

## **OBJECTIVES**

The overall purpose of business and information technology is to;

- Enable the students apply/use the general technology level reigning in the market
- Enhance the information technology skills of managers and in this changing business environment.
- Equip the students with the knowledge, skills and on on-going technology.

## **TARGET GROUPS**

- Students from any discipline who wish to start a career in business information technology.

## **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.
- g) 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**

- a) Candidates shall be required to register within the first three weeks of the semester.
- b) No registration of candidates shall be allowed after the third week of the semester unless approved by the university.

## **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 normally comprise written tests 20% and assignments 20%. Continuous assessments shall contribute 40% of the total marks and 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.
- c) The diploma classification shall be graded as follows:
- |             |               |
|-------------|---------------|
| Distinction | 70% and above |
| Credit      | 55% to 69%    |
| Pass        | 40% to 54%    |
| Fail        | 39% and below |
- d) A candidate who has repeated a year shall be awarded a Diploma with a Pass.

## **DBIT 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	Financial accounting	45
HCB 0102	Introduction to business	45
HCT 0101	Computer organization	45
HCT 0102	Fundamental of computer systems	45
TDH 1100	HIV/ AIDS	45

## Semester II

Unit Code	Unit Name	Course Hours
HCT 0103	Introduction to computer programming	45
HCT 0104	Database Management Systems	45
HBC 0103	Principles of management	45
HCB 0104	Insurance and risk management	45
HRD 0102	Development studies and Ethics	45
HCB 0105	Mathematics for Business	45

## YEAR II

### Semester I

Unit Code	Unit Name	Course Hours
HCB 0201	Micro- economics	45
HCT 0201	Object Oriented Programming Techniques	45
HCB 0202	Organizational Behavior	45
HCT 0202	Systems Analysis and Design	45
HCT 0203	IT Project Management	45
HCB 0203	Principles of Business Law	45

### Semester II

Unit Code	Unit Name	Course Hours
HRD 0201	Entrepreneurship Skills	45
HCT 0204	Data Communication and Networks	45
HCT 0205	Web Applications Development	45
HCT 0206	IT Systems Project (2 units)	45
HCT 0207	Accounting Software	45
HRD 0203	Research Methods	45
HRD 0204	<b>Industrial Attachment</b>	8 weeks