

**INSTITUTE OF MANAGEMENT AND TECHNOLOGY, ENUGU**  
**Office Tech & Management**

**National Diploma 1st Semester**

S/N	Course Code	Course Title	Credit Load	Department Offering Course
1	GNS 101	Use of English I	4	Language Studies
2	GNS 111	Citizenship Education	2	Social Sciences and Humanities
3	BAM 111	Introduction to Business 1	3	Business Administration and Management
4	OTM 111	Shorthand I	4	Office Tech. & Management
5	OTM 113	Information and Communication Technology I	8	Computer Science
6	OTM 114	Office Practice I	4	Office Tech. & Management
7	OTM 112	Keyboarding I	4	Office Tech. & Management

**National Diploma 2nd Semester**

S/N	Course Code	Course Title	Credit Load	Department Offering Course
1	GNS 102	Communication in English	4	Language Studies
2	OTM 123	Information and Communication Technology II	8	Computer Science
3	GNS 121	Citizenship Education II	2	Social Sciences and Humanities
4	BAM 126	Introduction to Entrepreneurship	3	Business Admin. & Mgt
5	BAM 113	Principles of Law	2	Legal Studies
6	OTM 125	Career Development	4	Office Tech. & Management
7	OTM 121	Shorthand II	4	Office Tech. & Management
8	OTM 124	Modern Office Technology	4	Office Tech. & Management
9	OTM 122	Keyboarding II	4	Office Tech. & Management

**Higher National Diploma 1st Semester**

S/N	Course Code	Course Title	Credit Load	Department Offering Course
1	OTM 311	Shorthand IV	4	Office Tech. & Management
2	OTM 313	ICT Office Applications I	8	Computer Science
3	OTM 314	Office Administration and Management I	4	Office Tech. & Management
4	OTM 312	Business Communication I	4	Language Studies
5	GNS 411	Social Psychology	4	Social Sciences and Humanities
6	BAM 214	Business Law	4	Legal Studies

**Higher National Diploma 2nd Semester**

S/N	Course Code	Course Title	Credit Load	Department Offering Course
1	OTM 321	Business Communication II	4	Language Studies
2	OTM 322	ICT Office Applications II	8	Computer Science
3	OTM 323	Office Administration and Management II	4	Office Tech. & Management
4	OTM 324	Research Methods	4	Marketing
5	OTM 325	Professional Career Development	4	Office Tech. & Management
6	BAM 324	Human Capital Management	4	Business Administration and Management
7	BAM 427	Nigeria Labour Law	4	Business Administration and Management