



MA MANAGEMENT & ADMINISTRATION

One Year Master's Degree Programme - Weekend

Programme Overview

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.

Objectives of Programme

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

Lectures are held on Thursday, Friday evenings (6:00pm to 8:30pm) and Saturdays (7:30am to 6:30pm)

Admission Requirements

The programme requires a good first degree (at least 2nd Class Lower Division) in a related field from a recognized university. Applicants must have at least 2 years relevant work experience. Applications for admission into this programme are open from January to March every year.

How to Apply

(i) Ghanaian Applicants

University of Ghana application e-voucher can be obtained by Ghanaian applicants at the following banks; Zenith Bank, UMB, Ecobank, HFC Bank, ADB, UniBank, GCB Bank and Fidelity Bank

(ii) International Applicants and Ghanaians Applying from Abroad

All applicants in this category are expected to pay to the University, a non-refundable application processing fee. Follow the links below for details. This category of applicants should also use the following links to access the online application form for completion and submission.

<http://sgs.edu.gh>

<http://admission.ug.edu.gh>

Contacts

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Programme Structure

MA Management & Administration	
Semester 1	
Core Courses	Credits
MGAD 601 Administrative Management	3
MGAD 603 Administrative Law & the Regulatory Environment	3
MGAD 605 Project Management	3
MGAD 607 Budgeting & Financial Administration	3
MGAD 609 Management Information Systems	3
	15
Electives (3 credits to be taken)	
OHRM 601 Human Relations in Organisation	3
UGBS 607 Organisational Behaviour and Management	3
Total (Minimum-Maximum)	15-18

MA Management & Administration	
Semester 2	
Core Courses	Credits
MGAD 602 Business Ethics & Corporate Responsibility	3
MGAD 604 Supply Chain & Procurement Management	3
MGAD 606 Office Management	3
MGAD 612 Human Resource Management	3
MGAD 600 Long Essay (6 credits)	6
MGAD 620 Research Seminar (3 credits)	3
	21
Electives (3 credits to be taken)	
OHRM 602 Industrial Relations & Labour Law	3
OHRM 612 Change & Organisational Management	3
Total (Minimum-Maximum)	24-27
Total Credits for Semester 1 & 2 (Minimum-Maximum)	39-45

REGISTRATION IN PROGRESS

Kindly follow this link to register:

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

APPLICATION DEADLINE: 18TH APRIL, 2018.