



South Eastern University of Sri Lanka

External Degree Student's Guide

Bachelor of Business Administration (Gen)

Bachelor of Commerce (Gen)

Bachelor of Arts (Gen)

External Examinations Unit
South Eastern University of Sri Lanka
University Park
Olivil # 32360

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Introduction

The South Eastern University of Sri Lanka (SEUSL) was first established as a University College by an order under section 24 of the Universities Act No. 16 of 1978 as from 26 July 1995. It became a full fledged national University on 15 May 1996. The University has the following four faculties offering course of studies for internal students.

1. Faculty of Arts & Culture
2. Faculty of Management & Commerce
3. Faculty of Applied Sciences
4. Faculty of Islamic Studies and Arabic Languages

The South Eastern University of Sri Lanka has been functioning as the registering and examining body in respect of students reading for the following degrees externally from the year 2004.

1. Bachelor of Arts (General)
2. Bachelor of Business Administration (General)
3. Bachelor of Commerce (General)

It is hoped that this guide will provide basic information to all those who wish to enrol as external students of the South Eastern University of Sri Lanka. Students are advised to contact the Senior Assistant Registrar / External Examinations (067 3671728) at the Secretariat Building of the South Eastern University of Sri Lanka for further information and assistance.

The University reserves to itself the right to alter or add to the rules stated in this guide at any time.

1. Requirements for Registration

BACHELOR OF BUSINESS ADMINISTRATION (GEN) / BACHELOR OF COMMERCE (GEN) / BACHELOR OF ARTS (GEN)

The Candidates should be at least 18 years of age on the closing date of accepting applications of the year in which he/she seeks registration, and he/she should have any one of the specified qualifications.

- 01.** Three (3) 'S' passes at one and the same sitting in approved subjects in G.C.E. (A/L) Examination.
- 02.** A Diploma or Certificate of at least two year duration obtained from a recognized government institution.
- 03.** A Diploma or Certificate of at least one year duration obtained from a recognized government institution with 02 GCE (A/L) passes at one and the same sitting

2. Registration Procedure

(i) Registration Number

An external candidate will be assigned a registration number on registration. The Registration number should be quoted in all correspondence with the University.

(ii) Validity of Registration and Record Book

The registration remains valid for a period of five years effective from the date of registration. It can be extended up to a further period of two years. A Record Book will be issued to every registered student.

(iii) Cancellation of Registration

Registration could be cancelled at the discretion of the candidate at any time. But the registration fee will not be refunded.

(iv) Re-registration

A candidate who has sat for at least 50 % of the Course Units or exempted in 50 % of the Course Units in first year will be eligible for Re-registration for Second Year Examinations and similarly a candidate who has sat for at least 50 % of the Course Units or exempted in 50% of the Course Units in Second year will be eligible for Re-registration for Third Year Examinations.

3. Return of Completed Application Forms

All certificates and other documents required to be forwarded with the application for registration should be securely fastened to the body of the registration form.

The address of the applicant should be written and stamped to the marked value on the envelopes and the Post Card enclosed and it should be returned along with the application in the printed envelop supplied with the application form, indicating on the top left corner of the envelop the degree for which the registration is sought.

4. Accompanying Documents with the Registration Form

1. Application form, duly filled
2. Receipt of payment of relevant fees
3. Original and photocopy of the Birth Certificate
4. Original and photocopy of the Educational Certificates
5. Three (03) colour photographs of passport size, and
6. Certified Photocopy of the NIC.
7. Stamped and Self Addressed Envelopes (2) and Post Card
8. Photo Certification form

5. Medium of Examinations

The General degree examinations will be conducted in Tamil / English medium.

6. Syllabus

The syllabuses of all course units or subjects in which the examinations are held are available for purchase at the External Degree Unit.

7. Duration of the Programmes

The external examination of Bachelor of Business Administration (General) Bachelor of Commerce (General) and Bachelor of Arts (General) external consist of three parts namely First Year, Second Year and Third Year. Normally, the minimum duration to complete these degrees is three academic years. However, the candidates have the liberty to take and complete all three parts within the maximum period of seven academic years from the date of his / her first registration subject to the condition that they keep their external registration in force. But it should be noted that a candidate who fails to complete all parts of the degree examinations within three academic years from the effective date of his / her first registration will not be eligible for award of class honours even though he / she completes other requirements at the examinations.

8. Examinations

1. First year Examination

The candidates should sit for the relevant first year examination after completion of one year of the registration for the first year.

2. Second Year Examination

The second year examination will be held after the completion of one year of registration for the second year.

3. Third Year Examination

The third year examination will be held after the completion of one year of registration for the third year.

9. Examination Criteria

1. The examination is based on a course units system.
2. The credits accumulated over a continuous period of three (03) years shall be considered for the award of a general degree.
3. Arrangement will be made to grant the next available opportunity for candidates who fail to complete the credits needed at the examinations. No repeat examinations will be conducted.
4. A candidate who has failed to obtain all the credits of the year, may proceed to the following year of examination and repeat the failed courses at a relevant examination, provided registration is valid.
5. A candidate who sits for a Course Unit as a Repeat Candidate will get only a maximum of 40 Marks (C Grade) in the Course Unit.

10. Summary of Examinations

1. *BA (General) Degree*

First Year Examination in Bachelor of Arts
Second Year Examination in Bachelor of Arts
Third Year Examination in Bachelor of Arts

2. *BBA/ BCom (General) Degree*

First Year Examination in Bachelor of Business Administration / Commerce
Second Year Examination in Bachelor of Business Administration / Commerce
Third Year Examination in Bachelor of Business Administration / Commerce

11. Sitting the Examinations

1. A candidate, when sitting an examination must all the time have the Admission Form and his/her Student's Record Book in his/her possession.
2. If a candidate falls ill and does not appear for an examination he/she must inform the Registrar immediately in writing. An acceptable medical certificate has to be submitted within one month of the candidate falling ill.
3. Application to sit the examination will be entertained from prospective candidates who possess all the requisite qualifications and who apply before the deadline on the prescribed form available in the university.
4. Two weeks before the commencement of an examination, every candidate eligible to sit the relevant examination will be issued with an admission form to sit that examination.
5. When a candidate, after applying for an examination wishes to withdraw his candidature from the examination due to unavoidable circumstances, may get 75% of the exam fees refunded if he / she submits a written request to the Registrar within one month from the deadline of accepting Exam Entry form. Refunding will not be considered for late requests.

12. Exemptions

The candidates who have successfully completed any subject/s of the General Degree examinations in other approved courses of study could be considered for exemptions from these similar subjects at the discretion of the relevant faculty and the Senate of the South Eastern University of Sri Lanka. Those who wish to obtain these exemptions should obtain special permission from the Senate through the Faculty. The grade awarded for an exempted subject will be 'C'. Exemptions will be considered for all subjects in the first year and 50% of the total subjects in the 2nd year as well as the 3rd year. Candidates getting exemptions in 50% or more in the first year papers will be allowed to proceed to the second year examinations. Examination fees should be paid for the exempted subject/s as well.

13. RESULTS

1. The Board of Examiners will decide whether a candidate has reached the standard for a pass according to the relevant examination regulations. However if a candidate fails, he/she has to earn a pass standard in the required units / subjects in the next available opportunity.
2. Every candidate will be informed personally of their examination results after the results are released.
3. If an examination malpractice by a candidate is proved, as decided by the Senate Sub-Committee, the University Senate could impose a punishment according to the University Regulations.
4. The degree certificate will be issued when the University Senate and Council approve the result of the relevant final Degree Examination.
5. Under no circumstances re-scrutiny of the answer scripts of the External Degree Examinations will be entertained.

14. Fees

1. Registration Fees

Bachelor of Arts (General)	Rs. 2000.00
Bachelor of Commerce (General)	Rs. 2000.00
Bachelor of Business Administration (General)	Rs. 2000.00

(Registration fees are valid for five years)

Re-registration for Second / Third Year	Rs. 500.00
Extension of registration for one year	Rs. 500.00
External Degree Student's Record Book	Rs. 250.00
Application for Registration and Student's Guide	Rs. 250.00

2. Examination fees

First year Examination	Rs. 1500.00
Second /Third Year Examinations	Rs. 2000.00

Examination fees for Repeated Course Units

First Year Examinations	
Single Course Unit	Rs. 200.00
Eight Course Units or more	Rs. 1500.00
Second Year Examinations	
Single Course Unit	Rs. 300.00
Seven Course Units or more	Rs. 2000.00

3. Certificate Fees

Temporary Certificate	Rs. 100.00
Degree Certificate (Original)	Rs. 500.00
Confirmation of Examination Certificates	Rs. 100.00

The registration fee of Rs. 2000/- and a sum of Rs. 250/- for the External Student's Record Book has to be paid and the University Copy of the Paying-In-Voucher form should be sent along with the application. The fees should be paid to the Credit of South Eastern University of Sri Lanka, Account No. 228-1001-6000-1692 at the Peoples Bank, Addalaichenai branch, or at any other branch of the Peoples Bank.

15. Examination Offences and Punishments

(i) Some Examination Offences

Possession of unauthorized documents
Disorderly conduct
Aiding and Abetting
Copying
Cheating
Impersonation

(ii) Punishments

- (i) Cancellation of candidature
- (ii) Suspension or cancellation of registration
- (iii) Debarring from sitting the examination for a specified period
- (iv) Other punishments as may be determined by the Senate of the South Eastern University of Sri Lanka

16. Course Grade

The marks range for each grade and the corresponding Grade Points are as follows

Ranges of Marks	Grade	Grade Points
85 – 100	A+	4.00
70 – 84	A	3.67
65 – 69	A-	3.33
60 – 64	B+	3.00
55 – 59	B	2.67
45 – 54	C+	2.33
40 – 44	C	2.00
35 – 39	D+	1.67
30 – 34	D	1.00
00 – 29	F	0.00

Calculation of Grade Point Average (GPA)

Grade Point Average (GPA) is the credit-weighted arithmetic mean of the grade point Value. i.e., the GPA is determined by dividing the total credit – weighted grade points value by the total number of credits. Such GPA will be calculated for each year as follows

The formula for GPA calculation is given below.

$$\text{GPA} = \frac{\sum C_i \times G_i}{\sum C_i}$$

where, C_i = Number of Credits for the i^{th} course
 G_i = Grade Point for the i^{th} course

Illustration of GPA Calculation for a hypothetical BA (Gen) First Year candidate.

Course Code	Grade	Credit Points	Grade Points	No. of Grade Point Values Earned = Credit Points X Grade Points
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LOG 1.11	A	3	3.67	11.01
LOG 1.21	B	3	2.67	08.01
ICT 1.11	C	3	2.00	06.00
ICT 1.21	B+	3	3.00	09.00
SOH 1.11	A+	3	4.00	12.00
SOH 1.21	C+	3	2.33	06.99
BEN 1.11	A	3	3.67	11.01
BEN 1.21	B	3	2.67	08.01
GGY 1.11	D	3	1.00	03.00
GGY 1.21	C	3	2.00	06.00
SOC 1.11	B+	3	3.00	09.00
SOC 1.21	C	3	2.00	06.00
PSC 1.11	B	3	2.67	08.01
PSC 1.21	C	3	2.00	06.00
		42		110.04

$\text{GPA} = \frac{\text{Total number of Grade Point Values Earned}}{\text{Total number of Credit Points}}$ $= \frac{110.04}{42} = 2.62$ <p>* Decimal beyond two places are truncated, not rounded, in computing the GPA.</p>

BACHELOR OF ARTS (GEN)

1. ALLOCATION OF CREDITS IN GENERAL DEGREE PROGRAMME

Year	Minimum no. of courses	No. of credits
1	6 Main Course Units	18
	6 Foundation Course Units	18
	2 Basic English	06
2	9 Main Course Units	27
	2 Foundation Course Units	06
	1 Optional Subject	03
3	9 Main Course Units	27
	1 Optional Subject	03
TOTAL		108

2. COURSES

A candidate has to select three main subjects from the following list together with the Foundation courses and English courses (Basic English I & II for First year and Intermediate English I & II for Second year)

2.1 Main subjects

ARB - Arabic	PHY - Philosophy
ECS - Economics	PSC - Political Science
ENG - English	SIN - Sinhala
GGY - Geography	SOC - Sociology
HIC - Hindu Civilization	STS - Statistics
HIS - History	TML - Tamil
ICS - Islamic Studies	

2.2 Foundation Courses (First Year only)

Information Processing & Communication Technology I & II
Basic Mathematics I & II or Logic & Scientific Methods I & II
Social Harmony I & II

2.3 English Courses

Basic English I & II (for First year)	Intermediate English I & II (for Second year)
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2.4 Change of Subjects

A candidate will be allowed to change his / her subjects only once before he / she sits the First year examinations. No request for subject change will be entertained after sitting the First Year Examinations.

3. COURSE UNITS FOR FIRST YEAR

In the first year studies, all students shall earn forty two (42) credit points by completing the fourteen course units as follows:

1. Foundation Course Units I & II	6 X 3 = 18
2. English Courses I & II	2 X 3 = 06
3. Three main subjects I & II	6 X 3 = 18

3.1. FOUNDATION COURSE UNITS

ICT 1.11	Information Processing & Communication Technology - I
ICT 1.21	Information Processing & Communication Technology - II

BMT 1.11	Basic Mathematics - I or	LOG 1.11	Logic & Scientific Method - I
BMT1.21	Basic Mathematics - II or	LOG 1.21	Logic & Scientific Method - II

SOH 1.11	Social Harmony - I
SOH 1.21	Social Harmony - II

3.2. ENGLISH COURSES

- BEN 1.11 Basic English -I
BEN 1.21 Basic English -II

3.3 MAIN SUBJECTS

ARABIC

- ARB 1.11 Introduction to Arabic Language
ARB 1.21 Introduction to Arabic Literature

ECONOMICS

- ECS 1.11 Introduction to Micro Economics
ECS 1.21 Introduction to Macro Economics

ENGLISH

- ENG 1.11 Introduction to Literature (Poetry & short story)
ENG 1.21 Commonwealth Literature

GEOGRAPHY

- GGY 1.11 Fundamentals of Environmental Geography
GGY 1.21 Introduction to Practical Geography

HINDU CIVILIZATION

- HIC 1.11 The Sources of the Hindu Tradition
HIC 1.21 Introduction to Hindu Civilization

HISTORY

- HIS 1.11 History of Sri Lanka up to 1600 AD
HIS 1.21 History of Sri Lanka from 1600 AD to 1948 AD

ISLAMIC STUDIES

- ICS 1.11 Foundation of Islamic Culture
ICS 1.21 Introduction to Islamic Philosophy

PHILOSOPHY

- PHY 1.11 Introduction to Issues of Philosophy
PHY 1.21 Greek and Medieval Philosophy

POLITICAL SCIENCE

- PSC 1.11 Foundation of Government & Politics
PSC 1.21 Modern Constitutions

SINHALA

- SIN 1.11 Introduction to Sinhala Language
SIN 1.21 Introduction to Sinhala Literature

SOCIOLOGY

- SOC 1.11 Basic concepts in Sociology
SOC 1.21 Introduction to Social Anthropology

STATISTICS

- STS 1.11 Descriptive Statistics
STS 1.21 Introduction to Probability Theory

TAMIL

- TML 1.11 Literary Appreciation & Prescribed Texts
TML 1.21 Introduction to Tamil Language & Functional Grammar

4. COURSE UNITS FOR SECOND YEAR

In the second year, all students shall earn thirty six (36) credit points by completing the twelve course units as follows:

- | | |
|------------------------------------|------------|
| 1. English Courses I & II | 2 X 3 = 06 |
| 2. Three Main subjects I, II & III | 9 X 3 = 27 |
| 3. Optional subject I | 1 X 3 = 03 |

4.1. ENGLISH COURSES

- IEN 2.11 Intermediate English – I
IEN 2.21 Intermediate English – II

4.2. MAIN SUBJECTS

ARABIC

- ARB 2.11 Writing Skills Part – I
ARB 2.12 Reading and Listening
ARB 2.21 Grammar and Practical Texts

ECONOMICS

- ECS 2.11 Intermediate Micro Economics
ECS 2.12 Economic History of Sri Lanka
ECS 2.21 Intermediate Macro Economics

ENGLISH

- ENG 2.11 Classical English Poetry (Romantic & Victorian)
ENG 2.12 Short Story
ENG 2.21 Classical English Fiction

GEOGRAPHY

- GGY 2.11 Information System and Advanced Cartography
GGY 2.12 Resources Utilization & Social Geography
GGY 2.21 Element of Geomorphology

HINDU CIVILIZATION

- HIC 2.11 The religion and philosophy of the Upanishads and the Bhagavad Gita
HIC 2.12 Hindu Civilization in South East Asia
HIC 2.21 Bhakti Literature of the Palleva period (AD 500 – 850)

HISTORY

- HIS 2.11 The Magadhan Empire in India
- HIS 2.12 The Turks and the Mughals in India
- HIS 2.21 History of Europe 1453 – 1789 AD

ISLAMIC STUDIES

- ICS 2.11 Seerathun Nabi (Sal)
- ICS 2.12 Social Philosophy of Islam
- ICS 2.21 Major Events of Islamic History

PHILOSOPHY

- PHY 2.11 Modern Western Philosophy
- PHY 2.12 Fundamental Issues in Psychology
- PHY 2.21 Analytical Philosophy

POLITICAL SCIENCE

- PSC 2.11 Constitutional Development in Sri Lanka
- PSC 2.12 Elements of Public Administration
- PSC 2.21 State & Bureaucracy

SINHALA

- SIN 2.11 Sinhala Grammar
- SIN 2.12 Literary Appreciation
- SIN 2.21 Translation

SOCIOLOGY

- SOC 2.11 Main Currents in Sociological Theories
- SOC 2.12 Culture & Communication
- SOC 2.21 Urban Sociology

STATISTICS

- STS 2.11 Theoretical Probability Distribution
- STS 2.12 Sampling & Sampling Distribution
- STS 2.21 Statistical Inferences

TAMIL

- TML 2.11 History of Tamil Literature (from European Period to Contemporary Period)
- TML 2.12 Prescribed Text I
- TML 2.21 Grammar of Tamil Language

4.3 OPTIONAL COURSE UNITS IN SECOND YEAR

Candidates should select a Course Unit from the following list as an Optional Subject in the Second Year. This Course Unit should be different from the main subjects of the candidate.

- ARB 2.15 Writing Skills
- ECS 2.15 Fundamentals of Financial Accounting
- ELL 2.15 Introduction to Language & Linguistics
- GGY 2.15 Introduction to Climatology
- ICS 2.15 Islam as a way of life
- PHY 2.15 Western Logic
- PSC 2.15 Introduction to International Relations

SIN 2.15 Sinhala Grammar & Writing
SOC 2.15 Social Psychology
STS 2.15 Basis Statistics
TML 2.15 Folk Literature in Tamil

5. COURSE UNITS FOR THIRD YEAR

In the third year, all students shall earn thirty (30) credit points by completing the ten course units as follows:

1. Three Main subjects I, II & III $9 \times 3 = 27$
2. Optional subject I $1 \times 3 = 03$

5.1. Main Subjects

ARABIC

ARB 3.11 Writing Skills – Part II
ARB 3.12 Literary Texts – Al Quran
ARB 3.21 Literary Texts – Al Hadith

ECONOMICS

ECS 3.11 International Environment of Business
ECS 3.12 Sri Lankan Economy
ECS 3.21 Economics of Population

ENGLISH

ENG 3.11 Linguistic and Syntax
ENG 3.12 English Poetry
ENG 3.21 Principles of Practical Criticism

GEOGRAPHY

GGY 3.11 Water pollution & Management
GGY 3.12 Comparative Regional Geography
GGY 3.22 Coastal Geomorphology & Environmental Perspective

HINDU CIVILIZATION

HIC 3.11 Hindu Architecture
HIC 3.12 Women in Hindu Society
HIC 3.21 Hindu Sculpture and Iconography

HISTORY

HIS 3.11 The British Rule in India up to 1947 AD
HIS 3.12 Ottoman Empire
HIS 3.21 The French Revolution and Nationalism in Europe

ISLAMIC STUDIES

ICS 3.11 Muslim Minorities
ICS 3.12 Islam in Sri Lanka
ICS 3.21 Orientalism

PHILOSOPHY

PHY 3.11 Philosophy of Religion
PHY 3.12 Political Philosophy including Human Rights & Law

PHY 3.21 Ethics & Social Concepts

POLITICAL SCIENCE

PSC 3.11 Government & Politics of South Asia

PSC 3.12 Political Ideologies

PSC 3.21 Issues in Politics of Sri Lanka

SINHALA

SIN 3.11 Sinhala Culture

SIN 3.12 Sinhala Folklore & Studies

SIN 3.21 Literary Theory & Criticism

SOCIOLOGY

SOC 3.11 Sociology of Gender

SOC 3.12 Global Sociology

SOC 3.21 Rural Sociology

STATISTICS

STS 3.11 Index Number and Quality Control

STS 3.12 Non parametric and Categorical Data Analysis Course

STS 3.21 Multivariate Statistical Methods

TAMIL

TML 3.11 History of Tamil Literature (from Sangam to Vijaya Nager Rule)

TML 3.12 Prescribed Text II

TML 3.21 Literary Theory and Literary Criticism

5.2. OPTIONAL COURSE UNITS IN THE THIRD YEAR

Candidates should select a Course Unit from the following list as an Optional Subject in the Third Year. This Course Unit should be different from the main subjects of the candidate.

ARB 3.15 Grammar & Practical Texts

ECS 3.15 Economic Development I

ELL 3.15 Applied Linguistics

GGY 3.15 South Asia

ICS 3.15 Islam, Peace and Social Harmony

PHY 3.15 Philosophy of Social Sciences

PSC 3.15 Comparative Public Administration

SIN 3.15 Introduction to Sinhala Literature

SOC 3.15 Introduction to Criminology

STS 3.15 Econometrics

TML 3.15 Multi-cultural Traditions in the Tamil literature

Completion of BA (Gen) Degree

Requirements for Graduation

In order to graduate with a Bachelor of Arts (General) a student shall have,

- (i) Completed a minimum of 108 Credit points, and
- (ii) Earned a minimum GPA of not less than 2.00 for each year, and
- (iii) A minimum overall GPA of 2.00 for the entire degree programme, and
- (iv) No fail grades (F), and
- (v) No more than two poor grades (D+ or D) per year, and the total number of poor grades should not exceed 06 for the entire degree programme, and
- (vi) Fulfilled all the requirements in (i) through (v) above within a maximum of 7 academic years from the academic year of original registration in the university other than approved medical withdrawal.

Award of Classes in the BA General Degree

First Class

A candidate may be awarded a First Class provided that he/she;

- (i) obtains a minimum GPA of 3.33 in the general degree programme.
- (ii) shall have earned grades of A+ or A in at least half of the credits in the general degree programme.
- (iii) shall have earned no grades below C.
- (iv) Completes the relevant requirements within the minimum stipulated period (3 years).

Second Class (Upper Division)

A candidate may be awarded a Second Class (Upper Division) provided that he/she;

- (i) obtains a minimum GPA of 3.00 in the entire general degree programme.
- (ii) shall have earned grades of B or above in at least half of the credits in the general degree programme.
- (iii) shall have earned no grades below C.
- (iv) Completes the relevant requirements within the minimum stipulated period (3 years).

Second Class (Lower Division)

A candidate may be awarded a Second Class (Lower Division) provided that he/she;

- (i) obtains a minimum GPA of 2.67 in the general degree programme.
- (ii) shall have earned grades of B or above in at least half of the credits in the general degree programme.
- (iii) shall have earned no grades below C.
- (iv) Completes the relevant requirements within the minimum stipulated period (3 years) unless the senate decides otherwise.

BACHELOR OF BUSINESS ADMINISTRATION (GENERAL)

Subjects prescribed for the External Degree examinations leading to the Degree of Bachelor of Business Administration (General) are as follows.

Year	No. of Courses	No. of credits
1	10	26
2	09	27
3	09	27
Total	28	80

First Year

Course Code	Course Title	Credit Points
BBA 11	Basic English	3
BBA 12 (I)	Computer Literacy and Basic Applications - I	2
BBA 12 (II)	Computer Literacy and Basic Applications - II	2
BBA 13 (I)	Business Mathematics	3
BBA 13 (II)	Statistics	3
BBA 14 (I)	Micro Economics	3
BBA 14 (II)	Macro Economics	3
BBA 15	Management Entrepreneurial skills	3
BBA 16 (I)	Financial Accounting - I	2
BBA 16 (II)	Financial Accounting - II	2
		26

Second Year

Course Code	Course Title	Credit Points
BBA 21	Total Quality Management	3
BBA 22	Human Resource Management	3
BBA 23	Business Law	3
BBA 24	Management Information System	3
BBA 25	Marketing Management	3
BBA 26	Managerial Economics	3
BBA 27	Quantitative Techniques for Management	3
BBA 28 (I)	Cost and Management Accounting (I)	3
BBA 28 (II)	Cost and Management Accounting (II)	3
		27

Third Year

Course Code	Course Title	Credit Points
BBA 31	Business Communication	3
BBA 32	Financial and Investment Portfolio Management	3
BBA 33	Operations Management	3
BBA 34	Strategic Management	3

BBA 35	E-Commerce	3
BBA 36	Project Management	3
BBA 37 (I)	Auditing	3
BBA 37 (II)	Taxation	3
BBA 38	Organizational Behaviour	3
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BACHELOR OF COMMERCE (GENERAL)

Subjects Prescribed for the External Examinations Leading to the Degree of Bachelor of Commerce (General)

Year	Minimum No. of Course	No. of Credits
1	10	26
2	09	27
3	09	27
Total	22	80

First Year

Course Code	Course Title	Credit Points
COM 11	Basic English	3
COM 12 (I)	Computer Literacy and Basic Applications - I	2
COM 12 (II)	Computer Literacy and Basic Applications - II	2
COM 13 (I)	Business Mathematics	3
COM 13 (II)	Statistics	3
COM 14 (I)	Micro Economics	3
COM 14 (II)	Macro Economics	3
COM 15	Management Entrepreneurial skills	3
COM 16 (I)	Financial Accounting - I	2
COM 16 (II)	Financial Accounting - II	2
		26

Second Year

COM 21	Advanced Financial Accounting	3
COM 22	Human Resource Management	3
COM 23	Commercial and Industrial Law	3
COM 24	Management Information System	3
COM 25	Marketing Management	3
COM 26	International Environment of Business	3
COM 27	Quantitative Techniques for Management	3
COM 28 (I)	Cost and Management Accounting – I	3
COM 28 (II)	Cost and Management Accounting – II	3
		27

Third Year

COM 31	Business Communication	3
COM 32	Financial and Investment Portfolio Management	3
COM 33	Accounting Theory and Standards	3
COM 34	Strategic Management	3
COM 35	E-Commerce	3
COM 36	Computerized Accounting System	3
COM 37 (I)	Auditing	3
COM 37 (II)	Taxation	3
COM 38	Organizational Behaviour	3
		27

Requirements for Graduation

In order to graduate with a bachelor's degree (General) from the Faculty of Management & Commerce, a student shall have,

- (i) Completed a minimum of 80 Credit points, and
- (ii) Earned a minimum GPA of not less than 2.00 for each year, and
- (iii) A minimum overall GPA of 2.00 for the entire degree programme, and
- (iv) No fail grades (**F**), and
- (v) No more than two poor grades (**D+** or **D**) per year, and the total number of poor grades should not exceed 06 for the entire degree programme, and
- (vi) Fulfilled all the requirements in (i) through (v) above within a maximum of 7 academic years from the academic year of original registration in the university other than approved medical withdrawal.

Award of Classes

Award of First Class

A student shall meet all the following requirements in order to be awarded a degree with first class standing.

- (i) The student shall have earned an overall GPA in the 3.33 – 4.00 ranges in the entire degree programme.
- (ii) The student shall have earned grades of **A+** or **A** in at least half of the courses in the degree programme.
- (iii) The student shall have earned no grades below **C**.
- (iv) The student shall have fulfilled these requirements within three academic years from the first academic year of registration other than approved medical withdrawal.

Award of Second Class (Upper Division)

A student shall meet all the following requirements in order to be awarded a degree with a Second Class (Upper Division) standing.

- (i) The student shall have earned an overall GPA of 3.00 or above in the entire degree programme.
- (ii) The student shall have earned grades of **B** or Better in at least half of the courses in the degree programme.
- (iii) The student shall have earned no grades below **C**.
- (iv) The student shall have fulfilled these requirements within three academic years from the first academic year of registration other than approved medical withdrawal.

Award of Second Class (Lower Division)

A student shall meet all the following requirements in order to be awarded a degree with a Second Class (Lower Division) standing.

- (i) The students shall have earned an overall GPA of 2.67 or above in the entire degree programme.
- (ii) The student shall have earned grades of **B** or Better in at least half of the courses in the degree programme.
- (iii) The student shall have earned no grades below **C**.
- (iv) The student shall have fulfilled these requirements within three academic years from the first academic year of registration other than approved medical withdrawal.
