

## BUSINESS STUDIES (N4-N6)

DURATION (18 Months)

- HUMAN RESOURCES MANAGEMENT
- BUSINESS MANAGEMENT
- FINANCIAL MANAGEMENT
- PUBLIC MANAGEMENT
- MARKETING MANAGEMENT
- PUBLIC RELATIONS
- MANAGEMENT ASSISTANT

### Human Resources N4-N6

Management Communication  
Personnel Management  
Entrepreneurship & Business Management

Optional Subjects  
Computer Practice N4  
Financial Accounting N4

### Second Semester N5

Personnel Management N5  
Personnel Training N5  
Labour Relations N5  
Optional Subjects  
Computer Practice N5  
Entrepreneurship & Business Management N5

### Third Semester N6

Personnel Management N6  
Personnel Training N6  
Labour Relations N6  
Optional Subjects  
Computer Practice N6  
Entrepreneurship & Business Management N6

### Marketing Management N4 –N6

Marketing Management N4  
Management Communication N4,  
Entrepreneurship & Business Management N4  
Computer Practice N4  
N5  
Marketing Management N5, Sales Management N5, Entre N5  
Computer Practice N5  
N6  
Marketing Management N6, Sales Management N6,  
Marketing Research and Marketing Communication N6

## Business Management N4 – N6

### First Semester N4

Management Communication N4  
Financial Accounting N4  
Entrepreneurship & Business Management N4

Optional Subjects  
Computer Practice N4  
Computerized Financial System N4

### Second Semester N5

Financial Accounting N5  
Entrepreneurship & Business Management N5  
Sales Management N5

Optional Subjects  
Computer Practice N4/5  
Computerized Financial System N4/5

### Third Semester N6

Entrepreneurship & Business Management N6  
Sales Management N6

Optional Subjects  
Computer Practice  
Computerized Financial System  
Financial Accounting N4/5/6

### Financial Management N4 – N6

#### First Semester N4

Management Communication N4  
Financial Accounting N4  
Entrepreneurship & Business Management N4  
Computerized Financial System N4

#### Second Semester N5

Financial Accounting N5  
Computerized Financial System N5  
Cost and Management Accounting N5  
Entrepreneurship & Business Management N5

#### Third Semester N6

Financial Accounting N6  
Computerized Financial System N6  
Cost and Management Accounting N6  
Entrepreneurship & Business Management N6



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## Public Management N4–N6

First Semester N4 (National Certificate N4)  
Management Communication N4  
Public Administration N4  
Entrepreneurship & Business Management N4  
Computer Practice N4

### Second Semester N5 (National Certificate N5)

Public Administration N5  
Public Finance N5  
Municipal Administration N5  
Optional Subjects  
Computer Practice N4/5  
Public Relations N4/5

### Third Semester N6 (National Certificate N6)

Public Administration N6  
Public Law N6  
Municipal Administration N6  
Public Finance N6

## Management Assistant N4–N6

### First Semester N4 (National Certificate N4)

Communication N4  
Information Processing N4  
Office Practice N4  
Optional Subjects  
Computer Practice N4  
Entrepreneurship & Business Management N4  
Public Administration N4/5/6

### Second Semester N5 (National Certificate N5)

Communication N5  
Information Processing N5  
Office Practice N5  
Optional Subjects  
Computer Practice N4/5  
Entrepreneurship & Business Management N4/5  
Public Administration N4/5/6

### Third Semester N6 (National Certificate N6)

Communication N6  
Information Processing N6  
Office Practice N6  
Optional Subjects  
Computer Practice N4/5/6  
Entrepreneurship & Business Management N4/5/6

## ENGINEERING STUDIES N3

### MECHANICAL ENGINEERING N3

Mathematics  
Engineering Science  
Mechano Technology  
Engineering Drawing  
Motor Trade Theory

### CIVIL ENGINEERING N3

Mathematics  
Building Science  
Building & Civil Technology  
Building Drawing  
Supervision in Industry

### ELECTRICAL ENGINEERING N3

Mathematics  
Engineering Science  
Industrial Electronics  
Electrical Trade Theory  
Electro -Technology

## SKILL PROGRAMS

### Six Months or 12 month

- Paving
- Tilling
- Carpentry
- Roofing
- Plumbing
- Glazing
- Painting
- Building
- Plastering
- Fashion Design
- General Forestry
- Furniture Making

## ELECTRICAL ENGINEERING N4 –N6

### National Certificate N4

Electrotechnics N4  
Fault and Protective N4  
Mathematics N4

Industrial Electronics N4  
Engineering Science N4

### National Certificate N5

Electrotechnics N5  
Mathematics N5

Industrial Electronics N5  
Fault Finding N5

### National Certificate N6

Electrotechnics N6  
Mathematics N6

Industrial Electronics N6  
Fault Finding & Protective Devices N6

## MECHANICAL/BOILER ENGINEERING N4 –N6

National Certificate N4  
Mathematics N4  
Mechanical Draughting N4

Engineering Science N4  
Mechanotechnology N4

### National Certificate N5

Engineering Physics N5  
Mechanotechnology N5  
Power Machine N5

Mathematics N5  
Fluid Mechanics N5  
Design N5

### National Certificate N6

Engineering Physics N6  
Mechano Tech N6  
Power Machine N6

Mathematics N6  
Fluid Mechanics N6  
Design N6

## CIVIL ENGINEERING N4 –N6

Quantity Survey N4  
Building Construction N4

Building Administration N4  
Building & Structural Surveying N4

### National Certificate N5

Quantity Survey N5  
Building Construction N5

Building Administration N5  
Building & Structural Surveying N5

### National Certificate N6

Quantity Survey N6  
Building Construction N6

Building Administration N6  
Building & Structural Surveying N6