

KETA BUSINESS COLLEGE

ADMISSION PROSPECTUS 2026/2027

Visit: ketabusco.org admissions page for more information

Call: 0244263725 / 0244243020 / 0246633824

Document / Items needed to complete the admission in the school

- *4 Passport size Photographs*
- *Well filled Placement form*
- *BECE Results Slip*
- *Admission Letter from the Online System*
- *Undertaking*

KETA BUSINESS COLLEGE

ADMISSIONS 2026/2027

Visit <https://ketabusco.org> for more information

CURRICULUM

A. ACADEMIC PROGRAMMES AND PROSPECTS

Currently, the school run six **(6)** programmes. These are:

1. Business
2. General Arts
3. Home Economics
4. Visual & Performing Arts (Visual Art)
5. General Science
6. Applied Technology (Technical)
7. Agriculture

The above-named programmes are chosen by students when filling their placement forms at the JHS level. Academic subjects in the school comprise core and elective subjects.

CORE SUBJECTS

All students in SHS are expected to study the following core subjects:

1. English Language
2. General Science [Not Applicable to General Science students]
3. Mathematics
4. Social Studies
5. Information and Communication technology (ICT)
6. Physical Education & Health (PEH) Core

The first four are externally examinable under the West African Senior School Certificate Examination (WASSCE) conducted by the West African Examinations Council (WAEC).

ELECTIVE SUBJECTS

The combinations from which choices are made are as follows:

BUSINESS PROGRAMME

Option A:

1. Accounting
2. Business Management
3. Computing
4. Economics
5. Government/Management-in-Living/Christian Religious Studies/Biology/French

NB. Only number (5) can be dropped in SHS 2 [1-4 are compulsory]

Option B:

1. Accounting
2. Business Management
3. Computing
4. Additional Mathematics

NB. None can be dropped in SHS 2 [All 1-4 are compulsory]

GENERAL ARTS PROGRAMME

Option A:

1. French
2. Ewe
3. Literature-in-English
4. Christian Religious Studies **OR** Government

NB. None can be dropped in SHS 2 [All 1-4 are compulsory]

Option B:

1. Government
2. Economics
3. Geography
4. French **OR** Computing

*You can select subject 1- 4 only. **OR**
1 – 4 and one of the subjects in the 5th category.*

5. Additional Mathematics **OR** Christian Religious Studies **OR** Management-in-Living **OR** Agriculture **OR** Ewe **OR** PEH Elective.

NB. If you select Computing at (4), you must select Additional mathematics in (5).

[1-3 are compulsory]

Option C

1. Government
2. Music
3. Economics
4. French
5. Christian Religious Studies **OR** Ewe **OR** PEH Elective

NB. Number (4 OR 5) can be dropped in SHS 2 [1-3 are compulsory]

HOME ECONOMICS PROGRAMME

Option A

1. Art & Design Foundation
2. Management-in-Living
3. Clothing & Textiles
4. Biology
5. Business Management

NB. Number (4 OR 5) can be dropped in SHS 2 [1-3 are compulsory]

Option B

1. Biology
2. Management-in-Living
3. Foods & Nutrition
4. French
5. Art & Design Foundation

NB. Number (4 OR 5) can be dropped in SHS 2 [1-3 are compulsory]

Option C

1. Management-in-Living
2. Clothing & Textiles
3. Art & Design Foundation
4. French **OR** Economics
5. Biology

NB. Number (4 OR 5) can be dropped in SHS 2 [1-3 are compulsory]

Option D

1. Management in Living
2. Foods & Nutrition
3. Chemistry
4. Economics
5. Art & Design Foundation

NB. Number (4 OR 5) can be dropped in SHS 2 [1-3 are compulsory]

Visual and Performing Arts (Visual Arts)**Option A:**

1. Art & Design Foundation
2. Art & Design Studio
3. Computing
4. Additional Mathematics
5. Design & Comm. Technology

NB. Only Number (5) can be dropped in SHS 2 [1-4 are compulsory]

Option B:

1. Art & Design Foundation
2. Art & Design Studio
3. Design & Comm. Technology
4. PEH Elective

NB. None can be dropped in SHS 2 [All 1-4 are compulsory]

GENERAL SCIENCE PROGRAMME**Option A:**

1. Additional Mathematics
2. Chemistry
3. Physics
4. Biology
5. French

NB. None can be dropped in SHS 2 [All 1-5 are compulsory]

Option B:

1. Additional Mathematics
2. Chemistry
3. Physics
4. Computing
5. French / PEH Elective
6. Biology

NB. Only Number (5 **OR** 6) can be dropped in SHS 2 [1-4 are compulsory]

Option C:

1. Additional Mathematics
2. Chemistry
3. Geography
4. Physics
5. Biology
6. Agriculture

NB. Only Number (5 **OR** 6) can be dropped in SHS 2 [1-4 are compulsory]

Applied Technology (Technical)

Option A:

1. Applied Technology (Building Construction & Woodwork)
2. Design & Comm. Technology
3. Additional Mathematics
4. French
5. Art & Design Foundation / Physics

NB. Only Number (4 **OR** 5) can be dropped in SHS 2 [1-3 are compulsory]

Agriculture

Option A:

1. Agriculture
2. Chemistry
3. Economics
4. Physics / Additional Mathematics

NB. None can be dropped in SHS 2 [All 1-3 are compulsory]

CODE OF CONDUCT AND DISCIPLINARY MEASURES FOR STUDENTS

Discipline is the key to success in all human endeavour. Self-discipline rather than forced discipline should be the guiding principle of our students. Students who put up indisciplined behaviour are dealt with according to the Ghana Education Service Approved Code of Discipline for schools which is published below:

	<u>OFFENCE</u>	<u>DISCIPLINARY ACTION</u>
1	<u>DRESSING</u> Keta Business College has a number of school uniforms ranging from classroom dresses (i.e. normal class and preps), house dresses, Friday wears and outing dresses. These dresses must be worn appropriately at all times. I. Improper dressing II. Wearing unprescribed attire III. No use of hijab(headscarf) IV. Applying lip-sticks, painting of fingernails, wearing of dangling earrings, bleaching of body, jewelry(necklaces, wristbands, dangling earrings etc.) V. No dreadlocks and bushy hair	Actions are taken against students who dress inappropriately based on the type of dressing offence committed. ● First Offence- Warning/ Manual work ● Second Offence -Suspension ● First Offence — Seizure of the attire. ● Second Offence — Suspension and manual work. ● First Offence - Removal of headscarf and administering appropriate sanctions ● First Offence - Warning, ● Second Offence - Suspension and signing bond to be of good behaviour, and finally severe punishment. ● First Offence- Suspension to go and cut the hair ● Second Offence-Parental involvement and signing of bond.
2	<u>ASSAULT</u> Acts that intentionally make a student suffer physical harm, or fear to suffer physical harm, is assault. Some of these acts that KETABUSCO strictly frowns on are: physical altercations, threats of violence and unwanted touching. I. Causing harm to a member of Staff and / their dependents, assault on a group of students II. Bullying, Fighting and Violence	The type of assault committed determines the equal action taken against the student. ● First Offence – Signing of bond by student, withdrawal from the boarding house ● Second Offence - Report to the Police depending on the severity of the offence while Disciplinary Committee proceedings are instituted, Counselling of student / Openly read written apology ● Third Offence – Dismissal from school. ● First Offence – Immediate suspension (1-2 weeks). ● Second Offence - Counseling and written apology. ● Third Offence - Expulsion for severe or repeated cases.

3	<u>EXAMINATION MALPRACTICE</u> Examination malpractice is any form of cheating or dishonest conduct during assessments such as: examinations, quizzes, tests or class exercises. I. Cheating in internal examination II. Failure to write examination without justifiable cause	The type of examination malpractice a student engages in determines the type of action taken against him/her. ● First Offence- Cancel Paper for the first offence. ● Second Offence- Suspension; parental involvement for subsequent offence ● First Offence — Warning, and in addition be made to write the exam papers. ● Second Offence — Counselling and parent involvement.
4	<u>FLOUTING LAWFUL AUTHORITY</u> Noncompliance to school rules, instructions, or directives given by seniors, staff (teaching or non-teaching), or administrators amounts to defying school authority. I. Flouting the Authority of the Head or any other member of staff II. Flouting the Authority of School Prefects or Seniors III. Breaking Bounds/ Scaling of school wall IV. Boarder reporting to school as day student V. Travelling outside school/town without permission VI. Petty Theft and Stealing	When a student defies school authority, the appropriate action that merits the offence is administered. ● First Offence — Manual work / counselling. ● Second Offence — Suspension ● Third Offence – Dismissal ● First Offence — Warning ● Second Offence — Manual Work for 1 / 2 weeks ● Third Offence — Withdrawal from boarding house ● First Offence — Manual Work with counselling ● Second Offence — Suspension ● Third Offence – Withdrawal from boarding house ● First Offence – Counselling and suspension for two weeks ● Second Offence – Internal punishment with manual work. ● Third Offence – Withdrawal from the boarding house ● First Offence — Suspension / manual work ● Second Offence — Withdrawal from Boarding house or school ● First Offence — Warning / manual work ● Second Offence — Withdrawal from Boarding house (with restitution in all classes)
5	<u>UNAUTHORIZED COMMUNICATION</u> Communication is key in all institution. However, unhealthy communication of any form is not tolerated in KETABUSCO. Some of these are: I. Anonymous letter/ Giving false information	Any student that breaches communication rules is equally reprimanded according to the type of communication offence committed ● First Offence— Warning / counselling. ● Second Offence— Suspension ● Third Offence – Dismissal

	II. Deliberate distortion of facts/ Character Assassination III. Cyber Conduct and Social Media Use Conduct. Students must not share or publish false, indecent, or harmful content related to the school on social media IV. Conspiracy to crime. This is when two or more students agree together to carry out an unlawful act, even if the crime is not eventually completed.	● First Offence — Suspension; counselling ● Second Offence — Suspension. ● Third Offence — Dismissal ● First Offence - Counseling and parental involvement ● Second Offence - Suspension (1-2 weeks) ● Third Offence - Possible dismissal if content damages the school's reputation. ● First Offence - Counseling and suspension for two weeks (depending on the severity of the offence) ● Second Offence - Internal punishment with manual work (depending on the severity of the offence) ● Third Offence - Withdrawal/Dismissal (expulsion) from the school.
6	<u>DRUG ABUSE</u> Drug abuse is the use of illicit drugs by students. This includes: using drugs without medical prescription, consuming alcohol, weed, red 225, cocaine etc. I. Drunkenness II. "Wee" possession, smoking and Drug Abuse	Drug related offenses are handled according to the nature of the wrong act engaged in. ● First Offence- Warning ● Second Offence-Suspension; Parental involvement / Suspension ● Third Offence - Withdrawal. ● First Offence – Handing over culprit to the police ● Second Offence — Withdrawal from school with recommendation for psychiatric treatment.
7	<u>UNLAWFUL ASSEMBLY</u> Unlawful assembly refers to gathering of students on school premises that violates school rules and policies, disrupts normal school activities, rebels against authority or poses threat to safety of students. Some of these include: I. Incitement and attempt to riot/ Rioting II. Entertaining visitors at odd times without permission III. Wilful damage of school property	Offences of unlawful gathering of students committed are sanctioned according to the situation and nature of the act committed. ● First Offence- Suspension for those pressurized in rioting. Parents should be made to pay for any cost of damages. Second Offence — Withdrawal. ● First Offence — Warning ● Second Offence - Suspension and signing of bond to be of good behaviour. ● First Offence- Withdrawal from the boarding house. ● Second Offence - Triple purchase of the property.
8	<u>SEXUAL MISCONDUCT</u> Sexual misconduct refers to inappropriate sexual behavior involving students or individuals within KETABUSCO. Some of these behaviors include: I. Homosexuality in the boarding house II. Termination of Pregnancy/Abortion	Sexual misconduct occurs in different forms. Actions are taken accordingly. ● First Offence- Withdrawal from boarding house (Dismissal in case of rape). ● First Offence- Suspension; parents' and medical experts' involvement; police involvement.

	III. Sexual harassment	● First Offence – Warning, Report to the Police depending on the offence while Disciplinary Committee establishes investigation into the case. ● Second Offence – Manual work, withdrawal from boarding house, demotion for prefects, ● Third Offence - Dismissal
9	<u>USE OF UNAUTHORISED DEVICES</u> The use of unauthorized devices in school refers to students bringing and using electronic devices not permitted by school rules. This includes: I. Possession/use of mobile phone in the school II. Use of unauthorized musical instruments / radios	Actions against use of unauthorized devices in KETASBUSCO are taken based on the extent to which the offense is committed. ● First Offence - Seizure of the phone and suspension / manual work. ● Second Offence - Internal Suspension ● Third Offence – Withdrawal from boarding house ● First Offence- Warning/ Seizure ● Second Offence- Withdrawal from boarding house. ● Third Offence - Suspension
10	<u>DECEPTION</u> Deception in school refers to acts of dishonesty or misleading behavior put up by students: In KETABUSCO, this refers to I. Leaving school under false pretence	Deception is punishable according to the extent/degree of the act committed. ● First Offence — Warning / manual work ● Second Offence — Withdrawal (from boarding house).

Note: The school reserves the right to review and amend this Code of Conduct.

All disciplinary actions shall follow due process, including investigation and hearing by the School Disciplinary Committee.

The code of conduct for students in the pre-tertiary levels of education in the **GES** shall be referenced for other cases that have not been stated in this document.

Severe cases however shall be referred to the **Ghana Education Service** for further action.

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Severe cases however shall be referred to the **school's Board of Governors/ Ghana Education Service** for further action.

HOUSING SYSTEM

Our school is proudly divided into four vibrant houses, each representing a unique value and spirit. These houses are inclusive, welcoming students of all backgrounds, abilities, and interests. House colours are : House 1 – Red; House 2 – Yellow; House 3 – Green and House 4 - Blue

Our School House System:

- Encourages teamwork and camaraderie
- Fosters healthy competition and sportsmanship
- Develops leadership and problem-solving skills
- Celebrates diversity and individuality

CLUBS AND SOCIETIES

Clubs and societies exist in KETABUSCO. A club or society is a social group within the school. They are classified into two: GROUPING and NON-GROUPING. Those in grouping are further broken down into Group A and B.

GROUPING

S/N	GROUP A	S/N	GROUP B
1.	French Society	1.	Red Cross Society
2.	Geographical Society	2.	Wildlife Club
3.	Mathematico & Scientifico Club	3.	Green Earth Club
4.	National Association of Business Student (NABS)	4.	Civic Education Club
5.	Ghana United Nations Students Association (GUNSA)	5.	Drama & Debating Society

NB.: Students are expected to belong to two Clubs, One in Group A and another in Group B

NON-GROUPING

- | | |
|----------------------------|--------------------|
| 1. Army Cadet | 5. Cultural Troupe |
| 2. Scripture Union | 6. EPSU |
| 3. School Choir | 7. GESAM |
| 4. Catholic Students Union | 8. AGCM |

It is important that students pay their club dues regularly to enable the patrons and leaders plan effectively for the successful operation of the clubs/societies.

BENEFITS OF CLUBS AND SOCIETIES

Membership of clubs and societies brings a lot of benefits to the individual and the Society. Some of these benefits are:

1. It gives students social experience through discussions and exchange of views or opinions
2. It breaks down barriers and monotony of class activities in the school.
3. Both juniors and seniors belong to one club or society.
4. Development of speech and overcoming stage fright e.g. Drama and Debating Society
5. Adjusting to fellow students of the same club in other schools.
6. Useful leisure occupations.
7. Training for self-government: Students organize their own activities.
8. Making a career out of involvement in club activities e.g. Journalists through Writers Club, Nurses through Red Cross Society, etc.
9. For the purposes of testimonial

**PARENTS AND GUARDIANS SHOULD CAREFULLY TAKE
NOTE OF EACH ITEM ON THIS LIST**

CATEGORY 1 – Basic needs (Must have)
2026/2027 ACADEMIC YEAR PROSPECTUS FOR BOARDING STUDENTS

S/N	Description
1	Hard Body Suit Case or travelling bag
2	Active National Health Insurance Card
3	Chop Box (Wooden/Plastic) / Trunk
4	Drinking Cup, 1 Plastic or Stainless Plate and a Set of Cutlery, Water Bottle.
5	Toiletries (1 Deodorant, 1 pack of T-roll, tooth paste, tooth brush, Soap, pomade and 2 packs of sanitary pads for girls)
6	Decent Black and Brown Sandals – No embellishment (Both boys and girls)
7	A Pair of black Slippers (Both boys and girls)
8	Decent Sneakers (Could be obtained in the school @ GHC150.00)
9	2 Pair of Socks (black for boys; white for girls)
10	1 Pajamas / sleep wear
11	Under wear (5 pants and 3 vests for girls , 3 boxer shorts or pants & 3 Singlets for boys)
12	1 Metallic Bucket and a pail
13	RSV/NIV Bible/Quran and KETABUSCO Hymnal.
14	Student Mattress and Pillow covered with Mackintosh.
15	1 Students' bed sheets with 1 pillow cases - Plain white.
16	One customized bed sheet to be supplied in the school (GHC100.00)
17	1 Blanket & Sleeping cloth
18	A Pair of Army green Khaki Trousers (Boys Only) NB. "pencil style not allowed"
19	A Pair of White Trousers (Boys Only) "pencil style not allowed"
20	White dress for ladies to be supplied in the school (GHC120.00) and slit and kaba any white African print with blue background (shirt sleeve with round-neck and four pieces slit). - Girls Only
21	2 White Shirts (1 short sleeve and 1 long sleeve) and men native cloth (any white African print with blue background). - Boys Only
22	Student's Size Mosquito Net
23	1 black School Bag (Big enough to carry rain coat, touch light, water bottle, Maths set and Victory A calculator with manual GHC200.00)
24	2 Brown Check Dresses (Refer to Drawings 1), 1 Brown check Pyjamas (Refer to Drawings 2) - Girls only
26	2 Brown check (medium eye or 1/8 Inch) Short Sleeve Shirts, 2 Army Green Khaki Short and 1 Brown check (medium eye or 1/8 Inch) Long Sleeve Shirt for prep – Boys only
27	1 customized sportswear (top and down to supplied in the school GHC100.00)
28	1 Black pair of shoe (Low heeled for Boys and Girls) for church service
29	Buckle Black and Brown Belt – No embellishment (Boys Only)
30	1 Hoe / Cutlass (locally made) OR to be obtained in the school @ GHC50.00
30	1 Exeat Card

CATEGORY 1 – Basic needs (Must have)

2025/2026 ACADEMIC YEAR PROSPECTUS FOR DAY STUDENTS

1	1 black School Bag (Big enough to carry rain coat, touch light, water bottle, Maths set and Victory A calculator with manual GHC200.00)
2	Decent Black and Brown Sandals – No embellishment
3	Decent Sneakers (Could be obtained at the school at GHC150.00)
4	2 Brown check Dresses (Refer to Drawings 1) - Girls only 2 Brown check (medium eye or 1/8 Inch) Short Sleeve Shirts, 2 Army Green Khaki Short – Boys only
5	1 customized sportswear (top and down to supplied in the school GHC100.00)
6	1 Hoe / Cutlass (locally made) OR to be obtained in the school @ GHC50.00

CATEGORY 2 – Cleaning Materials [For All students]

You are required to buy items from one of the following groups.

GROUP 1 *[VISUAL ARTS & AGRICULTURE]*

a	A pair of Hand Gloves (Hard)
b	Liquid Soap (5 litres) , 1 standing broom or Cash GHC20.00
c	2Kg Washing Powdered Soap

GROUP 2 *[BUSINESS & TECHNICAL]*

	1 litre Bleach
b	1 Mosquito spray
c	1 standing broom or Cash GHC20.00
d	1 Standing Scrubbing brush

GROUP 3 *[HOME ECONOMICS, SCIENCE & GENERAL ARTS]*

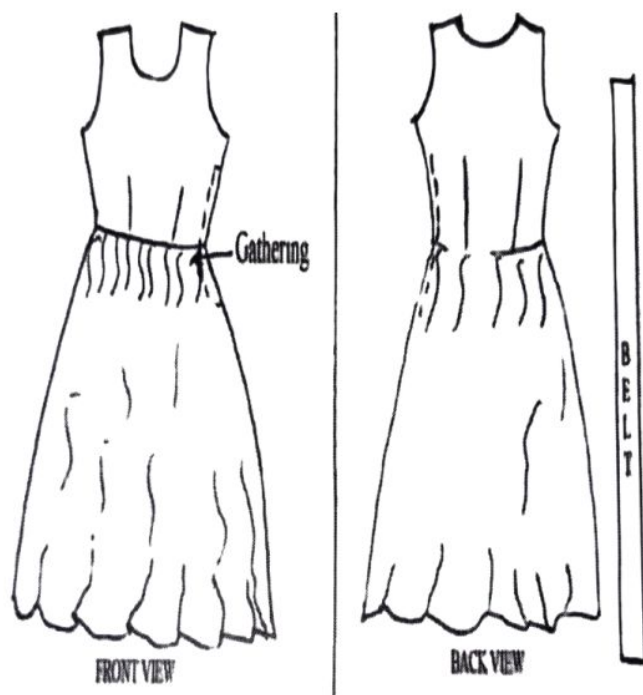
a	1 Standing Mop and Mop Bucket OR Cash GHC55.00
b	1 Car Duster, 1 standing broom or Cash GHC20.00
c	1 Sweeping brush Cash GHC20.00

NB: All personal items should be embossed or embrioded with the student's name

DRESS SKETCH FOR GIRLS ONLY

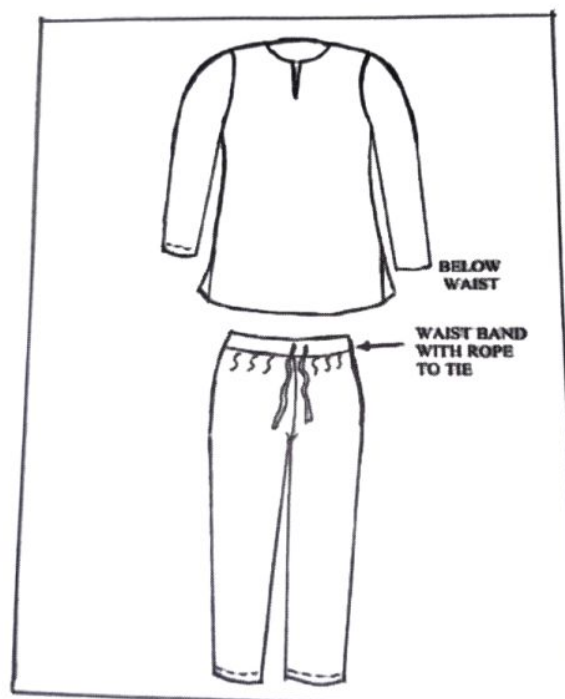
DRAWING 1 – HOUSE DRESS

(BROWN CHECK MEDIUM EYE 1/8 INCH)



DRAWING 2 – PYJAMAS FOR PREP

(BROWN CHECK MEDIUM EYE 1/8 INCH)



Visit <https://ketabusco.org> for pictures or 3D or mockup of all uniforms; department supplementary list and other reading materials.

KETA BUSINESS COLLEGE

Keta Business College Guidance, Career, and Counseling Unit welcomes fresh boys and girls and emphasizes a zero-tolerance policy towards sexual harassment. Sexual harassment includes unwelcome behaviors like:

- Unwanted comments or jokes
- Unwanted touching or gestures
- Showing inappropriate pictures or videos
- Staring or looking at someone in a way that makes them uncomfortable

The college encourages a safe and respectful environment and advises students to treat others with respect and kindness.

Documents that should be submitted when reporting on 18th September, 2026.

- 4 Passport size Photographs
- Placement form
- BECE Results Slip
- Admission Letter from the Online System
- Undertaking

I,.....of SHS 1 in Keta Business College, Keta give this UNDERTAKING to the Board of Governors, Headmaster and other Authorities of Keta Business College to be law abiding, to keep the peace and be of good behaviour and to obey all rules and regulations of the school from now till I complete education at the said school.

I also undertake not to mete out to any coming student during the said period any wrongful, unlawful and/or inhuman punishment.

I also hereby give further undertaking to seek redress for any grievances that I may have against the school authorities, any teacher(s) and or fellow student through proper and approved channels using dialogue and mediation and not take the law into my own hands in dealing with the situation no matter how provocative it may be.

I particularly give an UNEQUIVOCAL AND IRREVOCABLE UNDERTAKING not to embark on any demonstration and/or any awkward, unruly or violent behaviour as a means of seeking redress for grievances.

I PLEDGE MY DUE DILIGENCE TO ALL MY ACADEMIC OBLIGATIONS AND THAT SHOULD I PERFORM POORLY OR BELOW STANDARD, I SHOULD BE MADE TO REPEAT OR WITHDRAW FROM THE SCHOOL.

I hereby DECLARE and HOLD myself liable to be disciplined by the school authorities in accordance with the school rules and regulations, code of ethics, and general laws of Ghana, where appropriate, if I should be in breach of any of the aforementioned undertakings.

DATED AT KETA THIS DAY OF.....20

STUDENT

Surety: Parent/Guardian

Signature.....

Signature/mark.....

Full Name.....

Full Name.....

.....

.....

Occupation.....

Address.....