

# MA MANAGEMENT & ADMINISTRATION (WEEKEND)

## Why study for an MA Management and Administration programme at the University of Ghana Business School?

The MA Management and Administration programme provides development opportunity for administrative managers to advance in their career. The programme is also for those considering alternative career in office administration/management. It is recommended for administrators in the public sector, civil service, school administrators, personnel management and administrators.

## STRUCTURE/SCHEDULE OF COURSES

### 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

#### Electives (3 credits to be taken)

OHRM 601: Human Relations in Organisation	3
UGBS 607: Organisational Behaviour & Management	3

**Total 15-18**

### 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

#### Electives (3 credits to be taken)

OHRM 602: Industrial Relations & Labour Law	3
OHRM 612: Change & Organisational Management	3

**Total 15 -18**

MGAD 600: Project Work	6
------------------------	---

MGAD 620: Research Seminar	3
----------------------------	---

**Total 39 -45**



**Coordinator:**

**Dr. Saviour Nubour**

**Physical Address:**

**One-Year Special Programmes Office  
University of Ghana Business School Graduate Building (PRESEC Junction,  
Opposite Goil Filling Station), 3rd Floor, Room 3W9**

**Snail Mail:**

**The Coordinator, MA Management and Administration, Department Public  
Administration and Health Service Management, University of Ghana Business  
School, P. O. Box LG 78, Legon**

**Email:**

**[ugbssandwich@ug.edu.gh](mailto:ugbssandwich@ug.edu.gh)**

**Phone:**

**059 55 08270/030 396 4478/ 030 396 4338**

**Website:**

**[ugbs.ug.edu.gh](http://ugbs.ug.edu.gh)**

**© MA Management and Administration  
at the University of Ghana Business School**

    **@ugbsofficial**