



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

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	COURSE UNITS	PREREQUISITE
GNS 101	USE OF ENGLISH I	2	0	2	2	
GNS 111 (*)	CITIZENSHIP EDUCATION	2	0	2	2	
BAM 111	INTRO TO BUSINESS I	2	0	2	2	
OTM 114	OFFICE PRACTICE I	1	3	4	2	
OTM 111	SHORTHAND I	2	2	4	3	
ICT 113	INFORMATION COMM TECH I	1	7	8	4	
OTM 100	KEYBOARDING I	2	2	4	3	
	LOCAL CONTENT					
FRE 131	FRENCH	2	0	2	2	
LIB 100	LIBRARY USERS	1	0	1	1	
	TOTAL	15	14	29	21	



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NEW CURRICULUM FOR ND I APPROVED CURRICULUM (SECOND SEMESTER)

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	COURSE UNIT	PREREQUISITE
GNS 102 (*)	COMMUNICATION IN ENGLISH	2	0	2	2	GNS 101
GNS 112 (*)	CITIZENSHIP EDUCATION II	2	0	2	2	GNS III
EED 126	INTRODUCTION TO ENTREPRENEURSHIP	1	3	4	2	
BAM 113	PRINCIPLES OF LAW	2	0	2	2	
OTM 125	KEYBOARDING II	2	2	4	3	OTM 112
ICT 116	INFORMATION COMM TECH II	1	7	8	4	OTM 113
OTM 124	MODERN OFFICE TECHNOLOGY	1	3	4	2	OTM 114
OTM 122	CAREER DEVELOPMENT	2	2	4	3	
OTM 121	SHORTHAND II	2	2	4	3	OTM 111
	LOCAL CONTENT					
FRE 132	FRENCH	2	0	2	2	FRE 131
MTH 100	BUSINESS MATHEMATICS	2	0	2	2	
CCE 100	COMPULSORY COMPUTER EDUCATION I	0	2	2	0	
	TOTAL	19	21	40	27	



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NEW CURRICULUM FOR ND I1 APPROVED CURRICULUM (FIRST SEMESTER)

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	CREDIT UNIT	PREREQUISITE
GNS 201 (*)	USE OF ENGLISH II	2	0	2	2	GNS 102
OTM 228	RESEARCH TECHNIQUES*	2	2	4	3	
OTM 211	SHORTHAND III	1	3	4	2	OTM 121
OTM 215	OFFICE PRACTICE II	1	3	4	2	OTM 124
OTM 216	DESKTOP PUBLISHING	1	5	6	3	OTM 123
ACC 111	PRINCIPLES OF ACCOUNTING	1	3	4	2	
OTM 212	KEYBOARDING III	2	2	4	3	OTM 122
EED 216	PRACTICE OF ENTREPRENEURSHIP	1	3	4	2	EED 126
SIW 200	SIWES	1	3	4	2	
	LOCAL CONTENT					
GNS 123	INTRO TO PSYCHOLOGY	2	1	3	3	
	TOTAL	14	25	37	24	



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NEW CURRICULUM FOR ND II APPROVED CURRICULUM (SECOND SEMESTER)

COURSE CODE	COURSE TITLE	THEORY HOUR	PRACTICAL HOUR	CONTACT HOUR	CREDIT UNIT	PREREQUISITE
GNS 202 (*)	COMMUNICATION IN ENGLISH II	2	0	2	2	GNS 201
OTM 213	RECORDS MANAGEMENT	1	1	2	2	OTM 214
GNS 125	PRINCIPLES OF ECONOMICS I	2	1	3	3	
OTM 221 (**)	WEB PAGE DESIGN	1	7	8	4	OTM 213
OTM 223 (**)	PEOPLE COMMUNICATION SKILLS	1	3	4	2	
OTM 225	PROJECT	1	4	5	3	
CCE 200	COMPULSORY COMPUTER EDUCATION II	0	2	2	0	
	TOTAL	8	18	26	16	