

- The attitude should be reported to the Office of the Dean of Students' Affairs for appropriate disciplinary action taking against the executives of Students Representative Council (SRC).

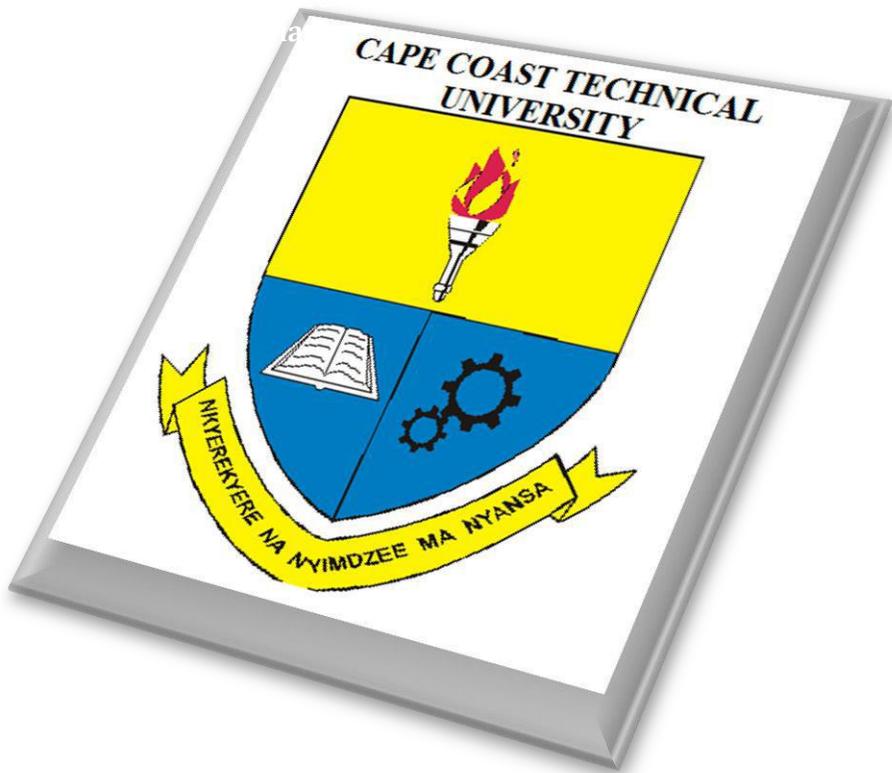
**The Office of the Dean of Students' Affairs would ensure compliance.**

# **CAPE COAST TECHNICAL UNIVERSITY**

## **NON – TERTIARY**

### **STUDENTS' HANDBOOK**

**2019 – 2020 ACADEMIC YEAR**



#### **1.0.7 NOISE EMANATING FROM OPEN FORUMS / PROGRAMMES BY THE STUDENTS REPRESENTATIVE COUNCIL (SRC)**

It refers to noise emanating from forum or programmes organized by the Students Representative Council (SRC) on campus such as the long hours of playing music before forum or programme commences.

##### **a. Disorderly Conduct**

The following were considered as a disorderly conduct:

- Playing of music at a high volume prior to commencement of programme.
- Excessive use of public address systems before, during and after forums or programmes causing nuisance to others.
- Organization of forums or programmes at inconvenient time period. E.g. during working time or late in the night during weekdays and weekends.

##### **b. Remedies for Controlling Noise Emanating from Open Forums / Programmes by the Students Representative Council (SRC)**

The following were considered as remedies for controlling noise from vehicles:

- Music should be played for only thirty (30) minutes and at a moderated sound level prior to commencement of the forum or programme.
- Public address systems (PAS) should be used only when the programme is about to commence and in moderation.
- Forum or programme should end by 6.00 p.m. on weekdays.

The Personnel of the Security Section should be empowered to deal with such persons (drivers) who flout the laws on noise making.

- Drivers should use a destination boards on top of their vehicles to inform passengers of their (drivers) destinations to reduce the noise of hawking for passengers.

**c. Penalties for Breaching the Remedies**

- The Security Officers should caution the culprit.
- The Security Personnel should be trained to be vigilant to enable them capture numbers of vehicles of offending drivers. Such numbers should then be handed over to the Chief Security Officer to track down those offenders for appropriate sanctions.
- Failure to comply with the first rule, the offenders should be driven out from the Technical University premises by the Security Officers.

**The Security Officers on duty would ensure compliance.**

**CAPE COAST TECHNICAL UNIVERSITY**

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### b. Remedies for Controlling Noise Making Emanating from Surrounding Houses

The Committee noted that since those lands on which the structures were built does not belong to the Technical University, it was proposed that:

- The management of the Technical University should write to the Cape Coast Metropolitan Assembly (CCMA) and they in turn will sensitized and educate bar and entertainment centre operators around the catchment area of the Technical University on the need for controlling noise making.

#### 1.0.6 NOISE FROM VEHICLES

It includes noise from vehicles such as playing of music at a high volume, indiscriminate tooting of car and motor bike horns and irritating sound from exhaust pipes of cars and motor bikes.

##### a. Disorderly Conduct

The following were considered as a disorderly conduct:

- Playing of music by drivers at a high volume and indiscriminate tooting of car and motor bike horns in and around the campus.
- Cars and motor bikes with high volume of irritating sound of exhaust pipes.
- Hawking for passengers by drivers

##### b. Remedies for Controlling Noise from Vehicles

The following were considered as remedies for controlling noise from vehicles:

- Security Personnel of the Technical University should be educated on noise making on campus.
- Security Personnel should be vigilant on noise making on campus.

#### **b. Remedies for Controlling Noise Making Emanating from the Students Hostel**

- Tape recorder speakers and woofers should not be directed through windows or doorways and be played at a moderate volume to avoid disturbance of other neighbouring students and peace on campus.
- Students should be considerate to other roommates to ensure conducive environment.
- Noise should be controlled in the rooms by showing consideration to other roommates.

#### **c. Penalty for Breaching the Remedies**

- The culprit should be giving two (2) caution letters.
- Failure to comply with the first rule, the culprit should be ejected from the hostel if he or she is a resident. Non-residents should be prohibited from entering the premise of the hostel.

**The Hall Warden, Potters and Security Officers on duty would liaise with the Office of the Dean of Students' Affairs to ensure compliance.**

#### **1.0.5 NOISE EMANATING FROM SURROUNDING HOUSES**

It includes noise emanating from surrounding houses such as drinking bars and entertainment centres within the catchment area of the Technical University.

##### **a. Disorderly Conduct**

The following was considered as a disorderly conduct:

- Playing of music by use of large PA systems at a high volume by the entertainment centres and drinking bars/spots during the working hours within the Technical University.

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- Students should be educated on the need to comport themselves whiles on campus during orientation and matriculation programmes.
- Management should provide signage at the entrance and exits of lecture halls to educate the students. (E.g. “Lectures in Progress, Do Not Disturb, No Noise” etc.) .

**c. Penalty for Breaching the Remedies**

The attitude should be reported to the Office of the Dean of Students’ Affairs for appropriate disciplinary action taking against the individual or group.

*(The reporter should have personal information about the culprit (student or group) such as name, course, and year of programme to facilitate disciplinary action).*

**The Office of the Dean of Students’ Affairs would ensure compliance.**

**1.0.4 NOISE EMANATING FROM THE STUDENTS HOSTEL**

These include noise emanating from occupants of students hostel, hall roommates whose actions and inactions affect the peace of occupants/hostellers.

**a. Disorderly Conduct**

The following was considered as a disorderly conduct.

- Act in such a manner as to annoy, disturb, interfere with, obstruct, or be offensive to others such as playing of music or watching of television at a high volume causing nuisance to other neighbouring students disturbing the peace on campus.

**c. Penalties for Breaching the Remedies**

- The culprit should be giving two (2) caution letters.
- The activities of the association or group should be halted for a semester.
- Failure to adhere to the second rule, the certificate of the association or group should be revoked for a specified period and the culprit made to reapply for reinstatement.

**The Chaplaincy Board and the Office of the Dean of Students' Affairs would liaise to ensure compliance.**

**1.0.3 NOISE BY INDIVIDUALS AND CLASS GROUPS, BEFORE, DURING AND AFTER A LECTURE**

These noises emanate from individuals and class groups before, during and after lectures which negatively affect teaching and learning.

**a. Disorderly Conduct**

The following was considered as disorderly conduct.

- Individuals and class groups shouting and disturbing indiscriminately within the lecture hall and when exiting the hall.

**b. Remedies for Controlling Noise Making by Individuals and Class Groups, Before, During and After a Lectures**

The following were considered as remedies for the above offence:

- Individuals and class groups should quietly walk out of their lecture halls after lectures have closed.

**FOREWORD**

This course catalogue has been designed to help you understand how the Technical University is organised, how you can make the maximum use of your stay in the Technical University, and what role is expected of you in the system.

The catalogue includes excerpts from relevant rules and regulations as they affect your life in the Technical University, and should be a very useful reference. These regulations are intended to set forth the requirements of the Technical University so that a large student body may live and work together harmoniously with a minimum of friction and misunderstanding.

While the provision of this catalogue will ordinarily be applied as stated, Cape Coast Technical University reserves the right to change any provision listed in this catalogue, including but not limited to academic requirements without actual notice to individual students. Every effort will be made to keep students advised of such changes. Information on changes will be available in the offices of the Registrar and major academic departments. It is especially important that each student notes that it is his or her responsibility to keep himself or herself apprised of current requirements and regulations for his or her particular programme.

We wish you a happy stay on campus.

## SCOPE OF HANDBOOK

The provisions of this Handbook do not constitute a contract between the Technical University and a student who commences any programme of study in so far as it relates to the requirements of the Technical Examinations unit / COTVET for the Non-Tertiary programme during the effective period of this handbook. These requirements are subject to change during such period only to the extent required by national laws or accreditation standards. The specific courses or activities constituting examination requirements for any programme are subject to substitution at any time prior to completion by the student.

The remaining provisions in this handbook reflect the general nature of conditions concerning the educational services of the Technical University in effect at this time but do not constitute a contract or otherwise binding commitment between the Technical University and the student.

The Technical University provides the opportunity for students to increase their knowledge by providing programmes of instruction in the various disciplines through lecturers/instructors, who in the opinion of the Technical University, are trained and qualified for teaching at the Technical University level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or programme.

## PURPOSE OF HANDBOOK

The Cape Coast Technical University Handbook is the primary general information publication for this Technical University. It is intended to provide information for students and other persons interested in the academic programmes and organisations of Cape Coast Technical University. In order to understand the activities and programmes of the institution, it is important for students to know how to use this handbook effectively.

Students' guide to the handbook are the table of contents and the glossary.

## c. Remedies for Controlling Noise Making of Religious, Social and Political Groups on Campus

The Committee proposed the following as remedies for controlling the noise level of above-mentioned groups:

- Religious groups, social groups and political groups should be prohibited from the use of musical instruments during weekday programmes with exception of Public Address Systems (PAS) which should be moderated in order not affect the activities of other groups.
- Weekends religious group programmes should be held within the hours of 6.30 a.m. to 8.30 a.m.
- Weekdays religious group programmes should be held within the hours of 7.00 p.m. to 8.30 p.m.
- Chaplaincy week celebrations for religious groups organized in the evenings during the weekdays should not exceed 9.00 p.m.
- Social groups such as Tribal groups and Old Students' Association programmes organized during weekdays and weekends should be closed at 6.00 p.m.
- Social groups should be prohibited from the use of musical instruments for programmes organized on weekdays.
- Notwithstanding, musical instruments and public address systems should be used in moderation during programmes on weekends.

## **ANTI-NOISE MAKING POLICY**

### **1.0 FORMULATION ON POLICIES ON NOISE MAKING ON CAMPUS**

To moderate the level of noise-making on campus, the Committee formulated the following policies on noise making to regulate the activities of religious groups, political groups and social associations on campus:

#### **1.0.1 DEFINITION OF NOISE**

The Committee defined noise as unreasonable or excessive noise, interfering with the freedom of other people to work, study, sleep, etc.

Activities subject to the noise disturbance standard include, but not limited to musical instruments, loud speakers, amplifiers, unamplified speech, vehicle-mounted loud speakers and tooting of horns.

#### **1.0.2 NOISE BY ASSOCIATION SUCH AS RELIGIOUS GROUPS, SOCIAL GROUPS AND POLITICAL GROUPS**

This refers to noise emanating from the activities of religious, social and political groups operating on campus. The noise pollution occurs mostly on weekday programmes and weekends.

##### **a. Disorderly Conduct**

The following were considered as disorderly conduct:

- Use of public address systems and musical instruments at a high volume prior to commencement of programme.
- Organization of religious, social and political programmes at inconvenient time period. E.g. during working time or late in the night during the weekdays and weekends.
- Use of speakers at a high volume causing nuisance to others in adjacent rooms.

## **GLOSSARY**

### **ASSESSMENT**

An Appraisal of an individual's ability.

### **ASSESSOR**

The qualified person, who will make judgements on evidence of achievement and provide feedback to students.

### **CENTRE**

The organisation approved to offer assessment.

### **COMPETENCE**

The combination of skills, knowledge and understanding required to perform a work role.

### **COURSE**

The component part of a programme, being a unit of learning in a subject area designed to be covered in a specified time, normally one semester.

### **CREDIT**

The weight assigned to a course of study as a component of a whole programme. One hour of contact between students and lecturer per week for one semester (16wks) is weighted as one credit.

### **EXTERNAL EXAMINER**

A qualified appointed person attached to a centre in order to provide help and guidance, including the undertaking of moderation, verification and monitoring.

### **MODERATION**

The process of checking examination questions for inclusion in an examination paper and the process of checking assessors' judgements of students' achievements.

### **MONITORING**

The process of checking a centre's delivery of quality assessment.

## PROGRAMME

A specialized field of study that prepares an individual for a future career or employment. A programme consists of a number of courses including both required and elective courses, each having its own individual credit weighting.

## SEMESTER

A defined period of time normally of sixteen weeks' duration which is devoted to actual instruction and learning. Registration, orientation and break periods do not count towards the semester duration.

## SEMESTRAL YEAR

The academic year consists of two sixteen weeks' semesters. Thirty-two weeks in total. The first semester commencing in August and ending in December. The second semester commencing in January and ending in May.

## VERIFICATION

The process of sampling assessments to confirm quality, including moderating assessors' judgments of students' achievements.

## ACADEMIC GOOD STANDING

An indication that a student meets or exceeds the minimum Grade Point Average (CGPA) required for progression in his or her programme at the Technical University.

## ACADEMIC PROBATION

An indication of marginal academic performance. A warning that a student is in jeopardy of losing academic good standing.

## CREDIT HOURS

Generally the number of hours a course meets each week determines its worth in credit hours.

## DEAN

The administrative head of a school or student related unit within the Technical University. All Deans - academic related and student related - report to the Rector through the Vice Rector.

OFFENCE	SANCTION
<b>(g) Destruction of Technical University Property</b>	Replacement, suspension and dismissal.
<b>(h) Smoking in Public Places</b>	Expulsion from public place and caution/fine /suspension.
<b>(i) Carrying key(s) away during holidays</b>	Fine based on commercial rate of rent as well as the cost of replacing the lock where necessary.
<b>(j) Littering/Throwing out water at unauthorised places</b>	Caution and cleaning the place/ fine and cleaning the place/ ejection.
<b>(k) Refusing to leave Room upon Hall Master's Order</b>	Ejection from the Hall.
<b>(l) Refusing to pay Hall Dues</b>	Be given deadline for Payment / lose residential status.
<b>(m) Extortion</b>	Refund written apology/ dismissal.
<b>(n) Embezzlement of funds by officer</b>	Refund, lose official position and disqualified from holding any other position, suspension / dismissal.
<b>(o) Perjury</b>	Suspension
<b>(p) DRAP —Breaking of DRAP Regulations/ Disruptions of Official Ceremony /Activity</b>	Suspension or Dismissal
<b>(q) Sub-Letting of rooms in halls by students</b>	Ejection/loss of residential fees paid

## GUEST AND STUDENTS

Permission should be obtained from the hall Warden/Master before a guest is invited to stay the night in a Hall of Residence. Normally male guests will stay in Men's Halls and Female guests in the Women's Hall. Except in cases of extreme emergency, at least 24 hours' notice should be given.

## LIST OF OFFENCES

### AND THEIR SANCTIONS

#### PENALTIES (GENERAL)

The following regulations and penalties published for the benefit of students and is also intended to help students to have a peaceful stay on campus.

OFFENCE	SANCTION
(a) <b>Physical Assault</b>	Suspension plus appropriate Compensation or dismissal from the Technical University/going to court for compensation.
(b) <b>Verbal Assault</b>	Caution with written apology/ejection from Hall involved in the same offence twice the next sanction should apply.
(c) <b>Sexual Assault</b>	Dismissal
(d) <b>Sexual Harassment</b>	Caution with written apology/Counselling/ Dismissal
(e) <b>Noise Making</b>	Caution with written apology/fine/ejection from hall.
(f) <b>Inconveniencing Room Mate(s)</b>	Caution, replacement, suspension and dismissal.

## DEPARTMENTAL HEADS

Persons in charge of providing administrative and academic leadership for a department within the Technical University (e.g. the Head of the Marketing Studies Department).

## PREREQUISITE

A course that must be completed before another is attempted. Such first courses are said to be prerequisites for subsequent courses in the same or similar areas. It is the student's responsibility to check for prerequisites in the Handbook.

## SEMESTER HOUR OF CREDIT

The semester hour is a unit of academic credit. The number of hours earned in a given semester is the measure of a student's academic load. A normal load ranges from 12 to 22 semester hours of work. The hours of credit of various courses are indicated in the Handbook.

## REGISTRATION PROCEDURE

Any person who anticipates registering as a Cape Coast Technical University Student should be sure that the Technical University requirements for admission have been met. Official enrolment is achieved by paying the appropriate fees and properly registering in each relevant course at the beginning of the first Semester of each Academic year. Students are also required to register for the relevant courses at the beginning of the Second Semester.

### **LATE REGISTRATION**

A late registration period is provided for those who are unable to register during the regular registration days. However, students who register late are required to pay a late registration fee. The late registration fee shall be fixed by the Technical University. The Technical University reserves the right to review it from time to time.

### **DEFERMENT OF COURSE**

Request for deferment of course can only be allowed after 21 days upon resumption of lectures for continuing students and 21 days after matriculation for first year students. Such request must be in written form to the Head of department concerned. Students must complete deferment form and copies distributed as indicated on the form. In any of such cases fees paid for the year are not refundable.

On the deferment of a programme by a student, the NABPTEX Board's regulations allow two (2) years. A student can defer the programme for one year within the course period (and one year to redeem him/herself, when referred after the final year exams). In general, a grace period of two years is allowed for students to redeem themselves, after the normal three-year period for the HND programme.

### **GENERAL ACADEMIC REGULATIONS**

#### **1.0 THE SEMESTER CALENDAR**

Normally the semestral year shall run from August to December. The first semester shall commence about the last week of August and end in the third week of December. It will last for sixteen weeks exclusive of one week for the Christmas and New Year holidays.

There shall be a break of 3-4 weeks between the end of the first semester and the beginning of the second semester. The second semester shall commence about the third week of January and end in the last week of May. It will also last for sixteen weeks exclusive of one week for the Easter holidays, when these fall within the semester.

- (d) For purposes of maintenance, fumigation and general cleaning of the halls, it is important that all students' remove their personal belongings from the Technical University premises before going down at the end of each semester and on finally leaving the Technical University, unless special permission to the contrary is granted by the Hall Warden/Master. Students leave their personal property in the Halls at their own risk.
- (e) All keys must be handed to the Porters on duty when students leave their halls; students who fail to do so will pay current commercial rates.
- (f) Students wishing to remain in residence during part or all of the vacation may do so only with the permission of the Hall Warden/Master
- (g) Students who are granted permission to stay in residence shall pay the current rates.

### **SPECIAL NOTICE**

Students are not to hang or dry anything in the balcony since it will be an eyesore to visitor on Campus. First offence warning, second offence loose residential status.

### **CLEANLINESS IN THE HALLS**

It is expected that students will keep their rooms, the Hall ways, the Junior Common Room, the bathrooms and toilets and the general surroundings clean and tidy at all times.

### **FURNITURE**

Students are not allowed to move furniture from the Junior Common Rooms, classrooms, libraries, offices and other rooms. Students are not allowed to move furniture from room to room.

- vi. Sports and Recreation Committee
- vii. Safety/Security Committee
- viii. Examination Malpractice Committee

## **CODE OF ETHICS**

### **ADMISSION AND RESIDENCE**

1. Semester dates are announced in the Technical University Notices. Students must come into residence at the beginning of each Semester and go down at the end of each Semester on the days specified, unless special permission for any variation has been received from the Hall Warden / Master. In cases where return is unavoidably delayed, the Registrar must be notified immediately.
2. A student coming into residence at the beginning of the First Semester should first register with the Head Porter of his/her hall and fill all the relevant forms.
3. All continuing students shall pay all statutory dues before admission into residence. Students whose accounts are not settled at the beginning of the Semester will not be allowed to come into residence until the accounts have been settled in full.

### **VACATION ARRANGEMENTS**

- (a) At the end of each Semester students must sign the Exeat Book in their Halls.
- (b) On completion of their courses or on leaving the Hall finally, students should obtain a final exeat from their Head of Hall after he/she has been shown satisfactory evidence that the student is not indebted to the Technical University.
- (c) All relevant Departments/Sections will notify that Hall/Warden/Master through the Clearance Certificates whether student is indebted to the Technical University.

## **2.0 ORIENTATION AND REGISTRATION**

At the beginning of the academic year new students are required to undergo orientation and counselling programme before they register for their courses. The orientation programme shall involve Departmental representatives who will explain the nature of their programmes to the students.

The purpose of orientating fresh students can be summarized as follows:

1. To welcome the fresh students and help them to adjust and settle down in Technical University life
2. To guide them through the registration procedure.
3. To expose them to facilities in the Technical University.
4. To advertise the rules and regulations that govern the relationship between the students and the Students Representative Council
5. To let students know their rights, privileges, obligations and responsibilities with regard to Technical University authorities and their governing bodies.

All students are expected to register in their departments immediately upon arrival at the Technical University. Normally, all students register for courses during the days on which registration is scheduled. Instructions are made available by the Academic Office as to time, places and procedure for registration.

## **3.0 NAMES OF STUDENTS**

For the purpose of the Technical University, male students are known only by the names which they have signed in the Register of Matriculation and are known by those names only in the sequence be in which they were signed.

This rule applies equally to female students except that if such a person shall have married while a student, she is thereafter known by the surname acquired by the said marriage. A marriage certificate or requisite documentary evidence is required.

Nevertheless, a student may apply to the Registrar for recognition by the Technical University of acquired new name(s). Any such change of name shall be published by the Technical University if it is satisfied that there are valid grounds for the proposed change.

#### **4.0 ADMISSION**

All students are considered to be on probation for the full duration of the programme and may be dismissed anytime for unsatisfactory work or conduct.

#### **5.0 FALSE DECLARATION**

You are also warned that any false declaration discovered later regarding your qualifications will be liable to instant withdrawal from the Technical University.

#### **6.0 MATRICULATION**

A matriculation ceremony is held in the first semester for the purpose of registering into the Technical University all new students. Students who are not matriculated will not be regarded as members of the Technical University.

#### **7.0 ID CARD**

All students should possess a Cape Coast Technical University identification card and endeavour to carry it on them always.

#### **8.0 STUDENT FEES**

Student fees are established annually by the Academic Board subject to approval by the Technical University Council. All students enrolled at the Technical University are required to pay their fees in full before registering for their courses.

#### **9.0 RESPONSIBILITY FOR NOTICES**

Students are expected to be aware of the contents of all general notices including those appearing on official campus bulletin boards.

#### **F. S.R.C.**

- i. All requests and notifications affecting the student body as a whole should pass through the Dean of Students.
- ii. In general, cases requiring the redress of grievance should go to the Dean of Students with a copy of the correspondence to the Rector through the Technical University Registrar.
- iii. Where special committees exist, grievances should be channelled to these committees in the first instance.

#### **G. Clubs and Societies**

- i Students shall have freedom of association
- ii. However, only Clubs/Societies recognised by the administration shall be entitled to use the Technical University facilities. Every Society/Club which collects or receives official funds must account for its Financial operations in accordance with the Technical University Financial and Stores Regulations.

#### **H. Use of Technical University Transport**

All request for use of Technical University transport must be submitted in writing through the Dean of Students to the Registrar through the S.R.C. at least 7 days before the date of the journey.

Each requisition must contain the following:

- i. The destination and purpose of the journey;
- ii. The date and time when the transport which be required;
- iii. The names of students who wish to travel;
- iv. Exeats or written permission from Deans of Schools/Heads of Departments;

#### **I. Technical University Committees on which S.R.C is represented**

- i. Technical University Council
- ii. Housing, Estate and Health Services Committee
- iii. Industrials Relations Committee
- iv. Students' Welfare Committee
- v. Library, Bookshop & Resource Committee

- viii. If any acts of violence and/or breach of Technical University regulations occur during a procession/demonstration, or other mass action, the perpetrators as well as the organizer(s) shall be held jointly and severally responsible.
- ix. The fact that a procession/demonstration is not prohibited in no way implies that the Technical University has either approved of or is in sympathy with its objectives.
- X. For processions/demonstrations outside the Technical University, the organizer(s) should in addition seek prior permission from the Police.

#### **D. Communication with Government Ministries and the Press**

Students are not allowed to communicate direct with the Press or any Ministry on any matter affecting Technical University life or policy; all formal communications should be sent through the Dean of Students to the Registrar.

#### **E. Students' Channel of Communication**

##### **1 Non-Academic Matters**

###### **(a) Individual Students**

- i. All requests, notifications and complaints from students should go to their Counsellors, then to the Dean of students if the matter is still unresolved.
- ii. The student will have the right of appeal to the Vice Rector. If the matter is not resolved at this level, an appeal could be made through the Students' Welfare Committee,

###### **(b) Clubs and Societies**

- i. All requests and notifications other than financial affecting all member of a club should go to the Dean of Students.
- ii. Cases requiring settlement of grievances should go to the Vice Rector through the Dean of Students.

#### **10.0 ATTENDANCE REGULATION**

Students are required to attend Lectures, Tutorials and Practical classes specified for their courses of study and all such Examinations as the Technical University or the Departments may from time to time require and to perform all written and practical work prescribed for them.

The fact that classes and Laboratory periods are scheduled is evidence that attendance is important and students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies.

Students should understand that they are responsible for all course material covered and that they are responsible for the academic consequences of their absence. Students who are absent because of participation in approved Technical University activities such as field trips, athletic events, etc. will be permitted to make up the work missed during their absence.

All excuses for absence must be secured through the office of the Dean of Students' Affairs to the Head of department concerned. In addition, the student should inform each lecturer as to the cause for his/her absence.

Students who are absent from lectures, tutorials and practical classes for a cumulative period of 21 days or more in any one semester will be deemed not to have satisfied the attendance requirement for the semester. Such students shall be required to withdraw from the Technical University to which they may return only following a favourable consideration of an application.

#### **11.0 POLICY ON EXCESSIVE ABSENCE**

Students are expected to attend classes regularly and on time. Lecturers/Instructors will keep an accurate record of class attendance and be able to report, on official request, the number of absence of any student in class. At any time from the beginning of classes (2nd week of the Semester) a lecturer/instructor may report a student for unsatisfactory attendance.

Lecturers/Instructors will report promptly any excessive absence to the Head of Department. The Head of Department will notify the student by

letter that he/she has been reported for excessive absence. Once a student receives such a notice, he/she has three options: to withdraw from the course officially, formally apply to the lecturer/instructor for readmission to the class, or accept a mandatory grade of "F" for the course.

### **11.1 ACADEMIC COUNSELLING**

Each student shall be assigned to an academic counsellor, who may be a member of his/her, Department, to advise him/her on matters relating to his/her academic work in the institution. Such counsellors shall be given access to their students' academic records on demand.

### **12.0 ASSESSMENT**

The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of the programme of study and achieved the standard required for the award they seek. The Board requires all programmes of study to be subjected to course regulations which relate the assessment requirements of the programme to the objectives of the Board. It is within these course assessment regulations that examiners make their judgements on student performance.

Continuous assessment in the form of quizzes, tutorials, take-home assignments, mid-semester exams, shall constitute 40% of the student's semester examination.

In all cases, practical sessions shall attract half of the credit hours assigned to theoretical courses. Basically 6 hours laboratory practical work per week of 16 weeks shall be equivalent to 3 credit hours or 3 credits.

### **12.1 LATE EXAMINATIONS**

Students are expected to take all examinations according to the schedule except in very unusual circumstances, such as incapacitating ill-health. If a student does absent him/herself from final examination without having first secured the written permission of his Department Head, he/she must confer as soon thereafter as possible with his/her Head of Department concerning the reasons for having missed the examination(s). If after conferring with the Lecturer/Instructor of the course, the HOD is satisfied that unusual justifying

the holding of such a function should normally reach the Dean of Students/Vice Rector at least seven days before the function takes place.

iii. The Vice Rector/Dean of Students may impose such other requirements and conditions as may appear to him to be necessary or desirable.

### **C. PROCESSION AND DEMONSTRATION**

i. A Public function is one to which persons other than Senior and Junior Members of the Technical University are invited or entitled to attend.

ii. Any student or students wishing to organise a Procession/Demonstration in the Technical University shall notify the Dean of Students in writing with a copy to the Rector through the Registrar at least three days before the procession/ demonstration is due to begin.

iii. The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s). The Dean of Students may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.

iv. The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road as to facilitate free passage of traffic.

v. No procession/demonstration shall be held between the hours of 6.00 p.m. and 6.00 a.m.

vi. During the procession/demonstration, nothing will be done or said that might occasion violence or cause a breach of the peace.

vii. If, in the opinion of the Dean of Students, the procession/demonstration will be likely to lead to a breach of the peace or cause serious interference with the work of the Technical University, he may so advise the Rector who may take appropriate action.

- (c) Possession of unauthorized fireworks, firearms or other projective propelling devices, ammunition, or dangerous weapons or materials. (Fireworks are defined as any substance prepared for the purpose of producing visible or audible effect by combustion, explosion, or detonation).
- (d) Unauthorized sale, possession, furnishing, or use of any incendiary device or bomb. Any form of unauthorized solicitation in the classroom, workshops, or elsewhere on campus. Complicity (Shared Responsibility for Infractions):
12. Knowingly acting in concert with any other person to perform an unlawful act or violate a Technical University regulation or policy.
13. Students are responsible for the conduct of their guests on or in Technical University property and at functions sponsored by the Technical University or any recognized Technical University organization.
14. The penalty for repeated violations of the published rules and regulations of the Technical University, which cumulatively indicate an unwillingness or inability to conform to the standards of the Technical University for student life, shall be dismissal.

Students who wish to organise any public function within or outside the Technical University shall obtain prior permission from the I-lead of Dept./Dean of Students as appropriate. The Dean of Students shall in turn inform the Registrar and the Rector. An application for permission to organise a function should wide the following information:

**B. Public functions within the Technical University**

- i. (a) date and time of the function;  
 (b) place where the function is to take place;  
 (c) names and description of Lecturers, Speakers, or Performers at the function.
- ii. This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to

circumstances prevailed, the student shall be given permission to take a late examination.

**13.0 QUALIFICATION FOR TAKING END-OF- SEMESTER EXAMINATIONS**

“A student shall be debarred from taking the end of semester examination in a course under any of the following conditions.”

MARKS %		DESCRIPTION
80 – 100	Distinction	Excellent, work or exceptio quality which indicates the highest level of attainment course.
60 – 79	Credit	Above average work which indicates a high level of achievement.
50 – 59	Pass	Work of average quality representing substantial fulfillment of the minimum
0 – 49	Fail	Failure, representing unacceptable performance

To determine the academic progression of a student, at the end of an academic year, a student presenting six or ten subjects (Diploma in Business Programmes, Fashion and Stenography Courses) should pass at least two thirds of his/her subjects to earn promotion.

A student who fails two thirds of his/her subjects at the end of an academic year will repeat his/her class. A student who fails all his/her papers at the end of academic year will be withdrawn. A student who fails to write an examination without a reasonable excuse shall be withdrawn at the end of the first year.

## DIPLOMA IN PROCUREMENT AND MATERIALS MANAGEMENT (DPM)

### Year One

#### Semester 1

Code	Course Title	Credit Hours
DPM 101	Introduction to Quantitative Methods	3
DPM 103	Information Communication Technology	2
DPM 105	Introduction to Procurement Management I	3
DPM 107	Economics	3
DPM 109	Procurement Context I	3
DPM 111	Communication Skills	2
<b>Total Credit Hours</b>		<b>16</b>

#### Semester 2

Code	Course Title	Credit Hours
DPM 102	Principles of Financial Accounting	3
DPM 104	Business and Public Administration	3
DPM 106	Essential of Law of Contract	2
DPM 108	Introduction to Procurement Management II	3
DPM 110	Procurement Context II	3
DPM 112	Business Communication	2
<b>Total Credit Hours</b>		<b>16</b>

### 9. Stealing:

- (a) Taking, attempting to take, or keeping in his/her possession, items of Technical University property, items rented, leased, or placed on the campus at the request of the institution, or items belonging to students, staff, guests of the Technical University, or student groups.
- (b) Selling a textbook belonging to another person without the permission of the owner. The sale, or attempted sale, of a textbook belonging to another will regarded as prima facie evidence of theft. Textbooks/lost items found should be turned into the Secretary/Security Department.

### 10. Gambling:

Playing of cards or any other games of skill or chance for money

### 11. Safety:

- (a) Intentionally giving a false fire alarm or bomb scare in respect of any Technical University building or property. Tampering with fire-fighting equipment, safety devices or other emergency or safety equipment.
- (b) Setting unauthorized fireworks, firearms or other projective propelling devices, ammunition, or dangerous weapons or materials, (Fireworks are defined as any substance prepared for the purpose of producing visible or audible effect by combustion, explosion or detonation).

4. **Hazing:** Any act which tends to occasion or allow physical or mental suffering in connection with rites or ceremonies of induction, initiation, or orientation into Technical University life or into the life of any Technical University group or organization e.g. "ponding".
5. **Damage to Property:** Malicious or unwarranted damage or destruction of items of Technical University property, items rented, leased or placed on the campus at the request of the institution, or items belonging to students, staff, guests of the Technical University or of student groups.
6. **Entry or use of Technical University facilities:**
  - (a) Unauthorized entry into any Technical University building, office or other facility.
  - (b) Unauthorized use of any Technical University telephone facility or of any other Technical University facility.
  - (c) Possessing, using, making or causing to be made any key or keys for any Technical University facility without proper authorization.
7. **False information and record falsification:**
  - (a) Furnishing false information to any Technical University or on any Technical University document (including the Application form for Admission), or offering a false statement in any Technical University disciplinary hearing.
  - (b) Forgery, alteration, or misuse of any Technical University document, record, or identification.
  - (c) Writing of anonymous letters.
8. **Student Delinquencies:**  
Financial Records, Property: Failure to remit, return, or submit financial obligations, property, or records of the Technical University, within the time prescribed by the Technical University.

## Year Two

### Semester 1

Code	Courses	Credit Hours
DPM 201	Managing and Securing Supplies I	3
DPM 203	Managing Purchasing and Supply Chain Relationship I	3
DPM 205	Principles of Cost Accounting	3
DPM 207	Public Procurement Management	3
DPM 209	Managing Procurement Performance I	3
<b>Total Credit Hours</b>		<b>15</b>

### Semester 2

Code	Courses	Credit Hours
DPM 201	Managing and Securing Supplies II	3
DPM 203	Managing Purchasing and Supply Chain Relationship II	3
DPM 205	Research Methodology	2
DPM 207	Managing Procurement Performance II	3
DPM 209	Negotiations in Procurement	3
<b>Total Credit Hours</b>		<b>14</b>

**Attachment and Report Writing** 3

**Over all Total Credit Hours** 64

**DIPLOMA IN ELECTRONIC MARKETING  
(DEM)**

**Year One**

**Semester 1**

<b>Code</b>	<b>Courses</b>	<b>Credit Hours</b>
DEM 101	Computer Technology	3
DEM 103	Foundations of Business	3
DEM 105	Business Communication	3
DEM 107	Principles of Marketing	3
DEM 109	Internal Marketing	3
DEM 111	Communication Skills I	3
<b>Total Credit Hours</b>		<b>18</b>

**Semester 2**

<b>Code</b>	<b>Courses</b>	<b>Credit Hours</b>
DEM 113	Marketing Economics	3
DEM 115	Finance and Statistics	3
DEM 117	Service Marketing	3
DEM 119	Communication Skills II	3
DEM 121	Digital Public Relations	3
DEM 123	Database Systems for Marketing	3
<b>Total Credit Hours</b>		<b>18</b>

academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment may represent, but is not limited to, acts based on sex, race, religion, national origin, disability or sexual orientation.

- (d) Refusal to vacate a building, street, or other facility when directed to do so by any properly identified administrator, or staff personnel while they are in the performance of their duties.
- (e) Failure to comply with instructions, directions or requests of any properly identified, administrator, or staff personnel acting in the performance of their duties.
- (f) Lewd, indecent or obscene conduct or expression.
- (g) The use of sound amplification equipment must be approved in advance by the Dean of Students; Affairs (or his authorized representative).
- (h) Attempting to enter any event sponsored or supervised by the Technical University or any recognized Technical University organization without proper credentials for admission, i.e., ticket, identification card, invitation, or other reasonable qualifications for admission.

2. **Drugs:** Use, possession (without valid medical or dental prescriptions), manufacture, furnishing, sales, or any distribution of any narcotic or dangerous drug controlled by law.
3. **Disorderly Conduct:**
- (a) Breach of the peace or obstruction or disruption of teaching, administration, disciplinary procedures, or other Technical University activities, including its public-service functions or other authorized activities.
  - (b) Physical assault, or the threat of physical assault including sexual assault on or in Technical University property, or functions sponsored by the Technical University or any recognized Technical University organization.
    - i. *Any student who assaults A fellow student whether on campus or off campus will attract dismissal once it can be proved that the assault really did occur*
    - ii. *Any student who reports his/her fellow student to the police for assaulted offence attracts dismissal.*
    - iii. *All misunderstandings must he reported to the appropriate school quarters.*
  - (c) Intentionally harassing another person. Harassing behaviour includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying or any other behaviour which has the purpose or effect of interfering with an individual's work or

**Year Two**

**Semester 1**

Code	Courses	Credit Hours
DEM 202	Internal Marketing	3
DEM 204	Marketing Environment	3
DEM 206	Electronic Commence	3
DEM 208	Consumer Behavior	3
DEM 210	Law Relating to Marketing	3
<b>Total Credit Hours</b>		<b>15</b>

**Semester 2**

Code	Courses	Credit Hours
DEM 212	Event Management	3
DEM 214	Social Media	3
DEM 216	Integrated Marketing Communication	3
DEM 218	Project	3
<b>Total Credit Hours</b>		<b>12</b>

## DIPLOMA IN PUBLIC RELATIONS (DPR)

### Year One

#### Semester 1

Code	Courses	Credit Hours
DPR 101	Computer Literacy I	2
DPR 103	Communication Skills I	2
DPR 105	French Language Proficiency I	2
DPR 107	African Studies	2
DPR 109	Introduction to Statistics	3
DPR 111	Integrated Marketing Communication	3
DPR 113	Marketing Fundamentals	3
<b>Total Credit Hours</b>		<b>17</b>

#### Semester 2

Code	Courses	Credit Hours
DPR 100	Computer Literacy II	2
DPR 102	Communication Skills II	2
DPR 104	French Language Proficiency II	2
DPR 106	Economics	3
DPR 108	Psychology	3
DPR 110	Foundations of Business	3
DPR 112	Principles of Advertising	3
<b>Total Credit Hours</b>		<b>20</b>

### Year Two

#### Semester 1

Code	Courses	Credit Hours
DPR 201	News Writing and Reporting	3
DPR 203	Journalistic Writing	3
DPR 205	Social Marketing	3
DPR 207	Corporate Communication	3
DPR 209	Media Management	3
DPR 211	Entrepreneurship	3
DPR 213	Event Management	3
<b>Total Credit Hours</b>		<b>21</b>

- No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations records, laboratory equipment, etc.
- No student shall submit any material which is wholly or substantially identical to that created or published by another person without giving appropriate credit (plagiarism). When direct quotations are used, they should be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.
- No student shall submit false claims of credit for work which has not been submitted by the claimant.
- No student shall willfully falsify a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit.
- No student shall forge, alter, or misuse any Technical University document relating to the academic status of the student.
- No student shall willfully disrupt the normal classroom activity.

#### B. NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes the following specifically prohibited acts whenever, unless otherwise stated, such acts occur on Technical University owned or controlled property.

##### 1. Alcoholic Beverages:

- Consumption or possession of alcoholic beverages
- Intoxication made manifest by disorderly conduct, including fighting, boisterousness, rowdiness obscene or indecent conduct, or appearance, or vulgar, profane, lewd or unbecoming language.

Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

**Academic Dishonesty:**

Academic dishonesty is an act or acts on the part of or on behalf of any student, which could improperly distort students' grades or other student academic records.

1. No student shall receive or attempt to receive unauthorized assistance in the preparation of any laboratory reports, examination, essays, term papers, or similar requirements to be submitted for credit as part of a course or to be submitted in fulfillment of a Technical University requirement.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in such preparation.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain questions or answers to any examination scheduled to be given at any future date or time in any course of student offered by the Technical University excluding questions and answers from tests previously administered.

**Semester 2**

<b>Code</b>	<b>Courses</b>	<b>Credit Hours</b>
DPR 200	Business Communication	3
DPR 202	Introduction to Phonetics	3
DPR 204	Media Law and Ethics	3
DPR 206	Mass Communication	3
DPR 208	Public Relations Ethics	3
DPR 210	Annual Report Writing and Production	3
DPR 212	Principles Public Relations	3
<b>Total Credit Hours</b>		<b>21</b>

**DPR 214 – 8-week Supervised Work Experience in PR (Internship) 3**

**A C C E S S  
(PRE - HND)**

**SEMESTER 1**

<b>COURSE TITLE</b>	<b>CODE</b>
English Language	ENG 101
Mathematics	MAT 101
General Science	SCE 101

**SEMESTER 2**

<b>COURSE TITLE</b>	<b>CODE</b>
English Language	ENG 102
Mathematics	MAT 102
General Science	SCE 102

## DIPLOMA IN BANKING TECHNOLOGY & ACCOUNTING PROGRAMME

### EXAMINATION MODERATION

In line with the academic policy of the Technical University, each course will have an internal Examiner and an External Moderator to be appointed by NABPTEX. All End of Semester Examination will be moderated by the NABPTEX External Moderators. There is also a peer view system where examination questions are reviewed by a Second Internal Examiner before they are sent to the External Moderators.

The Technical University also has a Planning and Quality Assurance unit that conducts periodic assessment on the performance of academic staff.

### POLICY ON CONTINUOUS ASSESSMENTS

Students will complete quizzes and tests to demonstrate their individual competency in the application of knowledge and concepts used in the assigned exercise. Students will perform as team members in the completion of case project exercises that require individual contributions to the team's solution.

Students' ability to ask and respond to questions will be measured through a series of assigned hands-on and productivity tasks completed both individually and in teams within required specifications. Criteria for evaluation of performance will include accurate and efficient application of technical skills and knowledge as well as appropriate behaviours and attitudes.

GRADING POLICY			
PERCENTAGE SCORE	GRADE	GRADE POINTS	REMARKS
85 - 90	A+	4.5	Distinction
80 - 84	A	4.0	Excellent
75 - 79	B+	3.5	Very Good
70 - 74	B	3	Good
65 - 69	C+	2.5	Above Average
60 - 64	C	2	Average
55 - 59	D+	1.5	Below Average
50 - 54	D	1	Pass
0 - 49	F	0	Fail

## REGULATIONS

A student enrolling at the Cape Coast Technical University assumes an obligation to conduct himself or herself in a manner compatible with the Technical University function as an educational institution.

A student who is deemed to be in breach of discipline maybe liable to one or more of the following penalties.:

- i. A warning
- ii. A reprimand
- iii. Fine
- iv. Suspension from the use of the Technical University Services or facilities for a stipulated period
- v. Requirement to make good to the satisfaction of the Technical University any damage or injury caused to the property to the Technical University or an Institution attended as a part of the Technical University programme.
- vi. Rustication from attendance at the Technical University from a stated period.
- vii. Withdrawal from the Technical University for cheating in Technical University Examinations.
- viii. Expulsion from the Technical University

Actions considered unacceptable by the institution and subject to discipline fall into the categories of academic and non-academic misconduct.

### Academic and Classroom Conduct

The lecturer/instructor has the primary responsibility for control over classroom behaviour and maintenance of academic integrity, and can order temporary removal or exclusion from the classrooms of any student engaged in disruptive conduct in violation of the general rules and regulations of the institution.

**DIPLOMA IN BUSINESS ADMINISTRATION  
PROGRAMME**

**SEMESTER 3**

<b>COURSE TITLE</b>	<b>PAPER</b>	<b>T</b>	<b>P</b>	<b>C</b>
DBA 201	Business Communication Skills	3	1	3
DBA 203	Information Systems for Managers	2	2	3
DBA 205	Business Policy & Strategy	3	-	3
DBA 207	Entrepreneurship Development	3	1	3
DBA 209	Law of Tort	2	-	2
DBA 211	Personality Development I	2	-	2
DBA 213	Office Management	3	1	3
DBA 215	Introduction to Accounting	2	-	2
<b>Total</b>		<b>20</b>	<b>5</b>	<b>21</b>

**SEMESTER 4**

<b>COURSE TITLE</b>	<b>PAPER</b>	<b>T</b>	<b>P</b>	<b>C</b>
DBA 202	Production & Operations Management	3	2	3
DBA 204	Fundamental of E-Business	2	1	3
DBA 206	Values & Ethics in Business	3	-	3
DBA 208	Management of New and Small Enterprises	3	2	3
DBA 210	Commercial Law	2	-	2
DBA 212	Personality Development II	2	-	2
DBA 214	Public Administration & Local Government System	3	1	3
DBA 216	International Business Management	3	-	3
<b>Total</b>		<b>21</b>	<b>6</b>	<b>22</b>

**REQUIREMENTS FOR CERTIFICATION  
AND CLASS DESIGNATIONS**

All courses are compulsory and students must pass all courses. The required credit points for the award of the Diploma in Computerized Accounting are 78.

The required credit points for the award of the Diploma in Computerized Accounting are 78.

To qualify for the award, a student must have a minimum cumulative Grade Point Average CGPA of 1.50. Class designations will be based on Cumulative Grade Point Average (CGPA) as per the table below:

<b>CGPA</b>	<b>CLASS</b>
4.00 and Above	First Class
3.00 – 3.99	Second Class Upper
2.00 – 2.99	Second Class Lower
1.5 – 1.99	Third Class
Below 1.5	Fail

Grade Point Average (GPA) will be calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

Cumulative Grade Point Average (CGPA) will be calculated by dividing total grade points for all semesters by the total credit hours for all semesters.

**DIPLOMA IN BANKING TECHNOLOGY  
PROGRAMME OUTLINE**

**YEAR ONE**

**SEMESTER 1**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Financial Accounting I	DBT 101	2	2	3
Micro Economics	DBT 103	2	2	3
Business Communication	DBT 105	2	2	3
Business Law	DBT 107	2	2	2
Business Mathematics	DBT 109	2	1	3
Communication Skills I	DBT 111	2	1	2
Computer Technology	DBT 113	1	2	2
<b>Total hours for the semester</b>		<b>13</b>	<b>12</b>	<b>18</b>

**SEMESTER 2**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Financial Accounting II	DBT 102	2	2	3
Financial Economics	DBT 104	2	2	3
Principles of Management	DBT 106	2	2	3
Law & Ethics of Banking	DBT 108	2	2	3
Financial Mathematics	DBT 110	2	2	3
Communication Skills II	DBT 112	2	1	2
Spreadsheet Applications	DBT 114	1	4	3
<b>Total hours for the semester</b>		<b>13</b>	<b>15</b>	<b>20</b>

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**DIPLOMA IN BUSINESS ADMINISTRATION  
PROGRAMME**

**SEMESTER 1**

COURSE TITLE	PAPER	T	P	C
DBA 101	Management Principles and Practices	2	2	3
DBA 103	Business Economics I	3	1	3
DBA 105	Introduction to Law	2	-	2
DBA 107	Computer Fundamentals	2	2	2
DBA 109	Business Mathematics	2	-	2
DBA 111	Communication Skills I	2	-	2
DBA 113	Principles of Marketing	2	1	2
DBA 115	Modern English Structure & Usage I	2	-	2
DBA 117	Leadership and Organ. Behaviour I	3	-	3
<b>Total</b>		<b>20</b>	<b>6</b>	<b>21</b>

**SEMESTER 2**

COURSE TITLE	PAPER	T	P	C
DBA 102	Business Organizations	2	2	3
DBA 104	Business Economics II	3	1	3
DBA 106	Law of Contract	2	-	2
DBA 108	Data Base Management Systems	2	2	3
DBA 110	Business Statistics	2	-	2
DBA 112	Communication Skills II	2	-	2
DBA 114	Marketing Management II	2	1	2
DBA 116	Modern English Structure & Usage II	2	-	2
DBA 118	Leadership and Organ. Behaviour II	3	-	3
<b>Total</b>		<b>20</b>	<b>6</b>	<b>21</b>

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**DIPLOMA IN COMPUTERIZED ACCOUNTING  
PROGRAMME OUTLINE  
YEAR TWO**

**SEMESTER 3**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Principles of Accounting I	DCA 201	3	0	3
Computerized Accounting I	DCA 203	2	2	3
Cost Accounting I	DCA 205	2	0	2
Public Sector Accounting	DCA 207	3	0	3
Database Management Systems	DCA 209	1	4	3
IT Project Management	DCA 211	2	2	3
Business Applications Programme	DCA 213	1	4	3
<b>Total Hours for the Semester</b>		<b>14</b>	<b>12</b>	<b>20</b>

**SEMESTER 4**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Financial Accounting II	DCA 202	3	0	3
Computerized Accounting II	DCA 204	2	2	3
Cost Accounting II	DCA 206	1	4	3
Ghana Tax Systems	DCA 208	3	0	3
Electronic Commerce	DCA 210	3	0	3
Internet and Web Technologies	DCA 212	3	1	3
<b>Total Hours for the Semester</b>		<b>15</b>	<b>7</b>	<b>18</b>

**NOTE:** T = Theory  
P = Practical hours  
C = Credit hours

**YEAR TWO**

**SEMESTER 1**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Financial Reporting I	DBT 201	2	2	3
Management Information System	DBT 203	2	2	3
Cost Accounting	DBT 205	2	2	3
Public Sector Accounting	DBT 207	2	2	3
Database Management Systems	DBT 209	1	4	3
Principles of Banking	DBT 211	2	2	3
Banking Software I	DBT 213	1	4	3
<b>Total hours for the semester</b>		<b>12</b>	<b>18</b>	<b>21</b>

**SEMESTER 2**

COURSE TITLE	COURSE CODE	CREDIT POINTS		
		T	P	C
Financial Reporting II	DBT 202	2	2	3
Electronic Commerce	DBT 204	2	2	3
Rural Banking & Microfinance	DBT 206	2	2	3
International Trade Finance	DBT 208	2	2	3
Networking & Internet Technology	DBT 210	1	4	3
Marketing of Financial Services	DBT 212	2	2	3
Banking Software II	DBT 214	1	4	3
<b>Total hours for the semester</b>		<b>12</b>	<b>18</b>	<b>21</b>

**NOTE:** T = Theory  
P = Practical hours  
C = Credit hours

**DIPLOMA IN COMPUTERIZED ACCOUNTING  
PROGRAMME**

Students' ability to ask and respond to questions will be measured through a series of assigned hands-on and productivity tasks completed both individually and in teams within required specifications. Criteria for evaluation of performance will include accurate and efficient application of technical skills and knowledge as well as appropriate behaviours and attitudes.

**GRADING POLICY**

<b>PERCENTAGE SCORE</b>	<b>GRADE</b>	<b>GRADE POINTS</b>	<b>REMARKS</b>
85 - 90	A+	4.5	Distinction
80 - 84	A	4.0	Excellent
75 - 79	B+	3.5	Very Good
70 - 74	B	3	Good
65 - 69	C+	2.5	Above Average
60 - 64	C	2	Average
55 - 59	D+	1.5	Below Average
50 - 54	D	1	Pass
0 - 49	F	0	Fail

**REQUIREMENTS FOR CERTIFICATION  
AND CLASS DESIGNATIONS**

The maximum credit points for the award of Diploma are 76. However the Diploma will be awarded after student has obtained a minimum of 70 credits.

To qualify for the award, a student must have a minimum cumulative Grade Point Average CGPA of 1.50. Class designations will be based on Cumulative Grade Point Average (CGPA) as per the table below:

<b>CGPA</b>	<b>CLASS</b>
4.00 and Above	First Class
3.00 - 3.99	Second Class Upper
2.00 - 2.99	Second Class Lower
1.5 - 1.99	Third Class
Below 1.5	Fail

**DIPLOMA IN COMPUTERIZED ACCOUNTING  
PROGRAMME OUTLINE  
YEAR ONE**

**SEMESTER 1  
COURSE TITLE**

<b>COURSE TITLE</b>	<b>COURSE CODE</b>	<b>CREDIT POINTS</b>		
		<b>T</b>	<b>P</b>	<b>C</b>
Principles of Accounting I	DCA 101	3	0	3
Micro Economics	DCA 103	2	0	2
Business Communication	DCA 105	2	0	2
Business Law I	DCA 107	2	0	2
Business Mathematics	DCA 109	3	0	3
Communication Skills I	DCA 111	2	0	2
Computer Technology	DCA 113	1	4	3
Accounting Information Systems	DCA 115	<u>2</u>	<u>0</u>	<u>2</u>
<b>Total Hours for the Semester</b>		<b><u>17</u></b>	<b><u>0</u></b>	<b><u>19</u></b>

**SEMESTER 2  
COURSE TITLE**

<b>COURSE TITLE</b>	<b>COURSE CODE</b>	<b>CREDIT POINTS</b>		
		<b>T</b>	<b>P</b>	<b>C</b>
Principles of Accounting II	DCA 102	3	0	3
Macro Economics	DCA 104	2	0	2
Principles of Management	DCA 106	2	0	2
Business Law II	DCA 108	2	0	2
Spreadsheet Applications	DCA 110	1	4	3
Financial Analysis	DCA 112	3	0	3
Communication Skills II	DCA 114	2	0	2
Computer Programming	DCA 116	<u>2</u>	<u>0</u>	<u>2</u>
<b>Total Hours for the Semester</b>		<b><u>17</u></b>	<b><u>4</u></b>	<b><u>19</u></b>

**NOTE:** T = Theory  
P = Practical hours  
C = Credit hours