

**UNIVERSITY OF CAPE COAST
COLLEGE OF DISTANCE EDUCATION**

SALE OF APPLICATION FORMS FOR 2017/2018 ACADEMIC YEAR

The College of Distance Education, University of Cape Coast wishes to inform the general public, especially basic school teachers, clerks, secretarial and accounting personnel in the civil/public service, commerce and industry, that Application Forms for admission to the University of Cape Coast by Distance Learning for the 2017/2018 Academic Year will be on sale from **28th November, 2016 to 4th March, 2017**.

A. EDUCATION PROGRAMMES

1. 3-year Diploma in Basic Education (DBE)
2. 3-year Diploma in Psychology and Foundations of Education (DPF)
3. 3-year Diploma in Mathematics and Science Education (DMSE) for Science and Elective Mathematics students
4. 2-year Bachelor Degree in Basic Education (PDE) for Diploma in Basic Education Holders only
5. 2-year Bachelor Degree in Psychology and Foundations of Education (BPF) for Diploma in Education Holders only.
6. 2-year Bachelor Degree in Mathematics and Science Education (BMSE) for Diploma in Mathematics and Science Education Holders or its equivalent from recognized tertiary institutions.
7. 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 Degree in Commerce (BCOM- CoDE) for Dip in Commerce from CoDE /Accounting and GAT/ ATSWA final Certificate Holders
4. 2-year Bachelor Degree in Management Studies (BMS- CoDE) for Dip in Mgt. Studies from CoDE and other institutions.
5. 2-year Bachelor Degree in Commerce (BCOM- HND) for HND Accountancy and Entrepreneurship & Finance Holders **only**.
6. 2-year Bachelor Degree in Management Studies (BMS- HND) for HND Secretaryship and Management Studies Holders **only**.
7. 2-year Bachelor of Science in Marketing (BMK) for HND Marketing & Purchasing and Supply Holders
8. 3-year Bachelor Degree in Management Studies (3BMS) for HND Marketing & Purchasing and Supply Holders
9. 3-year Bachelor of Science in Marketing (3BMK) for HND Management studies and Tourism & Hospitality Management Holders.

ENTRY REQUIREMENTS FOR EACH OF THE PROGRAMMES ARE AS FOLLOWS:

A. EDUCATION PROGRAMMES – DIRECT ENTRY

A1. 3-YEAR DIPLOMA IN BASIC EDUCATION (DBE)

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.

A2. 3-YEAR DIPLOMA IN PSYCHOLOGY & FOUNDATIONS OF EDUCATION (DPF)

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.

A3. 3-YEAR DIPLOMA IN MATHEMATICS AND SCIENCE EDUCATION (DMSE) -FOR SCIENCE AND ELECTIVE MATHEMATICS STUDENTS

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 BY MATURE EXAMINATION:

Applicants who do not meet the specified requirements in (A1, A2 & A3) above can gain admission to the programme when they pass a Mature Students Entrance Examination (MEE) to be organized between 21st April and 7th May 2017 at selected Study Centres throughout the country.

3-YEAR DIPLOMA IN BASIC EDUCATION (DBE) & 3-YEAR DIPLOMA IN PSYCHOLOGY & FOUNDATIONS OF EDUCATION (DPF)

1. *Applicants should have WASSCE/ SSSCE or G.C.E 'O' Level certificate with passes in; English or Mathematics and any two (2) other subjects.*
2. *Graduates of Vocational and Technical Institutions who are currently teaching.*
3. *Applicants should be at least 25 years.*

3-YEAR DIPLOMA IN MATHEMATICS AND SCIENCE EDUCATION (DMSE) - FOR SCIENCE AND ELECTIVE MATHEMATICS STUDENTS

1. *Applicants must possess WASSCE/ SSSCE or G.C.E 'O' Level certificate with passes in; English or Mathematics and any two (2) Elective Science subjects.*
2. *Applicants should be at least 25 years.*

BACHELOR DEGREE PROGRAMMES

A4. 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.*

A5. 2-YEAR BACHELOR DEGREE IN PSYCHOLOGY AND FOUNDATIONS OF EDUCATION (BPF)

*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.*

A6. 2-YEAR BACHELOR DEGREE IN MATHEMATICS AND SCIENCE EDUCATION (BMSE)

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

A7. 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)

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

- i. Professional Certificate with a minimum of Part 1 of;
 - Institute of Chartered Accountants (Ghana),

- Chartered Institute of Management Accountants,
- Association of Certified Chartered Accountants,
- Institute of Bankers,
- Ghana Accounting Technicians Examination (GAT) and Accounting Technicians Scheme West Africa (ATSWA).

In addition to the above, applicants should possess passes in Mathematics and English.

- ii. WASSCE passes (A1-C6) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects including Accounting.
- iii. SSSCE passes (A-D) in five (5) subjects comprising three core subjects including English Language and Mathematics plus 2 elective subjects including Accounting.
- iv. General Business Certificate Examination (GBCE) and RSA Stage II with at least grade D in 5 subjects including Accounting, Business Management, English Language and Mathematics.
- v. Advanced Business Certificate Examination (ABCE) and RSA Stage III with passes in three (3) subjects including Financial Accounting and Economics 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.
- vi. 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.
- vii. G.C.E. 'O' Level with a minimum of 5 credits in 5 subjects including English Language, Mathematics and Financial Accounting.
- viii. G.C.E. 'A' Level with passes in Two (2) subjects including Accounting with grades not lower than D. In addition, they must possess credits at G.C.E. 'O' Level in Mathematics and English.
- ix. In addition to DBS (Accounting option), applicants must possess four (4) credit passes in WASSCE (A1-C6) / SSSCE (A-D) including English and Mathematics.

B2. 3-YEAR DIPLOMA IN MANAGEMENT STUDIES (DMS)

- a) The entry requirements are the same as those for Diploma in Commerce above except that the subjects should include Commerce, Office Administration/ Practice and Business Management.
- b) Holders of Private Secretary Certificates

ENTRY BY MATURE 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 18th February, 2017 – 7th May, 2017 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 DEGREE IN COMMERCE (BCOM- HND)

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

- a. Higher National Diploma (HND) in Accountancy
- b. Higher National Diploma (HND) in Entrepreneurship & Finance

B4. 2-YEAR BACHELOR DEGREE IN COMMERCE (BCOM- CoDE)

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

- a. Diploma in Commerce
- b. Final Certificate in Ghana Accounting Technician Examination (GAT)/ Accounting Technicians Scheme West Africa (ATSWA)
- c. Part II of Professional Accountancy Examinations (ACCA, CIMA) from recognized Examination Body.
- d. 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 DEGREE IN MANAGEMENT STUDIES (BMS- HND)

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

- a. Higher National Diploma (HND) in Secretaryship & Management Studies
- b. Higher National Diploma (HND) in Bilingual Secretaryship and Management
- c. Higher National Diploma (HND) in Accountancy

B6. 2-YEAR BACHELOR DEGREE IN MANAGEMENT STUDIES (BMS- CoDE)

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

- a. Diploma in Management Studies
- b. Diploma in Commerce

B7. 2-YEAR BACHELOR OF SCIENCE DEGREE IN MARKETING (BMK)

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

- a. Higher National Diploma (HND) in Marketing
- b. Higher National Diploma (HND) in Purchasing and Supply

B8. 3-YEAR BACHELOR DEGREE IN MANAGEMENT STUDIES (3BMS)

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

- a. Higher National Diploma (HND) in Purchasing and Supply.
- b. Higher National Diploma (HND) in Marketing.
- c. Higher National Diploma (HND) Tourism & Hospitality Management.

B9. 3-YEAR BACHELOR OF SCIENCE DEGREE IN MARKETING (3BMK)

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

- a. Diploma in Management Studies.
- b. Higher National Diploma (HND) in Secretaryship & Management Studies.
- c. Higher National Diploma (HND) in Bilingual Secretaryship and Management.
- d. Diploma in Commerce.
- e. Higher National Diploma (HND) in Accountancy.
- f. Higher National Diploma (HND) Tourism & Hospitality Management.

SALE OF APPLICATION FORMS

1. The cost of a set of Scratch Card and prospectus for **Direct admission** to the Diploma and Degree in Education/Commerce/Management Studies/Marketing programmes is;
 - (a) **Ghana Nationals: One Hundred and Eighty Ghana Cedis (GH¢180.00).**
 - (b) **Foreign Nationals : One Hundred US Dollars (US \$ 100.00)**

2. Mature Students Entrance Examination for admission to the Diploma in Basic Education/Psychology and Foundations of Education/ Mathematics and Science, Commerce, Management Studies Programmes which include the **cost of Scratch Card, a Manual for the Preparatory Classes, Tuition and Examination Fee**, is as follows:
 - (a) **Ghanaian Nationals: Two Hundred and Fifty Ghana Cedis (GH¢250.00)**
 - (b) **Foreign Nationals: One Hundred and Twenty US Dollars (US \$ 120.00)**

3. **Mode of payment.**
 - (a) Applicants can buy **SCRATCH CARDS** from the study centres using **BANK DRAFT** only, payable to the **College of Distance Education, University of Cape Coast** and drawn from any of the following banks:
 - i. **Ghana Commercial Bank**
 - ii. **Agricultural Development Bank**
 - (b) **SCRATCH CARDS** bought from the Regional/District Branches of Zenith Bank, Prudential Bank Ltd. Unibank and Ghana Post should be by **CASH**.

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

4. (a) **College of Distance Education, University of Cape Coast, Cape Coast.**
- (b) **University of Cape Coast Accra Office at Tesano.**
- (c) **All Branches of Zenith Bank Ghana Ltd.**
- (d) **All Branches of Unibank Ghana Ltd.**
- (e) **All Branches of Prudential Bank Ltd.**
- (f) **All Regional and Major District Offices of GHANA POST.**

(g) Regional Offices and Study Centres of College of Distance Education:

- **Ashanti** -Kumasi Office (Tafo Nhyiaso), Obuasi (Obuasi Snr High Technical Sch), Offinso (Dwamena Akenten SHS), Simms, Asante Mampong Technical College of Education, Manso Abore SHS, KTI, WESCO, KASS, Kumasi T. I. AMASS;
- **Brong Ahafo** - Sunyani Office (Abesim, Asana Junction), Techiman SHS, Dormaa SHS, Hwidiem SHS, Kintampo SHS, Nkoranza SHS, Drobo SHS;
- **Central** – Swedru (SWESBU & SWESCO), Assin Foso (Obiri Yeboah SHS), Breman Asikuma SHS, Dunkwa-On-Offin (Boa Amponsem SHS), Kasoa (Ngleshi Amanfrom SHS), Twifo Praso SHS;
- **Eastern** - Koforidua Office (Okorase Junction 10), Oda (Attafuah SHS), Abetifi College of Education, Somanya Sec. Tech., Akwamuman SHS (Akosombo), Begoro Presec SHS;
- **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 (Wa Sec), 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, Sefwi Dabiso SHS.

Note the following:

The closing date for sale of application forms is **4th March, 2017**.

1. All online applications should be submitted online. Duly submitted applications will have **application numbers** auto generated.
2. 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.**
3. Keep photocopies of the confirmation page and scratch card for reference purposes.

NB: Foreign applicants will pay their fees in US Dollars.

REGISTRAR.