COURSES OFFERED IN HIGHER NATIONAL DIPLOMA OF OFFICE TECHNOLOGY AND MANAGEMENT

1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 311	Shorthand IV	3
OTM 312	Business Communication 1	3
OTM 313	ICT Office Application 1	4
OTM 314	Office Administration and Management I	3
OTM 315	Advanced Keyboarding 1	4
GNS 411	Social Psychology	3
BAM 214	Business Law	3
MKT 413	Marketing Communication	3
	TOTAL	**26 UNITS**

T - Theory
P - Practical
CH - Credit Hour
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2nd SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 321	Business Communication II	3
BAM 427	Nigerian Labour Law	3
OTM 322	ICT Office Applications II	4
OTM 323	Office Administration and Management II	3
OTM 324	Research Methods	3
BAM 325	Professional Career Development	3
OTM 326	Advanced Shorthand V	3
OTM 327	Advanced Key Boarding II	3
BAM 324	Human Capital Management	3
	TOTAL	**28 UNITS**

3rd SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 411	Advanced Transcription I	3
OTM 412	Advanced Keyboarding III	3

OTM 413	Data Base Management Systems	3
GNS 402	Literary Appreciation and Oral Composition	3
OTM 415	Advanced Desktop Publishing	3
BAM 224	Elements of Human Capital Management	3
MKT 423	Marketing Communication II	2
OTM 414	Oral Communication Skills	3
	TOTAL	**23 UNITS**

4TH SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 422	Project	4
OTM 423	Management Information System.	3
OTM 424	Professional Ethics and Social Responsibility.	3
OTM 425	Advanced Webpage Design	4
OTM 426	Advanced Transcription II	3
OTM 427	Advanced Keyboarding	3
BAM 413	Entrepreneurship	3
MKT 416	Marketing of Services	2
	TOTAL	**25 UNITS**

LIST OF COURSES OFFERED IN
NATIONAL DIPLOMA OF
OFFICE TECHNOLOGY AND MANAGEMENT

1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
GNS 101	Use of English I	3
GNS 111	Citizenship Education	2
BAM 111	Introduction to Business I	3
OTM 111	Shorthand I	3
OTM 112	Keyboarding I	3
OTM 113	Information and Communication Technology I	3
OTM 114	Office Practice I	2
GNS 103	Use of Library	2
	TOTAL	**21 UNIITS**

2nd SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 121	Shorthand II	3
OTM 122	Keyboarding II	3
OTM 123	Information and Communication Technology II	3
OTM 124	Modern Office Technology	2
OTM 125	Career Development	3
BAM 113	Principles of Law	2
EED 126	Entrepreneurship	2
GNS 121	Citizenship Education II	2
GNS 102	Communication in English	3
	TOTAL	**23 UNITS**

3RD SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 211	Shorthand III	3
OTM 212	Keyboarding III	3
OTM 213	Desktop Publishing	3
OTM 214	Office Practice II	2
EED 216	Entrepreneurship Education	3
GNS 201	Use of English II	3
OTM 288	Research Techniques	3
ACC 111	Principles of Accounting	2
	TOTAL	**22 UNIITS**

4TH SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNIT
OTM 221	Peoples Communication Skills	2
OTM 222	Record Management	2

OTM 223	Web Page Design	3
OTM 224	Keyboarding IV	3
OTM 225	Project	4
OTM 226	SIWES	4
OTM 227	Shorthand IV	3
BAM 114	Principles of Economics	3
GNS 202	Communication in English II	3
	TOTAL	**27 UNITS**

T - Theory
P - Practical
CH - Credit Hour