



Higher Institute of Applied Technologies

(T e c h n o L A B - I S T A)

Initial and Continuing Education - New Technologies - Managerial Techniques - Research & Development

University Programs

Undergraduate

Path to **(DUT)** /Associate (BAC + 2)

VARIOUS PROGRAMS

- Management Computing
- Finance /Accounting, Accounting / Management (Option)
- Marketing / Management
 - * *Marketing / Sales Force*
 - * *Management and Management Assistant*
 - * *Management / Human Resources*
 - * *Communication and Trade Negotiation*
- Administrative Assistant:
 - * *Medical Office*
 - * *Reception et Executive Assistant*
 - * *Administrative Assistant, Digital Archiving and computerized documentation*
- Electrical/ Power Engineering
- Electronic engineering / Telecommunications
- Electronics / Systems Maintenance
 - Options: *Audio-visual & Multimedia Design*
 - Electronics and Computer Maintenance*
 - Electronics and Biomedical Maintenance*
 - Electronics and Production System Maintenance*
- Analysis -Computer Programming

Possibility of preparation in conjunction with PPA Paris programs up to Bachelor's (~ Licence) and Master's (GES Network) levels. Possibility to continue in Licence Marketing, Communication, GRH, STCF (with *Diplomas certified by CAMES*) and many more study fields (*waiting for accreditation*).

For Computer-based Trainings, Net Cad (CISCO - IT Essentials) integration can play an essential role in qualifying you for a Diploma. Certainly a plus!

P.S : Opportunity to continue up to a Licence (Bac+3) level, then to a Master and/or Engineering

GENERAL INFORMATION

ADMISSION REQUIREMENTS

To access a training program, you must have obtained the required level (diploma, required certification or relevant experience), or completed a training deemed equivalent.

DOCUMENTS TO BE SUPPLIED

1. A stamped handwritten application
2. Copy of birth certificate or legal equivalent
3. Certified copies of diploma (or certificate) obtained
4. Two (2) recent passport photo
5. A properly completed registration form

CONDITIONAL ADMISSION : In this case, the condition of acceptance will be clearly stated in the response to the candidate.

Waiting list: The Candidate is placed on a waiting list of a program if the number of places available is not sufficient.

CHANGE OF PROGRAM

An admitted student, who is already enrolled and wishes to change their training program, must submit a program change request and attach the receipt for the amount required for the study of their case. He / she must therefore meet the conditions for admission to the new program.

Registration fees : 100 000 F (*non-negotiable, mandatory and non-refundable*) payable initially for registration validation. Payment of these fees entitles you to two (2) sets of school uniforms.

This amount is not part of academic fees (and therefore not deductible) which are presented below.

TUITION FEES: For the year 2018/2019, the academic fees are fixed as follows:

TRAINING MODULE	LENGTH OF TRAINING	AMOUNT (ANNUALLY)
- MANAGEMENT COMPUTING	TWO ACADEMIC YEARS FOR ALL PROGRAMS	650 000
- ANALYSIS-PROGRAMMING		650 000
- MARKETING / MANAGEMENT / COMMUNICATION		600 000
- FINANCE/ ACCOUNTING		600 000
- ELECTRICAL , SYSTEMS MAINTENANCE, ELECTRONICS/ TELECOMMUNICATIONS AUDIO-VISUAL / MUTLMEDIA		650 000
- EXECUTIVE ASSISTANT		600 000
* MANAGEMENT/ MANAGEMENT ASSISTANCE		600 000
* EXECUTIVE / MEDICAL SECRETARIAT		600 000
* BILINGUAL SECRETARIAT (With a language stay of one month per year in Ghana, Ticket, accommodation and food not included),		1 100 000
- BIO-MEDICAL ENGINEERING		1 200 000

Payment terms:

- Academic fees (excluding registration fees) are payable at the beginning of each quarter and fixed as follows:
- **50%** of the costs before the beginning of the courses - second part (25%) at the latest on January 15th.
- **The third installment (25%)** is payable no later than **April 15th**

Any payment made to the institute for the current academic year remains due and irrevocably non-refundable.