



LAGOS STATE POLYTECHNIC
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT
NEW CURRICULUM FOR HND I APPROVED CURRICULUM (FIRST SEMESTER)

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	COURSE UNITS	PREREQUISITE
OTM 311	SHORTHAND IV	1	3	4	2	
OTM 313	ICT OFFICE APPLICATIONS I	2	6	8	4	
OTM 314	OFFICE ADMIN & MGT I	2	2	4	3	
OTM 312	BUSINESS COMMUNICATION I	2	2	4	3	
GNS 411 / OTM 316	SOCIAL PSYCHOLOGY	2	2	4	3	
BAM 214	BUSINESS LAW	2	2	4	3	
	LOCAL CONTENT					
ECO 361	FRENCH	3	0	3	3	
	TOTAL	14	17	31	21	



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NEW CURRICULUM FOR HND I APPROVED CURRICULUM (SECOND SEMESTER)

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	COURSE UNIT	PREREQUISITE
OTM 315	COMMUNICATION IN ENGLISH	2	0	2	2	GNS 101
OTM 323	CITIZENSHIP EDUCATION II	2	6	8	4	GNS III
OTM 324	INTRODUCTION TO ENTREPRENEURSHIP	2	2	4	3	
OTM 325	PRINCIPLES OF LAW	1	3	4	2	
OTM 322	KEYBOARDING II	2	2	4	3	OTM 112
BAM 324	INFORMATION COMM TECH II	2	2	4	3	OTM 113
BAM 427	MODERN OFFICE TECHNOLOGY	2	2	4	3	OTM 114
	LOCAL CONTENT					
MTH 231	FRENCH	2	1	3	3	FRE 131
CCE 300	BUSINESS MATHEMATICS	0	2	2	0	
	TOTAL	15	20	35	23	



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COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	CREDIT UNIT	PREREQUISITE
OTM 411	ADVANCED TRANSCRIPTION	1	3	4	2	OTM 311
GNS 402	LITERARY APPRECIATION & ORAL COMPOSITION	1	1	2	2	OTM 321
OTM 413	DATABASE MANAGEMENT SYSTEMS	1	3	4	2	OTM 322
OTM 414	ORAL COMMUNICATION SKILLS	1	3	4	2	
OTM 415	ADVANCED DESKTOP PUBLISHING	2	6	8	4	OTM 322
BAM 224	ELEMENTS OF HUMAN CAPITAL MGT	2	1	3	3	
EED 413	ENTREPRENEURSHIP	2	2	4	3	
	TOTAL	10	19	29	18	



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COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	CREDIT UNIT	PREREQUISITE
OTM 428	MANAGEMENT INFORMATION SYSTEMS	1	3	4	2	OTM 413
OTM 424	PROFESSIONAL ETHICS & SOCIAL RESP.	2	2	4	3	OTM 325
OTM 425	ADVANCED WEBPAGE DESIGN	2	6	8	4	
OTM 427	PROJECT	1	7	8	4	OTM 415
	LOCAL CONTENT					
OTM 426	LAW AND PRACTICE OF MEETING	3	0	3	3	
CCE 400	COMPULSORY COMPUTER EDUCATION	0	2	2	0	
	TOTAL	9	20	29	16	