



Entry Requirement and Guidelines for Selecting an Undergraduate Programme

2013- 2014

BACHELOR OF ARTS FASHION DESIGN

This programme aims at creating Fashion and Textile Designers: explorers of the fashion trends, creative professionals able to link theoretical concepts, innovation, organization and relationship skills to the production world.

ADMISSION REQUIREMENTS

WASSCE/SSSCE Certificate Holders

a. Applicants must have:

- I. A Pass in the core English and Core Mathematics, in addition to a pass in one of the following other core subjects:
Integrated Science, Social Studies/ Life Skills
- II. Passes in any three (3) relevant Elective subjects.

The aggregate score for the core and elective subjects must not be more than 24 for SSSC holders and not more than 36 for WASSC holders.

THE WAEC equivalent grading system has been adopted.

This is shown below.

WASSCE	SSSCE	# EQUIV
A1	A	1
B2	B	2
B3	C	3
C4/C5/C6	D	4
D7 & E8	E	5
F9	F	Fail

Department Requirement: Visual Arts, Business and General Arts and other relevant subjects.

G.C.E Ordinary and Advanced Level Certificate Holders

Credit Passes in at least Five (5) subjects (including English Language, Core Mathematics and a Science Subject) in the West Africa Examination Council (WAEC) G.C.E. 'O' Level or School Certificate Examinations, and three (3) Passes at the G.C.E Advanced Level. Two 'A' Level passes at grade 'C' or better will also be accepted. A pass in General Paper must also be obtained.

General Business Certificate Examination (GBCE) Certificate Holders

Five (5) passes at GBCE or SSSCE including English Language and Core Mathematics in the WAEC Business Certificate Examination.

Advanced Business Certificate Examination (ABECE) Certificate Holders

Five (5) passes at GBCE or SSSCE including English Language and Core Mathematics, and five (5) passes at ABCE made up of three (3) compulsory and two (2) optional subjects in the West Africa Examination Council (WAEC) Business Certificate Examination.

Other Applicants

The following qualifications are also acceptable:

- a. HND
- b. DBS or Diploma from any recognized institution
- c. RSA Stage II & III
- d. Post-Secondary Teacher Training Certificate from a recognized institution
- e. Diploma from any recognized universities
- f. Professional Certificates from recognized professional bodies
- g. Association of Business Executives (A.B.E)

MATURE APPLICANTS

Persons applying for admission to Bachelor's degree programmes who have attained the age twenty-five (25) or more, but who do not fully satisfy the above requirements will be classified as Mature Candidates. Such applicants must have reasonable education and working experience. All Mature applicants will be required to write the Mature Candidates Entrance Examination and must have passes in English and Mathematics.

Admission of applicants in this category will depend basically on their performance in the Entrance Examination.

LEVELS TO WHICH CANDIDATES WILL BE ADMITTED

- I. WASSCE/SSSCE Certificate : Level 100
- II. GBCE Certificate : Level 100
- III. 'A' Level Certificate : Level 200
- IV. ABCE Certificate : Level 200
- V. Higher National Diploma (HND): Level 300 for applicants who obtained First Class or Second Class in the relevant specialized subject areas. Applicants who obtained First Class or Second Class in subjects other than those they wish to pursue at the University College will be admitted to Level 200.
- VI. Diploma in Business Studies (DBS): Level 200 for applicants with minimum of five (5) passes or better; Level 100 for applicants with four (4) passes.
- VII. University Diploma: Level 300 for applicants with a grade 'B' average or better areas. Level 200 for candidates who wish to study programmes other than the specialized subjects areas of study at the Diploma level
- VIII. Professional Certificates:
 - a. **Level 300** for applicants with the following qualifications:
 - ICA Part III (Old System)
 - ICA Part II (New System)
 - ACCA Part II
 - CIMA Part II
 - CIM Part II
 - CIB Part II
 - ICSA Certificate or Pre-Professional level
 - IMIS Higher Diploma in Information Systems Management
 - b. **Level 200** for applicants with the following qualifications:
 - ICA Part II (Old System)
 - ICA Part I (New System)
 - ACCA Part I
 - CIMA Part I
 - CIM Part I
 - CIB Part I
 - ICSA Certificate/or Foundation
 - IMIS Diploma in information Systems Management
 - State Registered Nurses Certificate-ABE
 - Diploma in Laboratory Technology
 - Registered General Nursing (RGN) Diploma
 - Registered Mental Nursing (RMN) Diploma

- Registered Midwifery Diploma and equivalents
- c. **Level 100** for applicants with Certificate in programmes run by recognized institutions.

ix. RSA Stage III, ABCE and Post Secondary Teacher’s Certificate ‘A’

Applicants with any of the above qualifications plus five (5) “O” Level credit passes or six (6) SSSCE/WASSCE passes including English and Mathematics will be admitted to level 200. Those who do not have the requisite ‘O’ Level or SSSCE passes may apply as Mature candidates if they have attained the age of twenty-five and above.

BACHELOR OF ART GRAPHIC DESIGN

This course will equip students with the use of visual communication that combines images, words, and ideas to convey information to an audience.” A graphic designer is responsible for arranging and using elements on different types of media (such as a poster, a package or a website), most likely with the use of a [graphics software](#).

ADMISSION REQUIREMENTS

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F9	F	Fail

Departmental Requirement: Visual Art Subjects, Economics, Management in Living and other relevant subjects

G.C.E Ordinary and Advanced Level Certificate Holders

Credit Passes in at least Five (5) subjects (including English Language, Core Mathematics and a Science Subject) in the West Africa Examination Council (WAEC) G.C.E. ‘O’ Level or School Certificate Examinations, and three (3) Passes at the G.C.E Advanced Level. Two ‘A’ Level passes at grade ‘C’ or better will also be accepted. A pass in General Paper must also be obtained.

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Other Applicants

The following qualifications are also acceptable:

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- c. RSA Stage II & III

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MATURE APPLICANTS

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Admission of applicants in this category will depend basically on their performance in the Entrance Examination.

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 - Registered General Nursing (RGN) Diploma
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 - Registered Midwifery Diploma and equivalents
- c. **Level 100** for applicants with Certificate in programmes run by recognized institutions.

ix. RSA Stage III, ABCE and Post Secondary Teacher’s Certificate ‘A’ .

Applicants with any of the above qualifications plus five (5) “O” Level credit passes or six (6) SSSCE/WASSCE passes including English and Mathematics will be admitted to level 200. Those who do not have the requisite ‘O’ Level or SSSCE passes may apply as Mature candidates if they have attained the age of twenty-five and above.

BACHELOR OF SCIENCE BUSINESS ADMINISTRATION

The programme will enlighten students on how to obtain, sustain and improve upon organizational performance. It focuses on the management of business operations and thus the making or implementing of a major decision.

ADMISSION REQUIREMENTS

WASSCE/SSSCE Certificate Holders

- a. **Applicants must have:**
- I. A Pass in the core English and Core Mathematics, in addition to a pass in one of the following other core subjects:
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F9	F	Fail

Departmental Requirement: History, Geography, Accountancy, Government, Economics, Science and other relevant subjects

G.C.E Ordinary and Advanced Level Certificate Holders

Credit Passes in at least Five (5) subjects (including English Language, Core Mathematics and a Science Subject) in the West Africa Examination Council (WAEC) G.C.E. 'O' Level or School Certificate Examinations, and three (3) Passes at the G.C.E Advanced Level. Two 'A' Level passes at grade 'C' or better will also be accepted. A pass in General Paper must also be obtained.

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Five (5) passes at GBCE or SSSCE including English Language and Core Mathematics, and five (5) passes at ABCE made up of three (3) compulsory and two (2) optional subjects in the West Africa Examination Council (WAEC) Business Certificate Examination.

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- d. Post-Secondary Teacher Training Certificate from a recognized institution

- e. Diploma from any recognized universities
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MATURE APPLICANTS

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VIII. Professional Certificates:

- a. **Level 300** for applicants with the following qualifications:
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 - ICSA Certificate or Pre-Professional level
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- b. **Level 200** for applicants with the following qualifications:
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ix. **RSA Stage III, ABCE and Post Secondary Teacher's Certificate 'A' .**

Applicants with any of the above qualifications plus five (5) "O" Level credit passes or six (6) SSSCE/WASSCE passes including English and Mathematics will be admitted to level 200. Those who do not have the requisite 'O' Level or SSSCE passes may apply as Mature candidates if they have attained the age of twenty-five and above.

BACHELOR OF SCIENCE INFORMATION COMMUNICATION TECHNOLOGY

The Bachelor of Science in information communication technology prepares students for careers specialising in:

Data Base Management, Systems Analysis, Computer Networking, Website Development and Data/ Security

ADMISSION REQUIREMENTS

WASSCE/SSSCE Certificate Holders

a. Applicants must have:

- I. A Pass in the core English and Core Mathematics, in addition to a pass in Integrated Science
- II. Passes in any three (3) relevant Elective subjects.

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F9	F	Fail

Departmental Requirement: Physics, Chemistry, Mathematics and other relevant subjects

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Credit Passes in at least Five (5) subjects (including English Language, Core Mathematics and a Science Subject) in the West Africa Examination Council (WAEC) G.C.E. 'O' Level or School Certificate Examinations, and three (3) Passes at the G.C.E Advanced Level. Two 'A' Level passes at grade 'C' or better will also be accepted. A pass in General Paper must also be obtained.

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Five (5) passes at GBCE or SSSCE including English Language and Core Mathematics, and five (5) passes at ABCE made up of three (3) compulsory and two (2) optional subjects in the West Africa Examination Council (WAEC) Business Certificate Examination

Other Applicants

The following qualifications are also acceptable:

- a. HND
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- d. Post-Secondary Teacher Training Certificate from a recognized institution
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 - Diploma in Laboratory Technology
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 - Registered Midwifery Diploma and equivalents
 - c. **Level 100** for applicants with Certificate in programmes run by recognized institutions.
- ix. **RSA Stage III, ABCE and Post Secondary Teacher's Certificate 'A' .**

Applicants with any of the above qualifications plus five (5) "O" Level credit passes or six (6) SSSCE/WASSCE passes including English and Mathematics will be admitted to level 200. Those who do not have the requisite 'O' Level or SSSCE passes may apply as Mature candidates if they have attained the age of twenty-five and above.

BACHELOR OF SCIENCE APPLIED SCIENCE

Appliance of scientific knowledge transmitted into a physical environment; It is a multidisciplinary field that is closely related to Engineering Geology, Applied Geophysics and Related Industries

ADMISSION REQUIREMENTS

WASSCE/SSSCE Certificate Holders

a. **Applicants must have:**

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Departmental Requirement: Biology, Physics, Chemistry, Mathematics, Applied Electricity and other relevant subjects

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Other Applicants

The following qualifications are also acceptable:

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 - e. Diploma from any recognized universities
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 - g. Association of Business Executives (A.B.E)

MATURE APPLICANTS

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CERTIFICATE PROGRAMMES

- I. Business Administration**
- II. Accounting**
- III. Sales & Marketing**
- IV. Hospitality & Event Management**
- V. Information & Communication Technology**
 - a. Computer Web Design

- b. Computer Networking
- c. Computer Programming

VI. Certificate Programmes in Health Sciences

- Medical Technologist and Medical Laboratory Technician
- Diagnostic Medical Ultrasound
- Physician Office Assistantship
- Emergency Medical Technology/Paramedic (EMP)
- Surgical Technologist

vii. Environmental Management and Entrepreneurship

VII. Certificate in Information Technology

- a. SSSCE/WASSCE with English, Mathematics and any science subject.
- b. Non- SSSCE/WASSCE certificate holders with at least two (2) years working experience in IT

Radford School of Health Sciences equips students with effective theory and practical experience to fully prepare them for successful medical careers.

SCHOOL OF HEALTH SCIENCES

The School of Health Sciences is a new faculty created by the college to offer courses in the health care field previously unavailable in Ghana. The curriculum is based on the US model but adapted to the Ghanaian environment with huge job potential for the graduates. These courses are initially offered as two-year certificate courses but will be expanded to full Bachelor of Science degrees in the near future.

Physician Office Assistant Certificate course

These courses are entry level training for support staff to the Medical Office or clinic, the hospital and any field in healthcare area that requires training in basic medical, clinical and office administration. Graduates can continue working as medical assistants or proceed to other medical fields like nursing, medical technicians or medical administrators. The certificate courses include:

Medical Office Administrative Assistant

Medical Secretary/Receptionist

Medical Office Clinical Assistant (including EKG and Ultrasound assistantship)

Phlebotomist

Diagnostic Ultrasound Technician Certificate courses

Ultrasonography is the most cost effective and safe imaging modality and excellently suited to the developing country environment. It is rapidly expanding in its use and there is a growing need for technicians. Although there may be other schools of ultrasound in Ghana, we offer a refreshing clinical approach by training our technician not only to do

the procedure but to offer the ordering physician preliminary interpretation (the European approach) in the following areas:

General Diagnostic Ultrasound Technician

Echocardiography Technician
Vascular Ultrasound Technician

Medical Laboratory Technician Course

No medical diagnostic system can operate without a laboratory. Our graduates will be offered the best practical training otherwise not available in other institutions in the following areas:

General medical laboratory technician
Medical Microbiology Technician
Hematology Technician
Medical Biochemistry Technician
Histopathology Technician

Emergency Medical Technician/Paramedic Certificate course

Our EMT training is the first of its kind in Ghana. There are currently no EMTs to serve our country and therefore no well run ambulance service. We are working with the Ministry of Health and the Fire Service to fill this badly needed service. Such technicians will also serve in hospitals, schools, airports, sports events and so on. The division will also offer first aid and cardiopulmonary resuscitation to all our graduates and to all healthcare personnel as short courses.

Surgical/Operating Room Technician Certificate Course

This course will also be the one of its kind in Ghana. The rapidly expanding health care field in Ghana especially in the private is in demand of operating room technician to make all surgeries safe. The surgical technician is as vital a member of the surgical team as the anesthesiologist technician or the nurse to ensure a successful and safe surgical outcome.

ADMISSION REQUIREMENTS

CERTIFICATE PROGRAMMES

Applicants must have SSSCE Certificate with passes in the following:
English, Mathematics and Integrated Science, in addition to One (1) elective subject
(in Arts, Sciences and Business).

MATURE APPLICANTS

Persons applying for admission to Certificate programmes who have attained the age twenty-one (21) or more, but who do not fully satisfy the above requirements will be classified as Mature Candidates. Such applicants must have reasonable education. All Mature applicants will be required to write the Mature Candidates Entrance Examination and must have passes in English and Mathematics.

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APPLICATION FORMS

Separate application forms for Bachelor's degree and Certificate programmes may be obtained from:

Registrar's Office

Radford University College
Mailing: P O BOX CT 2837,
Cantonments, Accra
48 Boundary Road
Block 46 East Legon
Accra, Ghana



(233) 0241882113

(233) 0275972570 Office (233) 021521348

E-mail info@radforduc.edu.gh

www.radforduc.edu.gh