

GOALS OF THE PROGRAMME

The Bachelor of Commerce and Business Administration aims to achieve the following objectives:

- ❖ To develop a theoretical and technical understanding of Accounting, Finance, Banking, Marketing 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 and Business Administration degree without satisfying the minimum university requirements.

PROGRAMME DURATION AND COURSE STRUCTURE

- ❖ 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 of any combination of these that may be approved by the University Senate.
- ❖ The programme will run for a minimum of nine (9) semesters and a maximum of twenty four (24) semesters. The period of the Industrial Attachment will be part of the programme duration. A student can take a maximum of eight (8) course units and a minimum of three (3) course units per semester subject to regulation IHRD-BCOMBA-11.
- ❖ A student wishing to temporarily suspend his/her studies must apply for leave. The leave becomes official only after endorsement by the University Senate. Academic leave can only be taken at the start of the stage. The leave cannot extend beyond two (2) continuous stages and the leave duration will be part of the programme duration. A candidate on leave must renew his/her registration at the beginning of every semester.
- ❖ In ALL the semesters of study, admission for a specific unit in any department shall be subject to the students meeting the departmental requirements.
- ❖ A student MAY be allowed to register for a maximum of ONE extra unit during any semester of study as ADDITIONAL UNIT in consultation with the Department(s) concerned. The extra unit(s) will not be counted towards the classification of the Degree, but will appear in the transcript and the grade obtained indicated.
- ❖ Each student shall be required to take a combination of the units defined in IHRD-BCOMBA-3 and in accordance with Regulations IHRD-BCOMBA-6, 7 and 8. An approved combination of required and additional units may be modified not later than the third week of the semester. For such modifications the students shall seek and obtain prior permission from the department concerned.

REGISTRATION

- ❖ Students who register for their units after the first three weeks of the semester or who request modification of their required or additional units after the first three weeks of the semester may have their registration approved subject to IHRD-BCOMBA-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 or additional units shall be allowed after week 4 of the semester.

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 examinations 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 BCOMBA-13 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 must pass all the course units in a particular year before proceeding to the next year.

AWARD OF DEGREE

❖ To be considered for the award of the degree, a candidate must have successfully completed and passed in the fifty four (54) required units and the two (2) Industrial Attachments.

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

First Class Honours

Second Class Honours (Upper Division)

Second Class Honours (Lower Division)

Pass

BCOMBA COURSE STRUCTURE

YEAR I

Semester I

Unit Code	Unit Name	Course Hours
HRD 2101	Communication Skills	45
HBC 2103	Introduction to Accounting I	45
HBC 2105	Business Studies	45
HBC 2208	Sociology	45
HBC 2107	Introduction to Micro-economics	45
HBC 2108	Principles of Management	45
HBC 2109	Foundation of Computer Systems	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2104	Introduction to Accounting II	45
HBC 2110	Management Mathematics I	45
HBC 2115	Intermediate Accounting I	45
HBC 2118	Insurance and Risk Management	45
HBC 2121	Introduction to Business Statistics	45
HBC 2125	Introduction to Macro- economics	45
HBC 2127	Principles of Marketing	45

YEAR II

Semester I

Unit Code	Unit Name	Course Hours
HRD 2102	Development Studies and Ethics	45
HCB 2101	Co-operatives Management	45
HBC 2106	Ethics	45
HBC 2111	Management Mathematics II	45
HBC 2116	Intermediate Accounting II	45
HBC 2117	Cost Accounting	45
HBC 2126	Human Resource Management I	45
HCB 2102	Industrial Attachment	(8 weeks)

Semester II

Unit Code	Unit Name	Course Hours
HRD 2401	Entrepreneurship Skills	45
HBC 2112	Business Law I	45
HBC 2113	Organizational Behaviour	45
HBC 2122	Operations Research I	45
HBC 2123	Introduction to Taxation	45
HBC 2124	Information Systems - Analysis and Design	45
HCB 2201	Networking Strategies	45

YEAR III

Semester I

Unit Code	Unit Name	Course Hours
HBC 2119	Business Finance	45
HBC 2202	Behavioural Science	45
HBC 2204	Computer Programming	45
HBC 2207	Strategic Management	45

Plus SIX specialization course units depending on option chosen

ACCOUNTING OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HBC 2211	Advanced Accounting 1	45
HBC 2214	Auditing 1	45
HBC 2216	Advanced Taxation	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2212	Advanced Accounting II	45
HBC 2215	Auditing II	45
HCB 2202	Project Appraisal	45

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

Unit Code	Unit Name	Course Hours
HBC 2205	Financial institutions and markets	45
HBC 2206	Financial Management	45
HBC 2222	Monetary theory and Practice	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2220	Financial statement analysis	45
HBC 2223	Portfolio and investment analysis	45
HBC 2224	Financial Management in Public Sector	45

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

Unit Code	Unit Name	Course Hours
HCB 2203	Commercial Banking	45
HBC 2205	Financial Institutions and Markets	45
HBC 2222	Monetary theory and practice	45

Semester II

Unit Code	Unit Name	Course Hours
HCB 2204	Law related to Banking	45
HBC 2220	Financial Statement Analysis	45
HBC 2223	Portfolio and Investment Analysis	45

MARKETING OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2205	Consumer behaviour	45
HCB 2206	Sales Management	45
HCB 2207	Marketing Management	45

Semester II

Unit Code	Unit Name	Course Hours
HCB 2208	Marketing Environment	45
HCB 2209	Advertising	45
HCB 2210	Marketing Research	45

HUMAN RESOURCE OPTION:

CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2211	Human Resource Management II	45
HCB 2213	Human Resource Development	45
HCB 2212	Employee Resourcing	45

Semester II

Unit Code	Unit Name	Course Hours
HCB 2214	Personnel Administration	45
HCB 2215	Employee Relations	45
HCB 2216	Reward Management	45

HBC 2210 Industrial attachment (16 weeks)

YEAR IV

Semester I

Unit Code	Unit Name	Course Hours
HBC 2201	Company Law	45
HBC 2203	Research Methodology	45
HCB 2301	Project Management	45

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

Semester II

Unit Code	Unit Name	Course Hours
HCB 2302	Business Policy and Strategic Planning	45
HBC 2209	Management Research Project	(2 units)

ACCOUNTING OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2303	Computerized Accounting	45
HBC 2217	Issues in Management Accounting	45
HCB 2304	Bankruptcy and insolvency Accounts	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2237	Financial Accounting theory	45
HCB 2305	Trust and Executorship Law and Accounts	45
HBC 2245	Issues in Taxation	45

FINANCE OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2306	Financial Risk Management	45
HBC 2221	International Finance	45
HBC 2225	Financial Information Systems	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2219	Financial Modelling and Forecasting	45
HBC 2226	Issues in Financial Management	45
HBC 2246	Real Estate Finance	45

BANKING OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HBC 2221	International Finance	45
HCB 2307	Central banking and monetary management	45
HCB 2308	Lending	45

Semester II

Unit Code	Unit Name	Course Hours
HBC 2228	Development Finance	45
HCB 2309	Foreign Exchange and International Trade	45
HCB 2310	Strategic Marketing for bankers	45

MARKETING OPTION: SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2311	Marketing Planning and Control	45
HCB 2312	Marketing Communication Strategy	45
HCB 2313	Industrial psychology	45

Semester II

Unit Code	Unit Name	Course Hours
HCB 2314	Service Marketing	45
HCB 2315	Strategic Industrial Marketing	45
HCB 2316	International Marketing	45

HUMAN RESOURCES OPTION: CORE COURSE SPECIALIZATION UNITS

Semester I

Unit Code	Unit Name	Course Hours
HCB 2317	Labour Economics	45
HCB 2318	Industrial Relations	45
HCB 2319	Leadership and Team Building	45

Semester II

Unit Code	Unit Name	Course Hours
HCB 2320	Human Resource Planning	45
HCB 2321	Strategic Human Resource Management	45
HCB 2322	Contemporary issues in Human Resource Management	45

ADDITIONAL COURSE UNITS

NB: A Student can take any one of the additional units below subject to availability of resources.

YEAR I

Unit Code	Unit Name	Course Hours
HBC 2238	Management of Non-Governmental organizations	45
HBC 2230	Management of Service Organizations	45

YEAR II

Unit Code	Unit Name	Course Hours
HBC 2241	Intermediate Micro-economic Theory	45
HBC 2253	Contemporary Social Issues	45

YEAR III

Unit Code	Unit Name	Course Hours
HBC 2239	Operations Research II	45
HBC 2242	Intermediate Macro-economic Theory	45
HBC 2244	Production Management	45
HCB 2323	Analysis and Decisions in Human Resource Management	45