

Conditions for admission

Eligible candidates must possess one of the following requirements:

- ▶ WASSCE/SSSCE with passes in English/Maths, Social Studies or Integrated Sciences
- ▶ Baccalaureat or A'Level

The candidates must pass a written and oral aptitude test: the B1 language aptitude test in English for francophones and the level B1 French professioncy for anglophones.

- ▶ Attend an interview

Preparatory year

Anglophone applicants with no relevant qualification in the French language are offered one-year training in French to bring them on a par with the required level (DELF B1+) before being admitted to the Programme.

Special candidates

Applicants who are holders of HND in related fields (e.g Secretaryship & Management, Diploma in Business studies or any other field of study) are admitted to the programme following an assessment to ascertain their general level of qualification including French language.

Mode of admissions

- ▶ Application must be submitted to Alliance Française before Wednesday 31st of July 2014
- ▶ Motivational letter
- ▶ Resume
- ▶ A dully filled registration form
- ▶ Copy of A'Level/SSSCE certificate
- ▶ Copy of birth certificate
- ▶ Two passport size pictures

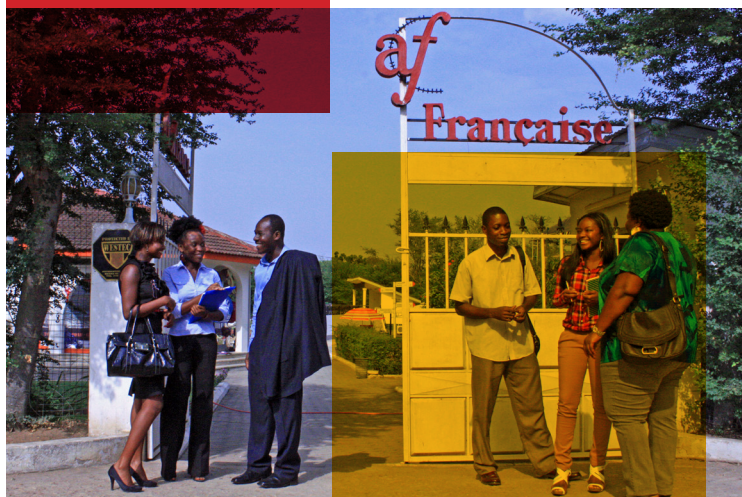
Registration form and fees

A non refundable application fee of 60 € is required for foreign students and 150 Ghc for Ghanaian students.

Tuition fee is 1390 € per year or the Ghc equivalent at the prevailing rates for foreign students and 1450 Ghc per year for Ghanaian students.

Preparatory classes: 1500 Ghc (including 150 Ghc regristration fee).

Contact us




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Want to work in an international organisation or a multinational company?



HIGHER BILINGUAL DIPLOMA

ENGLISH / FRENCH



IN

OFFICE MANAGEMENT

With Alliance Française Accra



This programme is designed for the students with ambition of being Office Managers in international or multinational companies. It provides students with communication, administrative and management skills from a bilingual environment (English-French).

The programme also includes a preparation for the French proficiency DELF/DALF exams of the French Ministry of Education.

Students will be awarded a French Language Proficiency certificate recognised by the Ministry of Education of France.

The programme is suitable for the A'Level / Senior Secondary School Certificate (SSSCE) holders with a good command in French language as well as experienced and mature office staff who need a recognised Office Management qualification for career advancement purposes.

The training is conceived to provide students with the keys to a successful career. To this end, it fully prepares them for employment through immersion in professional circles.

The training

- An average of 21 hours of tuition week
- 96 weeks of tuition for a three-year duration
- An eight-week industrial attachment followed by a written report to be presented before a board of examiners.

Be properly attuned with the needs of the global professional market !

Course Contents

Language courses

French language - written and oral competence
Business Correspondence and Communication skills
Commercial French
English Language - written and oral competence
Business English
Translation

Administrative Techniques (French and English)

Office Administration and Secretarial Practice
Management
Customer Care
Accounting
Law
Economics and Business Management
Human Resource Management
Entrepreneurship

Practicals

Computer Literacy
In-house practical attachment
External practical attachment

Cultural and extra academic activities

Multimedia
French media
French television programme by satellites
Conference debates
Visits to companies and institutions
Resource Centre

Embark on the labour market with a competitive advantage



Professional preparation

In the third and final year, students are sent to various companies of good standing in Ghana for industrial attachment to expose them to the professional world. This eight-week internship is then followed by a written report.

Alliance Française provides internship thanks to various partnership with different private and public companies and international organisations such as:

- AFD (Agence Française de Développement)
- Ghana Standards Authority
- Coca Cola
- Ministry of Trade and Industry
- Ministry of Public Sector Reform
- Ghana Airport Company
- CFAO Ghana
- Ecobank etc.

Job opportunities

Well recognized by the professional world in Ghana, this diploma offers a wide variety of job opportunities in many types of offices.

About 98% of the students get employed within the two years of graduation.

Most of the products of Alliance Française have been hired in International Organisations and private companies just to mention a few:

UN (PNUD / FAO)
Golden Exotics
Ecobank
Ghana Standard Authority

Tigo Ghana
Marina Mall
Schlumberger
Technopolis