



Faculty of Management Studies & Commerce

Prospectus for External Degrees - 2017

**External Degrees and Extension Courses Unit
University of Sri Jayewardenepura**

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ISBN.....

External Degree Prospectus- 2014
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

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Vision

Prosper lives through learning

Mission

To create and disseminate knowledge for the prosperity of the nation, drawing inspiration from our cultural heritage



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Message from the Dean of the Faculty of Management Studies and Commerce

It gives me immense pleasure, as the Dean of the Faculty of Management Studies and Commerce, to issue this message published in the Student Handbook of the External Degree Programmes conducted by the University of Sri Jayewardenepura. Being the pioneering Management Faculty of the country, it is this Faculty that takes pride in introducing management education to the entire university system, the country and the nation. Therefore, it is certainly no exaggeration to claim that our Faculty is the Centre of Excellence in Management Education of Sri Lanka. Our Faculty is also the first and foremost choice of the students who aspire to pursue their higher education in management after A/Ls. However, due to a limited number of internal placements, only few students are fortunate to realize their dream of continuing their education at the premier management faculty in Sri Lanka.

However, in order to facilitate you who have been deprived of pursuing higher education as an internal student due to limited opportunities, the University has opened up the Faculty to you to realize the dream of obtaining a highly recognized degree and thus becoming a truly qualified management graduate. Our External Degree Programmes are open not only to students who have studied in the Commerce stream but also to students from other streams such as Bio-Science, Mathematics, Arts etc.

We offer three degrees under our External Programme namely, B.Sc. Business Administration (General) External Degree, B.Sc. Management (Public) (General) External Degree and B.Com (General) External Degree. You may enroll for any degree course of your choice and earn the degree through hard work and dedication.

In ensuring the quality and standard of these degree programmes and their output, the University has decided to take all academic activities under its direct supervision, guidance and control and therefore only a limited number of students will be selected to follow the degree programmes. Under these constraints, the University has been compelled to conduct a placement test at which the applicants will have to prove their eligibility to follow the degree courses. Only the candidates who will be successful at the placement test will have the opportunity to register for the external degree programmes. Hence, I wish you all the very best in getting selected to the limited number of successful candidates.

It is my sincere wish that you will be able to successfully complete your higher education with us and walk away as a graduate of this prestigious Faculty that has rendered an unparalleled service to the country for over 50 years in generating knowledge and scholarship in a multitude of disciplines in the field of management.

Further, it is my earnest wish that you, as a future graduate of this Faculty, will uphold your duty to uplift the lives of the people of this country who have made sacrifices to support you through free education and I shall wish you strength and courage towards this end.

May the Blessings of the Triple Gem be with You!

Prof. Sampath Amaratunga

Dean

Faculty of Management Studies and Commerce



Message of the Vice-Chancellor

As the Vice-Chancellor of the University of Sri Jayewardenepura I write this congratulatory message with great pleasure, to be included in the Prospectus 2014 of the External Degree programme in Business Management. Fulfilling an objective of a University i.e., to carrying out extension to study programmes for the students who miss the opportunity of admission to state Universities, this University has taken a great effort to continue conducting of External Degree programmes.

The field of Management today is of paramount importance in the development process of the country. Empowering the business community of the country will result a strengthened economy which is the prime need of our country.

My sincere hope in to see all the students who follow the course excel themselves in studies and contribute their share towards the development of our country.

With all the best wishes!

Dr. N.L.A. Karunaratne
Vice-Chancellor



Message of the Director

According to the Circular No.932 of the University Grant Commission the External Degree and Extension Course Unit has been established by the University of Sri Jayewardenepura. As the Director of the said unit, it is with great pleasure that I am sending this message to all of you.

You have got a worthy opportunity to follow the external degree programs with new reforms under the faculty of Management Studies and Commerce in the University of Sri Jayewardenepura.

The time has dawn to produce graduates who are equipped with knowledge and skills suited for the modern era. These degree courses have been amended to fulfill the needs of the 21st century.

We have lived in an era where 'Knowledge is Power' which was first declared by Francis Bacon in 16th century. Your qualifications and knowledge would be assessed by your contribution for the development of the country. Those who have sound knowledge with acute skills only would be able to make such contributions to the country.

You also could achieve that target. If you sincerely dedicate to enhance your knowledge, you could achieve this. Teachers only could show you the path. If you reach that goal, it would be a great achievement not only for you but also for the whole society.

I wish you all the best!

Professor Yasanjali Devika Jayatilleke,
Director/EDECU



Message of the Registrar

It is a great pleasure to send a message to External Degree Courses Hand Book – 2014 published by the Faculty of Management Studies and Commerce.

University of Sri Jayewardenepura, which is recognized as one of the leading Universities, claims a foremost place among Universities which commenced External Degree Courses. I am pleased to state that our University has the highest number of students registered for External Degree courses.

At the commencement of External Degree courses, it was considered the main duty of the University was only registration of students and holding of examination annually. However, having considered the percentage of students who pass the examination, seminars were conducted with the assistance of the University lecturers. It was the University of Sri Jayewardenepura, which started for the first time External Degree Courses jointly with a state institution under the direct supervision of the University. Educational centers have been opened in 15 districts in collaboration with National Youth Services Council. These centers register students for external degrees, provide other facilities and conduct lectures.

University of Sri Jayewardenepura was able to hold a Convocation Ceremony, for the first time for the External Degree graduates to confer their degrees with dignity in the same way as internal graduates. Due to this even the External Degree holders are greatly recognized today. After registration for External Degrees, students are able to achieve their goals by sitting the examinations at the correct time.

The main aim of the University is to see, that you who register for the External Degree Courses of the University of Sri Jayewardenepura, will make the maximum use of the facilities made available by the University and will become a graduate with full of knowledge and will be in a position to serve productivity towards the development of our Country.



1.University of Sri Jayewardenepura

In 1883, the Venerable Hikkaduwe Sri Sumangala Thero established the Vidyodaya Pirivena at Maligakanda. The Pirivena was given university status by the Universities Act No. 45 of 1958 in 1959 and named Vidyodaya University of Ceylon. With this transformation, it was geographically shifted from Maligakanda to its present location at Gangodawila, Nugegoda. At the inception, the student population of the University was a mere 466. In 1978, the name was changed to the University of Sri Jayewardenepura (USJP) with the establishment of Sri Jayewardenepura as the administrative capital of Sri Lanka. Today, USJP is one of the leading universities of the nation. It spreads over approximately 55 acres of land with an internal student population of about 8,000 and consisting of five faculties, namely, Humanities and Social Sciences, Applied Sciences, Management Studies and Commerce, Medical Sciences and Graduate Studies. Further, the university has already taken steps to establish a Faculty of Engineering and Technology in order to be align with the contemporary socio-economic requirements of the country.



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UNIVERSITY OF SRI JAYEWARDENEPURA

ஸ்ரீ ஜயவர்தனபுர பல்கலைக்கழகம்



Faculty of Management Studies

Commerce



FACULTY OF MANAGEMENT STUDIES AND COMMERCE

2. Faculty of Management Studies and Commerce

For over 40,000 students, the Faculty of Management Studies and Commerce (FMSC) of the University of Sri Jayewardenepura (SJP) has been the gateway to success. In its illustrious history of 55 years of academic excellence, we have spearheaded the development of management education in Sri Lanka through its programmes designed to meet the socio and economic needs of the globe.

In all spheres, the University's work is closely linked to that of industrial, commercial and academic establishments locally and internationally. In this expanding environment, quality is of paramount importance. We offer nearly 12 degree programmes with more than 60 subjects. Our research activities are a strong indication of innovation and intellectual challenge that demonstrates leadership in management education in the country. Therefore, the FMSC offers learning heightened by advanced research and innovation with a rare combination of relevant theoretical and practical knowledge and transferable skills, which are essential for creating high quality intellectuals. In addition, the FMSC continuously encourages its students to enhance their skills viz. communication skills, team work skills, leadership skills and other soft skills required to build a high quality citizen.

The FMSC is a dynamic, forward looking and modern(leading) faculty. Irrespective of whether one intends to study at undergraduate level (internal or external) or postgraduate level, at the FMSC you will find intellectual challenge and stimulation in a highly competitive environment.

The FMSC offers following three (03) degree programmes for external students.

1. B.Sc. Business Administration (General) External Degree
2. B.Sc. Management (Public) General (External) Degree Programme
3. Bachelor of Commerce (General) External Degree Programme

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.

Table 3.1: Relationship between the Study Hours and Credit Hours

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

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	B	3.00
50 – 54	B-	2.70
45 – 49	C+	2.30
40 – 44	C	2.00
35 – 39	C-	1.70
30 – 34	D +	1.30
25 – 29	D	1.00
00 – 24	E	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.

$$GPA = \frac{\sum_{i=1}^N (Credits)_i \times (Grade\ points\ Per\ Hour)_i}{\sum_{i=1}^N (Credits)_i}$$

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 GPA Calculation

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	A	5	4.00	20.00
Total		30		91.50
GPA = <u>Total number of Grade Point Values Earned</u> = <u>91.5</u> = 3.05*				
Total number of Credit Hours			30	
* 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:

- 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
- No fail grades ('D' or 'E'), and
- 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.





B.Sc. BUSINESS ADMINISTRATION (GENERAL) EXTERNAL DEGREE PROGRAMME

B.Sc. Business Administration (General) External Degree Programme

1. INTRODUCTION

The B.Sc. Business Administration (General) External Degree Programme is offered by the Department of Business Administration of the Faculty of Management Studies and Commerce at the University of Sri Jayewardenepura. The Department of Business Administration was established in 1959/1960 and it has been able to maintain popularity and recognition from its inception to date. The main purpose of establishing the Department of Business Administration was to offer the internal B.Sc. Business Administration (special) Degree Programme. The Business Administration internal degree has an academic history of more than 50 years as the pioneering and leading degree programme in the field of Business Management in Sri Lanka. The Department of Business Administration was reconstituted as Department of Management Studies in 1968. In 1980, the Department of Management Studies was split into two separate Departments, namely, Department of Business Administration and Department of Public Administration under the Faculty of Management Studies and Commerce. Commencing from the academic year 2001/2002, the existing degree programme in Business Administration was completely redesigned to produce present and future human resources requirement to meet the socio-economic development of the country with a global scenario.

In this background, the Department of Business Administration introduced the B.Sc. Business Administration (General) External Degree Programme in 1997 with the aim of fulfilling the socio-economic expectations of the higher education sector of the country. It was revised in the year 2011 to cope up with the emerging global realities in the wider society.

2. The Programme

2.1 Title

Bachelor of Science in Business Administration (General) External Degree.

2.2 Duration

The duration of the Programme is three (03) consecutive academic years.

2.3 Medium

The medium of the Programme is either Sinhala or English.

2.4 Entry qualifications

Those who possess the following entry requirements are eligible to apply for registration as an external candidate for the revised B.Sc. Business Administration (General) External Degree Programme.

- (A) Three passes for any subject combination in the General Certificate of Education (Advanced Level) – G.C.E. (A/L) of Sri Lanka.

OR

- (B) Any of the following qualification/s acceptable to the Senate of University of Sri Jayewardenepura.

- a) Trained teachers (from any discipline) with at least three (3) years of post - trained teaching experience

OR

- b) Holders of Diplomas in Management with duration of at least one year from a Recognized University.

OR

- c) Holders of any one of the following academic or professional qualifications
- Successful completion of London Advanced Level Examination
 - Full qualification – AAT (Sri Lanka) or (United Kingdom)
 - Higher National Diploma in Accounting or Higher National Diploma in Management – Advanced Technical Institute of Sri Lanka
 - Passed finalist - Chartered Institute of Marketing (United Kingdom)
 - Passed finalist - Sri Lanka Institute of Marketing
 - Completion of Diploma in Banking and Finance (DBF) – Institute of Bankers of Sri Lanka
 - An officer employed in the Sri Lanka Administrative Service and who has passed the limited admission test to join the Administrative Service in Sri Lanka
 - A ranked officer of the Sri Lanka Army, Navy, Air force
 - A member of the Sri Lanka Police Department – Sub Inspector and above

OR

- Exemptions granted for internal students (who could not complete their degrees within the stipulated period) of the Faculty of Management Studies and Commerce of University of Sri Jayewardenepura.

OR

- Exemptions granted for the students (who could not complete their degrees within the stipulated period) of the existing B.Sc. Business Administration (General) External Degree Programme.

OR

- (C) Any other qualification acceptable for the University Senate.

AND

- (D) Whose age is 18 years or above at the time of the application closing date of the selection test.

3. ANNUAL INTAKE AND THE SELECTION PROCESS

3.1 The annual intake will not exceed One Thousand (1000) students.

3.2 The annual intake will be selected through a competitive selection test.

3.3 The selection test will be held annually.

3.4 The selection process:

Step 01 – Eligibility for the selection

Applicants who fulfill the entry qualifications as mentioned in Section 2.4 are eligible to apply for the selection test. The test will be conducted by the Department.

Step 02 – The selection test

The selection test consists of two papers viz. General Knowledge and Intelligent Quotient. The duration of the selection test is two (02) hours – one (01) hour for each paper.

Step 03 – Medium of the selection test

The candidate can sit for the selection test either in Sinhala or in English.

Step 04 – Selection

Candidates are selected for registration based on their merit order of results (in the descending order) at the selection test and district basis, but the number of registrations shall not exceed thousand (1000) students per academic year.

4. THE CURRICULUM STRUCTURE

The curriculum consists of sixteen (16) compulsory courses and two (02) elective courses and one (01) non-credit course (See annex 01 for the course descriptions).

DEGREE PART I

Course Code	Course	Credit Hours	Credit	Course Status
BME 1501	Introduction to Management	75	05	Compulsory
BME 1502	Economics for Managers	75	05	Compulsory
BME 1503	Business Mathematics and Statistics	75	05	Compulsory
BME 1504	Introduction to Information Technology	75	05	Compulsory
BME 1505	Accounting for Managers	75	05	Compulsory
BME 1506	Business Law	75	05	Compulsory
BME 1007	Business English	-	-	Non-credit

DEGREE PART II

Course Code	Course	Credit Hours	Credit	Course Status
BME 2501	Marketing Management	75	05	Compulsory
BME 2502	Human Resource Management	75	05	Compulsory
BME 2503	Financial Management	75	05	Compulsory
BME 2504	Operations Management	75	05	Compulsory
BME 2505	Organisational Behaviour	75	05	Compulsory
BME 2506	Management Information Systems	75	05	Compulsory

DEGREE YEAR III

In the degree part III candidates are required to select two elective subjects in addition to the compulsory courses.

Course Code	Course	Credit Hours	Credits	Course Status
BME 3501	Strategic Management	75	05	Compulsory
BME 3502	International Business Management	75	05	Compulsory
BME 3503	Business Ethics and Corporate Social Responsibility	75	05	Compulsory
BME 3504	Managing for Productivity and Quality	75	05	Compulsory
BME 3505	Entrepreneurship & Small Business Management	75	05	Elective
BME 3506	Development Economics	75	05	Elective
BME 3507	Human Resource Development	75	05	Elective
BME 3508	Organisational Change and Development	75	05	Elective
BME 3509	Service Management	75	05	Elective

Note: Elective subjects will be offered depending on the number of students applied

5. Programme Fees

5.1 Selection test and registration fee

5.1.1	Application and selection test fee	Rs. 1000
5.1.2	Initial registration fee for the first three (03) academic years	Rs. 15000
5.1.3	Annual registration renewal fee for every academic year after the first three (03) academic years	Rs. 7000

5.2 Examination fee

5.2.1	Degree Part I	Rs. 5000
5.2.2	Degree Part II	Rs. 6000
5.2.3	Degree Part III	Rs. 7000
5.2.4	Per repeat subject	Rs. 2000

Note: The above fees are subjected to change.

ANNEX – 01

Course Descriptions

Degree Part I

BME 1501 Introduction to Management

This is an introductory course on basic concepts, principles and theories of management. The course introduces the student to the management discipline and the manager's role. The course intends to provide theoretical and conceptual understanding about the core and peripheral functions of management with a practical orientation. The major topics include: Core Concepts of Management, Evolution of Management Thought, Managerial Decision Making Process, Process of Planning, Organising, Leading and Controlling and Management Communication Process.

BME 1502 Economics for Managers

This course deals with economic principles that govern the individual segments of the country as well as the aggregate components of the economy. Topics covered throughout this course are aimed at providing the students with an understanding of the structure and function of an economic system at the aggregate level and examine how individuals and firms make decisions by weighing up costs and benefits, and how these decisions lead to market and social outcomes. Furthermore, the knowledge gained through this subject will enable students to have a better understanding of the fundamentals of micro and macro theory and concepts in analyzing real world economic issues.

BME 1503 Business Mathematics and Statistics

The objective of this course is to provide students with a basic understanding of mathematical and statistical principles and their application in solving business problems. This course stresses the use of arithmetic, algebra geometry and calculus in solving problems in business related areas such as Accounting, Finance, Operations Management and Economics. The course also includes topics from statistics such as collection and representation of data, measures of central tendency, basic probability concepts and probability distributions, sampling and hypothesis testing. This course stresses logical reasoning and problem solving skills.

BME 1504 Introduction to Information Technology

This is an introductory level course consisting of both basic theory and practice relating to information technology. This course covers the following modules: Introduction to Computers, Computer Hardware, Computer Software, Computer Networks, the Internet, Multimedia and the Web, E-commerce, Information Systems and Systems Development, Computer Security and Privacy, and the Intellectual Property Rights, Ethics, Health, Access, and the Environment.

BME 1505 Accounting for Managers

This course deals with the basic theoretical and practical aspects of Financial Accounting and Cost and Management Accounting. It is intended to provide an introductory level understanding of the concepts and techniques of Financial Accounting, Cost Accounting and Management Accounting, specially focusing on providing guidance on decision making of business entities. It mainly attempts to expose the students to the accounting process, financial statements of business entities including limited liability companies, controlling cost elements, short-term decision making and performance management systems etc. The course finally focuses on trends in financial accounting and management accounting.

BME 1506 Business Law

Along with an introduction to legal system in Sri Lanka this preliminary level course intends to familiarize students with basic concepts in and principles of Business Law. The course therefore encourages students to be engaged in concepts in principles of law of contract, law of agency, law relating to sale of goods and bills of exchange, law relating to partnership, corporate law, and employment law with special reference to business policies and practices in Sri Lanka.

BME 1007 Business English (Non-Credit Course)

This is a non-credit elementary course on professional communication in English. This course primarily intends to effectively develop student's knowledge and skills of English Language application in their personal as well as business life. The course contents include: Grammatical Foundation, Composition, Process of Communication, Basic Communication skills, Business Correspondence, Presentations and Business Report Writing etc.

Degree Part II

BME 2501 Marketing Management

In an organizational context, discovering a customer oriented focus for business activities and learning to identify target customers and how it affects the selection of goods and services is highly essential. This course discusses marketing in terms of the organization's total operation with an emphasis on consumer satisfaction, and aims to make students realize the importance of offering total value to the target customer while making them understand pragmatically how organizations blend the interrelated components of marketing management to give exited value to their customer in order to create, capture and sustain the market.

BME 2502 Human Resource Management

Human Resource Management is an integral part of overall business of the organization. The way of sourcing, developing, rewarding, and retaining Human Resource has established its identity as a distinct and hard to imitate capability that an organization can possess enabling it to survive in competitive markets in the long run. The aims of this course are to elaborate the key characteristics of HRM as an academic and professional practice, positioning the role of HR as a value adding business partner and managerial and functional aspects of HRM. Furthermore, this course will inculcate the understanding of vitality of HR impacting on overall business of the organization and building collaborative links between HR and other functions of value chain.

BME 2503 Financial Management

This course provides an introductory level understanding of major concepts and techniques in Financial Management. This course covers financial statements, cash flows and taxes, analysis of financial statements, financial environment, risk and rates of return, time value of money, bonds and their valuation, stocks and their valuation, cost of capital, capital budgeting, and dividends and share repurchase.

BME 2504 Operations Management

This course aims at introducing key concepts, principles and techniques that are essential to develop an appreciation of the uses of the field. In this course production systems in both manufacturing and service organizations will be studied in detail in order to understand the real world operations in an organization. Especially designing products or service which is well suited for customer requirements, delivering it as expected by the customer and other supportive functions like layout, capacity, location, inventories, logistics and quality management will be covered in detail.

BME 2505 Organisational Behaviour

This is an intermediary course which introduces the student to basic concepts, principles and theories of human behavior dynamics in the organizational context. The course intends to provide theoretical and conceptual understanding about various human behaviour orientations from psychological and sociological perspectives. The major topics include: Introduction and evolution of the concept of organizational behaviour, Management of stress, Management of conflicts, Management of change, Motivation, Leadership, Culture and their influence on human behavior and performance.

BME 2506 Management Information Systems

This is an advanced course that deals with usage and application of information systems. This course covers information systems in business, information technology infrastructure, information systems and their relationship with organizations, information systems for business operations, information systems for managerial decision making, information systems for strategic advantage, enterprise wide applications, information systems building and management, and managing change.

Degree Part III

BME 3501 Strategic Management

This is an advanced course intends to impart various concepts, principles, models and theories of strategic management needed to acquire and expose the students to major issues, problems, challenges, limitations and realities involved formulation and implementation of strategies. It further, helps the students to develop conceptual and analytical skills and creativity needed to develop various strategic managerial views and perspectives and to become a good strategic manager.

BME 3502 International Business Management

As the world of business has become more and more international at the beginning of the 21st century, it is obvious that management must also be international in its focus. Thus, effective managers will be those who understand the nature of international business and how cross-national similarities and differences impact on management. This course provides theoretical foundations and overview of firm level business structures for companies that operate internationally. Furthermore, students who follow this course will understand the importance of regionalization in world trade and appreciate the importance of diversity and its impact upon global business practices. Hence, upon successful completion of this course, the student will understand the scope of the new global economy and the role of management in successfully directing international trade activities.

BME 3503 Business Ethics and Corporate Social Responsibility

Business Ethics and Corporate Social Responsibility (CSR) is a novel course introduced to the B.Sc. Business Administration (General) External Degree Programme. The prime objective of this course is to make students realize the necessity of being ethical and socially responsible members in Sri Lanka's corporate sector as well as wider society. Thus, this course, with special reference to Sri Lanka's corporate sector, encourages students to critically engage with the basic theories, concepts and practical issues of Business Ethics and CSR.

BME 3504 Managing for Productivity and Quality

This is an intermediary level course which introduces the students to the knowledge and practical application of Productivity and Quality the pillars of the success of businesses in today's context. This course intends to provide wide knowledge in the real meaning of productivity and quality and how to improve them continuously with various improvement methods and techniques. The course will be thought in three sections; namely, Section 1 – Managing Productivity, Section 2 – Managing Quality & Section 3 – Managing Productivity and Quality simultaneously.

BME 3505 Entrepreneurship and Small Business Management

The concept of entrepreneurship creates a mechanism for creating new ventures which will positively affect the economic development of the country. This introductory course incorporates core concepts and elements of entrepreneurship and business development in order to develop business related skills and entrepreneurial competencies among business management graduates that would meet the needs of the society. And it lays solid foundation to start their own business or to start a career as an entrepreneurial manager. Hence, this course is designed to develop students' entrepreneurial competencies, confidence, and attitudes in order to identify business opportunities and make use of those for the benefits of the business ventures and the development of the society.

BME 3506 Development Economics

The objective of this course is to provide students with a comprehensive knowledge of development economics that is useful in business decision-making. It encompasses, inter alia, areas of economic development, characteristics of developing nations, theories of economic development and growth, poverty, and income distribution. The major focus is on the Sri Lankan economy.

BME 3507 Human Resource Development

Human Resource Development is one of the five broad fields of Human Resource Management. It mainly focuses on developing human resources at work. The main objective of this specialized course is to provide the students with specialized understanding in theories and practices of developing human resources in organizations with special reference to Sri Lanka. Main topics include Human Resource Development context; Training; Psychology of learning, Training for new employees; Systematic training process; Evaluation of training success, HRD process, Development needs analysis and succession planning, and Career management.

BME 3508 Organizational Change and Development

At present organizations are operating in a highly turbulent environment and are facing changes very often. This is mainly due to globalization and developments in information technology. Further, the present organizations have become more human than ever before. Survival and growth within the said environment and being highly human within the process of achieving organizational goals is a challenging task. Organizational Development (OD) is the application of the knowledge of behavioural science to improve organization performance and functioning. This course is designed to provide students a sound theoretical knowledge of OD, while enabling them to understand how theory relates to practice. Areas such as the nature of planned change; the OD practitioner; the process of OD, OD interventions and the future directions in OD will be covered in this course.

BME 3509 Service Management

This course takes both a practical and conceptual approach to the management of services. This course looks at key components of services that affect the expectations and perceptions of customers as well as issues of demand management; developing systems that address custom problem solving and complaint management. The course will integrate operations, marketing, strategy, information technology and organizational issues. This course will cover both Business to Business (B2B) Services and Business to Customer (B2C) Services. Basic knowledge of Marketing and Operations Management will be a pre-requisite for this course.





B.Sc. MANAGEMENT (PUBLIC) GENERAL (EXTERNAL) DEGREE PROGRAMME

B.Sc. Management (Public) General (External) Degree Programme

1. INTRODUCTION

B.Sc. Management (Public) External (General) degree programme was introduced in 1997 by the Department of Public Administration of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura. All the academic affairs pertaining to the degree programme are carried out by the Department of Public Administration whilst administrative matters are carried out by the External Examination Branch of the University of Sri Jayewardenepura.

Main objectives of the degree programme are as follows:

- Enhancing the knowledge in the sphere of Management and Public Administration in Sri Lanka.
- Creating more avenues for those who have passed the Advanced Level examination but were unable to get admitted to the National University system to obtain a degree in Management and Public Administration disciplines.
- Facilitating employees in the private and public sectors for further continuing their education and strengthening the professional linkage between the Department of public Administration and those organizations.
- Providing a path for those who wish to pursue higher education.

2.Entry Qualification

- (a) Three passes in one sitting for any subject combination in the General Certificate of Education (Advanced Level) - G.C.E. (A/L) of Sri Lanka. (Old or New Syllabus)

OR

- (b) A permanent employee who is having 3 years of working experience in a public sector organization

AND

two passes in one sitting for any subject combination in the General Certificate of Education (Advanced Level) - G.C.E. (A/L) of Sri Lanka. (Old or New Syllabus)

OR

- (c) A degree from a recognized university

OR

- (d) Any other qualifications accepted by the Senate of the University of Sri Jayewardenepura. (ANNEX 01)***

OR

- (e) Any other qualification not mentioned in the above acceptable to the Senate of the University of Sri Jayewardenepura apart from those qualifications mentioned above.

AND

Age is 18 years or above on 1st of January of the academic year for which the candidate applies to register.

*** Those who wish to apply under conditions (d) and (e) are required to make a written request to the Department of Public Administration via Senior Assistant Registrar of the External

3. Annual Intake And The Selection Process

Candidates are selected for registration based on their merit order of results (in the descending order) at the selection test and district basis, but the number of registrations shall not exceed five hundred (500) students per academic year.

4. Curriculum Structure

The revised curriculum consists of 19 compulsory subjects as follows:

Degree Part 1

Course Code	Course Title	Credit Hours	Credit
MEX 1501 (a) and (b)	Management Process and Office Management	75	5
MEX 1502	Political Science	75	5
MEX 1503	Microeconomics	75	5
MEX 1504	Financial Accounting	75	5
MEX 1505	Management Information Systems	75	5
MEX 1506	Mathematics and Statistics	75	5
MEX 1507	Compulsory English	Non-credit	

Degree Part 11

Course Code	Course Title	Credit Hours	Credit
MEX 2501	Theory and Practice of Public Administration	75	5
MEX 2502	Sociology and Organizational Behavior	75	5
MEX 2503	Macroeconomics	75	5
MEX 2504	Project Management	75	5
MEX 2505	Marketing Management	75	5
MEX 2506	Constitutional, Administrative, and Commercial Law	75	5

Degree Part 111

Course Code	Course Title	Credit Hours	Credit
MEX 3501	Public Policy	75	5
MEX 3502	Development Administration	75	5
MEX 3503	Public Finance	75	5
MEX 3504	Development Economics	75	5
MEX 3505	Human Resource Management	75	5
MEX 3506	Financial Management	75	5

Note:

In order to fulfill the 75 credit-hour requirement per subject, students are advised to attend seminars which cover 32 hours and to allocate the rest for self-studies and preparation for examinations.

5. Exemptions Of Subjects

Candidates can apply for the exemptions for certain subjects in curriculum.(Refer Annex 02)The exemptions will be recommended by the committee of the department after considering the above requests. The maximum marks allocated for the exempted subjects will be 40 (C Grade).

6. Duration

The duration for the programme in (3) consecutive academic years.

7. Medium

The programme is conducted in Sinhala /English medium.

Note:Offering the English medium will be done according to the number of the applicants and the resources available and the final decision will be taken by the department.

8. Programme Fees (To be decided)

8.1. Registration fee for the first three years

8.2. Annual Registration Renewal fee after the first 3 years

8.3. Examination fee

8.3.1. Degree Part 1

8.3.2. Degree Part 11

8.3.3. Degree Part 111

8.3.4. Examination fees for repeat subjects

9. Evaluation

For each course, a final examination will be held at the end of the academic year. The duration of the examination is three hours.

10. Academic Support Services

The Department in collaboration with the Faculty and the External Examination Unit of the University will conduct a seminar series. Further, academic guidance and learner support services (past papers, course outlines etc.) for all three parts of the Degree Programme will be provided by the University.

Description of Subjects

MEX 1501 - Management Process & Office Management

Graduates in the field of public management will be employed Public and Private sector institutions and, in this course, students acquire the basic management knowledge and skills required to meet the challenges of today's changing environment.

MEX 1502 - Political Science

Politics is a basic matter which has the direct influence to the individuals and social organizations. Therefore knowledge of politics is very useful to these individuals and social organizations. It is very important to have a broad understanding about political Environment when working in the fields of both Management and Administration. This course unit is designed to enhance a scientific knowledge and understanding about numerous political factors that affect the behavior of a Manager or Administrator.

MEX 1503 – Microeconomics

Microeconomics is concerned with studying the economic behavior of the individual entities that compose an economy. Whether an organization is profit making or non for profit, microeconomics provide direction to use its limited resources effectively and efficiently. This course has been designed to introduce microeconomic principles and to teach how these principles can be used to make effective decisions in various situations.

MEX 1504 - Financial Accounting

This course aims to facilitate the understanding and provision of financial accounting information to the main information system of the organization. Further, the course will help to make informed judgments using financial information. The course mainly attempts to expose the students to the accounting environments, accounting process, financial statements of business entities including limited liability companies, group of companies and some selected accounting standards.

MEX 1505 – Management Information Systems

This Course syllabus focuses on information technology (IT), but with a managerial perspective. It explains how companies use the technology to improve performance. It covers various useful areas such as types of information systems, use of IT for competitive advantage, computer hardware and software, database management systems, electronic business/commerce systems, developing and implementing IT solutions, and challenges faced by the management.

MEX 1506 - Mathematics and Statistics

This course unit consist two main parts, mathematics and Statistics. Therefore first part of this course aims to provide student with a good understanding of much needed knowledge of mathematics which helps to the students to get understand and make correct decisions about the practical situations in related to the management. The second part is devoted to provide the statistical knowledge to the students. It is expected to enhance the analytical skills of students providing knowledge of statistical methods for solving various problems in the management field.

MEX 1507 - Compulsory English

This is a non-credit elementary course on professional communication in English, commencing at a fairly basic level and touching upon the fundamentals of language. A pre-intermediate level of language proficiency would be adequate for a student to enroll in the course. This course seeks to develop all four language competencies in the areas of reading, writing, listening and speaking skills in relation to business communication. In addition, grammar and vocabulary are also extensively discussed.

MEX 2501 - Theory and Practice of Public Administration

The majority of working community is deprived to make a noteworthy contribution to the society due to inadequacy of theoretical knowledge, which contributes to poor organizational performance in the public service in particular. Thus, this introductory course of public administration is designed to introduce various central concepts and theories of the field, and its applications into public administration system in Sri Lanka while creating environment to enhance required administrative skills. Therefore, the course would help to fill this gap, and this would facilitate them to develop academically into mature individuals who would contribute greatly to any administrative segment of the government.

MEX 2502 (A) - Organizational Behavior

Human resources are the major value addition factor in any organization. Organization Behavior offer a unique opportunity in studying and understanding human resources whether employers or employees in behavioral science perspective. It paves the way for studying complex human behavior systematically, and eventually results in efficient and effective people management in organizations.

The content of the subject focuses on key issues in individual, group and organizational levels of human behavior. The course includes core topics of introduction to the subject, Individual differences, leadership, motivation, communication, authority, power and influence; Group and group behavior, and process of organizational change and development. The completion of the course equips students with theoretical and practical understanding of organizational behavior, especially dealing with Sri Lankan socio-cultural environment.

MEX 2502 (B) – Sociology

This fundamental course of sociology imparts the knowledge of human society analyzing social behavior of people. Social interaction being the core theme, it elaborates social structure and social processes paying special attention to how these are going on in public sector organizations. Together with that knowledge students will be encouraged to develop abilities of understanding of themselves and others. The course strengthens students in sound reasoning, judgment and problem solving, conflict resolution required gravely by present complex socio-cultural environment.

The major areas of course contents are introduction to sociology, socialization and personality, culture, social institutions such as family and marriage, culture ; social processes of stratification , organizations etc. and more practical oriented social change and social development. At the end of the course students should be familiar with theoretical as well as practical aspects of social life and, especially social issues pertinent to public management in Sri Lanka.

MEX 2503 - Macroeconomics

This module is expected to give understanding about the aggregate economic system. For this purpose, it deals mainly with the concepts of aggregate demand, aggregate supply, national income, consumption and investment. In additionally the role of the government with the use of fiscal and monetary policies will be discussed. This module will also describe the factors that influence aggregate economic outcomes such as growth in national output, fluctuations in income, unemployment and inflation. It also provides a basis for the other economic related subjects and further economic analysis.

MEX 2504 - Project Management

Many graduates in the field of public management are involved in a variety of activities of public sector project management. There are some special considerations that should be taken into account in managing projects particularly undertaken by the public sector. Accordingly, this course provides the required knowledge, skills, and attitudes that a public sector project manager is expected to have.

MEX 2505 – Marketing Management

This course aims to create awareness and understanding of the basic theoretical concepts of marketing management thereby broadening student's knowledge to identify practical application in Sri Lankan context. It lays down the frame work for broad understanding of marketing and the vital role it plays in organizations. The course includes, defining marketing and marketing management process, understanding marketplace and consumer, analyzing marketing opportunities, target marketing strategies, developing marketing programs and managing marketing efforts.

MEX 3501 - Public Policy

This course provides students an introduction to the theory and practice of Public Policy. It also explains analytical techniques and methods on how policies are formulated, implemented and evaluated for improving the effectiveness and efficiency of governmental plans and programs.

MEX 3502 - Development Administration

Most of the graduates in the field of public management will be employed in the public sector institutions in Sri Lanka and this introductory course provides the basic understanding of the following themes of the subject of development administration which is needed for public sector employees in developing countries. The role of the public bureaucracy has assumed new proportions which cannot be explained through the study of conventional public administration. The capacity of the system has become inadequate and therefore, it has become necessary to improve and strengthen the administrative systems of developing countries. The study of development administration, therefore, becomes necessary for the students of public management to understand the changing role of administration in developing countries.

MEX 3503 - Macroeconomics

This module is expected to give understanding about the aggregate economic system. For this purpose, it deals mainly with the concepts of aggregate demand, aggregate supply, national income, consumption and investment. In additionally the role of the government with the use of fiscal and monetary policies will be discussed. This module will also describe the factors that influence aggregate economic outcomes such as growth in national output, fluctuations in income, unemployment and inflation. It also provides a basis for the other economic related subjects and further economic analysis.

MEX 3504 - Development Economics

Development Economics is a vastly important subject, but it is not a formal or theoretical subject. It is a practical subject which must expect to call upon any branch of theory. This course covers different aspects of economic development. Economic development deals with problems and prospects of economic development in developing countries. This course also provides an introductory overview of development issues facing developing countries, alternative policies available and how the policy regimes should be managed. Students will be encouraged to examine the issues and remedies critically, drawing examples and experiences of both the developed and developing nations, in the light of the emerging global developments

MEX 3505 – Human Resource Management

The standards of living and even survival of people in the society depend on the goods and services produced by the organizations. Generally, any organization whether private or public, in industrial or service sector is characterized by two types of people at work viz. the managerial employees and non-managerial employees. It is indispensable to manage efficiently and effectively of these employees in order to achieve success and progress of organizations and finally accomplishment of societal needs. This course is about efficient and effective management of people at work.

MEX 3506 - Financial Management

The introductory course of Financial Management is designed to improve basic knowledge about the financial management in business. Thus, in this module, various central concepts and theories of the field will be discussed. Therefore, the environment course would facilitate students to understand theoretical and practical aspects of Financial Management in business environment.

ANNEX 01

Other qualifications accepted by the Senate of the University;

- (a) An officer employed in the Sri Lanka Administrative Service (SLAS) and who has passed the limited admission test to join the SLAS.
- (b) An officer employed in the Government Accountants' Service (GAS) and who has passed the limited admission test to join the GAS.
- (c) Holders of the Trained Teacher Certificate issued by the Education Department.
- (d) Successful completion of 2 year course in Public Administration at the Sri Lanka Technical College.
- (e) Obtained a certificate of 2 year course on Business Studies at the Sri Lanka Technical College.
- (f) Successful completion of 1st and 2nd year examinations of Diploma in Business Studies at the Sri Lanka Technical College.
- (g) Associate membership of the Institute of London Chartered Secretaries.
- (h) Obtained Diploma in Accountancy certificate from the Sri Lanka Technical College.
- (i) Obtained National Higher Diploma certificate from Sri Lanka Open University.
- (j) Membership in AAT, Sri Lanka or United Kingdom.
- (k) A ranked officer of the Sri Lanka Army, Navy, Air Force
- (l) A officer of the Sri Lanka Police Department -Sub Inspector and above
- (m) Completion of Diploma in Public Management of the Department of Public Management, University of Sri Jayewardenepura.

ANNEX 02

Subjects for exemptions and the exams to substitute.

➤ MEX 1504 – Financial Accounting

- (a) The Association of Accounting Technicians of Sri Lanka, Level III
- (b) The Institute of Chartered Accountants of Sri Lanka, Licentiate I /Foundation /CABI (Certified in Accounting and Business)
- (c) Diploma certificate in Accounting from Sri Lanka Technical College or Higher Technical Education Institution in Sri Lanka.

➤ MEX 1505- Management Information Systems

- (a) A Diploma certificate from a recognized institution accepted by the external degree committee.

➤ MEX 1506- Mathematics and Statistics

- (a) The Institute of Chartered Accountant of Sri Lanka, Licentiate II / Foundation /CABI
- (b) Diploma certificate in Accounting from Sri Lanka Technical College or Higher Technical Education Institution in Sri Lanka.





BACHELOR OF COMMERCE (GENERAL) EXTERNAL 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 programme 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	Rs.
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
			30

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	Management 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 various 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 Behaviour 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, Heckscher-Ohlin 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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