

## **OBJECTIVES**

The overall purpose of business management

To enable business managers to get the concept of how to manage business venture effectively and efficiently.

Enhance the skills of managers and in this changing business environment.

To equip managers, employees and potential employees with the knowledge, skills and attitude that they need for effective business management.

## **TARGET GROUPS**

Students from any discipline who wish to start a career in business administration.

Managers in any functional areas of the organizations and who wish to acquire knowledge and skills in business.

Students who wish to pursue degree in Business Administration.

## **DURATION AND PATTERN OF THE COURSE**

- a) All Diplomas shall be offered in two academic years with four semesters. The first academic year will comprise of a minimum of ten (10) or a maximum of twelve (12) course units.
- b) The second academic year will have a minimum of ten (10) or a maximum of twelve (12) course units, including project work and attachment. A candidate will be deemed to have passed an academic year after successful completion of all the units offered in that year.
- c) Courses shall be offered in terms of units. One unit being defined as a series of 45 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 School for Human Resource Development.
- d) The programme will run for four (4) semesters, with each semester running for sixteen (16) weeks. The period of the project work will be part of the programme duration and will be considered as having two (2) course units. Each semester should have a minimum of five (5) and a maximum of six (6) units.

- e) A candidate wishing to temporarily suspend his/her studies must apply for academic leave. The academic leave becomes official only after endorsement by the University Senate. The academic leave cannot extend beyond two (2) continuous semesters and the leave duration will not be part of the programme duration. A candidate on leave must renew his/her registration at the beginning of every semester.
- f) Unless exempted, a student shall be required to pass all the course units offered. Each registered candidate shall undertake an attachment at the end of the second academic year. The Attachment will take duration of eight (8) weeks. The attachment is equivalent to ONE (1) unit and is subject to the general regulations for practical training and attachment at the School for Human Resources Development.

## **REGISTRATION**

Each student shall be required to register for the units he/she will take in a particular semester during the first four weeks of the semester. No registration of students for units shall be allowed after week four 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 shall be deregistered.

## **EXAMINATIONS**

### **ORDINARY EXAMINATIONS**

- a) All units shall be examined during the semester in which they are taken. Such examinations shall be named Ordinary University Examinations.
- b) Examinations shall consist of Continuous Assessment and Ordinary University Examinations.
- c) Continuous Assessment shall comprise of written tests (20%) and assignments (20%). Written Ordinary University Examinations shall contribute 60% of the total marks. Where a unit consists solely of practical work, it shall be assessed out of 100% by Continuous Assessment.

- d) A candidate 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.
- e) The Ordinary University Examinations shall consist of written tests covering each unit completed. The time allowed shall be 1½ hours per unit.
- f) Each unit shall be graded out of 100 marks and the pass mark shall be 40%. The marks shall be translated into grades as follows:
  - A: 70% and above
  - B: 60 % to 69%
  - C: 50% to 59%
  - D: 40% to 49%
  - F: 39% and below (Fail)
- g) A candidate who absents himself/herself from a University Examination (Ordinary, Supplementary, and Special) for any unit shall be deemed to have failed in the unit with a total mark of zero.
- h) Attachment shall be assessed and graded on a PASS and FAIL basis. A candidate who fails to satisfy the requirements of the Board of SHRD Examiners shall be required to repeat the attachment. A candidate is allowed to repeat attachment only once.

## **PROGRESSION**

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

## **AWARD OF DIPLOMA**

To be considered for the award of a DIPLOMA a candidate must have taken and passed in all units including the project work and attachment.

## **CLASSIFICATION**

- a) A candidate who qualifies for the award of the diploma shall be placed in one of the three classes namely Distinction, Credit and Pass.
- b) The final classification shall be based on the minimum number of required units taken during the period of study.



## **DBA COURSE STRUCTURE**

### **YEAR I**

#### **Semester I**

| <b>Unit Code</b> | <b>Unit Name</b>               | <b>Course Hours</b> |
|------------------|--------------------------------|---------------------|
| HRD 0101         | Communication Skills           | 45                  |
| HCB 0101         | Introduction to Microeconomics | 45                  |
| HCB 0102         | Introduction to Accounting 1   | 45                  |
| HCB 0103         | Introduction to Business       | 45                  |
| HCB 0104         | Principles of Management       | 45                  |
| TDH 1100         | HIV/AIDS                       | 45                  |
|                  |                                | 45                  |

#### **Semester II**

| <b>Unit Code</b> | <b>Unit Name</b>                      | <b>Course Hours</b> |
|------------------|---------------------------------------|---------------------|
| HRD 0102         | Development Studies and Ethics        | 45                  |
| HCB 0105         | Foundation of Computer Systems        | 45                  |
| HCB 0106         | Introduction to Macroeconomics        | 45                  |
| HCB 0107         | Organizational Theory and Development | 45                  |
| HCB 0108         | Introduction to Accounting II         | 45                  |
| HCB 0109         | Mathematics for Business              | 45                  |

## YEAR II

### Semester I

| <b>Unit Code</b> | <b>Unit Name</b>                          | <b>Course Hours</b> |
|------------------|---|---------------------|
| HCB 0201         | Business Finance                          | 45                  |
| HCB 0202         | Introduction to Business Statistics       | 45                  |
| HCB 0203         | Principles of Business Law                | 45                  |
| HCB 0204         | Organizational Behavior                   | 45                  |
| HED 0101         | Introduction to Human Resource Management | 45                  |
| HCB 0205         | Principles of Marketing                   | 45                  |
|                  |   | 45                  |

### Semester II

| <b>Unit Code</b> | <b>Unit Name</b>                           | <b>Course Hours</b> |
|------------------|--|---------------------|
| HCB 0206         | Contemporary Issues in Business Management | 45                  |
| HCB 0207         | Insurance and Risk Management              | 45                  |
| HCB 0208         | Theory of Taxation                         | 45                  |
| HRD 0201         | Entrepreneurship Skills                    | 45                  |
| HRD 0203         | Research Methods                           | 45                  |
| HEP 0210         | Purchasing and Supplies Management         | 45                  |
|                  |  |                     |
| <b>HRD 0204</b>  | <b>Industrial Attachment</b>               | 8 weeks             |
| <b>HRD 0205</b>  | <b>Research Project (2 units)</b>          |                     |