

HND Assistant Manager

Course Overview & Study Guide

Note: This document is an academic study guide produced by UNEE based on the official HND examination framework. It is not an official government syllabus. For the official syllabus, contact the Ministry of Higher Education, Cameroon.

About HND Assistant Manager

The Assistant Manager specialty trains versatile office professionals who can handle administrative operations, coordinate teams, and support senior management.

You develop practical competencies in records management, information processing, communication tools, and quantitative analysis.

Graduates fill a critical gap between clerical staff and management across banks, insurance firms, NGOs, and government agencies.

Course Structure — HND ASM

Credit values are set by the Ministry of Higher Education, Cameroon.

PROFESSIONAL COURSES

Code	Course Title	Credits
ASM17	Case Study	14
ASM18	Professional Techniques	8
ASM19	Professional Relations and Communication Tools	10
ASM20	Quantitative Techniques	6
ASM21	Economic Science	6

TRANSVERSAL COURSES

Code	Course Title	Credits
ENG101	English Language	1
FRN101	French Language	1
LCE101	Law and Citizenship Education	1

■ UNEE App - Students Studying Smart

- Access 1000+ Past Exam Papers & Notes FREE.
- Download App: on playstore & Apple store
- Visit our site: uneeapp.online.
- support@uneeapp.online && 653320149

ECE21	Enterprise Creation and Entrepreneurship	1
CMS23	Computer Studies	1

Total Credits: **49**

Career Paths — HND Assistant Manager

- Administrative Assistant
- Executive Assistant
- Operations Coordinator
- Project Coordinator
- Office Manager
- Records Manager
- Customer Relations Officer

Study HND ASM with UNEE

Access past questions, syllabuses, and study resources for HND Assistant Manager on the UNEE app — free on Android.

Download Free
uneapp.online/download/