#### **UNDERGRADUATE COURSES**

#### **Bachelor of Business Administration**

This programme is designed for those interested in a thorough grounding in Business Studies. It is a suitable course for those who intend to be Accountants, Managers, Marketing Managers, Auditors, Business Executives, Entrepreneurs, Bank Administrators, Finance Advisors, Insurance Officers, Tax Officers, etc. It is offered for a period of three years and in the third a student specialises either in accounting, management, marketing or banking, insurance and finance. The programme structure is shown below.

03 03 03

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA31101	Quantitative Methods	36	18	45	03
NUBBA31102	Computer Applications I	36	18	45	03
NUBBA31103	Organisation Theory	36	18	45	03
NUBBA31104	Business Ethics	36	18	45	03
NUBBA31105	Fundamentals of	36	18	45	03
	Accounting				
NUBBA31106	Mercantile Law	36	18	45	03
Semester	TT				
Semester	11				
Code	Course Name	LH	PH	CH	CU

Course Name	LH	PH	CH
Information Technology	36	18	45
<b>Business Communication</b>	36	18	45
Economics I	36	18	45
	Information Technology Business Communication	Information Technology 36 Business Communication 36	Information Technology 36 18 Business Communication 36 18

NUBBA31204	Business Statistics I	36	18	45	03
NUBBA31205	Marketing Management	36	18	45	03
NUBBA31206	Sales and Sales Force				
	Management	36	18	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA32101	Business Finance I	36	18	45	03
NUBBA32102	Administrative Function	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03
NUBBA32104	Systems Analysis and	36	18	45	03
	Design				
NUBBA32105	Strategic Management	36	18	45	03
NUBBA32106	Money, Banking and	36	18	45	03
	Insurance				

Code	Course Name	LH	PH	CH	CU
NUBBA32201	Taxation Management	36	18	45	03
NUBBA32202	Company Law	36	18	45	03
NUBBA32203	Research Methods	36	18	45	03
NUBBA32204	Economics II	36	18	45	03
NUBBA32205	Cost Accounting	36	18	45	03
NUBBA32206	Business Statistics II	36	18	45	03

# Year 3 (A student selects one of the Options below):

# **Management Option**

## Semester I

Code	Course Name	LH	PH	CH	CU
NUMGT33101	Organisational Behaviour	36	18	45	03
NUMGT33102	Human Resource				
	Management	36	18	45	03
NUMGT33103	Entrepreneurship	36	18	45	03
NUMGT33104	Industrial Relations	36	18	45	03
NUMGT33105	Management of				
	Information Systems	36	18	45	03
NUMGT33106	Computer Applications II	36	18	45	03
Semester II					
Code	Course Name	LH	PH	CH	CU
NUMGT33201	Public Relations	36	18	45	03
NUMGT33202	Human Resource				
	Planning	36	18	45	03
NUMGT33203	Planning Comparative Business	36	18	45	03
NUMGT33203	O	36 36	18 18	45 45	03
NUMGT33203 NUMGT33204	Comparative Business			10	
	Comparative Business Management	36	18	45	03
NUMGT33204	Comparative Business Management Operations Research	36 36	18 18	45 45	03

# **Marketing Option**

Code	Course Name	LH	PH	CH	CU
NUMKT33101	Purchasing and Supplies				
	Management	36	18	45	03
NUMKT33102	Marketing Research	36	18	45	03

NUMKT33103	Entrepreneurship	30	6 1	8	<b>4</b> 5	03
NUMKT33104	Marketing of Farm					
	Produce	30	6 1	8	<b>4</b> 5	03
NUMKT33105	International Marketing	30	6 1	8	<b>4</b> 5	03
NUMKT33106	Computer Applications II	30	6 1	8	<del>1</del> 5	03
Semester	r II					
Code	Course Name	LI	H Pl	н С	Н	CU
NUMKT33201	Industrial Marketing					
	Management	36	5 1	8 4	<b>l</b> 5	03
NUMKT33202	Consumer Behaviour	36	5 1	8 4	<b>1</b> 5	03
NUMKT33203	Marketing Channels	36	5 1	8 4	<b>l</b> 5	03
NUMKT33204	Advertising Management	36	5 1	8 4	<b>1</b> 5	03
NUMKT33205	Service Marketing	36	5 1	8 4	<b>!</b> 5	03
NUMKT33206	Retail Marketing	36	5 1	8 4	<b>L</b> 5	03
Accounting Opt	ion					
-						
Semester	<b>1</b>					
Code	Course Name	LH	PH	CH	[ (	CU
NUACC33101	Advanced Accounting I	36	18	45		03
NUACC33102	Human Resource					
	Management	36	18	45		03
NUACC33103	Entrepreneurship	36	18	45		03
NUACC33104	Computerised					
	Accounting I	36	18	45		03
NUACC33105	Auditing I	36	18	45		03
NUACC33106	Business Finance II	36	18	45		03
Semester	· II					
Code	Course Name	LH	PH	CH	C	Ü
NUACC33201	Advanced Accounting					
	II	36	18	45	(	)3
NUACC33202	Computerised					
	Accounting II	36	18	45	(	)3
NUACC33203	Investment Analysis	36	18	45	(	)3
NUACC33204	Operations Research	36	18	45	(	)3
NUACC33205	Auditing II	36	18	45	(	)3
NUACC33206	Management					
	Accounting	36	18	45	(	)3

# **Banking, Insurance and Finance Option**

Code	Course Name	LH	PH	CH	CU
NUBIF33101	International Financial				
	Markets and Banking	36	18	45	03
NUBIF33102	Banking and Insurance				
	Laws	36	18	45	03
NUBIF33103	Entrepreneurship	36	18	45	03
NUBIF33104	Life and General				
	Insurance	36	18	45	03
NUBIF33105	Auditing and				
	Computerised				
	Accounting	36	18	45	03
NUBIF33106	Risk and Insurance	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUBIF33201	Financial Institutions				
	Management	36	18	45	03
NUBIF33202	Actuarial Mathematics	36	18	45	03
NUBIF33203	Investment Analysis	36	18	45	03
NUBIF33204	Operations Research	36	18	45	03
NUBIF33205	Banking Practice	36	18	45	03
NUBIF33206	Real Estate Finance	36	18	45	03

## **Bachelor of Human Resource Management**

This degree programme is designed for those who are interested in a thorough grounding in Human Resource Management. It is a suitable programme for those who intend to work as Human Resource Managers, Administrative Assistants, Supervisors, etc. It is offered for a period of three years and the programme structure is as shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUHRM31101	<b>Business Communication</b>	36	18	45	03
NUHRM31102	Computer Applications I	36	18	45	03
NUHRM31103	Organisation Theory	36	18	45	03
NUHRM31104	Business Statistics I	36	18	45	03
NUHRM31105	Human Resource	36	18	45	03
	Management				
NUHRM31106	Organisation	36	18	45	03
	Development				
Semester II					
Code	Course Name	LH	PH	CH	CU

NUHRM31201	Fundamentals of				
NOTIKWISIZOI	Accounting	36	18	45	03
NUHRM31202	Microeconomics	36	18	45	03
NUHRM13203	Computer Applications II	36	18	45	03
NUHRM13204	Leadership in	30	10	10	03
110111111111111111111111111111111111111	Organisations	36	18	45	03
NUHRM13205	Quantitative Methods	36	18	45	03
NUHRM13206	Human Resource Policy	30	10	10	05
110111111111111111111111111111111111111	and Practice	36	18	45	03
Year 2 Semester I					
Code	Course Name	LH	PH	СН	CU
NUHRM32101		36	18	45	03
NUHRM32101	Intermediate Accounting Administrative Law	36	18	45 45	03
NUHRM32102		30	10	43	03
NOTIKWI32103	Strategic Human Resource Management	36	18	45	03
NUHRM32104	Labour Economics	36	18	45	03
NUHRM32105	Research Methods	36	18	45	03
NUHRM32106	Employee Training and	50	10	10	03
11011111132100	Development	36	18	45	03
	Development	30	10	40	03
Semester I	I				
Code	Course Name	LH	PH	СН	CU
Code NUHRM32201	Course Name Employment Law	LH 36	<b>PH</b> 18	<b>CH</b> 45	<b>CU</b> 03
NUHRM32201	Employment Law				
NUHRM32201	Employment Law Ethics in Human Resource	36	18	45	03
NUHRM32201 NUHRM32202	Employment Law Ethics in Human Resource Management	36 36	18 18	45 45	03 03
NUHRM32201 NUHRM32202 NUHRM32203	Employment Law Ethics in Human Resource Management Employee Relations	36 36	18 18	45 45	03 03
NUHRM32201 NUHRM32202 NUHRM32203	Employment Law Ethics in Human Resource Management Employee Relations Human Resource	36 36	18 18	45 45	03 03
NUHRM32201 NUHRM32202 NUHRM32203	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information	36 36 36	18 18 18	45 45 45	03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems	36 36 36	18 18 18	45 45 45	03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management	36 36 36	18 18 18	45 45 45	03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment	36 36 36 36	18 18 18 18	45 45 45 45 45	03 03 03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment	36 36 36 36	18 18 18 18	45 45 45 45 45	03 03 03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206 Year 3 Semester I Code	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name	36 36 36 36 36 4 LH	18 18 18 18 18 18	45 45 45 45 45 45 CH	03 03 03 03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206  Year 3 Semester I Code NUHRM33101	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name Employee Counselling	36 36 36 36 36 4 LH 36	18 18 18 18 18 18 PH 18	45 45 45 45 45 45 <b>CH</b> 45	03 03 03 03 03 03 <b>CU</b> 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206  Year 3 Semester I Code NUHRM33101 NUHRM33102	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name Employee Counselling Human Resource Planning	36 36 36 36 36 4 LH	18 18 18 18 18 18	45 45 45 45 45 45 CH	03 03 03 03 03 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206  Year 3 Semester I Code NUHRM33101	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name Employee Counselling Human Resource Planning Project Planning and	36 36 36 36 36 LH 36 36	18 18 18 18 18 18 PH 18 18	45 45 45 45 45 45 <b>CH</b> 45 45	03 03 03 03 03 03 <b>CU</b> 03 03
NUHRM32201 NUHRM32203 NUHRM32204  NUHRM32204  NUHRM32206  Year 3 Semester I Code NUHRM33101 NUHRM33102 NUHRM33103	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name Employee Counselling Human Resource Planning Project Planning and Management	36 36 36 36 36 4 LH 36	18 18 18 18 18 18 PH 18	45 45 45 45 45 45 <b>CH</b> 45	03 03 03 03 03 03 <b>CU</b> 03
NUHRM32201 NUHRM32202 NUHRM32203 NUHRM32204 NUHRM32205 NUHRM32206  Year 3 Semester I Code NUHRM33101 NUHRM33102	Employment Law Ethics in Human Resource Management Employee Relations Human Resource Management Information Systems Financial Management Performance Management and Assessment  Course Name Employee Counselling Human Resource Planning Project Planning and	36 36 36 36 36 LH 36 36	18 18 18 18 18 18 PH 18 18	45 45 45 45 45 45 <b>CH</b> 45 45	03 03 03 03 03 03 <b>CU</b> 03 03

NUHRM33105	Human Resource				
	Competence Mapping	36	18	45	03
NUHRM33106	Contemporary Human				
	Resource Issues	36	18	45	03

Course Name	LH	PH	CH	CU
Reward Strategy and				
Management	36	18	45	03
Law of Contract	36	18	45	03
Public Relations	36	18	45	03
International Human				
Resource Management	36	18	45	03
Management Accounting	36	18	45	03
Organisation Behaviour	36	18	45	03
Human Resource				
Management Project	00	00	45	03
	Reward Strategy and Management Law of Contract Public Relations International Human Resource Management Management Accounting Organisation Behaviour Human Resource	Reward Strategy and Management 36 Law of Contract 36 Public Relations 36 International Human Resource Management 36 Management Accounting 36 Organisation Behaviour 36 Human Resource	Reward Strategy and Management 36 18 Law of Contract 36 18 Public Relations 36 18 International Human Resource Management 36 18 Management Accounting 36 18 Organisation Behaviour 36 18 Human Resource	Reward Strategy and Management 36 18 45 Law of Contract 36 18 45 Public Relations 36 18 45 International Human Resource Management 36 18 45 Management Accounting 36 18 45 Organisation Behaviour 36 18 45 Human Resource

## **Bachelor of Business Information Technology**

This programme is designed for those students interested in building both business/computer skills and capability to process business information to meet the challenges of the changing local and global business environment. It is a suitable course for those who intend to have a career in both business and information technology. It is offered for a period of three years and its structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBIT31101	Information Technology	45	00	45	03
NUBIT31102	Organisation Theory	45	00	45	03
NUBIT31103	Business Ethics	45	00	45	03
NUBIT31104	Computer Architecture and				
	Organisation	45	00	45	03
NUBIT31105	Computer Applications I	30	60	60	04
NUBIT31106	Quantitative Methods	45	00	45	03
Semester II					
Code	Course Name	LH	PH	CH	CU
NUBIT31201	<b>Business Communication</b>	45	00	45	03
NUBIT31202	Economics I	45	00	45	03
NUBIT31203	Computer Mathematics	45	00	45	03
NUBIT31204	Fundamentals of Accounting	45	00	45	03
NUBIT31205	Business Statistics I	45	00	45	03

NUBIT31206	Fundamentals of Structured Programming	30	60	60	04
Year 2 Semester	I				
Code	Course Name	LH	PH	CH	CU
NUBIT32101	Networks and Data				
	Communication	30	30	45	03
NUBIT32102	Management of Information				
	Systems	30	30	45	03
NUBIT32103	Administrative Functions	45	00	45	03
NUBIT32104	E- Business	30	30	45	03
NUBIT32105	Intermediate Accounting	45	00	45	03
NUBIT32106	Strategic Management	45	00	45	03
Semester	II				
Code	Course Name	LH	PH	CH	CU
NUBIT32201	Software Engineering	30	30	45	03
NUBIT32202	Research Methods	45	00	45	03
NUBIT32203	Decision Support Systems	45	00	45	03
NUBIT32204	Database Management	45	00	45	03
NUBIT32205	Intelligent Knowledge Based				
	Systems	30	30	45	03
NUBIT32206	Object Oriented Programming	30	60	60	04
ear 3 Semester	I				
Code	Course Name	LF	I PI	I CI	I CU
NUMGT33102	Human Resource				
	Management	45		45	03
NUMGT33103	1 1	45			03
NUBIT33103 NUBIT33104	Operating Systems Repair and Maintenance of	30	30	45	03
	Computers	30	60	60	04
NUBIT33105	Systems Analysis and Design	30	30	45	03
NUBIT33106	Auditing	45	00	45	03
Semester	II				
Code	Course Name	LH	PH	CH	CU
NUMGT33204	Operations Research	45	0	45	03
NUBIT33202 NUBIT33203	Computerised Accounting Database Design and	30	60	60	04
・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	Database Design and				

NUBIT33204	Internet and Web Page				
	Design	30	60	60	04
NUBIT33205	<b>Business Information</b>				
	Systems	45	0	45	03
	Project Presentation	00	00	90	06

# **Bachelor of Science in Information Technology**

The programme has been designed to include explicit and measurable objectives in terms of students' employability, providing them with invaluable experience in personal, inter-personal cture is shown below.

	king skills. It is a three years pr			-	
Year 1 Semeste	er I				
Code	Course Name	LH	PH	CH	CU
NUBBA31103	Organization Theory	45	00	45	03
NUBST31102	Internet and Webpage				
	Design	30	60	60	04
NUBIT31101	Information Technology	30	30	45	03
NUBST31104	Computer Literacy	30	60	60	04
NUBST31105	Database Management				
	Systems	30	30	45	03
NUBST31106	Data Communications and				
	Networks	30	30	45	03
Semeste	er II				
Code	Course Name	LH	PH	CH	CU
NUBST31201	Computer Organization and				
	Architecture	30	30	45	03
NUBBA31105	Fundamentals of Accounting	45	00	45	03
NUBBA31105 NUBIT31203	Fundamentals of Accounting Computer Mathematics			45 45	03 03
	9	45	00		
NUBIT31203	Computer Mathematics	45	00		
NUBIT31203	Computer Mathematics Fundamentals of Structured	45 45	00 00	45	03
NUBIT31203 NUBIT31206	Computer Mathematics Fundamentals of Structured Programming.	45 45	00 00	45	03
NUBIT31203 NUBIT31206	Computer Mathematics Fundamentals of Structured Programming. Structured System Analysis	45 45 30	00 00 40	45 60	03 04
NUBIT31203 NUBIT31206 NUBST31205	Computer Mathematics Fundamentals of Structured Programming. Structured System Analysis and Design. Operating Systems	45 45 30	00 00 40 30	<ul><li>45</li><li>60</li><li>45</li></ul>	03 04 03
NUBIT31203 NUBIT31206 NUBST31205 NUBIT33103	Computer Mathematics Fundamentals of Structured Programming. Structured System Analysis and Design. Operating Systems	45 45 30	00 00 40 30	<ul><li>45</li><li>60</li><li>45</li></ul>	03 04 03
NUBIT31203 NUBIT31206 NUBST31205 NUBIT33103 Year 2 Semeste	Computer Mathematics Fundamentals of Structured Programming. Structured System Analysis and Design. Operating Systems	45 45 30 30 30	00 00 40 30 30	45 60 45 45	03 04 03 03

Code	Course Name	LH	PH	CH	CU
NUBST32101	Applied Statistics	45	00	45	03
NUBST32102	<b>Business Application</b>				
	Programming	45	00	45	03
NUBST32103	Management Information				
	Systems	30	30	45	03
NUBST32104	E-Business	45	00	45	03

NUBST32105	Visual Programming	30	30	45	03
NUBST32106	Data Base Programming	30	30	45	03
Semeste	er II				
Code	Course Name	LH	PH	CH	CU
NUBST32201	ICT Strategic Management	45	00	45	03
NUBST32202	Software Engineering	45	00	45	03
NUBST32203	Dynamic Web Page				
	Technology	30	30	45	03
NUBBA31202	<b>Business Communication</b>	45	00	45	03
NUBST32205	IT Research Design and				
	Implementation	30	30	45	03
NUBST32206	Decision Support System	30	30	45	03

## Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUBST33101	Object Orientated				
	programming.	30	60	60	04
NUBST33102	*ICT Entrepreneurship (SME				
	mgt)	45	00	45	03
NUBST33103	Computer Repair and				
	Maintenance	30	60	60	04
NUBST33104	IT Project Management	45	00	45	03
NUBST33105	Systems Administration	30	30	45	03
NUMGT33102	Human Resource				
	Management	45	00	45	03
NUBST33107	*Database Concepts and with				
	database Languages	30	30	45	03

Students must select one of the electives indicated by  $^{st}$ 

Code	Course Name	LH	PH	СН	CU
NUBST3320	*Object Oriented System	45	30	60	04
1	Analysis and Design				
NUBST3320	Advanced Troubleshooting				
2	and Data Recovery Techniques	30	30	45	03
NUBST3320	Computerised Accounting	30	30	45	03
3					
NUBST3320	*Data Mining and warehousing	30	30	45	03
4					
NUBST3320	Marketing in IT Sector	45	00	45	03
5					

NUBST3320	*Information Systems Security	30	30	45	03
6					
NUBST3320	Business information System	45	00	45	03
7					
NUBST3320	*Electronic Media and	30	60	60	04
8	Multimedia				
NUBST3320	*Network Operating System	30	30	45	03
9					
	IT Project	00	00	90	06
	,				

Students must select **one** of the electives indicated by \*

#### **Bachelor of Applied Computing**

This programme exposes students to various areas of computer applications including the latest developments keeping in pace with the industry.

It is ideal for those interested in pursuing a career in the fast paced world of computers.

This is a three years programme and its structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBAC31101	Computer Applications	30	60	60	04
NUBBA31103	Organization Theory	45	00	45	03
NUBST31102	Internet and Web Page				
	Design	30	60	60	04
NUBAC31104	Programming Paradigm	45	00	45	03
NUBAC31105	<b>Business Information</b>				
	System	45	00	45	03
NUBST31105	Database Management				
	Systems	45	00	45	03

Code	Course Name	LH	PH	CH	CU
NUBIT32101	Data Communications				
	and Networks	45	00	45	03
NUBST31202	Computer Organization				
	and Architecture	45	00	45	03
NUBAC31203	Computer Mathematics	45	00	45	03
NUBAC31204	Fundamentals of				
	Structured Programming	30	60	60	04
NUBAC31205	Structured System				
	Analysis and Design	30	30	45	03
NUBAC31206	Operating Systems	30	30	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBAC32101	Applied Statistics	30	30	45	03
NUBAC32102	Numerical Methods	30	30	45	03
NUBAC32103	Database Programming	30	60	60	04
NUBAC32104	Object Oriented System				
	Analysis and Design	30	30	45	03
NUBAC32105	Data Structure and				
	Algorithms	45	30	60	04
NUBAC32106	Modelling and Simulation	30	30	45	03

Code	Course Name	LH	PH	CH	CU
NUBAC32201	Computer Graphics	30	30	45	03
NUBAC32202	Visual Programming	30	60	60	04
NUBAC32203	Information Technology				
	Project/Research	30	30	45	03
NUBAC32204	Dynamic Web Page				
	Technology	30	60	60	04
NUMGT33204	Operations Research	45	00	45	03
NUBBA31202	<b>Business Communication</b>	45	00	45	03
	Internship	00	00	90	06

#### Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUBAC33101	Legal and Ethical Issues of				
	Computing	45	00	45	03
NUBAC33102	Software Engineering	45	00	45	03
NUBAC33103	Object Orientated				
	Programming	30	60	60	04
NUBAC33104	*User Interface Design	45	30	60	03
NUBAC33105	*Software Management and				
	Quality Assurance	45	0	45	03
NUMGT33102	Human Resource				
	Management	45	0	45	03
NUBAC33107	Multimedia System	30	30	45	03

Students must select ONE of the electives indicated by  $^{\star}$ 

Code	Course Name	LH	PH	CH	CU
NUBAC33201	*Linux	30	30	45	03

NUBAC33202	*Artificial Intelligence	30	30	45	03
NUBAC33203	Accounting and Financial				
	Management System	45	00	45	03
NUBAC33204	*Encryption and				
	Authentication System	30	30	45	03
NUBAC33205	Computer Repair and				
	Maintenance	30	60	60	04
NUBAC33206	Data Mining and				
	Warehousing	30	30	45	03
NUBAC33207	*Mobile Computing	30	30	45	03
NUBAC33208	*Enterprise Computing	30	30	45	03
NUBAC33209	*ICT Entrepreneurship				
	(SME Mgt.)	45	00	45	03
	IT Project	00	00	90	06

Students must select TWO of the electives indicated by  $^{\ast}$ 

# **Bachelor of Science in Computer Science**

This is fundamentally a problem-solving discipline which employs a wide range of tools and techniques. This is a three years programme whose structure is as shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBCS31101	Information Technology	02	02	45	03
NUBCS31102	Computer Literacy	30	30	45	03
NUBCS31103	Organization Theory	45	00	45	03
NUBCS31104	Internet and Web Page				
	Design	30	60	60	04
NUBCS31105	<b>Business Information</b>				
	System	45	00	45	03
NUBCS31106	Computer Organization				
	and Architecture	45	00	45	03

Code	Course Name	LH	PH	CH	CU
NUBCS31201	Data Communications and				
	Networks	30	30	45	03
NUBCS31202	Database Management				
	Systems	30	30	45	03
NUBCS31203	Computer Mathematics	45	0	45	03
NUBCS31204	Fundamentals of Structured				
	Programming	30	60	60	04

NUBCS31205 NUBCS31206 Year 2 Semester	Operating System Structured Systems Analysis and Design	30 30		10	03 03		
Code	Course Name	LH	PH	СН	CU		
NUBCS32101	Applied Statistics	30	30	45	03		
NUBCS32102	Numerical Methods	45	30	60	04		
NUBCS32103	Database Programming	30	60	60	03		
NUBCS32104	Object Oriented System						
	Analysis and Design	30	30	45	03		
NUBCS32105	File and Data Structure	30	30	45	03		
NUBCS32106	Modelling and Simulation	30	30	45	03		
Semester II							
Code	Course Name	LH	PH	CH	CU		
NUBCS32201	Visual Programming	30	60	60	04		
NUBCS32202	Systems Programming I	30	30	45	03		
NUBCS32203	IT Project/Research						

#### Year 3 Semester I

NUBCS32205

NUBCS32206

Code	Course Name	LH	PH	CH	CU
NUBCS33101	Computer Algorithms	30	30	45	03
NUBCS33102	Software Engineering	30	30	45	03
NUBCS33103	Object Orientated				
	Programming	30	60	60	04
NUBCS33104	*User Interface Design	30	30	45	03
NUBAC33105	*Client-Server				
	Programming	30	60	60	04
NUBAC33106	*Wireless Networking	30	30	45	03
NUBAC33107	*Software Management and				
	Quality Assurance	45	00	45	03
NUBAC33108	Artificial Intelligence	30	30	45	03

Students must select TWO of the electives indicated by  $^{\ast}$ 

Presentation

Technology

Operations Research

**Business Communication** 

NUBCS32204 Dynamic Web Page

Code NUBCS33201	Course Name Management Information	LH	PH	СН	CU	Semester II
NUBCS33202	Systems *Accounting and Financial	30	30	45	03	Students must select TWO of the electives
	Management System	45	00	45	03	indicated by*
NUBCS33203 NUBCS33204	*Computer Graphics *Multimedia System	30 30	30 60	45 45	03 03	Bachelor of Networks
NUBCS33205	*Computer Care and Maintenance	30	60	60	04	and Systems Administration
NUBCS33206	Development of E- Commerce Applications	30	60	60	04	The programme is designed for
NUBCS33207	Data Ware Housing and Data Mining	30	30	45	03	candidates who wish to develop into specialists
NUBCS33208 NUBCS33209	*Mobile Computing *Enterprise Computing	30 30	30 30	45 45	03 03	in Networking and Systems
NUBCS33210	*ICT Entrepreneurship (SME Mgt.)	45	00	45	03	Administration. This
	IT Project	00	00	90	06	programme is offered in three years and its

structure is as shown below.

## Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUNSA31101	Computer Applications	45	60	45	03
NUNSA31102	Organization Theory	45	30	45	03
NUNSA31103	Internet and Web Page	45	60	60	04
	Design				
NUNSA31104	Programming Paradigm	45	30	45	03
NUNSA31105	<b>Business Information</b>	45	30	45	03
	System				
NUNSA31106	Database Management				
	Systems	45	30	45	03

Code	Course Name	LH	PH	СН	CU
NUNSA31201	Data Communications and				
	Networks	40	60	45	03
NUNSA31202	Computer Organization and				
	Architecture	45	30	45	03
NUNSA31203	Computer Mathematics	45	30	45	03
NUNSA31204	Fundamentals of Structured				
	Programming	45	60	45	03
NUNSA31205	Structured System Analysis				
	and Design	45	30	45	03

NUNSA31206	Operating Systems	45	30	45	03
Year 2 Semester	·I				
Code	Course Name	LH	P H	CH	CU
NUNSA32101	Unix and Windows				
	Environment	45	30	45	03
NUNSA32102	Data Format, Storage and				
	Recovery Techniques	45	30	45	03
NUNSA32103	Database Programming	45	30	45	03
NUNSA32104	Network Planning Design				
	and Implementation	45	30	45	03
NUNSA32105	Data Structures and	4 =	20	4 -	02
NILINIC A 22106	Algorithms	45 45	30 30	45 45	03 03
NUNSA32106	Administrative Scripting	43	30	43	03
Semester	·II				
Code	Course Name	LH	PH	CH	CU
NUNSA32201	Administrative Task I	45	30	45	03
NUNSA32202	Visual Programming	45	30	60	04
NUNSA32203	IT Project/Research				
	Presentation	45	30	45	03
NUNSA23204	, 0				
	Technology	45	60	45	03
NUNSA32205	Operations Research	45	30	45	03
NUNSA32206		45	30	45	03
	Internship	00	00	45	03
Year 3 Semester	·I				
Code	Course Name	LH	PH	СН	CU
NUNSA3310	Systems Security				
1		45	30	45	03
NUNSA3310	Wireless Networking				
2		45	30	45	03
NUNSA3310	Novell and Salaries				
3	Network Administration	45	30	60	04
NUNSA3310	Client Server				
4	Programming	45	30	45	03
NUNSA3310	*Software Engineering	. –	20	4-	0.2
5		45	30	45	03

NUNSA3310	Firewalls and Internet				
6	Working with Routers and				
	Switches	45	30	45	03
NUNSA3310	*Multimedia System				
7	•	45	30	45	03

Students must select ONE of the electives indicated by \*

#### Semester II

Code	Course Name	LH	PH	CH	CU
NUNSA33201	Administration Task III	45	15	04	06
NUNSA33202	*Human Resource				
	Management	60	30	00	06
NUNSA33203	Network Technologies				
	and Protocols	60	15	02	06
NUNSA33204	Encryption and				
	Authentication System	45	30	45	03
NUNSA33205	Computer Repair and				
	Maintenance	45	30	45	03
NUNSA33206	*Mobile Computing	45	30	45	03
NUNSA33207	*Enterprise Computing	45	30	45	03
NUNSA33208	*ICT Entrepreneurship				
	(SME Mgt.)	45	30	45	03
	IT Project	00	00	90	06

Students must select ONE of the electives indicated by \*

#### **Bachelor of Business Law**

This programme integrates the discipline of business, social science and law and it is suitable for those who intend to be Company Secretaries, Managers, Administrative Assistants and Business Legal Advisors. This is a three years programme and the structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBL31101	Introduction to Legal				
	Theory	36	18	45	03
NUBBL31102	Organization Theory	36	18	45	03
NUBBL31103	Business Ethics	36	18	45	03
NUBBL31104	Fundamentals of				
	Accounting	36	18	45	03
NUBBL31105	Law of Evidence and				
	Procedures	36	18	45	03
NUBBL31106	Computer Applications I	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUBBL31201	Economics I	36	18	45	03
NUBBL31202	Law of Contract	36	18	45	03
NUBBL31203	Administrative Law	36	18	45	03
NUBBL31204	Law of Torts	36	18	45	03
NUBBL31205	Marketing Management	36	18	45	03
NUBBL31206	Criminal Law	36	18	45	03

## Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBL32101	Intermediate Accounting	36	18	45	03
NUBBL32102	Tax and Revenue Law	36	18	45	03
NUBBL32103	Administrative Function	36	18	45	03
NUBBL32104	Law and Business Ethics	36	18	45	03
NUBBL32105	Law of Equity and Trusts	36	18	45	03
NUBBL32106	Strategic Management	36	18	45	03

## Semester II

Code	Course Name	LH	PH	CH	CU
NUBBL32201	Economics II	36	18	45	03
NUBBL32202	Research Methods	36	18	45	03
NUBBL32203	Commercial Transaction	36	18	45	03
	I				
NUBBL32204	Employment Law	36	18	45	03
NUBBL32205	Business Accounting	36	18	45	03
	Law				
NUBBL32206	Cost Accounting	36	18	45	03

## Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBL33101	Organisation Behaviour	36	18	45	03
NUBBL33102	Entrepreneurship	36	18	45	03
NUBBL33103	Investigative Auditing	36	18	45	03
NUBBL33104	Computerised				
	Accounting	36	18	45	03
NUBBL33105	Human Resource				
	Management	36	18	45	03
NUBBL33106	Commercial Transactions				
	II	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUBBL33201	Law of Economics	36	18	45	03
NUBBL33202	Law of Business				
	Associations	36	18	45	03
NUBBL33203	Environmental Law	36	18	45	03
NUBBL33204	Real Estate Finance	36	18	45	03
NUBBL33205	Property Law	36	18	45	03
NUBBL33206	Constitutional Law	36	18	45	03

## **Bachelor of Taxation Management**

This programme is designed for those employed in the Revenue Authorities in the East and Central African regions and from other parts of the world who need to obtain academic qualification in taxation management; those employed in local governments in Uganda and the neighbouring countries in the East and Central African region, "A" level students who are seeking entry into university education; and those students who may wish to specialize in taxation management. This is a three years programme whose structure is shown below.

36

36

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Year 1 Semester I

Code	Course Name	LH	PH	СН	CU
NUBTM31101	Commercial Law	36	18	45	03
NUBTM31102	History of Taxation	36	18	45	03
NUBTM31103	IT in Revenue	36	18	45	03
	Administration				
NUBTM31104	Ethical Issues in Taxation	36	18	45	03
NUBTM31105	Fundamentals of Taxation	36	18	45	03
NUBTM31106	<b>Taxation Mathematics</b>	36	18	45	03
Semester 1	ΙΊ				
Code	Course Name	LH	PH	СН	CU
NUBTM31201	Business Communication	36	18	45	03
NUBTM31202	Fundamentals of	36	18	45	03
	Accounting				
NUBTM31203	Micro Economics	36	18	45	03
NUBTM31204	Tax and Revenue Law I	36	18	45	03

#### Year 2 Semester I

NUBTM31206

NUBTM31205 Revenue Law

Administration

Fieldwork

Tax Payers Services

Code Course Name LH PH CH CU

NUBTM32101	Business Finance	36	18	45	03	
NUBTM32102	Taxation Accounting I	36	18	45	03	
NUBTM32103	Tax and Revenue Law II	36	18	45	03	
NUBTM32104	Management of Tax					
	Payers	36	18	45	03	
NUBTM32105	Intermediate Accounting	36	18	45	03	
NUBTM32106	Tax Research and					
	Decision Making	36	18	45	03	
Semester :	II					
Code	Course Name	LH	P/T	CH	CU	
NUBTM32201	Taxation Economics and					
	Fiscal Administration	36	18	45	03	
NUBTM32202	Regional Integration and					
	Tax Issues	36	18	45	03	
NUBTM32203	Tax Accounting Systems	36	18	45	03	
NUBTM32204	Taxation of Individuals	36	18	45	03	
NUBTM32205	Macro Economics	36	18	45	03	
NUBTM32206	Taxation of Property					
	Transactions	36	18	45	03	
	Field work	00	00	60	04	
Year 3 Semester	I					
Code	Course Name	LH	PH	CH	CU	
Code NUBTM33101	Course Name Taxation of Informal	LH	PH	СН	CU	
		<b>LH</b> 36	<b>PH</b> 18	<b>CH</b> 45	<b>CU</b> 03	
	Taxation of Informal					
NUBTM33101	Taxation of Informal Sector					
NUBTM33101	Taxation of Informal Sector VAT Administration and	36	18	45	03	
NUBTM33101 NUBTM33102	Taxation of Informal Sector VAT Administration and Accounting	36	18	45	03	
NUBTM33101 NUBTM33102	Taxation of Informal Sector VAT Administration and Accounting Risk Management in	36 36	18 18	45 45	03 03	
NUBTM33101 NUBTM33102 NUBTM33103	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration	36 36 36	18 18 18	45 45 45	03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II	36 36 36 36	18 18 18 18	45 45 45 45	03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation	36 36 36 36 36	18 18 18 18	45 45 45 45 45	03 03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation	36 36 36 36 36	18 18 18 18 18 18	45 45 45 45 45	03 03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation	36 36 36 36 36 36	18 18 18 18 18 18	45 45 45 45 45 45	03 03 03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester 1 Code	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name	36 36 36 36 36 36	18 18 18 18 18 18	45 45 45 45 45 45	03 03 03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester 1 Code	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name Law and Taxation of	36 36 36 36 36 36	18 18 18 18 18	45 45 45 45 45 45	03 03 03 03 03 03	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester 1 Code	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name Law and Taxation of Corporations, Trusts and	36 36 36 36 36 36	18 18 18 18 18 18	45 45 45 45 45 45 CH	03 03 03 03 03 03 CU	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester: Code NUBTM33201	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name Law and Taxation of Corporations, Trusts and Partnerships	36 36 36 36 36 36	18 18 18 18 18 18	45 45 45 45 45 45 CH	03 03 03 03 03 03 CU	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester: Code NUBTM33201	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name Law and Taxation of Corporations, Trusts and Partnerships Customs Declaration and	36 36 36 36 36 36 LH	18 18 18 18 18 18 18 PH	45 45 45 45 45 CH	03 03 03 03 03 03 CU	
NUBTM33101 NUBTM33102 NUBTM33103 NUBTM33104 NUBTM33105 NUBTM33106 Semester : Code NUBTM33201 NUBTM33202	Taxation of Informal Sector VAT Administration and Accounting Risk Management in Revenue Administration Taxation Accounting II Tax Planning International Taxation  II Course Name Law and Taxation of Corporations, Trusts and Partnerships Customs Declaration and Tariffs Management	36 36 36 36 36 36 LH	18 18 18 18 18 18 18 PH	45 45 45 45 45 CH	03 03 03 03 03 03 CU	

NUBTM33204	Tax Litigation	36	18	45	03
NUBTM33205	Comparative Tax Systems	36	18	45	03
NUBTM33206	Cost and Management				
	Accounting	36	18	45	03
	Tax Research Project	00	00	45	03

## **Bachelor of Procurement and Logistics Management**

The procurement function has a central role to play in the achievement of any country's objectives. It is therefore a vital aspect in the affairs of both public and private sectors especially when accountability for funds and ensuring value for money, remain one of the top priorities of any economy, in order for development to be registered. This is a three years programme whose structure is shown below.

Y

Year 1 Semester	I				
Code	Course Name	LH	PH	СН	CU
NUPLM31101	Stores Management in the				
	Supply Chain	36	18	45	03
NUPLM31102	Information Technology	36	18	45	03
NUPLM31103	Quantitative Methods	36	18	45	03
NUPLM31104	Principles of Purchasing				
	and Supplies Management	36	18	45	03
NUPLM31105	Mercantile Law	36	18	45	03
NUPLM31106	Computer Applications I	36	18	45	03
Semester	II				
Code	Course Name	LH	PH	CH	CU
NUPLM31201	Inventory Management				
	and Control	36	18	45	03
NUPLM31202	Micro Economics Theory	36	18	45	03
NUPLM31203	Business Statistics	36	18	45	03
NUPLM31204	Procurement				
	Communication	36	18	45	03
NUBBA31205	Marketing Management	36	18	45	03
NUPLM31206	Fundamentals of				
	Accounting	36	18	45	03
Year 2 Semester	I				
Code	Course Name	LH	PH	CH	CU
NUPLM32101	Human Resources				

#### Y

Code	Course Name	LH	PH	CH	CU
NUPLM32101	Human Resources				
	Management in the				
	Supply Chain	36	18	45	03
NUPLM32102	Business Finance	36	18	45	03

NUPLM32103	Intermediate Accounting	36	18	45	03
NUPLM32104	Strategic Procurement				
	Management	36	18	45	03
NUPLM32105	Administrative Function	36	18	45	03
NUPLM32106	Projects and Contracts				
	Management	36	18	45	03
Semester 1	II				
Code	Course Name	LH	PH	CH	CU
NUPLM32201	Research Methods	36	18	45	03
NUPLM32202	Taxation Management	36	18	45	03
NUPLM32203	International Procurement	36	18	45	03
NUPLM32204	Cost Accounting	36	18	45	03
NUPLM32205	Company Law	36	18	45	03
NUPLM32206	Logistics and Distribution				
	Management	36	18	45	03
	Internship	00	00	45	03
Year 3 Semester	Ī				
Code	Course Name	LH 1	PH (	CH	CU
NUPLM33101	Import and Export				
	Management	36	18	<b>4</b> 5	03
NUPLM33102	E-Procurement	36	18	45	03
NUPLM33103	Procurement Auditing			45	03
NUPLM33104	Relationship Marketing	36	18	45	03
NUPLM33105	Procurement				
	Applications			45	03
NUPLM33106	Computer Applications II	36	18	45	03
Semester 1	II				
Code	Course Name	LH I	PH (	CH ·	CU
NUPLM33201	Organization Behaviour	36	18	45	03
NUPLM33202	Public and Private Sector				

Procurement

Law

**Procurement Ethics** 

Purchasing and Supplies

Procurement of Works

Risk Management

NUPLM33203

NUPLM33204

NUPLM33205

NUPLM33206

#### **Bachelor of Entrepreneurship**

This is a three years programme designed for people who have skills in business related activities but need improvement in innovations, creativity and competitiveness in the business world. Entrepreneurship as an emerging discipline enhances an individual's abilities in understanding the wider social, economic, financial, legal and environmental world in which they operate. The programme is as shown below.

Year 1 Semester	rI				
Code	Course Name	LH	PH	CH	CU
NUENT31101	Introduction to				
	Entrepreneurship	36	18	45	03
NUBBA31101	Quantitative Methods	36	18	45	03
NUENT31103	Computer Literacy	36	18	45	03
NUENT31104	Strategic Business				
	Economics	36	18	45	03
NUENT31105	Creativity and Innovation	36	18	45	03
NUENT31106	Business Law	36	18	45	03
Semester	r II				
Code	Course Name	LH	PH	CH	CU
NUPLM31204	Principles of Purchasing				
	and Supplies				
	Management	36	18	45	03
NUENT31202	Business Psychology	36	18	45	03
NUENT31203	<b>Entrepreneurial Ethics</b>	36	18	45	03
NUPLM31203	Business Statistics 1	36	18	45	03
NUENT31205	New Venture Planning				
	and Management	36	18	45	03
NUBBA31205	Marketing Management	36	18	45	03
Year 2 Semester	r I				
Code	Course Name	LH	PH	СН	CU
NUENT32101	Managing for Growth	36	18	45	03
NUENT32102	Business Plan				
	Development	36	18	45	03
NUENT32103	Micro-Business				
	Management	36	18	45	03
NUENT32104	Performance Management	36	18	45	03
NUENT32105	Entrepreneurial Business				
	Communication	36	18	45	03
NUENT32106	Human Resource				
	Planning and				
	Management	36	18	45	03

Semester I	I
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Schiester					
Code	Course Name	LH	PH	CH	CU
NUENT32201	Entrepreneurial Financial				
	Management	36	18	45	03
NUMGT33105	Management of				
	Information Systems	36	18	45	03
NUBBA32203	Research Methods	36	18	45	03
NUENT32204	Statistical Methods of				
	Business	36	18	45	03
NUENT32205	Project Planning and				
	Management	36	18	45	03
NUENT32206	Entrepreneurial		4.0		
	Negotiations	36	18	45	03
	Internship	00	00	45	03
Year3 Semester	T				
Code	Course Name	LH	PH	CH	CU
NUENT33101	International				
	Marketing and	2.6	40		0.0
	Procurement	36	18	45	03
NUPLM33206	Risk Management	36	18	45	03
NUENT33103	Entrepreneurial				
	Strategic	0.6	10	4.5	00
NII IDOTO0404	Management	36	18	45	03
NUBST32104	E-Business	36	18	45	03
NUENT33105	Operations	26	10	4 -	02
NILIENITO 2107	Management	36	18	45	03
NUENT33106	Venture Capital	36	18	<b>4</b> E	03
	Management	30	10	45	03
Semester	II				
Code	Course Name	LH	PH	CH	CU
NUENT33201	Franchise Management	36	18	45	03
NUENT33202	International				
	Management	36	18	45	03
NUENT33203	Investment Analysis and				
	Portfolio Management	36	18	45	03
NUMGT33203	Comparative Business				
	Management	36	18	45	03
NUENT33205	ICT and				
	Entrepreneurship	36	18	45	03
	Project	00	00	45	03

## **Bachelor of Office Management and Secretarial Studies**

This programme is designed in such a way that students are equipped with secretarial, managerial and administrative skills and values. It targets those interested in office related roles, such as Secretaries/Executive Assistants, Administrative Assistants, Office Managers and Personal Assistants. This is a three years programme whose structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUOMS31101	Fundamentals of				
	Typewriting	36	60	60	04
NUBBA31102	Computer Applications I	30	60	60	04
NUOMS31103	Fundamentals of				
	Shorthand	36	60	60	04
NUBBA31103	Organisation Theory	36	18	45	03
NUOMS31105	Data Communication and				
	Networks	36	18	45	03
NUOMS31106	Business French I	36	60	60	04

#### Semester II

Code	Course Name	LH	PH	CH	CU
NUOMS31201	Business French II	36	60	60	04
NUOMS31202	Shorthand Speed				
	Development 60/70 wpm	36	60	60	04
NUBBA31105	Fundamentals of				
	Accounting	36	18	45	03
NUOMS31204	Secretarial Practice and				
	Procedures	36	18	45	03
NUBBA31104	Business Ethics	36	18	45	03
NUBBA31202	Business				
	Communication	36	18	45	03

#### Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUOMS32101	Office Management	36	18	45	03
NUOMS32102	Foundations of Word				
	Processing	36	60	60	04
NUOMS32103	Shorthand Speed Writing				
	80 – 100 wpm	36	60	60	04
NUOMS32104	Intermediate Typewriting	36	60	60	04
NUOMS32105	Office Records				
	Management	36	18	45	03

NUBBA32102	Administrative Function	36	18	45	03			
Semester l	II							
Code	Course Name	LH	PH	СН	CU			
NUOMS32201	Law and Procedures of							
	Meetings	36	18	45	03			
NUBBA32205	Cost Accounting	36	18	45	03			
NUBBA32203	Research Methods	36	18	45	03			
NUBBA32202	Company Law	36	18	45	03			
NUOMS32205	Computerised Records							
	Management	30	60	60	04			
NUOMS32206	Office Correspondence	36	18	45	03			
Year 3 Semester I								
Code	Course Name	LH	PH	СН	CU			
NUOMS33101	Secretarial							
	Communication Skills	36	18	45	03			
NUMGT33102	Human Resource							
	3.6	•	10	4 🗆	03			
	Management	36	18	45	00			
NUOMS33103	Management Computerised Accounting	36 36	18	45 45	03			
NUOMS33103 NUMGT33105	9							
	Computerised Accounting							
	Computerised Accounting Management of	36	18	45	03			
NUMGT33105	Computerised Accounting Management of Information Systems	36 36	18 18	45 45	03 03			
NUMGT33105 NUOMS33105	Computerised Accounting Management of Information Systems E-Communication Computer Applications II	36 36 30	18 18 60	45 45 60	03 03 04			
NUMGT33105 NUOMS33105 NUMGT33106	Computerised Accounting Management of Information Systems E-Communication Computer Applications II	36 36 30	18 18 60	45 45 60	03 03 04			
NUMGT33105 NUOMS33105 NUMGT33106 Semester l	Computerised Accounting Management of Information Systems E-Communication Computer Applications II	36 36 30 36 LH	18 18 60 18	45 45 60 45 CH	03 03 04 03			
NUMGT33105  NUOMS33105  NUMGT33106  Semester I	Computerised Accounting Management of Information Systems E-Communication Computer Applications II  II Course Name	36 36 30 36 LH	18 18 60 18 PH	45 45 60 45 CH	03 03 04 03 <b>CU</b>			
NUMGT33105  NUOMS33105  NUMGT33106  Semester I  Code  NUBCS21104	Computerised Accounting Management of Information Systems E-Communication Computer Applications II  II  Course Name Office Automation	36 36 30 36 LH	18 18 60 18 PH	45 45 60 45 CH	03 03 04 03 <b>CU</b>			
NUMGT33105  NUOMS33105  NUMGT33106  Semester I  Code  NUBCS21104	Computerised Accounting Management of Information Systems E-Communication Computer Applications II  II  Course Name Office Automation Advanced Typewriting	36 36 30 36 LH	18 18 60 18 PH	45 45 60 45 CH	03 03 04 03 <b>CU</b>			
NUMGT33105  NUOMS33105  NUMGT33106  Semester I  Code  NUBCS21104	Computerised Accounting Management of Information Systems E-Communication Computer Applications II  II  Course Name Office Automation Advanced Typewriting and Information	36 30 36 <b>LH</b> 30	18 60 18 <b>PH</b> 60	45 60 45 <b>CH</b> 60	03 03 04 03 CU 04			

# **Bachelors of Records and Information Management**

NUOMS33206 Desktop Publishing

Time and Stress Management

NUOMS33205

This programme is designed to equip Archivists and Records Managers working in today's business; government and non government organizations with relevant records and

36

30

18

60

45

60

03

04

information management skills and values. This is a three years programme and its structure is shown below.

Year 1 Semester I

Code	Course Name	L H	PH	СН	C U
NUOMS321 01	Office Management	36	18	45	03
NUOMS311 01	Fundamentals of Keyboarding	36	60	60	04
NUBIT3210 1	Data Communication and Networks	36	18	45	03
NUBBA3110 2	Computer Applications 1	36	18	45	03
NUBBA3110 5	Fundamentals of Accounting	36	18	45	03
NUBBA3110 3	Organization Theory	36	18	45	03

#### Semester II

Code	Course Name	LH	PH	СН	C U
NUOMS3210	Office Records	36	18	45	03
5	Management				
NUBRM3120	Copyright Law	36	18	45	03
2					
NUBRM3120	Applied Office	36	18	45	03
3	Practice and				
	Procedures				
NUBBA31202	Business	36	18	45	03
	Communication				
NUOMS3210	Intermediate	36	60	60	04
4	Typewriting				
NUDCS21104	Office	36	18	45	03
	Automation				

# Year 2 Semester 1

Code NUMGT33201	Course Public R			<b>LH</b> 36	<b>PH</b> 18	<b>CH</b> 45	<b>CU</b> 03
NUMGT33105	Manage Informa			36	18	45	03
NUOMS33205	Time Manage	and	Stress	36	18	45	03

NUOMS32205	Computerized Records Management	36	60	60	04
NUOMS33203	Teleconferencing	36	60	60	04
NUOMS31106	Business French 1	36	18	45	03
Semester II					
Code	Course Name	LH	P	СН	CU
Code	Course Name	LП	r H	СП	CU
NUOMS3320	Advanced Information		11		
2	Processing	36	60	60	04
NUBRM3220	Records Classification	30	00	00	04
2		36	18	45	03
	and Cataloging Business French II	36	10	43	03
NUOMS3120	Dusiness French II	26	10	4 -	02
1	D 1 - M - (1 1 -	36	18	45	03
NUBBA32203	Research Methods	36	18	45	03
NUMGT3310	Computer Applications	26	<i>(</i> 0	<b>60</b>	0.4
6	II	36	60	60	04
NUOMS3310	E-Communication		4.0		
5		36	18	45	03
Year 3 Semester 1					
Code	Course Name	LH	P	C	CU
			H	H	
NUOMS3310	Computerized				
3	Accounting	36	18	45	03
NUBBA3110	Business Ethics				
4		36	60	60	04
NUMGT3310	Human Resource				
2	Management	36	18	45	03
NUBBA3210	Administrative				
2	Functions	36	18	45	03
NUBRM3310	E-Records and Archives				
5		36	18	45	03
NUBRM3310	Library Records				
6	Management	36	60	60	04
Semester II					
Code	Course Name	LH	I PH	СН	CU
NUOMS3310	Secretarial	LI	1 111	CII	CU
1	Communication Skills	36	18	45	03
NUMGT3320	Public Relations	30	10	40	03
NUMG13320 1	1 upiic relations	36	18	<b>1</b> E	03
NUOMS3320	D 1: D 11:1:	30	10	45	03
110010133320	Llockton Publiching				
6	Desktop Publishing	36	60	60	04

NUBSC31202	Database M	anagement				
	Systems		36	18	45	03
NUOMS3220	Office Correspo	ndence				
6			36	60	60	04
NUOMS322	Law and Pro	cedures of				
01	Meetings		36	18	45	03

#### Bachelors of Multilingual Secretarial Studies and Administration

This programme provides language and administrative skills to Personal Assistants and Secretaries to interpret, translate and summarize information in order to ensure effective and efficient communication at local and global level

The languages taught in this programme are Swahili, French English and German. This is a three years programme as shown in the structure below.

Year 1 Semester I

Code	Course Name		LH	PH	CH	CU
NUOMS31101	Fundamentals	of	36	60	60	04
	Keyboarding					
NUBMS31102	Business French		36	18	45	03
	I/German I					
NUBMS31103	Business Swahili I		36	18	45	03
NUBBA31102	Computer Application	ns I	36	60	60	04
NUBBA31103	Organization Theory		36	18	45	03
NUBBA31105	Fundamentals	of	36	18	45	03
	Accounting					

Code	Course Name	LH	PH	C H	CU
NUBMS3120	Business Swahili II	3			
1		6	60	60	04
NUBMS3120	Business French II/German	3			
2	II	6	18	45	03
NUOMS3110	Fundamentals of	3			
3	Shorthand	6	18	45	03
NUOMS3210	Fundamentals of Word	3			
2	Processing	6	60	60	04
NUOMS3120	Secretarial Practice and	3			
4	Procedures	6	60	60	04
NUBBA3120	Business Communication	3			
2		6	18	45	03

Year 2 Semester I

Code NUBMS32101	<b>Course Name</b> Swahili Translation	LH 36	<b>PH</b> 18	<b>CH</b> 45	<b>CU</b> 03
NUMGT33105	Management of	00	10	10	00
1101110105105	Information Systems	36	18	45	03
NUOMS33205	Time and Stress	30	10	10	03
110011333203		36	18	45	03
NUOMS32105	Management Office Records	30	10	43	03
110011332103		36	18	45	03
NUBMS32105	Management Shorthand Speed	36	60	60	03
NUDWI332103	1	30	00	60	04
NILIDMC22106	Development	26	<i>(</i> 0	(0	0.4
NUBMS32106	French/German	36	60	60	04
	Translation				
Semester I	I				
Code	Course Name	LH	PH	CH	CU
NUMGT33201	Public Relations	36	18	45	03
NUOMS33203	Teleconferencing	36	60	60	04
NUOMS32104	Intermediate	36	18	45	03
	Typewriting				
NUBBA32203	Research Methods	36	18	45	03
NUMGT33106	Computer Applications	36	18	45	03
	II				
NUOMS33105	E-Communication	36	60	60	04
Year 3 Semester I					
Code	Course Name	LH	PH	CH	CU
NUOMS33103	Computerized				
	Accounting	36	18	45	03
NUBBA31104	Business Ethics	36	60	60	04
NUMGT33102	Human Resource				
	Management	36	18	45	03
NUBBA32102	Administrative				
	Functions	36	18	45	03
NUOMS32205	Computerized Records				
	Management	36	18	45	03
NUBBA31106	Mercantile Law	36	18	45	03
Semester II					
Code	Course Name	T T T	PH	C	CU
Code	Course Name	LH	гп	C H	CU
NUOMS3310	Secretarial			11	
1	Communication Skills	36	18	45	03
NUBMS3320	Procurement and	50	10	10	30
2	Marketing Management	36	18	45	03
_	The state of the s	50	10	10	50

NUOMS3320	Desktop Publishing	36	60	60	04
6					
NUBMS3320	Audio Typewriting				
4		36	18	45	03
NUOMS3320	Advanced Information				
2	Processing	36	60	60	04
NUOMS3220	Law and Procedures of				
1	Meetings	36	18	45	03

**NB:** A student can study either French or German but Swahili is a compulsory course to all students.