

FACULTY OF MANAGEMENT STUDIES AND COMMERCE

PROSPECTUS FOR EXTERNAL DEGREES - 2021



University of Sri Jayewardenepura

3. Rules and Regulations of Examinations

These rules and regulations provide the criteria and conditions relating to the Degree. Any interpretations of the regulations shall be submitted to the Senate and the decision of the Senate shall be the final.

3.1 Credits

The unit of measure for academic purposes is the credit. One credit is normally equivalent to fifteen (15) study hours. On that basis, the number of credits given for a particular course is indicated in Table 3.1.

Number of Credits	Number of Study Hours
1	15
2	30
3	45
4	60
5	75

Table 3.1: Relationship between the Study Hours and Credit Hours

3.2 Student course load

The total of the credits for an academic year shall not exceed 30. The total number of credits for an entire Degree Programme is 90.

3.3 Grading scale

Student performance is graded on a 12-point scale, which ranges from A+ (Exceptional) to E (Fail). The grading scale is shown in Table 3.2. The letter 'MC' is given for medical withdrawals.

Table 3.2: Grading Scale

Range of Marks	Letter Grade	Grade Points Per Credit Hour	
85 - 100	A+	4.00	
70 - 84	A	4.00	
65-69	A -	3.70	
60-64	B+	3.30	
55 - 59	В	3.00	
50-54	B-	2.70	
45-49	C+	2.30	
40-44	С	2.00	
35-39	C-	1.70	
30-34	D+	1.30	
25-29	D	1.00	
00 - 24	Е	0.00	

3.4 Guidelines for the calculation of Grade Point Average

The Grade Point Average (GPA) is a numerical representation of a student's overall academic achievement. The GPA is the quotient obtained by dividing the total number of grade points earned by the total number of credit hours of which a student receives a 'letter' grade. Decimals beyond two places are truncated, not rounded, in computing the GPA.

The formula for GPA calculation is given below.

$$GPA = \frac{\sum_{i=1}^{N} (Credits)_i X (Grade \ po \text{ int } s \ Per \ Hour)_i}{\sum_{i=1}^{N} (Credits)_i}$$

Where, i = course number, and N = the total number of courses considered.

The maximum possible GPA is 4.00 while the minimum is 0. Table 3.3 illustrates the calculation of the GPA of a hypothetical student at the end of the first semester of the Degree Programme

Table 3.3: Illustration of GP.	ACalculation
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Course Code	Letter Grade Earned	Credits	Grade Points per Hour	Number of Grade Point Values Earned = Credit Hours X Grade Points Per Hour
BME 1501	A+	5	4.00	20.00
BME 1502	A -	5	3.70	18.50
BME 1503	B +	5	3.30	16.50
BME 1504	C +	5	2.30	11.50
BME 1505	D	5	1.00	05.00
BME 1506	А	5	4.00	20.00
Total		30		91.50
GPA = Total number of Grade Point Values Earned = 91.5 = 3.05*				
Total number of Credit Hours30* Decimals beyond two places are truncated, not rounded, in computing the GPA.				

3.5 Evaluation

For each course a final examination will be held at the end of the academic year. The duration of the examination can vary depending on the requirements of each course. Generally, they are of three-hour duration.

3.6 Maximum period allowed for completing the Degree

The maximum time period allowed to complete the Degree Programme is seven (07) consecutive academic years from the year of registration. Extensions should not be granted under any circumstances after this period. If any candidate was unable to complete the Degree Programme within this period he or she shall re-sit for the selection test and if succeeds shall reregister for the Programme as a new candidate where the examination results earned during the previous attempts shall be considered null and void.

3.7 Number of attempts per course

A candidate shall be given any number of attempts within the time period stipulated in Section 3.6 above to complete a course.

3.8 Passing or failing a credit course

A candidate shall be deemed to have passed in a credit course if he/she obtains an overall average of 40% or above for that course.

3.9 Passing or failing a non-credit course

A candidate shall be deemed to have passed in a non-credit course if he/she obtains the grade 'Pass' for that course.

3.10 Repeating a credit course

- **3.10.1** A student who obtains a grade of 'D' or 'E' shall repeat that course by registering in that course during a subsequent academic year to complete the degree.
- **3.10.2** A student who obtains a grade of 'C-' or 'D+' may repeat that course by registering in that course in a subsequent academic year.
- **3.10.3** A candidate who repeats course/s of an examination shall not be eligible to obtain more than 40% (minimum mark given for a 'C' grade) for each of the course/s, irrespective of the actual marks obtained. The maximum grade given for a repeat course is 'C'.
- **3.10.4** If the student obtains a lower grade at a repeat attempt than a grade received in earlier attempts, the better grade shall be retained.
- **3.10.5** A student who fails to sit for the examination in relevant academic year without a valid reason will be considered as a repeat student.

3.11 Repeating a non-credit course

A student who failed a non-credit course shall repeat that course by registering for that during a subsequent academic year.

3.12 Passing an examination

A candidate shall be deemed to have passed any of the examinations, if he/she has earned a minimum GPA of not less than 2.00 for the academic year, and has no more than one poor grade ('C-' or 'D+') for the academic year and has no fail grades ('D' or 'E') and pass the non-credit course. The total number of poor grades should not exceed three for the entire Degree Programme.

3.13 The examination results

The GPA will be notified to the candidates with the grade earned for each course as indicated in the Grading Scale given in Table 3.3. The Examination Results Sheet will be issued to each candidate after the release of results of each academic year.

3.14 Withdrawal for medical reasons

A student may withdraw from a course at the examination of the Degree Programme on valid medical grounds with documentary proof. In that event, the student will receive a symbol of "MC". The student is required to follow the University guidelines in requesting a medical withdrawal and the student has to sit for that course/s in the subsequent year.

3.15 To be referred in examinations

A candidate who has failed to fulfil the requirements given in Section 3.12 above shall be referred in that examination. A referred candidate shall sit for failed credit course/s (all 'D' and 'E' grades) and non-credit course/s ('Fail') and pass those courses subjected to relevant restrictions given in Sections 3.10 and 3.11 above.

3.16 Completion of the Degree: requirements for graduation

In order to obtain the Degree, a student should have:

- \rightarrow Completed 90 credits, and
- → Earned a minimum GPA of not less than 2.00 for each academic year, and
- → A minimum overall GPA of 2.00 for the entire Degree Programme, and
- \rightarrow No fail grades ('D' or 'E'), and
- \rightarrow No more than one poor grade ('C'- or 'D+') per academic year, and
- → The total number of poor grades should not exceed 03 for the entire Degree Programme, and

- → Earned 'Pass' grade for the non-credit course, and
- → Fulfilled all the requirements given above, within a maximum of seven (07) academic years from the academic year of the original enrolment in the University.

4. Award of Classes

4.1 First Class Standing

A student shall meet all the following requirements in order to be awarded a Degree with First Class Standing:

- → The student shall have earned an overall GPA in the 3.7 4.00 range in the entire Degree Programme.
- → The student shall have earned grades of 'A+' or 'A' in at least half the courses in the Degree Programme.
- → The student shall have earned no grades below 'C'.
- → The student shall have earned 'Pass' grade for the non-credit course.
- → The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.2 Second Class (Upper Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with Second Class (Upper Division) Standing:

- → The student shall have earned an overall GPA of 3.30 or above in the entire Degree Programme.
- → The student shall have earned grades of 'A-' or better in at least half the courses in the Degree Programme.
- → The student shall have earned no more than two poor grades ('C'- or 'D +') for entire Degree Programme.
- → The student shall have earned 'Pass' grade for the non-credit course.
- → The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.3 Second Class (Lower Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with a Second Class (Lower Division) Standing:

- → The student shall have earned an overall GPA of 3.00 or above in the entire Degree Programme.
- → The student shall have earned grades of 'B+' or better in at least half the courses in the Degree Programme.
- → The student shall have earned no more than two poor grades ('C-' or 'D+') for entire Degree Programme.
- → The student shall have earned 'Pass' grade for the non-credit course.
- → The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

05. Effective Date of the Degree

The effective date of the Degree shall be the last date of the stipulated examination period in which the Year III examination concludes.

06. Academic Support Services

The Department in collaboration with the Faculty and the External Degrees and Extension Courses of the University will conduct a series of seminars and academic guidance will be provided for the Degree Programme.

Bachelor of Commerce (General) External Degree Programme

1. INTRODUCTION

Department of Commerce was established in 1972 at the very outset of the Faculty of Management Studies and Commerce. It offered the prestigious B.Com (special) degree in English medium. The department commenced an external degree program in Commerce for externally registered students and offered a four year B.Com (special) external degree program in 1975. Later in 1996, B.Com (special) external degree program was replaced by a three year general external degree programme in Commerce including fifteen (15) subjects.

With the emerging requirements of the society particularly in higher education sector, the department identified that the programme needed to shape and align with the emerging realities in wider society. The department revised existing degree pragramme in 2012 and the revised curriculum consists of eighteen (18) compulsory courses and one (01) non-credit course. The department provides a highly reputed and successful B.Com (General) external degree program in Sinhala and English mediums.

2. Requirements for Registration as External Candidates

Those who possess the following requirements on 1st January of the respective academic year are eligible to apply for registration as an external candidate for the B.Com. (General) External Degree Programme.

(A) Pass in any three subjects at one sitting at the Sri Lanka General Certificate of Education (Advanced Level) Examination.

OR

(B) Obtained any of the professional or other qualifications recognized by the Department of Commerce of the University of Sri Jayewardenepura as indicated by Annex 1.

OR

(C) A Degree of a recognized University.

OR

(D) Possess qualifications which the External Examinations Committee of the Department of Commerce of the University of Sri Jayewardenepura recognizes to be equivalent to any of the above qualifications or requirements (Refer annex 1).

Candidates seeking registration under provision (D), before submitting applications on the prescribed form, should in the first instance make a formal written request, indicating qualifications, (with copies of all certificates) to the External Examinations Committee of the department of Commerce through the Senior Assistant Registrar (External Examinations) of the University of Sri Jayewardenepura.

All external candidates must be 18 years of age or over on 1st January of the respective academic year.

2.1 Duration

The minimum period of time a candidate requires to complete all the examinations leading to the Degree of Bachelor of Commerce (General) is three academic years. However, there is no necessity for external candidates to complete all the examinations continuously within three year period. They have the liberty to take and complete the relevant examinations within the maximum period of seven years from the date of his/her first registration. But it should be noted that a candidate who fails to complete all the parts of the Degree Examination within three academic years from the effective date of his/her first registration will not be eligible for a degree with a class.

2.3 Annual Intake and the Selection Process

Annual intake will be limited to 500 students. If the number of applicants exceeds 500, the Department of Commerce will decide criteria to select candidates for the programme.

2.4 Medium

Examinations leading to the General Degree of Bachelor of Commerce will be held in Sinhala and English media. But a candidate should take the examination in one media only. A candidate at the time of his/her registration, should indicate the medium he/she wishes to sit the examinations.

2.5 Programme Fees

Registration fee	
Examination fee	
Degree Part I	Rs.
Degree Part II	Rs.
Degree Part III	Rs.
Per repeat subject	Rs.
Registration Renewal Fee	Rs.
Seminar Fee	Rs.

3. Programme Structure

Degree - Part I

Course Code Course Title		Credit Hours	Credit
COM 1501	Microeconomics	75	05
COM 1502	Financial Accounting	75	05
COM 1503	Business Mathematics	75	05
COM 1504	Introduction to Management	75	05
COM 1505	Commercial Law	75	05
COM 1506	Introduction to Information Technology	75	05
COM 1007	Business Communication	-	Non-credit
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Degree - Part II

Course Code Course Title		Credit Hours	Credit
COM 2501	Macroeconomics	75	05
COM 2502	Cost and Management Accounting	75	05
COM 2503	Business Statistics	75	05
COM 2504	Organizational Behaviour & Human Resource Management	75	05
COM 2505	Marketing Management	75	05
COM 2506	Operations Management	75	05
			30

Degree - Part III

Course Code Course Title		Credit Hours	Credit
COM 3501	International Trade & Finance	75	05
COM 3502	Advanced Financial Accounting	75	05
COM 3503	Financial Management	75	05
COM 3504	M anagement Science	75	05
COM 3505	Management Information Systems	75	05
COM 3506	Theory and Practice of Banking	75	05
			30

Annex – 01

Other recognized qualifications for registration

- (a) Specialist Trained Teachers' Certificate in Commerce of the Department of Education.
- (b) Associate Membership of the Chartered Institute of Secretaries, UK.
- (c) Passed at the Final Examination of the Institute of Bankers, Sri Lanka.
- (d) National Certificate in Business Studies (two year course) of the Sri Lanka Technical College.
- (e) An officer of the Government Accountants Service who has passed the Final Examination of Government Accountants of Sri Lanka.
- (f) Higher National Diploma in Management of the Open University of Sri Lanka.
- (g) Passed in all parts of Association of Accounting Technicians (AAT) of Sri Lanka or UK.
- (h) Passed finalist of Chartered Institute of Marketing (United Kingdom) or Sri Lanka Institute of Marketing.
- (i) Passed second level examination of Chartered Institute of Management Accountants (CIMA), UK.
- (j) Passed second level examination of Association of Chartered Certified Accountants (ACCA), UK

Description of Courses

COM 1501 – Microeconomics

This course is designed for the students to introduce economic theories, tools and methods of analysis that are useful in the study of various economic issues and in the business decision-making. It covers intermediate theory of demand and supply, theories of consumer behaviour and production, various types of market structures and factor market. At the end of this course unit, students will be encouraged to develop their skills in analyzing and evaluating current economic problems and issues.

COM 1502 – Financial Accounting

Financial accounting is the field of accountancy concerned with the preparation of financial statements for decision makers, such as stockholders, suppliers, banks, employees, government agencies, owners, and other stakeholders. Financial accounting is used to prepare accounting information for people outside the organization or not involved in the day-to-day running of the company. The topics covered include: Introduction, Accounting process, Financial statements of a Sole-trader, Accounts of non-profit organizations, Partnership accounts, Single entry system, Control account, Accounting for consignments and joint ventures.

COM 1503 – Business Mathematics

This course, introduces students to basic mathematical principles, laws and rules that are necessary to develop an overview of application capabilities of the subject matter in the field of business and economics. Business Mathematics course begins with brief review of arithmetic and algebra. It also covers functions, differentiation, partial derivatives, integration, and mathematics of finance. The course also includes the applications of differentiation and integration in business and economics.

COM 1504 - Introduction to Management

This is an introductory course on basic concepts and theoretical foundations of Management. This is very diverse field, which integrate knowledge and techniques from varies other disciplines like sociology, psychology, anthropology, mathematics, and engineering. Therefore understanding Management requires an interdisciplinary thought process. Management with its own set of knowledge and line of thinking. It is fundamental theorem of learning that "one will understand something new on the basis of what he knows at the moment" hence it is necessary to understand basic concepts of any subject if one is to learn advanced theories and concepts. The major areas include Introduction to management, Evolution of Management thought, Decision making, Planning, Organizing, Leading and Controlling.

COM 1505 – Commercial Law

The course is designed to provide students with the knowledge and understanding of the fundamental principles of Commercial law relating to commercial sector including the company Law. The basic principles of commercial law which are vital for day today commercial transactions are incorporated in the syllabus. Along with an introduction to legal system and court system in Sri Lanka this preliminary level course includes Contract law, Property law, Delict law, Labour law, Intellectual property law and Company law.

COM 1506 - Introduction to Information Technology

This is an introductory level course consisting of both basic theory and practice relating to information and Communication Technologies (ICT). This course emphasis on ICT principles, use of ICT and role of ICT in knowledge economy. The module includes: Introduction, Computer hardware and software, Computer network and Internet, Information systems, E-business and, social and ethical issues in information systems.

COM 1007 – Business Communication

The course on Business Communication is designed to elevate the knowledge of English of the participants and to enhance their ability to use it effectively and respond to it confidently in their professional and / or personal life. This course seeks to develop language competencies in the areas of reading, writing and speaking skills in relation to business communication. In addition, grammar and vocabulary are also extensively discussed.

COM 2501 – Macroeconomics

This course unit is prepared to provide the students a theoretical framework of understanding and analyzing major macroeconomic problems, economic policies and issues of an economy. Further this course is focused to analyze the behaviour of aggregate economic variables such as; employment, output, interest rate and inflation. After completing this course unit, the students should be able to explain macroeconomic issues in a significant way and apply the knowledge on decision making process.

COM 2502-Cost and Management Accounting

Cost accounting is a type of accounting process that aims to capture a company's costs of production by assessing the input costs of each step of production as well as fixed costs such as depreciation of capital equipment. Cost accounting will first measure and record these costs individually, then compare input results to output or actual results to aid company management in measuring financial performance. Management accounting is concerned with the provisions and use of accounting information to managers within organizations, to provide them with the basis to make informed business decisions that will allow them to be better equipped in their management and control functions. This course covers an introduction to Cost accounting, cost terms and concepts, Accounting for Material, Accounting for Labour, Accounting for Overheads, Job costing and Process Costing, Joint and by-product costing, Introduction to Management Accounting, Cost-volume-Profit analysis, Measuring relevant costs and revenues for decision-making, Capital investment decisions, The budgeting process, standard costing and variance analysis.

COM 2503 – Business Statistics

This course introduces students to the collection, analysis, and graphic presentation of data and the application of statistical methods to the solution of practical business problems. The course covers descriptive statistics, probability Theory, and statistical inference. The major topics cover under descriptive statistics include, collection, organization and presentation of data, and statistical summary measures. Probability theory includes topics such as approaches to probability theory, basic probability rules, Bayes' theorem and theoretical distributions. Statistical inference covers sampling distributions, estimation, confidence intervals and hypothesis testing. Two important data analysis techniques regression analysis and time series forecasting are also included in the course.

COM 2504 - Organizational Bahaviour and Human Resource Management

This course subject include major two courses which evaluated on equal manner. Human resource Management is aim to provide the students with basic understanding of Human Resource Management functions from a general managerial point of view. The other major part is Organizational Behavior which basically deals with understanding human behavior in organization. It deals involves individuals, groups, and organizational processes. It recognizes the fact that human beings are complex. Therefore, it requires a systematic approach to understanding human behavior. It covers Introduction to HRM, Development and evaluation, Compensation and employee relation, Introduction to organizational behavior its origin and the theoretical perspective of OB, Individual differences in behavior, Management of job stress, Managing organizational careers and individual development, Managing organizational conflicts, Interpersonal and group behavior, Leadership, culture, power and politics and organizational change and development.

COM 2505 - Marketing Management

This course is designed to serve as an introduction to the theory and practice of marketing. The major areas include introduction to marketing, developing marketing strategies and plans the marketing environment, managing marketing information, consumer markets and consumer buyer behavior, creating value for target customers, product, services and branding strategy, new product development and product-life-cycle strategies, pricing products, marketing channels and supply chain management, designing and managing integrated marketing communications, managing mass communications and managing personal communications.

COM 2506 - Operations Management

This course, an introductory course in Operations Management, introduces the students to key concepts, principles and design techniques that are essential to develop an appreciation of the uses of the field, its interactions and relationships with parallel management activities in order to cultivate it general understanding of the field as a totality. Major topics covered include operations strategy and competitiveness, product design and process selection, total quality management, capacity management, layout planning, job design, work measurements, supply chain management, inventory control and JIT.

COM 3501 International Trade and Finance

This course focuses on international trade and international finance. International trade consists of international trade theory and policy. International trade theory deals with basis and the gains from trade, the modern theory of international trade, offer curves, Hecksher-ohilin theory, commercial policies, economic integration, international trade and economic development.

International trade policy examines the reasons for and the effects of trade restrictions and trade protectionism. Further International finance will enhance the students' knowledge on international financial environment that affects giant multinationals and other firms that involved in international trade and transactions. This encompasses the study of foreign exchange markets, foreign exchange rate determination, international parity conditions, managing foreign exchange risk and exposure and optimal policy tools to manage international financial environment.

COM 3502 - Advanced Financial Accounting

Advanced financial accounting is an extension course of the financial accounting course that was offered in the first year of the degree programme. This course deals with advanced concepts and techniques of financial accounting. This course imparts students with knowledge in financial reporting concepts and practices and makes them appraise the issues and constructively criticize current practices. The topics covered include: Company accounts, Group accounts, financial statement analysis, Branch accounts, Accounting for leases, Sri Lanka Accounting Standards (SLFRSs and LKASs), Corporate governance and Corporate social responsibility, Current trends and developments in accounting.

COM 3503 - Financial Management

This subject provides an introductory level understanding of major concepts and techniques in Financial Management while mainly focusing on the investment and financing decisions of firms. To clearly explore the basic tools and concepts necessary for handling financial decision making situations, the course is organized into three modules as; Financial Environment, Market and Analysis, Risk, Return and valuation, and Corporate Finance

COM 3504 - Management Science

This course provides an overview of the nature and applications of Management Science/ Operations Research (MS/OR). Solving a variety of practical problems using management science techniques and models will enable students to formulate mathematical models to solve practical problems, find solutions and to interpret the results as they may be required to do so in decision making as managers and business executives of enterprises. Topics such as introduction to management science linear programming (LP), model formulations, the graphical method, simplex method, duality and sensitivity analysis, transportation and assignment problems, project scheduling PERT / CPM network, decision theory and dynamic programming are covered.

COM 3505 - Management Information Systems and Operations Management

This course provides comprehensive and integrative coverage of essential new technologies, information system applications, and their impact on business models and managerial decision-making in an exciting and interactive manner. While the importance of information systems for organizations is emphasized, the course identifies different types of information systems used in organizations. It examines the role of information systems in supporting administrative operations, decision-making, and overall strategic initiatives. It also focuses on the development of information systems and challenges faced by organizations in managing and using information systems.

COM 3506-Theory and Practice of Banking

This is an intermediate level course that provides the student with knowledge of the theory and practice of the banking operation especially in the context of banking system in Sri Lanka. The major areas include different banking systems, the banker-customer relationship, negotiable instruments, duties and responsibilities of collecting banker as well as paying banker, ancillary banking services, types of advances, principles of lending and international banking operations.



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