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.

   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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CAPE COAST TECHNICAL UNIVERSITY’S

ANTHEM

Hail Cape Coast Technical University,
We stand for high quality career – oriented Programmes,
We train manpower for industries; in Applied Sciences and Arts,
Vocational and Technical Education and Research for national and
global development.

“Nkyerɛkyere Na Nyimdzee Ma Nyansa”

We shall uphold our culture of high standards,
With Dedication, hard work and Perseverance,
We shall brighten every corner of the world.

O Hail Cape Coast Technical University,
Arise for your Nation’s call,
We shall brighten every corner of the world
Forever more.
HND (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.


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.

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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.

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.
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.

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 has Directorate of Public Affairs, Directorate of Human Resource, Directorate of Legal, Consular and General Services, Directorate of Academic Affairs, Directorate of Health Services, Directorate of Business Development and Entrepreneurship, Directorate of Academic Planning and Quality Assurance, Directorate of Open and Distance Learning, Directorate of Research, Innovation and Consultancy, Directorate of Information and Communication Technology and International Programmes and Institutional Linkages Centre. In addition, there is a professional Counselling Unit. In all, over thirty-nine (39) 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, their dependents and the surrounding community. The Clinic has a well stocked pharmacy and standard laboratory with health professionals including two (2) resident Medical Doctors, four (4) general nurses, two (2) community health nurses. Students are advised to have a valid National Health Insurance Scheme (NHIS) card.
University Hostel
Currently, the University has only one Hostel accommodation facility.

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.

DIPLOMA IN FASHION DESIGN (DFD)
ENTRY REQUIREMENTS
The selection of students for the course is within the discretion of the head of the institution and however recommended that applicants must satisfy one of the following:

a) A pass or better in the intermediate dressmaking/fashion certificate examination.

b) A pass in one (1) core and one (1) elective West African Senior Secondary School Certificate Examination (WASSCE) or its equivalent.

c) A pass in Certificate course of National Vocational Training Institute (NVTI) or its equivalence in addition to pass in Basic Education Certificate Examination (BECE) with one year working experience.

d) A recognized equivalence in allied subjects and qualifications as stated in (a), (b), and (c).

e) A pass in Certificate of Fashion Design and Technology run by the department.
• **GCE ‘A’ LEVEL APPLICANTS**  
  Five (5) GCE ‘O’ LEVEL credits including English Language, Mathematics, Clothing and Textiles, Graphics, Textiles and Two (2) credit passes in relevant Advanced Level subjects.

• **TECHNICAL/VOCATIONAL CERTIFICATE APPLICANTS**  
  i. Advanced certificate in Fashion, plus SSSCE/WASSCE with passes in three (3) core subjects in English Language, Mathematics, Science /Social Studies.  
  iii. NABTEX Certificate (passes in NABPTEX examination for both core and elective /departmental courses)

• **MATURE APPLICANTS**  
  i. Must be at least 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.

• **TEACHER APPLICANTS**  
  i. Three (3)-year certificate ‘A’  
  ii. Five (5) GCE ‘O’ level credits including English Language, mathematics and two (2) Science Subjects or Five (5) SSCE/WASSCE passes including English Language, Mathematics and two (2) electives science subjects.  
  AND  
  A minimum of three (3) years teaching experience

• **INTERNATIONAL STUDENTS**  
  International students with WASSCE certificate or its equivalents.

(A) **FULL-TIME TERTIARY PROGRAMMES**

1. B-TECH IN ACCOUNTING WITH COMPUTING  
2. HND ACCOUNTANCY STUDIES  
3. B-TECH IN MARKETING STUDIES  
4. HND MARKETING STUDIES  
5. B-TECH IN SECRETARYSHIP & MANAGEMENT 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 & Materials 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 FASHION DESIGN AND TEXTILE STUDIES

ENTRY REQUIREMENTS

- **SSSCE/WASSCE APPLICANTS**

  **SSSCE/WASSCE holders:**
  
  i. Six (6) passes or better (A-D) in three (3) core subjects including English Language, Mathematics and Integrated Science/Social Studies
  
  ii. At least three (3) of the passes must be relevant to the area of specialization. Relevant elective subjects including clothing and Textiles, Textiles, Visual Communication, General Knowledge in Art, Graphic Design, Technical Drawing, Management in Living, French, Economics, Geography, Accounting, Biology, Physics, Chemistry, and 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 Textiles, General Knowledge in Arts, Textiles, Graphic Design, Visual Communication, Technical Drawing, Management in Living, French, Economics, Geography, Accounting, Physics, Chemistry, Biology, Elective Mathematics.

- **CERTIFICATE II APPLICANTS**

  i. 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.
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.

AIMS AND OBJECTIVES

The Department has the aims and objectives 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.

BACHELOR OF TECHNOLOGY (B-TECH) IN ACCOUNTING WITH COMPUTING

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

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.


4. Two (2) passes at Advanced Business 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 Social Studies 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.

(c) Holders of General Business Certificates (New Structure including Social Studies and Integrated Science)


Diploma in Hospitality Management

ENTRY REQUIREMENTS

Four (4) passes in WASSCE results – Two (2) passes in core subjects (English Language, Maths and Science/integrated Science or Agric and Environmental Studies and social studies) and Passes in two (2) elective subjects.

Professionals with 812/1

Employment Prospects

A wide range of career opportunities in the following areas: as middle or senior managers within major

- Hospitality supervisor (front office, housekeeping, food and beverage service and food production)
- Domestic bursar
- Small/medium hotel managers
- Self-employment
WASSCE
(i) Three (3) passes (A1-D7) in the Core Subjects including English Language, Mathematics and Integrated Science.
(ii) Three (3) passes (A1-C6) in any of the following programmes: Food and Nutrition, Management in Living, French, Economics, Physics, Chemistry, Biology, Mathematics, General Arts and Agric Science.

HOLDERS OF PROFESSIONAL CERTIFICATES
(i) Five (5) GCE ‘O’ Level credits including English Language, Mathematics, Science and Post Secondary Certificate with a minimum of three (3) years work experience.
(ii) 812/2 certificate with minimum of one (1) credits, Three (3) GCE ‘O’ Level credits including English, Mathematics, General Science and a minimum of three(3) years relevant work experience.
(iii) 818/2 certificate holders with SSSCE/WASSCE credit passes in English Language, Mathematics and Integrated Science.

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) SSCE/WASSCE credit passes including English Language, Mathematics and a Science subject. A minimum of three (3) years teaching experience. Diploma in Education Certificate

MATURE APPLICANTS
Must be 25 years old and should provide a Birth Certificate.
Must have a minimum of (2) two years experience and Pass a written Examination and an interview.

(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.

**ENTRY REQUIREMENTS**

The programme intends to target applicants with the following qualifications:

i. **SSSCE holders:** Credit passes in English, Core Mathematic, Integrated Science and three (3) relevant elective subjects such as Food and Nutrition, Management in Living, general knowledge in arts, French, Economics, Geography, Accounting, Business management, Costing, Physics, Chemistry, biology and mathematics.

ii. **WASSCE holders:** Credit passes in English, Core Mathematic, Integrated Science and three (3) relevant elective subjects such as Food and Nutrition, Management in Living, general knowledge in arts, French, Economics, Geography, Accounting, Business management, Costing, Physics, Chemistry, biology and mathematics.

iii. **GCE:** Passes in Two (2) subjects at GCE ‘A’ Level in Mathematics, Physics, Chemistry, Economics and Geography, Biology/Agricultural Science.

iv. **Post-Secondary Certificate ‘A’ holders**

v. **Institutional Management Certificate holders**

vi. **Professionals with 812/2 certificate holders**

vii. **Diploma in Hospitality Management holders**

viii. **Mature Admission:** Candidates must be at least 25 years old with at least one (1) year relevant work experience. In addition, applicants must pass an organised entrance examination and interview by the department.

**HND HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT**

**ENTRY REQUIREMENTS**

**SSSCE/WASSCE Graduates**

**SSSCE**

(i) Three (3) passes (A-D) in the Core Subjects including English Language, Mathematics and Integrated Science.

(ii) Three (3) passes (A-D) in any of the following programmes: Food and Nutrition, Management in Living, French, Economics, Physics, Chemistry, Biology, Mathematics, General Arts and Agric Science.
BACHELOR OF TECHNOLOGY IN HOSPITALITY AND INSTITUTIONAL MANAGEMENT (HCIM)

AIMS
The Programme aims at equipping students with the principles, ethics, creative, skills and professional management capabilities for managerial and supervisory position in the Hospitality Industry.

OBJECTIVES
a. teach students the principles, concepts and theories relating to management of sectors in the hospitality industry.
b. impact students with analytical, ethical, and entrepreneurial skills;
c. provide opportunity for students to have further education in Master of Technology in Hospitality Management and other related fields.

JUSTIFICATION FOR THE B-TECH TOP-UP COURSE
The Bachelor of Technology degree is to bridge the increasing gap between the Higher National Diploma entry-level into University Bachelor of Degree. That is, it is to provide progression avenues for technical and vocational students, and curb the growing phenomenon of academic-Type “top-up” programmes for HND graduates at the traditional universities. The reason for its development is in direct response to demand from industry for leading-edge technologists who have the technical theory, innovative skills, and ethical and social awareness required for sustainable hospitality industry, and for critical thinking practitioners who are able to address technological challenges in today's economy.

BACHELOR OF TECHNOLOGY IN HOSPITALITY AND INSTITUTIONAL MANAGEMENT
Higher National Diploma holders with at least second class upper and lower. However, those with pass would be admitted after going through an interview.

BACHELOR OF TECHNOLOGY IN MARKETING STUDIES
(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.

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

(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.

(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.

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

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

Raw text end
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.

NON – TERTIARY PROGRAMME

DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT PROGRAMME (DTHM)

ENTRY REQUIREMENTS

A. WASSCE/SSSCE

Candidates must have four (4) passes in SSCE (A – E)/ WASSCE (A1 – E8) comprising English Language and Core Mathematics, and two (2) Electives. Background in basic Geography is an advantage.

   OR

B. RSA III/ ABEC/ GBCE

   OR

C. MATURE Applicants

   i. Must be at least 25 years old and should provide a Birth Certificate or any legitimate documentary proof of date of birth.
   ii. Must have the requisite work experience of at least one (1) year
   iii. Pass a written examination and interview.
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.

ACADEMIC PROGRESSION

Graduates of the Diploma would be admitted into the second year of the HND in Tourism Management or the Bachelor in Technology (B-Tech) in Tourism and Hospitality Management of the Technical Universities on application.


(d) Holders of Diploma in Computerized Accounting (DCA) Certificate for 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.
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 IN SECRETARYSHIP AND MANAGEMENT STUDIES

(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

(b) 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 and Mathematics OR

iv. Five (5) SSCE/WASSCE passes including English Language and Mathematics AND

v. A minimum of three (3) years teaching experience

(c) MATURE Applicants

Must be at least 25 years old

i. Three (3) GCE ‘O’ Level credits including English Language and Mathematics OR

ii. Three (3) SSCE/WASSCE passes including English Language and Mathematics AND

iii. Must have the requisite work experience of at least two (2) years

iv. Should pass a written examination and an interview

Photocopies of birth certificate and evidence of industrial experience should be attached

(d) Applicants from the Tourism Industry

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

ANY OF THE FOLLOWING:

ii. Four (4) SSCE/WASSCE passes including English Language and Mathematics OR

iii. Any two (2) passes at GCE ‘A’ Level. OR


v. City and Guilds Parts I and II

vi. Diploma in Business Studies (DBS) 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.
BACHELOR OF TECHNOLOGY IN TOURISM AND HOSPITALITY MANAGEMENT

ENTRY REQUIREMENTS

i. HND Tourism, HND Hospitality or Tourism Management graduates, HND Hotel Catering and Institutional Management (HCIM) graduates, or other graduates of similar programmes run by other institutions with a minimum of 2nd Class Lower.

ii. Demonstrate at least two years’ post qualification work experience

iii. Foreign students with similar qualifications can also apply for admission for this top up degree programme

HND TOURISM

ENTRY REQUIREMENTS

(a) Non-SSSCE Graduates

i. Five (5) ‘O’ Level credit passes including English Language and Mathematics. A pass in French/Geography will be an advantage.

OR

ii. Four (4) SSCE/WASSCE passes including English Language and Mathematics

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

AND ANY OF THE FOLLOWING:

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

2. Ghana Commercial Examinations Stage III (RSA Stage III), passes in two (2) subjects

3. Diploma in Business Studies

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

5. Part II Technician’s Certificate

6. Ordinary Technician Diploma Certificate

(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

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

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18
4. Stenography Certificate.

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

SSSCE Holders:
1. Six passes (A – D) in all subjects, including English Language and Mathematics; and Science and Integrated Science.
2. 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.

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

(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. OR

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.
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.

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 responsively, 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 IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

(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.

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.
ENTRY REQUIREMENTS

The entry requirements for the B-Tech in Statistics Programme shall be as follows:

i. Applicants must have Diploma/HND in statistics with second class division or better from a recognized institution.

ii. Applicants must pass an interview conducted by the Department of 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.

HND PURCHASING AND 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.

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 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.


(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 & Materials Management (DPMM)

ENTRY REQUIREMENTS

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

PROGRAMMES’ AIM AND OBJECTIVES

The programme provides instruction in statistical theory and methods, and their application to the collection, collation, preparation, analysis and dissemination of information. It is therefore designed to provide practical training and to enhance the knowledge and skills of a statistician. In addition, the course seeks to meet the needs of those who have developed interest in the programme and are desirous of acquiring further knowledge in the field.

Also, the programme seeks to equip students with knowledge and skills needed to perform professional duties as statisticians.

Therefore, the objectives of the programme is as follows:

- To train students who can advance the frontier of knowledge by creating new concepts in statistics
- To train students who can apply their skills in solving problems in science, industry, commerce and business
- To provide adequate training for teachers in second cycle institutions
- To produce graduates who can contribute to the country’s development needs in research institutions, industry and commerce.

BACHELOR OF TECHNOLOGY IN STATISTICS

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

1. BACHELOR OF TECHNOLOGY (B-TECH) IN STATISTICS
2. HND STATISTICS
3. HND TOURISM
4. B-TECH. IN HOSPITALITY AND INSTITUTIONAL MANAGEMENT
5. HND HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT
6. HND FASHION DESIGN AND TEXTILE STUDIES

DEPARTMENT OF MATHEMATICS, 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 one and half (1½) year top up programme in Bachelor of Technology (B-Tech) degree in Statistics. The B-Tech. programme commenced in 2018 / 2019 academic year after obtaining accreditation from the National Accreditation Board (NAB)

VISION

The vision of the Department is to provide practical training and to enhance the knowledge and skills of a statistician. More specifically, 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.

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.

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.
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 II Certificates with passes in any core subjects including Mathematics.

MATURE Applicants

Applicants may be considered on mature-learner’s status if they satisfy the following criteria:

i. Must be at least 25 years old.

ii. Must have at least one year experience in related field.

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 country’s goals of industrialization and socio-economic development.

AIMS

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 consortium 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

MATURE APPLICANT

- 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) year work I pass a written examination and an interview.
- Applicants with failure in SSSCE/WASSCE elective subject cud substitute passes in technician part I and II courses and vice versa.

DIPLOMA IN MECHANICAL ENGINEERING (DME)

ENTRY REQUIREMENTS

SSSCE/WASSCE

I. Passes [(A - D)/ (A1 – E8)] in Mathematics and any one or more of the following core subjects: English, Social Studies and Science (Integrated/Core Science)

II. In addition, passes [(A - D)/ (A1 – E8)] in any two of the following elective subjects: Engineering Science, Physics, Chemistry, Elective Mathematics, Metal Work and Technical Drawing.

General Certificate of Education (GCE)

I. Five credit passes at ‘O’ Level including English and Mathematics
II. Four or more passes in Ordinary Technician Diploma (OTD)

Note: Candidates with strong Advanced Level passes in two subjects including Mathematics or Physics may be considered.

Technician Certificate

i. Passes in Mechanical Engineering Technicians I
ii. Passes in Motor Vehicle Technicians I
iii. Passes in any two core and any three elective subjects in GES certificate II
SSSCE GRADUATE:
- Six (6) passes (A-D) in all subjects including English, Mathematics and science AND
- At least three (3) passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Metal Work, Auto Mechanics, Technical Drawing, Engineering, science and Agricultural science/Biology.

WASSCEGRADUATE:
- Six (6) passes (A1-D7) in all subjects including English, Mathematics and integrated science AND
- Must possess a minimum of C6 in and three relevant elective subjects like Physics, Chemistry, Mathematics, Metal Work, Auto Mechanics, Technical Drawing, Engineering, Science and Agricultural Science/Biology.

TEACHER APPLICANT:
Four-year certificate ‘A’ OR
Three-year post-secondary teacher’s certificate A AND
Five (5) GCE ‘O’ level credits including English, Mathematics and two (2) science subjects five (5) SSSCE/WASSCE passes including English, Mathematics and two (2) elective science subjects AND
A minimum of three (3) years teaching experience.

FULL-TIME BACHELOR OF TECHNOLOGY 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.

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 Draughtsmanship, 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 Draughtsmanship, 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.

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

BACHELOR OF TECHNOLOGY IN MECHANICAL ENGINEERING

ENTRY REQUIREMENTS

- Candidates must hold a good HND certificate (Second Class Upper Division OR better) in Mechanical Engineering, Agricultural Engineering, Refrigeration and Air-Condition Engineering and Metallurgy with one year relevant post qualification field experience. Candidates 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.

NON SSSCE/WASSCE GRADUATE

- Part I and part II Technicians Certificate (MVT or MET) with three (3) passes.
- Intermediate Technicians Certificate (Machine Craftworks Welding and Fabrication, Auto Electronics 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).
- MET I MVT I with passes in a three subjects plus passes in three (3) relevant subjects including English and core Mathematics with SSSCE/ WASSCE OTD in Mechanical Engineering.
- Craft Certificate in motor Vehicle Mechanics work and industrial Mechanics. Applicant must have in addition, a minimum of three (3) SSSCE/WASSCE passes in core English, Mathematics and integrated science.
- Craft Certificate in motor Vehicle Mechanics work and industrial WASSCE. Plus passes in Access course in core English, Mathematics and integrated science from NABPTEX.
- Certificate II applicants: passes in six (6) subjects compromising three core subjects (English, Mathematics and science) Plus three (3) passes in relevant elective subjects.
a. Old Telecom II & III or EET I & EET II with credit Passes in all the three elective courses plus English, Mathematics and any other core subject (NAPBTEX or SSCE/WASSCE).

b. EET I/EET II passes in all three subjects and passes in three core subjects including English, Core mathematics and any core subject (NAPBTEX, WASSCE/SSCE) may be admitted.

c. MATURE CANDIDATES

(i) At least 25 years old (Evidence to be attached). Current birth certificate is not accepted

(ii) Must attach evidence showing the requisite experience for at least three (3) years in the Electrical/Electronic Engineering Field.

(iii) Should pass a written examination and an interview.


(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.
WASSCE Graduates:

i. Four (4) passes (A1–E8) in all subjects, including English language, Mathematics and integrated science. Passes in any of the two (2) core subjects is applicable

AND

ii. At least two (2) of the passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Woodwork, Building Construction, Economics, Geography and Agriculture Science/Biology.

MATURE CANDIDATES

(i) At least 25 years old (Evidence to be attached with birth certificate any legitimate document.

(ii) Must attach evidence showing the requisite experience for at least two (2) years in the Electrical/Electronic Engineering Field.

(iii) Should pass a written examination and an interview.

HND ELECTRICAL/ELECTRONIC ENGINEERING

ENTRY REQUIREMENTS

a. SSSCE holders: Elective Mathematics, Physics, Applied Electricity/Electronics, Engineering Science, Technical Drawing, Chemistry, Biology, Metal Work will need to have Passes in six subjects (A-D). The candidates must have passes (A-D) in three elective subjects and three core subjects, specifically, Core Mathematics, English and Integrated Science.

b. WASSCE applicants must obtain at least credit passes (A1–C6) in three elective subjects and at least D7 in the core subjects (Core Mathematics, English and Integrated Science).

c. G.C.E – passes in three subjects (with at least one grade D) at Advance level Mathematics/Statistics, Physics and Chemistry, any other science subjects in addition to Credit passes in English, Mathematics, Physics and any other subjects at the ordinary level.


e. E. E. T. Part III: Credit Passes in all the three courses

AND

f. Credit passes in English, Mathematics, Physics or Electricity any other two subjects at the ordinary Level may be admitted.
(A) BACHELOR OF TECHNOLOGY IN ELECTRICAL / ELECTRONIC ENGINEERING

(B) BACHELOR OF TECHNOLOGY IN AUTOMATION ENGINEERING

ENTRY REQUIREMENTS

The following categories of students, with the specified qualifications, are eligible for admission into the programme:

- SSSCE holders with background in Elective Mathematics, Physics, Applied Electricity/Electronics, Engineering Science, Technical Drawing, Chemistry, Biology, and Metal Work will need to have Passes in six subjects (A-D). The candidates must have passes (A-D) in three elective subjects and three cores subjects, specifically, Core Mathematics, English and Integrated Science.

- WASSCE (with the same background as above) applicants must obtain at least credit passes (A1-C6) in three elective subjects and three core subjects (Core Mathematics, English and Integrated Science).

- G.C.E. –passes in three subjects (with at least one grade D) at Advance level Mathematics/Statistics, Physics and Chemistry, any other science subjects in addition to Credit passes in English, Mathematics, Physics and any other subjects at the ordinary level.

- G.B.C.E. – credit passes (A-D) in six subjects including three electives and Core Mathematics, English and Science.

- HND candidates with Electrical/Electronics will be admitted into year 3, provided they hold Second Class Lower or Better.

- GCE Advanced Level candidates must have passes three subjects, with at least Grade D or better in one of the subjects. Also, they must have had credit passes (Grade 6) in five (5) GCE Ordinary Level subjects, including English Language, Mathematics and Science.

ABCE Candidates - Full diploma Certificate in ABCE - credit passes in five (5) subjects including English Language.

NON-TERTIARY

DIPLOMA IN ESTIMATION AND QUANTITY SURVEYING (DEQS)

ENTRY REQUIREMENTS

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.

iii. OTD Certificate in Building / Civil Engineering.

iv. All passes in CTC I and CTC II

v. Craft Certificate in Block laying & Concreting, Building Draughtsmanship, Plumbing, and Gas Fitting or Carpentry and joinery. Applicants must have in addition, a minimum of Two (2) SSSCE/WASSCE passes in Core English, Mathematics or Science

SSSCE and WASSCE Applicants

SSSCE Graduates:

i. Four (4) passes (A – E) in all subjects, including English language, Mathematics and integrated science. Passes in any of the two (2) core subjects is applicable

AND

ii. At least two (2) of the passes must be in relevant elective subjects like Physics, Chemistry, Mathematics, Technical Drawing, Engineering Science, Woodwork, Building Construction, Economics, Geography and Agriculture Science/Biology.
DEPARTMENT OF CIVIL ENGINEERING

The Department of Civil Engineering was, until June 2006, part of the Department of Building and Civil Engineering which was established in 1993. Currently, the Department:

- Runs HND in Civil Engineering
- Runs 2 year B-Tech top-up in Civil Engineering
- Offers consultancy services to industry partners and agencies.
- Collaborates with industry partners: consultancy and construction firms, road agencies (GHA, DUR, DFR) and GWCL to ensure students are trained with industry in mind. This offer students ease of place of internships during the course of their study and also places of employments and self-employment after their course.
- Engages in industry-driven and problem-solving research and project works.
- Is collaborating with the University Driving School and the Mechanical Engineering Department to give opportunity to all Civil Engineering students acquire driving license ‘B’ and ‘E’ before they graduate to give them competitive advantage in the field of work.
- Runs a number of Certificate of Proficiency courses in all the diverse areas of civil engineering.

VISION

The vision of the Department is to become a centre of excellence that provides practical training to students to meet the 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 and higher 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:

- Construction Safety
- Concrete Design Mix
- Construction Supervision and reporting

Entry Requirements:
The basic entry requirements for these certificate of proficiency courses are the ability to read and write.
(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) relevant 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.

CERTIFICATE OF PROFICIENCY COURSES

In line with the vision of the Department, certificate of proficiency courses have also been introduced for the Continual Professional Development (CPD) of practicing engineers and technicians as well as artisans who want to gain proficiency in these specific areas:

- Use of Survey instruments: Level instruments, Theodolites, Total Stations, GPS and RTK
- Computer Aided Design (CAD)
- Architectural Drafting
- Structural Steel Drafting
- Structural Timber Drafting
- Structural integrity assessments and reporting
- Geotechnical investigations and reporting for buildings
- Geotechnical investigations, materials, testing’s and reporting for road works
- Water distributions systems
- Road Condition Survey & reporting
- Reinforced Concrete Structural Drafting
- Structural Steel Drafting
- Structural Timber Drafting
- Structural integrity assessments and reporting
- Geotechnical investigations and reporting for buildings
- Geotechnical investigations and material testings’ and reporting for road works
- Water distributions systems
- Road Condition Survey & reporting
- Construction Safety
- Concrete Design Mix
- Construction Supervision and reporting

The basic entry requirements for these certificate of proficiency courses are the ability to read and write.
• 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.

BACHELOR OF TECHNOLOGY IN CIVIL ENGINEERING

ENTRY REQUIREMENTS

a) Holders of HND certificate (Second Class Division or better) in Civil
Engineering
b) Applicants with Pass in HND Civil Engineering must pass as selection
interview.
c) Applicants with CTC III Certificate must pass selection interview

HND CIVIL ENGINEERING

ENTRY REQUIREMENTS

(a) Non-SSSCE/WASSCE Graduates:

Applicants may qualify with any of the following groupings:

i. CTCI and CTCII certificate with passes in all subjects.
ii. OTD Certificate in Building/Civil Engineering.
iii. Final Construction Technician Certificate (FTC)

(b) SSSCE Graduates:

i. Three (3) passes (A-D) in core subjects, including English Language and
Mathematics; AND

ii. A minimum of D in any three (3) relevant elective subjects such as Elective
Mathematics, Physics, Chemistry, Building Construction, Technical
Drawing, Woodwork, Engineering Science and Agricultural
Science/Biology, ETC.

(c) WASSCE Graduates:

i. Three (3) passes (A1-D7) in core subjects, including English Language and
Mathematics; 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, ETC.