

## **TARGET GROUPS**

The course is geared to 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.

## **GOALS OF THE PROGRAMME**

The Bachelor of Commerce aims to achieve the following objectives:

- ❖ 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
- ❖ 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;
- ❖ 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, organization behaviour and business law;
- ❖ 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.

## GENERAL REGULATIONS

- ❖ The University regulations shall apply.
- ❖ No candidate shall be registered for the Bachelor of Commerce degree without satisfying the minimum university requirements.

## PROGRAMME DURATION AND COURSE STRUCTURE

- ❖ The Bachelor of Commerce Degree course shall be offered in **EIGHT** academic semesters organized 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.
- ❖ **Each semester will have a maximum of nine (9) units and a minimum of seven (7) units.**
- ❖ 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.
- ❖ 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.
- ❖ Students who wish to take extra units during vacations will be allowed to do so, subject to availability of resources.

## REGISTRATION

- ❖ No registration of candidates shall be allowed after the third week of the semester unless approved by the university.
- ❖ Candidates shall be required to register within the first three weeks of the semester.
- ❖ No registration of students or modification of required or addition units shall be allowed after week three of the semester

## **EXAMINATIONS**

### **ORDINARY EXAMINATIONS**

- ❖ 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 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.
- ❖ 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.
- ❖ The Ordinary University Examinations shall consist of written papers covering each unit completed. The time allowed shall be two (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 69%	B
50% and below 59%	C
40% and below 49%	D
Below 40%	E (Fail)

- ❖ 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.
- ❖ Attachment shall be assessed and graded on a PASS and FAIL basis.

## **PROGRESSION**

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

## **RELEASE OF RESULTS**

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.

## **AWARD OF DEGREE**

- ❖ To qualify for the award of the degree, a candidate must take and pass all the units offered including Industrial Attachment.
- ❖ 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.
- ❖ 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.
- ❖ 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

## **BCOM COURSE STRUCTURE**

### **YEAR I**

#### **Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HRD 2101	Communication Skills	45
HBC 2101	Introduction to Accounting I	45
HBC 2102	Introduction to Business	45
HBC 2103	Mathematics for Business	45
HBC 2104	Introduction to Micro-economics	45
HBC 2105	Principles of Management	45
HBC 2106	Fundamentals of Computer Systems	45
SZL 2111	HIV/AIDS	45

#### **Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HRD 2102	Development Studies and Ethics	45
HBC 2107	Introduction to Accounting II	45
HBC 2108	Organizational Theory & Development	45
HBC 2109	Insurance and Risk Management	45
HBC 2110	Introduction to Business Statistics	45
HBC 2111	Introduction to Macro- economics	45
HBC 2112	Principles of Marketing	45

### **YEAR II**

#### **Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBC 2201	Intermediate Accounting 1	45
HBC 2202	Introduction to Financial Management	45
HBC 2203	Cost Accounting	45
HBC 2204	Human Resource Management	45
HBC 2205	Intermediate microeconomic theory	45
HBC 2206	Business Law	45
HBC 2207	Principles of Auditing	45

## Semester II

Unit Code	Unit Name	Course Hours
HBC 2208	Intermediate accounting II	45
HBC 2209	Organizational Behaviour	45
HBC 2210	Operations Research	45
HBC 2211	Introduction to Taxation	45
HBC 2212	Computer Applications for Business	45
HBC 2213	Intermediate macroeconomics	45
HBC 2214	Procurement & Logistic Management	45

## YEAR III

### Semester I

Unit Code	Unit Name	Course Hours
HBC 2301	Money	45
HBC 2302	Behavioral	45
HBC 2303	Strategic	45
ELECTIVE	One Humanity	45

### Semester II

Unit Code	Unit Name	Course Hours
HBC 2304	Research Methodology	45
HBC 2305	International Business Management	45
HBC 2306	Company Law	45
<b>HBC 2307:</b>	<b>Industrial attachment</b>	<b>(8 weeks)</b>

**Plus SIX specialization course units depending on option chosen**

### **ACCOUNTING OPTION: CORE COURSE SPECIALIZATION UNITS**

#### Semester I

Unit Code	Unit Name	Course Hours
HBA 2301	Financial Reporting	45
HBA 2302	Advanced Taxation	45
HBA 2303	Financial Accounting theory	45
HBA 2301	Financial Reporting	

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBA 2304	Public Sector Accounting	45
HBA 2305	Bankruptcy and Insolvency Accounts	45
HBA 2306	Trust & Executorships Accounting	45

**FINANCE OPTION: CORE COURSE SPECIALIZATION UNITS****Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBF 2301	Financial institutions and markets	45
HBF 2302	Advanced Financial Management	45
HBF 2303	Financial Statement Analysis	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBF 2304	Investment Analysis and Portfolio Management	45
HBF 2305	Financial Management in Public Sector	45
HBF 2306	Project Appraisal	45

**BANKING OPTION: CORE COURSE SPECIALIZATION UNITS****Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBB 2301	Banking Practice	45
HBF 2301	Financial Institutions and Markets	45
HBB 2302	Banking Law	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBB 2303	Monetary Theory and Practice	45
HBF 2303	Financial Statement Analysis	45
HBF 2304	Investment Analysis and Portfolio Management	45

**MARKETING OPTION: CORE COURSE SPECIALIZATION UNITS**

**Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBM 2301	Consumer behaviour	45
HBM 2302	Sales Management	45
HBM 2303	Marketing Management	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBM 2304	Marketing Logistics	45
HBM 2305	Marketing Research	45
HBM 2306	Industrial Marketing	45

**HUMAN RESOURCE OPTION:**

**CORE COURSE SPECIALIZATION UNITS**

**Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBH 2301	Procurement of Human Resources	45
HBH 2302	Human Resource Development	45
HBH 2303	Employee Relations	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBH 2304	Performance Management	45
HBH 2305	Employment Laws	45
HBH 2306	Reward Management	45



## **YEAR IV**

### **Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HRD 2401	Entrepreneurship Skills	45
HSC 2408	Technology and Innovation	45
HBC 2401	Management Accounting	45
	<b>One humanity elective</b>	45
HBC 2403	Management Research Project (1 unit)	45

### **Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBC 2402	Production and Operation Management	45
HBC 2403	Management Research Project (1 unit)	45
HBC 2404	Project Management	45
	<b>One humanity elective</b>	45

**Plus SIX (6) specialization units depending on option chosen.**

### **ACCOUNTING OPTION: CORE COURSE SPECIALIZATION UNITS**

#### **Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBA 2401	Advanced Financial Reporting	45
HBA 2402	Advanced Auditing	45
HBA 2403	Computerized Accounting	45

#### **Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBA 2404	Forensic Accounting	45
HBF 2303	Financial Statement Analysis	45
HBA 2405	Contemporary issues in Management Accounting	45

**FINANCE OPTION: CORE COURSE SPECIALIZATION UNITS****Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBF 2401	International Finance	45
HBF 2402	Pensions Finance	45
HBF 2403	Financial Modeling and Forecasting	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBB 2403	Financial Risk Management	45
HBF 2404	Contemporary Issues in Financial Management	45
HBF 2405	Real Estate Finance	45

**BANKING OPTION: CORE COURSE SPECIALIZATION UNITS****Semester I**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBB 2401	International Banking	45
HBB 2402	Central Banking and Monetary Management	45
HBB 2403	Financial Risk Management	45

**Semester II**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Course Hours</b>
HBB 2404	Financial Regulations	45
HBB 2405	Foreign Exchange and International Trade	45
HBB 2406	Management of Financial Institutions	45

## MARKETING OPTION: SPECIALIZATION UNITS

### Semester I

Unit Code	Unit Name	Course Hours
HBM 2401	Strategic Marketing	45
HBM 2402	Marketing Communication Strategy	45
HBM 2403	Advertising	45

### Semester II

Unit Code	Unit Name	Course Hours
HBM 2404	Service Marketing	45
HBM 2405	Strategic Brand Management	45
HBM 2406	International Marketing	45

## HUMAN RESOURCES OPTION: CORE COURSE SPECIALIZATION UNITS

### Semester I

Unit Code	Unit Name	Course Hours
HBH 2401	Labour Economics	45
HBH 2402	Public Relations	45
HBH 2403	Leadership and Team Building	45

### Semester II

Unit Code	Unit Name	Course Hours
HBH 2404	Work place counseling	45
HBH 2405	Strategic Human Resource Management	45
HBH 2406	Contemporary issues in Human Resource Management	45