BACHELOR OF SCIENCE IN ADMINSTRATIVE MANAGEMENT

LEVEL ONE			LEVEL TWO			LEVEL THREE			LEVEL FOUR		
LOWER DIVISION						UPPER DIVISION					
Modules	CREDITS	Pre-requisites	MODULES	Credits	Pre-requisites	MODULES	CREDITS	Pre-requisites	MODULES	CREDITS	Pre-requisites
College Mathematics 1A **MAT1044**	4		Academic Writing II **COM2014**	3	COM1020 - P	Business Research Methods **RES3025**	3	COMPLETE 58 CREDITS	Strategic Management **MAN4001**	3	MAN1006 OR MAN2005; RES3001 OR RES3025
Community Service Project **CSP1001**	1		Business Law **LAW2001**	3	COM1020 - P	Project Management **POM4004**	3		Business Ethics **HUM4001**	3	MAN2005, COM2014; RES3001 OR RES3025 ALL - P
Introduction to Administrative Management **ADM2001**	3		Fundamentals of Marketing **MKT2001**	3	COM1020 - P	Decision Science **MAN3020**	3	MAN1006 OR MAN2005, MAT1044, STA2004 ALL - P	Administrative Office Management **ADM4001**	3	RES3025/RES3001 - P Co-requsities
Psychology **PSY1002**	3		Entrepreneurship **ENT3001**	3		Records & Information Management **ADM3001**	3	COMPLETE 28 CREDITS	Final Year Project **To be Coded**	3	RES3025 or RES3001 - P
Academic Writing I **COM1020**	3	COM0001 - P OR CSEC English A - Grade 1	Introduction to Financial Accounting **ACC2001**	3	ACC0001 - P	Introduction to Human Resource Management **HRM3002**	3		Archival Appraisal & Access **To Be Coded**	3	ADM3001 - CO-REQUISITE
Business Statistisc **STA2004**	3		Database Management **CMP3021**	3	INT1001 - P	Financial Management **FIN3001**	3	COM2014 - T, MAT1044, ACC2001, ECO2001, STA2004 ALL - P	Facilities Management **ADM4008**	3	COMPLETE 58 CREDITS
Information Technology **INT1001**	3		Organizational Behaviour **MAN2005**	3	MAN1006 -P OR PSY1002 - P OR SOC1001 - P	Public Administration **To be Coded**	3	ADM2001 - P	Administrative Management Seminar 1 **ADM4015**	1.5	ADM4003, ADM4005, COREQUISITE & 58 CREDITS
Environmental Studies **ENS3001**	3		Document Preparation & Management **ADM2006**	3	INT1001 - P	Company Law **LAW3003**	3	LAW2001, COM2014	Corporate Secretarial Practice **To Be Coded**	3	LAW3003
Critical Thinking **ADM1002**	2		Corporate Etiquette & International Protocol **ADM2007**	3	CO-REQUISITE ADM4003	Administrative Information Systems **To be Coded**	3	INT1001	Administrative Systems & Processes **To Be Coded**	3	INT1001, MAN3020- COREQUISITE- P
Introduction to Macroeconomics **ECO2001**	3		Management of Meetings & Events **ADM4003**	3		Professionalism In Organization **ADM4005**	3		Administrative Analysis & Reporting **To Be Coded**	3	POM4004, ADM3001 - CO-REQUISITE
			University Elective	3		Procurement Management **To Be Coded**	3	MAN3020 - CO-REQUISITE	Administrative Management Seminar 2 **ADM4016**	1.5	Administrative Management Seminar 1 ADM4015 - T
						Administrative Practice (Cooperative Education) **ADM3004**	2	ADM4005 - CO-REQUISITE			
Total Credit	**28**		**Total Credits**	**33**		**Total Credits**	**35**		**Total Credits**	**30**	**126**

*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