

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

INSTITUT UNIVERSITAIRE BENGONO
TOURE GENEVIEVE
Scientiarum - Excellentiam - Nobel



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

THE BENGONO TOURE GENEVIEVE
UNIVERSITY INSTITUTE
SCIENTIARUM – EXCELLENTIAM – NOBEL

INSTITUT SUPERIEUR DES SCIENCES DE L'INGENIEUR, DES INDUSTRIES ET DE L'INNOVATION
THE HIGHER INSTITUTE OF ENGINEERING SCIENCES, INDUSTRIES AND INNOVATION

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MASTER'S IN ADMINISTRATIVE AND SECRETARIAL SCIENCE

CODES	MASTER ONE /COURSE NAMES	CREDIT
MSAD11	Research methods	4
MSAD12	Entrepreneurship and development	4
MSAD13	Communication skills	4
MSAD14	Project Management	4
MSAD15	Quantitative and Qualitative Decision-Making	4
MSAD17	Human Resource Management	3
MSAD18	Financial accounting	3
MSAD19	Microcomputers	3
MSAD20	Computer application	3
MSAD21	Customer service	4
MSAD22	Records Management	4
MSAD23	Writing and editing	5
MSAD24	Data entry	5
MSAD25	Document preparation	5
MSAD26	Secretary Document Management	5
		60
	MASTER TWO	
MSAD27	Administration Management	3
MSAD28	Modern Communication Theory A	3
MSAD30	Copywriting	3
MSAD31	The PR and Etiquette of Secretary	3
MSAD32	Structured Interview and Reading Theory	3
MSAD33	Writing Training	3
MSAD34	Introduction and Discussion of the Majors in the College	3
MSAD36	Secretarial Time Management	3
MSAD37	Civil Service System	3
MSAD38	Secretarial Practice	3
MSAD43	Internship	10
MSAD44	Thesis	20
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