

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.

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 Accounting	36	18	45	03
NUBBA31106	Mercantile Law	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBBA31201	Information Technology	36	18	45	03
NUBBA31202	Business Communication	36	18	45	03
NUBBA31203	Economics I	36	18	45	03
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 Design	36	18	45	03
NUBBA32105	Strategic Management	36	18	45	03
NUBBA32106	Money, Banking and Insurance	36	18	45	03

Semester II

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	Comparative Business Management	36	18	45	03
NUMGT33204	Operations Research	36	18	45	03
NUMGT33205	Labour Law	36	18	45	03
NUMGT33206	Management Accounting	36	18	45	03

Marketing Option

Semester I

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	36	18	45	03
NUMKT33104	Marketing of Farm Produce	36	18	45	03
NUMKT33105	International Marketing	36	18	45	03
NUMKT33106	Computer Applications II	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUMKT33201	Industrial Marketing Management	36	18	45	03
NUMKT33202	Consumer Behaviour	36	18	45	03
NUMKT33203	Marketing Channels	36	18	45	03
NUMKT33204	Advertising Management	36	18	45	03
NUMKT33205	Service Marketing	36	18	45	03
NUMKT33206	Retail Marketing	36	18	45	03

Accounting Option

Semester I

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	CU
NUACC33201	Advanced Accounting II	36	18	45	03
NUACC33202	Computerised Accounting II	36	18	45	03
NUACC33203	Investment Analysis	36	18	45	03
NUACC33204	Operations Research	36	18	45	03
NUACC33205	Auditing II	36	18	45	03
NUACC33206	Management Accounting	36	18	45	03

Banking, Insurance and Finance Option

Semester I

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

Semester II

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	Business Communication	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 Management	36	18	45	03
NUHRM31106	Organisation Development	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
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NUHRM31201	Fundamentals of Accounting	36	18	45	03
NUHRM31202	Microeconomics	36	18	45	03
NUHRM13203	Computer Applications II	36	18	45	03
NUHRM13204	Leadership in Organisations	36	18	45	03
NUHRM13205	Quantitative Methods	36	18	45	03
NUHRM13206	Human Resource Policy and Practice	36	18	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUHRM32101	Intermediate Accounting	36	18	45	03
NUHRM32102	Administrative Law	36	18	45	03
NUHRM32103	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 Development	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUHRM32201	Employment Law	36	18	45	03
NUHRM32202	Ethics in Human Resource Management	36	18	45	03
NUHRM32203	Employee Relations	36	18	45	03
NUHRM32204	Human Resource Management Information Systems	36	18	45	03
NUHRM32205	Financial Management	36	18	45	03
NUHRM32206	Performance Management and Assessment	36	18	45	03

Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUHRM33101	Employee Counselling	36	18	45	03
NUHRM33102	Human Resource Planning	36	18	45	03
NUHRM33103	Project Planning and Management	36	18	45	03
NUHRM33104	Organization Staffing and Management	36	18	45	03

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

Semester II

Code	Course Name	LH	PH	CH	CU
NUHRM33201	Reward Strategy and Management	36	18	45	03
NUHRM33202	Law of Contract	36	18	45	03
NUHRM33203	Public Relations	36	18	45	03
NUHRM33204	International Human Resource Management	36	18	45	03
NUHRM33205	Management Accounting	36	18	45	03
NUHRM33206	Organisation Behaviour Human Resource Management Project	00	00	45	03

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	Business Communication	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
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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

Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUMGT33102	Human Resource Management	45	00	45	03
NUMGT33103	Entrepreneurship	45	00	45	03
NUBIT33103	Operating Systems	30	30	45	03
NUBIT33104	Repair and Maintenance of 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	Computerised Accounting	30	60	60	04
NUBIT33203	Database Design and Programming	30	60	60	04

NUBIT33204	Internet and Web Page Design	30	60	60	04
NUBIT33205	Business Information 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 and project working skills. It is a three years programme and its structure is shown below.

Year 1 Semester 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

Semester 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
NUBIT31203	Computer Mathematics	45	00	45	03
NUBIT31206	Fundamentals of Structured Programming.	30	40	60	04
NUBST31205	Structured System Analysis and Design.	30	30	45	03
NUBIT33103	Operating Systems	30	30	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBST32101	Applied Statistics	45	00	45	03
NUBST32102	Business Application 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

Semester 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	Business Communication	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 **

Semester II

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

NUBST3320 6	*Information Systems Security	30	30	45	03
NUBST3320 7	Business information System	45	00	45	03
NUBST3320 8	*Electronic Media and Multimedia	30	60	60	04
NUBST3320 9	*Network Operating System	30	30	45	03
	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	Business Information System	45	00	45	03
NUBST31105	Database Management Systems	45	00	45	03

Semester II

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

Semester II

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	Business Communication Internship	45	00	45	03
		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 **

Semester II

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 **

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	Business Information System	45	00	45	03
NUBCS31106	Computer Organization and Architecture	45	00	45	03

Semester II

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	Operating System	30	30	45	03
NUBCS31206	Structured Systems Analysis and Design	30	30	45	03

Year 2 Semester I

Code	Course Name	LH	PH	CH	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 Presentation	30	30	45	03
NUBCS32204	Dynamic Web Page Technology	30	60	60	04
NUBCS32205	Operations Research	45	00	45	03
NUBCS32206	Business Communication	45	00	45	03

Year 3 Semester I

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 **

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

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 Design	45	60	60	04
NUNSA31104	Programming Paradigm	45	30	45	03
NUNSA31105	Business Information System	45	30	45	03
NUNSA31106	Database Management Systems	45	30	45	03

Semester II

Code	Course Name	LH	PH	CH	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
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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 Algorithms	45	30	45	03
NUNSA32106	Administrative Scripting	45	30	45	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	Dynamic Web Page Technology	45	60	45	03
NUNSA32205	Operations Research	45	30	45	03
NUNSA32206	Administration Task II Internship	00	00	45	03

Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUNSA3310 1	Systems Security	45	30	45	03
NUNSA3310 2	Wireless Networking	45	30	45	03
NUNSA3310 3	Novell and Salaries Network Administration	45	30	60	04
NUNSA3310 4	Client Server Programming	45	30	45	03
NUNSA3310 5	*Software Engineering	45	30	45	03

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

Semester II

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 I	36	18	45	03
NUBBL32204	Employment Law	36	18	45	03
NUBBL32205	Business Accounting Law	36	18	45	03
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

Semester II

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.

Year 1 Semester I

Code	Course Name	LH	PH	CH	CU
NUBTM31101	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	Fundamentals of Taxation	36	18	45	03
NUBTM31106	Taxation Mathematics	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBTM31201	Business Communication	36	18	45	03
NUBTM31202	Fundamentals of Accounting	36	18	45	03
NUBTM31203	Micro Economics	36	18	45	03
NUBTM31204	Tax and Revenue Law I	36	18	45	03
NUBTM31205	Revenue Law Administration	36	18	45	03
NUBTM31206	Tax Payers Services Fieldwork	36 00	18 00	45 60	03 04

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
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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 Field work	36 00	18 00	45 60	03 04

Year 3 Semester I

Code	Course Name	LH	PH	CH	CU
NUBTM33101	Taxation of Informal Sector	36	18	45	03
NUBTM33102	VAT Administration and Accounting	36	18	45	03
NUBTM33103	Risk Management in Revenue Administration	36	18	45	03
NUBTM33104	Taxation Accounting II	36	18	45	03
NUBTM33105	Tax Planning	36	18	45	03
NUBTM33106	International Taxation	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBTM33201	Law and Taxation of Corporations, Trusts and Partnerships	36	18	45	03
NUBTM33202	Customs Declaration and Tariffs Management	36	18	45	03
NUBTM33203	Tax Auditing and Investigation	36	18	45	03

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.

Year 1 Semester I

Code	Course Name	LH	PH	CH	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 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 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 I

Code	Course Name	LH	PH	CH	CU
NUPLM33101	Import and Export Management	36	18	45	03
NUPLM33102	E-Procurement	36	18	45	03
NUPLM33103	Procurement Auditing	36	18	45	03
NUPLM33104	Relationship Marketing	36	18	45	03
NUPLM33105	Procurement Applications	36	18	45	03
NUPLM33106	Computer Applications II	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUPLM33201	Organization Behaviour	36	18	45	03
NUPLM33202	Public and Private Sector Procurement	36	18	45	03
NUPLM33203	Procurement Ethics	36	18	45	03
NUPLM33204	Purchasing and Supplies Law	36	18	45	03
NUPLM33205	Procurement of Works	36	18	45	03
NUPLM33206	Risk Management	36	18	45	03

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 I

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 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	Entrepreneurial Ethics	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 I

Code	Course Name	LH	PH	CH	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 II

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 Negotiations	36	18	45	03
	Internship	00	00	45	03

Year3 Semester I

Code	Course Name	LH	PH	CH	CU
NUENT33101	International Marketing and Procurement	36	18	45	03
NUPLM33206	Risk Management	36	18	45	03
NUENT33103	Entrepreneurial Strategic Management	36	18	45	03
NUBST32104	E-Business	36	18	45	03
NUENT33105	Operations Management	36	18	45	03
NUENT33106	Venture Capital Management	36	18	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 Project	36 00	18 00	45 45	03 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
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Semester II

Code	Course Name	LH	PH	CH	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	CH	CU
NUOMS33101	Secretarial Communication Skills	36	18	45	03
NUMGT33102	Human Resource Management	36	18	45	03
NUOMS33103	Computerised Accounting	36	18	45	03
NUMGT33105	Management of Information Systems	36	18	45	03
NUOMS33105	E-Communication	30	60	60	04
NUMGT33106	Computer Applications II	36	18	45	03

Semester II

Code	Course Name	LH	PH	CH	CU
NUBCS21104	Office Automation	30	60	60	04
NUOMS33202	Advanced Typewriting and Information Processing	30	60	60	04
NUOMS33203	Teleconferencing	36	18	45	03
NUMGT33201	Public Relations	36	18	45	03
NUOMS33205	Time and Stress Management	36	18	45	03
NUOMS33206	Desktop Publishing	30	60	60	04

Bachelors of Records and Information Management

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

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

Year 2 Semester 1

Code	Course Name	LH	PH	CH	CU
NUMGT33201	Public Relations	36	18	45	03
NUMGT33105	Management of Information Systems	36	18	45	03
NUOMS33205	Time and Stress Management	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 H	CH	CU
NUOMS3320 2	Advanced Information Processing	36	60	60	04
NUBRM3220 2	Records Classification and Cataloging	36	18	45	03
NUOMS3120 1	Business French II	36	18	45	03
NUBBA32203	Research Methods	36	18	45	03
NUMGT3310 6	Computer Applications II	36	60	60	04
NUOMS3310 5	E-Communication	36	18	45	03

Year 3 Semester 1

Code	Course Name	LH	P H	C H	CU
NUOMS3310 3	Computerized Accounting	36	18	45	03
NUBBA3110 4	Business Ethics	36	60	60	04
NUMGT3310 2	Human Resource Management	36	18	45	03
NUBBA3210 2	Administrative Functions	36	18	45	03
NUBRM3310 5	E-Records and Archives	36	18	45	03
NUBRM3310 6	Library Records Management	36	60	60	04

Semester II

Code	Course Name	LH	PH	CH	CU
NUOMS3310 1	Secretarial Communication Skills	36	18	45	03
NUMGT3320 1	Public Relations	36	18	45	03
NUOMS3320 6	Desktop Publishing	36	60	60	04

NUBSC31202	Database Management Systems	36	18	45	03
NUOMS3220 6	Office Correspondence	36	60	60	04
NUOMS322 01	Law and Procedures of 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 Keyboarding	36	60	60	04
NUBMS31102	Business French I/German I	36	18	45	03
NUBMS31103	Business Swahili I	36	18	45	03
NUBBA31102	Computer Applications I	36	60	60	04
NUBBA31103	Organization Theory	36	18	45	03
NUBBA31105	Fundamentals of Accounting	36	18	45	03

Semester II

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

Year 2 Semester I

Code	Course Name	LH	PH	CH	CU
NUBMS32101	Swahili Translation	36	18	45	03
NUMGT33105	Management of Information Systems	36	18	45	03
NUOMS33205	Time and Stress Management	36	18	45	03
NUOMS32105	Office Records Management	36	18	45	03
NUBMS32105	Shorthand Speed Development	36	60	60	04
NUBMS32106	French/German Translation	36	60	60	04

Semester II

Code	Course Name	LH	PH	CH	CU
NUMGT33201	Public Relations	36	18	45	03
NUOMS33203	Teleconferencing	36	60	60	04
NUOMS32104	Intermediate Typewriting	36	18	45	03
NUBBA32203	Research Methods	36	18	45	03
NUMGT33106	Computer Applications II	36	18	45	03
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	LH	PH	C H	CU
NUOMS3310 1	Secretarial Communication Skills	36	18	45	03
NUBMS3320 2	Procurement and Marketing Management	36	18	45	03

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

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