

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 | | √ | √ | √ | Business Communication for Professionals COM2015 | 3 | COM1020/COM1024 - P | √ | √ | √ |
| Community Service Project CSP1001 | 1 | | √ | √ | √ | Business Law LAW2001 | 3 | COM1020/COM1024 - P | √ | √ | √ |
| Introduction to Administrative Management ADM2001 | 3 | | √ | √ | | Fundamentals of Marketing MKT2001 | 3 | COM1020/COM1024 - P | √ | √ | √ |
| Critical Thinking ADM1002 | 2 | | √ | | | Entrepreneurship ENT3001 | 3 | | √ | √ | √ |
| Academic Literacy for Undergraduates COM1024 | 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 August 2021

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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/COM2015, 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/COM2015 – T; MAT1044, ACC2001, ECO2001, STA2004 ALL - P | √ | √ | √ | Archival Appraisal & Access ADM4021 | 3 | ADM3001-P | √ | | |
| Public Administration ADM3008 | 3 | | | √ | | | | | | | |
| Company Law LAW3003 | 3 | LAW2001, COM2014/COM2015 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 | 36 | | | | | Total credits | 30 | | | | |

*Fundamentals of Accounting zero credit

*Developmental English zero credit

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