



# 2022 PROSPECTUS

*Setting a firm foundation for success*

# FOREWORD



Welcome to ZCAS University.

2022 promises to be a year of renewal for our community.

We have launched the 2022-2026 ZCAS University Strategic Plan which is themed “Setting a firm foundation for success”. In this, the base year of the strategic plan, our aim is to reinforce the successes scored in the last strategic plan through extensive investment in the priority areas we consider most vital in our growth phase. The priority areas are:

**Operational resources** including well qualified lecturers capable of delivering education up to the highest level as well as conducting and supervising impactful research. It also includes investment in tools, technology and infrastructure required for efficient delivery of learning programmes and the support services that add value to the experience of our students.

**Tier-1 UNIVERSITY STATUS.** We have already attained this goal and are now working to ensure we retain this ranking. The Higher Education Authority (HEA), established by Act No. 4 of 2013, has awarded ZCAS University (ZCAS-U) the prestigious status of a Tier 1 higher education institution. To get into Tier 1, ZCAS University had to meet the HEA’s rigorous standards that ensure that universities and other institutions deliver highquality services in each of the HEI performance 3 pillars namely teaching, research and public service including:

- adequate qualified academic staff able to teach, undertake and supervise research up to PhD level;
- staff with PhD and senior academics (Senior Lecturer to Professor) with research and peer reviewed publication records; and
- adequate physical infrastructure and facilities to support research, teaching and learning up to doctoral level.

## **University of choice for stakeholders**

which is our promise to students, employers and collaborating partners that they can expect the highest quality service from us. As an interface between learners and employers, it is our role to ensure that our graduates can perform as required in industry which in turn raises their employability. Financial sustainability which includes prudent consumption of resources to ensure bigger impact.

Professor Douglas Kunda  
**VICE CHANCELLOR**





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## HISTORY



The Government of the Republic of Zambia (GRZ) established the Zambia Centre for Accountancy Studies (ZCAS) through an Act of Parliament (ZCAS Act No. 1 of 1989) for the purpose of training accountants, promoting research and advancement of learning in accountancy, finance and related studies, providing advisory and consultancy services, and for related matters.

Initially, ZCAS received donor support from the European Union, NORAD and DANIDA. For the last twenty-seven (27) years however, ZCAS has been fully self-supporting and reliant on the income received from its training and consulting services. Despite being a public institution, ZCAS has managed to sustain its operations independently. This is an excellent record which is indicative of the calibre of the Board, Management and staff of ZCAS.

In 2016, ZCAS incorporated a subsidiary, the ZCAS University as a Special Purpose Vehicle to enable it to develop,

deliver and award academic degrees according to the provisions of the Higher Education Act (No. 4 of 2013). The University was initially operated as a parallel structure within the ZCAS Act.

By the close of 2021, the ZCAS Act and ZCAS University operating structures had successfully been separated allowing the university to operate independently as a private limited company.

## GOVERNANCE

The ZCAS Board of Directors is responsible for and committed to independent oversight of the operations and affairs of ZCAS. These include financial management, strategy and risk management.

In carrying out these responsibilities, the Board provides guidance to the ZCAS Management team; and to through the Council to the management team of ZCAS University.

The ZCAS University Council serves the role of strategic stewardship over the University as prescribed by the Higher Education Act (No. 4 of 2013). Principal Officers in the university, including the Vice Chancellor, Deputy Vice Chancellor, Registrar and Chief Financial Officer, attend to the day-to-day management of the university.

Dr Kelvin Kayombo

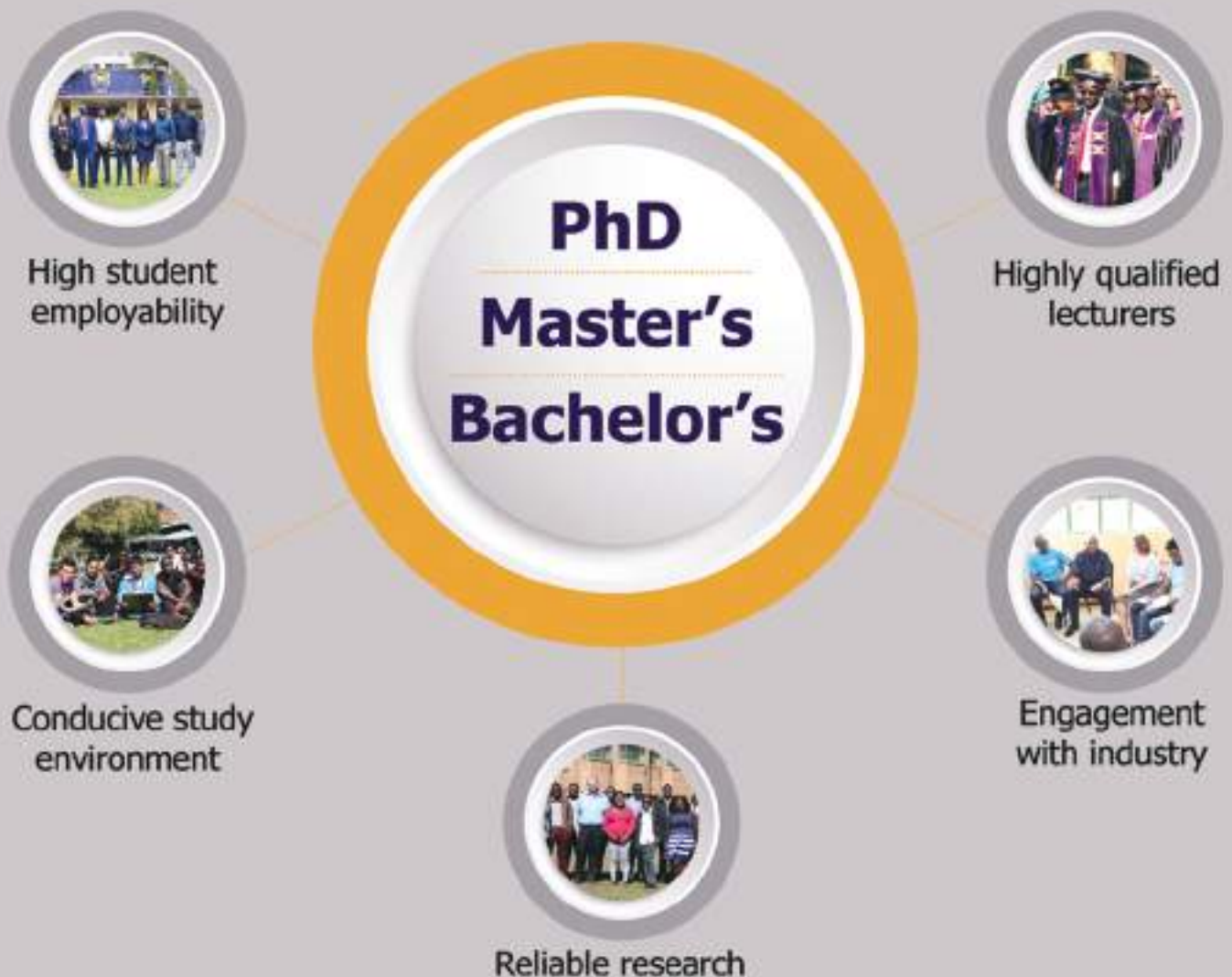
**DEPUTY VICE CHANCELOR**





# WE ARE A **TIER 1** **UNIVERSITY**

The Higher Education Authority (HEA), established by Act No. 4 of 2013, has ranked ZCAS University among the prestigious Tier1 higher education institutions. This classification places ZCAS University among top ranked universities in the country which are authorised to award qualifications up to PhD (or level 10 of the Zambia Qualifications Framework - ZQF10).



# PROGRAMMES ON OFFER

## SCHOOL OF BUSINESS

### UNDERGRADUATE PROGRAMMES

- Bachelor of Accounting
- Bachelor of Science in Accounting
- Bachelor of Science in Accountancy
- Bachelor of Management Accounting
- Bachelor of Accounting and Finance
- Bachelor of Science in Accounting and Finance
- Bachelor of Arts in Financial Services
- Bachelor of Science Banking and Finance
- Bachelor of Science in Finance and Investment Management
- Bachelor of Business Administration
- Bachelor of Business Entrepreneurship
- Bachelor of Science in Procurement and Supplies
- Bachelor of Accounting with Education
- Bachelor of Science in Marketing Management

### MASTER'S PROGRAMMES

- Master of Science in Financial Services
- Master of Business Administration (Finance)
- Master of Science in Accounting and Finance
- Master of Business Administration (Generic)
- Master of Business Administration in Business Leadership and Management Strategy
- Master of Science in Procurement and Logistics
- Master of Science in Financial Risk Management

### DOCTORAL DEGREE PROGRAMMES

- DBA- Doctor of Business Administration

## SCHOOL OF SOCIAL SCIENCES

### UNDERGRADUATE PROGRAMMES

- Bachelor of Economics and Finance
- Bachelor of Arts Economics
- Bachelor of Arts Human Resource Management
- Bachelor of Arts Public Administration and Management
- Bachelor of Science Monitoring and Evaluation

- Bachelor of Laws- LLB (Commercial Law)
- Bachelor of Laws Degree –LLB (Generic)

### MASTER'S PROGRAMMES

- Master of Laws in Corporate and Commercial Law
- Master of Laws in Taxation and Investment Law
- Master of Science in Project Management
- Master of Science in Economics and Finance
- Master of Science in Trade and Trade Policy

## SCHOOL OF COMPUTING, TECHNOLOGY AND APPLIED SCIENCES

### UNDERGRADUATE PROGRAMMES

- Bachelor of Science in Computer Science
- Bachelor of Science in Networks Engineering
- Bachelor of Science Internet Technology and Security
- Bachelor of Science in Business Computing
- Bachelor of Science in Information Technology
- Bachelor of Science in Business Mathematics with Computing
- Bachelor of Science in Security and Crime Science
- Bachelor of Science in Software Engineering
- Bachelor of Science in Cyber Security
- NCC Education, UK

### MASTER'S PROGRAMMES

- Master of Science in Information Technology
- Master of Science in Computer Science



# STUDENT ADMINISTRATION AND WELFARE

Student Administration Office provides services to students and supports the educational mission of the University. These services may include academic support services such as:

- Providing advice and support to students on Undergraduate and Postgraduate programmes, student information system (SIS), policies, procedures and processes.
- Handling, resolving and escalating student cases by liaising with academic faculty staff to resolve exceptions to standard student administration cases.
- Review and process admissions and student lifecycle transactions and related student administration activities.
- The Unit is also the custodian of all Students' records.

## Student Welfare

The Student Welfare Office is an important unit in the overall Management of student matters in the university. The unit is responsible for planning, coordinating and implementing a variety of services designed to assist and support students in achieving academic excellence and personal success. Its main purpose is to ensure that our students experience a conducive living and learning environment. It is our mission to be efficient in the provision of all student welfare services and create a productive student population who willingly participate in activities. Hence, the focus of Student welfare unit is placed on the following tenets:

## Counselling

Our Student Counselling Service offers a

wide range of free and confidential services to any student who needs them -including individual counselling and therapeutic group sessions. The Counselling services offered are supportive of the student's academic, social and personal growth and seek to promote student's health, academic success, and social relationships. Students are encouraged to take advantage of these services in addressing day-to-day issues such as those related to time management, relationship and other personal challenges that may develop into obstacles to the achievement of their academic goals.

All staff at the Counselling Centre are trained and qualified with extensive experience in treating a wide variety of mental health concerns to assist students not only in coping with personal and emotional problems, but also in working positively towards greater fulfilment as human beings. All sessions and records are treated confidentially. We encourage you to get in contact with us before you arrive so that we can prepare in advance; however you can, of course, access the service at any time during your time at ZCAS-U.

## Sports and Recreation

ZCAS-U attaches great importance to sports and other co-curricular activities for they contribute to self-development, perseverance and of course good health. It is committed to providing sports of all kinds to students as one of the initiatives that promote leisure, health and recreation to students. The institution actively participates in intramural and extramural activities.

### Health Services

ZCAS-U places emphasis on the optimum health and well-being of all students by providing primary health care services as needed. ZCAS-U manages a Student Medical Scheme to serve the primary health care needs of full-time students. There are no payments to be made by students for their medical visits. All registered students are eligible for primary medical care except for special conditions not covered by the scheme. Therefore, Services are available to all registered full-time students 24/7.

### Placement

Placement Services offer a full range of resources and services to assist you in developing the necessary strategies and skills which will distinguish you as a professional. The service helps you learn about your skills and interests, and articulate them confidently in resumes, cover letters, interviews and personal statements; identify and explore career options that you might pursue; and implement an effective strategy to attain your desired career outcomes.

### Internships

These programs are designed to strengthen your academic program through experiential learning and the practical application of acquired knowledge. Internship is experiential learning program which provide opportunities to gain work experience prior to graduation. Participating students are placed in the industry to gain valuable real-world work experience, and build professional development skills and eventually employment.







**Student Administration Team:** Madaliso Mazyopa, Jonathan Chiyesu (Assistant Registrar Admissions & Retention), Agatha Shikati & Precious Mapipo.



*"Setting a firm foundation for success"*



## PURPOSE

The ZCAS Alumni Association is a registered entity to represent the interests of graduates (alumni) of ZCAS and ZCAS University. The association exists to support ZCAS and ZCAS University strategic goals in the pursuit of quality teaching and research; and to strengthen the ties between alumni, the community and ZCAS/ZCAS University. The association will also act as a channel of communication for its members and assist in promoting the ZCAS brand locally and abroad.

## Alumni Association Activities

The association's activities include, but are not limited to the following:

- Promote and foster mutually beneficial interaction between alumni and current students.
- Organise and arrange in-campus sessions for students with captains of industry who are ZCAS alumni to share their career experiences.
- Participate in activities that contribute to the general development of the ZCAS and ZCAS University
- To hold fundraising activities and establish scholarship funds to help needy and deserving students.
- To institute prizes and awards for outstanding project work, research papers or other professional activity.
- To organize Corporate Social Responsibility activities to increase public awareness
- To establish a mentorship program for ZCAS and ZCAS University students.
- To establish a job placement program for ZCAS and ZCAS University students.





### Membership

The members of the Association shall comprise;

#### Life Membership:

- i. Life membership shall be open to all the graduates of ZCAS and ZCAS University who are not existing students on long term programmes. If a life member rejoins either institution for a long-term studies, their membership status shall be temporarily changed to preparatory membership. Their membership status shall be reverted to life membership once they have ceased to be a student.

#### Preparatory membership

- ii. The preparatory membership shall be open to all students of ZCAS and ZCAS University on long term programmes. Preparatory members shall be entitled to attend and vote in General Meetings but shall not be entitled the rights to stand as members of the Executive Committee.

#### Subscription Fees

Members shall pay directly into the Association's bank account an annual subscription fee of:

- i. Life Member K100.00
- ii. Preparatory Member K50.00

### Management

The affairs of the Association shall be managed by the ZCAS Alumni Association Executive Committee (Executive Committee) which shall consist of ten (10) Alumni members who shall be elected annually at the Annual General Meeting of the Association. The committee shall be composed of;

- Chairperson
- Vice chairperson
- Secretary
- Vice Secretary
- Treasurer
- Vice Treasurer
- Four (4) ordinary members

The membership of the Executive Committee shall be diversity-conscious to represent both professional and academic programmes. The Executive Committee shall report quarterly to the internal coordinating team comprising Director of Research, Consultancy and Advocacy – ZCAS, Business Development Managers of ZCAS and ZCAS University and Assistant Registrar Admissions and Retention. The quarterly reports shall comprise;

- Activity report
- Financial Statement.

#### Annual General Meeting (AGM)

The AGM shall be called annually by the secretary of the association to report on the past year's activities and plan for the following year, and attend to any matters that require the attention of the general membership. The agenda of the AGM shall include:

- A report by the chairperson of the association
- Consideration of the motions submitted by members to the AGM
- Any other pertinent business

Notice of the AGM shall be given by the Alumni Association Secretary by email to all Alumni/ae, not less than a month before the date of the AGM. The AGM shall be held within the third quarter of each year.

Notice of the motion for consideration at the Annual General Meeting shall be given in writing to the Alumni Association Executive Committee Secretary not less than six (6) weeks before the date of the AGM. The Executive Committee secretary shall forthwith cause notice of the motion to be placed on the agenda and circulated to all parties concerned. A quorum at the AGM shall be twenty (20) paid up members which shall include:

- The Chair or Vice Chair of the association
- The Secretary or representative member of the association
- The Treasurer or representative member of the association.

**Get registered now!!!**

#### **CONTACT DETAILS**

**CHAIRPERSON** Kingford Kalobi

Email: kingfordkalobi@yahoo.co.uk

Cell: 0968 353466

**SECRETARY** Ngosa Chikaka Moonga

Email: ngosachic@gmail.com

Cell: 0977 384238

**TREASURER** Saviour Hanyika Mwiinga

Email: Saviour.hanyikamwiinga@gmail.com

Cell: 0960 283004







## MEET OUR TEAM



**Mukubesa Sanyambe**  
Registrar



**Mweemba Mulunda**  
Chief Financial Officer



**Jonathan Mukula**  
Deputy Registrar  
Academic



**Janis Nduli**  
Business Development  
Manager



**Bumba Dubeka**  
Librarian



**Vincent Sikaonga**  
Procurement Officer



**Mathews Nkonde**  
Quality Assurance  
Manager



**Mary Kapelembe**  
Assistant Registrar  
Examinations



**Naillet Mwale**  
Executive Assistant  
to VC



**Franklin Doroba**  
Assistant Librarian



**Anne Mubanga**  
Procurement  
Assistant



**Newton Daka**  
Business Development  
Officer

# SCHOOL OF BUSINESS

Welcome to ZCAS University School of Business. Thank you for visiting and taking your time to learn about our University. The School of Business at ZCAS University provides exciting educational opportunities for students from all backgrounds and locations. We offer many different programmes of study that prepare you for success in the real world. The faculty has dedicated professionals who excel in connecting with students and providing an educational experience equal to that of any top university in the world.

At ZCAS University, students in the School of Business are not only able to get the latest materials in the classroom but also have many opportunities for real-world exposure through workplace attachments. Students work with other departments on campus such as Student Welfare, Counselling and Placement, and Business Initiatives and Innovation Marquette on new and developing business concepts. As a regional best University in HEA Classification (ZQF10/Tier 1) for entrepreneurial activity, the School of Business offers students and businesses enormous resources to assist small businesses with idea development, product creation and marketing activities.

## UNDERGRADUATE STUDY PROGRAMMES IN THE SCHOOL OF BUSINESS

### Entry Requirements

To qualify for admission to any of the Undergraduate programmes below, an applicant must have any of the following: At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics; For applicants with other qualifications not listed above, exemptions shall be given on a case-by-case basis and are applicable only in the 1st and 2nd year of study.

- Part or full ZiCA, CAZ, CIMA and ACCA qualifications
- Any relevant three-year accountancy diploma from a recognized institution
- Diploma in Banking and Finance or Professional Diploma in Banking
- Any relevant qualification from a recognized institution

### 1. Bachelor of Accounting and Finance

The Bachelor of Accounting and Finance equips the students with the knowledge and skills in the fields of accountancy, banking and finance in order for them to effectively operate the financial systems and similar roles. The programme is designed to meet the growing demand for qualified personnel with a mix of knowledge and skills in accounting and finance.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years



## 2. Bachelor of Accounting

The Bachelor of Accounting equips students with knowledge and skills in order for them to carry out accounting roles in the areas of financial reporting, financial management, auditing, management accounting, taxation and consultancy effectively.

### Mode of Study

- Full time
- Evening
- Distance Education

### Study Duration

- 4 years

## 3. Bachelor of Science in Accounting and Finance

The Bachelor of Science in Accounting and Finance equips students with a thorough grounding in academic competencies essential to the pursuit of fulfilling and rewarding careers in finance and accountancy and appreciating the interplay between accounting and finance.

### Mode of Study

- Full time
- Evening
- Distance Education

### Study Duration

- 4 years

## 4. Bachelor of Arts in Financial Services

The aim of this degree programme is to equip candidates with knowledge and skills in the fields of banking, insurance, pensions and capital markets.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 5. Bachelor of Science in Finance and Investment Management

This programme aims at developing an in-depth understanding of the role of finance and investment management in an organisation. The programme intends to improve the skills and knowledge of business advisors, business investment analysts and corporate decision-makers, through critical analysis to undertake efficient and effective investments and financing and resource allocation decisions within an organisation.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 6. Bachelor of Science in Banking and Finance

The aim of this degree programme is to equip students with knowledge and skills in the fields of banking, finance and capital markets.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 7. Bachelor of Management Accounting

The BMA degree programme is designed to meet the growing demand for professionally qualified management accountants who have acquired academic competencies.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 8. Bachelor of Science in Accounting

Bachelor of Science in Accounting equips the students with the knowledge and skills in the fields of accounting and finance in order for them to effectively operate the financial systems and similar roles.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 9. Bachelor of Accounting with Education

The aim of this programme is to equip students with knowledge and skills in the fields of accountancy, commerce and pedagogy in order for them to teach accountancy and commerce effectively.

### Entry requirements

To qualify for any of the Undergraduate programmes below, an applicant must have any of the following:

At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;

For applicants with any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in 1st and 2nd year of study.

- One-year prequalification programme offered at ZCAS University
- First year of Bachelor of Science with Education or Bachelor of Education in Mathematics and Science (BEDMAS)
- ZiCA Technician, CIMA, CBA, ACCA-FIA
- Relevant 3-year diploma from a recognized institution.
- Diploma in Secondary Education of Science and Mathematics
- Any relevant qualification from a recognized institution.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

### Entry Requirements

To qualify for any of the Undergraduate programmes below, an applicant must have any of the following:

At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;





**Finance Team:** Mainza Habwanda, Michael Kaluzi, Abel Sunkutu, Winnie Chindumba & Mukumbuta Akolwa



*"Setting a firm foundation for success"*

For applicants with any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in 1st and 2nd year of study.

- Part or full qualification in ABE, CIM, ZIM, CIPS, ZiCA, CAZ, CIMA or ACCA
- Any 3-year Business Diploma from a recognized institution
- Diploma in Business Management from a recognized institution
- Any relevant qualification from a recognized institution

#### 10. Bachelor of Business Administration

The aim of the Bachelor of Business Administration programme is to provide students with the opportunity to develop the analytical and high-level business skills required to deal effectively with rapid technological, organizational and environmental change in a modern business setting. The programme equips students with the knowledge and critical understanding of the interrelationships between the different functions within business management.

##### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

##### Study Duration

- 4 years

#### 11. Bachelor of Business Entrepreneurship

The aim of this programme is to equip students with knowledge and skills in business start-ups, business growth and development, identifying and managing opportunities, entrepreneurial marketing and strategy.

##### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

##### Study Duration

- 4 years

#### 12. Bachelor of Science in Marketing Management

The Bachelor of Science in Marketing Management programme aims to provide students with the opportunity to develop the analytical and high-level marketing skills required to deal effectively with rapid technological, organizational and environmental change in a modern business set-up. The programme develops a conceptual, systematic and mature approach to the identification, analysis and solution of marketing problems in the private and public sectors.

##### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

##### Study Duration

- 4 years

#### 13. Bachelor of Science in Procurement and Supply

This programme prepares students to tackle business problems in the global marketplace and understand the complex world of logistics, supply chain and procurement industries within a continuously globalised and changing environment.



Graduates of this programme will be able to get exemptions once they enrol for professional courses in procurement and supply such as the Chartered Institute of Purchasing and Supply (UK).

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

## POSTGRADUATE STUDY PROGRAMMES IN THE SCHOOL OF BUSINESS

### MASTER'S DEGREE PROGRAMMES IN THE SCHOOL OF BUSINESS

#### Entry Requirements

The following criteria shall apply to all master's degree programmes:

- At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;
- Relevant undergraduate degree from a recognized institution or equivalent qualifications.

#### 1. Master of Business Administration - Finance

The aim of this programme is to hone students' financial theory, knowledge, and competencies that are indispensable in undertaking challenging and uncertain financial tasks in both the private and

and public sectors as well as at the local and global levels.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

#### 2. Master of Business Administration

To thrive in the current economic environment, business leaders and entrepreneurs should understand both local and global issues that affect their businesses. It is against this background that ZCAS University has introduced a tailor-made MBA programme that applies global concepts in a local environment.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

#### 3. Master of Science in Financial Services

The programme provides individuals in management positions with a better understanding of management in a financial services environment, including strategy formulation and implementation. It is well suited for fresh graduates wishing to acquire a postgraduate qualification for a career in financial services.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

#### 4. Master of Science in Accounting and Finance

The MSc in Accounting and Finance degree programme is designed to meet the growing demand for well-rounded finance practitioners from accountancy, finance and related fields of specialization who have studied Financial Reporting and Financial Management at an intermediate level.

##### Entry Requirements

Any of the following:

- Any accountancy, finance or related degree from a recognized institution, provided the candidate has studied Financial Reporting and Financial Management at an intermediate level as part of the degree or any other recognized qualification.
- An accountancy and finance professional diploma such as full CIMA, ACCA, ZiCA, CAZ and CFA.

##### Mode of Study

- Evening/Part Time
- Distance Education

##### Study Duration

- 18 months

#### 5. Master of Science in Financial Risk Management

The MSc in Financial Risk Management programme is designed to equip students with knowledge and skills in order for them to carry out financial risk management roles in sectors such as insurance, pension, banking and the public sector.

The programme also aims to facilitate the development of academic, research, econometric and global finance competencies to enhance their capacity to provide research-based solutions to organisational challenges.

##### Entry Requirements

- Any of the following: accountancy, finance or related degree from a recognized institution, provided the candidate has studied Financial Reporting and Financial Management at an intermediate level as part of the degree or any other recognized qualification.
- Full qualifications in either ACCA, CIMA, CA Zambia, CIT, ZiCA, CFA or any other recognised professional accountancy qualification.
- BSc in Accountancy, Banking, Economics or Finance or Econometrics or Statistics
- BSc in Actuarial Science

##### Mode of Study

- Evening/Part Time
- Distance Education

##### Study Duration

- 18 months



## 6. MBA-Business Leadership and Management Strategy

The MBA in Business Leadership and Management Strategy is a cutting-edge programme in the practice of management and leadership strategy, aimed at developing students' analytical and critical skills in the core strategic issues facing managers and organisations in today's fast-moving global business world.

### Entry requirements

- University graduates in any field who wish to enhance their business management competencies;
- Holders of professional qualifications such as CIMA, ACCA, ZIM, ZICA, CIM, CILTS, and CFA, who wish to enhance their business management competencies; and
- Any eligible person who wishes to enhance their business management competencies.

### Mode of Study

- Evening/Part Time
- Distance Education

### Study Duration

- 18 months

## 7. Doctor of Business Administration (DBA)

The Doctor of Business Administration (DBA) is a part-time and distance professional doctoral degree with international scope and reputation, designed to enhance executive and professional practice through the application of sound theory and rigorous research into real and complex issues in business and management.

It enhances the capability to develop knowledge and theory, and their application. The key to this programme is to develop personal, consultancy and research skills in the context of rigorous and relevant research.

### Entry Requirements

The minimum entry qualification:

- At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;
- Relevant undergraduate degree from a recognized institution or equivalent qualifications.
- Relevant Master's degree from a recognized institution.





## SCHOOL OF BUSINESS STRUCTURE



Dean School of Business  
Professor Edwin Bbenkele



HoD-Accountancy  
Mr. Moses Katebe



HoD-University of  
Greenwich  
Mr. Burton Mweemba



HoD-Banking & Finance  
Mr. Webster Sikazwe



Loti Saidi  
Lecturer



Jackson  
Sishumba  
Lecturer

### Other Lecturers

2. Ms. Grace L. Kamwengo
3. Mr. Boyd Longwe (HoD - Business Administration)
4. Dr. Sidney Kawimbe (Research, Consultancy and Innovation Coordinator)

### Departments under the school of business

- Department of Business Administration
- Department of Accountancy
- Department of University of Greenwich Programmes
- Department of Banking and Finance





# SCHOOL OF BUSINESS NEW STUDY PROGRAMMES

PROGRAMME	DESCRIPTION	TUITION FEES (per Semester)
MBA - Business Leadership & Management Strategy	<p>When there is competent leadership within organisations, those organisations thrive. The MBA - Business Leadership &amp; Management Strategy degree programme provides professional management development at postgraduate level with particular emphasis on the theory as well as practice of leadership and management strategy.</p> <p>The programme is geared towards developing the leadership and strategic management qualities of managers and leaders and empowering them to become competent, confident thought leaders.</p>	Evening: K11,807 DE/Online: K10,241
Master of Science in Financial Risk Management	<p>The 2018 Zambia Banking and Non-Banking Industry Survey conducted by PwC indicated that credit risk was a major pressing issue for financial institutions ranking 5th. The release of the survey was preceded by the closure by Bank of Zambia of three financial institutions.</p> <p>Planning for potential risks allows for the creation of a financial business strategy that seeks a constant upward trend. While risk can never be totally avoided, with effective risk management its effects can be mitigated to negligible levels.</p>	Evening: K11,807 DE/Online: K10,241

Tel.: +260 211 222508 | +260 211 232183

Mobile: +260971745541 | +260950003529 | +260954273336 | +260964642928 | +260766717398

E-mail: jonathan.chiyesu@zcasu.edu.zm | newton.daka@zcasu.edu.zm | agatha.shikati@zcasu.edu.zm

# SCHOOL OF COMPUTING, TECHNOLOGY AND APPLIED SCIENCES

## UNDERGRADUATE STUDY PROGRAMMES

### Entry Requirements

To qualify for any of the Undergraduate programmes below, an applicant must have any of the following:

At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics; For applicants with any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in the 1st and 2nd year of study.

- Any relevant advanced diploma in ICT or Computing
- Any relevant 3-year diploma in any ICT or related area from a recognized institution
- Relevant ICT experience supported by appropriate curriculum vitae (CV) may be admitted on a mature age basis subject to approval by the senate
- Diploma in Computer Studies (TEVETA)
- National Computing Centre (NCC) level 5

### 1. Bachelor of Business Computing

The Bachelor of Business Computing programme is designed to equip the students with skills to compete in the changing business environment. It is developed with the view to meet the growing demand for Information and Communications Technology (ICT) knowledge among the business fraternity in both the private and public sectors as well as groom prospective entrepreneurs in the use of ICTs in business.







## SCHOOL OF COMPUTING, TECHNOLOGY AND APPLIED SCIENCES STRUCTURE



**Dean School of  
Computing Technology  
and Applied Sciences**

Associate Professor  
Christopher Chembe



Dr. Chiyaba Njovu



HoD - Mr. Jonathan  
Zulu



Dr. Ezekiel Jere



Mr. Emmanuel  
Lwele



Ms. Prudence  
Kalunga



Mrs. Mwiza Phiri

### Other Lecturers

1. HoD - Mr. Gideon Mwanza
2. Mr. Victor Neene
3. Mr. Alex Ng'uni

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

### 2. Bachelor of Science in Network Engineering

The aim of this programme is to equip students with knowledge and skills in the use of ICTs in various sectors of the economy in order to create innovation among holders of the degree to facilitate economic development.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

### 3. Bachelor of Science in Internet Technology and Security

The aim of this programme is to equip students with knowledge and skills in technologies in order to create innovation among holders of the degree with the view to ensuring maximum protection of various computing technologies, thus facilitating economic development in the country.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

### 4. Bachelor of Science in Information Technology

The aim of this programme is to equip students with knowledge and skills in the use of ICTs in various sectors of the economy in order to create innovation among holders of the degree to facilitate economic development.

#### Mode of Study

- Full time
- Evening /Part Time
- Distance Education

#### Study Duration

- 4 years

### 5. Bachelor of Science in Business Mathematics with Computing

The aim of the Bachelor of Business Mathematics and Computing programme is to equip students with a comprehensive understanding of the mathematical methods and techniques, and the ability to apply them to real-life problems. Further, to develop students' problem solving and analytical skills and to provide an experience of practical applications of mathematics including mathematical modelling in various real-life contexts.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years





## 5<sup>th</sup> Graduation ceremony



*"Setting a firm foundation for success"*

## 6. Bachelor of Science in Security and Crime Science

The aim of the Bachelor of Science in Security and Crime Science programme is to equip the students with specialist knowledge about intelligence and forensics, as well as transferable skills in statistics, patterns analysis system design and project management.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 7. Bachelor of Computing with Education

This programme aims at equipping the students with skills and knowledge in the fields of ICT and pedagogy in order for them to teach ICT programmes effectively.

### Mode of Study

- Distance Education

### Study Duration

- 4 years

## 8. Bachelor of Science in Computer Science

The aim of the Bachelor of Science in Computer Science programme is to enable students to develop and use abstract computing models in addition to applying ICTs in practical situations.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

## 9. Bachelor of Science in Software Engineering

The aim of the Bachelor of Science in Software Engineering (BSE) degree programme is to provide learners with a thorough understanding of the relationship between the processes used in the engineering of software systems, the software products produced, and the theory, laws, and models that provide a rational basis for the practice of software engineering.

### Mode of Study

- Full time
- Evening /Part Time
- Distance Education

### Study Duration

- 4 years

## 10. Bachelor of Science in Cyber Security

The Bachelor of Science in Cyber Security (BCS) degree programme is designed to meet the growing demand for Information Security personnel in the ICT sector not only in Zambia but the whole world also. Information security is becoming a career in the ICT sector of both the private and public sectors of economies the world over.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years



## 11. NCC Education, UK

NCC Education (NCC) is a global provider and awarding body of British education in information technology. NCC provides students with the opportunity to gain internationally recognized British qualifications in ICTs by studying at one of its networks of accredited partner centres, including ZCAS University. The qualification levels are:

- Level 3 NCC Certificate (6 Months)
- Level 4 NCC Diploma (1 year)
- Level 5 NCC Advanced Diploma (1 year)

Completion of the Level 5 NCC Advanced Diploma allows one to Study BSc (Hons) Computing in one year under the University of Greenwich, UK.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

## POSTGRADUATE STUDY PROGRAMMES

### Entry Requirements

The following criteria shall apply to all master's degree programmes:

- At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;
- Relevant undergraduate degree from a recognized institution or equivalent qualifications;

## 1. Master of Science in Information Technology (MIT)

The embracing of ICTs the world over have been seen to be an engine of developmental growth leading to economic growth in many countries. This programme is designed to provide critical manpower that fully exploits ICTs.

### Mode of Study

- Evening/Part Time
- Distance Education

### Study Duration

- 18 months

## 2. Master of Science in Computer Science

The MSc in Computer Science degree programme is designed to meet the growing demand for professionally qualified Information Technologists, Scientists and Engineers who have also acquired academic competencies. It is intended for the following groups of people:

### Entry Requirements

- ICT graduates who hold an undergraduate degree in an ICT related field.
- Holders of an approved postgraduate degree in an ICT Engineering related field.
- Holders of other degrees who wish to convert to the IT discipline.

### Mode of Study

- Evening/Part Time
- Distance Education

### Study Duration

- 18 months



## SCHOOL OF COMPUTING, TECHNOLOGY AND APPLIED SCIENCES NEW STUDY PROGRAMMES



PROGRAMME	DESCRIPTION	TUITION FEES (per Semester)
Master of Science in Computer Science	<p>The Master of Science in Computer Science is designed to enable graduates to extend and deepen their computing knowledge and practices.</p> <p>The programme has been designed to provide the student with a blend of advanced theoretical knowledge and practical skills related to emerging technologies deployed in industry and research of Computer Science. It aims to build specialist, expert, research and managerial cadres to carry out intellectual and creative work to meet national computing needs.</p>	<p>Evening: K11,807 DE/Online: K10,241</p>
Bachelor of Science in Software Engineering	<p>The Association of Computing Machinery (ACM) states that Software Engineers and Software Development Engineers are the IT roles most sought-after by employers at global level and topped most job lists in 2019 (ACM, 2019).</p> <p>There is currently a shortage of 1.4 million software developers globally, with the USA having only 400,000 software developer graduates annually. This shortage has not spared developing countries including Zambia where software developers are migrating to developed countries because of better incentives. This programme will facilitate an understanding of the theoretical foundations of software engineering and demonstrated critical application of software engineering theory to real world problems.</p>	<p>Full time: K9,705 Evening: K8,685 DE/Online: K7,455</p>
Bachelor of Science in Cyber Security	<p>In the light of global cyber-attacks that have dogged many nations, Zambia included, information security is becoming a career in the ICT sector of both the private and public sector of economies the world over. However, as a new career area there are very few qualified people to take up these positions and to effectively deliver the required security skills and service. This programme will help to reduce the skills gap in the area.</p>	<p>Full time: K9,705 Evening: K8,685 DE/Online: K7,455</p>
Bachelor of Science in Computer Science	<p>The most important aspect of computer science is problem solving, an essential skill for life. Students of this programme study the design, development and analysis of software and hardware used to solve problems in a variety of business, scientific and social contexts from cars we drive, to the movies we watch, to the ways business and governments deal with us.</p>	<p>Full time: K9,705 Evening: K8,685 DE/Online: K7,455</p>

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# SCHOOL OF SOCIAL SCIENCES

## UNDERGRADUATE STUDY PROGRAMMES IN THE SCHOOL OF SOCIAL SCIENCES

### Entry Requirements

To qualify for any of the Undergraduate programmes below, an applicant must have any of the following:

At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;

For applicants with any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in 1st and 2nd year of study.

- Part or full qualification in ABE, CIM, ZIM, CIPS, ZiCA, CAZ, CIMA or ACCA
- Any 3-year Business Diploma from a recognized institution
- At least 3 A' Level passes including Mathematics
- Diploma in Business Management from a recognized institution
- Any relevant qualification from a recognized institution

For applicants with any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in 1st and 2nd year of study.

### 1. Bachelor of Arts in Economics

This programme aims to equip students with knowledge and skills that will enable them to effectively carry out economic analysis and planning.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years.

### 2. Bachelor of Economics and Finance

This programme is designed to meet the growing demand for qualified personnel with a mix of knowledge and skills in economics and finance. Such professionals are expected to pursue careers in economic analysis, financial planning, investment banking, management consultancy and investment analysis management.

### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

### Study Duration

- 4 years

### 3. Bachelor of Arts in Human Resource Management

This programme provides students with a robust and vigorous curriculum in Human Resource Management that advances their employability and imparts them with a balanced scale of Human Resource Management capabilities. On completion, students will have acquired the obligatory knowledge in critical areas of strategic manpower

planning and management that meet the demands and expectations of all kinds of employers.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

#### 4. Bachelor of Arts in Public Administration and Management

The Bachelor of Public Administration and Management curriculum has been designed to equip students with the skills and knowledge specifically required to manage the civil service, ethics and values that guide the conduct of public affairs at all levels. This programme is enriched to enable scholars to develop and improve the Public Administration and Management system in Zambia and other countries by addressing the dynamic and constantly changing environment.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

#### 4. Bachelor of Arts in Public Administration and Management

The Bachelor of Public Administration and Management curriculum has been designed to equip students with the skills and knowledge specifically required to manage the civil service, ethics and values that guide the conduct of public affairs at all levels. This programme is enriched to enable scholars to develop and improve the Public Administration and Management system in Zambia and other countries by addressing the dynamic and constantly changing environment.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

#### 5. Bachelor of Science in Monitoring and Evaluation

This programme will impart Monitoring and Evaluation (M&E) professionals with the skills required by the industry thus improving the effectiveness and efficiency in Socio-development Programs. The programme seeks to offer students a thorough grounding in management. This will assist them to develop analytical skills and knowledge of approaches in management and find the best solutions using appropriate tools.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years



### Entry Requirements for LLB Commercial Law and Bachelor of Laws Degree

To qualify for admission to LLB Commercial Law and LLB general, the applicant must have any of the following:

At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;

For applicants with A' Level and/or any other qualifications not listed above, exemptions shall be given on a case-by-case basis and applicable only in 1st and 2nd year of study.

- ZCAS University pre-law
- Diploma in Law from a recognized institution
- Relevant law qualification

### 6. Bachelor of Laws (LLB) in Commercial Law

This programme provides a well-rounded approach to commercial law which is taught by a combination of lectures, tutorials, seminars and case studies. Students are assessed through assignments and final examinations.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

### 7. Bachelor of Laws (LLB)

The Bachelor of Laws (LLB) programme aims to provide a good, general, critical legal education; to meet the requirements of the Council of Legal Education, so that holders of the degree are eligible for entry to the Zambia Institute of Advanced Legal Education (ZIALE) as well as providing students with the skills in legal research, including the use of electronic databases and search tools, writing, and advocacy, both formal and informal.

#### Mode of Study

- Full time
- Evening/Part Time
- Distance Education

#### Study Duration

- 4 years

## POSTGRADUATE STUDY PROGRAMMES IN THE SCHOOL OF SOCIAL SCIENCES

### Entry Requirements

The following admission criteria shall apply to all master's degree programmes:

- At least Grade 12 (Secondary School Certificate) or equivalent with credit or better including English Language and Mathematics;
- Relevant undergraduate degree from a recognized institution or equivalent qualifications;

### 1. Master of Science in Procurement and Logistics

This programme prepares students to tackle business problems in the global marketplace and understand the complex world of logistics, supply chain and procurement industries within a continuously globalised and changing environment.

#### Mode of Study

- Evening /Part Time
- Distance Education

#### Study Duration

- 18 months

### 2. Master of Science in Economics and Finance

The MSc in Economics and Finance degree programme is designed to meet the growing demand for researchers in financial economics from all fields of specialization. It is intended for university graduates with qualifications in economics and/or finance-related fields who wish to specialize in financial economics.

#### Mode of Study

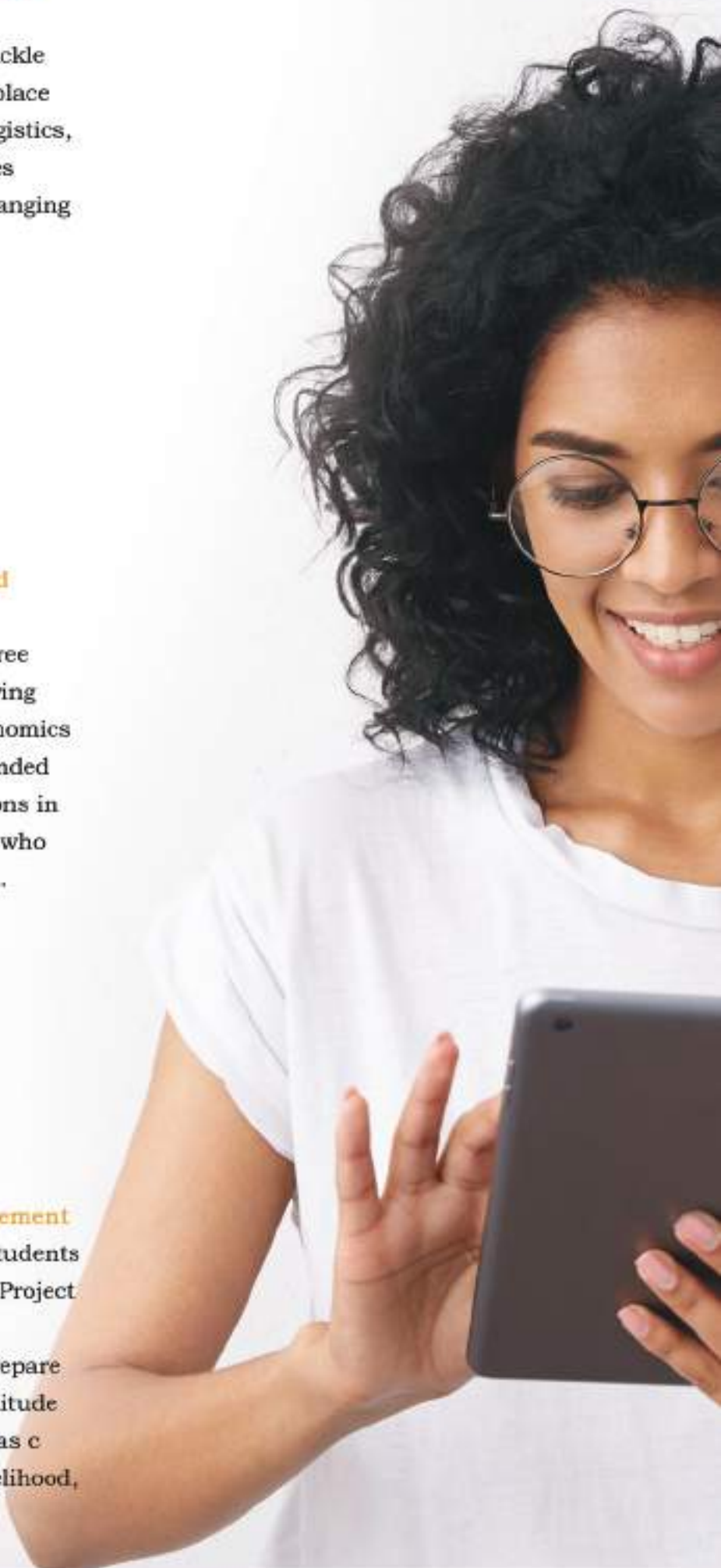
- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

### 3. Master of Science in Project Management

The aim of this programme is to equip students with knowledge and skills in the field of Project Management and pedagogy, and further develop their competences in order to prepare them to handle projects of various magnitude and complexity in any career field such as construction, information technology, livelihood, and capacity building, among others.







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Setting a firm foundation for success

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

#### 4. Master of Laws (LLM) in Corporate and Commercial Law

The Master of Laws (LLM) in Corporate and Commercial Law is designed to cater for students and individuals looking to gain specialist knowledge and qualifications that will deliver to a growing demand for multi-qualified corporate lawyers in a very diverse local and international economic driven market.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months

#### 5. Master of Laws (LLM) in Taxation and Investment Law

The LLM in Taxation and Investment is designed to cater for students and individuals looking to gain knowledge and qualifications that will deliver to a growing demand for multi-qualified corporate lawyers in a very diverse local and international economic driven market.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 Months

#### 6. Master of Science in International Trade and Trade Policy

The MSc in International Trade and Trade Policy degree programme is designed to meet the growing demand for practitioners and researchers in international trade and trade policy. It is intended for university graduates with qualifications in economics, public administration and/or business administration related fields who have studied macroeconomics, microeconomics, public administration and international trade at an intermediate level.

#### Entry Requirements

A degree in economics, public administration, business administration or any other relevant degree from a recognised institution provided that the candidate has studied macroeconomics, microeconomics, public administration and business administration at an intermediate level as part of the degree or any other recognised qualification.

#### Mode of Study

- Evening/Part Time
- Distance Education

#### Study Duration

- 18 months



### Study Duration

- 18 months

### 5. Master of Laws (LLM) in Taxation and Investment Law

The LLM in Taxation and Investment is designed to cater for students and individuals looking to gain knowledge and qualifications that will deliver to a growing demand for multi-qualified corporate lawyers in a very diverse local and international economic driven market.

### Mode of Study

- Evening/Part Time
- Distance Education

### Study Duration

- 18 Months

### 6. Master of Science in International Trade and Trade Policy

The MSc in International Trade and Trade Policy degree programme is designed to meet the growing demand for practitioners and researchers in international trade and trade policy. It is intended for university graduates with qualifications in economics, public administration and/or business administration related fields who have studied macroeconomics, microeconomics, public administration and international trade at an intermediate level.

### Entry Requirements

A degree in economics, public administration, business administration or any other relevant degree from a recognised institution provided that the candidate has studied macroeconomics, microeconomics, public administration and business administration at intermediate level as part of the degree or any other recognised qualification.

### Mode of Study

- Evening/Part Time
- Distance Education

### Study Duration

- 18 months



## SCHOOL OF SOCIAL SCIENCES STRUCTURE



Dean- Dr. Geoffrey Mweshi



HoD Business Management  
Gwebente Mudenda



HoD Economics  
Chilinda M. Muya



Dr. Windu Matoka



HoD Law - Douglas  
Walter Rolls



Chaponga  
Nguluwe



Mildred  
Muhyila



Natasha  
Lungu



Tawila  
Anamela



Victor  
Mwape

### Other Lecturers

1. M'sidi Nyawa Nyirongo
2. Marian Matafwali
3. Brian Mwiinga
4. Dr. Austin Mwange
5. Dr. John Musantu





# SCHOOL OF SOCIAL SCIENCES NEW STUDY PROGRAMMES

PROGRAMME	DESCRIPTION	TUITION FEES (per Semester)
Master of Science in International Trade and Trade Policy	<p>In a climate of enhanced global competition, attention for economic diplomacy has substantially grown, for example, the Government of the Republic of Zambia has decided to prioritise economic diplomacy in the practice of international relations. Secondly, the Ministry of Commerce, Trade and Industry recently expressed interest in International Trade and Trade Policy course.</p> <p>This programme conceptualizes economic diplomacy and adds to a better understanding of its central place in the theory and practice of international trade.</p>	Evening: K11,807 DE/Online: K10,241

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# OPEN, DISTANCE AND e-LEARNING (ODeL)

Apply now to enroll for programmes in 2022.

All ZCAS University degree programmes are available online through the School of Open, Distance and eLearning (ODeL) which also offers a number of Diploma programmes and degree programmes in Collaboration with its partners – NCC and University of Greenwich.

Distance Education and eLearning are formal delivery modes at ZCAS University that provide alternative learning options to willing students who may be disadvantaged by space and time. Through the use of the e-learning platform, ZCAS University is able to effectively support students by giving them high quality and suitable learning materials in form of structured modules, extra reading resources, assignments and activities including quizzes, group work, chats, and forums. The e-Learning platform is blended with face-to-face interaction through purposely created residential schools. This allows students, particularly those requiring practical learning through the laboratories, to have hands-on practice and gain the required skills. Through the e-learning platform, ZCAS University is able to also conduct short courses and to interact with participants across the country.

As part of its commitment to its students on this study mode, the University has invested in a number of technologies to support student/staff engagement. Prominent among these investments are the Student Information System (SIS) and the MOODLE Learning Management System (LMS) plug-ins.

These plug-ins allow students to follow lecture proceedings wherever they are and engage the teaching staff in real time as long as they have internet connectivity via the phone or on a computer. Alternatively, students can access recorded lectures via the LMS. With these investments, ZCAS-U is committed to making sure that your learning experience, including online feedback, is really enjoyable and progressive.

Additional support is available to students country-wide through our collaborative Centres in Eastern province (Chipata Trades Training Institute), Southern Province (Choma Trades/ St Mawagali), North-Western Province (Zambia College of Open Learning - ZAMCOL) and Copperbelt Province (Zambia Institute of Business Studies and Industrial Practice). These Centres facilitate student support such as special tuition and examinations.

To learn more, call or email Mrs. Elly Mwambu on:

**0977 792117 | [elly.muzovu@zcasu.edu.zm](mailto:elly.muzovu@zcasu.edu.zm)**





## OPEN, DISTANCE AND e-LEARNING (ODeL) TEAM



Dean - Dr. Chiyaba  
Njovu



Elly  
Mwambu



Farai  
Masamba



Twambo  
Kahoota



## CONTACT

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| [agatha.shikati@zcasu.edu.zm](mailto:agatha.shikati@zcasu.edu.zm)