



CAPE COAST TECHNICAL UNIVERSITY (FORMERLY CAPE COAST POLYTECHNIC)

ADMISSION OF APPLICANTS TO BACHELOR OF TECHNOLOGY (B-TECH), HIGHER NATIONAL DIPLOMA (HND), PROFESSIONAL, DIPLOMA AND CERTIFICATE PROGRAMMES FOR 2018/2019 ACADEMIC YEAR

Cape Coast Technical University is inviting applications from qualified candidates for admission into the following programmes of study:

A. BACHELOR OF TECHNOLOGY PROGRAMMES

1. B-Tech (Building Technology) (Regular/Weekend)
2. B-Tech (Mechanical Engineering) (Regular/Weekend)
3. B-Tech in Civil Engineering (Affiliated to Kumasi Technical University) (Weekend)
4. B-Tech in Accounting with Computing (Affiliated to Kumasi Technical University) (Weekend)
5. B-Tech in Secretaryship & Management Studies (Affiliated to Koforidua Technical University) (Weekend)
6. B-Tech in Marketing Studies (Affiliated to Koforidua Technical University) (Weekend)
7. B-Tech in Procurement & Supply Chain Management (Affiliated to Koforidua Technical University) (Weekend)
8. B-Tech in Telecommunication Engineering (Affiliated to Koforidua Technical University) (Regular/Weekend)
9. B. Sc. Statistics (Affiliated to Kwame Nkrumah University of Science and Technology, Kumasi) (Weekend)

ENTRY REQUIREMENTS

1. BACHELOR OF TECHNOLOGY (B. TECH) IN BUILDING TECHNOLOGY- EIGHTEEN (18) MONTHS

Holders of a good HND certificate (Second Class Upper Division or better) in Building Technology 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.

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

Holders of a good HND certificate (Second Class Upper Division or better) in Mechanical 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.

3. 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.

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

- (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.

5. 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 working 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

- (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 working experience in Secretaryship related fields. **Such applicants shall be admitted based on interview performance.**

6. 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 working 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 working experience in Marketing Studies related fields.

7. 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 working 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.

8. 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 in 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 working 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.

9. 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.

B. HND (TERTIARY) PROGRAMMES

1. HND Accountancy Studies (Morning/Evening Session)
2. HND Accounting with Computing (Affiliated to Kumasi Technical University) (Morning)
3. HND Marketing Studies (Morning/Evening Session)
4. HND Secretaryship & Management Studies (Morning/Evening Session)
5. HND Purchasing and Supply (Morning/Evening Session)
6. HND Mechanical Engineering (Morning)
7. HND Electrical/Electronic Engineering (Morning/Weekend Session)
8. HND Hotel, Catering and Institutional Management (Morning/Evening Session)
9. HND Fashion, Design & Textile Studies (Morning/Evening Session)
10. HND Civil Engineering (Morning)
11. HND Building Technology (Morning)
12. HND Tourism (Morning)
13. HND Statistics (Morning)

ENTRY REQUIREMENTS

SSSCE APPLICANTS

Six Passes (A-D) in all subjects, including English Language, Mathematics and Social Studies/Science; and three (3) electives which must be relevant to the area of specialization

WASSCE APPLICANTS

Six Passes (A1-D7) in all subjects, including English Language, Mathematics and Social Studies/Science; and must possess a minimum of C6 in any three (3) elective subjects which must be relevant to the area of specialization.

G.C.E. 'A' LEVEL APPLICANTS

Five (5) G.C.E 'O' Level Credits including English Language and Mathematics or its equivalent plus two (2) 'A' Level passes excluding General Paper.

TECHNICAL/VOCATIONAL/BUSINESS/COMMERCIAL CERTIFICATE APPLICANTS

Advanced Business Certificate, Diploma in Business Studies (DBS), Diploma in Computerized Accounting (DCA), Diploma in Banking Technology & Accounting (DBTA), Diploma in Business Administration (DBA), RSA II/III, MET I & II, MVT I&II, EET I&II, GCC& CTC I & II or CTC I & II, OTD Certificate, Advanced B/C Craft Certificate, Institutional Management or City & Guilds Part I & II (812/1, 812/2) or Stenographer Certificate plus four SSSCE/WASSCE credit passes including English Language and Mathematics.

TEACHER APPLICANTS ['A' FOUR-YEAR OR POST-SEC. OR DIPLOMA IN EDUCATION CERTIFICATE]

DIPLOMA IN BUSINESS STUDIES (DBS) APPLICANTS INTO HND PROGRAMMES

Applicants who hold DBS with Distinction or Credit from GES accredited institutions are eligible for admission to level 200 to pursue Business related programmes at the HND level. DBS applicants who hold a Pass would enroll at level 100.

DIPLOMA IN ENGINEERING CERTIFICATE (NABPTEX) APPLICANTS

Applicants who hold Diploma in Engineering from GES accredited institutions are eligible for admission to HND level 200 to pursue engineering related programmes.

CERTIFICATE II APPLICANTS

Certificate II Applicants with 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 are eligible for HND programmes.

PROFESSIONAL DIPLOMA PROGRAMMES

Professional Diploma in Banking Technology & Accounting	- Two (2) Semesters
Professional Diploma in Computerized Accounting	- Two (2) Semesters
Professional Diploma in Business Administration	- Two (2) Semesters

ENTRY REQUIREMENTS

Diploma in Banking Technology & Accounting
Diploma in Computerized Accounting
Diploma in Accounting or Commerce from a NAB Accredited Institution
Four Passes in ACCA or ICA
Diploma from ICM
Diploma in Business Administration

MATURE CANDIDATES

- (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 2 years' work experience and
- (iii) Pass a written Examination and an interview.

C. NON-TERTIARY PROGRAMMES

DIPLOMA PROGRAMMES - TWO (2) YEARS DURATION

Diploma in Business Administration
Diploma in Banking Technology & Accounting
Diploma in Computerized Accounting
Diploma in Public Relations
Diploma in Electronic Marketing
Diploma in Procurement Management
Diploma in Tourism and Customer Care

Entry Requirement:

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

D. ACCESS COURSE INTO HND PROGRAMMES FOR TECHNICAL & VOCATIONAL SCHOOL /SSSCE/WASSCE SCIENCE GRADUATES

The Access Course for technical and vocational school graduates has been designed to offer students the opportunity to pursue a one-year Access Course in English Language, Mathematics and Science. The final Examination will be conducted by the National Board for Professional and Technician Examinations (NABPTEX) after which successful candidates will be qualified to enroll in HND Engineering and Applied Science/Arts programmes in any of the Technical Universities/polytechnics in Ghana.

The following HND Engineering and Applied Science/Arts programmes are available in Cape Coast Technical University for successful candidates:

- HND Mechanical Engineering (Automobile, Plant and Production Options)
- HND Electrical/Electronic Engineering / HND Building Technology / HND Civil Engineering
- HND Hotel, Catering & Institutional Management / HND Fashion, Design & Textile Studies

ENTRY REQUIREMENTS

- Technical/Vocational school graduates with Intermediate and Certificate II results must pass all their trade/elective components.
- Pure Science students from Senior High Schools must pass at least three (3) of their elective subjects.
- Agricultural Science graduates from Senior High Schools must pass at least three (3) of their elective subjects

PROFESSIONAL PROGRAMME

1. Institute of Chartered Accountants, Ghana (ICAG) Part I, II and III.

ENTRY REQUIREMENTS

Degree Holders, HND, SSSCE/WASSCE, ATSWA and ICA Part-Qualified.

PROFESSIONAL PROGRAMME

2. Chartered Institute of Bankers (CIB)

Holders of any of the following qualifications are eligible to apply.

i. GCE 'O' and 'A' Level

Level Six (6) credits in GCE 'O' Level, including English Language and Mathematics or Accounting. Plus 'A' Level with passes in three (3) subjects, two (2) of which should not be below grade 'D'.

ii. WASSCE/SSSCE

Credits in three (3) core subjects including English Language and Mathematics, plus three (3) passes in elective subjects (with an aggregate of not more than 24), or three (3) passes in RSA (Stage 3)

iii. Recognised Degrees, HND, Diplomas, DBS, ICA (GH), ACCA other professional qualifications.

iv. Mature student Route-In-Course (MRIC) organised by CIB (GH)

*For further information on professional, evening and weekend programmes visit IODL – Cape Coast Technical University or call: **0503180410**

3. Institute of Human Resource Management Practitioners (IHRMP)

ENTRY REQUIREMENTS

Membership Categories

Affiliate Members:

Non-professional level of membership. The grade of affiliate is open to:

- Students in tertiary institutions (i.e. Polytechnics, Technical Universities, University Colleges and Universities)
- Individuals in other professions who are interested in associating with the institute.
- Individuals working in HR but who do not meet the entry requirement for other categories.

Student Membership:

Student membership is available to individuals who are pursuing the Institute's Professional Certification Programme (PCP).

Full Membership:

Full membership is the category for members who are admitted to the Institute on the basis of at least four (4) years' work experience as HR Practitioners in Managerial positions.

Associate Membership:

Student members who complete level 3 of the Professional Certification Programme are admitted and designated as Associate Members.

Certified Human Resource Practitioner:

An associate member who has completed level 4 of the PCP or a Full Member who has had relevant HR Experience and has been assessed accordingly.

Fellow:

Fellowship status is conferred on individuals who have made significant contributions to the Institute or Human Resource Management practice.

Corporate Membership:

This is membership opened to organisations.

*For Central and Western Regions visit IODL – Cape Coast Technical University or call: **0503180410***

AVAILABLE COURSE SESSIONS

Regular, Evening and Weekend.

Registration is on-going

NOTE:

The forms for the Professional programmes could be obtained at the Institute of Open and Distance Learning, CCTU. For further enquiries on the professional programmes, please call **0503180410**

2018 WASSCE CANDIDATES CAN ALSO APPLY

NOTE: ALL ADMISSIONS TO CAPE COAST TECHNICAL UNIVERSITY ARE STRICTLY VIA THE ONLINE ADMISSION SYSTEM

SALES CENTRES

Voucher Number and **Serial** can be obtained from:

- a. All Regional Post Offices in Ghana
- b. At Cape Coast Technical University Cash Office
- c. All networked branches of GT Bank Limited.
- d. All networked branches of GCB Bank.
- e. All networked branches of GN Bank.
- f. All networked branches of UniBank Ghana Limited.
- g. All networked branches of Zenith Bank in Ghana.
- h. All networked branches of HFC Bank in Ghana.
- i. Online using Visa Credit/Debit Card

COST OF APPLICATION FORMS

Bachelor of Technology Applicants	-	GH¢140.00
HND/Professional Applicants	-	GH¢130.00
Mature Applicants	-	GH¢140.00
Non-Tertiary Applicants	-	GH¢110.00
International Applicants	-	USD110

(A) ONLINE ADMISSION INSTRUCTIONS

1. Go to **www.cctu.edu.gh/admissions** on the internet after you purchase the Cape Coast Technical University admission e-voucher.
2. Log on to the Online **Admissions System** with the **Voucher Number and Serial**.
3. Follow steps on the Online Admission System to complete your application.
4. Click on the declaration before the login button appears to start applying
5. Fill Application form and attach all required documents and upload your passport picture according to the outlined specification
6. The passport picture should be in JPG or JPEG format and must be between **20KB and 100KB** in size
7. Please write your Application Reference Number on the envelope before posting.

SUBMISSION OF COMPLETED ONLINE APPLICATION

Each Applicant is required to print two copies of his/her Admission print page and attach his/her results slip(s), transcript, (birth certificate for Mature applicants) and any other documents considered important and forward by post to:

**The Registrar,
Cape Coast Technical University
P. O. Box AD 50,
Cape Coast**

Closing date for sale of application forms is Friday, 14th September, 2018. Detailed entry requirements can be obtained from Cape Coast Technical University website www.cctu.edu.gh. **For further information please call 03321- 33090 / 33205.**

(Sgd.) REGISTRAR