

UNIVERSITY OF CAPE COAST

DIRECTORATE OF ACADEMIC AFFAIRS



ADMISSION INTO DIPLOMA AND DEGREE PROGRAMMES BY DISTANCE LEARNING FOR THE 2018/2019 ACADEMIC YEAR

Applications are invited from suitably qualified persons, especially basic school teachers, clerks, secretarial and accounting personnel in the civil/public service, commerce and industry, for admission into **Distance Learning Programmes** of the College of Distance Education, University of Cape Coast for the **2018/2019 academic year**.

The application forms will be on sale from **21st December, 2017 to 14th April, 2018** for **Mature Applicants (MEE)** and **29th June, 2018** for **DIRECT Applicants**.

A. EDUCATION PROGRAMMES

1. 3-year Diploma in Early Childhood Education (DECE)
2. 3-year Diploma in Basic Education (DBE)
3. 3-year Diploma in Educational Psychology (DEP)
4. 3-year Diploma in Educational Foundations (DEF)
5. 3-year Diploma in Mathematics Education (DME)
6. 3-year Diploma in Science Education (DSE)
7. 2-year Bachelor Degree in Basic Education (PDE)
8. 2-year Bachelor Degree in Educational Psychology
9. 2-year Bachelor Degree in Educational Foundations
10. 2-year Bachelor Degree in Mathematics Education for Diploma in Mathematics and Science Education Holders or its equivalent from recognized tertiary institutions.

11. 2-year Bachelor Degree in Science Education for Diploma in Mathematics and Science Education Holders or its equivalent from recognized tertiary institutions.
12. 3-year Bachelor Degree in Basic Education (3PDE) for holders of Specialist Certificates in Education or Diploma in subjects other than Education from recognized Tertiary Institutions.

B. BUSINESS PROGRAMMES

1. 3-year Diploma in Commerce (DCO)
2. 3-year Diploma in Management Studies (DMS)
3. 2-Year Bachelor of Commerce (Accounting)
4. 2-Year Bachelor of Commerce (Finance)
5. 2-Year Bachelor of Commerce (Management)
6. 2-Year Bachelor of Commerce (Human Resource Management)
7. 2-Year Bachelor of Commerce (Marketing)
8. 3-Year Bachelor of Commerce (Finance)
9. 3-Year Bachelor of Commerce (Management)
10. 3-Year Bachelor of Commerce (Human Resource Management)
11. 3-Year Bachelor of Commerce (Marketing)

ENTRY REQUIREMENTS FOR EACH OF THE PROGRAMMES ARE AS FOLLOWS:

A. EDUCATION PROGRAMMES – DIRECT ENTRY

A1. 3-YEAR DIPLOMA IN EARLY CHILDHOOD EDUCATION

A2. 3-YEAR DIPLOMA IN BASIC EDUCATION (DBE)

A3. 3-YEAR DIPLOMA IN EDUCATIONAL PSYCHOLOGY

A4. 3-YEAR DIPLOMA IN EDUCATIONAL FOUNDATIONS

Applicants must possess any **one** of the following:

- i. WASSCE passes (A1-C6) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects.
- ii. SSSCE passes (A-D) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects.

- iii. General Certificate of Education (G.C.E.) ‘A’ Level with passes in Two (2) subjects with grades not lower than D. In addition, applicants must possess credits at G.C.E. ‘O’ Level in Mathematics and English.
- iv. G.C.E Ordinary Level with a minimum of 5 credits in 5 subjects including English and Mathematics.
- v. Teacher’s Certificate A.

A5. 3-YEAR DIPLOMA IN MATHEMATICSEDUCATION

Applicants must possess any **one** of the following:

- i. WASSCE passes (A1-C6) in five (5) subjects comprising three core subjects including English Language, Integrated Science, Mathematics plus Elective Mathematics and any one of the following subjects: Economics, Accounting, Management, Physics and Chemistry.
- ii. SSSCE passes (A-D) in five (5) subjects comprising three core subjects including English Language and Integrated Science, Mathematics plus Elective Mathematics and any one of the following subjects: Economics, Accounting, Management, Physics and Chemistry.
- iii. General Certificate of Education (G.C.E.) ‘A’ Level with Elective Mathematics and any one of the following subjects: Economics, Accounting, Management, Physics and Chemistry with grades not lower than D. In addition, they must possess credits at G.C.E. ‘O’ Level in Mathematics and English.
- iv. G.C.E Ordinary Level with a minimum of 5 credits in English Language, Mathematics, Elective Mathematics and any one of the following subjects: Economics, Accounting, Management, Physics and Chemistry.

A6. 3-YEAR DIPLOMA IN SCIENCEEDUCATION

Applicants must possess any **one** of the following:

- i. WASSCE passes (A1-C6) in five (5) subjects comprising three core subjects including English Language and Integrated Science, Mathematics plus 2 elective science subjects.
- ii. SSSCE passes (A-D) in five (5) subjects comprising three core subjects including English Language and Integrated Science, Mathematics plus 2 elective science subjects.
- iii. General Certificate of Education (G.C.E.) ‘A’ Level with passes in Two (2) science subjects with grades not lower than D. In addition, they must possess credits at G.C.E. ‘O’ Level in Mathematics and English.

- iv. G.C.E Ordinary Level with a minimum of 5 credits in English Language, Mathematics, Physics, Biology/ Agriculture and Chemistry.

ENTRY THROUGH MATURE STUDENTS' EXAMINATION:

Applicants who do not meet the specified requirements in (A1, A2, A3, A4, A5 and A6) above can gain admission to the programme when they pass a Mature Students Entrance Examination (MEE) to be organized between 21st April and 6th May 2018 at selected Study Centres throughout the country.

BACHELOR DEGREE PROGRAMMES

A7. 2-YEAR BACHELOR DEGREE IN BASIC EDUCATION (PDE)

Applicants must possess *Diploma in Basic Education / Diploma in Psychology and Foundations of Education / Diploma in Early Childhood Education* awarded by UCC or any recognized institution.

A8. 2-YEAR BACHELOR DEGREE IN EDUCATIONAL PSYCHOLOGY

Applicants must possess *Diploma in Psychology and Foundations of Education/ Diploma in Basic Education / Diploma in Early Childhood Education* awarded by UCC or any recognized institution.

A9. 2-YEAR BACHELOR DEGREE IN EDUCATIONAL FOUNDATIONS

Applicants must possess *Diploma in Psychology and Foundations of Education/ Diploma in Basic Education / Diploma in Early Childhood Education* awarded by UCC or any recognized institution.

A10. 2-YEAR BACHELOR DEGREE IN MATHEMATICS EDUCATION

Applicants must possess *Diploma in Mathematics and Science Education* from UCC or its equivalent from any recognized tertiary institution.

A11. 2-YEAR BACHELOR DEGREE IN SCIENCE EDUCATION

Applicants must possess *Diploma in Mathematics and Science Education* from UCC or its equivalent from any recognized tertiary institution.

A12. 3-YEAR BACHELOR DEGREE IN BASIC EDUCATION (3PDE)

Applicants must be holders of Specialist Certificates in Education and Diploma in subjects other than Education.

B. BUSINESS PROGRAMMES – DIRECT ENTRY

B1. 3-YEAR DIPLOMA IN COMMERCE (DCO)

B2. 3-YEAR DIPLOMA IN MANAGEMENT(DMS)

Applicants must possess any one of the following (from i-x)

- i. Professional Certificate with a minimum of pass at Part/level of Examination of Professional Accountancy Bodies;
 - Institute of Chartered Accountants (Ghana),
 - Chartered Institute of Management Accountants,
 - Association of Certified Chartered Accountants,
 - Institute of Bankers,
- ii. Pass at part/level 1 of Accounting Technicians Scheme West Africa (ATSWA)/Ghana Accounting Technicians Examination (GAT)

In addition to the above, applicants should possess credit passes in Mathematics and English at WASSCE/SSCE/GBCE

- iii. WASSCE passes (A1-C6) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects.
- iv. SSSCE passes (A-D) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects.
- v. General Business Certificate Examination (GBCE) and RSA Stage II with at least grade D in 5 subjects including English Language and Mathematics.
- vi. Advanced Business Certificate Examination (ABCE) and RSA Stage III with passes in three (3) subjects with grades D or better. In addition, applicants must possess passes in English and Mathematics with grades C6 in WASSCE, D in SSCE or credit (6) at ‘O’ Level or better.
- vii. London Chamber of Commerce (Intermediate) with three passes in subjects including Financial Accounting, Economics and Management. In addition, applicants must possess passes in English and Mathematics with grades C6 in WASSCE, D in SSCE or credit (6) at ‘O’ Level or better.

- viii. G.C.E. 'O' Level with a minimum of 5 credits in 5 subjects including English Language and Mathematics
- ix. G.C.E. 'A' Level with passes in Two (2) subjects with grades not lower than D. In addition, they must possess credits at G.C.E. 'O' Level in Mathematics and English.
- x. In addition to DBS, applicants must possess four (4) credit passes in WASSCE (A1-C6) / SSSCE (A-D) including English and Mathematics.

ENTRY THROUGH MATURE STUDENTS' EXAMINATION:

*Applicants who do not meet the specified requirements in (B1 & B2) can gain admission to the programme when they pass a Mature Students Entrance Examination (MEE) to be organized from **17th February and 5th May 2018** at selected Study Centres throughout the country.*

- a) *Holders of Diploma in Business Studies (DBS) certificate awarded by the Technical Examination Unit of GES without four (4) credit passes in WASSCE / SSSCE including English and Mathematics would only be considered for admission after writing and passing all subjects during the Mature Entrance Examination.*
- b) *Applicants should have a WASSCE/ SSSCE or G.C.E 'O' Level certificate with **passes in English or Mathematics and any two (2) other subjects.***
- c) *Applicants should be at least 25 years.*

BACHELOR DEGREE PROGRAMMES

B3. 2-YEAR BACHELOR OF COMMERCE (ACCOUNTING)

Holders of any of the underlisted qualifications from recognized institutions will be admitted to this programme;

- i. Higher National Diploma (HND) in Accountancy
- ii. Higher National Diploma (HND) in Entrepreneurship & Finance
- iii. Diploma in Commerce
- iv. Final Certificate in Accounting Technicians Scheme West Africa (ATSWA)/Ghana Accounting Technician Examination (GAT)

- v. Part II of Professional Accountancy Examinations (ACCA, CIMA) from recognized Examination Body.
- vi. ICA part II or 2B in the old system or ICA part III in the new system from recognized Examination Body

B4. 2-YEAR BACHELOR OF COMMERCE (FINANCE)

Holders of any of the **underlisted** qualifications from recognized institutions will be admitted to this programme;

- i. Higher National Diploma (HND) in Accountancy
- ii. Higher National Diploma (HND) in Entrepreneurship & Finance
- iii. Diploma in Commerce
- iv. Diploma in Management Studies
- v. Final Certificate in Ghana Accounting Technician Examination (GAT)/ Accounting Technicians Scheme West Africa (ATSWA)
- vi. Part II of Professional Accountancy Examinations (ACCA, CIMA) from recognized Examination Body.
- vii. ICA part II or 2B in the old system or ICA part III in the new system from recognized Examination Body

B5. 2-YEAR BACHELOR OF COMMERCE (MANAGEMENT)

Holders of any of the underlisted qualifications from recognized institutions will be admitted to this programme;

- i. Higher National Diploma (HND) in Secretaryship & Management Studies
- ii. Higher National Diploma (HND) in Bilingual Secretaryship and Management
- iii. Higher National Diploma (HND) in Accountancy
- iv. Diploma in Management Studies
- v. Diploma in Commerce

B6. 2-YEAR BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

Holders of any of the underlisted qualifications from recognized institutions will be admitted to this programme;

- i. Higher National Diploma (HND) in Secretaryship & Management Studies

- ii. Higher National Diploma (HND) in Bilingual Secretaryship and Management
- iii. Higher National Diploma (HND) in Accountancy
- iv. Diploma in Management Studies
- v. Diploma in Commerce

B7. 2-YEAR BACHELOR OF COMMERCE (MARKETING)

Holders of any of the underlisted qualifications from recognized institutions qualify for this programme;

- i. Higher National Diploma (HND) in Marketing
- ii. Higher National Diploma (HND) in Purchasing and Supply

B8. 3-YEAR BACHELOR OF COMMERCE (FINANCE)

Holders of any of the underlisted qualifications from recognized institutions qualify for this programme;

- i. Higher National Diploma (HND) in Purchasing and Supply.
- ii. Higher National Diploma (HND) in Statistics
- iii. Higher National Diploma (HND) in Marketing.
- iv. Higher National Diploma (HND) Tourism & Hospitality Management.

B9.3-YEAR BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

Holders of any of the underlisted qualifications from recognized institutions qualify for this programme;

- v. Higher National Diploma (HND) in Purchasing and Supply.
- vi. Higher National Diploma (HND) in Marketing.
- vii. Higher National Diploma (HND) in Tourism & Hospitality Management.

B10.3-YEAR BACHELOR OF COMMERCE (MANAGEMENT)

Holders of any of the underlisted qualifications from recognized institutions qualify for this programme;

- i. Higher National Diploma (HND) in Purchasing and Supply.
- ii. Higher National Diploma (HND) in Marketing.
- iii. Higher National Diploma (HND) in Tourism & Hospitality Management

B11. 3-YEAR BACHELOR OF COMMERCE (MARKETING)

Holders of any of the underlisted qualifications from recognized institutions qualify for this programme;

- i. Diploma in Management Studies.
- ii. Higher National Diploma (HND) in Secretaryship & Management Studies
- iii. Higher National Diploma (HND) in Bilingual Secretaryship and Management.
- iv. Diploma in Commerce.
- v. Higher National Diploma (HND) in Accountancy.
- vi. Higher National Diploma (HND) Tourism & Hospitality Management.

SALE OF APPLICATION FORMS

1. The cost of Application Form for **Direct admission** to the Diploma and Degree programmes is **Two Hundred Ghana Cedis (GH¢200.00)**.
2. The cost of the **Application Form** for admission to the Diploma Programmes through the Mature Students' Entrance Examination is **Two Hundred and Eighty Ghana Cedis (GH¢280.00)** and also covers the cost of **a Manual for the Preparatory Classes, Tuition and Examination Fees.**

3. SALES CENTRES

The requisite application forms can be obtained from the following places:

- (a) College of Distance Education, University of Cape Coast, Cape Coast.
(Mode of Payment – **CASH**)
- (b) All Branches of Ghana Commercial Bank (GCB) Ghana Ltd.
- (c) All Branches of Agricultural Development Bank (ADB) Ghana Ltd.
- (d) All Branches of Zenith Bank Ghana Ltd.
- (e) All Branches of Unibank Ghana Ltd.
- (f) All Branches of Prudential Bank Ltd.
- (g) All Regional and Major District Offices of GHANA POST.
(Mode of Payment – **POSTAL ORDER**)
- (h) All branches of ARB APEX Bank and All Rural and Community Banks.

4. **ONLINE APPLICATIONS**

- (a) Applicants will be given a pin and serial number at the various Sale Centres that will be used to complete the Application Form Online.
- (b) Applicants are supposed to complete the **APPLICATION FORMS online** and submit a copy of the Confirmation Page to the nearest College of Distance Education Study Centre.
- (c) All **MEE Applicants** are required to send their receipts to the nearest College of Distance Education Study Centre for their Prospectus/MEE Manuals.

5. **REGIONAL OFFICES AND STUDY CENTRES OF THE COLLEGE OF DISTANCE EDUCATION:**

*Applicants can submit their **Application Forms** or enquire about the Sale of Application Forms from the following Regional and Study Centres of the College of Distance Education, University of Cape Coast:*

- **Ashanti** -Kumasi Office (Tafo Nhyiaso), Obuasi (Obuasi Snr. High Technical Sch.), Offinso (Dwamena Akenten SHS), Simms, Serwa Nyarko, KSTS, Mampong Technical College of Education, Manso Abores SHS, KTI, WESCO, KASS, Kumasi T. I. AMASS and Nkawie
- **BrongAhafo** –Sunyani Office (Abesim, Asana Junction),Techiman SHS, Dormaa SHS, Hwidiem SHS, Kintampo SHS, Nkoranza SHS, Drobo SHS and Seikwa.
- **Central** – Swedru (SWESBU & SWESCO), Assin Foso (Obiri Yeboah SHS), Breaman Asikuma SHS, Dunkwa-On-Offin (Boa Amponsem SHS), Kasoa (Ngleshi Amanfrom SHS), Twifo Praso SHS and Apam SHS;
- **Eastern** – Koforidua Office (Okorase Junction 10), Oda (Attafuah SHS), Abetifi College of Education, Somanya Sec. Tech., Akwamuman SHS (Akosombo), Begoro Presec SHS and IGNIS School Nsawam
- **Greater Accra** - Accra (Papafio Hills and Zenith College), Ada (Ada College of Education) Tema (Tema SHS); Dansoman (St. Margaret Mary Sec. Tech.)
- **Northern** -Tamale Office (Vittim), Gambaga (Gambaga Girls SHS);Salaga, Damongo;
- **Upper East** – Bolgatanga Office (Yikeni on the Navrongo Rd.), Navrongo, Zebilla;
- **Upper West** - Wa (WaSec), Tumu College of Education, Lawra, Nandom;
- **Volta** – Ho Office (Little Bethlehem), Akatsi (Akatsi College of Education), Jasikan (Jasikan College of Education), Hohoe (St. Teresa’s College of Education); and

- **Western** – Takoradi Office (Ntankorful), Tarkwa (Fiaseman SHS), Enchi College of Education, Nsein SHS, Bibiani SHS, SefwiDabiso SHS and Juaboso SHS.

Note the following:

1. The closing date for sale of application forms is *14th April, 2018* for MEE Applicants and *29th June, 2018* for DIRECT Applicants.
2. All applications should be submitted online. Duly submitted applications will have **application numbers** auto generated.
3. The confirmation page should be printed and submitted together with photocopies of certificates, results slips/transcripts to the centre where scratch cards were purchased soon after submitting online.
Application numbers should be quoted when communicating with the College.
4. Application forms that do not have photocopies of certificates, results slips/final GPA of transcripts will not be processed.
5. Keep photocopies of the confirmation page and receipt with pin and serial numbers for reference purposes.

REGISTRAR.