

GENERAL REGULATIONS

The University and the Institute of Human Resources Development (IHRD) regulations shall apply.

No student shall be registered for the Degree of Bachelor of Business and Office Management without satisfying the minimum University requirements.

PROGRAMME DURATION AND COURSE STRUCTURE

The Bachelor of Business and Office Management course shall be offered in three stages, Stage I, Stage II, and Stage III. Stage I will comprise 21 units, and an industrial attachment of 8 weeks. It will be an exit point for those who may want to leave with a Diploma. Stage II will comprise 14 units and an industrial attachment of 16 weeks. Stage III will comprise 19 units. The three stages will be equivalent to four academic year's work. A student will be deemed to have passed a particular stage after successful completion of the units in that stage including industrial attachment where applicable.

Courses shall be offered in terms of units, one unit being defined as a series of 35 actual contact one-hour lectures. 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.

REGISTRATION

Students who register for their units after the first three weeks of the semester or who request modification of their required units after the first three weeks of the semester may have their registration approved subject to IHRD BBOM-8 (b) and subject to their paying a late registration fee, during week 4, which sum shall be determined from time to time at the discretion of the University Senate.

No registration of students or modification of required units shall be allowed after week 4 of the semester.

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.

EXAMINATIONS

ORDINARY EXAMINATIONS

The examinations shall be moderated and approved by the University Senate.

Examinations shall be conducted either at an Approved Centre or at the University and in both cases shall be supervised by the University.

All units shall be examined during the semester in which they are taken. Such examinations shall be named ordinary university examinations.

Examinations shall consist of continuous assessments and university examinations.

Continuous assessment shall normally comprise of practicals, tests and assignments. Continuous assessments shall contribute 30% of the total marks and written University Examinations shall contribute 70% of the total marks. Where a unit consists solely of practical work, it may be assessed out of 100% by continuous assessment.

A student who has not completed two thirds of the course work for any unit shall have his/her ordinary university examination results nullified and shall be deemed to have failed in the unit with a total mark of zero.

The university examinations shall consist of written papers covering each unit completed. The time allowed shall be 2 hours per unit.

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 70%	B
50% and below 60%	C
40% and below 50%	D
Below 40%	E

Subject to the provisions of IHRD BBOM-12 a student who absents himself/herself from a University Examination for any unit shall be deemed to have failed in the unit, with a total mark of zero.

Attachments shall be assessed and graded on PASS and FAIL basis.

PROGRESSION

A candidate can only sit for a higher course unit after passing the required pre-requisite.

A candidate must pass all the course units in a stage, in order to register for the subsequent stage course units.

RELEASE OF RESULTS

Notwithstanding any of the regulations above, registration of a student in the Institute of Human Resources Development, release of results and awarding of the degree shall be subject to the student fulfilling all university and approved centre regulations concerning payment of fees and other monies due.

AWARD OF DEGREE

To be considered for the award of the degree, a candidate must have taken and passed in the 54 required units and the Industrial attachments.

A candidate who qualifies for the award of the degree shall be placed in one of the following classes:-

- i) First Class Honours
- ii) Second Class Honours (Upper Division)
- iii) Second Class Honours (Lower Division)
- iv) Pass

BBOM COURSE STRUCTURE

YEAR I

Semester I

Unit Code	Unit Name	Course Hours
HRD 2101	Communication Skills	35
HBC 2103	Introduction to Accounting 1	35
HBC 2108	Principles of Management	35
HBO 2101	Information Technology Applications and Presentations I	35
HBO 2102	Office Administration and Management I	35
HBO 2103	Touch Typewriting	35
HBO 2104	Shorthand Theory I	35

Semester II

Unit Code	Unit Name	Course Hours
HBO 2111	Business Communication	35
HBO 2105	Document Production I	35
HBO 2106	Office Administration and Management II	35
HBO 2107	Information Technology Applications and Presentations II	35
HBO 2108	Shorthand Theory II	35
HBC 2107	Introduction to Micro-Economics	35
HBC 2112	Business Law I	35

YEAR II

Semester I

Unit Code	Unit Name	Course Hours
HRD 2102	Development Studies & Ethics	35
HBO 2109	Information Technology Applications and Presentations III	35
HBO 2110	Shorthand Speed I	35
HBO 2112	Document Production II	35
HBC 2104	Introduction to Accounting II	35
HBC 2113	Organizational Behaviour	35
HBC 2106	Ethics	35
HBO 2113	Industrial Attachment	(8 weeks)

Semester II

Unit Code	Unit Name	Course Hours
HRD 2401	Entrepreneurship Skills	35

HBO 2201	Shorthand Speed II	35
HBC 2243	Business Law II	35
HBC 2247	Foreign Language I	35
HBO 2202	Information Technology Applications and Presentations IV	35
HBO 2203	Public Relations	35
HBC 2119	Business Finance	35

YEAR III

Semester I

Unit Code	Unit Name	Course Hours
HBC 2248	Foreign Language II	35
HBC 2206	Financial Management	35
HBO 2204	Information Technology Applications and Presentations V	35
HBO 2205	Shorthand Speed III	35
HBO 2206	Business Statistics	35
HBO 2207	Purchasing and Supplies Management	35
HBC 2127	Principles of Marketing	35

Unit Code	Unit Name	Course Hours
HBO 2208	Industrial Attachment	(16 weeks)

YEAR IV

Semester I

Unit Code	Unit Name	Course Hours
HBC 2118	Insurance and Risk Management	35
HBC 2201	Company Law	35

HBO 2301	Business Planning	35
HBC 2125	Introduction to Macro-Economics	35
HCB 2313	Industrial Psychology	35
HBC 2126	Human Resource Management I	35
HBC 2231	Issues in Management	35

Semester II

Unit Code	Unit Name	Course Hours
HCB 2214	Personnel Administration	35
HCB 2301	Project Management	35
HBC 2207	Strategic Management	35
HBO 2302	International Relations and Diplomacy	35
HBC 2229	Total Quality Management	35
HBO 2303	Leadership and Life Skills	35
HBC 2203	Research Methodology	35

Semester III

Unit Code	Unit Name	Course Hours
HBC 2209	Management Research Project	Equivalent to 2 units
HBO 2304	Meetings Law and Procedure	35
ICS 2203	Internet Application Programming I	35
BIT 2119	Management Information Systems	35