



**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
SCHOOL OF HUMAN RESOURCE MANAGEMENT**

**DEPARTMENT OF COMMERCE AND ECONOMIC STUDIES
BACHELOR OF COMMERCE
SYLLABUS**

1.0 INTRODUCTION

The Bachelor of Commerce is intended to provide students with business; ethical and technological skills required by commerce and industry and at the same time meet the quality requirements of the University. The course is intended to be modular in nature and allow for credit transfer, where necessary, in order to give flexibility to meet the needs of the business sector.

2.0 VISION

This programme is designed to promote the JKUAT vision which is to be “A University of global excellence in Training, Research and innovation for development”.

3.0 MISSION

The department of Commerce and Economic Studies will focus on the production of leaders in training, research and innovation in the fields of Social Sciences, Information Technology and Development to support the JKUAT mission and to suit the needs of a dynamic world.

4.0 PHILOSOPHY

The program is anchored on the philosophy of producing leaders in training, research and innovation in the fields of Social Sciences, Information Technology and Development at degree level.

5.0 TARGET GROUPS

Secondary school leavers who have attained the minimum qualification for university admission and who wish to start a career in business and management. The programme is also open to persons in employment who possess relevant qualification for admissions to a degree programme.

6.0 GOALS OF THE PROGRAMME

The Bachelor of Commerce aims to achieve the following objectives:

- 6.1 To develop a theoretical and technical understanding of Accounting, Finance, Banking, Marketing, Administration and Human Resources Management concepts and practices and the ability to cope with future developments in these areas
- 6.2 To enhance self-confidence and the ability to critically evaluate business and management issues and develop solutions from the ethical, professional as well as academic perspectives;
- 6.3 To instill a critical and integrated understanding of the world of business, with a firm foundation in related areas such as economics, ethics, information technology, organisation behaviour and business law;
- 6.4 To prepare the students for progression to higher degree work and research in Accounting, Finance, Administration, Banking, Marketing and Human Resources Management and related business areas.

7.0 GENERAL REGULATIONS

7.1 The University, the School for Human Resources Development (SHRD) and approved centre regulations shall apply.

7.2 No candidate shall be registered for the Bachelor of Commerce degree without satisfying the minimum university requirements.

8.0 ENTRY REQUIREMENTS

Candidates wishing to study for the Bachelor of Commerce Degree must satisfy the minimum University and SHRD requirements for admission.

EITHER

8.1 Be a holder of KCSE (or equivalent examination) certificate with a minimum aggregate of C+ and a minimum of C in both Mathematics and English

OR

8.2 Be a holder of KACE certificate with a minimum of two principal passes and subsidiary pass and a minimum of credit pass in Mathematics at KCE

OR

8.3 Be a holder of a diploma in a relevant discipline from an institution recognized by the University Senate.

OR

8.4 Be a holder of any other qualification accepted by the University Senate as equivalent to any of the above.

8.5 Candidates who hold a diploma from JKUAT (see 8.3 above) will, at the discretion of the University Senate, be exempted from Year I. However, they must pass the three university core units in order to graduate. Candidates with a Diploma from other institutions recognized by the University Senate may be exempted from year one. In addition, a student registered in another University recognised by the Senate may be allowed to transfer credit to the programme.

8.6 Possession of the Minimum requirements does not guarantee automatic admission to the bachelors' degree.

8.7 Candidates who are CPA/CPS/ACCA/CCP finalist will be exempted from year 1. However the candidates are expected to undertake the University core units.

9.0 PROGRAMME DURATION AND COURSE STRUCTURE

9.1 The Bachelor of Commerce Degree course shall be offered in **EIGHT** academic semesters organised in four academic years. A student will be deemed to have passed an academic semester after successful completion of all the units in the academic semester. At the end of Year II, a student who

shall have completed and passed all the units can exit with a university diploma, provided they undertake and pass Industrial attachment for eight (8) weeks. Otherwise, there shall be one Industrial Attachment at the end of Year III.

- 9.2 Each semester will have a maximum of nine (9) units and a minimum of seven (7) units.
- 9.3 Courses shall be offered in terms of units with one unit consisting of a minimum of 35 contact hours. For this purpose a one-hour lecture is equivalent to a two-hour tutorial or a three-hour practical period or an equivalent amount of other assigned study or practical experience or any combination of these that may be approved by the University Senate.
- 9.4 The programme will run for a maximum of eight (8) semesters. The period of the Industrial Attachment will be part of the programme duration. The Industrial Attachment will take eight (8) weeks.
- 9.5 Students who wish to take extra units during vacations will be allowed to do so, subject to availability of resources.

10.0 ACADEMIC LEAVE

- 10.1 A student wishing to temporarily suspend his/her studies must apply for academic leave. The leave becomes official only after endorsement by the University Senate. Academic leave can only be taken at the start of the semester. The leave cannot extend beyond two (2) continuous semesters and the leave duration will not be part of the programme duration. A candidate must renew his/her registration at the beginning of every semester.
- 10.2 A course unit taught jointly between departments will be counted as a single unit in consultation with the Chairpersons of department.

11.0 REGISTRATION

- 11.1 No registration of candidates shall be allowed after the third week of the semester unless approved by the university.
- 11.2 Candidates shall be required to register within the first three weeks of the semester.
- 11.3 No registration of students or modification of required or addition units shall be allowed after week three of the semester.
- 11.4 A student who does not register for a particular unit but who completes the course work and who sits for the examination in that unit will be deemed not to have sat for the examination in that unit.

12.0 EXAMINATIONS

12.1 ORDINARY EXAMINATIONS

- 12.1.1 All units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University examinations.
- 12.1.2 Examinations shall consist of continuous assessments and University Examinations.

- 12.1.3 Continuous assessments shall normally comprise of practicals, tests and assignments. Continuous assessments shall contribute 30% of the total marks and written Ordinary University Examinations shall contribute 70% of the total marks, except where a unit consists solely of practical work, it may be assessed out of 100% by continuous assessment.
- 12.1.4 A candidate who has not completed two thirds of the course work for any unit shall have his/her examination results nullified and shall be deemed to have failed in the unit with a total mark of zero.
- 12.1.5 The Ordinary University Examinations shall consist of written papers covering each unit completed. The time allowed shall be two (2) hours per unit.
- 12.1.6 Each unit shall be graded out of 100 marks and the pass mark shall be 40. The marks shall be translated into letter grades as follows: -

70% and above	A
60% and below 69%	B
50% and below 59%	C
40% and below 49%	D
Below 40%	E (Fail)

- 12.2 A candidate who misses a University Examination for any unit without approval by the university shall be deemed to have failed in the unit, with a total mark of zero.
- 12.3 Attachment shall be assessed and graded on a PASS and FAIL basis.

13.0 PROGRESSION

A candidate must pass all the course units in a particular year before proceeding to the next year.

14.0 SUPPLEMENTARY EXAMINATIONS

- 14.1 A candidate who fails in any unit in an Ordinary University Examination shall be required to sit for supplementary examination(s) when next offered.
- 14.2 The maximum number of units allowed for supplementary examinations is five (5) in any year.
- 14.3 The maximum marks in supplementary examinations shall be 40% and shall not include continuous assessment marks.

15.0 SPECIAL EXAMINATIONS

- 15.1 If for some good cause a candidate is unable to sit for one or more course unit examination(s), he/she may, on the recommendation of the School for Human Resource Development, and with the approval of the University Senate, be permitted to take special examinations. The grading of this exam is treated as ordinary examination.

15.2 Special examinations shall be marked out of 100% and shall include continuous assessment.

16.0 REPEAT STATUS

16.1 A candidate who fails six (6) course units in a year shall repeat the failed unit and shall be deemed to have repeated the year.

16.2 A candidate who fails in any supplementary examination shall repeat the failed course units and shall be deemed to have repeated the year.

16.3 A candidate who fails supplementary examination in a repeated unit shall repeat the academic semester.

17.0 DISCONTINUATION

17.1 A candidate who fails in any one unit after the second repeat of the said unit shall be discontinued from the programme.

17.2 A candidate who fails more than six (6) units at any one year shall be discontinued from the programme.

18.0 APPEAL FOR RE-MARKING

18.1 A candidate who is not satisfied with the grade, which he/she has been awarded in any unit, may appeal to the Registrar (Academic) for a remarking of the written examination paper in that unit on payment of the appropriate fee, which the University Senate shall determine from time to time.

18.2 The grade and mark recommended by the examiner(s) after remarking shall be the final grade and mark awarded to the candidate for the unit.

18.3 No appeal for remarking of any unit shall be entertained in cases where the appeal has been submitted later than one month after the candidate has been notified of the result.

19.0 DE-REGISTRATION

19.1 A candidate who qualifies to register for any semester but fails to register by the end of the third week of the semester shall be assumed to have deserted the programme and shall be de-registered.

19.2 A candidate who without valid cause fails to avail oneself for one or more supplementary examinations shall be de-registered.

20.0 EXAMINATION IRREGULARITIES

A candidate who is found guilty of any irregularities during any continuous assessment or university examinations shall be subjected to the appropriate penalties as detailed in the University Examination Regulations.

21.0 AWARD OF DEGREE

- 21.1 To qualify for the award of the degree, a candidate must take and pass all the units offered including Industrial Attachment.
- 21.2 Except where exempted, to be considered for the award of the degree, a candidate must have taken and passed in all the required units and Attachment.
- 21.3 Final classification of the Degree shall be based on the average mark for all the required units, except the Attachment, which is graded as pass or fail.
- 21.4 The degree shall be classified as follows based on the overall average mark: -

Overall Average Marks	Degree Classification
70% and above	First Class Honours
60% and below 69%	Second Class Honours (Upper Division)
50% and below 59%	Second Class Honours (Lower Division)
40% and below 49%	Pass

- 21.5 For purposes of 2.4 where candidates were exempted from course units, credit transfer for the course units for which exemptions were granted shall apply.
- 21.6 A candidate who has repeated any year shall not be eligible for the award of a degree with honours.

22.0 RELEASE OF RESULTS

- 22.1 Notwithstanding any of the regulations above, registration of a candidate in the School for Human Resources Development and the release of results and award of the Degree shall be subject to the candidate fulfilling all University regulations.