

Mount Kenya

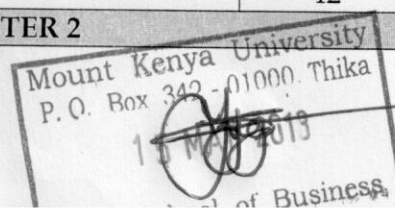


University

SCHOOL OF BUSINESS & ECONOMICS

**BACHELOR OF OFFICE MANAGEMENT AND ADMINISTRATION
COURSE STRUCTURE**

| | <i>Unit Code</i> | <i>Unit Title</i> | <i>Contact Hours</i> | <i>Credit Hours</i> |
|--------------------------|------------------|---|----------------------|---------------------|
| YEAR 1 SEMESTER 1 | | | | |
| 1. | BUCU001 | Communication Skills | 42 | 3 |
| 2. | BBM1101 | Introduction to Business studies | 42 | 3 |
| 3. | BAF2105 | Business law | 42 | 3 |
| 4. | BBM1105 | Office Administration and Management I | 42 | 3 |
| 5. | BBM2102 | Introduction to Purchasing and supplies | 42 | 3 |
| YEAR 1 SEMESTER 2 | | | | |
| 6. | BED1101 | Introduction to Microeconomics | 42 | 3 |
| 7. | BBM1207 | Short hand Theory I | 42 | 3 |
| 8. | BBM1201 | Principles of Management | 42 | 3 |
| 9. | BBM1202 | Principles of Marketing | 42 | 3 |
| 10. | BAF1101 | Financial accounting I | 42 | 3 |
| YEAR 2 SEMESTER 1 | | | | |
| 11. | BBM2107 | Business Communication I | 42 | 3 |
| 12. | BBM2108 | Document Production I | 42 | 3 |
| 13. | BBM2109 | Short hand Theory II | 42 | 3 |
| 14. | BBM2110 | Office Administration and Management II | 42 | 3 |
| 15. | BAF2103 | Quantitative Techniques | 42 | 3 |
| YEAR 2 SEMESTER 2 | | | | |
| 16. | BIT2213 | Computer Application I | 42 | 3 |
| 17. | BED1201 | Introduction to Macroeconomics | 42 | 3 |
| 18. | BAF1201 | Business Statistics I | 42 | 3 |
| 19. | BBM 2103 | Organizational Behavior | 42 | 3 |
| 20. | BED2206 | Intermediate Microeconomics | 42 | 3 |
| YEAR 3 SEMESTER 1 | | | | |
| 21. | BBM3130 | Business Communication II | 42 | 3 |
| 22. | BBM3131 | Document Production II | 42 | 3 |
| 23. | BBM3132 | Short Hand Speed Building | 42 | 3 |
| 24. | BBM3107 | Human Resource Management | 42 | 3 |
| 25. | BIT3134 | Computer Application II | 42 | 3 |
| YEAR 3 SEMESTER 2 | | | | |



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|--------------------------|----------|---------------------------------------|----|---|
| 26. | BBCU001 | Research Methodology | 42 | 3 |
| 27. | BIT3105 | Management Information System | 42 | 3 |
| 28. | BBM3230 | Customer Relations Management | 42 | 3 |
| 29. | BBM3231 | Records Management | 42 | 3 |
| 30. | BBM2201 | Leadership and Management | 42 | 3 |
| YEAR 4 SEMESTER 1 | | | | |
| 31. | BUCU004 | Entrepreneurship | 42 | 3 |
| 32. | BBM4103 | Employee Relations | 42 | 3 |
| 33. | BBM4101 | Company Law | 42 | 3 |
| 34. | BBM 4117 | Strategic Management | 42 | 3 |
| 35. | BBM4131 | Business Networking Strategies | 42 | 3 |
| YEAR 4 SEMESTER 2 | | | | |
| 36. | BBM4247 | International Relations and Diplomacy | 42 | 3 |
| 37. | BJL1104 | Introduction to Public Relation | 42 | 3 |
| 38. | BUCU005 | HIV/AIDS and Drug Abuse | 42 | 3 |
| 39. | BUCU003 | Development Studies | 42 | 3 |
| 40. | BBM4248 | Meetings Law and Procedures | 42 | 3 |
| COMPULSORY | | | | |
| 41. | BBCU 003 | Internship | 42 | 3 |

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