

CAPE COAST TECHNICAL UNIVERSITY

Cape Coast, Ghana



ADMISSION BROCHURE

FOR 2018/2019 ACADEMIC YEAR

Tertiary and Non-Tertiary Programmes

NOTE CAREFULLY

- 1.** The endorsement of photographs and Application for Admission Forms of the candidates should be done by the following categories of persons.
 - a.** Head of recognised Senior High School, Technical Institute or Colleges of Education.
 - b.** A Judge/Solicitor/ Barrister.
 - c.** A qualified registered Medical Practitioners.
 - d.** A Senior Civil/Public Servant.
 - e.** A Commissioned/Senior Officer of the the Ghana Armed Forces, Police Service, Prison Service, Fire Service, Immigration Service and Customs, Excise and Preventive Service.

Photographs and Admission Forms endorsed by persons other than those listed in 1 above will be rejected.

- 2.** Include two (2) certified photocopies of each relevant certificate/result slip(s).

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1. HND Mechanical Engineering (Automobile, Plant and Production Options)
2. HND Electrical/Electronic Engineering
3. HND Building Technology
4. HND Civil Engineering
5. HND Hotel, Catering & Institutional Management
6. HND Fashion Design & Textile Studies

ENTRY REQUIREMENT

Applicants should have a minimum qualification of Intermediate Certificate or its equivalent in the relevant area of study. In the case of **SSSCE/WASSCE Science applicants for Access course**, they **must** have passes in three (3) subjects comprising at least one (1) core subject {English Language, Mathematics, Integrated Science and Social Studies} plus at least one (1) science elective subject {Physics, Chemistry, Biology, Elective Mathematics, Agriculture Science, Metal Works and any other science related subject.

NB:

Only technical, vocational school and SSSCE/WASSCE Science graduates are qualified to apply for the Access Course.

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BRIEF BACKGROUND OF THE UNIVERSITY



Cape Coast Technical University (Formerly Cape Coast Polytechnic) was established in 1984 as a second cycle institution. In 1986, it operated under the Ghana Education Service to offer intermediate courses leading to the award of non-tertiary certificates.

Following the enactment of PNDCL 321 in 1992, the University was upgraded to tertiary level to run programmes for the award of Higher National Diplomas.

Currently, the University has three Schools and twelve academic departments with a student population of over three thousand pursuing various programmes in Engineering, Business and Applied Sciences and Arts.

The University is currently running a two-year top-up B-Tech degree programmes in Building Technology, Mechanical Engineering, Accounting with Computing, Civil Engineering, Secretaryship & Management Studies, Marketing, Procurement & Supply Chain Management, Telecommunication Engineering and Bachelor of Science in Statistics.

Mission

Cape Coast Technical University is committed to the training of highly skilled human resource in Business, Engineering and Applied Sciences and Arts in close collaboration with the industry and commerce.

(c) TECHNICAL/VOCATIONAL CERTIFICATE APPLICANTS

1. Advanced certificates in Fashion, plus SSSCE/WASSCE with passes in three (3) Core subjects in English Language, Mathematics, Science/Social Studies.
2. Intermediate Certificate in Fashion plus five (5) SSSCE/WASSCE/GCE Ordinary Certificate passes in English Language and Mathematics/Science/Social Studies subjects.
3. NABPTEX Certificate (passes in NABPTEX examination for both core and elective/departmental courses)

(d) TEACHER APPLICANT

Four year certificate 'A' or three year Post Secondary Certificate and must have five (5) GCE 'O' level credits including English Language, Maths and Science

(e) MATURE APPLICANTS

Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and Pass a written Examination and an interview.

ACCESS COURSE INTO HND PROGRAMMES FOR TECHNICAL / VOCATIONAL SCHOOL GRADUATES

The Access Course for technical and vocational school graduates is designed by the National Board for Professional and Technician Examinations (NABPTEX) to offer technical and vocational school graduates the opportunity to pursue a one-year Access Course in English Language, Mathematics and Science. Successful candidates will qualify to enroll in the following programmes.

HND FASHION DESIGN AND TEXTILE STUDIES

ENTRY REQUIREMENTS

(a) SSSCE/WASSCE APPLICANTS

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.

Relevant elective subjects including Clothing and Textile, General Knowledge in Arts, Textiles, Graphics Design, Visual Communication, Technical Drawing, Management in Living, French, Economics, Geography, Accounting, Physics, Chemistry, Biology, Elective Mathematics.

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization. Clothing and Textile, General Knowledge in Arts, Textiles, Graphics Design, Visual Communication, Technical Drawing, Management in Living, French, Economics, Geography, Accounting, Physics, Chemistry, Biology, Elective Mathematics.

(b) CERTIFICATE II APPLICANTS

Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science/Social Studies) plus three (3) passes in relevant elective subjects.

GCE ‘A’ LEVEL APPLICANTS

Five (5) GCE ‘O’ Level credits including English Language, Mathematics, Clothing and Textile, Graphics, Textiles and Two (2) credit passes in relevant Advanced Level subjects.

Vision

The vision of Cape Coast Technical University is to be a leading Technical University in Ghana that offers high quality career-oriented vocational and technical education for national development.

ACADEMIC PROGRAMMES

The University has three Schools namely, School of Business and Management Studies, School of Applied Sciences and Arts and School of Engineering. The Schools are each headed by a Dean and sub-divided into Academic Departments. The University also have Institute of Open and Distance Learning, Directorate of Business Development and Advisory, Directorate of International Affairs and Institutional Linkages, Directorate of Information and Communication Technology, Directorate of Academic Planning and Quality Assurance and Research and New Programmes Directorate. In addition, there is Directorate of Technical and Vocational Education and Training, Directorate of Language Development and Training Centre, Alumni Relations Directorate and a professional Counselling Unit. In all, over 38 academic programmes are being offered each year at the Diploma, Higher National Diploma (HND) and Degree levels.

Library Facilities

The John Kofi Borsah Library is a four-storey building complex (including a basement). It has ICT centre, Book-Bindery Unit, General Reference, Research and Digital Library centres. Again, it has Conference room and Presentation Halls. The Library can boast of both print and non-print materials.

Medical Services

The University Clinic has been upgraded to provide health care services to students, staff and members of the University community. In collaboration with the Metropolitan Health Administration, three Community Health Nurses and an Enrolled Nurse have been posted to the Clinic to assist the existing personnel.

University Hostel

Currently, the University has only one Hostel accommodation facility.

INSTITUTE OF OPEN AND DISTANCE LEARNING

The Institute of Open and Distance Learning (IODL) was established in 2013 to run professional programmes and co-ordinate programmes ran through Memorandum of Understanding (MOU) with both local and foreign institutions. Currently the institute is collaborating with Kumasi Technical University, Chartered Institute of Bankers (Ghana) and Association of Business Managers and Administrators (ABMA) in United Kingdom.

OBJECTIVES

The aim of the Institute is to provide the educational foundation on which any person can build a successful professional and academic career in the areas of accountancy, banking, insurance, engineering etc. It also aims at making education provision very flexible for workers to upgrade their skills while still at post.

SCHOOL OF BUSINESS & MANAGEMENT STUDIES

The School of Business and Management Studies was established in the 1992/1993 academic year to run tertiary programmes. Currently the School has four academic departments namely Departments of Accountancy Studies, Marketing Studies, Secretaryship and Management Studies and Purchasing and Supply.

MISSION

The mission of the School is to provide high-quality, career-oriented educational experience to business students. The School prepares students for the rigorous demands of the ever-evolving business world. The School takes a historic approach to education and, as such, does not only develop technical skills and a strong knowledge base, but also gives attention to the person. Thus, the school also promotes character skills such as honesty, integrity, responsibility, dependability, reliability and accountability.

DEPARTMENT OF FASHION DESIGN AND TEXTILE STUDIES

The Department of Fashion Design and Textile Studies runs Higher National Diploma (HND) in Fashion Design and Textile Studies specialization in Clothing and Textile Production.

The programme offered by the Department enable students to have wide range of skills necessary to be self-employed in Garment Production, Textile Designing and production, Interior and Exterior Decoration. Successful completion of the programme also equips students to be employed in any of the Garment Production Industries and Textile Manufacturing Industries.

VISION

The vision of the Department is to turn out students who will be able to create, design and produce any Fashion and Textile related articles in the Industry.

OBJECTIVES

The Department has the aim to:

- Provide integrated academic and liberal studies in various forms to meet the varying needs of students and society.
- Develop broad technical and vocational training in Fashion and Textile Studies.
- Develop adequate practical and entrepreneurial skills to enable the graduates participate fully in the social and economic development of the nation.
- Promote the study of local and international Fashion Design and Textile Studies as appropriate for the development of the economy of Ghana.
- Provide opportunity for supervised industrial practice through attachment and visit that is pertinent to the option of the student's field of study.

(c) CERTIFICATE II APPLICANTS

Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science plus three (3) passes in relevant elective subjects.

(d) TEACHER APPLICANTS

Four-year Certificate’ **OR**

Three-year Post-Secondary Teacher’s Certificate

AND

Five (5) GCE ‘O’ Level credits including English Language, Mathematics and a Science Subject

OR

Three (3) SSSCE/WASSCE credit passes including English Language, Mathematics and a Science subject. A minimum of three (3) years teaching experience.

(e) MATURE APPLICANTS

Must be 25 years old and should provide a Birth Certificate, or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and

Pass a written Examination and an interview.

(A) FULL-TIME TERTIARY PROGRAMMES

1. B-TECH IN ACCOUNTING WITH COMPUTING

2. a. HND ACCOUNTANCY STUDIES

b. HND ACCOUNTING WITH COMPUTING

3. B-TECH IN MARKETING STUDIES

4. HND MARKETING STUDIES

5. B-TECH IN SECRETARYSHIP & MANGEMENT STUDIES

6. HND SECRETARYSHIP & MANAGEMENT STUDIES

7. B-TECH IN PROCUREMENT & SUPPLY CHAIN MANAGEMENT

8. HND PURCHASING & SUPPLY

9. Professional Diploma in Banking Technology & Accounting

10. Professional Diploma in Computerized Accounting

11. Professional Diploma in Business Administration

(B) NON-TERTIARY PROGRAMMES – (2) YEARS

1 Diploma in Business Administration (DBA)

2 Diploma in Banking Technology & Accounting (DBTA)

3 Diploma in Computerized Accounting (DCA)

4 Diploma in Public Relations (DPR)

5 Diploma in Electronic Marketing (DEM)

6 Diploma in Procurement Management (DPM)

DEPARTMENT OF ACCOUNTANCY STUDIES

The Department of Accountancy Studies (DOAS), currently under the School of Business and Management Studies was established in 1986 in the then Business Studies Department to offer Diploma in Business Studies and Royal Society of Arts (Accounting option). It subsequently had accreditation in 1992 to run a full-time Higher National Diploma (HND) in Accountancy Studies.

Recently, owing to numerous calls from our alumni, some employers and other stakeholders, the department has initiated activities aimed at getting accreditation for the introduction of Bachelor Technology (B-Tech) degree programmes in Accounting & Finance, HND Banking & Finance, HND Micro Finance, and HND Auditing & Forensic Studies to offer students with much more options for their desired career prospects.

The Department has signed a Memorandum of Understanding (MOU) with Kumasi Technical University to run a Bachelor of Technology (B-Tech) degree programme in Accounting with Computing, starting from the 2013/2014 academic year and HND Accounting with computing starting from 2015/2016 academic year. The department has also received the approval from NABPTEX to run Diploma in Computerized Accounting, and Banking Technology & Accounting.

OBJECTIVES

The department aims at providing hands-on competitive accounting education and skills to enable our products undertake efficient career roles in their endeavours.

EMPLOYMENT PROSPECTS

Graduates from the department are employed as Senior Accounting Assistants or their analogous grades in both the private and public sectors of the economy of Ghana.

HND HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT (HCIM)

ENTRY REQUIREMENTS

(a) Holders of Professional Certificates:

- i. Five (5) GCE 'O' Level credits including English Language and Mathematics and Science and Post-Secondary Certificate with a minimum of 3 years work experience.
- ii. 812/2 certificate with minimum of (one) I credit, Three (3) GCE 'O' Level credits including English, Mathematics, and a minimum of three (3) years relevant work experience.
- iii. 812/2 certificate holders with SSSCE/WASSCE credit passes in English Language, Mathematics.

(b) SSSCE/WASSCE Graduates: (New Structure)

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.
- iii. Relevant elective subject like Food and Nutrition, Management in Living, General Knowledge in Arts, French, Economics, Geography, Accounting, Business Management, costing, Physics, Chemistry, Biology and Mathematics.

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.

- The department in collaboration with University of Derby in the foreseeable future would mount a program in BSc. and MSc. Hospitality Management. There is a proposal to this effect and at the stage of signing a memorandum of understanding for the take off of these programs.
- The department is at the final stage of organizing certificate programs in Hazard Analysis Critical Control Point (HACCP) and Sanitation and Safety for organizations and individuals in the Food and Beverage Industry.
- The department in collaboration with USARice would be organizing refresher training courses for food vendors, fast food joint operators and local eateries operators (chop bars) within the catchment area. Specifically, the programme aims to develop an in-depth understanding into current trends aspects of Food Management. It will provide sound management education while developing the skills to ensure the safety, acceptability and nutritional adequacy of food that is provided.
- The department plans to procure a thirty (30) seater bus.
- To produce fruit juices and preserves using local fruits for sale.

CAREER OPPORTUNITIES

- Hospitality Supervisors
- Domestic Bursars
- Small/Medium Hotel Managers
- Chefs
- Diet Cooks
- Self-Employment
- Teaching in the Technical/Vocational Institutes

BACHELOR OF TECHNOLOGY (B. TECH) IN ACCOUNTING WITH COMPUTING - EIGHTEEN (18) MONTHS

ENTRY REQUIREMENTS

- (i) Holders of HND Accountancy Certificate with a minimum of (2) years work experience.
OR
- (ii) ACCA and ICA Holders with passes in seven (7) or more subjects.
OR
- (iii) Holders of professional Diploma in Computerized Accounting with credit in Mathematics and English or equivalent Diploma from a recognized University.

HND ACCOUNTANCY STUDIES AND HND ACCOUNTING WITH COMPUTING

ENTRY REQUIREMENTS

- (a) **‘A’ Level, R.S.A. and DBS Holders**
- (i) Five (5) GCE ‘O’ Level credits including English Language and Mathematics.
OR
- (ii) Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.
OR
- (iii) Ghana Commercial Examination Stage II (RSAII) passes with five (5) credit passes including English Language and Mathematics.
OR
- (iv) General Business Certificate (Old Structure) with five (5) credit passes including English Language and Mathematics.
OR
- (v) Any other qualification to the ones stated above example Post-Secondary, Holders of part one of ACCA, ICA and CIMA

AND EITHER OF THE FOLLOWING:

1. Ghana Commercial Examination Stage III (RSA Stage III) passes in three subjects.

OR

2. Two (2) passes at GCE 'A' Level in the following subjects: Accounting, Business Management, Economics, Government, Geography, West African Traditional Religion) Christian Religious Studies, Mathematics / Statistics, Physics and Chemistry.

OR

3. Diploma in Business Studies (DBS) Certificate (Accounting, Marketing, Statistics, Managements, and Purchasing and supply)

OR

4. Two (2) passes at Advanced Business Certificate.

(c) SSSCE/WASSCE Graduates & General Business Certificate Holders (New Structure)

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.
The elective credit passes should be in any of the following programmes; Business, Science, General Arts.

- (d)** Holders of General Business Certificates (New Structure including Social Studies and Integrated Science)
- (b)** Holders of Diploma in Banking Technology & Accounting (DBTA) Certificate –level 200.

DEPARTMENT OF HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT (HCIM)

The Department of Hotel, Catering and Institutional Management was established in 1998 to train students to acquire knowledge and skills for managerial and supervisory roles in the Hospitality Industry.

PHILOSOPHY

The hospitality industry is one of the world's most dynamic industries and continues to grow year after year. The World Travel Organization predicts that it will triple in size by the year 2020, becoming one of the largest industries in the world. This growth will provide many employment opportunities for people with the right qualifications, and HCIM, provides exactly the type of education and skills that the future hospitality managers/supervisors require to succeed. The department therefore has the following philosophies.

- To provide a high quality vocational education, which is intellectually rigorous and up-to-date, as well as relevant to the needs of future middle-level manpower professionals in the service sector.
- To become the leading trainer of professionals in contemporary Hotel, Catering and Institutional Management training in the country.
- To better train students to boost the hospitality industry in the country.

FUTURE PLANS

The department plans to mount a programme leading to the award of B-Tech in Hospitality and Tourism Management. To crown it all, the department intends to introduce in the near future, a Distance Learning in Hotel, Catering and Institutional Management. This is to ease the mounting pressure on the existing facilities and also to give workers the opportunity of further studies at their own convenience.

AND ANY OF THE FOLLOWING

Institutional Management Certificate of appropriate standard (HOTCATT Intermediate Certificate).

OR

City and Guilds Parts I and II

OR

Diploma in Business Studies Certificate. Any of the above should be supported with a proven testimonial or any attestation of at least a three-year work experience with a reputable Tourism industry.

NON-TERTIARY PROGRAMME

Diploma in Tourism and Customer Care

ENTRY REQUIREMENT

Candidates must have four (4) passes in SSSCE/WASSCE/GBCE including English Language and Core Mathematics.

- (c) Holders of Diploma in Banking Technology & Accounting (DBTA) Certificate –level 200.
- (e) Holders of Diploma in Computerized Accounting (DCA) Certificate for level 200.
- (f) **Mature Applicants**
Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.
Must have a minimum of two (2) years work experience and
Pass a written Examination and an interview.

NABPTEX RUN ONE (1) PROFESSIONAL DIPLOMA PROGRAMMES

- i. **Professional** Diploma in Banking Technology with Accounting
- ii. **Professional** Diploma in Computerized Accounting

Entry Requirements

- i. Diploma in Banking Technology & Accounting
- ii. Diploma in Computerized Accounting

DEPARTMENT OF MARKETING STUDIES

The Marketing Department was established in the 1994/1995 Academic year under the Department of Accountancy Studies. The Department became autonomous in 1997 after accreditation by the National Accreditation Board (NAB).

Marketing Management as a course of study is for the serious-minded person who wants to succeed in business. It is Marketing Management that always spots businesses for businesses to pursue them at a profit. The CIM of UK defines Marketing Management “as a process of **ANTICIPATING, IDENTIFYING AND MEETING CONSUMERS REQUIREMENTS AT A PROFIT**”. Marketers must have the knack for identifying businesses and seeing to the blossoming of such businesses and eventually bequeathing a legacy for the business in which Marketing Management finds itself. A traveler was once asked where **MARKETS** are. His answer was that, there are no **MARKETS, MARKETS ARE FOUND** when one starts to look for them.

It is **MARKETING** that makes markets, markets. Without Marketing adequate Programming, Projecting and Engineering by the **MARKETING ORGANOGRAM**, there will be no markets.

Marketing Management as a Pastor always stands in between industry and the consumer.

The prayers of consumers are only heard through the intermediation of Marketing. As a connect or bridge between industry and the consumer, it provides inputs for it to meet the needs and wants of consumers who are many, for almost every soul on the planet earth is a consumer. Just stop and consider the masses of customers who fellowship with Marketing Management. It is an awesome lot and it is not easy conjecturing how many they are.

All are welcome on board the Marketing Management ship to any destination they want to get to!

OBJECTIVES

The objective of the Department is to train HND graduates, equipped with marketing, managerial and entrepreneurial skills, to become creators of employment or take up management-level positions in industry and commerce.

(c) Teacher Applicants

Four-year Certificate 'A'.

OR

Three-year Post-Secondary Teacher's Certificate.

AND

Five (5) GCE 'O' Level credits including English Language, Mathematics

OR

Five (5) SSSCE/WASSCE credit passes including English Language and Mathematics.

AND

A minimum of three (3) years teaching experience.

(d) Mature Applicants:-

Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and

Pass a written Examination and an interview.

(e) Applicants from the Tourism Industry

Five (5) GCE 'O' Level credit passes including English Language, and Mathematics.

OR

Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.

OR

Any two (2) Credit passes at the GCE 'A' Level.

1. Ghana Commercial Examination Stage III (RSA Stage III) passes in two (2) subjects.

OR

2. Diploma in Business Studies Certificate.

OR

3. Institutional Management or City and Guilds Parts I & II (812/1, 812/2)

4. Part II Technicians Certificate or City and Guilds with at least three (3) credits.

5. Ordinary Technician Diploma Certificate.

**(b) SSSCE/WASSCE Graduates & General Business Certificate
(New Structure)**

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization. Elective passes in any of the following programmes. General Arts / Business / Science / Vocational / Agriculture.
- iii. A credit pass in French/Geography will be an advantage.
- iv. Four (4) SSSCE/WASSCE passes including English Language and Mathematics plus DBS Certificate.

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.
The elective credit passes should be in any of the following programmes; Business, Science, General Arts.
- iii. Four (4) SSSCE/WASSCE passes including English Language and Mathematics plus DBS Certificate.
- iv. Holders of General Business Certificate (New Structure) including Social Studies and Integrated Science.

**BACHELOR OF TECHNOLOGY (B. TECH) IN MARKETING
STUDIES - EIGHTEEN (18) MONTHS**

(i) HND graduates in Marketing, and students transferring from similar/related programmes run at other accredited institutions with a minimum of Second (2nd) Class Lower Division plus at least one (1) year work experience.

OR

(ii) Applicants with Professional Diploma from CIM (UK/Ghana).

OR

(iii) HND graduates with passes lower than the minimum 2nd Class Lower Division requirement indicated above but have worked in relevant fields for at least one (1) year may apply. **Such applicants will be admitted based on interview performance.**

OR

(iv) HND graduates from other fields or disciplines with a qualification not lower than the minimum of Second (2nd) Class Lower Division requirement with at least one (1) year work experience in Marketing Studies or related fields.

HND MARKETING STUDIES

ENTRY REQUIREMENTS

(a) ‘A’ Level, R.S.A. and DBS Holders

i. Credits Passes in five (5) GCE ‘O’ Level including English Language and Mathematics.

OR

ii. Credit Passes in four (4) SSSCE/WASSCE including English Language and Mathematics

OR

iii. Ghana Commercial Examination Stage II (RSA II) passes in five (5) subjects including English Language and Mathematics.

OR

AND EITHER OF THE FOLLOWING:

1. Two (2) passes at GCE 'A' Level
OR
2. Ghana Commercial Examination Stage III (RSA Stage III) passes in three subjects.
OR
3. Diploma in Business Studies (DBS) Certificate
OR

(b) SSSCE/WASSCE Graduates & General Business certificate Holders (New Structure)

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.
- iii. The elective passes should be in any of the following programmes: General Arts/Business/Science/Vocational and Agriculture.

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.
- iii. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).

The elective passes should be in any of the following programmes: General Arts/Business / Science / Vocational and Agriculture.

LINKAGE PROGRAMMES

Already, linkage has been established with the Hospitality and Tourism Department of the University of Cape Coast and VASSA University, Norway; further collaboration is expected to be established with GIMPA, African Management Services Company (AMSCO), the Golden Beach Hotels, EPA, GTB, hotels such as Elmina Beach Resort, Greenland Hotel at Agona Swedru etc. for practical training and industrial attachment of students. There is an on-going TALIF Project to link up with Galileo Reservations Ltd. to establish a Computerised Reservation Centre at the Department.

CAREER OPPORTUNITIES

The Graduates will be qualified for self-employment or be able to play significant roles in the Hospitality and Tourism Industry. They will also be qualified to occupy positions in both government and private sector organisations, such as GTB, EPA, District, Municipal and Metropolitan Assemblies, National Parks, Theme Parks, Tour and Travel Agencies, Information Centres, Convention Bureaux, Consultancies, Educational Institutions, etc.

HND TOURISM

ENTRY REQUIREMENTS

(a) Non-SSS Graduates:

- i. Five (5) GCE 'O' Level credits including English Language and Mathematics. A pass in French/Geography will be an advantage.
- ii. Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.
- iii. Ghana Commercial Examination Stage II (RSA II) passes in five (5) subjects including English Language and Mathematics

AND ANY OF THE FOLLOWING

1. Two (2) passes at GCE 'A' Level. A credit pass in French/Geography will be an advantage.

Stringent effort is therefore being made in the areas outlined above with the collaboration of the University Administration, TALIF and GET Fund to achieve these future projections. As a result of Hospitality reflecting in majority of courses being taught in the programme, there is an ongoing discussion to rename the programme, **HND Tourism and Hospitality Management**.

FOCUS OF TRAINING

Reflecting the Government's Master Plan to strengthen technology based education in Ghana, and the University's Strategic Plan, the training of students has been tailored to the delivery of competency-based programmes, for the benefit of the Ghanaian Tourism and Hospitality Industries. The focus however is on the training of Tourism professionals.

This HND Tourism programme has been deliberately shaped to avoid a duplication of programmes being pursued in other Universities. The course is purely a new breed that tends to blend associated programmes that are not readily available in other Universities countrywide.

AIMS AND OBJECTIVES OF THE DEPARTMENT

Specifically, the aims and objectives of the programme are to:

- introduce competency-based training and an indicative training package in the field of Hospitality and Tourism in the University,
- create an integrated strategy on which to base the Development of Tourism Education Training programme in the University
- enhance the University Training Programme for a successful Tourism development in Ghana.
- fulfill the needs and expectations of the Tourism and Hospitality sector regarding middle-level manpower training in the University,
- serve as a link between the University and the industrial sector and thereby help promote Quality Services Delivery in the Tourism and Hospitality sector.

- (c) Holders of Diploma in Banking Technology & Accounting (DBTA) Certificate –level 200.
- (d) Holders of Diploma in Computerized Accounting (DCA) Certificate for level 200.
- (e) Holders of Diploma in Business Administration Certificate / Diploma in Electronic Marketing / Diploma in Public Relations / Diploma in Procurement Management / DBS Certificate — level 200.
- (f) Any other equivalent relevant qualification.
- (g) **Teacher Applicants:**
Four-year Certificate 'A'
OR
Three-year Post-Secondary Teacher's Certificate
AND
Credits in Five (5) GCE 'O' Level including English Language and Mathematics.
OR
Five (5) SSSCE/WASSCE credit passes including English Language and Mathematics.
AND
At least a minimum of three (3) years teaching experience.
- (h) Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).
- (i) **Mature Applicants:**
 - i. Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.
 - ii. Must have a minimum of two (2) years work experience and
 - iii. Pass a written Examination and an interview.

NON-TERTIARY

Diploma in Electronic Marketing (DEM)

ENTRY REQUIREMENTS

NON-TERTIARY

Any four (4) passes including English Language at the SSSCE/WASSCE or five (5) passes at the GCE “O” Level.

DEPARTMENT OF SECRETARYSHIP & MANAGEMENT STUDIES

The Department has in 2013/2014 academic year introduced a two-year Diploma in Business Administration. The Department has also submitted a proposal to NABPTEX for approval to run a two-year Diploma in Human Resource Management. It is expected to start in the next academic year. In no distant future the Department will run a three-year HND programme in Business Administration. Plans are far advanced to introduce a Bachelor of Technology in Corporate Administration.

BACHELOR OF TECHNOLOGY (B. TECH) IN SECRETARYSHIP & MANAGEMENT STUDIES - TWENTY-FOUR (24) MONTHS

(i) Graduates of Higher National Diploma (HND) in Secretaryship and Management Studies and students transferring from similar programmes run at other accredited/recognized institutions with minimum of Second (2nd) Class Lower Division plus at least one (1) year relevant post qualification experience in the relevant field.

OR

(ii) Applicants with Private Secretaryship Certificate who have one (1) year work experience in secretarial field shall be admitted after passing a qualifying examination.

OR

(iii) Applicants with level one (1) qualification of the Institute of Chartered Secretaries and Administrators (ICSA) qualifying examinations. Such applicants (ICSA applicants) shall be admitted based on an entrance examination and interview performance.

OR

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The HND Tourism Programme has helped to provide supervisors for services at Tourism and Hospitality facilities, nationwide as well as middle level management for other industries since the inception of the programme. This has helped in the emergence of new Hotels, Resorts, Tour and Travel Agencies and divergent Hospitality-based institutions in the country, all of which use some of these skilled personnel.

FUTURE PROGRAMMES AND PROJECTIONS

Future programmes envisaged by the department include:

- lecturers/students' exchange programmes with trans-continental institutions,
- expanding access to further tertiary level education for academic progression,
- improving productivity of staff in the department through research,
- enhancing the institution-labour market relationship component of the programme,
- accessing all tourist attractions in the country and beyond,
- creating access to computerized reservation system for internal income generation.

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DEPARTMENT OF TOURISM

The Department of Tourism was established in October 2000, under the School of Applied Sciences and Arts after other Departments.

RATIONALE FOR SETTING UP THE DEPARTMENT OF TOURISM

Recognizing the immense contributions that the Tourism Industry can make to the economic development of the country, especially in dealing with the problem of unemployment, the Government of Ghana decided to make tourism a leading sector in its stride towards socio-economic development. The Technical University's location in Cape Coast, which is dubbed "*The Heartbeat of Tourism in Ghana*," motivated the creation of the Department of Tourism, here.

- (iv) HND Secretaryship and Management Studies graduates with passes lower than the minimum Second (2nd) Class Lower Division requirement indicated above but have worked in relevant fields for at least five (5) years may apply. **Such applicants will be admitted based on interview performance.**

OR

- (v) Other HND graduates from other related fields of disciplines with a qualification lower than the minimum Second (2nd) Class Lower Division with at least five (5) years work experience in Secretaryship related fields. **Such applicants shall be admitted based on interview performance.**

HND SECRETARYSHIP & MANAGEMENT STUDIES

ENTRY REQUIREMENTS

- (a) **Non-SSSCE/WASSCE Graduates: 'A' Level, R.S.A. and DBS**

- i. Five (5) GCE 'O' Level credits including English Language and Mathematics.

OR

- ii. Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.

OR

- iii. Ghana Commercial Examination Stage II (RSA II) passes in five (5) subjects including English Language and Mathematics

AND EITHER OF THE FOLLOWING

1. Two (2) passes at GCE 'A' Level.
2. Ghana Commercial Examination Stage III (RSA Stage III) passes in two (2) subjects.

3. Diploma in Business Studies Certificate.
4. Stenography Certificate.

(b) SSSCE/WASSCE Graduates & General Business Certificate Holders (New Structure)

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.
The elective passes should be in any of the following programmes: General Arts/Business/Science/ Vocational /Agriculture.
- iii. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.
- iii. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).

- (c) Holders of Diploma in Business Administration Certificate for level 200.**

(d) Teacher Applicants:

Four-year Certificate ‘A’.

OR

Three-year Post-Secondary Teacher’s Certificate.

AND

Five (5) GCE ‘O’ Level credits including English Language and Mathematics.

D. Mature Applicants

- i) Must be 25 years old.
- ii) Must provide birth certificate, or any legitimate documentary proof of date of birth.
- iii) Must have a minimum of two (2) years work experience
- iv) Must pass a written examination and an interview

E. Applicants from Other Tertiary Institutions

- i) City and Guilds Certificate in Information Technology or Data Processing plus credits of three (3) Electives at SSSCE/WASSCE INCLUDING Mathematics.
- ii) RSA Ghana Commercial Examination Stage II AND three (3) credits of elective subjects at the SSSCE/WASSCE Level, one of which must be a numerate subject.
- iii) RSA III plus one Elective numerate subject at SSSCE/WASSCE level.
- iv) The discontinued traditional track of five (5) relevant passes at the ‘O’ Level AND four (4) relevant passes at the ‘A’ Level including the General Paper will still be considered at far as it will be practicable.

B. WASSCE Graduate

Category I: Candidates with Elective Mathematics

- i. Passes (A1 to D7) in three Core Subjects: English, Mathematics and Integrated Science.
- ii. Credit Passes (A1 to C6) in Elective Mathematics and any other two subjects.

Category II: Candidates without Elective Mathematics

- i. Passes (A1 to D7) in English, and Integrated Science, and at least C6 in Core Mathematics
- ii. Credit passes (A1 to C6) in three subjects, two of which are numerates: Accounting, Cost Accounting, Physics, Chemistry, Biology, Geography, Engineering Science, Applied Electricals and Electronics, etc.

C. Teacher Applicants

Four-year certificate 'A'

OR

Three-year Post Secondary Teacher's Certificate

AND

Five (5) GCE 'O' Level credits including English Language, Mathematics and two (2) science subjects.

OR

Five (5) SSSCE/WASSCE passes including English language Mathematics and two (2) elective science subjects:

AND

A minimum of three (3) years teaching experience.

OR

Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.

(e) Mature Applicants:

- i. Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.
- ii. Must have a minimum of two(2) years work experience and
- iii. Pass a written Examination and an interview.
- iv. Applicants with Stenography Certificate may also apply (Such applicants will be required to pass a special English paper).

NABPTEX RUN ONE (1) – YEAR PROFESSIONAL DIPLOMA PROGRAMME

* **Professional** Diploma in Business Administration (PDBA)

ENTRY REQUIREMENTS

Candidates must have at least a **Second Class Lower** in either:

- (a) Diploma in Business Administration offered by the institution or other
- (b) Diploma in Business Administration from a NAB accredited University.

DEPARTMENT OF PURCHASING & SUPPLY CHAIN MANAGEMENT

Cape Coast Technical University is delighted to announce the introduction of the HND Purchasing and Supply Chain Management. This Business procurement programme has both academic rigour and commercial orientation. It presents a step-by-step approach to the emerging field of purchasing and supply Management, emphasizing the importance of a strategic approach to managing supply chains and networks.

Supply Chains not only involve fast moving consumer goods, but also involving complex product service delivery to the public and private sectors. Essentially, the Purchasing and Supply programme examines how and why organizations manage their supply chains to purchase goods and services responsibly, add-value to their customers, choose to sub-contract particular activities, and ultimately create lasting competitive advantage. The programme provides a well-rounded approach to business procurement and helps students to develop the key procurement competencies in strategic decision making, procurement project management and leadership much sought after by employers in a global competitive environment.

BACHELOR OF TECHNOLOGY (B. TECH) IN PROCUREMENT & SUPPLY CHAIN MANAGEMENT - TWENTY-FOUR (24) MONTHS

(i) HND graduates in Purchasing and Supply, HND Building Technology and students transferring from similar programmes run at other accredited institutions with a minimum of Second (2nd) Class Lower Division plus at least one (1) year work experience.

OR

(ii) Applicants with Level four (4) Foundation Diploma of Chartered Institute of Purchasing & Supply (CIPS)-UK qualifications or equivalent of Chartered Institute of Builders, UK may apply.

OR

(iii) HND graduates with passes lower than the minimum 2nd Class Lower Division requirement indicated above but have worked in relevant fields for at least one (1) year may apply. **Such applicants will be admitted based on interview performance.**

OR

(iv) HND graduates from other fields or disciplines with a qualification not lower than the minimum of Second (2nd) Class Lower Division requirement with at least one (1) year working experience in procurement related fields.

OR

* **Professional** Diploma in Procurement and Material Management.

OBJECTIVE

In line with the stated vision of the University, the objective of the department is to train students who intend to qualify as statisticians in the industries. At the end of the programme, students would have acquired skills to:

- solve problems in science, industry, commerce and business;
- teach in the Basic and Secondary, Schools;
- to contribute to the country's development needs in research institutions and industry.

BACHELOR OF SCIENCE (B. Sc.) IN STATISTICS - TWENTY-FOUR (24) MONTHS

Holders of a good HND certificate (Second Class Division or better) in HND Statistics and must have one year relevant post qualification field experience.

STATISTICS AND COMPUTER STUDIES

HND STATISTICS

ENTRY REQUIREMENTS

A. SSSCE Graduates

Category I: Candidates with Elective Mathematics

- i. Passes in three Core Subjects (A to D): English, Mathematics and Integrated Science.
- ii. Credit pass (A to D) in Elective Mathematics and any other two subjects.

Category II: Candidates without Elective Mathematics

- i. Passes (A to D) in English, and Integrated Science, and a minimum of C in Core Mathematics
- ii. Passes (A to D) in three subjects, two of which are numerates: Accounting, Cost Accounting, Physics, Chemistry, Biology, Geography, Engineering Science, Applied Electricals and Electronics, etc.

FULL-TIME TERTIARY PROGRAMMES

- 1. BACHELOR OF SCIENCE IN STATISTICS**
- 2. HND STATISTICS**
- 3. HND TOURISM**
- 4. HND HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT**
- 5. HND FASHION DESIGN AND TEXTILE STUDIES**

DEPARTMENT OF STATISTICS AND COMPUTER STUDIES

The functions of the Department can best be described in terms of its component parts. The Department of Mathematics/ Computer Studies was established in 1994. In November 1999, the Department of Mathematics and Computer Studies was expanded to include the Department of Statistics.

Currently, the department provides services to the Schools of Engineering and Business and Management Studies in the areas of Applied Mathematics and Computer Studies. The Department is running a two (2) year top up programme in Bachelor of Science degree in Statistics. The programme commenced in 2016 / 2017 academic year after signing an MoU with Kwame Nkrumah University of Science and Technology (KNUST), Kumasi. The department has plans to introduce HND in Information Technology programme very soon.

VISION

The vision of the Department is to provide practical training and to enhance the knowledge and skills of a statistician. More specially, the Department seeks to equip students with the knowledge and skills needed to perform professional duties as statisticians, and to work more effectively with other specialists on statistical activities and programmes such as censuses, survey, quality control and other statistically related projects and activities.

HND PURCHASING & SUPPLY

ENTRY REQUIREMENTS

SSSCE Holders:

- i. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
- ii. At least three (3) of the passes must be relevant to the area of specialization.
The elective passes should be in any of the following programmes: General Arts/Business/Science/ Vocational /Agriculture.
- iii. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).
- iii. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science).

WASSCE Holders:

- i. Six Passes (A1 – D7) in all subjects, including English Language and Mathematics; and
- ii. Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.
- iii. The elective passes should be in any of the following programmes: General Arts / Business / Science / Vocational / Agriculture.
- iv. Holders of General Business Certificates (New Structure including Social Studies and Integrated Science)
- v. Holders of Diploma in Procurement Management Certificate for level 200.

(b) Teacher Applicants

Four-year Certificate ‘A’

OR

Three-year Post Secondary Teacher’s Certificate **AND**

Five (5) GCE ‘O’ Level credits including English Language and Mathematics.

Four (4) SSSCE/WASSCE credit passes including English Language and Mathematics.

(c) Mature Applicants

- i. Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.
- ii. Must have a minimum of two (2) years work experience and
- iii. Pass a written Examination and an interview.

OTHER NON-TERTIARY PROGRAMMES

NABPTEX RUN TWO (2) YEAR DIPLOMA PROGRAMMES

- i. Diploma in Business Administration (DBA)
- ii. Diploma in Banking Technology & Accounting (DBTA)
- iii. Diploma in Computerized Accounting (DCA)
- iv. Diploma in Public Relations (DPR)
- v. Diploma in Electronic Marketing (DEM)
- vi. Diploma in Procurement Management (DPM)

ENTRY REQUIREMENT

Candidates must have four (4) passes in SSSCE/WASSCE/GBCE including English Language and Core Mathematics.

(e) Mature Applicants:

Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and Pass a written Examination and an interview.

(f) Applicants with failures in SSSCE/WASSCE elective subjects could substitute passes in Technician Part I and II courses and vice versa.

SCHOOL OF APPLIED SCIENCES AND ARTS

The School of Applied Sciences and Arts is the youngest of the three schools in Cape Coast Technical University. It was established in September 1999 with the mission of producing professionals in diverse ways to meet the developmental needs of the Nation, Africa and the world at large. The School is also aimed at satisfying the needs of Academia and Industry. The philosophy of the School is to help produce committed, well – grounded and well – rounded professional who can meet the challenges of our time and serve as a positive influence in our society.

The School is enriched with departments, which offer interrelated disciplines to provide student with practical skills for self-employment. The School comprises the Departments of Liberal Studies, Mathematics, Statistics and Computer Science (MSC), Tourism, Hotel Catering and Institutional Management (HCIM) as well as Fashion Design and Textile Studies (FDTS). Graduates of this School become leaders and establish professional careers as administrators, educators and practitioners in a variety of discipline – related establishments. These establishments include both private and public agencies, government institutions at all levels, community and health care organization and educational institutions.

- viii. Two (2) GCE ‘A’ Level passes in Mathematics, Physics, Chemistry or Engineering Drawing. If a pass in ‘A’ Level Chemistry is not obtained, credit in ‘O’ level Chemistry will be a prerequisite **AND**
- ix. Five (5) credits at GCE ‘O’ Level including English Language, Mathematics and any three (3) relevant subjects.
- x. Holders of diploma in engineering Certificate (NABPTEX) Level 200.

HOLDERS OF DIPLOMA IN ENGINEERING CERTIFICATES (NABPTEX) FOR LEVEL 200 – ALL ENGINEERING PROGRAMMES

(b) SSSCE Graduates:

- i. Six passes (A-D) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. At least three (3) of the passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Metal Work, Auto Mechanics, Technical Drawing, Engineering Science and Agricultural Science/Biology.

(c) WASSCE Graduates:

- i. Six passes (A1-D7) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. Must possess a minimum of C6 in any three (3) relevant elective subjects like Physics, Chemistry, Mathematics, Metal Work, Auto Mechanics, Technical Drawing, Engineering Science and Agricultural Science/Biology

(d) Teacher Applicants

- Four-year certificate ‘A’ **OR**
- Three-year Post-Secondary Teacher’s Certificate **AND**
- Five (5) GCE ‘O’ Level credits including English Language, Mathematics and two (2) Science Subjects or Five (5) SSSCE/WASSCE passes including English Language, Mathematics and two (2) elective science subjects
AND
- A minimum of three (3) years teaching experience

SCHOOL OF ENGINEERING

The School of Engineering was established in 1994 with three (3) Academic Departments: The Department of Building Technology & Civil Engineering, The Department of Electrical & Electronic Engineering and The Department of Mechanical Engineering.

The Department of Building Technology & Civil Engineering was split into two autonomous Departments in June 2006. The School now has four (4) Academic Departments, namely:

- Department of Building Technology
- Department of Civil Engineering
- Department of Electrical & Electronic Engineering, and
- Department of Mechanical Engineering

Since 1994, the School has provided engineering and technological training for more than two thousand (2000) Ghanaians, some of whom are occupying responsible positions in all fields of human endeavour. Graduates of the School continue to excel in many careers.

In line with the Strategic Plan of the University, the School started the Bachelor of Technology degree programme in Building Technology in the 2008/2009 academic year. The Department has started preparation towards the running of the Master of Technology programme.

The Department of Mechanical Engineering has started the Bachelor of Technology degree programme in Mechanical Engineering as a top-up programme for holders of HND in Mechanical Engineering.

The Department of Civil Engineering has also started Bachelor of Technology in Civil Engineering, while the Department of Electrical/Electronic Engineering has also started Bachelor of Technology programme in Telecommunication Engineering from 2016/2017 academic year.

VISION

The vision of the School is to become a centre of excellence that provides practical training to students to meet the ever increasing demand for engineering professionals to accelerate the nation's technological advancement.

OBJECTIVE

The objective of the School is to provide general education and practical training to prepare trainees to occupy middle level management and supervisory positions in the engineering and construction industry.

DEPARTMENT OF BUILDING TECHNOLOGY

BACKGROUND

Since the establishment of the School of Engineering in 1994, the Department of Building Technology operated alongside the Civil Engineering Department as one Department, and run HND programs in both Building Technology and Civil Engineering. However, in June 2006, the Department was divided into two autonomous departments. The newly-formed Department of Building Technology continues to run the three-year HND program in Building Technology in addition to Non-tertiary programmes.

In November 2008, the Department started the Bachelor of Technology (B-Tech.) Degree program in Building Technology, following the Competency-Based Training (CBT) teaching and learning methodology. This was to provide opportunity for HND graduates to upgrade and strengthen their knowledge, skills and attitudes for the construction industry.

The duration of the programme is twenty-four (24) months (i.e. 4- Semesters).

HND MECHANICAL ENGINEERING (PLANT, PRODUCTION AND AUTOMOTIVE OPTIONS)

ENTRY REQUIREMENTS

(a) Non-SSSCE/WASSCE Graduates:

Applicants may qualify with any of the following groupings:

- i. Part I and Part II Technicians Certificate (MVT or MET) with three (3) passes.
- ii. Intermediate Technicians Certificate (Machine Craftworks, Welding and Fabrication, Auto Electronics, Auto Mechanics, and Agric Mechanization, Refrigeration and Air-Condition, MVT Grade I and II, or I, II and II Certificates with passes in three core subjects (English, Mathematics and Science).
- iii. MET I **OR** MVT I with passes in all three (3) subjects plus passes in three (3) relevant subjects including English and Core Mathematics at SSSCE/WASSCE level.
- iv. OTD in Mechanical Engineering.
- v. Craft Certificate in Motor Vehicle Mechanics work and Industrial Mechanics. Applicants must have in addition, a minimum of three SSSCE/WASSCE passes in Core English, Mathematics and Integrated Science.
- vi. Craft Certificate in Motor Vehicle Mechanics work and Industrial Mechanics plus passes in Access Course including English Language, Mathematics and Science from NABPTEX.
- vii. Certificate II Applicants
Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science) plus three (3) passes in relevant elective subjects.

OBJECTIVES:

- To develop creativity, clarity and effectiveness in technological communication.
- To develop skill in Management and Workshop Practice.
- To equip students for careers in Design, Production and Maintenance.

Students may specialize in Manufacturing Technology, Production Engineering, Management, Jig and Tool Design, Plant Maintenance, Plant Engineering Management, Mechanical Technologies and Automotive Engineering Management.

THE GRADUATES SHALL BE ABLE TO:

- Prepare and read engineering working drawings.
- Design, manufacture and assemble components and engineering systems.
- Solve engineering problems by analysis and empirical methods including computer applications.
- Operate, install, maintain, and service plant, machinery, tools, equipment among others.
- Prepare and present engineering reports.
- Apply relevant social science principles to manage engineering organizations and maintain cordial human relations

PROJECTIONS

Plans are advanced for the Department to run Master of Technology (M-Tech) in Mechanical Engineering as well as Doctor of Philosophy (PhD) in Mechanical and Industrial Engineering.

FULL-TIME BACHELOR OF TECHNOLOGY (B-TECH) IN MECHANICAL ENGINEERING**ENTRY REQUIREMENTS**

Candidates must hold a good HND Certificate (Second Class Upper Division or better) in Mechanical Engineering, Agricultural Engineering, Air conditioning & Refrigerating Engineering and Metallurgy with one year relevant post qualification field experience. Candidate with Second Class Lower Division must pass a selection interview to be conducted by the University in addition to one year post-qualification experience in a relevant field. Any other equivalent qualification is applicable.

The program is structured into three (3) semesters of eighteen (18) months. It is structured such that students spend the first semester on campus, go out on an arranged internship with the construction industry during the second semester and return to campus for the last semester to complete the program. Thus, it follows an in-out-in system. Plans are also far advanced to start a Master of Technology (M. Tech.) in Construction Technology in collaboration with the Kwame Nkrumah University of Science and Technology (KNUST).

VISION

The vision of the Department is to become recognized nationally and internationally as a leader in the provision of high quality teaching, learning and research in building technology.

MISSION

To provide competent, practical-oriented professional training in Building Technology for the Ghanaian construction industry to meet the increasing demand for middle and higher-level Building Technologists to facilitate the realization of the countrys goals of industrialization and socio-economic development.

AIM

The aim of the Department is to produce Building Technologists with the ability to perform professional tasks that meet the needs of the construction industry of Ghana and the world at large. These are broadly in the areas of quantity surveying, construction engineering and project management, and development control.

OBJECTIVES

- To provide opportunities for graduates from technical, vocational and secondary schools to acquire and develop professional competencies knowledge acquisition, skills development and formation of attitudes relevant to the construction industry.

- To help students develop entrepreneurial and managerial skills to provide the springboard for going into small scale construction businesses in order to expand and improve the performance of the private sector.
- To create the enabling environment for teaching, learning, research and practical knowledge application of research knowledge in building technology.

FUTURE PLANS AND PROGRAMMES

The Department would soon introduce the following programs/activities:

- The Master of Technology (M-Tech) degree program in Construction Technology in collaboration with the Department of Building Technology, KNUST.
- Competency-Based Training (CBT) at both the HND and B-Tech levels in Construction Engineering and Management, Building Services Engineering and Architectural Technology.
- Short refresher courses for Building Inspectors and other Technical Personnel at the District Assemblies;
- Distance learning programmes

CONSULTANCY SERVICES

The Department has a joint consertum with the department of Civil Engineering which offers consultancy services in the following areas:

- Construction Projects Management and Consultancy Services;
- Supervision of Building Works
- Contract document preparation – Bills of Quantities, Material Schedule
- Computer Aided Design;
- Materials Testing; and
- Land Surveying
- Training, Research & dev. in the Building Environment

DEPARTMENT OF MECHANICAL ENGINEERING

The Mechanical Engineering Department was established in September 1994. The Department has produced more than eight hundred and thirty (830) students including over ten females in Production, Automobile and Plant Engineering options.

The department's programs are arranged to promote the creative power of each student to cope with engineering problems encountered after graduation.

PROGRAMMES

At both HND and B-Tech levels, the Department offers the following options:

- Production engineering
- Plant engineering
- Automobile Engineering

FOCUS OF PROGRAMMES

Engineering is the science and profession of applying and developing power and natural resources in ways that are beneficial to man. Thus, Mechanical Engineering applies basic scientific principles to the design, manufacture, operation and maintenance of mechanical devices such as machine tools, automobile and aircraft engineering, pumps, compressors, heating and cooling devices.

Mechanical Engineering also deals with the efficient management of the human, material and natural resources which are required for human existence. This University places emphasis on practical learning by using simulations to teach real working situations that are found in business, industry, government and non-governmental organizations. Team-work and personal development are practical learning objectives.

The HND as well as the B-Tech Mechanical Engineering programmes are intended to produce highly-skilled, practical-oriented manpower with appropriate theoretical orientation for positions of responsibility in the manufacture, design and plant maintenance sectors of the engineering industry.

(b) SSSCE Graduates:

- i. Six passes (A-D) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. At least three (3) of the passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Applied Electricity, Electronics and Agricultural Science/Biology.

(c) WASSCE Graduates:

- i. Six passes (A1-D7) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. Must possess a minimum of C6 in any three (3) relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Applied Electricity, Electronics and Agricultural Science / Biology.

(d) Teacher Applicants

- i. Four-year certificate ‘A’ **OR**
- ii. Three-year Post-Secondary Teacher’s Certificate **AND**
- iii. Five (5) GCE ‘O’ Level credits including English Language, Mathematics and two (2) Science Subjects or Five (5) SSSCE/WASSCE passes including English Language, Mathematics and two (2) elective science subjects **AND**

A minimum of three (3) years teaching experience

(e) Mature Applicants

Must be 25 years old and should provide a Birth Certificate, or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and

Pass a written Examination and an interview.

- (f)** Applicants with failures in SSSCE/WASSCE elective subjects could substitute passes in Technician Part I and II courses and vice versa.

FULL-TIME BACHELOR OF TECHNOLOGY (B-TECH) IN BUILDING TECHNOLOGY

The Bachelor of Technology (B-TECH) in Building Technology is a full-time Competency-Based Training (CBT) programme designed to provide practically-oriented professional training for HND graduates who wish to acquire further knowledge and skills to meet challenges in the modern construction industry.

The duration of the programme is eighteen (18) months. (3-Semesters).

ENTRY REQUIREMENTS

- i. Applicants should possess a good HND certificate (Second Class Upper Division or better) in Building Technology, Civil Engineering, Architectural Technology or Quantity Surveying and one year work experience in the construction industry.
- ii. Applicants with Second Class Lower Division may also apply but must pass a selection interview.
- iii. Equivalent qualification in the case of foreign applicants.

HND BUILDING TECHNOLOGY

ENTRY REQUIREMENTS

(a) Non-SSSCE/WASSCE Graduates:

Applicants may qualify with any of the following groupings:

- i. General Course in Construction (GCC), Construction Technicians Certificate I & II (CTC I & II)
- ii. Final CTC 2/3 OR Advanced Craft Certificate, Applicants must pass qualifying examinations in English and Mathematics organized by the University.
- iii. OTD Certificate in Building / Civil Engineering.
- iv. All passes in CTC I and CTC II

- v. Craft Certificate in Block Laying & Concreting, Building Draughtmanship, Plumbing and Gas Fitting or Carpentry and Joinery. Applicants must have in addition, a minimum of three SSSCE/WASSCE passes in Core English, Mathematics and Integrated Science.
- vi. Craft Certificate in Block Laying & Concreting, Building Draughtmanship, Plumbing and Gas Fitting or Carpentry and Joinery plus passes in Access Course including English Language, Mathematics and Science from NABPTEX.
- vii. Certificate II Applicants
Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science plus three (3) passes in relevant elective subjects.
- viii. Two (2) GCE 'A' Level passes in Mathematics, Physics, Chemistry or Engineering Drawing. If a pass in 'A' Level Chemistry is not obtained, credit in 'O' Level Chemistry will be a prerequisite. Applicants with two good passes in Mathematics and Physics at GCE 'A' Level may be considered.

AND

- ix. Five (5) credits at GCE 'O' Level including English Language and Mathematics.
- (b) SSSCE Graduate**
- i. Six passes (A-D) in all subjects, including English Language, Mathematics and Integrated Science; **and**
 - ii. At least three (3) of the passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Woodwork, Building Construction, Economics, Geography and Agricultural Science/Biology.

(c) WASSCE Graduates:

- i. Six passes (A1-D7) in all subjects, including English Language, Mathematics and Integrated Science; **and**

- ii. EET I with passes in all three (3) subjects plus passes in five (5) relevant subjects including English Language and Core Mathematics at SSSCE/WASSCE Level.
- iii. Three passes in EET 1 and either two (2) or three (3) passes in City & Guilds Technician Diploma (applicants who also have Advance Technician Diploma may have an added advantage).
- iv. Part I & II or Part I, II & III Technicians Certificate (EET) with three (3) passes in each.
- v. Ordinary Technician Diploma (OTD) in Electrical/Electronic Engineering.
- vi. Craft Certificate in Electrical Installation works. Applicants must have in addition, a minimum of three SSSCE/WASSCE passes in Core English, Mathematics and Integrated Science.
- vii. Craft Certificate in Electrical Installation works plus passes in Access Course including English Language, Mathematics and Science from NABPTEX.
- viii. Certificate II Applicants
Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science) plus three (3) passes in relevant "intermediate" elective subjects.
- ix. Two (2) GCE 'A' Level passes in Mathematics/Statistics, Physics, Chemistry and any other Science subject.

AND

- x. Five (5) Credits at GCE '0' Level including English Language, Additional Mathematics, Additional Modern Mathematics, Physics and any other two subjects (at the Ordinary Level).

**BACHELOR OF TECHNOLOGY (B-TECH) IN
TELECOMMUNICATION ENGINEERING -TWENTY-FOUR (24)
MONTHS**

(i) Graduates of Higher National Diploma (HND) in Electrical/Electronic Engineering or Computer Science and Students transferring from similar programmes run at other accredited/recognized institutions with a minimum of Second (2nd) Class Lower Division plus at least one (1) year working/industrial experience. HND Computer Science certificate holders without appropriate course content is required to do the requisite bridging courses.

OR

(ii) Applicants with Diploma in Electrical and Electronic related courses from recognized institutions with a minimum of one (1) year industrial / work experience.

OR

(iii) Foreign Students with qualifications equivalent to Ghana HND Electrical/Electronic Engineering certificate.

OR

(iv) Holders of Electrical/Electronic Engineering Technician Part III may apply. **Such applicants will be admitted based on interview performance.**

HND ELECTRICAL/ELECTRONIC ENGINEERING

ENTRY REQUIREMENTS

(a) Non-SSSCE/WASSCE Graduates:

Applicants may qualify with any of the following groupings:

i. EET Part II OR its equivalent OR Telecoms Part III with passes in all courses plus credit passes in English, and any other two subjects at SSSCE/WASSCE/GCE'O' Level.

ii. Must possess a minimum of C6 in any three (3) relevant elective subjects like elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Woodwork, Building Construction, Economics, Geography and Agricultural Science/Biology.

(d) Teacher Applicants

(Applicable to all HND Engineering Programmes)

Four-year certificate 'A' **OR**

Three-year Post-Secondary Teacher's Certificate **AND**

Five (5) GCE 'O' Level credits including English Language, Mathematics and two (2) Science Subjects or Five (5) SSSCE/WASSCE passes including English Language, Mathematics and two (2) elective science subjects.

AND

A minimum of three (3) years teaching experience.

(e) Mature Applicants:

Must be 25 years old and should provide a Birth Certificate, or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and

Pass a written Examination and an interview.

(f) Applicants with failures in SSSCE/WASSCE elective subjects could substitute passes in Technician Part I and II courses and vice versa.

DEPARTMENT OF CIVIL ENGINEERING

The Department of Civil Engineering was, until June 2006, part of the Department of Building Technology and Civil Engineering which was established in 1993 to run non-tertiary courses: namely, General Course In Construction (GCC) and Construction Technician Certificate Part One and Two (CTCI/II). The Department runs Higher National Diploma (HND) in Civil Engineering and Bachelor of Technology degree programme in Civil engineering. The programme is in collaboration with Kumasi Technical University.

The Department started the B-Tech top-up programme for holders of HND Civil Engineering for the 2016 / 2017 academic year. The course is structured into four (4) semesters of twenty four (24) months.

The Department started the Higher National Diploma (HND) programme in 1998 with fifty-six students, comprising three females and fifty-three male students. The Department has graduated hundreds of students who are currently occupying middle and senior management positions in both the private and public sector.

VISION

The vision of the Department is to become a centre of excellence that provides practical training to students to meet the ever increasing demand for civil engineering professionals to promote the technological advancement of the country.

AIMS AND OBJECTIVES

The aim of the Department is to provide theoretical education and practical training to prepare trainees to occupy middle-level management and supervisory positions in the civil engineering and construction industry. To achieve this aim, the following objectives are pursued to provide focus for the programme:

- To assist trainees improve upon and strengthen their backgrounds in general education and in the engineering field
- To provide opportunities for trainees to develop essential knowledge and skills in communication, computing and information technology.
- To assist trainees to acquire knowledge and skills in specific areas as they apply to the civil engineering industry.
- To develop the appropriate attitude and temperament required in civil engineering and construction industry.
- To develop entrepreneurial and management skills in order to encourage them to enter into small scale construction enterprises to expand the private sector.

The Department has signed a Memorandum of Understanding (MoU) with Koforidua Technical University to run a Bachelor of Technology in Telecommunication Engineering programme, starting from 2016/2017 academic year. The programme is twenty four (24) months duration with four (4) semesters.

VISION

The vision of the Department is to produce graduates who will be capable of designing and maintaining power systems, carrying out electrical installation, motor rewinding and installation services, trouble shooting and fault diagnosis in all electrical systems.

OBJECTIVE

The Department aims at training students to qualify as engineers and technicians to improve the middle level labour force in industries. After successful completion of programs, students will:

- Acquire knowledge and understanding of the concepts and principles of electricity and electronics.
- Acquire the techniques in the use of tools and equipment.
- Apply their knowledge in the correct use of electricity to promote safe working procedures and safety precautions.
- Develop skills in the use of appropriate tools and electronics instruments in measurement, trouble – shooting and repairs.
- Acquire the ability to prepare layout, install and commission industrial equipment and offer electrical services.
- Meet the present demands of creating and using software in every aspect needed in the field.

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- Acquire the ability to prepare layout, install and commission industrial equipment and offer electrical services.
- Meet the present demands of creating and using software in every aspect needed in the field.

BACHELOR OF TECHNOLOGY (B. TECH) IN CIVIL ENGINEERING-TWENTY-FOUR (24) MONTHS

Holders of a good HND certificate (Second Class Upper Division or better) in Civil Engineering and must have at least, one-year work experience in the relevant field. Applicants with Second Class Lower Division may also apply but must pass a selection interview.

HND CIVIL ENGINEERING

ENTRY REQUIREMENTS

(a) Non-SSSCE/WASSCE Graduates:

Applicants may qualify with any of the following groupings:

- i. General Course in Construction (GCC), Construction Technicians Certificate I & II (CTC I & II)
- ii. CTC I and CTC II certificate with passes in all subjects.
- iii. OTD Certificate in Building/ Civil Engineering.
- iv. Final Construction Technician Certificate (CTCII/III) candidates must have, in addition, GCE 'O' Level passes in English and Additional Mathematics or SSSCE/WASSCE passes in Core English and Elective Mathematics or GCC four (4) credits.
- v. Construction Technician Part 2 certificate (New Scheme): Candidates must have, in addition, a minimum of four (4) SSSCE/ WASSCE passes including Core English, Mathematics and Elective Physics, or four (4) GCE 'O' Level passes including English, Mathematics and Physics.
- vii. Craft Certificate in Block laying & Concreting. Applicants must have in addition, a minimum of three SSSCE/WASSCE passes in Core English, Mathematics and Integrated Science.

viii. Craft Certificate in Block laying & Concreting plus passes in Access Course including English Language, Mathematics and Science from NABPTEX.

ix. Certificate II Applicants

Passes in six (6) subjects comprising three (3) core subjects (English, Mathematics and Integrated Science plus three (3) passes in relevant elective subjects.

x. Two (2) GCE 'A' Level passes in Mathematics, Physics, Chemistry or Engineering Drawing. If a pass in 'A' Level Chemistry is not obtained, credit in 'O' Level Chemistry will be a prerequisite. Applicants with two 'A' Level passes with a minimum of grade 'C' in Mathematics and Physics may be considered.

AND

Five (5) credits at GCE 'O' Level including English Language, Mathematics and a Science subject.

(b) SSSCE Graduates:

- i. Six passes (A-D) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. At least three (3) of the passes must be in relevant elective subjects like Elective Mathematics, Physics, Chemistry, Building Construction, Technical Drawing, Woodwork, Engineering Science and Agricultural Science/Biology.

(c) WASSCE Graduates:

- i. Six passes (A1-D7) in all subjects, including English Language, Mathematics and Integrated Science; **and**
- ii. Must possess a minimum of C6 in any three (3) relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Woodwork, Building Construction, Economics, Geography and Agricultural Science/Biology.

(d) Teacher Applicants

➤ Four-year certificate 'A'

OR

➤ Three-year Post-Secondary Teacher's Certificate

AND

Five (5) GCE 'O' Level credits including English Language, Mathematics and two (2) Science Subjects or Five (5) SSSCE/WASSCE passes including English Language, Mathematics and two (2) elective science subjects.

AND

A minimum of three (3) years teaching experience

(e) Applicants with failures in SSSCE/WASSCE elective subjects could substitute passes in Technician Part I and II courses and vice versa.

(f) Mature Applicants:

Must be 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.

Must have a minimum of two (2) years work experience and

Pass a written Examination and an interview.

DEPARTMENT OF ELECTRICAL/ELECTRONIC ENGINEERING

The Department of Electrical/Electronic Engineering was established in 1985 with a mandate to run technician programmes i.e. EET 1 and EET 2 (Power Option). In 1994, the Department started running Higher National Diploma (HND) in Power Systems. Currently, the Department offers five specialized options. The specialized options include:

- Power Systems
- Computer Operating Systems / Digital Computer Design
- Telecommunication and
- Control Systems
- Medical Equipment Technology