



UNIVERSITY OF GHANA



University of Ghana Business School

# MA. Management & Administration

*Step Into Excellence*



## Programme Overview & Objectives

Many applicants admitted into the MBA programme do not really need an MBA; they require real administrative training because majority of these applicants are not entrepreneurs or business-minded people with a desire to create wealth, champion new products, manage SME's and/or be out there on the rock face of business management.

Often, however, many of these persons think of transitioning into the public or Not-for-Profit sector. As part of our strategy to explore the untapped human capital, the Department of Organization and Human Resource Management has carefully mounted this One-year generalist MA programme to essentially satisfy applicants' need for a higher/ second degree in general management/ administration and offer real administrative training.

### Objective

To provide administrators and others holding line management/ supervisory positions in a variety of sectors the opportunity to receive administrative training. The aim is to provide skills in understanding and facilitating seamless administration of organizations and institution-from office management through procurement/logistics; meeting management; to stakeholders management and public and public sector service delivery; as well as help build a core of professional administrative managers, since most administrators( including University administrators) often learn the practice on the job.

We also aim to redirect the flow of applicant traffic away from the MBA HR option, to a more focused programme that address the needs of many of those whose real aim is to acquire a higher degree in management and administration.

## Lecture Periods

Applicants have lectures from Mondays to Fridays at 7:30am to 6:00pm.

## Admission Requirements

The Programme requires a good first degree (at least 2nd Class Lower Division) from a recognized university. Applicants must have at least 3 years relevant work experience.

Applications for admission into this programme are opened from 28<sup>th</sup> January for every year and closes by March. Application forms can be accessed from the website of the school of Graduate Studies; [sgs.ug.edu.gh](http://sgs.ug.edu.gh)



## Contacts

### Programme Coordinator

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### Head of Department

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## Course structure

| Semester I   |           |  |           | Semester II   |         |                                   |         |
|--|-----------|--|-----------|---|---------|-----------------------------------|---------|
| Code/Course Title  | Credits   | Code/Course Title                              | Credits   | Code/Course Title                                   | Credits | Code/Course Title                 | Credits |
| OHRM 605 Administrative Management                       | 3         | OHRM 620 Supply Chain & Procurement Management | 3         | OHRM 622 Management Information Systems             | 3       | OHRM 624 Office Management (Core) | 3       |
| OHRM 615 Administrative Law & the Regulatory Environment | 3         | UGBS 608 Human Resource Management             | 3         | OHRM 614 Business Ethics & Corporate Responsibility | 3       | OHRM 618 Seminar                  | 3       |
| OHRM 627 Budgeting & Financial Administration            | 3         | OHRM 619 Project Management                    | 3         | OHRM 600 Dissertation                               | 6       |                                   |         |
| OHRM 621 Advanced Managerial Principles                  | 3         |  |           |   |         |                                   |         |
| <b>TOTAL CREDITS</b>                                     | <b>15</b> | <b>TOTAL CREDITS</b>                           | <b>24</b> |   |         |                                   |         |

**REGISTRATION IN PROGRESS**  
**KINDLY FOLLOW THIS LINK TO REGISTER:**

<http://admission.ug.edu.gh/applying/postgraduate/apply-now-post-graduate-admissions>