DIPLOMA COURSES

Diploma in Business Administration

This programme is designed in such a way that after completing the general courses, a student can specialize in one of the following fields: Management, Marketing, Accounting, Clearing and Forwarding, Purchasing and Supplies Management or Banking, Insurance and Finance. This is a two years programme whose structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA31106	Mercantile Law	36	18	45	03
NUBBA31102	Computer Applications I	36	18	45	03
NUDBA21103	Procurement and Stores Management	36	18	45	03
NUDBA21104	Business Policy	36	18	45	03
NUBBA31103	Organisation Theory	36	18	45	03
NUBBA31105	Fundamentals of Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBBA31201	Information Technology	36	18	45	03
NUMGT33106	Computer Applications II	36	18	45	03
NUBBA31203	Economics I	36	18	45	03
NUBBA31205	Marketing Management	36	18	45	03
NUBBA31204	Business Statistics I	36	18	45	03
NUBBA31202	Business Communication	36	18	45	03

Year 2 (A student selects one of the Options below)

Management Specialisation

Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA32101	Business Finance I	36	18	45	03
NUOMS32105	Office Records Management	36	18	45	03
NUMGT22103	Personnel Management	36	18	45	03
NUOMS32101	Office Management	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUMGT22105	Industrial Relations and Welfare	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUMGT22201	Small Business Management	36	18	45	03
NUMGT33201	Public Relations	36	18	45	03
NUMGT33105	Management of Information Systems (MOIS)	36	18	45	03
NUBBA32205	Cost Accounting	36	18	45	03
NUBBA31206	Sales and Sales Force Management	36	18	45	03
NUBBA32202	Company Law	36	18	45	03

Accounting Option

Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA32101	Business Finance I	36	18	45	03
NUOMS32105	Office Records Management	36	18	45	03
NUMGT22103	Personnel Management	36	18	45	03
NUOMS32101	Office Management	36	18	45	03
NUBBA32106	Money, Banking and Insurance	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUACC22201	Auditing	36	18	45	03
NUBBA32201	Taxation Management	36	18	45	03
NUBBA32204	Economics II	36	18	45	03
NUBBA32205	Cost Accounting	36	18	45	03
NUACC22205	Computerised Accounting	36	18	45	03
NUBBA32202	Company Law	36	18	45	03

Marketing Option

Semester I

Code	Course Name	LH	PH	CH	CU
NUMKT22101	Purchasing and Supplies Management	36	18	45	03
NUMKT22102	Marketing Research	36	18	45	03
NUMGT22103	Personnel Management	36	18	45	03
NUMKT22104	Marketing of Farm Produce	36	18	45	03
NUMKT22105	International Marketing	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUMKT22201	Consumer Behaviour	36	18	45	03
NUMKT22202	Marketing Channels	36	18	45	03
NUMKT22203	Commercial Advertising	36	18	45	03
NUBBA32205	Cost Accounting	36	18	45	03
NUMKT22205	Industrial Marketing Management	36	18	45	03
NUBBA32202	Company Law	36	18	45	03

Banking, Insurance and Finance Option

Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA32101	Business Finance I	36	18	45	03
NUOMS32105	Office Records Management	36	18	45	03
NUMGT22103	Personnel Management	36	18	45	03
NUMBI22104	Banking Practice	36	18	45	03
NUBBA32106	Money, Banking and Insurance	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUMBI22201	Actuarial Mathematics	36	18	45	03
NUBBA32201	Taxation Management	36	18	45	03

NUMBI22203	Insurance Law	36	18	45	03
NUMBI22204	International Finance	36	18	45	03
NUMBI22205	Life and Marine Insurance	36	18	45	03
NUMBI22206	Principles of Insurance	36	18	45	03

Purchasing and Supplies Management Option

Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA32101	Business Finance I	36	18	45	03
NUCFM22102	Customs Declaration and Tariffs	36	18	45	03
NUPSM22103	Storekeeping and Stores Management	36	18	45	03
NUMKT22101	Purchasing and Supplies Management	36	18	45	03
NUPSM22105	Legal Aspects of Purchasing	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUMKT22203	Commercial Advertising	36	18	45	03
NUPSM22202	Practice and Techniques of Purchasing	36	18	45	03
NUBBA32204	Economics II	36	18	45	03
NUBBA32205	Cost Accounting	36	18	45	03
NUPSM22205	International Contracts	36	18	45	03
NUBBA32202	Company Law	36	18	45	03

Clearing and Forwarding Management Option

Semester I

Code	Course Name	LH	PH	CH	CU
NUCFM22101	Law of Carriage	36	18	45	03
NUCFM22102	Customs Declaration and Tariff	36	18	45	03
NUCFM22103	Clearing and Forwarding Management	36	18	45	03
NUCFM22104	Marine Insurance	36	18	45	03
NUCFM22105	Cargo Storage and Warehousing	36	18	45	03

| NUCFM22106 | Shipping Practices | 36 | 18 | 45 | 03 |

Semester II

Code	Course Name	LH	PH	CH	CU
NUCFM22201	Import and Export Management	36	18	45	03
NUCFM22202	Economics of Transport Management	36	18	45	03
NUCFM22203	Economics of Sea Transport	36	18	45	03
NUBBA32106	Sales and Sales Force Management	36	18	45	03
NUPSM22205	International Contracts	36	18	45	03
NUBBA32202	Company Law	36	18	45	03

Diploma in Computer Science

This programme is designed for those interested in the use of computer particularly in the business environment. It is offered for a period of two years and its structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA31101	Computer Applications 1	30	30	45	03
NUBST31206	Operating System	36	18	45	03
NUBBA31201	Information Technology	36	18	45	03
NUDCS21104	Office Automation	36	18	45	03
NUBBA32104	Systems Analysis and Design	36	18	45	03
NUBBA31105	Fundamentals of Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBAC32103	Database Programming Techniques	36	18	60	04
NUDCS21202	Computer Programme in C++	30	30	45	03
NUBBA31203	Economics I	36	18	60	04
NUDCS21204	Word Processing/DTP	36	18	45	03
NUBBA31204	Business Statistics I	36	18	45	03
NUBBA31202	Business Communication	36	18	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBIT32101	Data Communication and Networks	36	18	45	03
NUDCS22102	Data Processing Management	36	18	45	03
NUDCS22103	Data Structures	36	18	45	03
NUMGT33106	Computer Applications II	30	60	60	04
NUBIT32204	Database Management Systems	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUDCS22201	Computer Applications III	30	60	60	04
NUBIT31203	Computer Mathematics	36	18	45	03
NUDCS22203	Computerised Accounting	30	60	60	04
NUMGT33105	Management of Information Systems	36	18	45	03
NUBIT31104	Computer Architecture and Organisation	36	18	45	03
	Computer Project	00	90	90	06

The Diploma in Information Technology

This is a two years programme designed to equip students with integrated practical and managerial expertise in computer. In order to offer customized solutions for the needs of different organizations. The programme structure is as shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUDBA31102	Computer Applications I	36	18	45	03
NUDBA31202	Business Communication	36	18	45	03
NUDBA31201	Information Technology	36	18	45	03
NUDBA31204	Business Statistics I	36	18	45	03
NUDBA32104	Systems Analysis and Design	36	18	45	03

| NUDBA31203 | Economics I | 36 | 18 | 45 | 03 |

Semester II

Code	Course Name	LH	PH	CH	CU
NUBIT32204	Database Management Systems	36	18	45	03
NUDBA31105	Fundamentals of Accounting	36	18	45	03
NUDST31206	Operating Systems	36	18	45	03
NUDST31102	Internet and Webpage Design	36	18	45	03
NUDIT21206	Business Applications Programming	36	18	45	03
NUDIT22103	Object - Oriented Programming	36	18	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUDCS22101	Data Communication and Networks	30	30	45	03
NUDCS22102	Data Processing Management	36	18	45	03
NUDIT21001	Repair & Maintenance of Computers	30	60	60	04
NUDCS22104	Computer Applications II	30	60	60	04
NUDIT21002	Business Information System	30	30	45	03
NUDCS21203	Database Programming Techniques	30	60	60	04

Semester II

Code	Course Name	LH	PH	CH	CU
NUDIT22001	Systems Administration	30	30	45	03
NUDCS22204	Discrete/Computer Mathematics	45	00	45	03
NUDCS22301	Computerised Accounting	30	60	60	04
NUDCS22302	Management of Information Systems	45	00	45	03
NUDIT22002	Event Driven Programming	30	30	45	03
	Research Project	00	90	45	03

Diploma in Office Management and Secretarial Studies

This programme is designed for Secretaries of modern offices and their challenging roles in the modern world. This is a two years programme and its 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	36	60	60	04
NUOMS31103	Fundamentals of Shorthand	36	60	60	04
NUOMS32101	Office Management	36	18	45	03
NUOMS31106	Business French I	36	60	60	04
NUBBA31105	Fundamentals of Accounting	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
NUOMS33105	E-Communication	36	60	60	04
NUOMS31204	Secretarial Practice and Procedures	36	18	45	03
NUOMS32105	Office Records Management	36	60	60	04
NUBBA31202	Business Communication	36	60	60	04

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUOMS32102	Foundation of Word Processing	36	18	45	03
NUOMS32103	Shorthand Speed Writing 80 – 100 wpm	36	60	60	04
NUOMS32104	Intermediate Typewriting	36	18	45	03
NUOM32206	Office Correspondence	36	60	60	04
NUOMS33206	Desktop Publishing	36	18	45	03
NUOMS33205	Time and Stress Management	36	60	60	04

Semester II

Code	Course Name	LH	PH	CH	CU
NUOMS32205	Computerised Records Management	36	60	60	04
NUOMS32201	Law and Procedures of Meetings	36	18	45	03
NUOMS33101	Secretarial Communication Skills	36	60	60	04

NUMGT22103	Personnel Management	36	60	60	04
NUOMS33202	Advanced Typewriting and Information Processing	36	60	60	04
NUMGT33106	Computer Applications II	36	18	45	03

Diploma in 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 two years programme whose structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBBA31106	Commercial Law	36	18	45	03
NUBTM31102	History of Taxation	36	18	45	03
NUBTM31103	IT in Revenue Administration	36	18	45	03
NUBTM31104	Ethical Issues in Taxation	36	18	45	03
NUBTM31105	Fundamental of Taxation	36	18	45	03
NUBBA31105	Fundamentals of Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUDTM21201	Taxation Accounting	36	18	45	03
NUDTM21202	Tax and Revenue Law	36	18	45	03
NUBBA31203	Micro Economics	36	18	45	03
NUDTM21204	Tax and Customs Administration	36	18	45	03
NUBTM31206	Tax Payer Services	36	18	45	03
NUBBA31202	Business Communication	36	18	45	03
	Field work	00	00	60	04

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUDTM22101	Law and Taxation of Corporations, Trusts and Partnerships	36	18	45	03
NUBBA32101	Business Finance	36	18	45	03
NUBTM32206	Taxation of Property Transaction	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUBTM32104	Management of Tax Payers	36	18	45	03
NUBTM33101	Taxation of Informal Sector	36	18	45	03
NUBBA32103	Intermediate Accounting	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBBA32204	Macro Economics	36	18	45	03
NUCFM22102	Customs Declaration and Tariffs Management	36	18	45	03
NUBTM33102	VAT Administration and Accounting	36	18	45	03
NUBTM32204	Taxation of Individuals	36	18	45	03
NUDTM22205	Tax Audit and Investigation	36	18	45	03
NUBBA32202	Company Law	36	18	45	03
	Tax Report	00	00	30	02

Diploma in Records and Information Management

This programme serves as an introduction to archivists and records managers working in today's business both government and non government organizations of such programs. This is a two years programme and its structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUOMS32105	Office Records Management	36	18	45	03
NUDRIM21102	Introduction to Keyboarding	36	60	60	04
NUBBA31202	Business Communication	36	18	45	03
NUBBA31102	Computer Applications 1	36	60	60	04
NUBBA31105	Fundamentals of Accounting	36	18	45	03
NUBBA31103	Organization Theory	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUOMS32101	Office Management	36	18	45	03

Code	Course Name	LH	PH	CH	CU
NUBRM32203	Copyright Law	36	18	45	03
NUOMS32102	Foundations of Word Processing	36	60	60	04
NUOMS32205	Computerized Records Management	36	18	45	03
NUOMS32104	Intermediate Typewriting	36	60	60	04
NUDCS21104	Office Automation	36	18	45	03

Year 2 Semester 1

Code	Course Name	LH	PH	CH	CU
NUOMS32201	Law and Procedures of Meetings	36	18	45	03
NUMGT33105	Management of Information Systems	36	18	45	03
NUOMS33101	Secretarial Communication Skills	36	18	45	03
NUOMS33205	Time and Stress Management	36	60	60	04
NUOMS33203	Teleconferencing	36	60	60	04
NUOMS31106	Business French 1	36	18	45	03

Semesters II

Code	Course Name	LH	PH	CH	CU
NUDRIM2221	Advanced Information Processing	36	60	60	04
NUDRIM2222	Records Classification and Cataloging	36	18	45	03
NUOMS31201	Business French II	36	18	45	03
NUOMS32206	Office Correspondence	36	18	45	03
NUMGT33106	Computer Applications II	36	60	60	04
NUDRIM2226	Electronic Records and Archives	36	18	45	03