Management (3 Credits)

The course seeks to sharpen the student's understanding of basic marketing concepts, tools and techniques and apply them in the analysis of marketing problems and development of marketing programmes from the perspective of a marketing manager. It uses an analytical approach and is offered with a managerial orientation of decision making. Consequently, the case method is the primary pedagogical tool supplemented by projects, exercises, and lectures. Topics to be covered include analysis of the marketing environment, buyer behaviour, and competition, availability of marketing strategies, planning individual components of the marketing mix and their integration into an effective marketing strategy.

BACT305: Taxation (3 Credits)

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

BBBA407: Management of Non-Governmental Organizations (3 Credits)

The course provides an understanding of the tools and techniques to effectively manage non-governmental organizations. This course focuses on the current role of NGO's 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.

BBBA409: Project Management (3 Credits)

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 organizational 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.

BCPC400: Project Work (6 Credits)

The project work is to provide the student with the opportunity to select and study a research problem and present his findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate (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.

BBBA402: International Human Resource Management (3 Credits)

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. This course examines organizational and employee perspectives on the design 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.

BBBA404: Total Quality Management (TQM) (3 Credits)

This course would provide a working or practical appreciation of how total quality management can be generated in all situations. Above all, this course seeks to develop an understanding of the administrative and organizational settings consistent with the concept of TQM. A few models (Abstract conceptualization of reality) as well as case studies would also be considered to provide students with appropriate tools for analysis. At the end of this course, students should be equipped with skills for implementing quality management systems as well as management systems auditing.

BBBA406: Supply Chain Management**(3 Credits)**

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.

BBBA408: Environmental Management**(3 Credits)**

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, IOS 14000, Agenda 21 and the role of environmental economics in policy decision making would also be studied. The course evaluates the performance and effectiveness of environment planning and management systems.

BBBA412: E-Commerce**(3 Credits)**

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.

4. BACHELOR OF SCIENCE IN MARKETING

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Introduction to Environmental Management	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCPC118	Economics for Business	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC201	Information System	3
BCPC203	Introduction to Business Finance	3
BCPC205	Elements of Marketing	3
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
Total Required Minimum		15

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BMKT301	Understanding Customer Dynamics	3
BMKT303	Integrated Marketing Communication	3
BMKT305	Marketing Management	3
BBAF307	Managerial Economics	3
Total Required Minimum		18
SECOND SEMESTER		
BITM302	Management Information Systems	3
BMKT302	Marketing Research	3
BMKT304	Sales Management	3
BMKT306	Services Marketing	3
BMKT308	Digital Marketing	3
Total Required Minimum		15

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BCPC403	Business Policy and Strategy	3
BMKT401	Strategic Marketing Planning	3
BMKT403	Brands Management	3
BMKT411	International Marketing	3
ELECTIVES (CHOOSE ONE)		
BMKT405	Social Marketing	3
BMKT407	Financial Information for Marketing	3
BMKT409	Sports Marketing	3
BBAF405	Banking and Investment Analysis	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC400	Project work	6
BMKT402	Retail Marketing	3
BMKT404	Tourism Marketing	3
ELECTIVES (CHOOSE ONE)		
BMKT406	Marketing of Financial Services	3
BBBA302	Management of SMEs	3
BBBA412	E-Commerce	3
Total Required Minimum		15

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

BGEC101: Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course helps students to acquire good narrative and summary skills; 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 equips students to demonstrate appreciable competence in their choice of language for academic writing.

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(3 Credits)

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BGEC105: Logic and Critical Thinking

(3 Credits)

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 arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions.

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(3 Credits)

The course equips students with the practical skills which are required at the higher level. 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.

BGEC109: French Language**(3 Credits)**

This is an introductory course for beginners in French Language. This course addresses difficulties in French Business Communication and is designed to help students acquire mastery in the foundation of the Language. It 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 equips 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.

BGEC102: Scholarly Writing**(3 Credits)**

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BGEC104: Introduction to Environmental Management**(3 Credits)**

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This course is an introductory course in management that deals with basic concepts, principles and functions of 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.

BCPC112: Introduction to Business Statistics**(3 Credits)**

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 analysis are both considered to examine the strength of the multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCPC118: Economics for Business**(3 Credits)**

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

BCAD108: Business French**(3 Credits)**

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200**BCPC201: Information Systems****(3 Credits)**

This course will introduce students to the basic concepts, principles and skills utilized in the field of information systems. The main emphasis will be on the use of computer technology tools to manage information resources. The course will provide students with the skills to Microsoft Excel in information analysis. The course will further prepare students for other technology-intensive information systems courses.

BCPC203: Introduction to Business Finance**(3 Credits)**

This course introduces 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.

BCPC205: Elements of Marketing**(3 Credits)**

The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended to provide students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated. In addition, this course examines market segmentation, target markets and market positioning. The course will provide understanding to such factors of competitive marketing strategies as in SWOT analysis; Ansoff Matrix; market leader, market challenger, market 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.

BCPC207: Principles of Leadership**(3 Credits)**

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. 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. The course provides students with an understanding of personal core values and ethical principles that drive organizations.

BCPC209: Legal Environment of Business**(3 Credits)**

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.

BCPC202: Global Dimension of Business**(3 Credits)**

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.

BCPC204: Principles of Accounting**(3 Credits)**

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using 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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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 emphasises 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.

BCPC208: Quantitative Methods (3 Credits)

The course discusses scientific approach to decision making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics; and also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC212: Business Ethics (3 Credits)

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.

LEVEL 300

BCPC301: Research Methods (3 Credits)

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development (3 Credits)

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 start-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.

BMKT301: Understanding Customer Dynamics (3 Credits)

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.

BMKT302: Marketing Research (3 Credits)

The course deals with the process of identifying and generating information from research as an 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 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. Students may also be exposed to the use of statistical packages in analyzing marketing data

BMKT303: Integrated Marketing Communication (3 Credits)

The course covers an introduction to integrated marketing communication. It will analyse promotional tools like 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 system 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.

BMKT304: Sales Management (3 Credits)

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 sales force management. Topics to be covered under this course are, the organization of the sales function, the personal selling process; sales force management including salesmen recruiting and selection, training, motivation, supervision, compensation and performance evaluation information for sales management involving the sales budget, sales forecasting, marketing intelligence, sales quotas, sales territory establishment and the place of sales management in decision making.

BMKT305: Marketing Management**(3 Credits)**

The course seeks to sharpen the student's understanding of basic marketing concepts, tools and techniques and apply them in the analysis of marketing problems and development of marketing programmes from the perspective of a marketing manager. It uses an analytical approach and is offered with a managerial orientation of decision-making. Consequently, the case method is the primary pedagogical tool supplemented by projects, exercises, and lectures. Topics to be covered include analysis of the marketing environment, buyer behaviour, and competition, availability of marketing strategies, planning individual components of the marketing mix and their integration into an effective marketing strategy.

BMKT306: Services Marketing**(3 Credits)**

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.

BMKT308: Digital Marketing**(3 Credits)**

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 behavior 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 decision 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.

BBAF307: Managerial Economics**(3 Credits)**

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.

BITM302: Management Information Systems**(3 Credits)**

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 organization.

LEVEL 400

BCPC400: Project Work

(6 Credits)

The project work is to provide the student with the opportunity to select and study a research problem and present findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate (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.

BCPC401: Internship

(3 Credits)

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 reports on their activities.

BCPC403: Business Policy and Strategy

(3 Credits)

This course is concerned with establishing the long term direction of an 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 analyses the internal and external environment issues to be discussed, including business strategy and appropriate organizational design.

BMKT401: Strategic Marketing Planning

(3 Credits)

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 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.

BMKT402: Retail Marketing

(3 Credits)

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 and operations management. New trends and technology in retailing will also be discussed including topics in packaging and globalization.

BMKT403: Brands Management

(3 Credits)

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.

BMKT404: Tourism Marketing**(3 Credits)**

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 in tourism provision, and the need for the integration of the management functions of marketing, operations and human resources.

BMKT405: Social Marketing**(3 Credits)**

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 practices 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.

BMKT406: Marketing of Financial Services**(3 Credits)**

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 mix as they apply to the financial service sector, the critical human dimension in the provision of financial service, and the need for integration of the management functions of marketing, operations and human resources.

BMKT407: Financial Information for Marketing**(3 Credits)**

Intended to help develop knowledge and understanding of the application of financial information techniques to support the marketing processes of planning, 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.

BMKT409: Sports Marketing**(3 Credits)**

The course provides an overview of key aspects of sports marketing in the services sector. 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.

BMKT411: International Marketing

(3 Credits)

International marketing is important as the world becomes increasingly globalized. In an international context, marketing managers plan and conduct transactions across borders to create exchanges that satisfy the objectives of individuals and organizations. The fact that a transaction takes place “across national borders” highlights the difference between domestic and international marketing. The essence of the course is to reflect the realities of the international marketplace and how firms operating in these environments are gearing their marketing activities. The realities of the interplay between the firm and the various environmental forces are specifically addressed. This is done by presenting the political, cultural, technological, and financial dimensions and relating them to the firm and its product(s). This course will enable students to learn analytical skills required to develop international marketing plans and develop the marketing mix elements in the international environment. Finally, students will carry out practical research about a firm and how they are positioned in a specific foreign market.

BBAF405: Banking and Investment Analysis

(3 Credits)

The course provides students with a broader overview to the subject matter of banking and investment. The course provides an insight into the functioning of the banks and FIs (Financial Intermediaries). It focuses on understanding banking concepts, and exposes students to the world of banking by looking at the industry from both a historical and present day perspective. It also provides insight into electronic banking channels being employed by the banks; and examines the global banking system and how it has transformed from traditional branch banking to E-banking based on the internet and smart phones. It further introduces students to the international regulations and its development throughout the last decade, and enable them to be knowledgeable in compliance issues. 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 deposits mobilization; and further discusses how the deposits mobilized from the bank is put into prudent investments ventures to maximize the firm and shareholders' value.

BBBA302: Management of Small & Medium Scale Enterprises

(3 Credits)

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 and small scale enterprises in major functional areas, and the available government assistance schemes to mitigate them. The course also provides insight into current developments, such as subcontracting, business incubator and experiences in SME development.

BBBA412: E-Commerce

(3 Credits)

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.

5. BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MANAGEMENT

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BITM101	Computer Graphics and Multimedia Applications	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BITM102	Computer Hardware Systems	3
BITM104	Programming Fundamentals	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BITM201	Computer Networks	3
BCPC201	Information System	3
BCPC203	Introduction to Business Finance	3
BITM203	Web Development Technologies	3
BCPC205	Elements of Marketing	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		18
SECOND SEMESTER		
BITM202	Operating Systems	3
BITM 204	Database Management System I	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC118	Economics for Business	3
Total Required Minimum		15

LEVEL300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC207	Principles of Leadership	3
BCPC301	Research Methods	3
BITM301	Programming	3
BITM303	Database Management Systems II	3
BITM305	Automation of Business Processes & Systems	3
BITM307	Data Communication & Computer Networks	3
Total Required Minimum		18
SECOND SEMESTER		
BGEC104	Introduction to Environmental Management	3
BCPC202	Global Dimension of Business	3
BCPC212	Business Ethics	3
BITM302	Management Information Systems	3
BITM304	Systems Analysis and Design	3
BITM306	IT Sourcing and Procurement	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BCPC403	Business Policy and Strategy	3
BITM401	Network and Systems Administration	3
BITM403	IT Implementation and Maintenance	3
BITM405	Systems Audit and Control	3
ELECTIVES (CHOOSE ONE)		
BITM407	Management of IT Systems and Resources	3
BITM409	Electronic Business	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC400	Project Work	6
ELECTIVES (CHOOSE THREE)		
BITM402	Professional Computing Practice	3
BITM404	Information Management	3
BITM406	Computer and Network Security	3
BITM408	Software Quality Management	3
BITM412	Mobile Web Development	3
Total Required Minimum		15

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

BGEC101: Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course helps students to acquire good narrative and summary skills; 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 equips students to demonstrate appreciable competence in their choice of language for academic writing.

BITM101: Computer Graphics and Multimedia Applications

(3 Credits)

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.

BGEC105: Logic and Critical Thinking

(3 Credits)

The course will enable students to think clearly, read carefully, speak effectively and argue convincingly. It also 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 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.

BGEC107: Introduction to Information Technology

(3 Credits)

The course equips students with the practical skills which are required at 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.

BGEC109: French Language**(3 Credits)**

This is an introductory course for beginners in French language. This course addresses difficulties in French business communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102: Scholarly Writing**(3 Credits)**

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.

BITM102: Computer Hardware Systems**(3 Credits)**

This course will introduce students to the core hardware components of the computer systems. Students will undergo lessons to understand the functions, classification and properties of the components and how they interact to make a computer system function. In this course, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware.

BITM104: Programming Fundamentals**(3 Credits)**

This module focuses on problem solving strategies 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. The course also emphasises on problem solving using the principles of structured top down strategy.

BCPC108: Introduction to Management**(3 Credits)**

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.

BCPC112: Introduction to Business Statistics (3 Credits)

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 multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCAD108: Business French (3 Credits)

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200

BITM201: Computer Networks (3 Credits)

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.

BCPC201: Information System (3 Credits)

The course provides students with a broad but critical introduction to the understanding of management information needs. It also focuses on the medium of information transfer and storage, information as a resource, the characteristics of information age, and information systems. The course further provides analysis in data and knowledge as a corporate resource, data processing, systems theory, system environment, nature of organisations and organisational communication.

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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. It is corporate-oriented with emphasis on practical applications and problem solving techniques in financing decisions, investments decisions, and integrated business finance decisions among others.

BITM203: Web Development Technologies (3 Credits)

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.

BCPC205: Elements of Marketing (3 Credits)

The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended to provide students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated. In addition, this course examines market segmentation, target markets and market positioning. The course will provide understanding to such factors of competitive marketing strategies as in SWOT analysis; Ansoff Matrix; market leader, market challenger, market 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 assignments which is given to students from time to time.

BCPC209: Legal Environment of Business (3 Credits)

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.

BITM202: Operating Systems (3 Credits)

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.

BITM204: Database Management Systems I (3 Credits)

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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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 organisation. It emphasizes the understanding of variation, the operational environment, the importance of the customer, and the involvement of all employees of an organisation 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.

BCPC208: Quantitative Methods (3 Credits)

The course discusses scientific approach to decision making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics; and also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC118: Economics for Business**(3 Credits)**

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

LEVEL 300**BCPC207: Principles of Leadership****(3 Credits)**

This course is designed to introduce students to the concepts of leadership and focuses on the relevance of the leader's traits on the performance of the organization. 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. The course provides students with an understanding of the personal core values and ethical principles that drive organizations.

BCPC301: Research Methods**(3 Credits)**

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BITM301: Programming**(3 Credits)**

This course introduces students to object-oriented programming concepts, such as classes, objects, methods, interfaces, packages, inheritance, encapsulation, and polymorphism. These concepts are emphasized through extensive programming examples and assignments that require problem solving, algorithm development, top-down design, modular programming, debugging, and testing.

BITM303: Database Management Systems II**(3 Credits)**

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.

BITM305: Automation of Business Processes and Systems**(3 Credits)**

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.

BITM307: Data Communication and Computer Networks (3 Credits)

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.

BGEC104: Introduction to Environmental Management (3 Credits)

The course introduces students to the principles and practices of environmental management. The course provides students with basic understanding of the environment, environmental pollution within the context of the business environment. Students will be equipped with skills to develop environmental policies for sustainable development. It takes into consideration the definition of the environment, importance of the environment on which the firm operates, environmental degradation, pollution, waste management.

BCPC202: Global Dimension of Business (3 Credits)

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. It also exposes students to the operations and challenges of multinational corporations and enterprises in today's globalized world.

BCPC212: Business Ethics (3 Credits)

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.

BITM302: Management Information Systems (3 Credits)

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 organization.

BITM304: System Analysis and Design (3 Credits)

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.

BITM306: IT Sourcing and Procurement**(3 Credits)**

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 outsource 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.

LEVEL 400**BCPC401: Internship****(3 Credits)**

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 reports on their activities.

BCPC403: Business Policy and Strategy**(3 Credits)**

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 strategic insights enabling them to reflect on strategic dilemmas and how to utilize strategic tools so they become strategic thinkers. The course also 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.

BITM401: Network and Systems Administration**(3 Credits)**

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.

BITM403: IT Implementation and Maintenance**(3 Credits)**

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.

BITM405: Systems Audit and Control**(3 Credits)**

This course provides skills for identifying and determining the effective and efficient information technology systems and resources at the work place. Topics include the determination of abuse of IT systems and resources, investigation of systems security, evaluation of systems users' rights and privileges as well as evaluate standards and quality of IT systems and resources.

BITM407: Management of IT Systems and Resources (3 Credits)

The course is designed to introduce IT service systems in a variety of enterprise and service industry settings. The IT history and basic IT service methods will be reviewed. The economics of service systems in the context of the firm and industry will be discussed. Students will learn about the management of service systems from the basic IT infrastructures and service principles, through the case study, towards the better preparation for IT service system design, operations, and management.

BITM409: Electronic Business (3 Credits)

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.

BCPC400: Project Work (6 Credits)

The project work is to provide the student with the opportunity to select and study a research problem and present findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate (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.

BITM402: Professional Computing Practice (3 Credits)

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 able 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.

BITM404: Information Management (3 Credits)

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.

BITM406: Computer and Network Security (3 Credits)

This subject helps to equip students with principles in computer and information security including its issues and requirements. It exposes students from a variety of backgrounds, to the technical aspects of information confidentiality, integrity, availability; authentication models; protection models; security kernels; secure programming; audit; intrusion detection and response; operational security issues; physical security issues; personnel security; policy formation and enforcement; access controls; information flow; legal and social issues; identification and authentication in local and distributed systems; classification and trust modeling; risk assessment.

BITM408: Software Quality Management**(3 Credits)**

The course covers methods and tools for achieving software quality assurance at various levels of a software system including at 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 modeling, manual and computer-assisted reviews, and ROI analysis of new processes and the role of standards, policies, and procedures will be discussed.

BITM412: Mobile Web Development**(3 Credits)**

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.

6. BACHELOR OF ARTS IN PUBLIC RELATIONS MANAGEMENT

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC105	Logic and Critical Thinking	3
BGEC109	French Language I	3
BGEC107	Introduction to Information Technology	3
PBPR101	Introduction to Mass Communication	3
PBPR103	Public Relations I	3
PBPR105	English Language I	3
Total Required Minimum		18
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
PBPR102	Theories of Public Relations	3
PBPR104	Public Relations II	3
BCAD108	Business French	3
PBPR106	English Language II	3
BCPC108	Introduction to Management	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment for Business	3
PBPR203	Applied Sociology	3
PBPR205	Applied Psychology	3
PBPR207	Media Law	3
PBPR209	Public Relations Workshop	3
Total Required Minimum		18
SECOND SEMESTER		
PBPR202	Applied Political Science	3
BCPC206	Introduction to Total Quality Management	3
PBPR204	Organisational Behaviour	3
PBPR206	Communication Theories	3
PBPR208	History of Mass Media in Africa	3
PBPR212	Mass Media and Society	3
Total Required Minimum		18

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PBPR301	Integrated Marketing Communication I	3
BCPC303	Research Methods	3
PBPR309	Public Relations Planning and Strategy	3
PBPR303	Public Relations in Practice	3
PBPR305	Public Sector Public Relations	3
PBPR307	Non-Governmental Organisations Public Relations	3
Total Required Minimum		18
SECOND SEMESTER		
BITM302	Management Information Systems	3
PBPR302	Integrated Marketing Communication II	3
PBPR304	Public Relations Research	3
PBPR306	Public Relations in Higher Education	3
PBPR308	Media Relations	3
PBPR312	Issues and Crisis Management	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
PBPR401	Public Speaking and Presentation	3
PBPR403	New Media and Public Relations	3
PBPR405	Technical Writing	3
PBPR407	Public Relations Ethics	3
PBPR409	Corporate Social Responsibility	3
ELECTIVES (CHOOSE ONE)		
PBPR411	International Public Relations	3
PBPR413	Political Communication	3
Total Required Minimum		21
SECOND SEMESTER		
BCPC400	Project Work	6
PBPR402	Public Relations Strategy & Campaign Planning	3
PBPR404	Speech Writing	3
ELECTIVES (CHOOSE ONE)		
PBPR408	Events Management & Protocol	3
PBPR412	Employee Relations	3
Total Required Minimum		15

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL 100

PBPR101: Introduction to Mass Communication (3 credits)

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.

PBPR103: Introduction to Public Relations I (3 credits)

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 non-profit 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.

PBPR105: English Language I (3 credits)

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.

BGEC105: Logic and Critical Thinking (3 Credits)

This course is intended to help students think clearly, logically and coherently; to read carefully, speak effectively and argue convincingly. It is also meant to expose students to group and social dynamics to enable them deal effectively with colleagues in the workplace and in the work environment in general. The course is structured to make students appreciate and understand arguments and learn to distinguish good arguments from bad ones in order to respond appropriately.

BGEC107: Introduction to Information Technology (3 Credits)

The course equips students with the practical skills which are required at 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.

BGEC109: French Language (3 Credits)

The course addresses proficiency in the use of the French language in Public Relations. It focuses on developing skills in speaking, writing, reading and listening.

BGEC102: Scholarly Writing**(3 Credits)**

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 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.

PBPR104: Introduction to Public Relations II**(3 Credits)**

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 organizations.

PBPR102: Theories of Public Relations**(3 Credits)**

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.

PBPR106: English Language II**(3 Credits)**

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.

BCAD108: Business French**(3 Credits)**

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

BCPC108: Introduction to Management**(3 Credits)**

This course is an introductory course in management that deals with basic concepts in Management; Management principles and functions. 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.

LEVEL 200**PBPR203: Introduction to Sociology****(3 Credits)**

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.

PBPR205: Introduction to Psychology**(3 Credits)**

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.

PBPR207: Introduction to Media Law**(3 Credits)**

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.

BCPC207: Principles of Leadership**(3 Credits)**

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. 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 organization.

BCPC209: Legal Environment of Business**(3 Credits)**

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 the law.

PBPR209: Public Relations Workshop (3 Credits)

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 experiences in public relations to enable students demonstrate the use of knowledge, skills, and abilities acquired in the classroom to deal with public relations tasks.

PBPR202: Introduction to the Study of Political Science (3 Credits)

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.

PBPR204: Organisational Behaviour (3 Credits)

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.

PBPR206: Introduction to Communication Theory and Research (3 Credits)

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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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.

PBPR208: History of Mass Media in Africa (3 Credits)

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 the uses, advantages and disadvantages of the various mass media with reference to Ghana.

PBPR212: Mass Media and Society**(3 Credits)**

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.

LEVEL 300**PBPR301: Integrated Marketing Communications I****(3 Credits)**

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 labelling, 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 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.

PBPR303: Communication Research Methods I**(3 Credits)**

This course exposes students to the principles and methods of communication research. Students will be taught how to identify problems or issues to investigate with the understanding that in communication research, the focus is on problems and issues which are both internal and external to the organization. Students will be taught quantitative and qualitative research methods and will be exposed to when and how to use each of those techniques to investigate and analyse issues and problems which are of concern to an organization and its publics.

PBPR305: Planning & Strategy**(3 Credits)**

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 the 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.

PBPR307: Public Relations in Practice**(3 Credits)**

Public Relations in Practice gives an overview of public relations as practised in various organizations such as in government, the non-profit sector, higher education, the corporate world and in security organizations. It prepares the student to understand the roles and functions of public relations in different organizations and sectors to enable students develop skills to build and measure the effectiveness of public relations programmes and their application to a specific industry in order to be able to effectively fit into organizations in such sectors. An array of industries is explored to demonstrate the widespread practice of public relations throughout large and small enterprises,

government departments, and not-for-profit organizations. Several industry people will present lectures and share experiences with students on their public relations activities/operations.

PBPR309: Public Sector Public Relations (3 Credits)

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, importance and scope, functions and practice of governmental public relations in various ministries, departments and agencies of government.

PBPR311: Non-Governmental Organisations Public Relations (3 Credits)

This course gives an overview of non profit organizations vis-à-vis for-profit organizations and the role and practice of public relations in the non profit environment. It discusses the different organizations which come under the umbrella of the non profit sector and how a public relations is practised in them examining public relations functions performed. The course evaluates non profit public relations and discusses the challenges it faces in that sector as well as success factors for non profit public relations.

BITM 302: Management Information Systems (3 Credits)

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 organization.

PBPR302: Integrated Marketing Communication II (3 Credits)

The course is designed to develop students' understanding of the formulation and implementation of integrated marketing communication plans and associated activities. This is to 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.

PBPR304: Communication Research Methods II (3 Credits)

This course builds on Communication Research Methods I which was studied in the second semester of the second year. 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.

PBPR306: Public Relations in Higher Education (3 Credits)

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 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.

PBPR308: Media Relations (3 Credits)

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.

PBPR312: Issues and Crises Management (3 Credits)

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

BCPC401: Internship (3 Credits)

Students will be exposed to industrial attachment (internship) for eight (8) weeks to enable them get first hand on the job experience. This will enable them to apply the concepts and the 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 reports on their activities.

PBPR401: Public Speaking and Presentation (3 Credits)

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.

PBPR403: New Media and Public Relations**(3 Credits)**

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.

PBPR405: Technical Writing**(3 Credits)**

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.

PBPR407: Public Relations Ethics and Law**(3 Credits)**

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; PRSA; 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.

PBPR409: Corporate Social Responsibility (CSR) and Corporate Governance**(3 Credits)**

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.

PBPR411: International Public Relations**(3 Credits)**

This course gives an overview of the practice of public relations internationally. It examines public relations in the global market and specific functions considered important in such contexts. The course also takes students through international and multinational organizations and how they constitute, organize and use their public relations departments focusing on organizations currently operating in Ghana.

PBPR413: Political Communication**(3 Credits)**

This course explores the relevance of political communication as an integral part of Public Relations. It further provides insight into corporate and political issues. The course will be approached in terms of principles and the law which guide the PR professional. Students will also analyse political campaign and advertising strategies used by politicians drawing examples from the Ghanaian political scene.

BCPC400: Project Work**(6 Credits)**

The project work is to provide the student with the opportunity to select and study a research problem and present findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate (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.

PBPR402: Public Relations Strategy & Campaign Planning**(3 Credits)**

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.

PBPR404: Public Relations Writing**(3 Credits)**

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, backgrounders 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.

PBPR408: Events Management and Protocol**(3 Credits)**

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, audience analysis, developing proposals, budgeting, and publicity. The course will also examine the use of relevant media for event management.

PBPR412: Employee Relations**(3 Credits)**

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 be taken 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.

7. BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BASC101	Elementary Statistical Methods I	3
BASC103	Mathematical Methods I	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BASC107	Introduction to Probability Theory I	3
BASC109	Principles of Economics I (Micro)	3
Total Required Minimum		18
SECOND SEMESTER		
BASC102	Elementary Statistical Methods II	3
BASC104	Mathematical Methods II	3
BASC106	Social Psychology	3
BASC108	Introduction to Probability Theory II	3
BCPC102	Principles of Economics II (Macro)	3
BGEC104	Introduction to Environmental Management	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BASC201	Mathematics of Finance	3
BCPC201	Information System	3
BASC203	Sampling Techniques and Survey Methods	3
BCPC203	Introduction to Business Finance	3
BASC205	Introduction to Time Series Analysis & Forecasting	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		18
SECOND SEMESTER		
BASC202	Linear Models	3
BASC204	Design and Analysis of Experiments	3
BCPC204	Principles of Accounting	3
BASC206	Life Contingency	3
BASC208	Risk Theory	3
BBAF202	Investment Fundamentals	3
Total Required Minimum		18

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BASC301	Mortality and Survival Models	3
BASC303	Principles of Insurance	3
BBAF303	Corporate Finance I	3
BASC305	Time Series and Forecasting	3
BCPC301	Research Methods	3
BASC307	Insurance Law	3
Total Required Minimum		18
SECOND SEMESTER		
BASC302	Pension Planning and Administration	3
BCPC206	Introduction to Total Quality Management	3
BASC304	Loss Distribution and Credibility Theory	3
BCPC302	Entrepreneurship and Innovation	3
BASC306	Stochastic Process	3
BCPC214	Introduction to Computer Technology	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BASC401	Advanced Life Contingency	3
BASC403	Life Insurance	3
BASC405	Health Insurance	3
BCPC403	Business Policy and Strategy	3
BASC407	General Insurance	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC400	Dissertation	6
BBAF416	Money, Banking and Financial Markets	3
BBAF306	Regulatory and Legal Framework for Financial Institutions	3
BBAF418	Advanced Corporate Finance and Investment	3
Total Required Minimum		15

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL 100

BASC101: Elementary Statistical Methods I (3 Credits)

This course provides the foundation for the application of statistical ideas, methods and techniques. Students will be exposed to elementary descriptive statistical analysis, simple linear regression and correlation analysis. The course will heavily emphasize the application of statistical software packages such as MINITAB and EXCEL to solve statistical problems. The course will be taught through lectures, power point presentations, class discussions, group discussions and the practical demonstrations of the statistical software packages.

BASC103: Mathematical Methods I (3 Credits)

This is an introductory level course for those who wish to use mathematics seriously in any context. It gives a summary of differential calculus, designed primarily for Actuarial Science students. It provides the mathematical techniques for a thorough and rigorous study of a range of basic mathematical concepts and methods in calculus as a building block in Actuarial Science of one and several variables and in linear algebra covered and some applications illustrated. It is an essential pre-requisite for any mathematically orientated economics options and for many further mathematics courses.

BGEC103: Business Communication (3 Credits)

This course equips students with a lot more topics that prepare them to communicate effectively in the contemporary business environment. 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. It focuses on interpersonal communication; small group communication, meetings and their documentation. It further touches on persuasive communication, professional etiquette and public relation and job search communications. Further, students develop an awareness of how the skills acquired can be applied in practical business environment.

BGEC105: Logic and Critical Thinking (3 Credits)

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 arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions with others.

BASC107: Introduction to Probability Theory I (3 Credits)

In this course, students will learn the basic terminology and concepts of probability theory, including random experiments, sample spaces, discrete distribution, probability density function, expected values, and conditional probability. Students will also learn about the fundamental properties of several special distributions, including binomial, geometric, normal, exponential, and Poisson distributions, as well as how to use them to model real-life situations and solve applied problems. The course is to introduce students to the fundamentals of probability theory and random processes and illustrate these concepts with business applications. The course exposes students to the importance of probability concepts and their application in business and real life decision making. The course introduces students to the interpretation of solution derived from probability functions and problems.

BCPC101: Principles of Economics I (Micro) (3 Credits)

This course introduces students to the basic concepts, principles and theories of microeconomics. It discusses the rational economic behaviour of the consumer which gives rise to the nature of demand curves. It also analyses the equilibrium of the firm as well as the behaviour of the different types of markets in allocating 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.

BASC102: Elementary Statistical Methods II (3 Credits)

The course provides a precise and accurate treatment of statistical ideas, methods and techniques. Students will be exposed to statistical hypotheses, inference for variances, rank-based nonparametric tests and goodness-of-fit tests. The estimation and use of regression analysis are also emphasized. The course also exposes students to the use of statistical software packages such as MINITAB, EXCEL and SPSS to solve problems.

BASC104: Mathematical Methods II

This is a continuation of mathematical methods 1, thus a second course work in calculus, designed primarily for students in mathematics, pure and applied sciences. However, it also meets the need of students in other fields. The course's focus is to impart useful skills on the students in order to enhance their knowledge in methods of solving mathematical problems and prepare them for other specialized applications to be encountered at higher levels.

BASC106: Social Psychology (3 Credits)

This course introduces theories and concepts such as: self and identity; attitudes; communication, influence and persuasion; groups, organizations and crowds; social cognition, e.g. how our expectations influence our perception of the social world, and how our culture and social world influences those expectations. Applications such as: exploring the meaning of public opinion polls, the social and psychological sources of prejudice, rioting, economic behavior, crime and eyewitness testimony, media influence, leadership and motivation and common dilemma are emphasized

BASC108: Introduction to Probability Theory II (3 Credits)

This course is a continuation of Introduction to Probability Theory I. This course presents the basic principles of random variables and random processes needed in applications. This course is designed to introduce students to various topics in probability and uncertainty that they will encounter in economics and business. The concepts are illustrated with actual examples from the economics and business fields. Exercises are designed to encourage the students to begin thinking about probability and uncertainty within a theoretical economics and business context.

BCPC102: Principles of Economics II (Macro) (3 Credits)

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.

LEVEL 200

BASC201: Mathematics of Finance

(3 Credits)

This course is designed to develop a student's ability to perform basic mathematic operations and apply mathematical techniques to a wide range of business and economic problems. The course in both finite and continuous time is explored together with some applications to economics and finance; specifically, these concepts are applied in the use of the various annuity functions and in the calculation of present and accumulated value for various streams of cash flows as basis for future use.

BCPC201: Information Systems

(3 Credits)

This course will introduce students to the basic concepts, principles and skills utilized in the field of information systems. The main emphasis will be on the use of computer technology tools to manage information resources. It will provide students with the skills in Microsoft Excel for information analysis. The course will further prepare students for other technology-intensive information system courses.

BASC203: Sampling Techniques and Survey Methods

(3 Credits)

This course introduces the student to a set of principles of survey design that are the basis of standard practices in the field. The course exposes the student to research literatures that use both observational and experimental methods to test key hypotheses about the nature of human behaviour that affect the quality of survey data. It will also present important statistical concepts and techniques in sample design, execution, and estimation, as well as models of behaviour describing errors in responding to survey questions. Thus, both social science and statistical concepts will be presented. The course uses the concept of total survey error as a framework to discuss coverage properties of sampling frames, alternative sample designs and their impacts on standard errors of survey statistics, alternative modes of data collection, field administration operations, the role of the survey interviewer, impacts of nonresponse on survey statistics, the effect of question structure, wording and context on respondent behaviour, models of measurement error, post survey processing, and estimation in surveys.

BASC205: Introduction to Time Series Analysis & Forecasting

(3 Credits)

This course introduces students to the classical and modern statistical analysis of time series data and forecasting. It dwells heavily on identification, decomposition and measurement of the various components of time series data. Students are also introduced to the description of various forecast performance measures. Again, statistical properties of autocorrelation, stationarity, basic time series models: AR, MA, ARMA are considered. The presentation should be balanced between theory and data analysis, with sufficient theory to understand the basis of the methods and models. The course also exposes students to the use of statistical software packages such as Excel, Minitab, R and R-Studio, Stata or SPSS to solve problems.

BCPC203: Introduction to Business Finance

(3 Credits)

This course introduces 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.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using 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.

BCPC209: Legal Environment of Business (3 Credits)

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.

BASC202: Linear Models (3 Credits)

The course covers important parts of the theory and application of regression models, generalized linear models and the analysis of variance. The multiple regression and regression diagnostics are emphasized. Also, generalized linear models; the exponential family, the linear predictor, link functions, analysis of deviance, parameter estimation, deviance residuals are explained in this course. It emphasizes model choice, fitting and validation. The use of a statistics package will be an integral part of the course. The computer workshops will be used to test the theory and show how it can be applied to real datasets.

BASC204: Design and Analysis of Experiments (3 Credits)

This course provides coverage of the main concepts of experimental design and the associated analysis of variance models. It introduces different types of experimental designs to students from all types of disciplines. The course furthers concepts in design and analysis of planned experiments with emphasis on confounding and fractional replications of factorial experiments; estimation of variance components.

BASC206: Life Contingency (3 Credits)

This course sequence introduces students to the mathematical theory of contingencies. This course covers the actuarial mathematics and models for use in the analysis and actuarial management of life insurance and superannuation contracts. Topics include: the main forms of life insurance and annuity contracts; disability and long term care contracts and superannuation fund benefits; actuarial notation and the life table; moments of the value of the benefit payments; Thiele's differential equation for policy values; stochastic modelling of claims and benefit payments; gross premiums, net premiums, policy values and reserves; allowing for expenses and inflation; use of discounted emerging costs and profit tests; termination and alteration values; cost of guarantees; joint life functions.

BASC208: Risk Theory (3 Credits)

This course introduces further concepts and models relevant to the non-life industry; in particular the important concept of ruin in a risk model is discussed. The course covers part of the core technical modules from the educational program of the Actuarial Profession. Some more advanced topics related areas will be studied as well, namely: applications in insurance of optimal dynamic control in discrete time; especially optimal reinsurance and - dependence modeling via copulas. This concerns both the mathematical techniques and the actuarial interpretation.

BBAF202: Investment Fundamentals**(3 Credits)**

The course provides students with a basic framework for understanding and analyzing securities, and a foundation for student to pursue further research in the field of investment. This course requires a rigorous study of the key institutional features and theories of investment. It explores and provides an understanding of institutional, operational and the legal framework of investment in an economy. This course also applies the tools of investment in financial decision making. Emphasis is placed on developing a framework for understanding the economic nature of investment, current trends in investments, the concerns coming up and their resolution.

LEVEL 300**BCPC301: Research Methods****(3 Credits)**

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualisation and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal

BASC301: Mortality and Survival Models**(3 Credits)**

This course presents the theory and application of mortality and survival models. The course is designed to equip students with the ability to understand and compute survival models, non-parametric estimation of the survival function, one and two or more sample hypothesis tests, inference for semi parametric regression models and inference for parametric regression models. The concepts and methods are illustrated through literature reviews and real-life examples taken from medical, epidemiological and public-health research. The emphasis is placed on interpretation and practical relevance. Guided, hands-on computer activities will be explored to enable participants utilise the presented statistical methods.

BASC303: Principles of Insurance**(3 Credits)**

This course introduces students to insurance principles and practices. It defines the process of insurance, insurance contract needs, types of insurance, the risks involved and understanding the possibilities involved in the legal environment of Ghana. It will also expose students to some insurance companies and the various policies they offer. It also introduces students to the type of claim of life insurance and risk transfer tool of insurance.

BBAF303: Corporate Finance I**(3 Credits)**

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 are also 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).

BASC305: Time Series and Forecasting (3 Credits)

The course introduces students to the statistical analysis of time series data and simple models. It concentrates on what time series analysis can be useful for. Again, autocorrelation, stationarity, basic time series models: AR, MA, ARMA are considered. The course focuses on trend removal and seasonal adjustment in time series data. It introduces financial time series and the ARCH models.

BASC307: Insurance Law (3 Credits)

This course comprises a study of the legal concepts and doctrines applicable to the field of insurance. Basic legal problems of the principal branches of insurance are dealt with including fire, marine, casualty, and life insurance. This course provides an advanced analysis of law and policy covering general insurance. An understanding of insurance law is important to anyone who negotiates commercial contracts as well as those involved in insurance matters. This course studies the mix of case law and statutory regulation (including codes) that make up contemporary insurance law. Please note that this course does not cover life insurance or health insurance. This course covers the principles, content and practical application of insurance law for students practicing in the area of bodily injury and property damage claims.

BASC302: Pension Planning and Administration (3 Credits)

This course is designed to examine the characteristics and problems of the private approach to providing protection against financial consequences of old age. It emphasizes the critical evaluation of effectiveness of plan design with consideration to cost, communications, taxation, collective bargaining and the interrelationship with social insurance programs. The course explores a thorough examination of life insurance, retirement plans and the needs related to these products. The course also identifies pension administration and policy weaknesses that persist in pension fund system in Ghana. The course discusses challenges faced by policy makers and possible solutions to strengthen pension administration through trusted-based pension systems.

BASC304: Loss Distribution and Credibility Theory (3 Credits)

This course studies reasonable and usable approximations to the distribution of incurred losses for insured events. It also introduces the subject of credibility theory. It seeks to introduce students to various loss models as well as the process of selecting, constructing, and evaluating a model when solving an actuarial problem. The course covers frequency, severity, aggregate, empirical, and parametric models as well as credibility and simulation models.

BCPC302: Entrepreneurship and Innovation (3 Credits)

This course examines the theory, practice, concepts, managerial and organizational issues related to innovation and the tools of entrepreneurship. Various entrepreneurship structures and how such structures result in different unique pathways to success are explored. The course focuses on impacting an entrepreneurial mindset in students for identification and evaluation of opportunities for new ventures, and considers a strategic approach for successful business plan development. It will also examine how organizations create and capture value through innovation in national and international markets in today's competitive and global environment.

BASC308: Stochastic Processes (3 Credits)

The purpose of this course is to develop and analyse probability models that capture the salient features of the system under study to predict the short and long term effects that this randomness will have on the systems under consideration. The study of probability models for stochastic processes involves a broad range of mathematical and computational tools. This course will strike a balance between the mathematics and the applications.

BCPC206: Introduction to Total Quality Management (TQM) (3 Credits)

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 organisation. It emphasizes the understanding of variation, the operational environment, the importance of customer, and the involvement of all employees of an organisation 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, an ability to analyse difficult industrial problems and apply teams.

BCPC214: Introduction to Computer Technology (3 Credits)

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.

LEVEL 400

BCPC401: Internship (3 Credits)

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 reports on their activities.

BCPC403: Business Policy and Strategy (3 Credits)

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.

BASC401: Advanced Life Contingency (3 Credits)

This course develops actuarial techniques for the valuing of policies which depend on contingent events concerning uncertain lifetimes. Topics include principal forms of heterogeneity within a population and the ways in which selection can occur; definition of simple assurance and annuity contracts; development of formulae for means and variances of the present values of payments; evaluating expected values and variances of simple insurance and annuity contracts; description and calculation of net and gross premiums and provisions for various insurance contracts; and cash flow models and profit tests, extended to multiple decrements and multiple state models.

BASC403: Life Insurance**(3 Credits)**

This course provides both a broad perspective and a detailed view of the use of life insurance. It provides an overview of life, disability, accident and sickness insurance. It covers the basic principles and products related to individual and group life insurance, disability insurance and accident and sickness insurance. The primary focus of the life insurance portion of the course will be on the various individual life insurance policies and the provisions contained in each policy. The course compares the life insurance policy coverages with the government options of workers compensation and Social Security. Students study these concepts and apply them to calculate Life Insurance and Annuity reserves, new business pricing, and profitability metrics. These include exploring various types of product designs. In addition, the course develops an understanding of how the legal and regulatory environment attempts to provide protection for the consumer.

BASC405: Health Insurance**(3 Credits)**

This course on health insurance concepts covers a wide range of types of private insurance policies and government programs--from indemnity plans, Long Term Care, Disability Income and the needs related to these products - A complete analysis of the health insurance field, its language, limitations and coverages. It will detail policy provisions and options, common exclusions, and tax treatments of premiums and benefits. Reading of interesting and important case studies will help to bring this course to life. Finally, the course will detail the most recent issues that have come up in the real world of group insurance such as the Health Insurance Portability and Accountability Act (HIPAA) as it applies to group coverage, and what it requires of employers, the impact of managed care. We will also discuss the issues of how to provide health coverage for those who cannot afford it and those who are currently at high risk or medically uninsurable.

BASC407: General Insurance**(3 Credits)**

The course enables the students to understand the various types of general insurance policies that are available in the market, the range of coverage in each type of policy, the clauses used, and how the rates and premiums are determined. The course builds upon materials covered under Principles of Risk and Insurance. The course provides a working knowledge of general insurance. This course is useful for students in becoming intelligent users of general insurance products.

BCPC400: Dissertation**(6 Credits)**

The Dissertation or project work provides the 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) a good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) a logical and sound analysis and (d) a clear and effective presentation.

BBAF416: Money, Banking and Financial Markets**(3 Credits)**

This course provides students with the overview of the global financial system. It provides students with theoretical and regulatory frameworks for understanding the operations of different financial markets. 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.

BBAF306: Regulatory and Legal Framework for Financial Institutions (3 Credits)

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 the 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's understanding of the rationale for regulating Financial Institutions.

BBAF418: Advanced Corporate Finance and Investment (3 Credits)

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, 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.

8. BACHELOR OF SCIENCE IN BUSINESS ECONOMICS

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC105	Introduction to Business Mathematics	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Introduction to Environmental Management	3
BCAD108	Business French	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
Total Required Minimum		15

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC101	Principles of Economics I	3
BCPC203	Introduction to Business Finance	3
BCPC209	Legal Environment of Business	3
BCPC201	Information System	3
BBEC201	Mathematics for Economists	3
BBEC203	International Business Management	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC102	Principles of Economics II	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC212	Business Ethics	3
BBEC202	Statistics for Managers	3
BBEC204	Economy of Ghana	3
Total Required Minimum		18

LEVEL 300

COURSECODE	COURSE TITLE	CREDITHOURS
FIRST SEMESTER		
BBAF309	Introduction to Corporate Finance	3
BCPC303	Entrepreneurship Development	3
BBEC301	Intermediate Microeconomics	3
BBEC303	Introduction to Econometrics	3
BBAF403	Investment and Portfolio Management	3
BCPC301	Research Methods	3
Total Required Minimum		18
SECOND SEMESTER		
BBBA306	Company and Partnership Law	3
BBBA304	Operations Management	3
BBEC302	Intermediate Macroeconomics	3
BBEC304	Development Economics	3
BBEC306	Trade Finance	3
Total Required Minimum		15

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BCPC403	Business Policy and Strategy	3
BBAF401	Monetary Economics	3
BBEC401	Advanced Microeconomics	3
BBBA405	Risk Management and Insurance	3
BBAF411	Financial Modelling	3
ELECTIVES (CHOOSE ONE)		
BBEC403	Labour Economics I	3
BBEC405	Energy Economics I	3
BBEC407	Agribusiness Development	3
BBAF307	Managerial Economics	3
BBAF409	Micro Finance Management	3
Total Required Minimum		21
SECOND SEMESTER		
BCPC400	Project Work	6
BBAF406	Public Finance	3
BBEC402	Advanced Macroeconomics	3
ELECTIVES (CHOOSE ONE)		
BBEC404	Game Theory and Business Applications	3
BBEC406	Financial Economics	3
BBEC408	Labour Economics II	3
BBEC412	Energy Economics II	3
Total Required Minimum		15

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL 100

BCPC105: Introduction to Business Mathematics (3 Credits)

This course introduces students to mathematical concepts that have practical applications in industry and business. The content of the course provides students with a basic knowledge of mathematical concepts and helps students translate questions into mathematical representations; and enhances students' analytical skills in terms of evaluating business options and personal finance matters. The course is divided into two parts. The first part covers fundamental arithmetic concepts such as surds, indices, exponential and logarithmic functions, polynomials, linear and quadratic equations. The second part covers topics in financial mathematics such as simple and compound interest, break-even analysis, annuities, sinking funds, depreciation and amortization.

BGEC103: Business Communication (3 Credits)

This course exposes students to the concept and types of communication. The course 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 etiquette, public relations and job search communications. Further, students develop an awareness of how the skills acquired can be applied in practical business environment.

BGEC105: Logic and Critical Thinking (3 Credits)

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 arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions with others.

BGEC107: Introduction to Information Technology (3 Credits)

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.

BGEC109: French Language**(3 Credits)**

This is an introductory course for beginners in French language. This course addresses difficulties in French business communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102: Scholarly Writing**(3 Credits)**

This course enhances students' effective written communication in English using phrases, clauses, good tenses and sentences. Students are taken through principles in academic writing, rhetorical styles with stress on good paragraph and textual development. The course equips students to demonstrate appreciable competence in their choice of language for academic writing.

BGEC104: Introduction to Environmental Management**(3 Credits)**

This course inculcates in 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 principles and concepts in environmental management as it affects the growth and development of businesses in the real world.

BCAD108: Business French**(3 Credits)**

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.

BCPC108: Introduction to Management**(3 Credits)**

This course is an introductory course in management that deals with basic concepts in Management, Management principles and functions. 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.

BCPC112: Introduction to Business Statistics (3 Credits)

This course provides the foundation for the application of statistical ideas, methods and techniques. Students will be exposed to elementary descriptive statistical analysis, simple linear regression and correlation analysis. The course will heavily emphasize the application of statistical software packages such as MINITAB and EXCEL to solve statistical problems. The course will be taught through lectures, power point presentations, class discussions, group discussion and the practical demonstrations of the statistical software packages.

LEVEL 200

BCPC201: Information System (3 Credits)

The course provides students with a broad but critical introduction to the understanding of management information needs. It also focuses on the medium of information transfer and storage, information as a resource, the characteristics of information age, and information systems. The course further provides analysis in data and knowledge as a corporate resource, data processing, system theory, system environment, nature of organisations and organizational communication.

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using double-entry principle; trial balance; adjustments; depreciation and provisions; preparation of final accounts for sole trading businesses, partnerships and non-profit making bodies; correction of errors, manufacturing accounts and single and incomplete records.

BCPC209: Legal Environment of Business (3 Credits)

Legal Environment of Business is a one semester course that introduces students to general and basic principles of law that create and govern the environment in which business is conducted. The topics covered in the course include the Ghana Legal System; the Law of contract; Sale of Goods Law; the law of Hire purchase and the Law of Agency.

BCPC101: Principles of Economics I (3 Credits)

This course introduces students to the basic concepts, principles and theories of microeconomics. It discusses the rational economic behaviour of the consumer which gives rise to the nature of demand curves. It also analyses the equilibrium of the firm as well as the behaviour of the different types of markets in allocating 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.

BBEC201: Mathematics for Economists (3 Credits)

The objective of this course is to expose students to the mathematical methods that are mostly used in economics and business, both from a formal, abstract perspective and intuitive perspective. It also exposes students to the application of mathematical methods and techniques that are formulated in abstract settings to practical economic applications. It emphasizes the basis of business and economic decision making based on data analyses.

BCPC206: Introduction to Total Quality Management (3 Credits)

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 organisation. It emphasizes the understanding of variation, the operational environment, the importance of customer, and the involvement of all employees of an organisation 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, an ability to analyse difficult industrial problems and apply teams.

BCPC102: Principles of Economics II (3 Credits)

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 analyses are also made occasionally to the developed economies for a clearer and better understanding of macroeconomic issues.

BCPC212: Business Ethics (3 Credits)

This course provides an opportunity for students to learn the various theories and concepts of ethics, virtue, and Justice related issues which may arise in a contemporary business organizations. The course employs theoretical concepts and models, coupled with case studies from sampled businesses which allow students to understand how ethical dilemmas can be contextualized and resolved. It covers discussions on the definition of ethics, the difference between ethics and morality, ethical leadership, corporate social responsibility, ethics at workplace, ethical culture and global business.

BBEC202: Statistics for Managers (3 Credits)

This course introduces students to statistical concepts applicable in business, economics and related fields of study. The course develops students' general awareness and understanding of the commonly-used techniques in statistics and how they can be used in decision making. It would educate students on how to present information and data into meaningful statistical relationships, how they translate into graphs and their economic and social meaning and interpretation. It expounds on the applications of statistics to data analysis and presentation.

BBEC204: Economy of Ghana (3 Credits)

This course introduces students to developments of Ghana's economy in the pre and post-independence period. It is designed to cover policies and macroeconomic developments such as output, inflation, agriculture, industry, service as well as development programmes. Topics include the real sector, monetary/financial sector, external sector, fiscal sector, etc. The course seeks to equip students with some knowledge of the Ghanaian economy; evaluate economic policies and their effects on individuals, businesses and the economy as a whole.

BBEC203: International Business Management (3 Credits)

This course provides a framework for analyzing decisions made by firms in an international context. Students will gain knowledge of the legal and cultural environment of international businesses, international financial systems, management of international operations, personnel and labour relations, international marketing, international economics, trade and finance, and multinational enterprise. 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.

LEVEL 300

BBAF309: Introduction to Corporate Finance (3 Credits)

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 are also exposed to the various investment evaluation techniques (i.e. capital budgeting) such as the net present value and the pay-back-period.

BCPC303: Entrepreneurship Development (3 Credits)

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.

BBEC301: Intermediate Microeconomics (3 Credits)

This course is designed to extend students' knowledge of basic microeconomic principles that will provide the foundation for advanced microeconomics. The course focuses on equipping students with the basic theoretical background of microeconomic structure and the application of the theories to real world problems. The course utilizes analytical tools such as graphs, mathematics and statistics to examine important economic issues that confront decision-making units in contemporary economies. Through these tools, the course aims to equip students with strong analytical skills needed to understand the behavioural foundations of economics that will help them function better in their chosen careers.

BBEC303: Introduction to Econometrics (3 Credits)

The aim of this course is to introduce students to some of the statistical techniques used by economists to analyse economic behavior, and to give them experience in applying these techniques to practical problems using econometric software packages. Students will be introduced to the principles of statistical inference and diagnostic testing at a practical level based on the econometric software package.

BBEC306: Trade Finance**(3 Credits)**

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 managers 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.

BBEC304: Development Economics**(3 Credits)**

The course is designed to enable students to explore the connection between economic theory and econometric/statistical methods in their application to issues of international and developing country significance. It aims to provide students with an opportunity to study variety of topics from the broad field of development economics. These themes refer to topics on which economics as a discipline has made some contribution to our understanding of causes, consequences and policy responses. The topics covered within the course are likely to change to reflect emerging issues within the discipline and the world.

BBAF403: Investment and Portfolio Management**(3 Credits)**

The course aims at introducing students to the concepts investment and portfolio management. It covers the Investment Setting and Risk & Return, Asset Allocation Decision, Efficient Capital Markets, an Introduction to Asset Pricing Models, Share valuation, Equity Portfolio Management Strategies, Bond Fundamentals and valuation, Bond Portfolio Management Strategies, Economic and Industry Analysis, Company Analysis, Derivatives: Futures, and Options Contracts and Investment Funds and Performance Analysis.

BCPC301: Research Methods**(3 Credits)**

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BBBA304: Operations Management**(3 Credits)**

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.

BBEC302: Intermediate Macroeconomics**(3 Credits)**

This course presents to students macroeconomic theories and models that will enable them explain and predict a wide variety of aggregate economic behaviours and conditions. It advances students' understanding of how the economy works by examining the circular flow of income and resources in detail and establishing the inter-relationship among markets. The course also deals with functional relationships among macroeconomic variables and their applications to national and world economies. Additionally, the course exposes students to various schools of thought in macroeconomics and their expositions on the effects of monetary and fiscal policies. Furthermore, the course presents the micro foundations of macroeconomics focusing on theories of consumption, investment and employment.

BBBA306: Company and Partnership Law**(3 Credits)**

The course introduces students to the basic general legal principles and rules that relate to key aspects of the Company and Partnership Law as forms of business organization. The course presents students with the knowledge of how to apply the law relating to the setting up, running and dissolution of companies and partnerships in Ghana. The course also incorporates group discussion, with students working in small groups on research projects or issues to answer the pressing corporate law questions confronting Ghana today. This course is designed to provide students with a basic understanding of key aspects of the law relating to business structures including companies and partnerships.

LEVEL 400**BCPC403: Business Policy and Strategy****(3 Credits)**

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.

BBAF401: Monetary Economics**(3 Credits)**

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 around money including demand for money, money supply, financial intermediation and determination of interest rates, money in macroeconomics and the interaction between fiscal and monetary policies, monetary growth and inflation, financial repression and financial liberalization. As much as possible, relevant inferences are drawn from the practice of monetary policy in Ghana.

BBEC401: Advanced Microeconomics (3 Credits)

This course presents the conceptual foundations and analytical methods of microeconomics. It is an advanced-level course and therefore requires a strong mathematical background in calculus. It covers the theories of consumer and firm behaviour, perfect competition, imperfect competition (monopoly, oligopoly, and monopolistic competition), decision-making under uncertainty and asymmetric information, and issues of regulation. In addition, it covers general equilibrium analysis under different market situations. Furthermore, the course introduces students to efficiency and welfare evaluations. The contents of the topics reflect in-depth treatment and should allow students to appreciate their theoretical origins and empirical implications.

BBBA405: Risk Management and Insurance (3 Credits)

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 administration and control, corporate liability and insurance and the insurance market, risk information management, methods and techniques of risk management.

BBAF411: Financial Modelling (3 Credits)

This course is designed to be a practical introduction to financial modelling. Its primary focus is to relate the theory of finance to practical and usable spread sheet models that will assist a financial manager with a firm's investment and financing decisions. Students will be introduced to both simulation and optimization models as well as various forecasting techniques. The course also aims at equipping students with the requisite skills and tools to be able to construct and use financial models.

BBEC403: Labour Economics I (3 Credits)

This course provides a theoretical framework for understanding the workings of the Ghanaian labour market by applying the basic principles of labour economics. It is concerned with topics on the microeconomic aspects of the labour market, in addition to selected topics on the macroeconomic issues of labour. It covers labour supply and demand and their interaction in alternative market structures to explain levels of wages, employment and various employer/employee behaviours.

BBEC405: Energy Economics I (3 Credits)

This course is designed to teach students the processes, threats and opportunities that underpin the successful management of the energy sector in the 21st century. It develops the skills required to analyse the energy issues relating to households, businesses and government. The course covers a variety of theoretical and empirical topics related to energy demand and supply, environmental consequences, the characteristics of various energy markets etc.

BBEC407: Agribusiness Development (3 Credits)

The course is oriented towards imparting knowledge on different activities, economic concepts and tools related to understanding agriculture as a business. It prepares students for a wide range of job opportunity in agribusiness and business. The course will provide a survey of the global food and agribusiness system and management problems of farmers, processors, branded consumer goods manufacturers and food retailers. It also considers consumer trends, technological advances, public policy issues, food safety and risk management. The main objective of this course is to develop and build the capacity of students with practical knowledge and problem solving skills to expand small and medium agribusiness enterprises and improve the productivity of agribusiness value chains in the agricultural industry.

BBAF307: Managerial Economics (3 Credits)

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.

BBAF409: Micro Finance Management (3 Credits)

The course Micro Finance Management is designed to introduce students to the theoretical underpinnings of Micro finance as a developmental tool, establishment and management of Microfinance Institutions, sources of financing, challenges and regulation of the sector. The course therefore covers major topics like Microfinance and poverty reduction; the nature and development of Microfinance; Micro financing Institutions; Linkages and Networks in Micro finance Institutions; Setting- up and Managing Micro finance Institutions; Financing Microfinance Institutions; Lending methodology and credit mechanism; Interest rate and pricing of credit products, Risk Management in Microfinance Institutions; Performance appraisal of Micro financial Institutions and Policy.

BCPC400: Project Work (6 Credits)

The project work is to provide the student with the opportunity to select and study a research problem and present findings logically and systematically in a clear and concise manner. The topic must deal with a problem involving the use of analytic or predictive models leading to sound generalizations and deductions. The student is expected in this exercise to demonstrate (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.

BCPC401: Internship (3 Credits)

Students are exposed to industrial attachment (internship) for eight (8) weeks to enable them get the first hand on the job experience. This enables them to apply the concepts and the 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 write reports on their activities.

BBAF406: Public Finance (3 Credits)

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 the 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.

BBEC402: Advanced Macroeconomics**(3 Credits)**

This course provides a systematic introduction to the key elements of macroeconomic analysis: the forces driving economic growth, the causes of business cycles, and the role of macroeconomic policy in promoting growth and dampening economic fluctuations. The course aims at exposing students to the controversies, developments and micro foundations of macroeconomics. Macroeconomic topics already covered at the intermediate level will be given in-depth treatment at this level and the approach will be more quantitative and rigorous than earlier levels. By that, the course combines mathematical and graphical solutions to different models and pays prominent attention to the role and validity of the assumptions in each model. Through this course, students will develop the competency to evaluate and critique economic models using good economic intuition and knowledge.

BBEC404: Game Theory and Business Applications**(3 Credits)**

This course provides students with introductory knowledge of game theory. It exposes students to the mathematical framework which makes possible the analysis of the decision making process of interdependent subjects. It is aimed at explaining and predicting how individuals behave in a specific strategic situation, and therefore help improve decision making. The purpose of this course is to introduce the basic concepts of game theory and show how they can be used in the analysis of business and economic problems and policy issues. The course explains in depth the standard equilibrium concepts (such as Nash Equilibrium, Sub game-Perfect Nash Equilibrium, and others).

BBEC406: Financial Economics**(3 Credits)**

This course provides a rigorous introduction to the fundamentals of modern financial analysis and their applications to business challenges in capital budgeting, project evaluation, corporate investment and financing decisions; and basic security analysis and investment management. This course offers the perfect platform for studying the interaction between financial markets and the economy. It also offers the opportunity in studying financial market concepts using the techniques of economics.

BBEC408: Labour Economics II**(3 Credits)**

This course builds on the foundation in Labour Economics I and is designed to deepen students' understanding of labour market and public policies. It will equip students to understand the complex workings of the labour market by studying the dynamics between employers, employees, and their wage and profit-making incentives. In other words, it will explore the outcomes of the labour market under the assumption that workers strive to maximize their wellbeing and firms strive to maximize profits. The course also analyzes the behaviour of employers and employees and studies their responses to changes in government policies and/or in the demographic composition of the labour force.

BBEC412: Energy Economics II**(3 Credits)**

The prerequisite for this course is Energy Economics I. This course introduces students to energy policies that are critical components of state and national public policies. The course also exposes students to issues surrounding the reliability and security of energy supplies directly affecting domestic and foreign policy, as well as state-level environmental, economic development and land use concerns. It covers policies, strategies, and programmes adopted by both the public and private sectors. It also deals with regulation of energy markets.

9. BACHELOR OF SCIENCE IN REAL ESTATE MANAGEMENT AND FINANCE

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BGEC101	Communication Skills	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		15
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BGEC104	Introduction to Environmental Management	3
BCPC118	Economics for Business	3
BCPC108	Introduction to Management	3
BCPC112	Introduction to Business Statistics	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BRMF201	Geo-Information System	3
BCPC203	Introduction to Business Finance	3
BCPC205	Elements of Marketing	3
BCPC207	Principles of Leadership	3
BCPC209	Legal Environment of Business	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BCPC204	Principles of Accounting	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
Total Required Minimum		15

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BRMF301	Customary Land Law	3
BRMF303	Introduction to Real Estate Management	3
BRMF305	Introduction to Urban Administration and Planning	3
Total Required Minimum		15
SECOND SEMESTER		
BITM302	Management Information System	3
BRMF302	Real Estate Law	3
BRMF304	Real Estate Economics	3
BRMF306	Introduction to Bills of Quantities	3
BRMF308	Fundamentals of Building Construction and Management	3
Total Required Minimum		15

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BCPC403	Business Policy and Strategy	3
BRMF401	Property Risk Management and Insurance	3
BRMF403	Principles of Valuation I	3
BRMF405	Real Estate Finance and Investment I	3
ELECTIVES (CHOOSE ONE)		
BRMF407	Introduction to Property Management	3
BRMF409	Property Rating and Taxation	3
BRMF411	Housing	3
BBBA409	Project Management	3
BBBA403	Corporate Governance	3
Total Required Minimum		18

COURSE CODE	COURSE TITLE	CREDIT HOURS
SECOND SEMESTER		
BCPC400	Project Work	6
BRMF402	Real Estate Marketing and Brokerage	3
BRMF404	Principles of Valuation II	3
BRMF406	Real Estate Finance and Investment II	3
BBAF404	Money and Capital Markets	3
ELECTIVES (CHOOSE ANY ONE)		
BRMF408	Contemporary Issues in Real Estate Development	3
BBBA404	Total Quality Management	3
BBBA408	Environmental Management	3
BRMF412	Procurement and Contract Management	3
Total Required Minimum		21

LEVEL 100:

BGEC101: Communication Skills

(3 Credits)

This course focuses on the development of basic communication skills necessary to achieve goals in a variety of communication episodes and contexts. Combining flexibility with a personalized approach, the course assists students with the language and communications skills necessary to ensure that they relay messages and ideas effectively. Students will be equipped with skills in the effective use of English clauses and phrases, sentences, tenses and effective punctuation. Students are taken through the major and minor word classes in English and their functions. By the end of the course, students would be able to demonstrate appreciable competence in grammar and their grasp of language in preparation for Scholarly Writing.

BGEC103: Business Communication

(3 Credits)

This course is designed to develop the communication potentials of students and equip them with the business communication skills required to communicate effectively in today's business world. The course exposes students to the basic concept of communication. It also focuses on the fundamental principles of effective business communication, its barriers and ways to overcome them. In addition, aspects of oral and written communication will be covered. Students will also be equipped with knowledge, skills and competencies with respect to interpersonal, public relations and job search communication. The impact of Information and Communication Technology on business communication will also be examined. The various organizational forms and their influence on communication at work will also be covered among others. The course is structured to make students aware of how to apply the concepts and skills acquired to communicate effectively in contemporary business environment and in ways that will project the identity of their organizations positively.

BGEC105: Logic and Critical Thinking

(3 Credits)

This course helps students learn to think clearly, concisely and analytically, through a familiarity with the reasoning methods of logic in terms of learning how to define terms, formulate arguments, and analyze statements critically and objectively. The course deals with the language of logic and the methods of deductive and inductive reasoning. The course also helps students think clearly, read carefully, speak effectively and argue convincingly. 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.

BGEC107: Introduction to Information Technology

(3 Credits)

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.

BGEC109: French Language

(3 Credits)

This is an introductory course for beginners in French language. This course addresses difficulties in French business communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102: Scholarly Writing (3 Credits)

This course 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. Students must also be able to use the APA referencing style and write good academic reports, proposals, narratives, descriptive exposition and argumentative essays.

BGEC104: Introduction to Environmental Management (3 Credits)

This course is designed to introduce students to basic principles in environmental management. Students will be introduced to the important linkages between human activities and the environment. It will also provide students with basic understanding of environmental pollution and degradation, their causes and effects within the context of business environment. The course will additionally explore the concept of sustainable development, focusing on the linkages between the environment and economic development. Students will learn about the environmental management system (EMS) and discuss the various stages in setting it up in an organization. Topics to be studied include Impact of man's activities on the environment, sustainable development, environmental management systems and waste management.

BCPC108: Introduction to Management (3 Credits)

This course is an introductory course in management that deals with basic concepts in Management; Management principles and functions. 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. This course is designed to study both classical and modern management theories and their impact on organizational behaviour, performance and productivity. It covers topics such as functions of management, motivation theory and practice, planning processes and techniques, control processes and systems, decision theory and techniques, communication and collaboration, leadership, delegation, organizational structure and design, human resource management, organizational cultures, innovation and change, ethics and social responsibility.

BCPC112: Introduction to Business Statistics (3 Credits)

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 multiple

linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCPC118: Economics for Business (3 Credits)

This course provides students with basic understanding of the economic influences on business. It offers an introductory treatment of consumer and business behavior in competitive markets, the effects of government policies on market outcomes, and the basic economic concepts used in business analysis and decision-making. It also introduces students to the problem of aggregate economic fluctuations, inflation and the structure of economic relations between countries. Economics for Business also equips students with basic analytical skills to examine the impact of these macroeconomic forces on business conditions.

BCAD108: Business French (3 Credits)

This is a build-up on BGEC109 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 of this course, it is expected that students will build on their proficiency in Business French and be adequately prepared to communicate satisfactorily in French.

LEVEL 200

BRMF201: Geo-Information Systems (3 Credits)

This course introduces the hardware and software components of Geo-Information Systems and reviews GIS applications. Students will be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. It provides an introduction to digital mapping and spatial analysis using a geographic information system (GIS). Students learn how to create their own maps and how to use a GIS to analyze geographic problems using methods that can be applied to a wide variety of subject areas within geography and in other disciplines. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects.

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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.

BCPC205: Elements of Marketing (3 Credits)

This course introduces students to the basic concepts and terminologies as applicable in marketing enterprises, both large and small in nature. It is further intended to provide students with a working knowledge of the current issues and relevant marketing mix that underlies both the preparation of strategic and marketing plans. In the process, the course exposes the student to appreciating the relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated.

BCPC207: Principles of Leadership (3 Credits)

This course is designed to introduce students to the concepts of leadership. The course focuses the relevance of the leader's traits on the performance of the organization. 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 leadership frameworks that lead to improved work performance in teams. The course provides students with an understanding of the personal core values and ethical principles that drive organisations.

BCPC209: Legal Environment of Business (3 Credits)

This course is designed to provide students with an overview of various legal concepts and principles impacting business. It introduces students to a broad array of information and develops relevant skills encompassing the dynamic nature of the legal environment and its relationship to the transactional and functional aspects of business by incorporating unique instructional methodologies that combine theory with real life case examples of practical application and significance. The topics covered in the course include the Ghana Legal System; the Law of contract; Sale of Goods Law; the Law of Hire Purchase and the Law of Agency.

BCPC202: Global Dimension of Business (3 Credits)

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.

BCPC204: Principles of Accounting (3 Credits)

The course introduces students to accounting principles, concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using 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.

BCPC206: Introduction to Total Quality Management (3 Credits)

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 organisation. It emphasizes the understanding of variation, the operational environment, the importance of customer, and the involvement of all employees of an organisation 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, an ability to analyse difficult industrial problems and apply teams.

BCPC208: Quantitative Methods

(3 Credits)

The course discusses scientific approach to decision-making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics. The course also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC212: Business Ethics

(3 Credits)

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.

LEVEL 300

BCPC301: Research Methods

(3 Credits)

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year project by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development

(3 Credits)

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.

BRMF301: Customary Land Law

(3 Credits)

The course introduces students to the Ghanaian law of immovable property. The course will look at some preliminary issues relating to the concept of land under customary law, the concept of ownership, possession and title amongst others. It also looks at customary land interests such as the allodial interest, usufructuary interest and customary law tenancies. The focus will be on understanding the nature of acquisition of these customary land interests and by whom they can be acquired; the incidences of these interests; the transferability of these interests. The peculiar role of the individual as an entity that can acquire a customary land interest will also be discussed. The course further looks at the nature, acquisition, management, transfer and litigation in respect of stool and family property.

BRMF303: Introduction to Real Estate Management (3 Credits)

This course introduces students to various management principles that are relevant to the real estate sector. The course will discuss the nature and characteristics of real estate markets as it pertains in Ghana. It exposes students to the concept of estate management, estate character and relevance of estate surveyors and valuers in the society. Furthermore, the course introduces students to estate organization, decision making and bases of decision making in estate management.

BRMF305: Introduction to Urban Administration and Planning (3 Credits)

This course is aimed at introducing students to the major issues in urban administration and planning and related trends and problems associated with urban management. This course seeks to provide students with the knowledge necessary to analyze and understand urban problems and politics. The course places emphasis on understanding frameworks that describe the dynamics in urban areas and what has been learned through research about the challenges faced by policy formulators in the planning and administration of urban centres.

BITM302: Management Information Systems (3 Credits)

This course provides an understanding of the various IT components and how to utilize appropriate IT applications for business performance. The course provides students with a broad but critical introduction to the understanding of management information needs. Students will learn the terminology used in the field of IT and how IT principles can apply to businesses. The course stresses the competitive advantage of using IT and the return on investment. It further focuses on the principles of Information Technology such as hardware and software components, database technology, telecommunications and networking, e-commerce and e-business, Enterprise Resource Planning (ERP), Decision Support Systems (DSS), Artificial Intelligence (AI) and Expert Systems (ES), systems development and implementation, and the ethical and societal issues involved in IT.

BRMF302: Real Estate Law (3 Credits)

This course intends to serve as capstone for the land law courses which students have been introduced to in the first semester. It will consolidate the basic principles of land law, emphasizing the aspects that affect use and financing of real property. The course explains the incidents of common law, land tenure and its application to Ghana. The course deals with some preliminary issues relating to the concept of land under common law and an introduction to interests that may exist under common law. It explains issues of creation of leaseholds, covenants in leases and termination of leases. The course will also focus on the important issue of the registration of instruments affecting land and registration of title to land amongst others.

BRMF304: Real Estate Economics (3 Credits)

The course is designed to introduce students to the concepts of applied economics relating to real estate. It examines the theory of location and its relation with property investment decisions. Additionally there will be a study of the land dynamics and city characteristics in Ghana as a tool to determining the movements in values, location of a facility, and city centre redevelopment among others. In the process, emphasis will be placed on the effect of location of a property on its value. Further, major urban problems such as poverty, high housing costs, segregation, congestion, pollution will be discussed.

BRMF306: Introduction to Bills of Quantities**(3 Credits)**

The course is a continuation of the course in building construction which begun in earlier years. It introduces the student to the rudiments of quantity surveying. The course discusses the interpretation of bill of quantities and an evaluation of interim and final certificates. The course will also consider Elementary hydrostatics, hydraulics and construction. In addition, students will be introduced to techniques that will help them to improve the survey of areas for producing large-scale plans for all purposes. Practical field work will be a part of this course to enable students have hands on approach to bills of quantities.

BRMF308: Fundamentals of Building Construction and Management**(3 Credits)**

This course is aimed at introducing the student to building construction as a subject, giving basic knowledge in the process of building design and implementation. It will provide an understanding of the players in the industry, actual building, components of the structure and superstructure. This will assist students to have an idea of the timeline, team work, cost inputs and the general characteristics of a building. The course outlines the relationship between building materials, structural options, and building services and the performance of property both financially and functionally. There will be studio practicals and regular site visits to provide students with general residential and commercial construction knowledge and an understanding of the construction process.

LEVEL 400**BCPC401: Internship****(3 Credits)**

Students are exposed to industrial attachment (internship) for eight (8) weeks to enable them get the first hand on the job experience. This enables them to apply the concepts and the 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 write reports on their activities.

BCPC403: Business Policy and Strategy**(3 Credits)**

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.

BRMF401: Property Risk Management & Insurance**(3 Credits)**

The course provides students with insight into the concept and theories of property risk management and insurance. It explores the various kinds of risk and the strategies for mitigating the impact of risk in the real estate sector. Students will also explore the concept of insurance as a property risk management option. The course equips students with the fundamentals of insurance and the application of these to real estate. It explores the relevance of insurance in the property industry as well as provide the requisite skills in understanding the relationship between the insurance and property industries. Among the issues to be discussed includes the nature of property risks, real estate risk management

and control, liability and insurance, property insurance products and coverage, methods and techniques of property risk management.

BRMF403: Principles of Valuation I (3 Credits)

The course introduces the student to the basics of valuation. It provides an introduction to property valuations principle. The general approach adopted is a combination of theoretical explanations and practical examples. The course discusses the context of the market, shows how valuation practice has developed within the context and explains the application of valuation methods in practice. In the end, students will learn the role of the Valuer in society.

BRMF405: Real Estate Finance and Investment I (3 Credits)

This course introduces students to the principles of finance relating to real estate. It will discuss the tools for conducting a feasibility and viability appraisals of real estate financing. This course will provide an overview of real estate markets, real estate liabilities, real estate investments and the public policy associated with real estate issues. The course prepares students to understand the risks and rewards associated with the many approaches that may be used when investing in and financing both residential and commercial real estate.

BRMF407: Introduction to Property Management (3 Credits)

The course introduces students to property management theory and practical application within the context of owner-occupied and investment property. The course focuses on the management of a dynamic asset for which new challenges can arise daily; from tenant relations and client service to operations and employee management issues and needs. It provides a comprehensive understanding of the main roles and responsibilities of a property manager, including how best to position a property to maximize its investment return and profit, how to read and administer a lease, and how to maintain property-building systems and maximize their economic life.

BRMF409: Property Rating and Taxation (3 Credits)

The course introduces students to taxes that affect property in Ghana and how they are determined by the appropriate authorities. Additionally, general principles of taxation as they relate to property rates, gift tax, inheritance tax and stamp duty will be discussed. The course will further examine the various taxes in the country with particular reference to land taxes.

BRMF411: Housing (3 Credits)

The course explores the larger economic and political context of housing today including demographic and market issues. The second part of the course is a systematic review of major federal housing programs for homeownership and rental housing production. It explores the various policies and programs with an emphasis on the land use and regulatory powers of municipal and state governments in high growth areas and distressed inner city neighbourhoods. The course is oriented towards the issues faced by local housing practitioners and policy analysts in the struggle to ensure a decent, affordable home for all.

BBBA409: Project Management (3 Credits)

The course is designed to introduce students to the processes required for successful completion of projects. It emphasizes project planning, development, integrating and coordination of all project plans to create a consistent, coherent organizational 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.

BBBA403: Corporate Governance (3 Credits)

The course introduces students to the significance of Corporate Governance in contemporary business world and the role of the administrator in corporate governance awareness and compliance. It focuses on 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.

BRMF402: Real Estate Marketing and Brokerage (3 Credits)

This course exposes the student to the marketing of real properties and the principles underlying the practice of estate brokerage. At the end of the course the student will be able to function as an estate agent in marketing, brokerage and other activities. The course focuses on the role of effective marketing on the core of successful property management, development and investment. It covers buyer behaviour, marketing research, segmentation and targeting, the marketing plan, the listing process and selling techniques all in the context of the property industry.

BRMF404: Principles of Valuation II (3 Credits)

The course explains the theory and the practical processes of putting value on a landed property. In addition, the course will explain various models for valuing land. Students will be taught the determinants of value, methods of estimating value, and environmental considerations. Significantly, students will appreciate the importance of land as a unique property. Topics to be treated include; factors determining value, methods of valuation (cost, investment, residual, and market approaches), mathematics of valuation, valuation report writing.

BRMF406: Real Estate Finance and Investment II (3 Credits)

This is the second part of what students learnt in the first semester. The course is designed to enable students do a comprehensive analysis of real estate markets. It provides explanations to the concepts and techniques used in investing, financing, appraising, consulting, managing real estate portfolios, leasing, managing property, analysing site locations, and managing corporate real estate. The course provides students with an understanding of the real estate sector for their own personal investment and financing decisions. The course also develops an analytical framework by which students can make sound real estate investment decisions. The main emphases of the course are on theory, concept building, financial modelling, and practical application.

BBAF404: Money and Capital Markets (3 Credits)

This course provides students with the 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 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.

BRMF408: Contemporary Issues in Real Estate Development (3 Credits)

The course is designed to analyze the real estate development process primarily from the perspective of the equity participant, the Commercial Real Estate Development course concentrates on the identification and evaluation of critical assumptions related to financial feasibility, construction, and financing of economically viable commercial real estate developments. Inherent risk factors and ways to manage risks are also explored.

BBBA404: Total Quality Management (3 Credits)

This course is intended for students wishing to understand the quality management as a modern management philosophy in further details and learn more about the quality programs. The course focuses on personal leadership as a re-requisite for TQM. Quality Management Systems (QMS) as the basis for implementing TQM, and examining of various QMS models and standards with an overview of sustaining TQM. The course also concentrates on the critical application of Quality Management Systems and a few selected techniques. It also attempts to bring out the relationship between traditional management concepts and TQM. At the end students are expected to acquire basic skills for implementing and auditing management systems.

BBBA408: Environmental Management (3 Credits)

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 of the tools deployed in environmental management. It guides students through the application of management approaches deployed in the efficient use of natural resources. Important contemporary environmental issues such as climate change and green business are also discussed, emphasising issues of adaptation and mitigation in business. The course 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.

BRMF412: Procurement and Contract Management (3 Credits)

This course provides concepts, theories; skills and processes related to strategic procurement management that an organisation requires in order to procure goods and services. These processes include activities such as supplier selection, supplier relationship management, pricing and terms negotiation, supplier performance management and other strategic issues. The course further focuses on explaining the various contractual terms that affect direct and indirect spending. It builds and display appropriate leadership and organising abilities in leveraging resources, capabilities, and competencies of a group to critically analyze situations and develop solutions to procurement related problems. Students will be able to apply procurement related techniques and methods in the integration of strategic procurement management

BCPC400: Project Work (6 Credits)

The project work provides the 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) a good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) a logical and sound analysis and (d) a clear and effective presentation.

10. BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC101	Principles of Economics I (Micro)	3
BCPC105	Introduction to Business Mathematics	3
BGEC103	Business Communication	3
BGEC105	Logic and Critical Thinking	3
BGEC107	Introduction to Information Technology	3
BGEC109	French Language	3
Total Required Minimum		18
SECOND SEMESTER		
BGEC102	Scholarly Writing	3
BCPC108	Introduction to Management	3
BCPC102	Principles of Economics II (Macro)	3
BGEC104	Introduction to Environmental Management	3
BCPC112	Introduction to Business Statistics	3
BCAD108	Business French	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC203	Introduction to Business Finance	3
BCPC205	Elements of Marketing	3
BCPC207	Principles of Leadership	3
BCPC211	Business Law I	3
BCPC201	Information System	3
BAAF201	Principles of Accounting I	3
Total Required Minimum		18
SECOND SEMESTER		
BCPC202	Global Dimension of Business	3
BAAF202	Principles of Accounting II	3
BCPC206	Introduction to Total Quality Management	3
BCPC208	Quantitative Methods	3
BCPC212	Business Ethics	3
BCPC214	Business Law II	3
Total Required Minimum		18

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC301	Research Methods	3
BCPC303	Entrepreneurship Development	3
BACT303	Financial Reporting I	3
BBAF303	Corporate Finance I	3
BBAF305	Financial Risk Management and Insurance	3
BAAF301	Strategic Financial Management	3
Total Required Minimum		18
SECOND SEMESTER		
BACT304	Financial Reporting II	3
BACT306	Computerized Accounting Information Systems	3
BBAF302	Corporate Finance II	3
BAAF302	Cost and Management Accounting	3
BAAF304	Managerial Economics for Business	3
BBEC204	Economy of Ghana	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BCPC401	Internship	3
BACT401	Corporate Reporting 1	3
BAAF401	Taxation	3
BAAF403	Audit and Assurance	3
BAAF405	Business Analysis, Financial Policy and Strategy	3
BAAF407	Public Sector Accounting	3
ELECTIVES (CHOOSE ONE)		
BBAF401	Monetary Economics	3
BBAF403	Investment and Portfolio Management	3
Total Required Minimum		21
SECOND SEMESTER		
BCPC400	Project Work	6
BACT402	Corporate Reporting II	3
BBAF404	Money and Capital Markets	3
ELECTIVES (CHOOSE TWO)		
BBAF406	Public Finance	3
BBAF402	International Trade Finance	3
BBBA414	Entrepreneurship Development and Management of SMEs	3
Total Required Minimum		18

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL 100

BCPC101: Principles of Economics I (Micro)

(3 Credits)

This course introduces students to the basic concepts, principles and theories of microeconomics. It discusses the rational economic behaviour of the consumer which gives rise to the nature of demand curves. It also analyses the equilibrium of the firm as well as the behaviour of the different types of markets in allocating 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.

BGEC103: Business Communication

(3 Credits)

This course exposes students to the concepts and components of communication. In addition, the nature and types of communication in business are covered. This is to enable students distinguish between verbal and non-verbal communication. 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 apply the concepts and skills acquired to communicate in the contemporary business environment.

BCPC105: Introduction to Business Mathematics

(3 Credits)

This course introduces students to mathematical concepts that have practical applications in industry and business. The content of the course provides students with a basic knowledge of mathematical concepts and helps students translate questions into mathematical representations; and enhances students' analytical skills in terms of evaluating business options and personal finance matters. The course is divided into two parts. The first part covers fundamental arithmetic concepts such as surds, indices, exponential and logarithmic functions, polynomials, linear and quadratic equations. The second part covers topics in financial mathematics such as simple and compound interest, break-even analysis, annuities, sinking funds, depreciation and amortization.

BGEC105: Logic and Critical Thinking

(3 Credits)

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. To achieve this, the various philosophical theories are explained and its importance discussed. Furthermore, the relevance of humanism and pragmatism as well as some common fallacies are also discussed. The course also helps students think clearly, read carefully, speak effectively and argue convincingly and write appropriately. 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 and in the business environment.

BGEC107: Introduction to Information Technology

(3 Credits)

The course equips students with practical skills which are required at higher levels in the workplace. The evolution, nature, logical structure, characteristics and types of computer are explained to students. 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. Programming languages and software packages are explained to students and programmes to solve problems in numerical and non-numerical situations are discussed with them. Students are introduced to the fundamentals of word processing, spreadsheet, graphics, multimedia,

and presentation applications, and disk and file management. Students are also introduced to the internet and its effective economic, social and political uses are identified.

BGEC109: French Language (3 Credits)

This is an introductory course for beginners in French language. This course addresses difficulties in French business communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BGEC102: Scholarly Writing (3 Credits)

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. The writing framework emphasizes on good paragraph development. The reading framework aims at enhancing students' skills in rhetorical styles and textual development. By the end of the course, students would be able to demonstrate considerable competence in their choice of language for scholarly writing.

BCPC108: Introduction to Management (3 Credits)

This course is an introductory course in management that deals with basic concepts in Management; Management principles and functions. 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.

BCPC102: Principles of Economics II (Macro) (3 Credits)

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 be made occasionally to the developed economies for a clearer and better understanding of macroeconomic issues.

BGEC104: Introduction to Environmental Management (3 Credits)

This course inculcates in 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 affects the growth and development of businesses in the real world.

BCPC112: Introduction to Business Statistics (3 Credits)

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 multiple linear relationships among variables in a business setting (e.g., sales revenue and advertising expenditure).

BCAD108: Business French (3 Credits)

This is a build-up on BGEC109 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.

LEVEL 200

BCPC203: Introduction to Business Finance (3 Credits)

This course introduces 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.

BCPC205: Elements of Marketing (3 Credits)

The course is designed to introduce students to basic concepts and terminologies as applicable in business enterprise. It is intended to provide students with a working knowledge of the current issues and relevant marketing mix. In the process, the course exposes the student to relationships in the marketing environment and systems, using relevant Ghanaian examples. The historical development of marketing, nature of marketing, importance and functions of marketing, and the types of markets and classifications of products as well as marketing communications are but a few topics to be treated. In addition, this course examines market segmentation, target markets and market positioning. The course will provide understanding to such factors of competitive marketing strategies as in SWOT analysis; Ansoff Matrix; market leader, market challenger, market 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.

BCPC207: Principles of Leadership (3 Credits)

This course introduces students to the concepts of leadership. The course focuses on the relevance of the leaders' traits on the performance of the organization. Students are 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. It also provides students with an understanding of the personal core values and ethical principles that drives organization.

BCPC211: Business Law I (3 Credits)

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.

BCPC201: Information System (3 Credits)

The course provides students with a broad but critical introduction to the understanding of management information needs. It also focuses on the medium of information transfer and storage, information as a resource, the characteristics of information age, and information systems. The course further provides analysis in data and knowledge as a corporate resource, data processing, system theory, system environment, nature of organisations and organizational communication.

BAAF201: Principles of Accounting I (3 Credits)

The course introduces students to the nature and purpose of accounting, accounting concepts and conventions. It also focuses on basic accrual accounting methods: the recording of transactions using double-entry principle; trial balance; adjustments; depreciation and provisions and preparation of elementary financial statements for sole trading business.

BCPC202: Global Dimension of Business (3 Credits)

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.

BAAF202: Principles of Accounting II (3 Credits)

This course is designed to cover the preparation of financial statements for Profit and Non-for-Profit organizations as well as sole trader businesses. In addition, the syllabus covers the preparation of the final accounts of partnerships, manufacturing accounts, correction of errors, and single and incomplete records.

BCPC206: Introduction to Total Quality Management (3 Credits)

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, an ability to analyze difficult industrial problems and apply teams.

BCPC208: Quantitative Methods (3 Credits)

The course discusses scientific approach to decision-making and solving business problems. Several techniques are introduced in applying mathematics to solve management problems quantitatively. This course also deals with the application of mathematics to business and economics. The course also looks at the determination of the most efficient use of limited resources in optimizing objectives, using the graphical method and algebraic methods.

BCPC 212: Business Ethics (3 Credits)

This course provides the basis for understanding what Ethics is and assists students to explore the tools they can use immediately to refine strategy, develop their people and maximize stakeholder return. The course also introduces students to the expectations and responsibilities of Board membership as well as ethical attributes (such as belief, values, character, knowledge, and skills). The course investigates the habits, strengths and actions necessary to run a successful company and manage a team. Furthermore, at the organizational level, this course exposes students to what attracts great talents, why team members leave, why they choose not to leave, and the reasons for talents retention. This course is further designed to equip business managers to confront ethical issues in contemporary governance and prepare students to identify and analyses ethical issues from a domestic and global perspective. It does this by introducing the theories of ethics that are in common use. In each case the origins of the theory, its strengths and weaknesses will be considered. Students are expected to apply the theory to a wide range of government policy, business and personal issues.

BCPC214: Business Law II (3 Credits)

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 the 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's understanding of the rationale for regulating Financial Institutions.

LEVEL 300

BCPC301: Research Methods (3 Credits)

The course provides students with the foundations needed to undertake scholarly research in business and management. The course offers students the opportunity to begin research on their final year projects by providing clear and holistic guidance on how to generate and refine a research idea into a clear and unmistakable research topic with relevant, specific, measurable and realistic objectives or research questions as well. The course further focuses on the research process as it relates to conceptualization and design of appropriate research methodology to achieve the desired research objectives. This course is learner-centred and therefore uses a combination of strategies such as assignments, and proposal development to achieve the intended goal.

BCPC303: Entrepreneurship Development (3 Credits)

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.

BACT303: Financial Reporting I (3 Credits)

This course is designed to cover the preparation of financial statements for Profit and Non-for-Profit organizations as well as sole trader businesses. The syllabus again requires students to prepare financial statements of a partnership firm including formation, operation, and changes in the membership, amalgamation and dissolution of partnership firms. On cross-border issues, accounting standards specifically the International Financial Reporting Standards (IFRS) are discussed with students. Additionally, the preparation of financial statements under IFRS and interpretation of those financial statements are also explained to students. The course further focuses on accounting for specialized transactions including Royalties, Investments, Hire Purchase and Branch Accounting (including foreign branches).

BBAF303: Corporate Finance I (3 Credits)

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 are also 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).

BBAF305: Financial Risk Management and Insurance (3 Credits)

The course provides students with a very clear understanding of the concept of risk including risk related to the Actuarial Science and Insurance sectors in the Ghanaian economy. It 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.

BAAF301: Strategic Financial Management (3 Credits)

This course introduces students to the role of the finance manager in both raising and using funds. It highlights the usefulness of knowing tax, law, accounting, investment principles, and the mathematics of finance. The course also analyses the company's cash flows by separating them into cash flows from operating, investing, and financing activities and examine the methods that are frequently used for company valuations. The course further examines financing decisions of companies which includes sources of finance, the cost of capital and the weighted average cost of capital. The course balances rigorous theoretical content and practical applications. The course further exposes students to the application of empirical and theoretical tools through the class discussion of cases, as well as practice problem sets.

BACT304: Financial Reporting II (3 Credits)

The course develops the knowledge and skills of students in understanding and applying accounting standards in the preparation of financial statements of Limited Liability Companies. It also covers 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 course addresses the detailed preparation of cash flow statements for limited liability companies

with reference to IAS 7. Interpretation of financial statements and analyses of results for decision making is discussed with students.

BACT306: Computerized Accounting Information Systems (3 Credits)

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.

BBAF302: Corporate Finance II (3 Credits)

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.

BAAF302: Cost and Management Accounting (3 Credits)

This course provides knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control. The course considers decision-making. It also emphasizes the need to appreciate the problems surrounding scarce resource, pricing and make-or-buy decisions, and how this relates to the assessment of performance.

BAAF304: Managerial Economics for Business (3 Credits)

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.

BBEC204: Economy of Ghana (3 Credits)

This course introduces students to developments of Ghana's economy in the pre and post-independence period. It is designed to cover policies and macroeconomic developments such as output, inflation, agriculture, industry, service as well as development programmes. Topics include the real sector, monetary/financial sector, external sector, fiscal sector, etc. The course seeks to equip students with some knowledge of the Ghanaian economy; evaluate economic policies and their effects on individuals, businesses and the economy as a whole.

LEVEL 400

BCPC401: Internship

(3 Credits)

Students are exposed to industrial attachment (internship) for eight (8) to ten (10) weeks to enable them get the first hand on the job experience. This enables them to apply the concepts and the 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 write reports on their activities.

BACT401: Corporate Reporting I

(3 Credits)

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 reorganization schemes.

BAAF401: Taxation

(3 Credits)

The course is to assist students to apply relevant knowledge and skills and exercise professional judgment in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations.

BAAF403: Audit and Assurance

(3 Credits)

The course examines the 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.

BAAF405: Business Analysis, Financial Policy and Strategy

(3 Credits)

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 businesses 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 behavior 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.

BAAF407: Public Sector Accounting

(3 Credits)

The course equips students with knowledge and skills required for effective and efficient public financial management in Ghana. The course examines the key role of accounting in securing accountability and prudent financial management in public sector. The course discusses the relevance of the public sector in an economy and the accounting practices at the central government and the local government levels. It covers accounting issues in the new public management in the Ministries, Departments, Agencies (MDAs), and the Metropolitan, Municipal and District Assemblies (MMDAs). The course also examines public procurement, public accountability mechanism and corporate governance in the public sector.

BBAF401: Monetary Economics**(3 Credits)**

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 around money including demand for money, money supply, financial intermediation and determination of interest rates, money in macroeconomics and the interaction between fiscal and monetary policies, monetary growth and inflation, financial repression and financial liberalization. As much as possible, relevant inferences are drawn from the practice of monetary policy in Ghana.

BBAF403: Investments and Portfolio Management**(3 Credits)**

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 valuation, use of financial futures, management of a portfolio that contains both fixed income securities and equities. Students would be introduced to a basic framework for constructing efficient portfolios.

BCPC400: Project Work**(6 Credits)**

The Dissertation or project work provides the 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) a good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) a logical and sound analysis and (d) a clear and effective presentation.

BACT402: Corporate Reporting II**(3 Credits)**

This course provides 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 duties 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. To achieve this, financial reports and financial performance of organizations are discussed. Furthermore, reporting issues relating to business valuation for initial public offers are also explained. Finally, 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.

BBAF402: International Trade Financing**(3 Credits)**

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.

BBAF404: Money and Capital Markets**(3 Credits)**

This course provides students with the 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.

BBAF406: Public Finance**(3 Credits)**

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 the 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.

**BBBA414: Entrepreneurship Development and Management of
Small and Medium Enterprises****(3 Credits)**

This course seeks to introduce students to concepts, theories and practices of Entrepreneurship Development in profit and non-profit making organisations. 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.

11. BACHELOR OF LAWS FOUR (4) YEAR LL.B FOR NON-DEGREE HOLDERS

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW101	Ghana Legal System	3
BGEC101	Communication Skills I	3
BGEC105	Logic and Critical Thinking	3
BGEC109	French Language I	3
BGEC111	Introduction to Computer Application I	3
ELECTIVES (CHOOSE ONE)		
BCPC101	Introduction to the Study of Political Science	3
BCPC105	Principles of Economics(Micro) I	3
Total Required Minimum		18
SECOND SEMESTER		
BLAW102	Legal Method	3
BCAD108	Business French	3
BCPC114	Introduction to Computer Application II	3
BGEC102	Scholarly Writing	3
BCPC116	Introduction to Total Quality Management	3
ELECTIVES (CHOOSE ONE)		
BCPC102	Principles of Economics II(Macro)	3
BCPC104	Political Institutions	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW201	Law of Contracts I	3
BLAW203	Criminal Law I	3
BLAW205	Law of Torts I	3
BLAW213	Law and Accountable Institutions I	3
BLAW217	Constitutional Law of Ghana I	3
ELECTIVES (CHOOSE ONE)		
BLAW211	Public International Law I	3
BLAW215	Media Law	3
Total Required Minimum		18

COURSE CODE	COURSE TITLE	CREDIT HOURS
SECOND SEMESTER		
BLAW202	Law of Contract II	3
BLAW204	Criminal Law II	3
BLAW206	Law of Torts II	3
BLAW214	Law and Accountable Institutions II	3
BLAW222	Constitutional Law of Ghana II	3
ELECTIVES (CHOOSE ONE)		
BLAW212	Public International Law II	3
BLAW216	Administrative Law	3
BLAW218	Insurance Law	3
Total Required Minimum		18

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW301	Company Law I	3
BLAW311	Law of Immovable Property I	3
BLAW305	Law of Taxation I	3
BLAW307	Commercial law I	3
BLAW309	Labour and Employment Law I	3
ELECTIVES (CHOOSE ONE)		
BLAW303	Private International Law (Conflict of Laws) I	3
BLAW313	Energy Law	3
Total Required Minimum		18
SECOND SEMESTER		
BLAW302	Company Law II	3
BLAW314	Law of Immovable Property II	3
BLAW306	Law of Taxation II	3
BLAW308	Commercial law II	3
BLAW312	Labour and Employment Law II	3
ELECTIVES (CHOOSE ONE)		
BLAW304	Private International Law (Conflict of Laws) II	3
BLAW316	Alternative Dispute Resolution (ADR)	3
BLAW318	Consumer Protection Law	3
BLAW322	Energy Law II	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW401	Law of Equity and Succession I	3
BLAW403	Jurisprudence I	3
BLAW409	Information Technology Law I	3
CHOOSE ONE OF THE FOLLOWING:		
BLAW411	Environmental Law I	3
BLAW413	Law of Natural Resources I	3
BLAW415	Intellectual Property Law I	3
ELECTIVES (CHOOSE ONE)		
BLAW417	Human Rights Law I	3
BLAW419	International Trade and Investment Law I	3
Total Required Minimum		15
SECOND SEMESTER		
BCPC400	Project Work	6
BLAW402	Law of Equity and Succession II	3
BLAW404	Jurisprudence II	3
BLAW408	Procurement Law	3
BLAW418	Information Technology Law II	3
CHOOSE ONE OF THE FOLLOWING:		
BLAW412	Environmental Law II	3
BLAW414	Law of Natural Resources II	3
BLAW416	Intellectual Property Law II	3
ELECTIVES (CHOOSE ONE)		
BLAW424	Human Rights Law II	3
BLAW422	International Trade and Investment Law II	3
Total Required Minimum		24

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL100

BLAW101: Ghana Legal System

(3 Credits)

The course exposes students to the nature, history and development of the Ghanaian legal system; the major legal traditions in the world; classification of the branches of the Law; introduction of British Jurisdiction into the Gold Coast (now Ghana); sources of law in Ghana; structure and history of the court system in Ghana. The course also covers legal institutions in Ghana.

BLAW102: Legal Method

(3 Credits)

In this course students learn skills that are required to operate the machinery of the legal system, and to function as a lawyer. In this respect, students will learn concepts, principles and theories that enable them contribute to discussion about the operations of the legal system. The course covers such topics as the nature of law as an instrument of social control; judicial decision-making (stare decisis, judicial precedent, obita dicta, ratio decidendi; distinguishing etc.); aspects of civil and criminal procedures; principles of interpretation of statutes, documents, contracts and constitutions; the role of law in development; resolution of legal disputes through litigation and alternative dispute resolution (ADR).

BGEC101: Communication Skills

(3 Credits)

The course aims at enhancing students' effective communication in English with regard to grammar, speech, reading and writing. Students are taken through the major and minor word classes in English and their functions as well as concord. With regard to writing, emphasis is placed on good paragraph development. The course helps students to acquire good narrative and summary skills; 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 stress on good paragraph and textual development. The course equips students to demonstrate appreciable competence in their choice of language for academic writing.

BGEC102: Scholarly Writing

(3 Credits)

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. The writing framework emphasizes on good paragraph development. The reading framework aims at enhancing students' skills in rhetorical styles and textual development. By the end of the course, students would be able to demonstrate considerable competence in their choice of language for scholarly writing.

BGEC105: Logic and Critical Thinking

(3 Credits)

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 arguments and distinguish between sound and illogical arguments. Students would acquire ethical principles and be able to apply them in their interactions

BGEC109: French Language I**(3 Credits)**

This is an introductory course for beginners in French Language. This course addresses difficulties in French Business Communication and is designed to help students acquire mastery in the foundation of the language. It 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 equips 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.

BCAD108: Business French**(3 Credits)**

This is a build-up on BGEC109 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.

BCPC101: Introduction to the Study of Political Science**(3 Credits)**

This course introduces students to the definition(s) of Political Science: nature, scope, key approaches to the study of Political Science, outline of the various branches of Political Science and some basic political processes - including rule making, policy making, rule application and rule adjudication, interest articulation and aggregation, political recruitment etc.

BCPC104: Political Institutions**(3 Credits)**

This includes the study of African traditional political institutions and modern political institutions including the executive, legislature, judiciary, bureaucracy, forms of representation and electoral process, pressure groups and political parties, etc.

BGEC111: Introduction to Computer Applications I**(3 Credits)**

The course provides a basic appreciation of computer applications with special emphasis on Microsoft office Applications (Microsoft Word, Microsoft Excel and Microsoft PowerPoint). Greater part of the course would be lab based where students would learn how to use these applications to produce simple word processing, spread sheet and presentation documents. Students would also be introduced to the basics of computerized information systems and an overview of computer hardware and software systems as well as Legal information systems and Applications

BCPC114: Introduction to Computer Applications II (3 Credits)

This course builds on the earlier course taken in Computer Application 1 which introduced students to the basics of computer applications. In this course, students will be introduced to the concept of mobile and online applications, ecommerce and e-business applications and how they affect business entities and business transaction. Students would be introduced to various types of business and mobile applications and how they shape on competition in the business environment. Students would also be introduced to security of computer applications especially online security. Students would also be introduced to advanced Microsoft Word and Excel.

BCPC101: Principles of Economics I (Micro) (3 Credits)

This course is designed to introduce students to the fundamentals of microeconomics. Topics covered will include: supply and demand; consumer theory; the theory of the firm under perfect competition, monopoly and other market structures; factor markets; and market failure. Students will learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. They will also apply microeconomic tools to the analysis of issues such as minimum wage laws, farm subsidies, rent controls, protectionism, pollution, welfare programs, and the trade-off between equity and efficiency that results from various microeconomic policies. The successful completion of this course should allow students to better understand and participate in contemporary policy debates concerning the roles of the government and the market.

BCPC102: Principles of Economics II (Macro) (3 Credits)

This course is designed to provide an introduction to macroeconomic principles and theories necessary for students understanding the macroeconomic environment in which businesses operates. This is to enable students appreciate the workings of real and money markets and the nature of equilibrium in each market; to emphasize the role of macroeconomic policies that affect internal and external deficits, inflation and growth of per capita income. Students will use the framework to examine how the policies set by the central bank and the government affect the economy. Topics to be discussed include distinction between classical and Keynesian economics, measurement of economic activity, determination of equilibrium income and multiplier, the money market, IS-LM model, Aggregate Demand and Supply, and the foreign exchange market and balance of payment.

LEVEL 200

BLAW201: Law of Contract I (3 Credits)

This course deals with the definition of a contract and related concepts. The course also deals with classification of contracts; formation of contracts - offer, acceptance, consideration, intention to create legal relations; privity of contract and third parties; the content of the contract - terms of the contract (conditions, warranties; intermediate terms, exemption clauses, implied terms).

BLAW202: Law of Contract II (3 Credits)

This course dwells on Performance and Breach - substantial performance, fundamental breach, anticipatory repudiation, discharge under doctrine of frustration; Collateral contracts; Vitiating Factors (Defences) - incapacity, mistake, Statute of Frauds, duress and undue influence, illegality, unconscionability, misrepresentation, non-performance of condition precedent and failure to mitigate damages; Remedies for Breach of Contract; The Ghana Contracts Act, 1960, Act 25.

BCPC206: Introduction to Total Quality Management (3 Credits)

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.

BLAW203: Criminal Law I (3 Credits)

This course deals with the law that prescribes prohibited conducts and the requisite punishment. It investigates what is usually considered in determining a crime in society which is normally such requirements as the doing of a prohibited act and the accompanying intention for doing the act or in some cases only the act.

BLAW204: Criminal Law II (3 Credits)

In this course students learn the principles, theories and policy rationale for offences against the person; offences against public morals; offences against the state; offences against property rights; offences against the administration of justice and others. The course therefore covers topics that deal with these and other offences provided for under the Criminal and Offences Act, 1960 (Act 29).

BLAW205: Law of Torts I (3 Credits)

In this course students learn concepts, principles and theories relating to liability for intentional acts in tort. In this respect, the course covers topics that enable students to explain the nature of tort; discuss the history and aims of the Law of Torts. The course also covers topics that enable students to identify and explain interests which the law of tort protects. Specifically, the course deals with such topics as battery, assault, false imprisonment, economic torts, nuisance and strict liability.

BLAW206: Law of Torts II (3 Credits)

In this course, students learn principles, concepts and theories relating to negligence, defamation, employer's liability to employees; Product Liability; Occupiers Liability; liability for deceit, misstatement and death. The course therefore covers topics that enable students to define concepts, explain principles, explain manufacturers' liability for products; occupiers liability, and liability for misstatement and defamation; topics that deal with the elements of negligence, defences to actions for negligence. The impact of constitutional and statutory provisions on aspects of the law of torts is also considered in the course.

BLAW211: Public International Law I (3 Credits)

This is an introductory survey course which discusses the general foundations of international law. Accordingly, there will be discussions on the sources of international law and the relevant actors (such as States and "peoples") and forums (such as the United Nations and the International Court of Justice). Selected topics will be examined on the use of force, the responsibility to protect and human rights. The course focuses not only on the relevant rules but on how to analyze problems and construct successful legal arguments using international legal tools, in a milieu where power, politics and principles are in constant interplay. In this course, students learn concepts, principles, theories and rules that enable them to define concepts relating to international law; explain; discuss, describe, analyse and evaluate principles, rules, and legal arrangements relating to international law. Students also learn the institutions of international law and processes of international law making and enforcement. Topics on rights and duties of

subjects of international law; jurisdiction, recognition of states and state jurisdiction under international law and the relationship between international and municipal law are also included in the course.

BLAW212: Public International Law II (3 Credits)

In this course students learn theories, principles, concepts and rules that enable them to perform such tasks as explaining, discussing, describing, evaluating and identifying. In this respect, topics covered in the course includes state responsibility, extraterritorial jurisdiction, immunities, international human rights law, treaties, armed conflict and humanitarian law, Diplomatic law, law of the sea, air and space law.

BLAW213: Law and Accountable Institutions I (3 Credits)

This is a seminar-taught course that is carried out by different lecturers. Primarily, it seeks to impart unto students the critical issues that affect nation-building and the role that law plays in shaping institutions. As future leaders the course therefore seeks to challenge them to appreciate the importance of being constantly engaged in the affairs of the country through the effective application of legal rules. The tragedy of modern Ghana is the *laissez-faire* attitude of most of the citizenry. This course seeks to change that attitude by engaging them to have a critical look at some of the issues that have the potential to either enhance the development of the nation or retard progress. In order to achieve this, the course focuses on the need to establish viable and accountable institutions that can withstand the test of time and critically assesses the roles and relevance of some institutions in society. The course blends in some aspects of social engineering and the philosophy of law, by zeroing in on the naturalist concept of law, with a view to focusing on law as the foundation for institutional viability in society.

Among the areas to be explored are leadership, rule of law, confronting indiscipline, impunity and lawlessness in society, accountability and ethical behaviour among the citizenry, corruption practices in the country, the moral code of behaviour, religion and the law, the role of traditional institutions, such as chieftaincy and environmental issues in contemporary Ghana. The course examines the regular theme of the theory of law and its relevance in society. This goes further to examine law and its application to different institutions in determining the set of behaviour underpinning our value system.

BLAW214: Law and Accountable Institutions II (3 Credits)

The course critically discusses specific institutions, by identifying their shortcomings and how they can be strengthened through the strict application of legal rules. Among such institutions are, the three arms of government (Executive, Legislature, and Judiciary), Chieftaincy, Ombudsman, CHRAJ, EOCO, Electoral Commission (EC), educational institutions, student organisations and District Assemblies. Students will be assessed on the basis of term papers they submit on any topic of their choice, which shall cover the two semesters.

BLAW216: Administrative Law (3 Credits)

This course is an elective course and a one semester course. This course will provide an introductory overview of administrative law which principally concerns the legal regulation and judicial supervision of the executive branch of government. The course will examine issues such as the content of procedural fairness, substantive compliance with statutory mandates, and the dilemmas associated with the judicial review of discretionary decision-making, all in the context of a broad range of substantive areas of law including labour relations, constitutional, environmental, immigration, and securities law, among others. The appropriate relationship between courts and administrative tribunals and officers is an overarching concern. Students will develop an understanding of the executive and administrative processes of government and will appreciate some of the design or structural problems in creating a system of public interest decision-making which is efficient and effective while recognizing valued individual interests and rights. The primary focus of the course will be on the relationship between the

courts and the executive and administrative branches of government; and on the role of judicial review of administrative action in the Ghanaian constitutional and governmental framework. In this context, the course will examine in detail the major bases for judicial review of administrative action - ultra vires action, jurisdictional error, abuse of discretion, error of law and procedural unfairness. As well, the various remedies, both common law and statutory, for unlawful administrative action will be considered. It is also the intention that, from the cases and other materials studied, the student will develop a better understanding of the executive and administrative processes and will appreciate some of the design or structural problems in creating a system of public interest decision-making which is efficient and effective and which recognizes and gives scope for valued individual interests and concerns.

BLAW217: Constitutional Law of Ghana I

(3 Credits)

This is an introductory course in the constitutional law of Ghana. It is taught by introducing students to the various theoretical arguments and ideas that ground the basic concepts and principles in respect of general constitutional law and practice in Ghana. The course is thus designed to cover such issues as the meaning and nature of a constitution; types of constitutions; content of various types of constitutions; Constitutionalism, the legal effect of coup d'états and revolutions and the continuity of Constitutions; the relationship between municipal and international law, the concept of separation of powers, supremacy of the Constitution and judicial review, rule of law, Human Rights and Natural Justice. At the end of the course, students will be equipped with the knowledge and skills to better appreciate basic and complex legal propositions in respect of the concepts or principles mentioned above and will be able to construct legal arguments in defence of any such concepts or form a meaningful legal opinion on them.

BLAW218: Insurance Law

(3 Credits)

The course prompts an examination of fundamental issues in insurance law in a prescriptive way, relevant to today's lawyers. Insurance law is really a melding of contract principles with tort claims and so necessarily draws on the analytical foundation from both major areas of law. Insurance law is simply about seeking compensation for a person in the wrong place at the wrong time. This course will focus on insurance arising from motor vehicle accidents. The course will address the definition of catastrophic impairment, collateral benefits, availability of various heads of damages, and the threshold. This course aims to provide a working knowledge of the terminology and doctrine in a variety of insurance law spheres: automobile, liability, property, life, health and disability insurance. However, particular emphasis is placed on auto insurance and the domestic legal and regulatory institutional framework for regulating the insurance industry in Ghana.

BLAW222: Constitutional Law of Ghana II

(3 Credits)

This course is designed to introduce students to the constitutional law and history of Ghana, especially the theoretical framework of rules and concepts applicable to public law. In that vein, the course will enable students learn concepts, principles and theories that underpin such topics as the organs of state; Independent Institutions established under various constitutional arrangements of Ghana since independence; Citizenship; Commissions and Committees of Enquiry; the electoral process; proceedings involving the Republic; chieftaincy and local government and Judicial Remedies. Students are expected to learn the process leading up to the enactment and promulgation of the 1992 Constitution. Also, the course covers topics that consider the guiding principles for interpreting constitutions and enforcement of constitutions.

LEVEL 300

BLAW301: Company Law I

(3 Credits)

In this course students learn concepts, theories and principles of company law. Topics covered in the course enable students explain, discuss, evaluate, describe and analyse such issues as the development of company law in Ghana, sources of company law in Ghana, processes involved in the formation and incorporation of companies, types of companies, nature of the company and membership of companies. Other topics covered in the course include relevant concepts such as ultra vires, corporate veil and company resolutions.

BLAW302: Company Law II

(3 Credits)

In this course students learn principles and rules relating to the duties and liabilities of company officers; the nature of shares and rights and liabilities of shareholders; protection of minority shareholders, debentures and debenture holders, amalgamation, acquisition and arrangements, winding up, liquidation and dissolutions of companies.

BLAW303: Private International Law I

(3 Credits)

This course is concerned with legal issues that arise when private individuals and entities interact in circumstances that involve the legal systems of different countries. The course covers topics such as definition, nature and scope of private international law; residence, nationality, proof and exclusion of foreign law and the recognition and enforcement of foreign judgments and arbitral awards.

BLAW304: Private International Law II

(3 Credits)

This course considers private international law rules and principles relating to such matters as marriage, matrimonial causes, custody, guardianship, legitimacy, legitimisation and adoption of children. It also considers such matters as immovable and movable properties, title to property, succession and administration of estates.

BLAW305: Law of Taxation I

(3 Credits)

In this course students learn the meaning and nature of tax, the importance of taxation, the history of taxation in Ghana, principles of taxation, types of taxes and sources of tax law in Ghana. Topics covered in this course enables students to define, explain, describe, discuss, analyse and evaluate concepts, principles, and sources of tax law and the importance of taxation. The course also considers rules relating to the computation of tax and taxable entities.

BLAW306: Law of Taxation II

(3 Credits)

Students will study systems of taxation in Ghana, interpretation of tax laws, tax administration, enforcement of tax laws, and resolution of tax related disputes. Students will be exposed to the policy rationale underpinning sector specific tax arrangements. In this respect, the course covers topics that enable students to describe, discuss, explain, analyse and evaluate system of taxation in Ghana, tax administration, policies relating to taxation, dispute resolution, interpretation and enforcement of tax laws.

BLAW307: Commercial Law I

(3 Credits)

This course deals with the law on sale and supply of goods and hire purchase agreements. It looks at the differences among the concepts of sale and supply of goods and hire purchase. It also deals with the formation and sale of goods contracts and hire purchase agreements; the rights and obligations under such agreements.

BLAW308: Commercial Law II (3 Credits)

This course covers the law of agency and the law of partnership. The course examines the issues that arise where individuals act for and on behalf of other persons, including issues that arise in the context of the management of the affairs of a partnership. It also covers the legal relationship between partners and the firm and among partners. The course will in particular examine the fiduciary issues that arise in the relationship between agents and principals, and between partners and the firm.

BLAW309: Labour and Employment Law I (3 Credits)

This course is a survey of the law of labour-management relations, with emphasis on collective bargaining in the private sector. It will first consider the purposes, regulatory strategies and functions of labour law as a form of regulated market ordering. It will provide an overview of the legal background and context of collective bargaining, the common law contract of employment, and regulation of the individual employment relationship. It will also review the key elements of the law of collective bargaining (acquiring and terminating bargaining rights, protection against unfair labour practices, duty to bargain, regulation of strikes, lockouts and other industrial disputes, arbitration of differences under collective agreements, protection of individual rights and interests), focusing on Ghana's legislation and the freedom of association provisions of the Constitution. As part of this course, students will learn theories, concepts, principles and rules relating to the relationship between employees and employers. Students will be informed on the differences between employment and other forms of work arrangements. In this respect, the course covers topics that enable them to explain the nature of the employment relationship, the differences between employment and other relationships, the rights and obligations of parties to an employment relationship, contractual and regulatory aspects of employment relationship. The course also deals with the creation and types of employment, termination of employment, dismissal and redundancy; fair and unfair termination and remedies.

BLAW311: Law of Immovable Property I (3 Credits)

This course covers topics that deal with principles, theories and concepts relating to the notion of land, interests that can be created in relation to land, sources of land law in Ghana, systems of land tenure in Ghana, ownership, control and dispersion of interests in land in Ghana.

BLAW312: Labour and Employment Law II (3 Credits)

In this course students learn various ways in which and purpose for which activities of employers at the work place are regulated. In this respect, students learn the statutory interventions in employment relationships and the policy goals which such interventions aim at promoting. Students also learn international law and international human rights based regulation of work place activities. In this respect, topics included in the course are social security and pension; health and safety at the work place, fair and minimum wage determination; workmen compensation, immigration and employment, relevant international human rights instruments including conventions and recommendations of the International Labour Organization, Universal Declaration of Human Rights, the Covenant on Economic Social and Cultural Rights and the Covenant on Civil and Political Rights.

BLAW313: Energy Law I (3 Credits)

In this course students learn theories, concepts and principles relating to sources, generation, transmission, distribution and conservation of energy. Policies and laws relating to energy are also considered in the course. Topics covered in the course enable students define concepts, explain, describe, discuss, evaluate, analyse and examine concepts, principles, rules, procedures, institutional arrangements and frameworks relating to energy. Domestic and international arrangements relating to energy are also considered in the course

BLAW314: Law of Immovable Property II**(3 Credits)**

The course is concerned with third party interests created in or over land. It will deal with various common law interest created in or over land. In addition, the course introduces land administration in Ghana and examines the legal procedures for registering or giving proper effect to interest in land and the institutions of state tasked with registering land and the requirements for registration of interests.

BLAW317: Alternative Dispute Resolution (ADR)**(3 Credits)**

In this course students learn the nature, effect and causes of conflict as well as theories of conflict. The course also covers topics on theories of conflict resolution, especially conflict resolution through alternative dispute resolution methods such as negotiation, mediation and arbitration. Students will learn domestic and international arrangements for the resolution of conflict in various fields through ADR. The course is partly theoretical and partly practical. The practical aspect requires students to apply theories and principles of ADR to simulated situations to demonstrate their understanding and appreciation of the principles.

BLAW318: Consumer Protection Law**(3 Credits)**

In this course students learn principles, concepts and theories of consumer protection. They also learn legal arrangements for protecting consumers. Topics covered in the course include consumer protection in health delivery. consumer protection and public utilities. consumer protection and the securities industry. consumer protection in the insurance industry, consumer protection in the banking and non-banking industries. Topics covered in the course enable students to define, explain, discuss, describe, evaluate and examine concepts, rules and frameworks for protecting consumers.

BLAW322: Energy Law II**(3 Credits)**

This course covers the constitutional, statutory and contractual rules and principles regulating the petroleum industry in Ghana. It also considers the international law rules and principles that have a bearing on domestic regulation of the petroleum industry. In this respect, the course covers topics such as ownership of petroleum, rights to explore, produce and development of petroleum resources, international investment and international human rights and environmental law dimension of petroleum operations.

LEVEL 400

BCPC400: Project Work

(6 Credits)

The Dissertation or project work provides the 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) a good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) a logical and sound analysis and (d) a clear and effective presentation

BLAW401: Law of Equity and Succession I

(3 Credits)

In this course students learn principles and rules and theories of equity and trust. Topics covered in the course include the historical evolution of equity in Ghana, nature of equity and trusts, types of trusts, the creation of trusts, equitable remedies, breach of trust and liability for breach. The principles and maxims of equity are also considered in the course. The institution of the trust involving the separation of the control (in trustees) from the beneficial enjoyment of property is of foundational importance in our law. Trusts concepts and devices are employed in a variety of modern contexts and are also increasingly used in commercial transactions. This course will cover basic doctrine and explore selected areas in further detail: for example, the nature of a trust, formal requirements of trusts, constitution of trusts, secret trusts; trusts, powers and purposes, certainties, property-holding by unincorporated associations, trusts for charitable purposes, some aspects of trustees' powers and duties, variation of trusts, resulting and constructive trusts.

BLAW402: Law of Equity and Succession II

(3 Credits)

In this course students learn legal principles, rules, concepts and theories relating to pledges, mortgages and succession. Topics covered in this course enable students to define, explain, discuss, evaluate and analyse concepts, rules and procedures relating to pledges, mortgages and succession. Examples of topics covered in the course are customary, common law and statutory rules relating to pledges, mortgages and succession.

BLAW403: Jurisprudence I

(3 Credits)

This course introduces students to philosophical issues relating to the nature and meaning of law and the distinction between law and morals. It also examines the theoretical issues relating to the legal enforcement of morals. The course especially considers various theories about the meaning and nature of law. In this respect it considers theories such as the natural law theory, the positivist perspective of law, pure theory of law, Historical school of jurisprudence and realism for the American and Scandinavian perspectives. Also covered in the course are philosophical issues relating to the obedience to law (why people obey or should obey the law).

BLAW404: Jurisprudence II

(3 Credits)

This course explores the theoretical and philosophical issues regarding the functions of law in society. It also explores the way in which law can be deployed to aid development. The course thus covers various schools of thought that in their respective perspective seek to ask questions about the role of law in society. In particular the course will consider the Sociological School of Jurisprudence, Customary Law, Marxist Theory of Law and State and the theories of rights. In general, the course explores the foundations of law. Students will have the opportunity to participate in a wide range of jurisprudential discussions, drawing on moral and political philosophy. The syllabus includes coverage of persistent foundational questions in the philosophy of law, which may include community, justice, rights, legal interpretation, authority, positive law, obligation, and their interrelationships.

BLAW408: Procurement Law (3 Credits)

In this course students learn concepts, principles and rules relating to the procurement of goods and services by both private and public entities. Topics covered in the course consider principles of fair competition, value for money and transparency. The course also examines the procurement law and practices of Ghana and the institutions responsible for regulating public procurement in Ghana. The course is more of a practical one that requires students to undertake practical exercises in public procurement. The course shall also look at corruption in public procurement and the mechanism for dispute resolution and remedies by aggrieved persons and entities.

BLAW409: Information Technology Law I (3 Credits)

The course deals with regulatory responses to legal issues arising from the use of technology including the internet platform to conduct business and other transactions. Topics covered in the course include privacy, right to information, trademarks, copyright, data protection, and free speech. Other issues which the course deals with are online contracting, digital signatures, domain names and the response of the law to online crimes.

BLAW411: Environmental Law I (3 Credits)

This course is concerned with principles, concepts and rules of international environment law. It considers international environmental standard setting. The course covers topics such as the concept of the environment, environment law and policy, sources of international environmental law, nature and content of state obligations under international environmental law.

BLAW412: Environmental Law II (3 Credits)

This course is concerned with the sources and development of environmental law in Ghana and the legal arrangements for the protection of the environment. It examines the content of domestic environment law, the relationship between domestic environmental law and international environmental law. It also looks at the substantive and institutional aspects of the constitutional and statutory regime relating to the environment in Ghana.

BLAW413: Law of Natural Resources I (3 Credits)

This course examines the theories and principles underpinning the management and utilization of natural resources, including petroleum, minerals, forestry and water. Definition and evaluation of constitutional, statutory and contractual concepts relating to the exploration, production and development of different natural resources are also covered in this course. Topics covered include ownership of natural resources, rights to exploit natural resources, confliction claims in the exploitation of natural resources – public interests, human rights, environmental protection, and community rights.

BLAW414: Natural Resources Law II (3 Credits)

The course examines fiscal policies and arrangements relating to natural resources as well as revenue management frameworks. In terms of the fiscal measures and revenue management schemes the course particularly considers the extent to which such arrangements ensure public accountability and transparency as well as promoting intra and inter-generational equity. The course further considers issues relating to exchange control, foreign direct investment in the natural resources, stability arrangements and dispute resolution

BLAW415: Intellectual Property Law I**(3 Credits)**

In this course, students learn introductory matters relating to intellectual property law. The law on copyrights in Ghana extends a limited term of protection to original literary, dramatic, musical and artistic works as well as neighbouring rights in a performer's performance. This course provides a brief introduction to the field of intellectual property in order to situate copyright in the policy framework of industrial and cultural property. The theoretical rationales for and judicial understanding of the role and function of copyright are explored as means for examining the continued debates about the appropriate scope of rights, the need for limits, and the goal of "balance" to be given effect by copyright law and policy. The course is focused on two main issues: copyright subsistence and infringement, taking into consideration the difference between authorship and ownership, moral rights and economic rights, nature and extent of rights and the allowable exceptions, defences, and remedies (criminal and civil). How should copyright law evolve in the face of major technological shifts? We will also consider some of the legal means by which copyright is made to expand or contract in accordance with policy, through the use of internal doctrinal mechanisms such as the expression/idea dichotomy, the merger of expression with ideas, the allowable use of stock devices, and the freedom of users to deal fairly with copyrighted works, as with the new user generated content exception, all of which may give more or less effect to the public interest in expressive freedom and a vibrant public domain. Copyright theory will be tested against its application, with some attention to international aspects of protection for the impact on domestic law reform, including the new legal characterization of tampering with digital locks and technological protection measures as infringement.

BLAW416: Intellectual Property Law II**(3 Credits)**

This course will consider recent topics of controversy and political debate in the field of intellectual property and the protection of knowledge goods. The purpose of this course is to provide students with the opportunity to critically examine some of the normative and theoretical underpinnings for legally protecting intellectual contributions and to foster an understanding of how these rationales play out in terms of politics, policy development, and legal doctrine in specific substantive areas. These insights are relevant to the selected special topics that focus on the relationship of intellectual property protection with culture, communication, development, trade, human rights, and the tension between national objectives and international obligations. Students are expected to have some basic substantive knowledge in at least one area of intellectual property law and to be eager to critically engage with advanced "fringe" issues of IP. Topics vary from year to year but may include copyright protection for oral works and folklore, the use of intellectual property to protect traditional and indigenous knowledge, biodiversity, bio piracy, and bio colonialism, the politics of property in the human genome and the patenting of life, the growing anti-competitive uses of intellectual property and proliferation of "bad patents", farmer's rights to save seeds, the trade related aspects of intellectual property and implications of expanding IPRs, trademark protection for geographic applications, the special status of famous marks, and the effects of property fundamentalism on the promotion of progress in science and the useful arts. Legal regimes of industrial design, technology transfer and licensing agreements are also treated in the course.

BLAW418: Information Technology Law II**(3 Credits)**

This course is an expanded version and continuation of the first semester course. The course deals with regulatory responses to legal issues arising from the use of technology including the internet platform to conduct business and other transactions. Topics covered in the course include privacy, right to information, trademarks, copyright, data protection, free speech, etc. Other issues which the course deals with are online contracting, digital signatures, domain names and the response of the law to online crimes.

BLAW419: International Trade and Investment Law I (Trade) (3 Credits)

This course deals with issues relating to foreign direct investments and the sovereign authority of states to regulate such investments. It considers the rules and principles of international law relating to the treatment of foreign investors, their assets and properties in host countries and domestic policies on foreign investment. It also looks at the linkage between foreign investment and human rights and environmental protection.

BLAW422: International Trade and Investment Law II (3 Credits)

As globalization gathers momentum, international laws governing how nations trade across borders are increasingly important. Such laws increasingly limit government actions and affect peoples' daily lives. This course introduces international trade law. The course focuses on the World Trade Organization's (WTO) laws on international trade, and the application of those laws in Ghanaian law. The course will also examine the common principles underlying international trade law and criticism of those laws. An international trade law course, which will examine the substantive principles (and their procedural underpinnings in domestic law), the new GATT/World Trade Organization, the World Bank's ICSID system to the extent that it is relevant under to maintain a liberal trading regime providing freer market access and non-discriminatory foreign investment practices. In that sense, the course covers the multilateral and regional legal arrangements for the regulation of trade at the international level. In this respect the course deals with the sources (processes and institutions) of international law as well as international mechanism for the resolution of disputes that arise from international trade. The course also covers topics related to international sale of goods, bills of lading; letters of credit; carriage of goods by sea (c.i.f., fob, C & F, ex works) and Insurance. Also covered is the regulation of export and import trade including issues relating to dumping, trade and human rights, the environment and fair play in international trade.

BLAW423: Human Rights Law I (3 Credits)

This course covers issues relating to the development of international human rights standards. In this respect, the course explores the philosophical foundation of human rights and the role of the United Nations Organizations and regional bodies in creating, applying and enforcing international human rights standards. The course shall also consider various types of human rights and the relationship among them. In particular the course shall consider topics on the evolution of the Concept of Human Rights, the historical evolution of Human Rights, the United Nations Human Rights System, the European System for the Protection of Human Rights, the Inter-American Human Rights System, the African System of Human and People's Rights, the Commission on Security and Cooperation in Europe and the Helsinki Final Act, Non-governmental Organizations, Domestic Absorptions, etc.

BLAW424: Human Rights Law II (3 Credits)

This course covers domestic standards of human rights and the mechanism for their protection. Issues covered include, interpretation, application and enforcement of treaties in the domestic legal system. The course also deals with such specific issues as human rights and poverty reduction, human rights and the criminal justice system, human rights and gender equality, human rights and child protection, rights of the disabled and the rights of homosexuals.

12. BACHELOR OF LAWS THREE (3) YEAR POST FIRST DEGREE

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW101	Ghana legal System	3
BLAW201	Law of Contracts I	3
BLAW213	Law and Accountable Institutions I	3
BLAW217	Constitutional Law of Ghana I	3
BLAW301	Company Law I	3
ELECTIVES (CHOOSE ONE)		
BLAW215	Media Law	3
BLAW409	Information Technology Law I	3
Total Required Minimum		18
SECOND SEMESTER		
BLAW102	Legal Method	3
BLAW202	Law of Contract II	3
BLAW214	Law and Accountable Institutions II	3
BLAW222	Constitutional Law of Ghana II	3
BLAW302	Company Law II	3
ELECTIVES (CHOOSE ONE)		
BLAW216	Administrative Law	3
BLAW218	Insurance Law	3
Total Required Minimum		18

LEVEL 300

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW203	Criminal Law I	3
BLAW205	Law of Torts I	3
BLAW307	Commercial law I	3
BLAW309	Labour and Employment Law I	3
BLAW311	Law of Immovable Property I	3
ELECTIVES (CHOOSE ONE)		
BLAW211	Public International Law I	3
BLAW303	Private International Law (Conflict of Laws) I	3
BLAW313	Energy Law I	3
Total Required Minimum		18

COURSE CODE	COURSE TITLE	CREDIT HOURS
SECOND SEMESTER		
BLAW204	Criminal Law II	3
BLAW206	Law of Torts II	3
BLAW308	Commercial Law II	3
BLAW312	Labour and Employment Law II	3
BLAW314	Law of Immovable Property II	3
ELECTIVES (CHOOSE ONE)		
BLAW212	Public International Law II	3
BLAW304	Private International Law (Conflict of Laws) II	3
BLAW322	Energy Law II	3
Total Required Minimum		18

LEVEL 400

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
BLAW305	Law of Taxation I	3
BLAW401	Law of Equity and Succession I	3
BLAW403	Jurisprudence I	3
BLAW413	Law of Natural Resources I	3
BLAW419	International Trade and Investment Law I	3
ELECTIVES (CHOOSE ONE)		
BLAW415	Intellectual Property Law I	3
BLAW417	Human Rights Law I	3
BLAW425	Criminology	3
Total Required Minimum		18
SECOND SEMESTER		
BLAW306	Law of Taxation II	3
BCPC400	Project Work	6
BLAW402	Law of Equity and Succession II	3
BLAW404	Jurisprudence II	3
BLAW414	Law of Natural Resources II	3
BLAW422	International Trade and Investment Law II	3
ELECTIVES (CHOOSE ONE)		
BLAW316	Alternative Dispute Resolution (ADR)	3
BLAW416	International Property Law II	3
BLAW424	Human Rights Law II	3
Total Required Minimum		24

COURSE DESCRIPTIONS/SYNOPSIS

LEVEL 200

BLAW101: Ghana Legal System

(3 Credit)

The course exposes students to the nature, history and development of the Ghanaian legal system; the major legal traditions in the world; classification of the branches of the Law; introduction of British Jurisdiction into the Gold Coast (now Ghana); sources of law in Ghana; structure and history of the court system in Ghana. The course also covers legal institutions in Ghana.

BLAW201: Law of Contract I

(3 Credits)

This course deals with the definition of a contract and related concepts. The course also deals with classification of contracts; formation of contracts - offer, acceptance, consideration, intention to create legal relations; privity of contract and third parties; the content of the contract - terms of the contract (conditions, warranties; intermediate terms, exemption clauses, implied terms).

BLAW202: Law of Contract II

(3 Credits)

This course dwells on Performance and Breach - substantial performance, fundamental breach, anticipatory repudiation, discharge under doctrine of frustration; Collateral contracts; Vitiating Factors (Defences) - incapacity, mistake, Statute of Frauds, duress and undue influence, illegality, unconscionability, misrepresentation, non-performance of condition precedent and failure to mitigate damages; Remedies for Breach of Contract; The Ghana Contracts Act, 1960, Act 25.

BLAW217: Constitutional Law of Ghana I

(3 Credits)

This is an introductory course in the constitutional law of Ghana. It is taught by introducing students to the various theoretical arguments and ideas that ground the basic concepts and principles in respect of general constitutional law and practice in Ghana. The course is thus designed to cover such issues as the meaning and nature of a constitution; types of constitutions; content of various types of constitutions; Constitutionalism, the legal effect of coup d' etats and revolutions and the continuity of Constitutions; the relationship between municipal and international law, the concept of separation of powers, supremacy of the Constitution and judicial review, rule of law, Human Rights and Natural Justice. At the end of the course, students will be equipped with the knowledge and skills to better appreciate basic and complex legal propositions in respect of the concepts or principles mentioned above and will be able to construct legal arguments in defence of any such concepts or form a meaningful legal opinion on them.

BLAW222: Constitutional Law of Ghana II

(3 Credits)

This course is designed to introduce students to the constitutional law and history of Ghana, especially the theoretical framework of rules and concepts applicable to public law. In that vein, the course will enable students learn concepts, principles and theories that underpin such topics as the organs of state; Independent Institutions established under various constitutional arrangements of Ghana since independence; Citizenship; Commissions and Committees of Enquiry; the electoral process; proceedings involving the Republic; chieftaincy and local government and Judicial Remedies. Students are expected to learn the process leading up to the enactment and promulgation of the 1992 Constitution. Also, the course covers topics that consider the guiding principles for interpreting constitutions and enforcement of constitutions.

BLAW213: Law and Accountable Institutions I**(3 Credits)**

This is a seminar-taught course that is carried out by different lecturers. Primarily, it seeks to impart unto students the critical issues that affect nation-building and the role that law plays in shaping institutions. As future leaders the course therefore seeks to challenge them to appreciate the importance of being constantly engaged in the affairs of the country through the effective application of legal rules. The tragedy of modern Ghana is the *laissez-faire* attitude of most of the citizenry. This course seeks to change that attitude by engaging them to have a critical look at some of the issues that have the potential to either enhance the development of the nation or retard progress. In order to achieve this, the course focuses on the need to establish viable and accountable institutions that can withstand the test of time and critically assesses the roles and relevance of some institutions in society. The course blends in some aspects of social engineering and the philosophy of law, by zeroing in on the naturalist concept of law, with a view to focusing on law as the foundation for institutional viability in society.

Among the areas to be explored are leadership, rule of law, confronting indiscipline, impunity and lawlessness in society, accountability and ethical behaviour among the citizenry, corruption practices in the country, the moral code of behaviour, religion and the law, the role of traditional institutions, such as chieftaincy and environmental issues in contemporary Ghana. The course examines the regular theme of the theory of law and its relevance in society. This goes further to examine law and its application to different institutions in determining the set of behaviour underpin our value system.

BLAW214: Law and Accountable Institutions II**(3 Credits)**

The course critically discusses specific institutions, by identifying their shortcomings and how they can be strengthened through the strict application of legal rules. Among such institutions are, the three arms of government (Executive, Legislature, and Judiciary), Chieftaincy, Ombudsman, CHRAJ, EOCO, Electoral Commission (EC), educational institutions, student organisations and District Assemblies. Students will be assessed on the basis of term papers they submit on any topic of their choice, which shall cover the two semesters.

BLAW216: Administrative Law**(3 Credits)**

This course is an elective course and a one semester course. This course will provide an introductory overview of administrative law which principally concerns the legal regulation and judicial supervision of the executive branch of government. The course will examine issues such as the content of procedural fairness, substantive compliance with statutory mandates, and the dilemmas associated with the judicial review of discretionary decision-making, all in the context of a broad range of substantive areas of law including labour relations, constitutional, environmental, immigration, and securities law, among others. The appropriate relationship between courts and administrative tribunals and officers is an overarching concern. Students will develop an understanding of the executive and administrative processes of government and will appreciate some of the design or structural problems in creating a system of public interest decision-making which is efficient and effective while recognizing valued individual interests and rights. The primary focus of the course will be on the relationship between the courts and the executive and administrative branches of government; and on the role of judicial review of administrative action in the Ghanaian constitutional and governmental framework. In this context, the course will examine in detail the major bases for judicial review of administrative action - *ultra vires* action, jurisdictional error, abuse of discretion, error of law and procedural unfairness. As well, the various remedies, both common law and statutory, for unlawful administrative action will be considered. It is also the intention that, from the cases and other materials studied, the student will develop a better understanding of the executive and administrative processes and will appreciate some of the design or structural problems in creating a system of public interest decision-making which is

efficient and effective and which recognizes and gives scope for valued individual interests and concerns.

BLAW218: Insurance Law (3 Credits)

The course prompts an examination of fundamental issues in insurance law in a prescriptive way, relevant to today's lawyers. Insurance law is really a melding of contract principles with tort claims and so necessarily draws on the analytical foundation from both major areas of law. Insurance law is simply about seeking compensation for a person in the wrong place at the wrong time. This course will focus on insurance arising from motor vehicle accidents. The course will address the definition of catastrophic impairment, collateral benefits, availability of various heads of damages, and the threshold. This course aims to provide a working knowledge of the terminology and doctrine in a variety of insurance law spheres: automobile, liability, property, life, health and disability insurance. However, particular emphasis is placed on auto insurance and the domestic legal and regulatory institutional framework for regulating the insurance industry in Ghana.

BLAW215: Media Law (3 Credits)

In this course students learn principles, theories and concepts regulating mass communication in the form of print and electronic. Students will learn such concepts as defamation (libel and slander), national security, public morality, public health and safety, free speech and expression, privacy and data protection. Students will learn the challenges to existing laws relating to the media by social media and technology. Also covered are regulatory institutions such as the National Media Commission.

BLAW301: Company Law I (3 Credits)

In this course students learn concepts, theories and principles of company law. Topics covered in the course enable students explain, discuss, evaluate, describe and analyse such issues as the development of company law in Ghana, sources of company law in Ghana, processes involved in the formation and incorporation of companies, types of companies, nature of the company and membership of companies. Other topics covered in the course include relevant concepts such as ultra vires, corporate veil and company resolutions.

BLAW302: Company Law II (3 Credits)

In this course students learn principles and rules relating to the duties and liabilities of company officers; the nature of shares and rights and liabilities of shareholders; protection of minority shareholders, debentures and debenture holders, amalgamation, acquisition and arrangements, winding up, liquidation and dissolutions of companies.

BLAW409: Information Technology Law I (3 Credits)

The course deals with regulatory responses to legal issues arising from the use of technology including the internet platform to conduct business and other transactions. Topics covered in the course include privacy, right to information, trademarks, copyright, data protection, and free speech. Other issues which the course deals with are online contracting, digital signatures, domain names and the response of the law to online crimes.

LEVEL 300

BLAW203: Criminal Law I

(3 Credits)

This course deals with the law that prescribes prohibited conducts and the requisite punishment. It investigates what is usually considered in determining a crime in society which is normally such requirements as the doing of a prohibited act and the accompanying intention for doing the act or in some cases only the act.

BLAW204: Criminal Law II

(3 Credits)

In this course students learn the principles, theories and policy rationale for offences against persons, offences against public morals, offences against the state, offences against property rights, offences against the administration of justice and others. The course therefore covers topics that deal with these and other offences provided for under the Criminal and Offences Act, 1960 (Act 29).

BLAW205: Law of Torts I

(3 Credits)

In this course students learn concepts, principles and theories relating to liability for intentional acts in tort. In this respect, the course covers topics that enable students to explain the nature of tort; discuss the history and aims of the Law of Torts. The course also covers topics that enable students to identify and explain interests which the law of tort protects. Specifically, the course deals with such topics as battery, assault, false imprisonment, economic torts, nuisance and strict liability

BLAW206: Law of Torts II

(3 Credits)

In this course, students learn principles, concepts and theories relating to negligence, defamation, employer's liability to employees, Product Liability, Occupiers Liability, liability for deceit, misstatement and death. The course therefore covers topics that enable students to define concepts, explain principles, explain manufacturers' liability for products, occupiers liability, and liability for misstatement and defamation. Topics that deal with the elements of negligence, defences to actions for negligence are covered in this course. The impact of constitutional and statutory provisions on aspects of the law of torts is also considered in the course.

BLAW211: Public International Law I

(3 Credits)

This is an introductory survey course which discusses the general foundations of international law. Accordingly, there will be discussions on the sources of international law and the relevant actors (such as States and "peoples") and forums (such as the United Nations and the International Court of Justice). Selected topics will be examined on the use of force, the responsibility to protect and human rights. The course focuses not only on the relevant rules but on how to analyze problems and construct successful legal arguments using international legal tools, in a milieu where power, politics and principles are in constant interplay. In this course, students learn concepts, principles, theories and rules that enable them to define concepts relating to international law; explain; discuss, describe, analyse and evaluate principles, rules, and legal arrangements relating to international law. Students also learn the institutions of international law and processes of international law making and enforcement. Topics on rights and duties of subjects of international law; jurisdiction, recognition of states and state jurisdiction under international law and the relationship between international and municipal law are also included in the course.

BLAW212: Public International Law II

(3 Credits)

In this course students learn theories, principles, concepts and rules that enable them to perform such tasks as explaining, discussing, describing, evaluating and identifying. In this respect, topics covered in the course includes state responsibility, extraterritorial jurisdiction, immunities, international human rights law, treaties, armed conflict and humanitarian law, Diplomatic law, law of the sea, air and space law.

BLAW303: Private International Law I (3 Credits)

This course is concerned with legal issues that arise when private individuals and entities interact in circumstances that involve the legal systems of different countries. The course covers topics such as definition, nature and scope of private international law; residence, nationality, proof and exclusion of foreign law and the recognition and enforcement of foreign judgments and arbitral awards.

BLAW304: Private International Law II (3 Credits)

This course considers private international law rules and principles relating to such matters as marriage, matrimonial causes, custody, guardianship, legitimacy, legitimisation and adoption of children. It also considers such matters as immovable and movable properties, title to property, succession and administration of estates.

BLAW307: Commercial Law I (3 Credits)

This course deals with the law on sale and supply of goods and hire purchase agreements. It looks at the differences among the concepts of sale and supply of goods and hire purchase. It also deals with the formation and sale of goods contracts and hire purchase agreements; the rights and obligations under such agreements.

BLAW308: Commercial Law II (3 Credits)

This course covers the law of agency and the law of partnership. The course examines the issues that arise where individuals act for and on behalf of other persons, including issues that arise in the context of the management of the affairs of a partnership. It also covers the legal relationship between partners and the firm and among partners. The course will in particular examine the fiduciary issues that arise in the relationship between agents and principals, and between partners and the firm.

BLAW309: Labour and Employment Law I (3 Credits)

This course is a survey of the law of labour-management relations, with emphasis on collective bargaining in the private sector. It will first consider the purposes, regulatory strategies and functions of labour law as a form of regulated market ordering. It will provide an overview of the legal background and context of collective bargaining, the common law contract of employment, and regulation of the individual employment relationship. It will also review the key elements of the law of collective bargaining (acquiring and terminating bargaining rights, protection against unfair labour practices, duty to bargain, regulation of strikes, lockouts and other industrial disputes, arbitration of differences under collective agreements, protection of individual rights and interests), focusing on Ghana's legislation and the freedom of association provisions of the Constitution. As part of this course, students will learn theories, concepts, principles and rules relating to the relationship between employees and employers. Students will be informed on the differences between employment and other forms of work arrangements. In this respect, the course covers topics that enable them to explain the nature of the employment relationship, the differences between employment and other relationships, the rights and obligations of parties to an employment relationship, contractual and regulatory aspects of employment relationship. The course also deals with the creation and types of employment, termination of employment, dismissal and redundancy; fair and unfair termination and remedies.

BLAW312: Labour and Employment Law II (3 Credits)

In this course students learn various ways in which and purpose for which activities of employers at the work place are regulated. In this respect, students learn the statutory interventions in employment relationships and the policy goals which such interventions aim at promoting. Students also learn international law and international human rights based regulation of work place activities. In this respect, topics included in the course are social security and pension; health and safety at the work place, fair and minimum wage determination; workmen compensation, immigration and employment, relevant international human rights instruments including conventions and recommendations of the International Labour Organization, Universal Declaration of Human Rights, the Covenant on Economic Social and Cultural Rights and the Covenant on Civil and Political Rights.

BLAW311: Law of Immovable Property I (3 Credits)

This course covers topics that deal with principles, theories and concepts relating to the notion of land, interests that can be created in relation to land, sources of land law in Ghana, systems of land tenure in Ghana, ownership, control and dispersion of interests in land in Ghana.

BLAW313: Energy Law I (3 Credits)

In this course students learn theories, concepts and principles relating to sources, generation, transmission, distribution and conservation of energy. Policies and laws relating to energy are also considered in the course. Topics covered in the course enable students define concepts, explain, describe, discuss, evaluate, analyse and examine concepts, principles, rules, procedures, institutional arrangements and frameworks relating to energy. Domestic and international arrangements relating to energy are also considered in the course

BLAW314: Law of Immovable Property II (3 Credits)

The course is concerned with third party interests created in or over land. It will deal with various common law interest created in or over land. In addition, the course introduces land administration in Ghana and examines the legal procedures for registering or giving proper effect to interest in land and the institutions of state tasked with registering land and the requirements for registration of interests.

BLAW322: Energy Law II (3 Credits)

This course covers the constitutional, statutory and contractual rules and principles regulating the petroleum industry in Ghana. It also considers the international law rules and principles that have a bearing on domestic regulation of the petroleum industry. In this respect, the course covers topics such as ownership of petroleum, rights to explore, produce and development of petroleum resources, international investment and international human rights and environmental law dimension of petroleum operations.

LEVEL 400

BLAW305: Law of Taxation I

(3 Credits)

In this course students learn the meaning and nature of tax, the importance of taxation, the history of taxation in Ghana, principles of taxation, types of taxes and sources of tax law in Ghana. Topics covered in this course enables students to define, explain, describe, discuss, analyse and evaluate concepts, principles, and sources of tax law and the importance of taxation. The course also considers rules relating to the computation of tax and taxable entities.

BLAW306: Law of Taxation II

(3 Credits)

Students will study systems of taxation in Ghana, interpretation of tax laws, tax administration, enforcement of tax laws, and resolution of tax related disputes. Students will be exposed to the policy rationale underpinning sector specific tax arrangements. In this respect, the course covers topics that enable students to describe, discuss, explain, analyse and evaluate system of taxation in Ghana, tax administration, policies relating to taxation, dispute resolution, interpretation and enforcement of tax laws.

BLAW317: Alternative Dispute Resolution (ADR)

(3 Credits)

In this course students learn the nature, effect and causes of conflict as well as theories of conflict. The course also covers topics on theories of conflict resolution, especially conflict resolution through alternative dispute resolution methods such as negotiation, mediation and arbitration. Students will learn domestic and international arrangements for the resolution of conflict in various fields through ADR. The course is partly theoretical and partly practical. The practical aspect requires students to apply theories and principles of ADR to simulated situations to demonstrate their understanding and appreciation of the principles.

BCPC400: Project Work

(6 Credits)

The Dissertation or project work provides the 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) a good understanding of relevant methodology and literature, (b) the significance and relevance of the problem, (c) a logical and sound analysis and (d) a clear and effective presentation

BLAW401: Law of Equity and Succession I

(3 Credits)

In this course students learn principles and rules and theories of equity and trust. Topics covered in the course include the historical evolution of equity in Ghana, nature of equity and trusts, types of trusts, the creation of trusts, equitable remedies, breach of trust and liability for breach. The principles and maxims of equity are also considered in the course. The institution of the trust involving the separation of the control (in trustees) from the beneficial enjoyment of property is of foundational importance in our law. Trusts concepts and devices are employed in a variety of modern contexts and are also increasingly used in commercial transactions. This course will cover basic doctrine and explore selected areas in further detail: for example, the nature of a trust, formal requirements of trusts, constitution of trusts, secret trusts; trusts, powers and purposes, certainties, property-holding by unincorporated associations, trusts for charitable purposes, some aspects of trustees' powers and duties, variation of trusts, resulting and constructive trusts.

BLAW402: Law of Equity and Succession II**(3 Credits)**

In this course students learn legal principles, rules, concepts and theories relating to pledges, mortgages and succession. Topics covered in this course enable students to define, explain, discuss, evaluate and analyse concepts, rules and procedures relating to pledges, mortgages and succession. Examples of topics covered in the course are customary, common law and statutory rules relating to pledges, mortgages and succession.

BLAW403: Jurisprudence I**(3 Credits)**

This course introduces students to philosophical issues relating to the nature and meaning of law and the distinction between law and morals. It also examines the theoretical issues relating to the legal enforcement of morals. The course especially considers various theories about the meaning and nature of law. In this respect it considers theories such as the natural law theory, the positivist perspective of law, pure theory of law, Historical school of jurisprudence and realism for the American and Scandinavian perspectives. Also covered in the course are philosophical issues relating to the obedience to law (why people obey or should obey the law).

BLAW404: Jurisprudence II**(3 Credits)**

This course explores the theoretical and philosophical issues regarding the functions of law in society. It also explores the way in which law can be deployed to aid development. The course thus covers various schools of thought that in their respective perspective seek to ask questions about the role of law in society. In particular the course will consider the Sociological School of Jurisprudence, Customary Law, Marxist Theory of Law and State and the theories of rights. In general, the course explores the foundations of law. Students will have the opportunity to participate in a wide range of jurisprudential discussions, drawing on moral and political philosophy. The syllabus includes coverage of persistent foundational questions in the philosophy of law, which may include community, justice, rights, legal interpretation, authority, positive law, obligation, and their interrelationships.

BLAW413: Law of Natural Resources I**(3 Credits)**

This course examines the theories and principles underpinning the management and utilization of natural resources, including petroleum, minerals, forestry and water. Definition and evaluation of constitutional, statutory and contractual concepts relating to the exploration, production and development of different natural resources are also covered in this course. Topics covered include ownership of natural resources, rights to exploit natural resources, confliction claims in the exploitation of natural resources – public interests, human rights, environmental protection, and community rights.

BLAW414: Natural Resources Law II**(3 Credits)**

The course examines fiscal policies and arrangements relating to natural resources as well as revenue management frameworks. In terms of the fiscal measures and revenue management schemes the course particularly considers the extent to which such arrangements ensure public accountability and transparency as well as promoting intra and inter-generational equity. The course further considers issues relating to exchange control, foreign direct investment in the natural resources, stability arrangements and dispute resolution.

BLAW415: Intellectual Property Law I**(3 Credits)**

In this course, students learn introductory matters relating to intellectual property law. The law on copyrights in Ghana extends a limited term of protection to original literary, dramatic, musical and artistic works as well as neighbouring rights in a performer's performance. This course provides a brief introduction to the field of intellectual property in order to situate copyright in the policy framework of industrial and cultural property. The theoretical rationales for and judicial understanding of the role and function of copyright are explored as means for examining the continued debates about the appropriate scope of rights, the need for limits, and the goal of "balance" to be given effect by copyright law and policy. The course is focused on two main issues: copyright subsistence and infringement, taking into consideration the difference between authorship and ownership, moral rights and economic rights, nature and extent of rights and the allowable exceptions, defences, and remedies (criminal and civil). How should copyright law evolve in the face of major technological shifts? We will also consider some of the legal means by which copyright is made to expand or contract in accordance with policy, through the use of internal doctrinal mechanisms such as the expression/idea dichotomy, the merger of expression with ideas, the allowable use of stock devices, and the freedom of users to deal fairly with copyrighted works, as with the new user generated content exception, all of which may give more or less effect to the public interest in expressive freedom and a vibrant public domain. Copyright theory will be tested against its application, with some attention to international aspects of protection for the impact on domestic law reform, including the new legal characterization of tampering with digital locks and technological protection measures as infringement.

BLAW416: Intellectual Property Law II**(3 Credits)**

This course will consider recent topics of controversy and political debate in the field of intellectual property and the protection of knowledge goods. The purpose of this course is to provide students with the opportunity to critically examine some of the normative and theoretical underpinnings for legally protecting intellectual contributions and to foster an understanding of how these rationales play out in terms of politics, policy development, and legal doctrine in specific substantive areas. These insights are relevant to the selected special topics that focus on the relationship of intellectual property protection with culture, communication, development, trade, human rights, and the tension between national objectives and international obligations. Students are expected to have some basic substantive knowledge in at least one area of intellectual property law and to be eager to critically engage with advanced "fringe" issues of IP. Topics vary from year to year but may include copyright protection for oral works and folklore, the use of intellectual property to protect traditional and indigenous knowledge, biodiversity, bio piracy, and bio colonialism, the politics of property in the human genome and the patenting of life, the growing anti-competitive uses of intellectual property and proliferation of "bad patents", farmer's rights to save seeds, the trade related aspects of intellectual property and implications of expanding IPRs, trademark protection for geographic applications, the special status of famous marks, and the effects of property fundamentalism on the promotion of progress in science and the useful arts. Legal regimes of industrial design, technology transfer and licensing agreements are also treated in the course.

BLAW417: Human Rights Law I**(3 Credits)**

This course covers issues relating to the development of international human rights standards. In this respect, the course explores the philosophical foundation of human rights and the role of the United Nations Organizations and regional bodies in creating, applying and enforcing international human rights standards. The course shall also consider various types of human rights and the relationship among them. In particular the course shall consider topics on the evolution of the Concept of Human Rights, the historical evolution of Human Rights, the United Nations Human Rights System, the European System for the Protection of Human Rights, the Inter-American Human Rights System, the African System of Human and People's Rights, the Commission on Security and Cooperation in Europe and the Helsinki Final Act, Non-governmental Organizations, Domestic Absorptions, etc.

BLAW419: International Trade and Investment Law I (Trade)**(3 Credits)**

This course deals with issues relating to foreign direct investments and the sovereign authority of states to regulate such investments. It considers the rules and principles of international law relating to the treatment of foreign investors, their assets and properties in host countries and domestic policies on foreign investment. It also looks at the linkage between foreign investment and human rights and environmental protection.

BLAW422: International Trade and Investment Law II (Investment)**(3 Credits)**

As globalization gathers momentum, international laws governing how nations trade across borders are increasingly important. Such laws increasingly limit government actions and affect peoples' daily lives. This course introduces international trade law. The course focuses on the World Trade Organization's (WTO) laws on international trade, and the application of those laws in Ghanaian law. The course will also examine the common principles underlying international trade law and criticism of those laws. An international trade law course, which will examine the substantive principles (and their procedural underpinnings in domestic law), the new GATT/World Trade Organization, the World Bank's ICSID system to the extent that it is relevant under to maintain a liberal trading regime providing freer market access and non-discriminatory foreign investment practices. In that sense, the course covers the multilateral and regional legal arrangements for the regulation of trade at the international level. In this respect the course deals with the sources (processes and institutions) of international law as well as international mechanism for the resolution of disputes that arise from international trade. The course also covers topics related to international sale of goods, bills of lading; letters of credit; carriage of goods by sea (c.i.f., fob, C & F, ex works) and Insurance. Also covered is the regulation of export and import trade including issues relating to dumping, trade and human rights, the environment and fair play in international trade.

BLAW424: Human Rights Law II**(3 Credits)**

This course covers domestic standards of human rights and the mechanism for their protection. Issues covered include, interpretation, application and enforcement of treaties in the domestic legal system. The course also deals with such specific issues as human rights and poverty reduction, human rights and the criminal justice system, human rights and gender equality, human rights and child protection, rights of the disabled and the rights of homosexuals.

BLAW425: Criminology**(3 Credits)**

This course seeks to examine the wider social implications of the criminal justice system. Among others, the concept, theories and the scope of criminology are discussed. Other areas covered are, criminal behaviour, deviants, victim ology, mental deficiency in the commission of offences.

2.17 DIPLOMA PROGRAMMES

2.18 INTRODUCTION OF DIPLOMA PROGRAMMES

In line with the tenets of the Institute of Professional Studies 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.

2.19 ACCREDITATION

Just as the undergraduate programme, the University of Professional Studies has been given the official approval by the National Accreditation Board to run diploma programmes.

2.20 DURATION OF THE DIPLOMA PROGRAMMES

The diploma programmes shall 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.

2.21 CODING AND NUMBERING OF COURSES

The entire diploma courses have letter and number codes beginning with four letters and followed by three digits. Conveniently, the three sets of the four chosen letters namely “PDBA”, “PDPR” and “PDIM” which represent “Professional Diploma in Business Administration”, “Professional Diploma in Public Relations Management” and “Professional Diploma in Information Management” respectively while the range of numbers is as follows:

Level 100 Courses 101 – 126

Level 200 Courses 201 – 248

The third digit in the number code shall be defined as odd number for a course offered in the first semester and even number for a course offered in the second semester. Zero for a course offered in both the first and second semesters.

2.22 MINIMUM AND MAXIMUM WORKLOAD PER SEMESTER FOR FULL-TIME STUDIES

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.

2.23 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 fifty percent (50%). 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 1.00.

(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.

2.24 LEVEL OF PROGRESSION INTO THE DEGREE PROGRAMME

Students who successfully complete the diploma programme and obtain a Final Cumulative Grade Point Average (FCGPA) of 2.5 and above may be admitted to Level 300 of the relevant bachelor's degree. Students who obtain a CGPA of 1.00-2.49 in the diploma programme may be admitted to Level 200 of the degree programme at UPSA.

COURSE STRUCTURE AND SYNOPSIS FOR THE VARIOUS DIPLOMA PROGRAMMES

1. DIPLOMA IN MARKETING

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDIM101	Introduction to Information Technology	3
PDBA113	Business Mathematics	3
PDBA115	Business Management	3
PDBA117	Business Communication	3
PDBA119	Philosophy and Logic	3
Total Required Minimum		15
SECOND SEMESTER		
PDBA116	Principles of Accounting	3
PDBA118	Legal Environment of Business	3
PDBA122	Introduction to Business Statistics	3
PDBA124	Principles of Economics	3
PDBA126	Principles of Marketing	3
Total Required Minimum		15

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDBA231	Scholarly Writing	3
PDBA233	Entrepreneurship Development	3
PDBA235	French Language	3
PDBA229	Internship	2
ELECTIVES (CHOOSE TWO)		
PDBA211	Marketing Planning	3
PDBA207	Marketing Research	3
Total Required Minimum		17
SECOND SEMESTER		
PDBA232	Project Work	4
PDBA234	Introduction to Business Finance	3
PDBA238	Introduction to Environmental Management	3
PDBA246	Integrated Marketing Communication	3
ELECTIVES (CHOOSE TWO)		
PDBA208	Sales Management	3
PDBA212	International Marketing	3
PDBA248	Brands Management	3
Total Required Minimum		19

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

PDIM101: Introduction to Information Technology (3 Credits)

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, spread sheet, graphics, multimedia, and presentation applications, and disk and file management.

PDBA113: Business Mathematics (3 Credits)

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.

PDBA115: Business Management (3 Credits)

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 with the business organization and in its interaction with the market, technological, legal, social and political environment.

PDBA116: Principles of Accounting (3 Credits)

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.

PDBA117: Business Communication (3 Credits)

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.

PDBA118: Legal Environment of Business (3 Credits)

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.

PDBA119: Philosophy and Logic (3 Credits)

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.

PDBA122: Introduction to Business Statistics (3 Credits)

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.

PDBA124: Principles of Economics (3 Credits)

Micro

This course is proposed to introduce students to the basic concepts of microeconomics such as demand, supply, price 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.

Macro

The purpose of the course is to introduce students to the basic concepts of macroeconomics and their application to personal and business decisions. Topics to be treated include the definition of macroeconomics concepts, the main macroeconomics variables such as Gross Domestic Product (GDP), nominal and real GDP, the circular flow of national income, measurement of national income, income approach, product or output approach and expenditure approach. The use of national income as a measurement of economic welfare.

PDBA126: Principles of Marketing (3 Credits)

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 organization as well as the evolution, relevance; the mix and current issues in marketing are the main focus.

LEVEL 200

PDBA207: Marketing Planning

(3 Credits)

The course looks at the process involved in 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.

PDBA208: Sales Management

(3 Credits)

Topics to be covered under this course are the organization of the sales function, sales department relatives (internal and external); sales force management including salesmen recruiting, selection, training, motivation, supervision, compensation and performance evaluation information for sales management involving the sales budget, sales forecasting, sales-cost, profit analysis, marketing intelligence, sales quotas and sales territories establishment and revision and the place of sales management in marketing decision making.

PDBA211: Marketing Research

(3 Credits)

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. Students may also be exposed to 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.

PDBA212: International Marketing

(3 Credits)

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.

PDBA229: Internship

(2 Credits)

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

PDBA 231: Scholarly Writing**(3 Credits)**

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 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.

PDBA232: Project Work**(4 Credits)**

The project work is to provide the student with an opportunity to be introduced to the essence of basic research and report writing.

PDBA233: Entrepreneurship Development**(3 Credits)**

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 organization in order to facilitate innovation, creativity and growth. Through participation in the course, the students are expected not only to become well-read on the subject, but also to complete assignments, projects, and case studies.

PDBA234: Introduction to Business Finance**(3 Credits)**

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.

PDBA235: French Language**(3 Credits)**

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.

PDBA238: Introduction to Environmental Management**(3 Credits)**

Students would be introduced to environmental science with the aim of having a fair knowledge on 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 statues 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.

PDBA246: Integrated Marketing Communications**(3 Credits)**

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.

PDBA248: Brands Management**(3 Credits)**

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.

2. DIPLOMA IN MANAGEMENT

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDIM101	Introduction to Information Technology	3
PDBA113	Business Mathematics	3
PDBA115	Business Management	3
PDBA117	Business Communication	3
PDBA119	Philosophy and Logic	3
Total Required Minimum		15
SECOND SEMESTER		
PDBA116	Principles of Accounting	3
PDBA118	Legal Environment of Business	3
PDBA122	Introduction to Business Statistics	3
PDBA124	Principles of Economics	3
PDBA126	Principles of Marketing	3
Total Required Minimum		15

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDBA231	Scholarly Writing	3
PDBA233	Entrepreneurship Development	3
PDBA235	French Language	3
PDBA229	Internship	2
ELECTIVES (CHOOSE TWO)		
PDBA213	Introduction to Risk Management and Insurance	3
PDBA215	Public Administration	3
PDBA217	Administrative Law	3
PDBA219	Corporate Governance	3
Total Required Minimum		17
COURSE CODE	COURSE TITLE	CREDIT HOURS
SECOND SEMESTER		
PDBA216	Human Resource Management	3
PDBA232	Project Work	4
PDBA234	Introduction to Business Finance	3
PDBA238	Introduction to Environmental Management	3
ELECTIVES (CHOOSE TWO)		
PDIM208	Introduction to Management Information Systems	3
PDBA214	Operations Management	3
PDBA222	Management Accounting	3
PDBA244	Company and Partnership Law	3
Total Required Minimum		19

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

PDIM101: Introduction to Information Technology (3 Credits)

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, spread sheet, graphics, multimedia, and presentation applications, and disk and file management.

PDBA113: Business Mathematics (3 Credits)

The course will equip students with basic techniques and concepts useful in the management of organizations, 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 differential equations.

PDBA115: Business Management (3 Credits)

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

PDBA116: Principles of Accounting (3 Credits)

This course seeks to introduce students to the principles, concepts and conventions of accounting i.e. consistency, accruals, conservatism, money measurement among others. 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 pre-payments, preparation of simple financial statements for sole traders, and non-trading organisations.

PDBA117: Business Communication (3 Credits)

This is an introduction to communication, which deals with the basic concept of communication, such as 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. The writing component will include the preparation of letters, memos, minutes and reports of various kinds.

PDBA118: Legal Environment of Business (3 Credits)

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.

PDBA119: Philosophy and Logic (3 Credits)

The course helps students think clearly, read carefully, speak effectively and argue convincingly. It also exposes 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.

PDBA122: Introduction to Business Statistics (3 Credits)

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.

PDBA124: Principles of Economics (3 Credits)

Micro

This course is proposed to introduce students to the basic concepts of microeconomics such as demand, supply, price 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.

Macro

The purpose of the course is to introduce students to the basic concepts of macroeconomics and their application to personal and business decisions. Topics to be treated include the definition of macroeconomics concepts, the main macroeconomics variables such as Gross Domestic Product (GDP), nominal and real GDP, the circular flow of national income, measurement of national income. Income approach, product or output approach, expenditure approach, and the use of national income as a measurement economic welfare.

PDBA126: Principles of Marketing (3 Credits)

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 organization as well as the evolution, relevance, and the mix and current issues in marketing.

LEVEL 200

PDIM208: Introduction to Management Information Systems (3 Credits)

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.

PDBA213: Introduction to Risk Management and Insurance (3 Credits)

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.

PDBA214: Operations Management (3 Credits)

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.

PDBA215: Public Administration (3 Credits)

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.

PDBA216: Human Resources Management (3 Credits)

The 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.

PDBA217: Administrative Law (3 Credits)

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 regulation of 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.

PDBA219: Corporate Governance (3 Credits)

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.

PDBA222: Management Accounting (3 Credits)

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 outsider), discontinuation decisions. It also includes standard costing, budgeting and budgetary control, and capital budgeting decisions.

PDBA229: Internship**(2 Credits)**

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

PDBA231: Scholarly Writing**(3 Credits)**

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 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.

PDBA232: Project Work**(4 Credits)**

The project work is to provide the student with an opportunity to be introduced to the essence of basic research and report writing.

PDBA233: Entrepreneurship Development**(3 Credits)**

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 an organization in order to facilitate innovation, creativity and growth. Through participation in the course, the students are expected not only to become well read on the subject, but also to complete assignments, projects, and case studies.

PDBA234: Introduction to Business Finance**(3 Credits)**

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.

PDBA235: French Language**(3 Credits)**

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.

PDBA238: Introduction to Environmental Management**(3 Credits)**

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.

PDBA244: Company and Partnership Law**(3 Credits)**

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.

3. DIPLOMA IN ACCOUNTING

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDIM101	Introduction to Information Technology	3
PDBA113	Business Mathematics	3
PDBA115	Business Management	3
PDBA117	Business Communication	3
PDBA119	Philosophy and Logic	3
Total Required Minimum		15
SECOND SEMESTER		
PDBA116	Principles of Accounting	3
PDBA118	Legal Environment of Business	3
PDBA122	Introduction to Business Statistics	3
PDBA124	Principles of Economics	3
PDBA126	Principles of Marketing	3
Total Required Minimum		15

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDBA221	Cost Accounting	3
PDBA227	Taxation	3
PDBA229	Internship	2
PDBA231	Scholarly Writing	3
PDBA233	Entrepreneurship Development	3
PDBA235	French Language	3
PDBA237	Financial Accounting	3
Total Required Minimum		20
SECOND SEMESTER		
PDIM208	Introduction to Management Information Systems	3
PDBA222	Management Accounting	3
PDBA232	Project Work	4
PDBA234	Introduction to Business Finance	3
PDBA236	Public Sector Accounting and Finance	3
PDBA238	Introduction to Environmental Management	3
PDBA242	Audit and Assurance	2
Total Required Minimum		21

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

PDIM101: Introduction to Information Technology (3 Credits)

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, spread sheet, graphics, multimedia, and presentation applications, and disk and file management.

PDBA113: Business Mathematics (3 Credits)

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.

PDBA115: Business Management (3 Credits)

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.

PDBA116: Principles of Accounting (3 Credits)

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.

PDBA117: Business Communication (3 Credits)

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 finally aim at preparing students to effectively handle verbal and written communication tasks. The writing component will include preparation of letters, memos, minutes, and various kinds of reports.

PDBA118: Legal Environment of Business (3 Credits)

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.

PDBA119: Philosophy and Logic (3 Credits)

The course helps students think clearly, read carefully, speak effectively and argue convincingly. It also 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 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.

PDBA122: Introduction to Business Statistics (3 Credits)

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.

PDBA124: Principles of Economics (3 Credits)

Micro

This course is proposed to introduce students to the basic concepts of microeconomics such as demand, supply, price 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.

Macro

The purpose of the course is to introduce students to the basic concepts of macroeconomics and their application to personal and business decisions. Topics to be treated include the definition of macroeconomics concepts, the main macroeconomics variables such as Gross Domestic Product (GDP), nominal and real GDP, the circular flow of national income, measurement of national income, income approach, product or output approach and expenditure approach as well as the use of national income as a measurement of economic welfare.

PDBA126: Principles of Marketing (3 Credits)

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 organization as well as the evolution, relevance; the mix and current issues in marketing.

LEVEL 200

PDIM208: Introduction to Management Information Systems (3 Credits)

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, decisionmaking, and overall strategic initiatives and corporate philosophies.

PDBA221: Cost Accounting (3 Credits)

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).

PDBA222: Management Accounting (3 Credits)

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 outsider), discontinuation decisions. It also includes standard costing, budgeting and budgetary control, and capital budgeting decisions.

PDBA227: Taxation (3 Credits)

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 laws. Students should be able to appreciate the relevant issues arising from the operations and application of local and international tax regimes.

PDBA229: Internship (2 Credits)

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

PDBA231: Scholarly Writing (3 Credits)

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 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 expositions 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.

PDBA232: Project Work (4 Credits)

The project work is to provide the student with an opportunity to be introduced to the essence of basic research and report writing.

PDBA233: Entrepreneurship Development (3 Credits)

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.

PDBA234: Introduction to Business Finance (3 Credits)

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 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,

PDBA235: French Language (3 Credits)

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.

PDBA236: Public Sector Accounting and Finance (3 Credits)

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.

PDBA237: Financial Accounting (3 Credits)

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 dividend policy, mergers and acquisitions.

PDBA238: Introduction to Environmental Management**(3 Credits)**

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.

PDBA242: Audit and Assurance**(2 Credits)**

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.

4. DIPLOMA IN PUBLIC RELATIONS MANAGEMENT

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDBA115	Business Management	3
PDIM 101	Introduction to Information Technology	3
PDPR 115	English Language	3
PDBA119	Philosophy and Logic	3
PDBA117	Business Communication	3
Total Required Minimum		15
SECOND SEMESTER		
PDPR102	Principles of Public Relations	3
PDPR106	Political Communications	3
PDPR116	Media Law	3
PDPR118	Advertising	3
PDBA126	Principles of Marketing	3
Total Required Minimum		15

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDPR205	Public Relations	3
PDPR209	Public Relations Research Methods	3
PDPR219	Employee Relations	3
PDBA229	Internship	2
PDBA231	Scholarly Writing	3
PDBA233	Entrepreneurship Development	3
ELECTIVES (CHOOSE ONE)		
PDPR213	Media Relations	3
PDPR217	Introduction to Mass Communication	3
Total Required Minimum		20
SECOND SEMESTER		
PDPR202	Marketing Public Relations	3
PDPR204	Events Management	3
PDBA232	Project Work	4
PDBA238	Introduction to Environmental Management	3
ELECTIVES (CHOOSE TWO)		
PDIM208	Introduction to Management Information Systems	3
PDPR214	New Social Media	3
PDBA246	Integrated Marketing Communication	3
Total Required Minimum		19

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

PDIM101: Introduction to Information Technology (3 Credits)

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, spread sheet, graphics, multimedia, and presentation applications, and disk and file management.

P DPR102: Principles of Public Relations (3 Credits)

In a complex global environment, business, government, non-profit, and other organizations must have people who can communicate effectively to its various constituencies, and at the same time, communicate the concerns of those constituencies 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, and processes. Areas to be studied include the characteristics of effective communication and relationships; 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.

P DPR106: Political Communication (3 Credits)

This course exposes students to practical applications of modern political systems, institutions and communication. Through discussions and examples, 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.

P DPR115: English Language (3 Credits)

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.

P DPR116: Media Law (3 Credits)

This course will introduce students to natural justice, customary 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 the law, will introduce students to 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.

P DPR118: Advertising**(3 Credits)**

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 labeling; testing of adverts (ads), advertising agencies and campaigns; advertising laws. The course is also grounded in that reality that success is contingent on a unified message delivered by a mix of communications channels. Students will study the changing role of advertising in society from a number of perspectives such as the marketing/communications manager, the agency, the consumer and academic angles. The course will then put advertising into the context of integrated marketing communications with public relations, online marketing and sales promotions as the underpinnings of this approach. This course teaches students to apply new knowledge to hands-on campaign planning. Through class discussions, guest speakers, group projects and case studies, it will break old patterns of thinking about communications, and prepare students to thrive in this new environment of integration.

P DBA115: Business Management**(3 Credits)**

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.

P DBA117: Business Communication**(3 Credits)**

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.

P DBA119: Philosophy and Logic**(3 Credits)**

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 to think clearly, read carefully, speak effectively and argue convincingly. 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.

P DBA126: Principles of Marketing**(3 Credits)**

This course is designed to equip students with the basic concepts and principles of marketing. It focuses on marketing functions as applicable in business enterprises, the purpose of studying marketing, in different organisations as well as the evolution, relevance; the mix and current issues in marketing.

LEVEL 200

PDPR205: Public Relations

(3 Credits)

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 contexts 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.

PDPR209: Public Relations Research Methods

(3 Credits)

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.

PDPR219: Employee Relations

(3 Credits)

This course will introduce students to effective understanding of employee/ employer working relations 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.

PDBA231: Scholarly Writing

(3 Credits)

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 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 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.

PDBA233: Entrepreneurship Development**(3 Credits)**

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.

PDBA229: Internship**(2 Credits)**

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

PDPR217: Introduction to Mass Communications**(3 Credits)**

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.

PDPR213: Media Relations**(3 Credits)**

This course will introduce students to skills and theories of successful relations between PR practitioners and media outlets. It will prepare students to build, implement and measure the effectiveness of media programs; proactive planning that will enable organizations to develop positive and synergistic media relations with press, broadcast, internet and other outlets as well as examine cases and media requirements. By the end of this course, students should achieve broad understanding of the modern media environment, the elements of a strong outreach program, and the skills they need to be successful media-relations counselors. The course will cover topics such as: preparing for an interview, how to be convincing in an interview, dealing with destabilizing questions, reaction to crisis situations and maintaining a good relationship with the media.

PDPR204: Events Management**(3 Credits)**

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 termining, 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.

PDPR202: Marketing Public Relations**(3 Credits)**

This course focuses on what marketing has learned (or borrowed) from PR, and whether PR is being subsumed under marketing. It will examine the impact of marketing and public relations synergy on corporate and public communications

PDIM208: Introduction to Management Information Systems**(3 Credits)**

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.

PDBA238: Introduction to Environmental Management (3 Credits)

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.

PDBA232: Project Work (4 Credits)

The project work is to provide the student with an opportunity to be introduced to the essence of basic research and report writing.

PDPR214: New Social Media (3 Credits)

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.

PDBA246: Integrated Marketing Communications (3 Credits)

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.

5. DIPLOMA IN INFORMATION TECHNOLOGY MANAGEMENT

LEVEL 100

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDBA101	Business Management	3
PDIM101	Introduction to Information Technology	3
PDIM103	Computer Graphics and Multi Media Applications	3
PDIM107	Programming I	3
PDBA113	Business Mathematics	3
Total Required Minimum		15
SECOND SEMESTER		
PDIM102	Electronic Business Systems	3
PDIM108	Computer Hardware Systems	3
PDIM112	Introduction to Web Technologies	3
PDIM 104	Programming II	3
PDBA116	Principles of Accounting	3
PDBA118	Legal Environment of Business	3
Total Required Minimum		18

LEVEL 200

COURSE CODE	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER		
PDIM201	Essentials of Information Planning and Design	3
PDIM203	Operating Systems	3
PDIM207	Database Management Systems	3
PDIM209	Essentials of IT Sourcing and Procurement	3
PDBA229	Internship	2
PDBA231	Scholarly Writing	3
PDBA233	Entrepreneurship Development	3
Total Required Minimum		20
SECOND SEMESTER		
PDIM202	Essentials of Information Technology Project Management	3
PDIM204	Networking Development and Management	3
PDIM206	Essentials of Information Technology Implementation and Maintenance	3
PDIM208	Introduction to Management Information Systems	3
PDIM 212	Computer and Information Security	3
PDBA232	Project Work	4
Total Required Minimum		19

COURSE DESCRIPTIONS/SYNOPSIS:

LEVEL 100

PDBA115: Business Management (3 Credits)

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.

PDIM101: Introduction to Information Technology (3 Credits)

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.

PDIM103: Computer Graphics and Multimedia Applications (3 Credits)

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.

PDIM107: Programming I (3 Credits)

This module focuses on problem solving strategies 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.

PDBA113: Business Mathematics (3 Credits)

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.

PDIM102: Electronic Business Systems (3 Credits)

This course will introduce students to the key off-the-shelf software applications needed at the business workplace. The course will thus equip students with skills in accounting application software, statistical and data analysis software, office suite applications, and tools for assets and resources management. The course integrates practical skills for using a product with the concept of practical application to business solutions. By the end of the course students will be expected to demonstrate intermediary skills in the use of application software for various business operations.

PDIM108: Computer Hardware Systems (3 Credits)

This course provides an overview of hardware components of a personal computer with the focus on proper installation and administration throughout the course. In this course, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and the maintenance of basic personal computer hardware.

PDIM112: Introduction to Web Technologies (3 Credits)

This course introduces the student to the internet, and languages and tools used to develop web sites that effectively communicate ideas, concepts and information. The course focuses on website development by utilizing Hypertext Mark-up Language (HTML) and also introduces students to JavaScript.

PDIM104: Programming II (3 Credits)

This module focuses on problem solving strategies 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.

PDBA116: Principles of Accounting (3 Credits)

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.

PDBA118: Legal Environment of Business (3 Credits)

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.

LEVEL 200

PDIM201: Essentials of Information Planning and Design (3 Credits)

This course introduces students to the structured, planning and design of information technology resources. It focuses on IT resource performance evaluation, needs assessment, requirement justification and IT planning process.

PDIM203: Operating Systems (3 Credits)

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.

PDIM207: Database Management Systems (3 Credits)

The course introduces students to the basic concepts and elements of file and database systems and covers intermediary and advanced topics such as relational database models, entity relations, normalization, structured query language, object oriented database management systems, client/server database applications, web based applications, Open Database Connectivity (ODBC) and database administration. Additionally, students will be given practical training in popular enterprise database management systems such as MySql Server, Microsoft Sql Server and Oracle.

PDIM209: Essentials of IT Sourcing and Procurement (3 Credits)

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.

PDBA231: Scholarly Writing (3 Credits)

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, while the course aims at enhancing students' skills in rhetorical styles and textual development in reading. 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 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 expositions 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.

PDBA233: Entrepreneurship Development (3 Credits)

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 an organisation 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.

PDBA229: Internship (2 Credits)

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

PDIM202: Essentials of Information Technology Project Management (3 Credits)

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.

PDIM204: Networking Development and Management (3 Credits)

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.

PDIM206: Essentials of IT Implementation & Maintenance (3 Credits)

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.

PDIM208: Introduction to Management Information Systems (3 Credits)

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.

PDIM212: Computer and Network Security (3 Credits)

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.

PDBA232: Project Work (4 Credits)

The project work is to provide the student with an opportunity to be introduced to the essence of basic research and report writing.

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 practicals 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 fifteen (15) 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 working 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 the duration of the existing mainstream and evening schools. That is; 4 years, 3 years and 2 years for freshers of Level 100, Level 200 and Level 300 respectively, as pertains in other similar tertiary institutions in Ghana.

2.36 LECTURE DAYS

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

INTRODUCTION OF THE SEMESTER SYSTEM

With effect from the 2012/2013 academic year, the Weekend School introduced the semester system (as pertains in the regular session) to take care of the very short inter- trimester breaks. The semester system commenced with freshers of Level 200 students starting from 2012/2013 academic year. 2013/2014 academic year introduced Level 100 Weekend students and they will also be on the semester system.

Consequently, the semester course structure of the Weekend School is the same as that of the regular session (mainstream).

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 students 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 Registration Officer.
- (i) A student who fails to register by the first 35 days after the commencement of the semester shall be precluded from beginning the semester programme.
- (j) Students have a period of two (2) weeks after the official registration period to change an *elective* course.
- (k) No student shall be eligible to register for a higher course unless he/she has passed the pre-requisite for that course.
- (k) Each student shall pay a non-refundable academic facility user fees as determined by Academic Board of the University.
- (n) Registration of fresh students shall be complete subject to passing a medical examination.

2.38.2 ORIENTATION

- (a) A compulsory orientation for fresh students shall take place at the beginning of every academic year and all fresh students are required to participate.
- (b) The orientation shall be organized by the Assistant Registrar in charge of Students' Affairs for all new students.
- (c) The orientation shall involve representatives of Faculties who will explain programmes, courses and pre-requisite for courses.
- (d) Each Faculty shall organise an orientation programme for all new students of the Faculty.
- (e) As part of the general orientation, students will be inducted into the use of the Library.

2.39.1 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.**

2.39.2 ATTENDANCE AT LECTURES AND TUTORIALS

Students are required to attend all lectures, tutorials and practical sessions specified for their course of study.

- (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.
- (c) A student shall be expected to attend lectures, tutorials, seminars, practicals and other activities prescribed for the course for which he/she has registered, and to execute all assignments given, as approved by the University.
- (d) A student who absents him/herself for a cumulative period of between ten (10) and twenty (20) days shall be cautioned by the Head of Department.
- (e) A student who absents him/herself for a cumulative period of twenty-one (21) days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end of semester examinations.
- (f) Students are expected to attend lectures and write examination at any time as deemed by the Academic Board.

2.39.3 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.

2.39.4 ACADEMIC YEAR

The academic year shall comprise two semesters (first and second) for mainstream and evening school and levels 200 and 300 of the Weekend School.

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.

2.39.5 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

2.39.6 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.

2.39.7 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 semesters maximum period to complete their respective degree programmes.
- (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.

2.39.8 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)

2.39.9 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 Dean of his or her faculty through the Head of Department, 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 (4) continuous semesters shall be deemed to have lost all accumulated credits and will be unable to complete a study programme within the maximum period. Such a student may be allowed to re-apply for admission into the University.

NOTE:

Deferment, Rustication or Suspension periods are inclusive of the maximum duration allowed for completion of all Undergraduate and Diploma programmes.

2.40 CHANGE OF PROGRAMME

Students are not allowed to change programme after admission

CHAPTER THREE

3.0 RESOURCES AND FACILITIES

3.1 ACADEMIC FACILITIES

- (a) Library
- (b) Information & Communication Technology (ICT) Laboratories
- (c) Lecture Halls

3.2 OTHER FACILITIES

- (a) Clinic
- (b) Banking Facility
- (c) Sports Facilities
- (d) Bookshop
- (e) Accommodation
- (f) Students' Centre

3.3 LIBRARY

The UPSA library started as a small 180 sitter special library for Accountancy and Management students of the Institute of Professional Studies (IPS) in 1965. It served as the home for many Accountancy and Management Professionals in Ghana for many years because it was the only library in Ghana that stocked information resource materials on the Professional Accountancy and Management subjects. The UPSA Library moved on to develop a unique collection of a balanced blend of both academic and professional reading and research materials in 1999 when IPS was subsequently established as a tertiary institution with a mandate to provide tertiary and professional education. This collection development was in respect of the library's objective of supporting the Institute's mission of producing scholars and professionals.

Having obtained a Presidential Charter to become a full-fledged public university in 2008, the UPSA Library no longer had enough space to house both its collections and patrons. Therefore, a new postgraduate library was set up in a different building to house the postgraduate collections and patrons.

The new plan to have a single building that could house all professional students as well as their undergraduate and postgraduate counterparts came into fruition when the new ultra-modern UPSA library building was commissioned in 2015 and later renamed the Joshua Alabi Library.

SECTIONS OF THE JOSHUA ALABI LIBRARY

The new ultra-modern Joshua Alabi Library which is strategically positioned around the centre of the UPSA campus is the nerve centre of the university. The various sections of the library include:

Professional Library:- This library which can be located on the first floor of the new UPSA Library complex stocks only information materials on the professional programme run by the Institute of

Professional Studies which is an institute within the university. Among the information materials that can be found in this library include text books on professional courses such as CIMA, CIM, ICSA, ICAG and ACCA.

Executive Learning Centre:- This section is housed on the fifth floor of the library and is composed of several soundproof rooms fitted with ICT gadgets for seminar and conference purposes. This executive learning Centre is open for use by the public at a moderate fee.

Law Library:-The library is set up on the second floor with an exclusive collection of up-to-date law books and materials for use by law students of the university. There are soundproof syndicate rooms attached to this section where undergraduate students are able to hold their mini group discussions.

Learning Commons:- The Learning Commons is a section on the first floor of the library where undergraduate students and other members of the university can access the library's electronic resources as well as other information sources on the internet, and also use the computers provided for their academic work.

Research Commons:-The research commons, with a serene environment, can be found on the fourth floor of the Library. It is the part of the library where research can be conducted by graduate students. Graduate students can access the library's electronic resources (E-resources), access the internet for other online resources and also use the computers provided for their academic work.

Discussion Hall:-This is a very spacious soundproof room located on the second floor of the library where all members of the university community are able to hold group discussions in a congenial setting.

Exhibition Room:- The literary work of the faculty members of UPSA are displayed in glassed cases for public viewing in this room located on the fifth floor of the library building Perceived as one of the most modern and glamorous library edifices in Ghana, the UPSA Library can only be accessed electronically with Radio Frequency Identification (RFID) enabled access cards. The library is fitted with an elevator to enable ease of movement to the various floors. Besides the many staff offices within the library, the building is fitted with a Business Centre, a Bindery, Kitchenette, Lounge and Conference Room. The one thousand six hundred (1600) sitter library has a book collection volume of about twenty thousand, hundreds of undergraduate and postgraduate theses as well as tens of thousands of e-resources mostly in areas of disciplines pursued at UPSA.

Membership:- All registered students of UPSA are automatic registered members of the library. All non-student members of the UPSA community must however apply to become registered patrons of the library.

POLICIES OF THE LIBRARY

Book Handling: The improper handling of library books may lead to their damage and eventual loss to future readers. To avoid this from happening, users must ensure the following;

- i. Do not write or use highlighters in books
- ii. Do not fold pages of books
- iii. Do not tear pages of books

Library Regulations

- a) Silence and orderly conduct must be observed at all times within the library and its precincts.
- b) Chatting is not allowed within the library; group discussions are only allowed in the discussion room on the 2nd floor of the library.
- c) Food and drinks are not allowed in any part of the library.
- d) All bags and other personal belongings of the patrons of the library must be deposited at the security post in the library. The library however does not accept responsibility for any loss or damage to any item so deposited.
- e) Mobile phones should not be used in the library; they should be switched off.
- f) Library security must inspect all materials leaving the library.
- g) Users must not re-shelve library books.
- h) All borrowed books must be returned by the last day of the semester.
- i) Failure to return all library books by the end of the academic year may result in examination results being withheld till books are returned.
- j) It is an offence for non-members of UPSA community to use the library without the permission of the librarian.

Borrowing

- i. All registered students of the UPSA are automatic patrons of the library and are eligible to borrow materials.
- ii. All reference materials and books marked reference cannot be borrowed
- iii. Students and faculty members may borrow one (1) book and four books for two weeks and four weeks respectively, renewable only once in a semester. No borrowing is allowed during vacation.
- iv. Borrowing and returning of books ceases an hour before the official closing time of the library.

Violations and Sanctions

- i. Violation of the library regulations may result in suspension from the use of the library and its services, rustication or outright dismissal from the university.
- ii. A borrower must replace a lost book within two weeks at the processing fee charge of GH¢100.00 or pay double the amount of the book to enable the library replace the book.
- iii. Patrons who misplace their library tags shall pay a replacement cost of GH¢15.00 before their bags/personal belonging would be released to them.

Fines for overdue books

OVERDUE PERIOD	1-7 Days Overdue	8-14Days Overdue	15 Days Overdue
DAILY FINE CHARGES	GH¢ 1.00	GH¢ 2.00	GH¢ 3.00

Working Hours

DAYS	SEMESTER	VACATION
Monday-Friday	8:30am-9:30pm	8:30am-4:30pm
Saturday	9:00am-9:00pm	Closed
Sunday	1:00pm-6:00pm	Closed

3.5 INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

The University has state-of-the-art Data Processing Centre that uses student database software. The software performs three functions:

- Processing of admissions of prospective Students
- 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.

3.6 LECTURE HALLS

There are a number of lecture halls which are equipped with audio-visual aids such as projectors and whiteboards for teaching and learning.

3.7 ACCOMMODATION

The University has residential facility for students. Students are affiliated to halls of residence. There are four (4) halls namely:

- Liberty Hall
- Mandela Hall
- Opoku Ampomah Hall
- Yaa Asantewaa Hall

3.8 CLINIC

The UPSA Clinic takes care of the health needs of both students and staff.

3.9 STUDENTS' CENTRE

The University has a Students' Centre which has facilities for catering services, business centre, halls for examinations and students activities, offices for lecturers, UTAG, GAUA, GRASAG and SRC.

3.10 BANK FACILITY

The Access Bank Ghana Limited has a branch on the University campus to serve both students and staff, as well as the general public.

3.11 BOOKSHOP

There is a bookshop which is being run by EPP Bookshop on campus.

3.12 SPORTS FACILITIES

The following sports facilities are available:

- (i) For use by Junior Members and Junior Staff
 - 2 Tennis Courts
 - 1 Volley Ball Court
 - 1 Basket Ball Court
 - 2 Badminton Courts
 - 2 Table Tennis Boards
 - 1 Netball Court
 - 1 Handball Court
 - 1 Football/Hockey Field

SPORTS POLICY FOR STUDENTS

1. The use of the basketball, volley ball and tennis courts shall be opened to students of UPSA between the hours of 6:00 a.m. – 10:30 a.m. and 3:30 p.m. – 6:00 p.m. on Monday to Friday. On Saturday, the time shall be 5:30 a.m. – 10:30 a.m. and 3:00 p.m. – 6:30 p.m.
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 sportsteam, shall be trained by qualified technical staff 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 loss 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 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 to be designed for them.
 10. Students would be required to produce identification before they are allowed 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 writing, to exempt sports men/women representing the University at major sports festivals, from quiz and assignments, and to organise special quiz and assignments at a later date to be decided by the lecturer and examinations officer.
- (ii) The Club House and its Tennis Court and Gymnasium are reserved for use by Council Members and Senior Members.

CHAPTER FOUR

4.0 EXAMINATIONS

4.1 EXTERNAL MODERATION OF EXAMINATION QUESTIONS

External moderation of examination shall be required for every level 400 programme. Each Head of Department shall be responsible for the moderation of examination questions for levels 100, 200 and 300 in all semesters including marking schemes.

Submission of examination questions for external moderation shall be done by the end of the fifth (5th) week in the semester.

All questions for levels 100, 200, 300 and 400 must be submitted to the Heads of Department by the end of the sixth (6th) week in the semester.

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.

4.2.1 ILLNESS DURING THE PERIOD OF EXAMINATION

- (a) If a candidate is prevented by illness from taking the entire or part of an examination, he/she should immediately report to the University's 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, and if he/she can, whether at the UPSA Clinic or at the examination hall.
- (b) The Medical Officer shall state in the report to the Director of Academic Affairs, the name and the examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination at the UPSA Clinic.

- (c) Where so recommended, the Director of Academic Affairs, on the advice of the Medical Officer, will arrange for the candidate to take the examination at the UPSA Clinic under the supervision of an invigilator to be appointed by the Examinations Officer.
- (d) Exceptional cases to be handled by Deans and heads of Departments and recommendations made to the Registrar.
- (e) For the purpose of 4.2.1, illness does not include child birth, whether through the normal process or otherwise.

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 copied to the Head of Department and Dean 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 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 studentship 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 on-going examination conducted 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 booklets out of an examination without lawful authority.
- h. Exchanging unauthorised material with other candidates in the course of an on-going examination conducted by the University. 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.
- 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 boards in the University and/or in the newspapers.
- g. Any of the above mentioned penalties may be applied in combination with other penalties.

EXAMINATION OFFENCES		PENALTY
1.	Copying from prepared notes	Dismissal
2.	Impersonation	Dismissal
3.	Plagiarism	Dismissal
4.	Collusion in examination hall	Dismissal/Rustication/Cancellation
5.	Physical assault on an invigilator	Dismissal
6.	Destroying materials suspected as evidence to establish facts of the case	Cancellation of candidate's paper and rustication for two (2) semesters
7.	Possession of unauthorized material in examination hall	Cancellation of candidate's paper and rustication for two (2) semesters
8.	Delay in submission of examination scripts	Cancellation of candidate's paper
9.	Possession of mobile phone in the examination Hall	Cancellation of candidate's paper and a penalty of GHC 10.00 paid for the retrieval of the phone (fee subject to revision)
10.	Writing examination without ID card	Cancellation of candidate's paper
11.	Insubordination	Cancellation of paper and Rustication for one (1) semester
12.	Verbal assault on an invigilator	Cancellation of candidate's paper and/or Rustication for two (2) semesters
13.	Smuggling examination booklet out of examination hall	Cancellation of paper and Rustication for two (2) semesters
14.	Copying from another candidates' scripts	Cancellation of candidate's paper

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.

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT(G.P)
A	80 - 100	Excellent	4.00
B+	75 - 79	Very Good	3.50
B	70 - 74	Good	3.00
B-	65 - 69	Above Average	2.50
C+	60 - 64	Average	2.00
C	55 - 59	Below Average	1.50
C-	50 - 54	Marginal Pass	1.00
D	45 - 49	Unsatisfactory	0.5
F	0 - 44	Fail	0
X	-	Absent	0
Z	-	Disqualification	-
IC	-	Incomplete	-
ADT	-	Auditing	-

4.8 Definition of Grades

- (a) **Pass grades:** Grades A to C - constitute pass grades. With the definition of grades, the sentence following the Failure grades was amended to read as follows: Grades D, F, X, Z constitute failed grades. Although grade D is a failed grade, it is considered as unsatisfactory grade only for General Education Courses (GEC). Thus, with this proposed new policy, students are allowed to trail a maximum of three (3) 'Ds' in GEC and still graduate. However, the grade 'Ds' are supposed to be limited to only the General Education Courses taken at level 100 and should not be Common Professional Components (CPCs) courses.
- (b) **Non-Completion of Course:**
- (i) A grade IC (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Departmental Examinations Committee as unsatisfactory. Such a student shall be expected to complete the course the very next time the course is available.
 - (ii) A grade X shall be awarded to a student who is unable to complete a course as reasons adjudged by the Departmental Examinations Committee as unsatisfactory. It is a failed grade which attracts (0) awarded to students who absent themselves from examination without any satisfactory reasons.
- (d) **Audit:** A grade 'AD' 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 FCGPA.
- (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's 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 (0) awarded to candidates who were involved in examination malpractices.

Students in Good Standing

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00 at all times. Students whose Cumulative Grade point Average (CGPA) falls below 1.00 at the end of an academic year, will be advised to withdraw from the University.

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 Workload

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 Diploma/Degree by FCGPA

All end-of-semester examination results from Level 100 shall be taken into account in the computation of the Final Cumulative Grade Point Average (FCGPA) for the classification of the Diploma/Bachelor's degree.

In the determination of the FCGPA, a weighted average of all repeated courses shall be used. For example, a 3 – credit hours 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 a Diploma is based on the value of the Final Cumulative Grade Point Average (FCGPA). All course taken, except AUDITED or EXEMPTED are included in the calculation of the FCGPA.

The full scheme of classification shall read as follows:

DIPLOMA PROGRAMMES	RANGE OF FGPA
Distinction	3.50 – 4.00
Credit	2.50 – 3.49
Pass	1.00 – 2.49
Fail	Below 1.00

Degree

The classification of the Bachelor's degree is based on the value of the Final Cumulative Grade Point Average (FCGPA). All course taken, except AUDITED or EXEMPTED are included in the calculation of the FCGPA.

The full scheme of classification shall read as follows:

CLASS OF DEGREE	RANGE OF FGPA
First Class Honours	3.60 – 4.00
Second Class Honours (Upper Division)	3.00 – 3.59
Second Class Honours (Lower Division)	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.00 – 1.99
Fail	Below 1.00

4.12 Diploma Awarded

The Diploma 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 (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 FCGPA 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) passes 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 Requirements 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:

- (a) He/she has fulfilled all the eligibility conditions stated in 4.14.
- (b) He/she has fulfilled all the minimum total credit passed requirements (including core courses and prescribed electives) as stated below:

4.15.1 The Minimum credit required for a student to pass and graduate is as follows:

- (i) Diploma [Old Course Structure and New Course Structure (ACBSP)]

Entry Level	Minimum Credit Hours Passed Required	Concessionary Credit Hours Allowed
100	60	12

- (ii) Bachelor's Degree (Old Course Structure)

Entry Level	Minimum Credit Hours passed Required	Concessionary Credit Hours Allowed
100	124	18
200	98	12
300	65	9

(iii) New Course Structure (ACBSP)

Entry Level	Total Minimum Credit Hours Required	Total Minimum Credit Hours Passed Required	Concessionary Credit Hours Allowed
100	129	120	9
200	99	99	-
300	69	69	-

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 requirement as well as Core Courses in general.
- A student must not score a grade below C- in Internship and Dissertation.
- For the new course structure (ACBSP), Grade 'D' can only be obtained at Level 100 and should not be CPCs.

4.16 PROGRESSION FROM SEMESTER TO SEMESTER

- To progress from semester to semester, a student is required to maintain a cumulative GPA of 1.00 for the new grading system.
- A student may be allowed to trail not more than two failed courses for three semesters after which he/she is expected to pass the courses or withdraw. In any given semester a student cannot trail more than two courses.
- A student shall be allowed to repeat a course only once.
- Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are offered. Since students shall not be permitted to trail pre-requisite courses, they shall have to break their programme of study in order to pass the failed course(s).
- A student, after successfully completing a semester can, upon written application, giving reasons and after approval has been granted, leave the University and continue in the appropriate semester.

4.18 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 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 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 1.50 (old grading system) and 1.00 (new grading system) 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 1.50/1.00 for the old/new grading system respectively shall be on probation for one semester.
- A student who fails to achieve a cumulative grade point average of at least 1.50/1.00 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.
- 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.

4.20 DISMISSAL

The University has the right to dismiss any student whose conduct is found to be contrary to the rules and regulations of the University. A student who misconducts himself or herself will appear before a disciplinary committee which will recommend the appropriate sanctions against the student.

4.21 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 beginning of the next semester.

4.22 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.

The University may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.

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.

- (b) A student of this University can also transfer his/her credits to any academic institution/university.

4.23 PATTERN OF EXAMINATION UNDER THE COURSE CREDIT UNIT SYSTEM

Each course, at the end of the semester, will score sixty-five per cent (65%) (old grading system) and sixty per cent (60%) (new grading system) of the total mark for the examination.

Continuous assessment based on class work, assignment(s) and tests will constitute thirty-five per cent (35%) (old grading system) and forty per cent (40%) (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.

4.24 EXAMINATION REGULATIONS

4.25 APPOINTMENTS AND DUTIES OF THE EXAMINATIONS OFFICER AND INVIGILATORS

(a) EXAMINATIONS OFFICER

- (i) There shall be an Examinations Officer who shall be responsible for the scheduling and conducting of examinations and publication of results, of professional, degree and tertiary diploma programmes.
 - (ii) The Examinations Officer or his/her authorised representative, may for good cause refuse to admit any student to the examination venue and exclude any student from the venue.
 - (iii) He/she shall ensure that the Chief Invigilator and invigilators so appointed perform their assigned duties and sign appropriate certificates to that effect.
 - (iv) The Examinations Officer shall collect from the Chief Invigilator, and within reasonable time from the end of the examination, candidates' scripts which the invigilators have collected and deliver them to Faculty Officers for distribution to the examiners.
- (iv) The Examinations Officer shall perform such other duties as may be assigned to him by the Pro-Vice-Chancellor in consultation with the Vice-Chancellor

(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 candidate 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 booklet 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.

4.26 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 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 case 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.

4.27 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) Candidates must sit at the desks where their examination numbers are placed.
- (h) Candidates must sign the attendance register which shall be presented to them by the invigilators at each examination sitting.
- (i) Each student's identification card shall be on the desk in the examination hall for the duration of the paper. Attempts at impersonation shall constitute cheating. Both the impersonator and the impersonated student shall be in breach of the regulation and shall be subjected to disciplinary action.
- (j) Candidates who are guilty of any 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.
- (k) 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)

- (l) 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 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 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.
- (p) No student shall communicate with any other student in an examination hall during the examination on any matter or in way 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.

4.28 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 on-line to the student.

4.29 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 examinations = 65%
 - (ii) Grading for students under ACBSP
 - Continuous Assessment = 40%
 - End-of-semester examinations = 60%
- (c) External moderation shall be required for all semester examinations. Academic records (examination scripts, continuous assessment entries, etc) on students should be made available to an external assessor.
- (c) Practical examination as well as projects/long essays will be assessed at the time of the examinations.

4.30 MEASUREMENT OF PERFORMANCE

Performance in a course shall be measured in terms of:

- (i) Re-marking; where a student challenges a result and the marked script assessed again by a different examiner and/or
- (ii) Assessment of such essay, exercises and reports as may be prescribed for each course.

4.31 RE-MARKING

- (a) Re-marking; 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 boards 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 marks 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)
- (d) The purpose of re-marking is to increase the reliability of the assessment of students' work and thereby enhance fairness and the maintenance of academic standards. Double marking may be used with other measures such as explicit assessment criteria, agreed marking schemes, and prior scrutiny of examination questions, dissertation titles and other assessment tasks.
- (e) A student who is not satisfied with the results of an examination can make a request for re-marking of the script.
- (f) Such a student shall be required to pay the appropriate fee(s) as determined by the Academic Board.
- (g) Where a student obtains a mark higher than the first mark, the second mark shall be declared as the result and a refund made.
- (h) Where re-marking reveals significantly inconsistent marking in the case of one or more students, the work should be re-marked by a third marker.

4.32 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
- (d) Fees for re-sit are determined by the Academic Board and it is subject to change.

4.33 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
 - (ii) Name of programme/course studied at the University and name of Certificate awarded
 - (iii) Current address
 - (iv) Name and address of recipient, if any
 - (v) Receipts of payment of prescribed fees
- (b) Students are informed that adequate advance notice, not less than two (2) weeks is required for transcript processing. No transcript shall be released to anyone who has failed to meet all financial obligations to the University.

CHAPTER FIVE

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, artistes, speakers, students of other universities, organisations, institutions and other groups with the express permission of 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 organisation of 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 association 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 register yearly 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) Members of the Union shall choose one of their members to be chairman.
- (iii) The Chairman shall give due consideration to all Christian denominations within the union.
- (iv) The Chairman shall represent the union at the General Assembly.

The Islamic Union

- (i) The Islamic Union shall consist of all presidents of Islamic sects registered under this Constitution.
- (ii) Members of the Union shall choose one of their members to be 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 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 outskirts 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 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 a 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 instruments 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 work places after notifying the Industrial Relations 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.

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.

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 curricula 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 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 to personally bear the cost or 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.

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
- Issues involving teaching and examination time tables
- Relations with lecturers
- Course credit hours
- Examination results
- Deferment of a semester or the academic year
- Continuation of academic programme
- Correction of bio-data
- Lack of textbooks

Each department has an academic advisor and tutors who are responsible for helping students solve academic problems, including counselling on course offerings. Each student will be allocated to tutors who operate or serve as parents for students during the period of their studies. 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 Adviser/Tutor to discuss the issue with him. The Academic Adviser/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 is unable to resolve the matter, the next person to be contacted is the Pro-Vice-Chancellor.

- f. If the Pro-Vice-Chancellor is unable to resolve the issue, it is the Vice-Chancellor who holds the ultimate decision as the Chief Executive Officer of UPSA.

Where the academic problem concerns students collectively (payment of fees, duration of semester, policy on attachment), the class leaders/ representatives should contact the SRC leadership who will get the Dean/Vice Dean of Student Affairs to take the matter up with the Dean of the Faculty concerned. If the problem is not resolved at the Faculty level, it will be referred to the Academic Board for a final resolution.

ii. Non-Academic Matters

Non-academic matters affecting students collectively should be reported to the SRC executives who 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.

5.15 REFUND POLICY

i. **Before Registration**

Fresh students who have *not* registered to commence their respective studies after accepting admission offer shall be entitled to refund of academic facility user fees (Less 20% Administrative Charges) of fees they might have paid in advance.

ii. **After Registration**

Any student who decides to withdraw from the University after registration shall not be entitled to any fee refund.

iii. **Falsification of Entry Qualification**

Falsification of results to gain admission into this University is a criminal offence. Perpetrators shall not be entitled to any fee refund.

iv. **Hostel Fees**

If you have been allocated a University hostel after the start of your studies with us, you shall be liable to the hostel charges or shall not be entitled to any refund of hostel fees paid in advance.

All fresh students who have not registered to commence their respective studies after accepting admission offer shall be entitled to refund of Hostel fees (Less 20% Administrative Charges) of fees they might have paid in advance.

NB: No student shall be allocated a hostel accommodation unless he/she has paid 50% of the academic facility user fees.

v. **Transfer of Funds**

There shall be no funds transfer between students. The refund shall be paid to the applicant and no one else.

vi. **Refund of Academic Facility User Fees and Other Charges**

The fees paid shall be refundable in the case of:

- a) An international student withdrawing from the programme before the commencement of the academic year.
- b) An international student not being granted an entry visa to Ghana.

NB: Any student who decides not to continue his/her education during the first year of studies shall not be entitled to any refund.

APPENDICES

APPENDIX 1

1.0 HOW TO APPLY

Application Forms: Online Serial Number (OSN) may be purchased from any branch of Access Bank Ghana Ltd, Ecobank, and regional post offices throughout Ghana.

It is important to read the instructions carefully before completing the online application form.

- 1.1 **Name of Applicant:** Applicants are to write their names correctly in the following order: surname, first name and other names as provided on the form.

Official names must correspond exactly with those used for all examinations taken. The same names must also be used for registration on admission to the University, unless there is a legal proof of change of name.

- 1.2 **Contact address of Applicant**

Applicants are advised to provide sufficient information on their current addresses to enable the University communicate to them with ease and also avoid incidence of returned unclaimed letters.

- 1.3 **Completion of Items on the Application Form**

Candidates are to complete every portion of the online application form.

- 1.4 **Choice of Programme and Session**

Candidates are to select programmes in order of preference and choice of session. The programme including the session offered on admission cannot be changed.

- 1.5 **Photographs**

Applicants must enclose two recently taken passport-sized photographs. One of the photographs is to be stapled on the form and must have the applicant's name at the back. The photograph must be endorsed by a person of high repute who should also sign as a witness on the declaration form. The other photograph should be pasted on the declaration form.

APPENDIX 2

COMPUTATION OF A STUDENT'S ACADEMIC STANDING

EXAMPLE: COMPUTING THE GPA (GRADE POINT AVERAGE) FOR MORGAN IN THE FIRST SEMESTER

1 Name Surname First Name		2 Hall of Residence	3 Student No.	4 Year	5 Semester	6 Faculty	7 Course	8 Credit	9 Grade Letter	10 Grade Point GP	11 CPXGP (8X10)	12 (OCPXGP) OCP
Osei	Morgan	OpokuAmpo mah	05BMR001	2	1	Management	PBBS 201	3	C	1.5	4.5	
							PBBS 203	3	B	3	9	
							PBBS 205	3	A	4	12	
							PBBS 207	3	A	4	12	
							PBBS 209	3	A	4	12	
							PBBS 211	$\frac{3}{18}$	B	3	$\frac{9}{58.5}$	

$$\text{GPA} = \frac{\text{Total (GP X CP)}}{\text{Total (CP)}}$$

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.

$$\text{GPA} = \frac{4.5 + 9 + 12 + 12 + 12 + 9}{3 + 3 + 3 + 3 + 3 + 3}$$

$$\text{GPA} = \frac{58.5}{18} = 3.25$$

APPENDIX 3

ADMISSION REQUIREMENTS FOR VARIOUS UNDERGRADUATE AND DIPLOMA PROGRAMMES – 2018/2019 ACADEMIC YEAR

1. Available Programmes and Sessions

(a) Undergraduate Programmes

- Bachelor of Arts in Public Relations Management
- Bachelor of Science in Accounting
- Bachelor of Science in Accounting and Finance
- Bachelor of Science in Business Economics
- Bachelor of Science in Actuarial Science
- Bachelor of Science in Banking and Finance
- Bachelor of Business Administration
- Bachelor of Science in Information Technology Management
- Bachelor of Science in Marketing
- Bachelor of Science in Real Estate Management and Finance
- 4-Year Bachelor of Laws (LLB)
- 3-Year Post First Degree Bachelor of Laws(LLB)

(b) Diploma Programmes

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

(c) Sessions

- Undergraduate Programmes:
Regular (Morning) Session available for Level 100 entrants only

Evening & Weekend Sessions are available for Level 100, Level 200 & Level 300 entrants

**Weekend Session is not available for the LLB programme*

- Diploma Programmes:
Regular (Morning), Evening and Weekend Sessions are available

Minimum 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 Examination (GBCE)
 - American High School Grade 12 with at least Final Grade Point of 3.0.
- 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**.

Note 1:

- *Applicants for the Bachelor of Science in Real Estate Management and Finance programme are required to have credit passes in Economics, Geography and any other elective subject.*
- *Applicants for Bachelor of Science in Actuarial Science programme with credit pass in Elective Mathematics is an added advantage.*
- *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.*
- *Business Economics programme applicants require credit pass in Economics.*
- *Applicants for level 100 undergraduate programmes, who will be writing WASSCE/GBCE/ABCE in May/June are also eligible to apply. They will be required to indicate their WASSCE/GBCE/ABCE index numbers and the subjects they will be writing on the online application form.*

(i) **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 (i.e. passes in five (5) subjects including three compulsory subjects in the diploma option of the ABCE) 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 and Integrated Science/Social Studies in the GBCE or SSSCE and WASSCE.

Category C

Post-Secondary Teacher's Certificate 'A'/Diploma in Education Certificate awarded by any institution accredited by the National Accreditation Board (NAB).

Category D

Recognized Professional Qualifications:

At least complete Level One (1) of any of the following **recognized professional qualifications**:

ACCA (3 papers), CIB (5 papers), CIM (3 papers), CIMA (4 papers), ICAG (4 papers) and ICSA (4 papers) only.

Category E

Higher National Diploma (HND) with Second Class (Lower Division) awarded by NABPTEX in disciplines relevant to the programmes being offered by the University (i.e. Accounting, Secretarial and Management Studies, Purchasing & Supply, Marketing, Statistics, etc).

Category F

Applicants in possession of **University/Tertiary Diploma** with a Final Grade Point Average (FGPA) of up to 2.49 from any university accredited by NAB in programmes relevant to the UPSA programme being applied for.

Category G

General Certificate of Secondary Education (GCSE)/ Cambridge GCE ‘O’ and ‘A’ Level

Applicants must have at least five (5) credit passes including English and Mathematics at the GCSE/Baccalaureate/Cambridge ‘O’ Level and three relevant subjects at the ‘A’ Levels plus a pass in General Paper.

Note2:

- *Applicants who qualify under Categories C, D,E and F must, in addition, have WASSCE/SSSCE/GBCE passes of at least grade D7or D respectively 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.*
- *Applicants for Bachelor of Science in Actuarial Science programme with credit passes in Elective Mathematics or Additional Mathematics is an added advantage.*
- *Applicants for the Bachelor of Science in Real Estate Management and Finance programme are required to have credit passes in Economics, Geography and any other elective subject.*

Category H

Applicants with Bachelor’s degree or its equivalent recognized **Chartered Professional Qualifications** (i.e. ICSA, CIM, 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 3:

Applicants who qualify under this category must, in addition, have WASSCE/SSSCE/GBCE credit passes of at least grade C6 or D respectively in three (3) core subjects and three (3) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE ‘O’ Level in addition to three ‘A’ Level passes plus a pass in General Paper.

(ii) LEVEL 300

Category A

Higher National Diploma (HND) with at least Second Class (Upper Division) awarded by NABPTEX in disciplines relevant to the programmes being offered by UPSA (e.g. Accounting, Secretarial and Management Studies, Purchasing & Supply, Marketing, Statistics, etc.)

Category B

University/Tertiary Diploma with at least FGPA of 2.5 (Credit) in related programmes (e.g. Accounting, Public Administration, Management and Marketing etc) from any university accredited by the National Accreditation Board (NAB).

Category C

Applicants with at least complete level two (2) of any of the following **recognised professional qualifications**: ACCA (9 papers), CIB (10 papers), CIM (6 papers), CIMA (8 papers), ICAG (10 papers) and ICSA (8 papers) only.

Note 4:

- *Applicants who qualify under Categories A, Band C must, in addition, have WASSCE/SSSCE/GBCE passes of at least grade D7 or D respectively 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.*
- *Admission is **NOT AVAILABLE** for entry into Level 300 of LLB, Bachelor of Science in Business Economics, Bachelor of Science in Accounting and Finance, Actuarial Science and Bachelor of Science in Real Estate Management and Finance programmes.*

Note 5:

- *Mature Applicants for BSc. in Actuarial Science programme with credit passes in Additional Mathematics or Elective Mathematics at the GCE 'O' Level/WASSCE/SSSCE/GBCE is an added advantage.*
- *Applicants for the Bachelor of Science in Real Estate Management and Finance programme are required to have credit passes in Economics, Geography and any other elective subject*
- *Admission is NOT AVAILABLE for mature students to the LLB programme.*
- *Applicants for BSc Business Economics programme must have credit pass in Economics*

(3) Minimum Admission Requirements for Diploma Programmes

Category A

- (i) WASSCE applicants must have passes(i.e. A1-D7) in **three core subjects** including English Language, Mathematics and Integrated Science/Social Studies in addition to passes (i.e. A1-D7) in any **three elective subjects**. Note that at least three (3) of the core and elective courses should be credit passes (A1-C6). A credit pass is required for the relevant elective.
- (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 credit passes in any **three elective subjects**. A credit pass is required for the relevant elective.

Category B

G.C.E. Advanced Level

Passes in any two (2) subjects at the GCE ‘A’ Level **plus** a pass in General Paper. In addition, the applicant must have had credit passes(at least Grade 6) in five(5) subjects including English Language, Mathematics and any Science Subject at the GCE ‘O’ Level.

(4) 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 pre-requisite for offer of admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

(5) INTERPRETATIONS OF WASSCE AND SSSCE/GBCE GRADES

WASSCE	SSSCE/GBCE	Interpretation	Points
A1	A	Excellent	1
B2	B	Very Good	2
B3	C	Good	3
C4	D	Credit	4
C5	-	Credit	5
C6	-	Credit	6
D7	-	Pass	7

(6) POLICY ON MATURE STUDENTS' ADMISSION

The University of Professional Studies, Accra (UPSA) is committed to creating an equal and fair chance to access tertiary education in Ghana. In line with this, the University recognizes that there are different categories of students who may be eligible to apply to further their education in the University but the normal admission requirements for Senior Secondary School Certificate Examinations (SSSCE), West African Senior School Certificate Examination (WASSCE) and General Business Certificate Examination (GBCE), Higher National Diploma (HND), Advance Business Certificate Examinations (ABCE) will not necessarily apply to them.

One of such categories of students is mature applicants. By definition, a mature student applicant is a prospective student who is at least 25 years old and applying to be admitted into the University after some years in the workplace. For this category of applicants, the University shall create a special avenue for their admissions and ensure that such admissions shall not exceed 5% of the total admissions in a given academic year. This policy is in consonance with the National Accreditation Board (NAB) requirement on mature students and may change as and when NAB issues a new directive.

Mature Applicants applying for admission must satisfy the following entry requirements:

- i. Must have attained a minimum age of twenty-five (25) years at the time of admission (NB: Proof of age with birth certificate which is at least five (5) years old at the time of application to be demanded)
- ii. Must have at least three (3) years' work experience and should be able to provide a letter of appointment from the employer or show any proof of employment.
- iii. Must pass the University's Mature Access Course Entrance Examinations which comprise Mathematics, English Language and Aptitude Test. A mature applicant shall be deemed to have passed the entrance examinations for consideration for admission if he/she obtains a pass mark of 40% in each paper and an average pass mark of 40% in all three papers. A *mature access (bridging) course* is a university-preparation course with an academic curriculum that is offered to mature students as a means of preparing them for the intellectual challenges of a university education, successful completion of which is recognized as a basis of admission into the University.
- iv. Must pass a selection interview. Successful applicants will be placed in Level 100.

APPENDIX 4

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 nourished 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

Oh 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