

REQUEST FOR AFFILIATION AND REPRESENTATION

The African School of Management Technology is affiliated to the Chartered Institute of Certified Secretaries & Reporters. The Institute is a professional body founded in 1981 and incorporated by limited guarantee in 1994 under CAM Acts No. 1 of 1990 in Nigeria. The National Assembly of Nigeria has passed a Bill for an Act to establish the Chartered Institute of Certified Secretaries & Reporters with the responsibility amongst others of regulating and promoting standards with a view to ensuring excellence in Office Technology and Management inclusive of secretarial and official verbatim reportorial practice in Nigeria and other parts of the globe. The Institute has in the last ten years gradually and successfully been exporting its ideals across Ecowas sub-region and the African continent.

The establishment of African School of Management Technology is to provide effective avenue for academic and technical blending into graduands skills for entrepreneurship and technology competencies in the following areas

- ❖ Office Technology Management for all strata of administrative, executive, secretarial, verbatim reports officers, office managers and protocols officers.
- ❖ Mass Communication for ICT-aided Journalist, Public Relations practitioners, communication experts and writers.
- ❖ Programmes for middle level manpower providing effective support and relief service for successful leadership by top management in organizations.

The programmes cover the following areas of specialization:

- Office Technology and Information Management
- Corporate Secretarial Practice and Management Technology
- Commercial and Arts Department
- Advanced Diploma in Banking and Finance Management Technology
- Higher Diploma Business Administration
- Diploma and Higher Diploma Commercial Law Practice

The African School of Management Technology is seeking international affiliation to your University with a view to enriching its programmes through your moderation, assessment and evaluation. Our aim is to produce well-grounded graduates with internationally acceptable diploma and degree qualification. They must possess technological skills to be good entrepreneurs and not job seekers but job providers.

If your University will help us achieve these repositioning for the developing African Continent, we shall be grateful to receive your proposals and conditions. We shall be glad to represent your University in our vast market where millions of prospective students are seeking productive quality education locally and abroad.

Thank you for expected quick reply to this mail.

Sam Ozomah