



## **INSTITUTE OF TROPICAL AGRICULTURE (KITA)**

### *Professional Farmers College*

### **Training, Consultancy, Research & Development**

#### **OBJECTIVES**

- To protect the environment for increased agricultural productivity.
- To undertake farmer based research to develop appropriate strategies for practicing farmers both commercial and subsistence.
- To enhance the transfer of modern agricultural technology to rural farmers through workshops, seminars, short courses, correspondence courses and overseas training.
- To provide vocational technical agricultural training to the youth both literate and non-literate.
- To assist rural farmers to have links to credit and inspire confidence of financial institutions in rural credit delivery.
- To provide consultancy to prospective and practicing farmers and trainees to establish their farms and identify market for their produce.
- To network with local and international institutions with similar objectives.

#### **HISTORY OF THE COLLEGE**

Following a research report in 1976, it was proposed to establish Agricultural Technical

College to cater for young school leavers who wish to take up farming as a career and to improve upon the skills of traditional farmers in Ghana.

In 1984, KITA was granted certificates to operate as a non-profit making institution under a Boards of Trustees.

Since then, the institute has assumed National and International importance training students from West Africa including students from Europe.

The college has many students sponsored through many government institutions. Graduates also participate in the National Service Scheme in rural districts including teaching in secondary schools.

#### **SUPPORT FROM DONOR AGENCIES**

The College has received a lot of support from donor agencies and has been able to develop further including:

1. Extra 50-acre College farmland
2. National Best Farmer Award in Tree-planting
3. New Buildings for Students and Staff
4. Extra support for Community Women Farmers
5. Extra support for graduates to win national Best Farmer Awards
6. Charity support for Old Women, Men and Children
7. Support for training of Refugees from neighboring countries especially Liberia
8. Improved Facilities for Foreign Students-Backpackers (Stay-on-the Farm) Programme
9. Increased enrolment of students
10. Improved facilities for lecturing and management staff

#### **ACHIEVEMENTS**

- KITA won National best Agro-forestry Farmer Award in 1992.
- 12 graduates have won national Best Farmer Awards.
- 3 graduates have received NGO grants to finance agro-forestry projects

#### **REVOLVING CREDIT SCHEME**

KITA has developed a credit scheme to seek funds to provide a Revolving Fund credit for graduates who have applied to take up farming as a career in co-operatives after National Service on land KITA has purchased for this project.

## DONOR AGENCIES

- African Development Foundation (ADF), USA
- The Royal Netherlands Embassy
- The African 2000 Network, UNDP
- The German Embassy
- The Co-operation for Development (CD), London
- The Commonwealth Development Co-operation (CDC), UK
- Commonwealth Fund for Technical Co-operation (CFTC), London, UK

## BOARD OF TRUSTEES

- Ministry of Food and Agriculture (MOFA)
- Ministry of Education (MOE)
- National Vocational Training Institute (NVTI)
- The Universities
- Soil Research Institute (SRI)
- Crops Research Institute (CRI)
- Department of Forestry (DOF)
- National Chief Farmers
- Community Chiefs

## COURSES

Applications are invited from suitably qualified young and mature persons from Local, African and International Organizations who wish to study General Tropical Agriculture including Organic Farming Technology as below:

1. **Diploma in Tropical Agriculture (Dip. TA):**  
The 3-year course begins on August 1<sup>st</sup>. It consists of 6 semesters – 2 a year: 1<sup>st</sup> semester begins from Aug 1<sup>st</sup> to Nov 30<sup>th</sup> and 2<sup>nd</sup> semester from Feb 1<sup>st</sup> to June 30<sup>th</sup>. Admissions begin from 1<sup>st</sup> Jan to 30<sup>th</sup> June
2. **Short Courses (0 – 4 weeks): These run throughout the year.**
  - Organic Farming Technology (OFT)
  - Tropical Bee Keeping (TBK)
  - Tropical Vegetable Farming (TVF)
  - Agro-forestry/ Afforestation & Alley Cropping (AAAC)
  - Tropical mushroom Farming (TMF)
  - Tropical snail Farming (TSF)
  - Animal Husbandry
  - Crops Husbandry

- Agricultural Extension
- Fish Farming
- Horticulture
- Landscape Design
- Agricultural Engineering
- Tropical Crab Farming
- Farm Management
- Irrigation Technology
- Project Proposal Writing

## ENTRY REQUIREMENTS

The basic entry requirements include at least 5 credits- for O' Level and SSS students including English, maths and any of the Sciences. Applicants from government and private organizations are treated as mature students. Young people who have been able to establish their own farms or are working with their parents on family farms do not have to meet the entry requirements.

At the moment, over 1,500 young graduates and 500 traditional Farmers have been trained. Lecturers and resource personnel with adequate qualification and field experiences are drawn from the Faculty of Agriculture, the Kwame Nkrumah University of Science and Technology (KNUST). The Ministry of Food and Agriculture (MOFA), Crops Research Institute (CRI), Soil Research Institute, Forestry Department, Ministry of Education, Farms, NGOs, and Banks,

## CONTACTS

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*Course Manual*

**Diploma in Tropical Agriculture  
(DIP TA)**

**Institute of Tropical Agriculture  
(KITA)**

## Table Of Content

- A. Introduction
- B. Mode Of Delivery
  - i. Lectures
  - ii. Discussions, Debates And Symposia
  - iii. On-Farm Conditions, Morning Practical And Fieldwork
  - iv. Personal Farm Projects
  - v. Labour Management Practices
  - vi. Farm Visits, Extension Practice And Excursions
  - vii. Industrial /Farm Attachments
  - viii. Dissertation
  - ix. Project Proposal Writing
  - x. Public Speech Writing And Presentation Skill Development
  - xi. Entrepreneurial Development
- C. Examinations And Tests
  - i. Semester Examinations
  - ii. Practical Examinations
  - iii. Examination Malpractices
  - iv. Questions And Marking
  - v. Declaration Of Examination Results
- D. Courses And Credit Hours
- E. Grading System
- F. Requirements For Graduation
  - i. Grade Point Average Of 1.50
  - ii. 70% Attendance To Morning Practical And Fieldwork
- G. Certification
- H. Employment Prospects
- I. Entry Requirements
  - i. Self Determination
  - ii. Qualification
- J. Departments And Lecturers

## A. INTRODUCTION

### *Imparting Employable Skills*

The Diploma in Tropical Agriculture is a 3-year-intensive post secondary course in general agriculture designed for Farm Managers, Bank Project Officers, Agricultural Extension Officers, Professional Farmers, Development Workers, and Agricultural Consultants.

### *Grooming A Host Of Dependable Agribusiness People*

The primary aim is to equip participants with employable skills for self-employment creation, working in partnership with others, and working for governmental agriculture/educational agencies, industries and private agricultural enterprises.

### *Organic Agriculture And Permaculture*

Specifically it seeks to groom a host of dependable agro-business people who prefer to be on the field have the potential for further studies, and who know the implications of organic farming and environmental conservation (or the relationship between the environment and agric productivity).

*The institute is an International Centre for Permaculture studies and all practical and field work under the DipTA Programmes emphasize on Permanent Agriculture as the best means of increasing agricultural productivity.*

The course is an academic as well as professional one structured in line with other national and international Diploma programmes.

## B. MODE OF DELIVERY

### 1.0 Lectures

- A. DipTA students receive tuition from well-experienced and qualified lecturers who adopt informal modules of delivery. Lecturers ensure that students receive adequate knowledge in the course in question as well as possess the skill to practice. The lecturers are sourced from the universities, Agricultural Research and other educational institutions, Ministries of Food and Agriculture (MOFA) and Education (MOE) and NGOs like Ghana Organic Agricultural Network (GOAN).
- B. *Experienced Lecturing under Informal and Participatory*

### 2.0 Discussions, Debates and Symposia

#### *Topics Include Food Security and Poverty Reduction*

Students learn better through group discussions. The DipTA programme creates an atmosphere where students share experiences through discussions and debates. Debates center on the best means of achieving food security and the roles of agriculture in poverty reduction. Students are also given the chance to participate in educational and environmental symposia.

### 3.0 On Farm Conditions, Morning Duties and Fieldwork.

#### *Training Include Field Work Under On-farm Conditions*

The DipTA programme is a professional course. Training is therefore under on-farm conditions where participants learn through practice. Students are expected to perform morning fieldwork of about 2 hours a day. This involves creating and maintaining farm projects. DipTA students should better be prepared to learn (a lot) by doing. Outputs from these projects are used to better students' lives on campus. Each morning of students' day on the programme is productive. Students who miss 30% of attendance to morning duty may not receive their certificates.

C. 4.0 Personal Farm Projects

*Practice right away and support yourself*

Land is available for students who wish to support themselves with private farm projects while on the course. Personal farm projects are taken into consideration in vetting during election of Students Representative Council officers.

D. 5.0 Labour Management Practices

*Supervisory Duties Dubbed 'Senior-On-Duties'*

Final-year DipTA students are obliged to perform weekly supervisory duties dubbed 'senior-on-duties' (SOD) programmes. During this period (one week), the SOD supervises students' labour in the maintenance and creation of farm projects. He is expected to adequately liaise between staff and students. His performance at the end of the week is assessed in terms of standards set, work output, and labour management.

E.

F. 6.0 Farm Visits, Extension Practice And Excursions

*See for Yourself and Extension Delivery Practice*

Opportunities exist for students to visit successful farms such as Krapa Farms, Darko Farms, Crops Research Institute Farms and KNUST Farms. As part of Extension training, students visit surrounding farmers on their farms, know their problems and assist in solving them.

**7.0 Industrial/Farm Attachments**

*Gain More Experience on Other Farms*

At least twice in the course of the programme, students are obliged to go for Industrial/Farm attachments during vacations. Students identify the Industry/Farm and the Institute arranges for them. The industry/farm is expected to complete a confidential report form on the student.

G.

H. 8.0 Dissertation

*Academic Writing Is A Condition For Graduation*

Final Year DipTA Students write a dissertation. This constitutes a 6-credit hour/per week course and is taken into consideration in the classification of certificates. The topic is usually selected from prescribed areas in consultation with the supervisors.

I.

J. 9.0 Project Proposal Writing

*Preparing A Practicable Project Proposal*

As a relationship between theory and practice, and as part of the project development and appraisal course, each participant develops a proposal on a project that may be realized in his or her region or district. The project should have a chance of successful implementation, must involve the use of local materials, and must involve local people in employment creation, poverty reduction, environmental conservation and food security

K.

L. 10.0 Public Speech Writing and Presentation Skill Development

*Preparing and Presenting Speeches is a Part of the Programme*

The DipTA programme is designed to develop participants' public speech writing and presentation skills. One or two students in the Final year as a routine are allowed to select topics from prescribed areas, write 5 minutes speeches on them, and present them during morning assemblies each day. This constitutes good training for skills in speech writing, presentation and public speaking.

11.0 Entrepreneurship Development

*Capital Creation and Expansion Techniques*

DipTA graduates are trained to be agro-business people who can raise their own capital and establish their own businesses. The course includes business expansion techniques. Entrepreneurship Development and Agribusiness are thus courses under the programme and the curriculum ensures that DipTA graduates become entrepreneurs

## C. EXAMINATIONS AND TESTS

### **1.0 Semester Examinations**

*The course is based on two semesters (of 16 weeks) per year programme. Students are examined on all courses taken in a semester. Examinations are conducted at the end of each semester. This constitutes 70 percent of course work while a mid-course assessment also constitutes 30%.*

### **2.0 Practical Examinations**

Students take written practical examination at the end of each year. This involves identification of specimens and answering questions on them.

Students also present individual farm projects independently at the end of each semester. The projects assessments involve oral examinations. These projects usually involve 2 – 3 crops, and groups of students present livestock projects. Each student is expected to be part of a livestock group.

### **3.0 Malpractices**

*Examinations and malpractices are severely sanctioned. Students who fail or are referred in DipTA examinations have to rewrite and pass before they can graduate. They will otherwise receive only certificates of participation.*

### **4.0 Questions and Marking**

Questions are set and marked by the respective course lecturers and reviewed by a moderation board which is an eight-member group consisting of retired university lecturers and practicing university lecturers.

### **5.0 Declaration of Examination Results**

All examination results and the successive semesters grade points averages are pasted on the notice board at the end of each semester. At the end of each year students receive a statement of results in the form of a transcript. They have 3 weeks to notify management of mistakes and they receive copies of corrected transcript.

Examination results are out within 2 months after they are written.

## D. COURSES AND CREDIT HOURS/WEEK

*The course is in general agriculture. Hence there are no electives. All DipTA students are expected to take all the courses held in a semester.*

### *First Year*

### *First Semester*

| <u>CODE</u> | <u>Course Title</u>                  | <u>Cr</u> |
|-------------|--------------------------------------|-----------|
| AGEC        | 102 Agricultural Economics           | 3         |
| AGCS        | 112 Soil Science                     | 3         |
| HORT        | 101 Vegetable Crops Production       | 2         |
| AGLS        | 120 Principles Of Land Survey        | 3         |
| SCM         | 105 Agricultural Mathematics         | 2         |
| RC          | 121 Trade Science I                  | 2         |
| AS          | 105 Animal Science                   | 3         |
| AGMC        | 104 Agric mechanization (Farm Power) | 3         |
| CS          | 101 Crop Science                     | 2         |
| SFP         | 141 Farm Project I                   | 4         |

## Second Semester

| <u>CODE</u> | <u>Course Title</u>                                    | <u>Cr</u> |
|-------------|--|-----------|
| AGEC        | 103 Elementary Accounting Principles & Records Keeping | 3         |
| HORT        | 102 Fruit Crops I                                      | 3         |
| AGFR        | 101 Agro Forestry Technology                           | 2         |
| NT          | 102 Non Traditional Farming (Bee, snail, mushroom)     | 2         |
| SCE         | 107 English And Communication Studies                  | 2         |
| AS          | 106 Livestock Production 1                             | 2         |
| RC          | 131 Trade Science II                                   | 2         |
| AGMC        | 103 Agricultural Machinery                             | 2         |
| HORT        | 105 Landscape Design I                                 | 2         |
| SFP         | 142 Farm Project I                                     | 4         |

## Second Year First Semester

| <u>CODE</u> | <u>Course Title</u>  | <u>Cr</u> |
|-------------|--|-----------|
| HORT        | 202 Arable Crops Production                                | 3         |
| RC          | 202 Biochemistry   | 2         |
| AE          | 210 Irrigation Technology                                  | 3         |
| ARM         | 213 Agricultural Research Methods                          | 2         |
| NT          | 214 Non Trad. Farming (Grasscutter Ostrich, Goose, Turkey) | 2         |
| AGE         | 201 Agric Extension Methods                                | 2         |
| AGCS        | 215 Soil Science   | 2         |
| RC          | 203 Agro Meteorology                                       | 2         |
| AS          | 206 Livestock Production II                                | 3         |
| SEP         | 242 Farm Project III                                       | 4         |

## Second Semester

| <u>CODE</u> | <u>Course Title</u>                     | <u>Cr Hrs/ Wk</u> |
|-------------|---|-------------------|
| HORT        | 203 Floriculture                        | 2                 |
| HORT        | 204 Plantation Crops                    | 2                 |
| AGEC        | 202 Farm Management                     | 2                 |
| ACM         | 201 Computer Management                 | 2                 |
| AGCE        | 213 Entrepreneurship Development        | 2                 |
| APP         | 214 Project Proposal Design & Appraisal | 2                 |
| AIA         | 202 Industrial Attachment               | 2                 |
| NT          | 215 Fish and Crab Farming               | 2                 |
| AGMC        | 203 Drainage and Flood Control          | 2                 |
| AGEC        | 110 Agribusiness                        | 2                 |
| SEP         | 243 Farm Project IV                     | 4                 |

**Third Year  
First Semester**

| <u>CODE</u> | <u>Course Title</u>                                    | <u>M. Cr Hrs/ Wk</u> |
|-------------|--|----------------------|
| SC          | 301 Seed Science                                       | 3                    |
| AGEC        | 304 Agric Marketing & Cooperatives                     | 2                    |
| HORT        | 302 Introduction To Weed Science                       | 2                    |
| HORT        | 304 Crop Improvement                                   | 2                    |
| NDC         | 303 Introductory To Nutrition For Developing Countries | 2                    |
| AE          | 303 Agric Material Handling & Processing               | 3                    |
| SCM         | 301 Introductory Statistics                            | 2                    |
| AGEC        | 310 Advanced Agribusiness                              | 2                    |
| AGE         | 301 Extension Impact Evaluation                        | 2                    |
| AGRW        | 310 Research Work Or Dissertation                      | 3                    |
| SFP         | 342 Farm Project V                                     | 4                    |

**Second Semester**

| <u>CODE</u> | <u>Course Title</u>                              | <u>Cr Hrs/ Wk</u> |
|-------------|--|-------------------|
| NT          | 301 Soil Organisms                               | 2                 |
| AGD         | 304 Rural Development                            | 2                 |
| AGE         | 303 Advanced Extension                           | 2                 |
| AGJ         | 301 Agro Journalism/Farm Radio                   | 2                 |
| SC          | 303 Post Harvest Physiology                      | 2                 |
| AOP         | 301 Organic Farm Design / Permaculture           | 3                 |
| ATE         | 301 Agric Education                              | 2                 |
| AGCS        | 312 Wetland And Grassland Management             | 2                 |
| AGD         | 314 Agric Development Planning and Policy Issues | 2                 |
| AGRW        | 310 Dissertation And Research Work               | 3                 |
| SFP         | 343 Farm Project VI                              | 4                 |

*E. THE GRADING SYSTEM*

1.0 Performance is graded as follows:

| <u>Grade</u> | <u>Grade point</u> | <u>Marks</u> | <u>Remarks</u> |
|--------------|--------------------|--------------|----------------|
| A            | 4.00               | 70 – Above   | Excellent      |
| A-           | 3.75               | 65 – 69      | Very Good      |
| B+           | 3.50               | 60 – 64      | Good           |
| B            | 3.00               | 55 – 59      | Credit         |
| B-           | 2.50               | 50 – 54      | Average        |
| C+           | 2.00               | 45 – 49      | Pass           |
| C            | 1.50               | 40 – 44      | Pass           |
| D            | 1.00               | 35 – 39      | Referred       |
| F            | 1.00               | 34 – Below   | Fail           |

## N. 2.0 Class Interpretation

(All results except for those explicitly marked \* are taken into account in the computation of the Final Grade Point Average (FGPA) and the classification of the certificate).

Certificates are classified as follows:

| <u>Class</u>                  |   | <u>Grade Point</u>     |
|-------------------------------|---|------------------------|
| First Class                   | - | FGPA of 3.70 or better |
| Second Class (Upper Division) | - | FGPA of 3.30 – 3.69    |
| Second Class (Lower Division) | - | FGPA of 2.70 – 3.29    |
| Third Class                   | - | FGPA of 2.00 – 2.69    |
| Pass                          | - | FGPA of 1.50 – 1.99    |
| Fail                          | - | FGPA of 1.49 and below |

### A mark of

|   |       |                  |
|---|-------|------------------|
| X | means | No participation |
| R | means | Referred         |

They are all taken into account in the computation of the final grade point.

O.

## P. F. REQUIREMENTS FOR GRADUATION

### 1.0 Grade Point Average of 1.50

*A candidate is not graduated or receives only a certificate of participation if he/she fails or is referred in any of the courses that affect the final grade point average and especially if he/she has a Final Grade Point Average of below 1.5. He or she will have to rewrite and pass.*

### 2.0 70 % Attendance to Morning Practical Duties

A candidate should have at least 70% attendance to morning practical duties. A candidate should also attain at least pass in all farm projects presented for examinations during the course of programme and should have attended at least 2 industrial or farm attachments and the respective performance reports received by the institute.

Q.

## R. G. CERTIFICATION

*Currently the institute issues the DipTA internally with the approval of and in cooperation with the Ministry of Food and Agriculture, (MOFA), Ghana. Efforts are still underway to affiliate with an external institution in the issuing of the DipTA certificate.*

## H. EMPLOYMENT PROSPECTS

### A. Starter Farmers Revolving Credit Fund

*The DipTA course is both professional and academic. Graduates most times prefer to be self-employed. Efforts are underway to raise a Revolving Starter- Farmer-Credit Fund for graduates who wish to be self-employed. Land has already been secured for this purpose.*

### **Bank Project Officers**

*'Agric is the backbone of Ghana's economy' and banks who want to support the economy of Ghana support agriculture. DipTA graduates are hot cakes as bank project officers to Banks in Ghana and elsewhere.*

### **Ghana Education Service (GES)**

DipTA graduates are employed by the GES as Secondary School Agric Science Teachers

### **S. NYACC**

*Most graduates teach and head vocational agricultural training institutions and youth leadership training organizations.*

### **Prisons and Police Service**

#### **T. Private Farms**

*Dip TA graduates are employed as Farm Managers by hosts of private farms like Darko Farms, Afariwa Farms, Blue Skies, J. River, Yobie Farms, Abidjan-Cote D'Ivoire, etc.*

**Best Farmer Award Winners** Most graduates have won best farmer awards at district, regional and national levels

### **NGOs**

Development NGOs prefer Dip TA graduates as development workers better than most graduates.

### **Churches**

Most Churches in Ghana and Africa have farms and other development projects. Dip TA graduates are mostly employed as project managers because of their sense of initiative, drive and creativity.

### **Cooperative Associations**

#### **Community Agro forestry Projects**

Graduates writing project proposals have obtained funds to set up community agro forestry and other projects

### **Landscape Designers**

Graduates go well with construction organizations as landscape designers, and some are self-employed as such.

### **Further Studies**

With the Diploma students qualify to enter the university to offer BSc, Postgraduate Diploma, and other courses in agriculture

### **Ministry of Food and Agriculture (MOFA)**

MOFA, Ghana employs most graduates as Senior Technical Officers

### **Farm Plantations (KWAE & BOPP, etc)**

### **Private Consultants and Consultancy Firms**

Most graduates act as private consultants to traditional and commercial farmers in poultry, livestock and other crop farms.

### **Development Corporations and Development Based NGOs**

### **District Assemblies and Community Development Organizations**

## **I. ENTRY REQUIREMENTS**

### **1.0 Self Determination**

The Dip TA course is a 3-year intensive course. Participants who have no personal goals and objectives related to agriculture will definitely drop out. One needs to have a vision of what he wants to achieve before he/she participates in the course.

## **2.0 Qualification**

Entry requirements include 5 credits for O' level and SSS Certificate holders including English, Mathematics and a Science subject preferably Agric Science. Matured students with requisite experience, Teachers Certificate 'A' holders also qualify. Holders of Distinction in NCC may be admitted to pursue the course for 3 semesters.

## **J. DEPARTMENTS**

### **1.0 Agricultural Economy and Farm Management**

### **2.0 Agricultural Mechanization**

### **3.0 Agricultural Extension**

### **4.0 Animal Science**

### **5.0 Crop Science**

### **6.0 Soil Science**

### **7.0 Agricultural Research and Development**

### **8.0 Professional Studies**

- (Landscape Design/Surveying/ Irrigation, Extension)
- (Bee keeping)
- (Agribusiness/Rural Dev.)
- (Snail/Mushroom, Farming)
- (Agro forestry /Aforestation/Environmental Studies)
- (Fish Farming/Aquaculture)

## **K. LECTURERS**

S. Agyenim-Boateng  
BSc (Agric) MSc (KNUST)

F. Agbovi  
BSc (Agric), MSc (Ghana)

K. Bodua Banin  
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Jonas Appiah  
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# INSTITUTE OF TROPICAL AGRICULTURE, KUMASI (KITA)

(Professional Farmers College)

*Training, Consultancy, Research & Development University*  
Center For Technical Vocational Agriculture & Permaculture Design

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AFFIX THE 2  
 PASSPORT SIZE  
 PHOTOS HERE  
*(Don't attach any if you  
 have already sent them)*

## FORM 1ADM OFFICIAL ADMISSION FORM

Please Complete this form and send it to the Director by .....

### A. PERSONAL DATA

1. Full name on Certificate.....
2. Date of Birth..... Sex.....
3. Country..... Place of Birth..... Nationality.....
4. Present Postal Address.....  
 .....
- Tel ..... Fax..... email.....
5. Permanent/Home Address.....  
 .....

### B. EDUCATIONAL RECORD *(Start with most recent or current institution)*

| Educational Institution | Address | Field of Study | Certificate | From - to | Name & Position of Referee |
|-------------------------|---------|----------------|-------------|-----------|----------------------------|
|                         |         |                |             |           |                            |
|                         |         |                |             |           |                            |
|                         |         |                |             |           |                            |

### C. EMPLOYMENT RECORD *(Start with most recent or current employment)*

| Institution OR Organization | Address | Position Held | From – to | Name & Position of Referee |
|-----------------------------|---------|---------------|-----------|----------------------------|
|                             |         |               |           |                            |
|                             |         |               |           |                            |
|                             |         |               |           |                            |



**FORM 2 ADM**

**A. COURSE OF INTEREST**

Please check the exact course / programme you are applying for participation

- Diploma In Tropical Agriculture
- National Agricultural Trades Certificate: NVTI, GRADE I /NCC (*participants who pass this course with distinction, may be allowed to continue with the Diploma students for one year, after an assessment*).
- Short Certificate Course(s)

**B. Do you want to take the course as a**

- Residential Student or
- Correspondence Course Student

**C. FOR CORRESPONDENCE COURSE APPLICANTS ONLY**

1. Preferred reliable address for correspondence .....

.....  
.....

Email..... Fax..... Tel:.....

2. Preferred mode of payment

- ½ first, with monthly installments
- Monthly installments
- Outright payment
- ¼ first, with monthly installments
- Any other (please specify) .....

- (*the frequency of your payment and the time under your disposal will determine the length of time to be spent on the course*)

**D. FOR SHORT COURSES APPLICANTS ONLY**

1. Please indicate the course(s) you are interested in (check from brochure)

.....  
.....  
.....  
.....

- *Use \* for course(s) you will want to take first (you can take up to 3 courses at a time)*

2. Please indicate when you want to begin your course .....

- *Short courses are run at the beginning and middle of every month*

**E. FOR OFFICIAL USE ONLY**

1. Course of Interest..... 2. Action taken .....

.....  
.....

## **COURSE FEES**

The fees stated below relate to all levels of course programmes that are offered in this institute. Management reserves the right to alter fees from time to time in line with national fiscal conditions. Fees paid are non-refundable and non-transferable. There are two (2) semesters in a year. All fees must be paid at the beginning of the semester. (This fees list applies to Ghanaian citizens only)

### **B. TYPE OF COURSE/PROGRAMME**

#### *GROUP 1 (Full – time Course)*

1. Diploma in Tropical Agriculture (Dip. TA)
2. National Agricultural Trades Certificate (NVTI/NCC)
3. City and Guilds of London Tropical Agriculture Certificate (C&G, London).

#### **Fees per semester**

|   |   |               |
|---|---|---------------|
| 1. Full time residential students (3 years Diploma) | - | ¢1,500,000.00 |
| 2. Part time Diploma students (3-4years)            | - | ¢1,700,000.00 |
| 3. Full time Residential students, NVTI/NCC & C&G   | - | ¢1,500,000.00 |
| 4. Part time students NVTI/NCC and C&G, (2 years)   | - | ¢1,200,000.00 |
| 5. Weekend Course Students (Saturday s only/ 6 hrs) | - | ¢1,200,000.00 |

#### **GROUP 2**

##### **(Distant Learning & Correspondence Course, CCD)**

|                                       |               |             |               |
|---------------------------------------|---------------|-------------|---------------|
| 1. One subject (Certificate)          | -             | ¢800,000.00 |               |
| 2. Two to Ten subjects (Certificate)  | ¢1500, 000    | -           | ¢3,574,000.00 |
| 3. Eleven subjects or more, (Dip. TA) | ¢4,800,000.00 | -           | above         |

#### **GROUP 3**

##### **(Short Certificate Course/One Subject Specialty)**

| Duration: 0 – 4 weeks       | (no – fieldwork) | (fieldwork) |               |
|-----------------------------|------------------|-------------|---------------|
| 1. Residential Students     | ¢800,000         | -           | ¢1,500,000.00 |
| 2. Non Residential Students | ¢600,000         | -           | ¢1,000,000.00 |

### **C. METHOD OF ADMISSION**

1. Written Application letter for **FORMS** and details of courses - ¢250,000.00
2. Admission Fee, (payable only when admitted) - ¢300,000.00

### **D. METHOD OF PAYMENT**

All fees are paid by Banker's draft, Postal Orders or Money Orders. **NO CASH IS ACCEPTED.** Bank Transfers may also be made to the Institute's Account at Ghana Commercial Bank, KNUST Branch, Kumasi. Account # 603 113 0000 440. **NO CHEQUES ARE ACCEPTED.**

*Contact the Registrar for more information. Tel + 233. 244 108 268 or 024 79 60 59 / 0243 235 017*

*Fax: 233 51 25393*

*Email: kita\_ghana@yahoo.com*

| <b>Type of Course</b>                                   | <b>Duration</b> | <b>Entry Requirements</b>   |
|---|-----------------|---|
| a. DipTa – General Agric.<br>(University Access Course) | 3 year          | 5 credits including Maths, English and Science for O' level 3 passes (A' level) of equivalent, Teachers Cert A, Post Sec.                   |
| b. NVTI/NCC   | 2 years         | 3 credits including English, Science and Maths, for SSS & O' level graduates<br>Agric trades Grade II, Farm Institute Grade A or Equivalent |
| c. City & Guilds, London                                | 2 years         | (Same as b, above)  |
| d. Short Courses  | 0 – 4 weeks     | Open to all prospective and practicing farmers  |

#### **E. ADDITIONAL CHARGES**

All enrolled students and course participants become automatic members of the “KITA PROFESSIONAL FARMERS FAMILY/THE KITA FAMILY” and enjoy overseas training, consultancy services and international and local project funding facilities. All graduates of KITA have automatic access to NAGEP, and participate in the National Service scheme.

**NOTE: Registered students at all levels therefore pay the under-mentioned additional fees per semester.**

|    |   |                             |                    |
|----|---|-----------------------------|--------------------|
| A  | i. SRC Dues per Semester                        | -                           | ¢50,000.00         |
|    | ii. NUGS Dues                                   | -                           | ¢20,000.00         |
|    | iii. Practical/Fieldwork Fees                   | -                           | ¢200,000.00        |
|    | iv. Hall Dues                                   | -                           | ¢20,000.00         |
| B  | i. Students ID Card                             | -                           | ¢50,000.00         |
|    | ii. Hostel fees for Short Courses students only | -                           | ¢200,000.00/ month |
|    | iii. Attachment Fee for short course students   | -                           | ¢100,000.00        |
| C. | i. Course Pamphlets                             | - as presented by lecturers |                    |
|    | ii. Internal Exam Fees                          | - to be announced           |                    |
|    | iii. External Exam fees                         | - to be announced           |                    |
|    | iv. Exam Projects                               | - to be announced           |                    |

*DIRECTOR*

Date: .....

Updated, May, 2006