

REPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

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INSTITUT UNIVERSITAIRE BENGONO  
TOURE GENEVIEVE  
Scientiarum - Excellentiam - Nobel  
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REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

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THE BENGONO TOURE GENEVIEVE  
UNIVERSITY INSTITUTE  
SCIENTIARUM – EXCELLENTIAM – NOBEL  
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**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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**BACHELOR'S IN ADMINISTRATIVE AND SECRETARIAL SCIENCE**

CODES	COURSE NAMES	CREDIT
	<b>YEAR ONE</b>	
BSCSS1110	Research methods	4
BSCSS1111	Communication skills	3
BSCSS1112	Organisation Theory	3
BSCSS1113	Professional standards and ethics	3
BSCSS1114	Office Management	3
BSCSS1115	ICT	3
BSCSS1116	Office Records	3
BSCSS1117	Administrative Function	3
BSCSS1118	Fundamental of Accounting	3
BSCSS1119	Computer Applications I	3
BSCSS1120	Business English I	3
BSCSS1121	Foundation of word Processing	3
BSCSS1122	Secretarial Practice and Procedures	3
BSCSS1123	Fundamentals of typewriting	3
BSCSS1124	Fundamentals of Shorthand	3
BSCSS1125	Data communication and Networks	3
BSCSS1126	Business French I	3
BSCSS1127	Human Resource Management	3
BSCSS1128	English	3
		60
	<b>YEAR TWO</b>	
BSCSS2110	Shorthand speed development	3
BSCSS2111	Business French II	3
BSCSS2112	Business English II	3
BSCSS2112	Intermediate Typewriting	3

BSCSS2113	Company law	3
BSCSS2114	Computer Applications II	3
BSCSS2115	Law and Procedures of meetings	3
BSCSS2116	Computerised Records Management	3
BSCSS2117	Office Correspondance	3
BSCSS2118	E-communication	3
BSCSS2119	Offica Automation	3
BSCSS2120	Time and stress Management	3
BSCSS2121	Public Relations	3
BSCSS2122	Teleconferencing	3
BSCSS2123	Desktop publishing	3
BSCSS2124	IT	3
BSCSS2125	Keyboarding & Word Processing	3
BSCSS2126	Microsoft Office Professional	3
BSCSS2127	Data Entry	3
BSCSS2128	Business Mathematics	3
		60
	<b>YEAR THREE</b>	
BSCSS3110	Business Administration	3
BSCSS3211	Economics	3
BSCSS3213	Business Communications	3
BSCSS3112	Records Management	3
BSCSS3212	Office Management	3
BSCSS3113	Office Administration	3
BSCSS3114	Microcomputers	3
BSCSS3115	Principles of management	3
BSCSS3116	Document preparation	3
BSCSS3117	Customer service	3
BSCSS3118	Writing and editing	3
BSCSS3119	project management	3
BSCSS3120	Medical Secretary	3

BSCSS3121	Networking Management	3
BSCSS3122	Computer Networking Management	3
BSCSS3123	Databases	3
BSCSS3124	Inventory management	3
BSCSS3125	Transcription	3
BSCSS3126	Billing Management	3
BSCSS3110	Bookkeeping	3
		60
	<b>YEAR FOUR</b>	
BSCSS4114	E-Learning Management	3
BSCSS4115	E-compus management	3
BSCSS4116	Library data management	3
BSCSS4117	Information Management	3
BSCSS4118	Advanced Database	3
BSCSS4119	Secretarial Support	3
BSCSS4120	Secretarial Procedures	3
BSCSS3121	Reception Duties	3
BSCSS4122	Prioritising Workloads	3
BSCSS4123	Business Documents	3
BSCSS4125	Internship	10
BSCSS4126	Dissertation	20
		60