

## THE B Sc. MANAGEMENT STUDIES PROGRAMME STRUCTURE

The Structure of the B Sc. Management Studies Programme is designed Semester-by-Semester showing the credit value of each course and total number of courses needed for completion.

**Required Courses:** All students on admission will have a two weeks certificate preparatory course in IT, Essentials of Management and Communication Skills.

NB: There are **Two specializations** under the B Sc. Management Studies Programme. **Mandatory Courses** for All B Sc. Management Studies Students is from semester One (1) to Four (4). The Specialisations starts from semester Five (5).

The BSc. Management Studies Programme Structure is in a format of Semester by Semester as presented below:

### **Mandatory:**

	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
1	Level 100 Semester One (1)	Mathematics for Management I	3
2		Element of Economics	3
3		Organizational Environment	3
4		English Language: Academic Writing I	3
5		African Studies	3
6		Computer Studies I	3
7	Level 100 Semester Two (2)	Principles of Management	3
8		Mathematics for Management II	3
9		Economy of Ghana	3
10		English Language: Academic Writing II	3
11		Computer Studies II	3
12		French Language I	3
13	Level 200 Semester Three (3)	Human Behaviour in Organization	3
14		Financial Accounting I	3
15		Business Communication	3
16		Business Law I	3
17		Public Administration	3
18		Quantitative Methods	3
19	Level 200 Semester Four (4)	Marketing	3
20		Financial Accounting II	3
21		Human Resource Management	3
22		Business Law II	3
23		Operations Management	3
24		French Language II	3

<b>Accounting &amp; Finance Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
25	Level 300 Semester Five (5)	Research Methods	3
26		Leadership Skills	3
27		Managerial Economics	3
28		Entrepreneurship	3
29		Financial Accounting III	3
30		Business Finance I	3
<b>Accounting &amp; Finance Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
31	Level 300 Semester Six (6)	Business Ethics	3
32		Managing Diversity in Business Organisation	3
33		Financial Accounting IV	3
34		Taxation	3
35		Business Finance II	3
36		Material Management	3
<b>Accounting &amp; Finance Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
37	Level 400 Semester Seven (7)	Project Work I	3
38		Money & Banking	3
39		Financial Accounting V	3
40		Cost and Management Accounting I	3
41		Financial Markets	3
42		Public Relations	3
<b>Accounting &amp; Finance Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
43	Level 400 Semester Eight (8)	Project Work II	3
44		Strategic Management	3
45		Public Finance	3
46		Cost & Management Accounting II	3
47		Auditing	3
48		Accounting Software	3
	<b>Total Credit Hours</b>		<b>48</b>

<b>Human Resource Management (HRM) Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
25	Level 300 Semester Five (5)	Research Methods	3
26		Leadership Skills	3
27		Managerial Economics	3
28		Entrepreneurship	3
29		Environmental Management	3
30		Labour Economics	3

<b>HRM Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
31	Level 300 Semester Six (6)	Business Ethics	3
32		Managing Diversity in Business Organisation	3
33		Union, Collective Bargaining & Negotiations	3
34		Sales Management	3
35		Human Resource Management Practices	3
36		Consumer Behaviour	3
<b>HRM Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
37	Level 400 Semester Seven (7)	Project Work I	3
38		Money & Banking	3
39		Industrial Relations & Labour Law	3
40		Human Resources Planning, Training & Development	3
41		Public Relations	3
42		Advertising and Sales Promotion	3
<b>HRM Specialisation</b>			
	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>
43	Level 400 Semester Eight (8)	Project Work II	3
44		Strategic Management	3
45		Computer Applications in Human Resource Mgt	3
46		Mass Media & Communication	3
47		Managing Conflicts in Organisation	3
48		Service Marketing	3
	<b>Total Credit Hours</b>		<b>48</b>

**Admission Requirement for the B Sc. Management Studies Programmes:  
Interested Applicants should have any one of the following qualifications:**

1. a. Senior Secondary School Certificate Examination (SSSCE) applicants:  
At least passes (A to D) in six (6) subjects comprising
    - (i) three (3) core subjects, including English and Mathematics
    - (ii) three (3) elective subjects
  - b. West African Senior Secondary School Certificate Examination (WASSSCE);  
At least passes (A1 to C6) in six (6) subjects comprising
    - (i) three (3) core subjects, including English and Mathematics
    - (ii) three elective subjects
- 2. General Certificate of Education (GCE) Advanced Level:**  
Passes in three (3) subjects. At least, one (1) of these passes should be Grade D or better. In addition, the applicant must have:
- (i) Credit Passes (Grade 6 or better) in five (5) GCE Ordinary (O') Level subjects including English and Mathematics
  - (ii) a Science subject if the applicant is not a science student
  - (iii) an Arts subject if the applicant is not a science student

### 3. **Advanced Business Certificate Examination (ABCE)**

Passes in three (3) subjects. At least one of these passes should be a Grade D or better. In addition, the applicant must have credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE)

### 4. **Higher National Diploma (HND) and Diploma Holders (TOP UP):**

- i. A Diploma Certificate in a subject area from a University or equivalent institution will be admitted to Level 300.
- ii. HND holders who apply for admission to the same subject area will be admitted to Level 300.

### 5. **Mature Students**

Students applying as mature students should satisfy the following requirements:

- i. Be at least 25 years old at the time of application.
- ii. A Mature applicant must pass the Mature Students' Entrance Examination conducted by the College in English, Mathematics and Aptitude Test.

### 6. **Specific Requirement**

In addition to the general requirements above, applicants should have credit passes in Core English, Core Mathematics and Core Science or Social Studies.

### 7. **Professional Certificate Holders**

Professional and other international certificate holders can apply for admission. Applicant will be admitted to either level 100,200 or level 300 based on the level of certificate an applicant presents at the time of applying. Applicant should note that the certificates will be sent to the National Accreditation Board (NAB) for valuation at a fee approved by NAB. The application will be considered for admission when the College receives the valuation report of certificate(s) from the National Accreditation Board (NAB).

## **ENTRY POINTS FOR SOME PROFESSIONAL QUALIFICATIONS**

<b>CERTIFICATION</b>	<b>QUALIFICATION</b>	<b>ENTRY LEVEL</b>
Association of Business Managers and Administrators (ABMA) Diploma Level 5 Diploma Level 6	Diploma Level 4 Level 200 Level 300	Level 100
Institute of Commercial Management (ICM) Post Graduate Diploma	Diploma Level 300	Level 100
Association of Certified Chartered Accountants (ACCA) / Institute of Chartered Accountants Ghana (ICA, Ghana)	Part 2 Part 3	Level 200 Level 300

## **MODE OF APPLYING**

Candidates will be required to complete an application form either on line or down load from the College website.