

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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**MASTER'S IN SCIENCE ADMINISTRATION AND SECRETARIAL**

CODES	MASTER ONE /COURSE NAMES	CREDIT
MSSS11	Research methods	4
MSSS12	Entrepreneurship and development	4
MSSS13	Communication skills	4
MSSS14	Critical thinking and analysis	4
MSSS15	Cross-discipline collaboration	4
MSSS17	Human Resource Management	3
MSSS18	Basics of Social Work & Social Welfare	3
MSSS19	Influencing Social Policy	3
MSSS20	Computer application	3
MSSS21	Electoral Legal and Regulatory Frameworks	4
MSSS22	Philosophies and Theories of Leadership	4
MSSS23	Organizational Management and Leadership	5
MSSS24	Conflict Management and Negotiation	5
MSSS25	Ethics and Accountability in Leadership	5
MSSS26	Human Rights & Social Justice	5
		60
	<b>MASTER TWO</b>	
MSSS27	Governance, Law and Development	3
MSSS28	Social Ecology of Wellness	3
MSSS30	Transcription best practices	3
MSSS31	Organizational Behavior	3
MSSS32	Team Leadership	3
MSSS33	Basic office procedures	3
MSSS34	English and writing	3
MSSS36	Keyboard and computer techniques	3
MSSS37	Records Management	3
MSSS38	Office technology	3
MSSS43	Internship	10
MSSS44	Thesis	20
		60