

Bachelor of Science – ADMINISTRATIVE MANAGEMENT

LEVEL ONE						LEVEL TWO					
LOWER DIVISION											
Modules	Credits	PRE-REQUISITES	SEM1	SEM2	SEM3	Modules	Credits	PRE-REQUISITES	SEM1	SEM2	SEM3
			Semester module offered						Semester module offered		
College Mathematics 1A MAT1044	4		√	√	√	Academic Writing II COM2014	3	COM1020 - P	√	√	√
Community Service Project CSP1001	1		√	√	√	Business Law LAW2001	3	COM1020 - P	√	√	√
Introduction to Administrative Management ADM2001	3		√	√		Fundamentals of Marketing MKT2001	3	COM1020 - P	√	√	√
Critical Thinking ADM1002	2		√			Entrepreneurship ENT3001	3		√	√	√
Academic Writing I COM1020	3	COM0001 – P or CSEC English Grade 1	√	√	√	Introduction to Financial Accounting ACC2001	3	ACC0001 –P OR CSEC Accounts Grade 1	√	√	√
Business Statistics STA2004	3		√	√	√	Document Preparation & Management ADM2006	3	ADM2001 - P	√		
Information Technology INT1001	3		√	√	√	University Elective	3		√	√	√
Environmental Studies ENS3001	3		√	√	√	Organizational Behaviour MAN2005	3	MAN1006 –P OR PSY1002 – P OR SOC1001 - P	√	√	√
Psychology PSY1002	3		√	√	√	Database Management CMP3021	3	INT1001 - P	√	√	
Introduction to Macroeconomics ECO2001	3		√	√	√	Corporate Etiquette & International Protocol ADM2007	3			√	
						Management of Meetings & Event ADM4003	3		√	√	√
Total Credits	28					Total Credits	33				

*Fundamentals of Accounting zero credit

*Developmental English zero credit

NB. Module should be done if student does not possess a grade 1 in CXC or CAPE

Revised July 2020

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LEVEL THREE						LEVEL FOUR					
UPPER DIVISION											
Modules	Credits	Pre-Requisites	SEM 1	SEM 2	SEM 3	MODULES	CREDITS	PRE REQUISITE	SEM1	SEM2	SEM3
			Semester module offered						Semester module offered		
Business Research Methods RES3025	3	Complete 58 Credits	√	√	√	Strategic Management MAN4001	3	MAN1006, MAN2005, RES3001 or RES3025 ALL – P; complete 58 credits	√	√	√
Administrative Systems & Processes ADM4019	3	ADM1002-P	√			Business Ethics HUM4001	3	MAN2005 , COM2014, RES3001 OR RES3025 ALL – P; Complete 58 credits	√	√	√
Decision Science MAN3020	3	MAN1006 OR MAN2005, MAT1044, STA2004 ALL - P	√	√	√	Administrative Management Research ADM4990	3	ADM4001- P; RES3025 – P;	√		
Records & Information Management ADM3001	3	ADM2001-P	√	√		Procurement Management ADM3007	3	MAN3020-P	√		
Introduction to Human Resource Management HRM3002	3		√	√	√	Administrative Management Seminar 1 ADM4015	1.5	ADM4003, ADM4005 ALL – P; Complete 67 credits	√		
Financial Management FIN3001	3	COM2014 – T; MAT1044, ACC2001, ECO2001, STA2004 ALL - P	√	√	√	Archival Appraisal & Access ADM4021	3	ADM3001-P	√		
Public Administration ADM3008	3			√							
Company Law LAW3003	3	LAW2001, COM2014 ALL - P		√		Corporate Secretarial Practice ADM4018	3	LAW3003		√	
Administrative Information Systems ADM3009	3	CMP3021, INT1001-P	√			Facilities Management ADM4008	3			√	
Professionalism in Organization ADM4005	3		√	√	√	Administrative Management Seminar 2 ADM4016	1.5	ADM4015 - T		√	
Administrative Office Management ADM4001	3	ADM2001 – P;	√	√		Administrative Analysis & Reporting ADM4020	3	ADM4019-P		√	
Project Management POM4004	3		√	√	√	Administrative Practice/ Co-operative Education ADM3004	3	Registered Level Three Student; ADM4005-ADM3001-P		√	
Total credits	35					Total credits	30				