



DIRECTORATE OF ACADEMIC AFFAIRS

ADMISSION INTO FIRST DEGREE (DISTANCE) PROGRAMMES FOR THE 2022/2023 ACADEMIC YEAR



UNIVERSITY OF CAPE COAST
CAPE VARS · UNIVERSITY OF COMPETITIVE CHOICE

INAUGURAL ENTRY OF UCC IN THE TIMES HIGHER EDUCATION WORLD UNIVERSITY RANKINGS

-- UNIQUE ACHIEVEMENTS AND HIGHLIGHTS --

1st

No. 1
University
in Ghana

Ghana

1st

No. 1
University
in West
Africa

West Africa

Top
5

Among the
Top 5
Universities
in Africa

Africa

1st

No. 1
University
globally for
research
influence

Global

1st

No. 1
out of the 138
new entrant
universities in
the THE World
University
Rankings - 2022

Global



Top
350

Ranked among the
TOP 350 Universities Globally

Applications are invited from suitably qualified persons for admission into **Distance Learning Programmes** of the College of Distance Education, University of Cape Coast, for the **2022/2023 academic year via** direct entry or through mature applicants' route.

1.0 SALES CENTRES

The requisite application forms can be obtained from:

- i. The banks listed below: All Branches of GCB Bank Ghana Ltd.
 - a) All Branches of Agricultural Development Bank (ADB) Ghana Ltd.
 - b) All Branches of Zenith Bank Ghana Ltd.
 - c) All Branches of Consolidated Bank
 - d) All Branches of Prudential Bank Ltd.
 - e) All Branches of GT Bank
 - f) All branches of ARB APEX Bank and All Rural and Community Banks
 - g) All branches of Republic Bank
 - h) All Regional and Major District Offices of GHANA POST.
- ii. Through Mobile Money ID *966*3*555#
- iii. Regional Administrators
- iv. Study Centre Coordinators

2.0 SALE OF APPLICATION FORMS

The cost of an Application Form is as follows:

Direct Applicant (Diploma and Degree Programmes)

The cost of an Application Form is Two Hundred and Twenty-Five Ghana Cedis (GH¢225.00)

Mature Entrance Examination Applicants

The cost of an Application Form is Two Hundred and Twenty-Five Ghana Cedis (GH¢225.00).

Applicants are required to pay additional Two Hundred and Fifty Ghana Cedis (GH¢250.00) into Account Name: CCE, Account Number: 30211030002394 at any branch of GCB Bank Ltd. The fee covers ONLY registration, tuition, examination and course pack for preparatory classes.

3.0 DEADLINES

The closing date for sale of application forms is **30th September, 2022** for MEE Applicants and **31st November, 2022** for DIRECT Applicants.

1.0 PROGRAMMES AVAILABLE FOR 2022/2023 ACADEMIC YEAR

A. EDUCATION PROGRAMMES Post-Diploma Programmes

1. 2-year Bachelor of Education (Educational Psychology)
2. 2-year Bachelor of Education (Early Childhood Education)
3. 2-year Bachelor of Education (Primary Education)
4. 2-year Bachelor of Education (Junior High School Education)
5. 3-year Bachelor of Education (Early Childhood Education)
6. 3-year Bachelor of Education (Primary Education)
7. 3-year Bachelor of Education (Junior High School Education)
8. 3-year Bachelor of Education (Arts)
9. 3-year Bachelor of Education (Social Studies)
10. 3-year Bachelor of Education (Accounting)
11. 3-year Bachelor of Education (Management)

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ADMISSION INTO FIRST DEGREE (DISTANCE) PROGRAMMES FOR THE 2022/2023 ACADEMIC YEAR

Post-WASSCE/SSSCE Programmes

1. 4-year Bachelor of Education (Early Childhood Education)
2. 4-year Bachelor of Education (Primary Education)
3. 4-year Bachelor of Education (Junior High School Education)
4. 4-year Bachelor of Education (Accounting)
5. 4-year Bachelor of Education (Management)
6. 4-year Bachelor of Education (Social Studies)
7. 4-year Bachelor of Education (Arts)
8. 4-year Bachelor of Science (Psychology)

B. BUSINESS PROGRAMMES

Post-Diploma Programmes

1. 2-Year Bachelor of Commerce (Accounting)
2. 2-Year Bachelor of Commerce (Finance)
3. 2-Year Bachelor of Commerce (Management)
4. 2-Year Bachelor of Commerce (Human Resource Management)
5. 2-Year Bachelor of Commerce (Marketing)
6. 2-Year Bachelor of Commerce (Procurement and Supply Chain Management)
7. 3-Year Bachelor of Commerce (Accounting)
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)
12. 3-Year Bachelor of Commerce (Procurement and Supply Chain Management)

Post-WASSCE/SSSCE Programmes

1. 2-Year Diploma in Commerce (Accounting)
2. 2-Year Diploma in Commerce (Management)
3. 4-Year Bachelor of Commerce (Accounting)
4. 4-Year Bachelor of Commerce (Finance)
5. 4-Year Bachelor of Commerce (Management)
6. 4-Year Bachelor of Commerce (Human Resource Management)
7. 4-Year Bachelor of Commerce (Marketing)
8. 4-Year Bachelor of Commerce (Procurement and Supply Chain Management)

C. SOCIAL SCIENCES PROGRAMMES

Post-WASSCE Programmes

1. 4-Year Bachelor of Science (Economics)
2. 4-Year Bachelor of Science (Economics with Finance)

D. MATHEMATICS AND SCIENCE PROGRAMMES

Post-Diploma Programmes

1. 2-Year Bachelor of Education (Science)
2. 2-Year Bachelor of Education (Mathematics)
3. 2-Year Bachelor of Science in Information Technology
4. 3-Year Bachelor of Science in Information Technology

Post-WASSCE Programmes

1. 2-Year Diploma in Information Technology
2. 4-Year Bachelor of Education (Science)
3. 4-Year Bachelor of Education (Mathematics)
4. 4-Year Bachelor of Science (Information Communication Technology)
5. 4-Year Bachelor of Science in Information Technology

2.0 ENTRY REQUIREMENT FOR THE PROGRAMMES

A. EDUCATION PROGRAMMES

I. POST-DIPLOMA PROGRAMMES

1. 2-year Bachelor of Education (Educational Psychology) with options in:

- (a) English
- (b) Mathematics
- (c) Social Studies
- (d) Vocational Studies
- (e) Ghanaian Language

Admission Requirement

Applicants must possess **Diploma in Educational Psychology** or **Diploma in Educational Foundations** or **Diploma in Psychology** and **Foundations of Education** from any recognized institution.

2. 2-year Bachelor of Education (Early Childhood Education)

Admission Requirement

- i. Applicants must possess **Diploma in Early Childhood Education** or **Diploma in Basic Education** from any recognized institution.

3. 2-year Bachelor of Education (Primary Education)

Admission Requirement

Applicants must be holders of **Diploma in Education Basic** or **Diploma in Educational Psychology**

4. 2-year Bachelor of Education (Junior High School Education)

Admission Requirement

Applicants must be holders of **Diploma in Education Basic** or **Diploma in Educational Psychology**.

5. 3-year Bachelor of Education (Early Childhood Education)

Admission Requirement

- i. Applicants must be holders of **Certificate in Early Childhood Education**
- ii. Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution.

6. 3-year Bachelor of Education (Primary Education)

Admission Requirement

Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution.

7. 3-year Bachelor of Education (Junior High School Education)

Admission Requirement

Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution.

8. 3-year Bachelor of Education (Arts) with options in

- (a) Religions
- (b) English Language
- (c) Ghanaian Language
- (d) History
- (e) French

Admission Requirement

- i. Applicants must be holders of **Diploma in Education Basic** or **Diploma in Educational Psychology**. In addition, applicants must have read 3 Elective subjects in any of the following: English Literature, French, History, Ghanaian, Government, and Christian Religious Studies at WASSCE/SSSCE level.
- ii. Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution. In addition, applicants must have read 3 Elective subjects in any of the following: English Literature, French, History, Ghanaian, Government, and Christian Religious Studies at WASSCE/SSSCE level.

9. 3-year Bachelor of Education (Social Studies)

Admission Requirement

- i. Applicants must be holders of **Diploma in Basic Education** or **Diploma in Educational Psychology**. In addition, applicants must have read 3 Elective subjects including Economics and Geography at WASSCE/SSSCE level.
- ii. Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution. In addition, applicants must have read 3 Elective subjects including Economics and Geography at WASSCE/SSSCE level.

10. 3-year Bachelor of Education (Accounting)

Admission Requirement

- i. Applicants must be holders of **Diploma in Basic Education** or **Diploma in Educational Psychology**. In addition, applicants must have read 3 Elective subjects including **Financial Accounting** at WASSCE/SSSCE level.
- ii. Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution. In addition, applicants must have read 3 Elective subjects including **Financial Accounting** at WASSCE/SSSCE level.

11. 3-year Bachelor of Education (Management)

Admission Requirement

- i. Applicants must be holders of **Diploma in Basic Education** or **Diploma in Educational Psychology**. In addition, applicants must have read 3 Elective subjects including Business Management at WASSCE/SSSCE level.
- ii. Applicants must be holders of **Diploma** in subjects other than Education from any recognized institution. In addition, applicants must have read 3 Elective subjects including Business Management at WASSCE/SSSCE level.



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II. POST-WASSCE/SSSCE APPLICANTS

4-YEAR BACHELOR OF EDUCATION (JUNIOR HIGH SCHOOL EDUCATION)

4-YEAR BACHELOR OF EDUCATION (PRIMARY EDUCATION)

4-YEAR BACHELOR OF EDUCATION (EARLY CHILDHOOD EDUCATION)

4-YEAR BACHELOR OF EDUCATION (ACCOUNTING)

4-YEAR BACHELOR OF EDUCATION (MANAGEMENT)

4-YEAR BACHELOR OF EDUCATION (SOCIAL STUDIES)

4-YEAR BACHELOR OF EDUCATION (ARTS)

4-YEAR BACHELOR OF SCIENCE (PSYCHOLOGY)

Applicants must possess any one of the following qualifications:

1. 4-year Bachelor Of Education (Early Childhood Education)

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) elective subjects with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

2. 4-year Bachelor of Education (Primary Education) with options in:

- (a) English Language
- (b) Mathematics
- (c) Science
- (d) Ghanaian Language
- (e) Information Communication Technology
- (f) Social Studies
- (g) Visual Arts
- (h) Religious and Moral Education

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) elective subjects with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

3. 4-year Bachelor of Education (Junior High School Education) with options in:

- (a) English
- (b) Mathematics
- (c) Science
- (d) Ghanaian Language
- (e) Information Communication Technology
- (f) Social Studies
- (g) Agricultural Science
- (h) Religious and Moral Education
- (i) French
- (j) Home Economics

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives in any subject area.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) elective subjects with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

4. 4-year Bachelor of Education (Accounting)

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Electives including Financial Accounting.

- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects including Financial Accounting

- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) elective subjects including Financial Accounting with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

5. 4-year Bachelor of Education (Management)

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects including Business Management.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects including Business Management.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) elective subjects including Business Management with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

6. 4-year Bachelor of Education (Social Studies)

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects including Economics and Geography.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects including Economics and Geography.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in Economics and Geography with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

7. 4-year Bachelor of Education (Arts) with options in:

- (a) Religions
- (b) English Language
- (c) Ghanaian Language
- (d) History
- (e) French

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects in any of the following: English Literature, French, History, Ghanaian, Government, Christian Religious Studies.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects in any of the following: English Literature, French, History, Ghanaian, Government, Christian Religious Studies.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) Elective Subjects in any of the following: English Literature, French, History, Ghanaian, Government, Christian Religious Studies with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.

8. 4-year Bachelor of Science (Psychology)

Admission Requirement

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects in Science, Social Science, Business or Arts programmes.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subjects including English Language, Integrated Science, Social Studies and Core Mathematics plus 3 Elective subjects in Science, Social Science, Business or Arts.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in any two (2) Elective Subjects in Science, Social Science, Business or Arts with grades not lower than D. In addition, they must have five (5) passes at the G.C.E 'O' Level including Core Mathematics and English.



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B. BUSINESS PROGRAMMES - DIRECT ENTRY

2-YEAR BACHELOR OF COMMERCE (ACCOUNTING OR FINANCE)

2-YEAR BACHELOR OF COMMERCE (FINANCE)

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

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

2-YEAR BACHELOR OF COMMERCE (MANAGEMENT)

2-YEAR BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

Holders in any of the under listed qualifications from recognized institutions will be admitted to this programme;

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

2-YEAR BACHELOR OF COMMERCE (MARKETING)

Holders in any of the under listed qualifications from recognized institutions will be admitted to this programme;

- i. Diploma in Management Studies
- ii. Diploma in Commerce/Accounting
- iii. Higher National Diploma (HND) in Accountancy
- iv. Higher National Diploma (HND) in Marketing
- v. Higher National Diploma (HND) in Supply Chain Management
- vi. Higher National Diploma (HND) in Secretaryship & Management Studies
- vii. Higher National Diploma (HND) in Bilingual Secretaryship and Management Studies
- viii. Chartered Institute of Management (CIM) - UCC
- ix. Chartered Institute of Management (CIM) - Ghana

2-YEAR BACHELOR OF COMMERCE (PROCUREMENT AND SUPPLY CHAIN MANAGEMENT)

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

- i. Diploma in Management Studies
- ii. Higher National Diploma (HND) in Purchasing and Supply
- iii. Advanced Diploma in Procurement and Supply from Chartered Institute of Procurement and Supply (CIPS)
- iv. Advanced Diploma in Purchasing and Supply from Chartered Institute of Purchasing and Supply (CIPS)
- v. Higher Diploma in Supply Chain Management from the Ghana Institute of Freight Forwarders (GIFF) and International Federation of Freight Forwarders Association (FIATA)
- vi. International Advanced Diploma in Logistics and Transport from the Chartered Institute of Logistics and Transport (CILT)

3-YEAR BACHELOR OF COMMERCE (ACCOUNTING)

3-YEAR BACHELOR OF COMMERCE (FINANCE)

The three-year structure for accounting programme is designed for candidates with little or no background in accounting at the Diploma level. These include:

- i. Diploma in Management Studies
- ii. Higher National Diploma (HND) in Marketing
- iii. Higher National Diploma (HND) in Supply Chain Management
- iv. Higher National Diploma (HND) in Tourism Management
- v. Higher National Diploma (HND) in Secretaryship & Management Studies
- vi. Higher National Diploma (HND) in Bilingual Secretaryship and Management
- vii. Higher National Diploma (HND) in Statistics and Engineering
- viii. Any other qualification equivalent to Diploma from a related discipline

3-YEAR BACHELOR OF COMMERCE (MANAGEMENT)

3-YEAR BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

3-YEAR BACHELOR OF COMMERCE (MARKETING)

The three-year structure for Bachelor of Commerce programme is designed for candidates with little or no background in general management at the Diploma level. These include:

- i. Higher National Diploma (HND) in Marketing
- ii. Higher National Diploma (HND) in Supply Chain Management
- iii. Higher National Diploma (HND) in Tourism & Hospitality Management.
- iv. Diploma in Business Administration
- v. Any other qualification equivalent to Diploma from a related discipline

3-YEAR BACHELOR OF COMMERCE (PROCUREMENT AND SUPPLY CHAIN MANAGEMENT)

The three-year structure for B.Com (Procurement and Supply Chain Management) programme is designed for applicants with little or no background in procurement management but hold a diploma in a related field or discipline. They include:

- i. Diploma in Commerce (Accounting)
- ii. Higher National Diploma (HND) in Marketing
- iii. Higher National Diploma (HND) in Secretaryship & Management Studies
- iv. Higher National Diploma (HND) in Bilingual Secretaryship and Management Studies
- v. Higher National Diploma (HND) in Accountancy
- vi. Diploma in Procurement and Supply from Chartered Institute of Procurement and Supply (CIPS)
- vii. Diploma in Purchasing and Supply from Chartered Institute of Purchasing and Supply (CIPS)
- viii. Diploma in Supply Chain Management from the Ghana Institute of Freight Forwarders (GIFF) and International Federation of Freight Forwarders Association (FIATA)
- ix. Diploma in Logistics and Transport from the Chartered Institute of Logistics and Transport (CILT)
- x. Higher National Diploma (HND) in Tourism and Hospitality Management
- xi. Diploma in Administration (Procurement)
- xii. Any other qualification equivalent to Diploma from a related discipline

2. POST-WASSCE/SSSCE APPLICANTS

Applicants must possess any one of the following (from i – viii):

- i. WASSCE passes (A1-C6) in five (5) subjects, three of which should be credit passes (A1-C6) including English Language and Core Mathematics. Applicants should also have passes in other elective subjects including Accounting or strong mathematics-related elective.
- ii. SSSCE passes (A-D) in five (5) subjects including English Language and Core Mathematics. Applicants should also have passes in other elective subjects including Accounting or strong mathematics - related elective.
- iii. 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.
- iv. Advanced Business Certificate Examination (ABCE) and RSA Stage III with at least passes in three (3) subjects including Financial Accounting and Economics with grades D or better.

In addition, applicants must have passes in English Language and Mathematics with at least grade **D7** in WASSCE or D in SSSCE or credit (6) at 'O' Level or better.

- v. London Chamber of Commerce (Intermediate) with three passes in subjects including Financial Accounting, Economics and Management. In addition applicants must possess passes in English Language and Mathematics with at least grade **D7** in WASSCE or D in SSSCE or credit (6) at 'O' Level.
- vi. G.C.E. 'O' Level with a minimum of 5 credits in 5 subjects including English Language, Mathematics and Financial Accounting.
- vii. G.C.E. 'A' Level with passes in Two (2) subjects including Accounting with grade not lower than D. In addition, they must possess credits at G.C.E. 'O' Level in Mathematics and English.
- viii. Professional Accountancy Certificate with a minimum of Part 1 of:
 - Institute of Chartered Accountants (Ghana),
 - Chartered Institute of Management Accountants,
 - Association of Certified Chartered Accountants,
 - Chartered 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 Core Mathematics and English Language.

2-YEAR DIPLOMA IN COMMERCE (MANAGEMENT) 2-YEAR DIPLOMA IN COMMERCE (ACCOUNTING)

- i. The entry requirements are the same as those for Diploma in Commerce (Accounting) except that the subjects should include Commerce, Office Administration/Practice, Business Management and other related disciplines.
- ii. Holders of Private Secretary Certificates may also apply.

4-YEAR BACHELOR OF COMMERCE (ACCOUNTING)

Applicants must possess any one of the following (from i – vi):

- i. Senior Secondary School Certificate Examination (SSSCE)

Applicant must obtain passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or



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Social Studies. Also, applicants must have passes in any three elective subjects including Financial Accounting. The applicant's aggregate should not exceed 24.

ii. West African Senior Secondary School Certificate Examination (WASSCE)

Applicants must obtain passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or Social Studies.

Also, applicants must have passes in any three elective subjects including Financial Accounting. The applicant's aggregate should not exceed 36.

iii. General Business Certificate Examination (GBCE)

Applicants must obtain passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics plus any three elective subjects would be eligible for admission into level 100.

iv. General Certificate in Education (GCE) - Advanced Level Applicants

Applicants must obtain passes in three subjects (at least, one of the passes should be grade D or better). In addition, they must possess credit passes (Grade 6) in five G.C.E. 'O' Level subjects including English Language, Mathematics and Science (for non-science students).

v. Advanced Business Certificate Examination (ABCE) Holders

Applicants with full Diploma in ABCE must have credit passes in five (5) subjects including; English Language, Core Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination, SSSCE or WASSCE. Applicants may be considered for admission at Level 200 of a degree programme.

vi. Professional Certificate Holders

Applicants with Part 1 of the following Professional Accountancy Bodies may be admitted:

- Institute of Chartered Accountants (Ghana),
- Chartered Institute of Management Accountants.
- Association of Chartered Certified Accountants.
- Institute of Chartered Secretaries and Administrators and
- Chartered Financial Analysts
- Chartered Institute of Management (CIM) – UCC
- Chartered Institute of Management (CIM) – Ghana
- Institute of Human Resource Professionals (IHRP)
- Chartered Institute for Securities and Investments (CISI)

vii. Foreign and Professional Qualification Holders

All foreign and professional qualification holders should add the equivalences of their qualification from the Ghana Tertiary Education Commission (GTEC) for eligibility and admission to the programme.

4-YEAR BACHELOR OF COMMERCE (FINANCE)

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

i. Senior Secondary School Certificate Examination (SSSCE)

Applicant must obtain passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or Social Studies. Also, applicants must have passes in any three elective subjects including Financial Accounting. The applicant's aggregate should not exceed 24.

ii. West African Senior Secondary School Certificate Examination (WASSCE)

Applicants must obtain passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or Social Studies. Also, applicants must have passes in any three elective subjects including Financial Accounting. The applicant's aggregate should not exceed 24.

iii. General Business Certificate Examination (GBCE)

Applicants must obtain passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics plus any three elective subjects would be eligible for admission into level 100.

iv. General Certificate in Education (GCE) - Advanced Level Applicants

Applicants must obtain passes in three subjects (at least, one of the passes should be grade D or better). In addition, they must possess credit passes (Grade 6) in five G.C.E. 'O' Level subjects including English Language, Mathematics and Science (for non-science students).

v. Advanced Business Certificate Examination (ABCE) Holders

Applicants with full Diploma in ABCE must have credit passes in five (5) subjects including; English Language, Core Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination, SSSCE or WASSCE. Applicants may be considered for admission at Level 200 of a degree programme.

vi. Professional Certificate Holders

Applicants with Part 1 of the following Professional Accountancy Bodies may be admitted:

- Institute of Chartered Accountants (Ghana),
- Chartered Institute of Management Accountants.
- Association of Chartered Certified Accountants.
- Institute of Chartered Secretaries and Administrators and
- Chartered Financial Analysts
- Chartered Institute of Management (CIM) – UCC
- Chartered Institute of Management (CIM) – Ghana
- Institute of Human Resource Professionals (IHRP)
- Chartered Institute for Securities and Investments (CISI)

vii. Foreign and Professional Qualification Holders

All foreign and professional qualification holders should add the equivalences of their qualification from the Ghana Tertiary Education Commission (GTEC) for eligibility and admission to the programme.

4-YEAR BACHELOR OF COMMERCE (MANAGEMENT)

4-YEAR BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

4-YEAR BACHELOR OF COMMERCE (MARKETING)

4-YEAR BACHELOR OF COMMERCE (PROCUREMENT AND SUPPLY CHAIN MANAGEMENT)

Applicants with any of the following qualifications may apply:

i. Senior Secondary School Certificate Examination (SSSCE)

Applicants must obtain passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or Social Studies; plus any three business elective subjects. The applicant's aggregate should not exceed 24.

ii. West African Senior Secondary School Certificate Examination (WASSCE)

Applicants must obtain passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Core Mathematics and Integrated Science or Social Studies; plus any three business elective subjects. The applicant's aggregate should not exceed 36.

iii. Professional Examination Certificate Holders

- Applicants with Part 1 of the Institute of Chartered Secretaries and Administrators are eligible to apply.
- All professional bodies

iv. Holders of Private Secretary Certificates may also apply

v. General Business Certificate Examination (GBCE) and Advanced Business Certificate Examination

Applicants must obtain at least four credit passes in English, Business Mathematics, Economics and Commerce. Applicants must obtain at least two subjects in Advanced Business Certificate Examination.

C. MATHEMATICS AND SCIENCES PROGRAMMES IN EDUCATION

A. POST-DIPLOMA PROGRAMMES

2-YEAR BACHELOR OF EDUCATION (SCIENCE)

2-YEAR BACHELOR OF EDUCATION (MATHEMATICS)

Applicants must have Diploma in Mathematics or Science Education from any recognized tertiary institution.

2-YEAR BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)

Applicants must have an HND or equivalent Diploma (at least Third Class) in Information Technology, Computer Science, Information Systems, Management Information Systems, Computer Engineering, Information Science and any other related programme from an accredited tertiary institution.

Applicants with a First Degree (at least Second Class) in any Physical Sciences or Engineering may also apply.

3-YEAR BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)

Applicants must have an HND or equivalent Diploma (Pass) in Information Technology, Computer Science, Information Systems, Management Information Systems, Computer Engineering, Information Science and any other related programme from an accredited tertiary institution.

Applicants with a First Degree (Third Class or Pass) in any Physical Sciences or Engineering may also apply.

B. POST-WASSCE/SS PROGRAMMES

1. 4-year Bachelor of Education (Science) with options in

- a) Biology
- b) Chemistry
- c) Physics



ADMISSION INTO FIRST DEGREE (DISTANCE) PROGRAMMES FOR THE 2022/2023 ACADEMIC YEAR

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

- i. WASSCE passes (A1-C6) in six (6) subjects comprising three core subjects including English Language, Core Mathematics and Social Studies or Integrated Science plus three (3) Elective Science subjects.
- ii. SSSCE passes (A-D) in six (6) subjects comprising three core subject including English Language, Core Mathematics and Integrated Science plus three (3) 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, applicants they must have five (5) passes at the G.C.E. 'O' Level including Core Mathematics and English.

2. 4-year Bachelor of Education (Mathematics) with options in

- a) Chemistry
- b) Physics
- c) Accounting
- d) Business Management
- e) ICT

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

- i. WASSCE passes (A1-C6) in six (6) subjects, comprising three core subjects including English Language, Integrated Science and Core Mathematics plus Elective Mathematics and any Two Elective subjects in the relevant area.
- ii. SSSCE passes (A-D) in six (6) subjects, comprising three core subject including English Language, Integrated Science and Core Mathematics plus Elective Mathematics and any Two Elective subjects in the relevant area.
- iii. General Certificate of Education (G.C.E.) 'A' Level with passes in Two (2) Science or Business subjects with grades not lower than D. In addition, they must have five (5) passes at the G.C.E. 'O' Level including Core Mathematics and English.

3. 4-year Bachelor of Education (Information Communication Technology)

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

- i. WASSCE passes (A1-C6) in six (6) subjects, comprising three core subjects including English Language, Integrated Science and Core Mathematics plus three Elective subjects. The Elective subject should include at least one of the following: Elective Mathematics, Business Management, Accounting, Physics, Geography, Chemistry, Economics, Graphic Design and Picture Making.
- ii. SSSCE passes (A-D) in six (6) subjects, comprising three core subject including English Language, Integrated Science and Core Mathematics plus three Elective subjects. The Elective subjects should include at least one of the following: Elective Mathematics, Business Management, Accounting, Physics, Geography, Chemistry, Economics, Graphic Design and Picture Making.
- iii. General Certificate of Education (G.C.E.) 'A' Level with passes in at least one of the following elective subjects: Mathematics, Business Management, Accounting, Physics, Geography, Chemistry, Economics. In addition, they must have five (5) passes at the G.C.E.'O' Level including Core Mathematics and English.
- iv. Post Diploma Applicant: Holders of Higher National Diploma (HND) with at least second class in ICT related programmes may be admitted to level 300 of the programme. HND holders with lower than second class (Third Class and Pass) with a minimum of two years relevant working experience may be considered.

4. 4-Year Bachelor of Sciences (Information Technology)

- i. WASSCE passes (A1-C6) in six (6) subjects, comprising three core subjects including English Language, Integrated Science and Core Mathematics plus Elective Mathematics and any Two other Elective subjects.
- ii. SSSCE passes (A-D) in six (6) subjects, comprising three core subject including English Language, Integrated Science and Core Mathematics plus Elective Mathematics and any Two other Elective subjects in the relevant area.
- iii. General Certificate of Education (G.C.E.) 'A' Level with passes in Two (2) subjects including Mathematics. In addition, they must have five (5) passes at the G.C.E. 'O' Level including Core Mathematics and English Language.

DIPLOMA PROGRAMME

2-year Diploma (Information Technology)

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

- i. WASSCE passes (A1-D7) in three (3) core subjects, namely Mathematics, English Language and Integrated Science. Applicants must also have passes in Elective Mathematics and any two other elective courses.
- ii. SSSCE passes (A-D) in three (3) core subjects, namely Mathematics, English Language and Integrated Science. Applicants must also have passes in Elective Mathematics and any two other elective courses.
- iii. General Certificate of Education (G.C.E) 'A' Level passes in two (2) science subjects with grades not lower than D. Applicants must also have passes at the G.C.E 'O' Level in Core Mathematics and English.

D. SOCIAL SCIENCES PROGRAMMES

BACHELOR OF SCIENCE (ECONOMICS)

BACHELOR OF SCIENCE (ECONOMICS WITH FINANCE)

Applicant must have one of the following qualifications:

i. West African Senior Secondary School Certificate Examination (WASSCE)

WASSCE passes (A1-C6) in six (6) subjects, three of which should be English Language, Core Mathematics and Social Studies or Integrated Science. Also applicants must have passes in Economics, Elective Mathematics and any one elective subject.

ii. Senior Secondary School Certificate Examination (SSSCE)

SSSCE passes (A-D) in in six (6) subjects, three of which should be English Language, Core Mathematics and Social Studies or Integrated Science. Also applicants must have passes in Economics, Elective Mathematics and any one elective subject.

iii. General Certificate of Education (GCE)

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.

3.0 ENTRY BY MATURE EXAMINATION:

Applicants who do not meet the specified requirements for Direct Entry into the above programmes can gain admission to the programmes after applicant is successful in the Mature Entrance Examination (MEE) to be organized by the College in **October, 2022**, at Selected Study Centres throughout the country.

Applicants seeking admission as Mature Candidates must have any one of the following:

- i. Minimum of WASSCE/SSSCE (i.e. D7, E8 or E) or G.C.E. 'O' Level Certificate
- ii. NVTI Certificate
- iii. Holders of NABPTEX Certificate or Diploma in Business Studies (DBS) Certificate awarded by the Technical Examination Unit of GES.
- iv. Applicants should have a background in the preferred programme.
- v. Applicants should be at least 25 years old by January, 2023. Applicants should attach copy of birth certificate that are at least five years old at the time of the application.

3.1 ENTRANCE EXAMINATION

Main Papers

The main examinations for candidates will comprise;

- i. Aptitude Test
- ii. General Paper

Special Papers

Special examinations in Mathematics and English Language for candidates who do not have credit passes at G.C.E. 'O' Level (grade 6 or better) or WASSCE/SSSCE (grade C6/D or better).

NB: Applicants are to note that the preparatory classes in the lead up to the Mature Entrance Examination shall take place at the designated examination centres in October, 2022.

4.0 ONLINE APPLICATIONS

- a) Applicants will be given a receipt or text message containing a pin and serial number at the various Sale Centres. This will be used to complete the Application Form Online. Applicants should take the receipt to the nearest Study Centre Coordinator for further instructions.
- b) Online applicants should visit application.ucc.edu.gh, then go to Admissions and click on **Apply Online** for further instructions. Applicants should then select **DISTANCE application type**.
- c) All applicants are required to provide the following information on the large EMS envelope:
 - i. Application reference number
 - ii. Names in full, no abbreviations accepted
 - iii. Address
 - iv. Study/examination centre
 - v. Region
 - vi. Contact number
 - vii. Programme – which should be hand written.
- d) Applicants should ensure that all WASSCE/SSSCE results are verified. A copy of the Confirmation Page together with a copy of Academic Transcript and Certificates should be submitted to the nearest College of Distance Education Study Centre or to any branch of Ghana Post Office.



UNIVERSITY OF CAPE COAST DIRECTORATE OF ACADEMIC AFFAIRS

ADMISSION INTO FIRST DEGREE (DISTANCE) PROGRAMMES FOR THE 2022/2023 ACADEMIC YEAR

5.0 SUBMISSION OF COPIES OF COMPLETED APPLICATION FORMS

- **Two copies of completed online Application forms accompanied by two copies of result slips, certificates and transcripts should be sent to the nearest College of Distance Education (CoDE) Study Centres or to the Ghana Post**
- Hard Copies of the completed online application forms should reach the Admissions Unit, College of Distance Education not later than **7th October, 2022** for MEE Applicants and **9th December, 2022** for DIRECT Applicants.
- Application forms received without application reference numbers, photocopies of certificates, results slips/final GPA or transcripts will not be processed.
- Keep photocopies of the confirmation page and receipt with pin and serial numbers for reference purposes.
- Application reference numbers should be quoted when communicating with the College.
- Foreign applicants will pay their fees in US Dollars.
- For enquires, call us on **0556950944**.

6.0 REGIONAL OFFICES AND STUDY CENTRES OF COLLEGE OF DISTANCE EDUCATION:

Applicants should submit their completed 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 branches:

1. **Ashanti:** Kumasi Office (Tafo Nhyiaso) 0265122212, 0322496452, 0322496747, 0559390971, Obuasi (Obuasi Snr. High Technical Sch), Offinso (Dwamena Akenten SHS), Kumasi (Simms, Serwa Nyarko Girls, KSTS, KTI, WESCO, T. I. AMASS and Mmofraturo School), Mampong Technical College of Education, Manso Abore SHS, Nkawie Sec Tech, Tepa S.H.S. and Konongo Odumasi SHS.
2. **Bono, Bono East and Ahafo:** Sunyani Office (Abesim, Asana Junction) 0352290592, 0279653354, Dormaa SHS, Drobo SHS, Nkoranman SHS, Atebubu SHS, Hwidiem SHS, Techiman SHS, Nkoranza SHS, Kintampo SHS, Wenchi Methodist SHS, Sunyani SHS, and Sunyani Technical University.
3. **Central – CoDE Building Office:** 0201610191, Swedru (SWESBU & SWESCO), Assin Foso (Obiri Yeboah SHS), Apam SHS, Breman Asikuma SHS, Dunkwa-On-Offin (Boa Amponsem SHS), Kasoa (Ngleshi Amanfrom SHS, Mary Star of the Sea, Norris Jorsling) and Twifo Praso SHS
4. **Eastern - Koforidua Office** (near Democracy Restaurant, off the Oyoko-Asokore Highway) 0559515517, Oda (Attafuah SHS), Abetifi College of Education, Yilo Krobo Sec. Tech., Akwamuman SHS (Akosombo), Begoro Presec SHS, Oyoko Methodist SHS, Ghana Secondary School and IGNIS School Nsawam
5. **Greater Accra – CoDE-UCC Office**, Accra (Papafio Hills) 0262313448, 0231082371, Zenith College, St. Margaret Mary Sec. Tech., Lutheran- Kanda and Madina, Deyoungters International, Odorgonno SHS and Accra High SHS); Ada (Ada College of Education and Ada SHS) and Tema (Tema SHS, Chemu SHS and Trinity Lutheran School)
6. **Northern, North East and Savanna - Tamale Office** (Sagnarigu, Old Airport Area), 037209574, 0545926648, 0592190002, Salaga SHS, Damongo SHS, Gambaga Girls SHS, Tamale College of Education and Tamale Technical University.
7. **Upper East - Bolgatanga Office** (Yikeni on the Navrongo Rd.) 0382096381, Navrongo (Notre Dame SHS), Zebilla SHTS
8. **Upper West: - Wa Office** at Sombo close to Homeland Clinic, 0505083555, Wa Sec, Tumu College of Education, Lawra SHS, Nandom SHS
9. **Volta and Oti: – Ho Office** (Little Bethlehem), 0362092256, 0247824240, Akatsi College of Education, St. Teresa's College of Education, Hohoe, Jasikan College of Education, Mawuli SHS, Keta Business College and Sokode SHS.
10. **Western and Western North:- Takoradi Office** (Tanokrom), 0559356269, Tarkwa (Fiaseman SHS), Nsein SHS, Enchi College of Education, Bibiani Sec Tech, Sefwi Dabiso College of Education, Juaboso SHS and Sefwi Wiawso College of Education, Bompeh SHS, St. John's SHS and Holy Child College of Education.