



# CAPE COAST POLYTECHNIC

## ICT DIRECTORATE

AFFIX  
PASSPORT  
PICTURE

### CENTER FOR PROFESSIONAL COMPUTER STUDIES

## ADMISSION FORMS

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### PERSONAL PARTICULARS OF STUDENT

- i. Name (Surname First): .....
- ii. Permanent Postal Address: .....
- iii. E-Mail Address: .....
- iv. Telephone No: .....
- v. Date of Birth: .....
- vi. Nationality: .....
- vii. Home Town:..... Region:.....

### PARTICULARS OF PARENTS/GUARDIAN

- i. Parent's /Guardian's Name: .....
- ii. Relationship:.....
- iii. Address of Parent/Guardian: .....
- iv. Parent's/Guardian's Occupation .....
- v. Parent's/Guardian's Telephone No, .....

### EDUCATIONAL BACKGROUND

Name(s) of Institution(s) Attended/Qualifications

- i. ....
- ii. ....
- iii. ....

### CHOICE OF COURSE

	COURSE TITLE	TICK ONE
1	Basic/Intermediate Computing	
2	Computer And Mobile Phone Technology	
3	Certificate In Secretaryship And Administrative Computing	
4	Diploma In ICT Leading To WAEC Diploma	

**SEE OVERLEAF FOR DETAILS**

## **COURSE DETAILS AND FEES**

### **1. COURSE: BASIC AND INTERMEDIATE COMPUTING**

- a) Target: JHS and SHS leavers
- b) Duration: 6 weeks
- c) Fees: **GHS 200.00**
- d) Contact days: Mondays, Tuesdays, Wednesdays, Thursdays
- e) Contact hours: 3 Hrs minutes per day

### **2. COURSE: SECRETARYSHIP AND ADMINISTRATIVE COMPUTING**

- a) Target: SHS Holders, Front Desk Professionals, Schools Clerical Officers, Personal Secretaries etc.
- b) Duration: 1 Year ( 2 Semesters of 3 months each and 5 weeks attachment)
- c) Fees: **GHS 900.00** per Semesters
- d) Contact Days: Mondays, Wednesdays, Thursdays, Fridays
- e) Contact Hours: 4 Hrs per day

### **3. COURSE: COMPUTER AND MOBILE PHONE TECHNOLOGY**

- a) Target: - JHS and SHS Leavers, ICT Lab Technicians, Phone repairers
- b) Duration: 6 months
- c) Fees: **GHS 1,900.00**
- d) Contact days: Tuesdays, Thursdays and Fridays
- e) Contact hours: 4 Hrs per day

### **4. COURSE: DIPLOMA IN ICT Leading to WAEC DIPLOMA**

- a) Target: JHS & SHS Leavers, JHS Teachers, IT Professionals
- b) Duration: 2 Years
- c) Fees: **GHS 800.00** per Semester
- d) Contact Days: Mondays, Tuesdays, Thursdays, Fridays
- e) Contact Hours: 4 Hrs per day

### **DECLARATION BY STUDENT**

I hereby declare that all the above information provided by me is true and correct, and that I could be refused admission, or be withdrawn from the programme after admission, if the information on this form proves to be false.

Signature of Candidate:..... Date:.....