BACHELOR OF ARTS IN SECRETARIAL AND OFFICE MANAGEMENT

AIM OF THE PROGRAMME

Bachelor of Arts in Secretarial and Office Management aims to produce graduates who are equipped with concepts, methods, techniques and tools that allow them to begin a new career in government ministries, international organizations or the private sector. The course’s structure and content are based on the 21st century’s need to produce highly trained graduates as envisioned in the Education Review Government White Paper. The programme focuses on enabling students to enhance their practical skills and widen their intellectual scope to cope with modern demands of a public and private office. The aim of this degree is to equip trainees with knowledge, values, skills, attitudes and competencies in Front Office Management, Human Resource Management, Economics, Ethics and Sustainable Behavior in Society, Business and Corporate Communication Skills, Issues and Crises Management, Social, Company and State Protocols, Computer Applications, Financial Management and Entrepreneurship. On completion, the students will acquire competences required in planning result oriented tasks and market research. The degree shall also be a solution to the recommendations made to the cabinet office on 14 Friday 10th October 2014 at Cabinet office, Lusaka on the need to upgrade the current qualification for Personal Assistants and Executive Assistants to a degree in Secretarial.

JOB PROFILE

A graduate with a Degree in Secretarial & Office Management can take up a number of positions with higher income in Government Parastatals, Government Departments, Commerce, Private Business, Self Entrepreneurship, Mining, Agro-processing, Manufacturing, Milling, Chemical, Textile, Health-Care, Transport, and Banking Industries. Among many positions these graduates can take up, include; Executive Assistant, Human Resource Officer, Personal Assistant, Principle Personal Secretary and several similar middle management position.

CAREER PATH

Graduates in Bachelor of Secretarial and Office Management can further their studies in Masters in: Secretarial Studies, Business Administration, Human Resource Management, Public Administration, and several other business related fields.

BENEFITS OF STUDYING BACHELOR OF ARTS IN SECRETARIAL & OFFICE MANAGEMENT AT EVELYN HONE COLLEGE

As a graduate with a degree in Secretarial and Office Management, you will develop the right attitude, skills and knowledge to undertake, manage, and to provide office administrative support to ensure smooth office operations, and enhance organisational performance. This degree is offered in the School of Business and Management Studies.

CUSTOMER FIRST

PROGRAMME CONTENT


**TRAINING PLAN**

This programme will be offered per year, such that pre-requisites subjects will be taught at the beginning and build on accordingly. The classes, lectures, seminars, laboratories and industrial attachments shall be scheduled to enhance knowledge transfer from lecturers to students so that the graduands shall be work-ready upon completion.

**ASSESSMENT**

The methods of assessments shall comprise;

- Continuous assessment whose contribution toward final mark per subject is 40%.
- Final examination whose contribution toward final mark per subject is 60%.
- Pass mark 50%.

**ENTRY REQUIREMENTS**

- **(Three-Year Top-Up Degree):** Diploma in Secretarial & Office Management from any recognized institution.
- **Direct Entry into Four-Year Degree:** Grade 12 certificate with Five ‘O’ Level Credits or better in English, including commerce, mathematics and any other Subjects.

**APPLICATION PROCESS**

Application forms can be bought at K165.00 from Evelyn Hone College, Accounts Office 1st Floor Room 17 – Main Building, or from any approved enrollment center in Zambia or downloaded online from the College website: www.evelynhone.edu.zm. Downloaded application form will only be processed when a deposit of K165.00 is made in the College Account. Ensure to attach a photocopy of the deposit slip, results’ transcripts, and National Registration Number when sending the application forms to: admissions@evelynhone.edu.zm or ahamweendo@evelynhone.edu.zm or post to Admissions Office, Evelyn Hone College, P. O. Box 30029, LUSAKA. Also applicants are encouraged to apply online using the College Website given above.

Kindly note that all payments shall be made through the Bank.
Bank Name: Atlasmara Bank (Former Finance Bank and Bank ABC)
Account Name: Evelyn Hone College
Account Number: 8863655990214
Branch : FINDECO House

Evelyn Hone is an excellently rated International College in Zambia. The College is under The Ministry of Higher Education, and is ranked 3rd to the University of Zambia, Copperbelt University in terms of student population and programmes’ variety and has been in existence since 1963. Therefore, the College offers you with with excellent opportunities to acquire top class knowledge and skills in Industrial Engineering.

For details Contact the: Head of School: +260 978 092 113