

## Bachelor of Science – ADMINISTRATIVE MANAGEMENT

LEVEL ONE						LEVEL TWO							
LOWER DIVISION													
Modules	Credits	PRE-REQUISITES	Semester module offered				Modules	Credits	PRE-REQUISITES	Semester module offered			
			SEM1		SEM2	SEM3				SEM1		SEM2	SEM3
			Online	F2F						Online	F2F		
College Mathematics 1A <b>MAT1044</b>	4		√	√	√	√	Business Communication for Professionals <b>COM2015</b>	3	COM1020/COM1024 - P	√	√	√	√
Community Service Project <b>CSP1001</b>	1		√	√	√	√	Business Law <b>LAW2001</b>	3	COM1020/COM1024 - P	√	√	√	√
Administrative Management <b>ADM2001</b>	3			√	√		Fundamentals of Marketing <b>MKT2001</b>	3	COM1020/COM1024 - P	√	√	√	√
Critical Thinking <b>ADM1002</b>	2		√	√			Entrepreneurship <b>ENT3001</b>	3		√	√	√	√
Academic Literacy for Undergraduates <b>COM1024</b>	3	COM0001 – P or CSEC English Grade 1	√	√	√	√	Introduction to Financial Accounting <b>ACC2001</b>	3	ACC0001 –P OR CSEC Accounts Grade 1	√	√	√	√
Business Statistics <b>STA2004</b>	3		√	√	√	√	Document Preparation & Management <b>ADM2006</b>	3	ADM2001 - P		√		
Information Technology <b>INT1001</b>	3		√	√	√	√	University Elective	3		√	√	√	√
Environmental Studies <b>ENS3001</b>	3		√	√	√	√	Organizational Behaviour <b>MAN2005</b>	3	MAN1006 –P OR PSY1002 – P OR SOC1001 - P	√	√	√	√
Psychology <b>PSY1002</b>	3		√	√	√	√	Database Management <b>CMP3021</b>	3	INT1001 - P	√	√	√	
Introduction to Macroeconomics <b>ECO2001</b>	3		√	√	√	√	Corporate Etiquette & International Protocol <b>ADM2007</b>	3				√	
							Management of Meetings & Event <b>ADM4003</b>	3			√	√	√
<b>Total Credits</b>	<b>28</b>						<b>Total Credits</b>	<b>33</b>					

\*Fundamentals of Accounting      zero credit

\*Developmental English          zero credit

\*F2F- Face to Face

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

Revised August 2023

## Bachelor of Science – ADMINISTRATIVE MANAGEMENT

LEVEL THREE							LEVEL FOUR						
UPPER DIVISION													
Modules	Credits	Pre-Requisites	Semester module offered				MODULES	CREDITS	PRE REQUISITE	Semester module offered			
			SEM 1		SEM 2	SEM 3				SEM1	SEM2	SEM3	
			Online	F2F	Online	F2F				Online	F2F		
Business Research Methods <b>RES3025</b>	3	Complete 58 Credits	√	√	√	√	Strategic Management <b>MAN4001</b>	3	MAN1006, MAN2005, RES3001 or RES3025 ALL – P; complete 58 credits	√	√	√	√
Decision Science <b>MAN3020</b>	3	MAN1006 OR MAN2005, MAT1044, STA2004 ALL - P	√	√	√	√	Business Ethics <b>HUM4001</b>	3	MAN2005 , COM2014/COM2015, RES3001 OR RES3025 ALL – P; Complete 58 credits	√	√	√	√
Records & Information Management <b>ADM3001</b>	3	ADM2001-P	√		√		Administrative Management Research <b>ADM4990</b>	3	ADM4001- P; RES3025 – P;	√			
Introduction to Human Resource Management <b>HRM3002</b>	3		√	√	√	√	Procurement Management <b>ADM3007</b>	3	MAN3020-P	√			
Financial Management <b>FIN3001</b>	3	COM2014/COM2015 – T; MAT1044, ACC2001, ECO2001, STA2004 ALL - P	√	√	√	√	Administrative Management Seminar 1 <b>ADM4015</b>	1.5	ADM4003, ADM4005 ALL – P; Complete 67 credits	√	√		
Public Administration <b>ADM3008</b>	3				√		Archival Appraisal & Access <b>ADM4021</b>	3	ADM3001-P	√			
Information Systems Management for Business <b>ADM3009</b>	3	CMP3021, INT1001-P	√				Corporate Secretarial Practice <b>ADM4018</b>	3	LAW3003			√	
Professionalism in Organization <b>ADM4005</b>	3		√		√	√	Facilities Management <b>ADM4008</b>	3				√	
Administrative Office Management <b>ADM4001</b>	3	ADM2001 – P;	√		√		Administrative Management Seminar 2 <b>ADM4016</b>	1.5	ADM4015 - T			√	
Project Management <b>POM4004</b>	3		√	√	√	√	Business Analytics & Reporting <b>ADM4020</b>	3	INT1001 & STA2004 or MAN3020			√	
							Administrative Practice/ Co-operative Education <b>ADM3004</b>	3	Registered Level Three Student; ADM4005-ADM3001-P			√	
							Business Systems & Processes <b>ADM4019</b>	3	INT1001	√			
<b>Total credits</b>	<b>36</b>						<b>Total credits</b>	<b>30</b>					

\*Fundamentals of Accounting      zero credit

\*Developmental English          zero credit

\*F2F- Face to Face

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

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