

CERTIFICATE COURSES

Certificate in Office Management

This programme is designed to create access to business studies for those who are interested in office skills or office related careers. This is a one year programme and its structure is shown below.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUCOM11101	Introduction to Business Communication	36	18	45	03
NUCOM11102	Office Records Management	36	18	45	03
NUCOM11103	Introduction to Computer	36	60	60	04
NUCOM11104	Principles of Management	36	18	45	03
NUCOM11105	Office Correspondence	36	60	60	04
NUCOM11106	Principles of Procurement and Stores Management	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUCOM11201	Office Automation	36	60	60	04
NUCOM11202	Principles of Law	36	18	45	03
NUCOM11203	Commerce	36	18	45	03
NUCOM11204	Information Technology	36	60	60	04
NUCOM11205	Computer Application II	36	60	60	04
NUCOM11206	Foundation of Word Processing	36	60	60	04