

About the Programme

The Course is intended to prepare students for entry into relevant department programs, by ensuring that they possess the necessary knowledge, values, skills and competencies to pursue further career.

The course is designed around principles of experiential learning. As the students study different topics, they will be connecting theory with personal experience through discussion, case analysis and reflection. The program focuses more on reasoning, understanding and application rather than on memory and mere acquisition of knowledge.

At the end of this program, the candidates will acquire knowledge, skills and attitude that enables them to:

1. Understand the theory and practice of the specific functions and applications of business administration within an organization
2. Understand how to improve these specific functional management competencies
3. Assume higher levels of responsibility as a result of newly acquired/improved knowledge and skills.

The program is also targeted those wishing to pursue a career in business administration.

Admission Requirements

The minimum academic entry requirement for this diploma program is grade C Plain, or C- with a Diploma from recognized institutions, or equivalent qualifications. All applications are considered individually. Applicants with other formal prior qualifications may be accepted onto the program if these are approved by the University Senate.

Modes of Study Available

- Full Time
- Part Time
- Distant Learning Mode

Graduation Requirements

To be considered for graduation, a student must meet the following requirements:

- (a) Complete the minimum graduation requirement.
- (b) Complete all the core courses.
- (c) Repeat and pass all failed (E grades) courses.
- (d) Have the minimum of 72 credit hours at the end of the diploma program.
- (e) Obtain a pass or higher at the end of the program.
- (f) Have no pending disciplinary case(s)
- (g) Has been cleared by the Senate

A candidate who is preparing to graduate should give notice of intention by applying to the Registrar through the program department and faculty. This notice should be given at the time of registration for the intended final semester of study.

Duration of Study

The program takes two academic years (equivalent) to complete. To successfully complete the course the student will be required to cover a minimum of 72 credit hours, which is equivalent to 24 course units. Once admitted, students will be required to take a maximum of 6 courses per trimester, and a minimum of 2.

Employment Opportunities

The Diploma program prepares graduates for careers such as;

- Commercial and retail banking
- Marketing
- Accountancy and financial management
- Human resource management
- Insurance
- Entrepreneurship
- Academia and many more

Specialization

- ↪ Business Management,
- ↪ Human Resource Management,
- ↪ Marketing,
- ↪ Procurement & Supply Chain Management,
- ↪ Project Management, and
- ↪ Public Relations Management.

Course Structure

Business Management Option

First Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. ACCT 010	Principles of Accounting	3
2. BUSS 012	Principles of Management	3
3. BUSS 013	Business Law	3
4. STAT 014	Business Statistics	3
5. ECON 015	Principles of Economics	3
6. COMP 016	Computer Applications	3
Total		18

Second Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. BUSS 021	Production & Operations Management	3
2. MKTG 022	Marketing Fundamentals	3
3. FINA 023	Financial Management	3
4. PSCM 024	Principles of purchasing	3
5. BUSS 025	Business Communications	3
6. HRMG 026	Human Resource Management	3
Total		18

Third Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. BUSS 031	Business Values & Ethics	3
2. ENTR 032	Entrepreneurship	3
3. MISC 033	Introduction to MIS	3
4. BUSS 034	Business Consultancy/Case Analysis	3
5. BUSS 035	Organizational Behavior & Leadership	3
6. BUSS 036	Research Methods	3
Total		18

Fourth Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. BUSS 041	Research Project	3
2. BUSS 042	Strategic Management	3
3. BUSS 043	Insurance Practice	3
4. ACCT 044	Cost and Management Accounting	3
5. PSCM 045	Procurement & Supply Chain	3
6. BUSS 046	Business Planning	3
Total		18

Human Resource Management Option

First Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. ACCT 010	Principles of Accounting	3
2. BUSS 012	Principles of Management	3
3. BUSS 013	Business Law	3
4. STAT 014	Business Statistics	3
5. ECON 015	Principles of Economics	3
6. COMP 016	Computer Applications	3
Total		18

Second Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. BUSS 021	Production & Operations Management	3
2. MKTG 022	Marketing fundamentals	3
3. FINA 023	Financial Management	3
4. PSCM 024	Principles of Purchasing	3
5. BUSS 025	Business Communications	3
6. HRMG 026	Human Resource Management	3
Total		18

Third Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. HRMG 031	Personal Career Development	3
2. HRMG 032	Training and Development	3
3. HRMG 033	Employee Relations	3
4. HRMG 034	Employee Resourcing	3
5. HRMG 035	Organizational Behavior And Leadership	3
6. BUSS 036	Research Methods	3
Total		18

Fourth Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. BUSS 041	Research project	3
2. HRMG 042	Strategic Human Resource Management	3
3. HRMG 043	Cross Cultural & Diversity Management	3
4. HRMG 044	Human Resource Information Systems	3
5. HRMG 045	Labor Laws	3
6. HRMG 046	Performances and Reward Management	3
Total		18

Project Management Option

First Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. ACCT 010	Principles of Accounting	3
2. BUSS 012	Principles of Management	3
3. BUSS 013	Business Law	3
4. STAT 014	Business Statistics	3
5. ECON 015	Principles of Economics	3
6. COMP 016	Computer Applications	3
Total		18

Second Trimester

COURSE CODE	COURSE TITLE	CREDIT HOURS
1. PMGT 021	Local Development Strategies	3
2. PMGT 022	Project Planning and Implementation	3
3. PMGT 023	Financial Management	3
4. PMGT 024	Human Resources Management	3
5. PMGT 025	Principles & Practices of Contract Management	3
6. PMGT 026	Project Process Improvement Experiential Learning	3
Total		18