

# **KNEC COURSES & CODES**

## **1. 0801 – ARTISAN CERTIFICATE IN CLERK - TYPIST**

- 201-TYPEWRITING (30 WPM)
- 202-BUSINESS ORGANISATION
- 203-BOOK-KEEPING
- 204-CLERICAL DUTIES
- 205-SUPPORT SUBJECTS

## **2. 0802 – ARTISAN CERTIFICATE IN SALESMANSHIP**

201-SALESMANSHIP

- 202-BUSINESS ORGANISATION
- 203-BOOK-KEEPING
- 204-CLERICAL DUTIES
- 205-SUPPORT SUBJECTS

## **3. 0803 – ARTISAN CERTIFICATE IN STOREKEEPING**

201-STOREKEEPING

- 202-BUSINESS ORGANISATION
- 203-BOOK-KEEPING
- 204-CLERICAL DUTIES
- 205-SUPPORT SUBJECTS

## **4. 1801 – CRAFT CERTIFICATE IN SECRETARIAL STUDIES**

301-COMMUNICATION & REPORT WRITING

- 302-COMMERCE
- 303-TYPEWRITING (40 WPM)
- 304-SHORTHAND (80 WPM)
- 305-SECRETARIAL DUTIES
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS
- 308-SHORTHAND (90 WPM)

## **5. 1802 – CRAFT CERTIFICATE IN MARKETING**

301-PRINCIPLES & PRACTICE OF MARKETING

- 302-MARKETING COMMUNICATION
- 303-SALES ORGANISATION & PRACTICE
- 304-CONSUMER BEHAVIOUR

- 305-COMMUNICATION & REPORT WRITING
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

6. **1803 – CRAFT CERTIFICATE IN SUPPLIES MANAGEMENT**

301-FINANCIAL ACCOUNTING

- 302-PRINCIPLES OF PROCUREMENT & DISTRIBUTION
- 303-COST ACCOUNTING
- 304-COMMERCE
- 305-PRINCIPLES OF WAREHOUSING & STOCK CONTROL
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

7. **1804 – CRAFT CERTIFICATE IN ACCOUNTING**

301-FINANCIAL ACCOUNTING

- 302-BUSINESS FINANCE
- 303-COST ACCOUNTING
- 304-AUDITING
- 305-TAXATION
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

8. **1805 – CRAFT CERTIFICATE IN BANKING & FINANCE**

301-FINANCIAL ACCOUNTING

- 302-BUSINESS FINANCE
- 303-ELEMENTS OF BANKING
- 304-FOREIGN EXCHANGE & EXCHANGE CONTROL
- 305-COMMUNICATION & REPORT WRITING
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

9. **1806 – CRAFT CERTIFICATE IN BUSINESS ADMINISTRATION**

301-FINANCIAL ACCOUNTING

- 302-BUSINESS FINANCE
- 303-COST ACCOUNTING
- 304-BUSINESS ADMINISTRATION & ENVIRONMENT
- 305-COMMUNICATION & REPORT WRITING
- 306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**10. 1807 – CRAFT CERTIFICATE IN CO-OPERATIVE MANAGEMENT**

301-CO-OPERATIVE & FINANCIAL ACCOUNTING



302-MERCHANDISE & TRANSPORT MANAGEMENT



303-CO-OPERATIVE BANKING



304-CO-OPERATIVE LAW



305-BUSINESS ADMINISTRATION & ENVIRONMENT



306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**11. 1808 – CRAFT CERTIFICATE IN PERSONNEL MANAGEMENT**

301-COMMUNICATION & REPORT WRITING



302-PERSONNEL MANAGEMENT



303-COMMERCE



304-INDUSTRIAL & LABOUR LAW



305-BUSINESS ADMINISTRATION & ENVIRONMENT



306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**12. 1809 – CRAFT CERTIFICATE IN TRANSPORT MANAGEMENT**

301-FINANCIAL ACCOUNTING



302-TRANSPORT



303-ELEMENTS OF CLEARING & FORWARDING



304-COMMERCE



305-COMMUNICATION & REPORT WRITING



306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**13. 1813 – CRAFT CERTIFICATE IN LIBRARY, ARCHIVES & INFORMATION STUDIES**

301-INFORMATION TECHNOLOGY



302-INFORMATION RESOURCES



303-READER'S SERVICES



304-LIBRARY OPERATIONS



305-ARCHIVAL OPERATIONS



306-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**14. 1901 – CRAFT CERTIFICATE IN SECRETARIAL STUDIES (MODULE I)**

101-COMPUTERIZED DOCUMENT PROCESSING I



102-SHORTHAND I



103-COMMERCE



104-INFORMATION COMMUNICATION TECHNOLOGY I



105-COMMUNICATION SKILLS I



106-SECRETARIAL DUTIES



107-ENTREPRENEURSHIP PROJECT

**15. 1901 – CRAFT CERTIFICATE IN SECRETARIAL STUDIES (MODULE II)**

201-COMPUTERIZED DOCUMENT PROCESSING II



202-SHORTHAND II



203-COMMUNICATION SKILLS II



204-INFORMATION COMMUNICATION TECHNOLOGY



205-ECONOMICS



207-COURSE SPECIALIZATION PROJECT

**16. 1902 – CRAFT CERTIFICATE IN SALES & MARKETING (MODULE I)**

101-PRINCIPLES & PRACTICE OF SELLING



102-PRINCIPLES & PRACTICE OF MARKETING



104-INFORMATION COMMUNICATION TECHNOLOGY



105-COMMUNICATION



107-ENTREPRENEURSHIP PROJECT

**17. 1902 – CRAFT CERTIFICATE IN SALES & MARKETING (MODULE II)**

201-CONSUMER BEHAVIOUR



202-MARKETING COMMUNICATION



203-BOOKKEEPING & ACCOUNTING



204-INTRODUCTION TO LAW



205-ECONOMICS



207-COURSE SPECIALIZATION PROJECT

**18. 1903 – CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT (MODULE I)**

101-WAREHOUSING OPERATIONS AND STOCK CONTROL

- 102-BUSINESS CALCULATIONS AND STATISTICS
- 103-COMMERCE
- 104-INFORMATION COMMUNICATION TECHNOLOGY PRACTICAL
- 105-COMMUNICATION SKILLS
- 106-FINANCIAL ACCOUNTING
- 107-ENTREPRENEURSHIP BUSINESS PLAN

**19. 1903 – CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT (MODULE II)**

- 201-OFFICE ORGANIZATION
- 202-SUPPLY CHAIN MANAGEMENT AND PURCHASING PRINCIPLES
- 203-BUSINESS FINANCE
- 204-BUSINESS LAW
- 205-ECONOMICS
- 207-COURSE SPECIALIZATION PROJECT

**20. 1906 – CRAFT CERTIFICATE IN BUSINESS MANAGEMENT (MODULE I)**

- 101-FOUNDAMENTALS OF MANAGEMENT AND ENVIRONMENT
- 102-BUSINESS CALCULATIONS AND STATISTICS
- 103-COMMERCE
- 104-INFORMATION COMMUNICATION TECHNOLOGY - THEORY
- 105-COMMUNICATION SKILLS
- 106-FINANCIAL ACCOUNTING
- 107-ENTREPRENEURSHIP – BUSINESS PLAN

**21. 1906 – CRAFT CERTIFICATE IN BUSINESS MANAGEMENT (MODULE II)**

- 201-OFFICE ORGANIZATION
- 202-HUMAN AND PUBLIC RELATIONS
- 203-BUSINESS FINANCE
- 204-BUSINESS LAW
- 205-ECONOMICS
- 206-SALES AND MARKETING
- 207-COURSE SPECIALIZATION PROJECT

**22. 1908 – CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (MODULE I)**

- 101-ELEMENTS OF HUMAN RESOURCE MANAGEMENT
- 102-OFFICE ADMINISTRATION & MANAGEMENT
- 103-COMMERCE
- 104-INFORMATION COMMUNICATION TECHNOLOGY
- 105-COMMUNICATION
- 107-ENTREPRENEURSHIP PROJECT

**23. 1908 – CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (MODULE II)**

- 201-PRACTICE OF HUMAN RESOURCE MANAGEMENT
- 202-ELEMENTS OF LABOUR LAW & INDUSTRIAL RELATIONS
- 203-BOOKKEEPING & ACCOUNTS
- 207-COURSE SPECIALIZATION PROJECT

**24. 1913– CRAFT CERTIFICATE IN INFORMATION STUDIES (MODULE I)**

- 101-LIBRARY & INFORMATION CENTRE OPERATIONS
- 102-INFORMATION RESOURCES
- 103-COMPUTER APPLICATION IN INFORMATION
- 104-INFORMATION COMMUNICATION TECHNOLOGY
- 105-COMMUNICATION
- 106-QUANTITATIVE METHODS
- 107-ENTREPRENEURSHIP PROJECT

**25. 1913– CRAFT CERTIFICATE IN INFORMATION STUDIES (MODULE II)**

- 201-RECORDS MANAGEMENT
- 202-ARCHIVES OPERATIONS
- 203-PRESERVATION & CONSERVATION OF INFORMATION
- 204-MAIL COURIER SERVICE
- 205-PROFESSIONAL ETHICS
- 207-COURSE SPECIALIZATION PROJECT

**26. 1920– CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY (MODULE I)**

- 101-INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY

- 102-COMPUTER APPLICATIONS I- PAPER 2 (PRACTICAL)
- 103-BASIC ELECTRONICS
- 104-MATHEMATICS
- 105-COMMUNICATION
- 106-OPERATING SYSTEMS
- 107-ENTREPRENEURSHIP PROJECT-BUSINESS PLAN

**27. 1920– CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY (MODULE II)**

- 201-COMPUTER MAINTENANCE & SUPPORT
- 202-COMPUTER APPLICATIONS II-PAPER 2 (PRACTICAL)
- 203-STRUCTURED PROGRAMMING
- 207-COURSE SPECIALIZATION PROJECT

**28. 1922– CRAFT CERTIFICATE IN PROJECT MANAGEMENT (MODULE I)**

- 101-FUNDAMENTALS OF MANAGEMENT
- 102-BUSINESS CALCULATIONS & STATISTICS
- 103-FUNDAMENTALS OF PROJECT MANAGEMENT
- 104-INFORMATION COMMUNICATION TECHNOLOGY- PAPER 1(PRACTICAL)
- 105-COMMUNICATION
- 107-ENTREPRENEURSHIP PROJECT- BUSINESS PLAN

**29. 1922– CRAFT CERTIFICATE IN PROJECT MANAGEMENT (MODULE II)**

- 201-PRINCIPLES OF ACCOUNTING
- 202-PURCHASING & SUPPLIES MANAGEMENT
- 203-PROJECT FINANCING
- 204-BUSINESS LAW
- 205-RESOURCE MOBILIZATION
- 207-COURSE SPECIALIZATION PROJECT

**30. 2801– DIPLOMA IN SECRETARIAL STUDIES**

- 301-TYPEWRITING (50 WPM)
- 302-SHORTHAND (100 WPM)
- 303-OFFICE ADMINISTRATION & MANAGEMENT
- 304-BUSINESS ENGLISH

- 305-PUBLIC AND HUMAN RELATIONS
- 306-COMMERCIAL & ADMINISTRATIVE LAW
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS
- 308-WORD PROCESSING

**31. 2802– DIPLOMA IN MARKETING**

- 301-MARKETING MANAGEMENT
- 302-MARKETING PLANNING & CONTROL
- 303-MARKETING INFORMATION SYSTEMS & MARKETING RESEARCH
- 304-INTERNATIONAL MARKETING
- 305-MARKETING OF SERVICES & AGRICULTURAL PRODUCTS
- 306-COMMERCIAL LAW
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**32. 2803– DIPLOMA IN SUPPLIES MANAGEMENT**

- 301-PURCHASING PRINCIPLES & TECHNIQUES
- 302-PURCHASING & SUPPLIES LOGISTICS
- 303-PURCHASING & SUPPLIES PROVISIONING
- 304-MATERIALS & PRODUCTION MANAGEMENT
- 305-PUBLIC PROCUREMENT
- 306-PURCHASING & SUPPLIES PLANNING POLICY & ORGANISATION
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**33. 2804– DIPLOMA IN ACCOUNTANCY**

- 301-MANAGERIAL ACCOUNTING
- 302-FINANCIAL ACCOUNTING
- 303-BUSINESS FINANCE
- 304-AUDITING
- 305-TAXATION
- 306-COMPANY LAW
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**34. 2805– DIPLOMA IN BANKING & FINANCE**

- 301-MONETARY & FINANCIAL SYSTEMS



- 302-LENDING
- 303-INVESTMENT
- 304-ACCOUNTANCY
- 305-BRANCH BANKING ( LAW & PRACTICE)
- 306-FINANCE OF INTERNATIONAL TRADE (PAYMENTS & SERVICES)
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**35. 2806– DIPLOMA IN BUSINESS ADMINISTRATION**

- 301-MANAGERIAL ACCOUNTING
- 302-ORGANISATION THEORY & BEHAVIOUR
- 303-OFFICE ADMINISTRATION & MANAGEMENT
- 304-THEORY & PRACTICE OF MANAGEMENT
- 305-HUMAN RESOURCE MANAGEMENT & INDUSTRIAL RELATIONS
- 306-COMMERCIAL & ADMINISTRATIVE LAW
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**36. 2807– DIPLOMA IN CO-OPERATIVE MANAGEMENT**

- 301-CO-OPERATIVE ACCOUNTING
- 302-FINANCIAL ACCOUNTING
- 303-PRINCIPLES & PRACTICE OF MARKETING
- 304-CO-OPERATIVE BANKING
- 305-CO-OPERATIVE LAW
- 306-NATURE OF CO-OPERATIVE MOVEMENT
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**37. 2808– DIPLOMA IN PERSONNEL MANAGEMENT**

- 301-ACCOUNTING & CONTROL
- 302-LABOUR & INDUSTRIAL RELATIONS
- 303-OFFICE ADMINISTRATION & MANAGEMENT
- 304-LABOUR & INDUSTRIAL LAW
- 305-HUMAN RESOURCE MANAGEMENT
- 306-ORGANISATION THEORY & BEHAVIOUR
- 307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**38. 2813– DIPLOMA IN INFORMATION STUDIES**

301-INFORMATION RESOURCES



302-CONSERVATION & RESTORATION OF INFORMATION MATERIALS



303-ORGANISATION & RETRIEVAL OF INFORMATION



304-MANAGEMENT OF LIBRARIES, ARCHIVES & OTHER INFORMATION CENTRES



305-DISSEMINATION OF INFORMATION



306-ARCHIVAL STUDIES



307-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**39. 2814– DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT (MODULE I)**

101-COMMERCIAL PRACTICE AND RECORD KEEPING



102-ENTREPRENEURSHIP OPPORTUNITIES & BUSINESS ENVIRONMENT



103-ENTREP. BEHAVIOUR & START-UP PROCEDURES OF SMALL ENTERPRISES

**40. 2814– DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT (MODULE II)**

201-MARKETING & RESEARCH IN SMALL ENTERPRISES



202-MANAGING SMALL BUSINESS ENTERPRISES



203-COMMUNICATION & INFORMATION TECHNOLOGY (THEORY)



204-COMMUNICATION & INFORMATION TECHNOLOGY (PRACTICAL)

**41. 2814– DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT (MODULE III)**

301-SECTORAL BASED OPERATION



302-PRODUCTION MANAGEMENT AND QUANTITATIVE METHODS



303-LEGAL ASPECTS OF SMALL BUSINESS PRACTICE



307-PROJECT - TRADE SPECIALIZATION

**42. 2901– DIPLOMA IN SECRETARIAL DUTIES (MODULE I)**

102-SHORTHAND (60 WPM)



104-ECONOMICS



106-COMPUTERIZED DOCUMENT PROCESSING 1



107-SECRETARIAL DUTIES



108-ENTREPRENEURSHIP - BUSINESS PLAN



109-INFORMATION COMMUNICATION TECHNOLOGY 1



110-COMMUNICATION 1

**43. 2901– DIPLOMA IN SECRETARIAL DUTIES (MODULE II)**

201-COMPUTERIZED DOCUMENT PROCESSING II



202-SHORTHAND II



203-ACCOUNTING



204-COMMUNICATION II



205-INFORMATION COMMUNICATION TECHNOLOGY II



206-COMMERCIAL & ADMINISTRATIVE LAW

**44. 2901– DIPLOMA IN SECRETARIAL DUTIES (MODULE III)**

301-COMPUTERIZED DOCUMENT PROCESSING III



302-SHORTHAND III



303-OFFICE ADMINISTRATION & MANAGEMENT



304-INFORMATION COMMUNICATION TECHNOLOGY III



305-STATISTICS



308-COURSE SPECIALIZATION PROJECT

**45. 2902– DIPLOMA IN SALES & MARKETING (MODULE I)**

101-PRINCIPLES AND PRACTICE OF SELLING



102-PRINCIPLES AND PRACTICE OF MARKETING



103-INFORMATION COMMUNICATION TECHNOLOGY



104-COMMUNICATION



105-ECONOMICS



108-PROJECT

**46. 2902– DIPLOMA IN SALES & MARKETING (MODULE II)**

201-SALES MANAGEMENT



202-MARKETING MANAGEMENT



203-LEGAL ASPECTS IN SALES & MARKETING



204-QUANTITATIVE METHODS



205-PUBLIC RELATIONS

**47. 2902– DIPLOMA IN SALES & MARKETING (MODULE III)**

301-INTERNATIONAL MARKETING



302-MARKETING PLANNING

- 303-PRINCIPLES AND PRACTICE OF MANAGEMENT
- 304-FINANCIAL ASPECTS OF MARKETING
- 305-STRATEGIC PLANNING IN SALES AND MARKETING
- 306-MARKETING RESEARCH
- 308-PROJECT

**48. 2903– DIPLOMA IN SUPPLY CHAIN MANAGEMENT (MODULE I)**

- 107-WAREHOUSING OPERATIONS AND STOCK CONTROL
- 101-SUPPLY CHAIN MANAGEMENT AND PURCHASING PRINCIPLES
- 103-INFORMATION COMMUNICATION TECHNOLOGY PAPER
- 102-FINANCIAL ACCOUNTING
- 104-COMMUNICATION SKILLS
- 105-ECONOMICS
- 106-BUSINESS LAW
- 108-ENTREPRENEURSHIP – BUSINESS PLAN

**49. 2903– DIPLOMA IN SUPPLY CHAIN MANAGEMENT (MODULE II)**

- 201-PURCHASING MANAGEMENT
- 202-PUBLIC PROCUREMENT AND FINANCE
- 203-SUPPLY MANAGEMENT
- 204-QUANTITATIVE METHODS
- 205-PRINCIPLES AND PRACTICE OF MARKETING
- 206-COST ACCOUNTING

**50. 2903– DIPLOMA IN SUPPLY CHAIN MANAGEMENT (MODULE III)**

- 301-PURCHASING AND SUPPLY STRATEGY
- 302-OPERATIONS MANAGEMENT
- 303-PRINCIPLES AND PRACTICE OF MANAGEMENT
- 304-INTERNATIONAL PURCHASING
- 305-MANAGEMENT ACCOUNTING
- 306-PROJECT AND CONTRACT MANAGEMENT
- 308-COURSE SPECIALIZATION PROJECT

**51. 2906– DIPLOMA IN BUSINESS MANAGEMENT (MODULE I)**

102-FINANCIAL ACCOUNTING



103-INFORMATION COMMUNICATION TECHNOLOGY PAPER



104-COMMUNICATION SKILLS



105-ECONOMICS



106-BUSINESS LAW



108-ENTREPRENEURSHIP - BUSINESS PLAN

**52. 2906– DIPLOMA IN BUSINESS MANAGEMENT (MODULE II)**

201-OFFICE ADMINISTRATION AND MANAGEMENT



202-MARKETING MANAGEMENT



203-SUPPLY AND TRANSPORT MANAGEMENT



204-QUANTITATIVE TECHNIQUES



205-COMMERCIAL AND ADMINISTRATIVE LAW



206-COST ACCOUNTING

**53. 2906– DIPLOMA IN BUSINESS MANAGEMENT (MODULE III)**

301-ORGANIZATION THEORY AND BEHAVIOUR



302-LABOUR AND INDUSTRIAL RELATIONS



303-PRINCIPLES AND PRACTICE OF MANAGEMENT



304-MANAGERIAL ACCOUNTING



305-FINANCIAL MANAGEMENT



306-COURSE SPECIALIZATION PROJECT

**54. 2908– DIPLOMA IN HUMAN RESOURCE MANAGEMENT (MODULE I)**

101-FOUNDATION OF HUMAN RESOURCE MANAGEMENT



102-OFFICE ADMINISTRATION AND MANAGEMENT



103-INFORMATION COMMUNICATION TECHNOLOGY



104-COMMUNICATION SKILLS



108-ENTREPRENEURSHIP - BUSINESS PLAN

**55. 2908– DIPLOMA IN HUMAN RESOURCE MANAGEMENT (MODULE II)**

201-THEORY & PRACTICE OF HUMAN RESOURCE MANAGEMENT

- 202-LABOUR & INDUSTRIAL LAW
- 204-QUANTITATIVE METHODS
- 205-PUBLIC RELATIONS

**56. 2908– DIPLOMA IN HUMAN RESOURCE MANAGEMENT (MODULE III)**

- 301-ORGANIZATION THEORY AND BEHAVIOUR
- 302-LABOUR AND INDUSTRIAL RELATIONS
- 303-PRINCIPLES AND PRACTICE OF MANAGEMENT
- 304-ACCOUNTING AND CONTROL
- 305-ECONOMICS
- 308-PROJECT

**57. 2920– DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (MODULE I)**

- 101-INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY & ETHICS
- 102-COMPUTER APPLICATION
- 103-STRUCTURED PROGRAMMING
- 104-COMMUNICATION
- 105-OPERATING SYSTEMS
- 106-COMPUTATIONAL MATHEMATICS
- 108-PROJECT

**58. 2920– DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (MODULE II)**

- 201-SYSTEMS ANALYSIS AND DESIGN
- 202-COMPUTER APPLICATION
- 203-OBJECT ORIENTED PROGRAMMING
- 204-QUANTITATIVE METHODS
- 205-VISUAL PROGRAMMING
- 206-DATABASE MANAGEMENT SYSTEMS

**59. 2920– DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (MODULE III)**

- 301-DATA COMMUNICATION AND NETWORKING
- 302-MANAGEMENT INFORMATION SYSTEMS
- 303-PRINCIPLES AND PRACTICE OF MANAGEMENT

- 307-INTERNET BASED PROGRAMMING
- 308-PROJECT

**60. 3806– HIGHER DIPLOMA IN BUSINESS MANAGEMENT (MODULE I)**

- 201-BUSINESS ENVIRONMENT & STRATEGIC MANAGEMENT
- 102-MANAGEMENT CONSULTANCY & RESEARCH METHODOLOGY
- 103-INFORMATION COMMUNICATION TECHNOLOGY
- 104-LEGAL ASPECTS OF BUSINESS MANAGEMENT

**61. 3806– HIGHER DIPLOMA IN BUSINESS MANAGEMENT (MODULE II)**

- 201-HUMAN RESOURCE MANAGEMENT & ORGANIZATIONAL DEVELOPMENT
- 202-OPERATIONS RESEARCH
- 203-STRATEGIC MARKETING MANAGEMENT
- 204-MANAGEMENT ACCOUNTING
- 207-PROJECT

**62. 3808– HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

- 201-FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT
- 202-EMPLOYEE RESOURCING
- 203-TRAINING & DEVELOPMENT
- 204-REWARD MANAGEMENT
- 205-EMPLOYEE RELATIONS
- 206-PERSONNEL ADMINISTRATION
- 207-COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS

**63. 3814– HIGHER DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT**

- 201-ENTREPRENEURIAL BEHAVIOUR
- 202-PRODUCTION MANAGEMENT
- 203-MARKETING
- 204-HUMAN RESOURCES MANAGEMENT
- 205-CONSULTANCY & COUNSELLING
- 206-PROJECT IMPLEMENTATION & EVALUATION

207-PROJECT WORK (BUSINESS PLAN & RESEARCH PROJECTS)



