

# **UNDERGRADUATE GUIDE**

**ACADEMIC YEAR  
2017/2018**



**Faculty of Management and Commerce  
South Eastern University of Sri Lanka  
P.O. Box: 01  
University Park  
Olivil # 32360  
Sri Lanka**

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# UNDERGRADUATE GUIDE

ACADEMIC YEAR 2017/2018

## **Published by:**

Faculty of Management and Commerce

South Eastern University of Sri Lanka

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The information contained in this Undergraduate's Guide is accurate. The Faculty of Management and Commerce reserves itself the rights to change any information given herein whenever it considers appropriate, without prior notice.

## SOUTH EASTERN UNIVERSITY OF SRI LANKA

### **VISION**

“To be an Internationally Renowned Center in South Asia for Higher Learning and Innovations in Sciences, Technologies and Humanities.”

### **MISSION**

“To Provide Expanded Opportunities for Higher Learning of International Standards through Generation and Dissemination of Knowledge and Innovations Focused on Regional and National Needs, Social Harmony and Stakeholders’ Empowerment and Satisfaction.”

**FACULTY OF  
MANAGEMENT AND COMMERCE**

**VISION**

“To be a centre of excellence in producing quality business graduates in the world of work”

**MISSION**

“To provide quality education in business studies which blends the best of relevant theories and practices with innovative approaches to teaching, learning and research giving due consideration to the changing environment, the real demands of business world and the contemporary development needs of the South Eastern Region and the country as a whole”

# **GRADUATE PROFILE**

Graduate profile of the Faculty of Management and Commerce of South Eastern University of Sri Lanka is a wide-ranging set of qualities which our students will develop during their time as a student with us. There are mainly four areas of graduate profile commanding seven traits in each.

- 1. Academic and research excellence**
- 2. Entrepreneurial competencies**
- 3. Personality traits**
- 4. Active citizenship**

## **1. Academic and Research Excellence**

- a) Mastery of knowledge and skills in chosen fields of Management and Commerce as well as Information Technology
- b) Proficiency of professional practices and application of knowledge
- c) Understanding and appreciation of current issues and debates in the major streams of Management, Commerce and Information Technology in local and global context
- d) Ability to investigate problems and complications through factual evidences, logical reasoning and scientific approaches
- e) Intellectual integrity, respect for truth and ethics of research and scholarly works
- f) Understanding the emerging streams of knowledge coupled with a commitment to lifelong learning and research
- g) A breadth of knowledge, skills and ability beyond their chosen discipline(s)

## **2. Entrepreneurial Competencies**

- a) Capacity of critical, conceptual and reflective thinking
- b) Intellectual openness and curiosity and capacity for creativity and innovation
- c) Ability to make appropriate use of advanced information and communication technologies

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- d) Awareness of national and global dimensions of economic, political, technological and social development
- e) Ability to work independently and as part of a team
- f) Ability to communicate effectively for different purposes and in different contexts
- g) Diverse set of entrepreneurial skills

### **3. Personality Traits**

- a) Demonstration of good communication, leadership, organising and decision making skills to achieve personal and group goals with limited resources
- b) Ability to work in teams and group both as a leader and a member.
- c) Being a self-motivated and self-disciplined individual to work independently
- d) Being highly self-confident with an ability to take decisions in a dynamic environment
- e) Ability to work in collaboration with superiors, colleagues and subordinates and maintain interpersonal relationship with them
- f) Ability to adapt to changes
- g) Being enthusiastic and passionate in achieving individual, group and organisational goals

### **4. Active Citizenship**

- a) Being an ethical and respectful citizen
- b) Understanding the social and civic responsibilities as well as the rights of individuals and groups
- c) Awareness and appreciation of social and cultural diversity
- d) Readiness for citizenship in an inclusive society
- e) Being able to lead the community, and willing to engage in constructive public discussion
- f) Demonstrating personal and professional integrity and the awareness of the requirements of ethical behaviour
- g) Being an active agent of good social change and governance

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## **MESSAGE FROM THE VICE-CHANCELLOR**



I am delighted to provide this message on the occasion of publishing the Undergraduate Guide – Academic Year 2017/2018 compiled by the Faculty of Management and Commerce, South Eastern University of Sri Lanka. I am extremely pleased to welcome another batch of students to the Faculty of Management and Commerce. The South Eastern University of Sri Lanka, a fast developing center of academic excellence in the country, is in the process of providing state of the art facilities and empowers the graduates with skills and attributes expected by the national and global employers through combined efforts of all the stakeholders including academics and students.

Producing globally employable graduates with up to date knowledge, essential skills, positive attitudes and mindset, and empowered with English, ICT, Leadership and Soft-Skills is one of the main goals of the University. At the Faculty of Management and Commerce of the South Eastern University of Sri Lanka, without doubt, the students are molded to face the challenges of 21<sup>st</sup> Century contemporary business environments while enjoying comprehensive learning experiences.

I believe that this Undergraduate Guide will provide the students with all required information and some guidance for a successful learning at the Faculty of Management and Commerce. This Undergraduate Guide will also provide useful information on the Faculty of Management and Commerce, academic programmes the Faculty offer and other relevant details to all the stakeholders including prospective students and employers. I hope this Undergraduate Guide will be used immensely and maximum benefits will be derived by the users in achieving their goals of achieving excellence.

I would like to extend my gratitude to the editorial committee members of this Undergraduate Guide for their tireless efforts in producing a well structured and a resourceful Undergraduate Guide. I would like to wish the students of the Faculty of Management and Commerce all the success in their future endeavors.

**Professor M.M.M. Najim**

Vice-Chancellor

South Eastern University of Sri Lanka.

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### **MESSAGE FROM THE DEAN**



This guide has been produced in response to the need to provide information and guidance to the undergraduate students of Faculty of Management and Commerce to complete their degree programmes. At present the faculty offers seven honors degree programmes and one general degree programme.

The faculty has taken consistent attempt to incorporate technology into the teaching/learning process. Many of the academic staff have already moved to blended teaching/learning mechanisms and the rest are on their way. The full curriculum is revised regularly in order to reflect changing trends and views on teaching/learning and assessment strategies. The syllabi are consistently revised based on the needs of the employment opportunities. A proper stakeholder feedbacks were obtained and necessary changes were included in the revisions. These revisions are aligned with the Sri Lanka Qualifications Framework (SLQF) guideline of University Grants Commission, thus ensuring quality and consistency. The academic staff is committed to maintaining standards, impartiality, and transparency in the assessment process. Therefore, we employ second examiners and external examiners. Further, the papers are moderated by experts in the relevant subject internally or externally before they are printed for the examination. Students are allowed for any re-scrutiny if they are not satisfied with their results. So students are better ensured of quality assessment. The faculty adhere to the guidelines of the quality assurance manual as an integral part of the quality assurance process of the academic programmes offered by the faculty. Intended Learning Outcomes (ILOs) are well written for each degree programmes and each courses. A course specification is given to the students for each courses in the approved format at the faculty. It describes the teaching, learning and assessment methods.

The establishment of the SLQF improve many aspects and processes in the learning and the methods of delivery. It also enhance the quality of education. As SLQF recognizes the volume of learning of students by credit hours and notional hours it identifies the learning outcomes that are to be achieved by the qualification holders. The faculty offers SLQF level 5(general degree) and SLQF level 6(honors degree) in the SLQF levels and the descriptors of each of these levels are comprehensively defined. The number of credits that should be earned by students for award of degrees is also given based on SLQF. So then it will assist potential employers to know the level of learning and the attributes of a particular qualification holder.

The minimum admission requirements are also clearly defined in accordance to the SLQF. Thus, the faculty contributes towards strengthening the quality of higher education qualifications offered by the university. The curriculum of the degree programmes also contribute to full personal development of learners

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and to social and economic development of the country. It also focused on enhancing equity in higher education, training and employment opportunities. So then the degree holders will earn sufficient levels of knowledge, skills and competencies with the development of positive attitudes. As stated in the SLQF the faculty adopted credit system, the student workload of a study programme with minimum of 1500 notional learning hours per academic year. These notional hours are calculated direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, carrying out assignments and assessments.

This guide provide all necessary information for students to complete their degree programmes without any disturbances. This guide also consists assessment criteria and criteria for award of degrees. I am sure this guide will be very much helpful for undergraduate students of the Faculty of management and commerce.

I wish all students my best.

Good Luck!

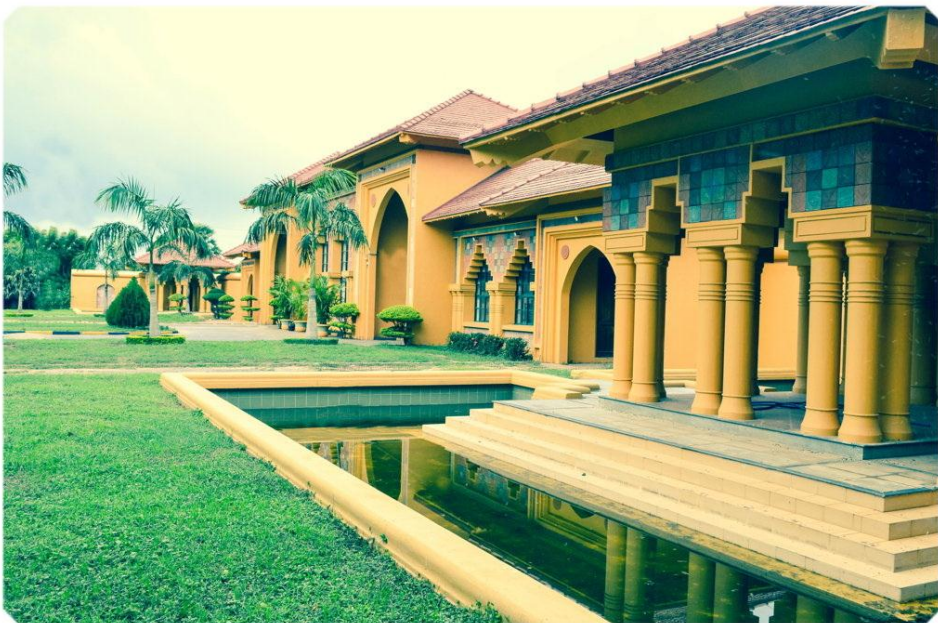
Dr. S. Gunapalan  
Dean,  
Faculty of Management and Commerce



## **I. SOUTH EASTERN UNIVERSITY OF SRI LANKA**

### **I.1. Introduction**

South Eastern University of Sri Lanka (SEUSL) was first established as the South Eastern University College of Sri Lanka and commenced to function from 27<sup>th</sup> July 1995. It was then upgraded to the status of a fully-fledged University, SEUSL, from 15<sup>th</sup> May 1996. There are six faculties in SEUSL at present, namely Faculty of Arts and Culture, Faculty of Management and Commerce, Faculty of Applied Sciences, Faculty of Islamic Studies & Arabic Language, Faculty of



Engineering and Faculty of Technology. All faculties except the Faculty of Applied Sciences which is located in Sammanthurai, are located in Oluvil premises.

### **I.2. Authorities of the University**

#### **I.2.1. Minister of Higher Education**

The Minister shall be responsible for the general direction of University Education and the administration of the Universities Act. The Minister may from time to time issue general written direction to the Commission as he may deem necessary in pursuance of National Policy on higher education.

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### **I.2.2. University Grants Commission**

University Grants Commission is a regulating body that plans, implements and coordinates Higher Education policy of the Government in accordance with National Policy. The University Grants Commission shall be responsible for the allocation of funds to Higher Educational Institutions and monitoring the expenditure of each Higher Educational Institution, and maintenance of higher academic standards.

### **I.2.3. The Council**



The Council of a University shall be the executive body and governing authority of the University and shall consist of Vice-Chancellor, Deans of Faculties, two members elected by the Senate from its members, persons appointed by the University Grants Commission. The Chairman of the Council shall be the Vice-Chancellor who shall preside over the meeting of the Council. If the Chairman is unable to preside over a meeting, the meeting shall be presided over by a member to be elected by the members present.

The Council without prejudice to the generality of the powers conferred upon it by the University Act will discharge such powers and duties to hold, control and administer the property and funds of the University.

#### **1.2.4. The Senate**

A University shall have a Senate, which is the academic authority of the University. The Senate of the South Eastern University of Sri Lanka shall consist of Vice-Chancellor, Deans of Faculties, Heads of Departments of Study, Permanent Professors, Librarian and two teachers elected by each Faculty. The Senate shall have control and general direction of instruction, education, research and examinations in the University.

#### **1.2.5. The Chancellor**

The President of the Democratic Socialist Republic of Sri Lanka shall nominate the Chancellor of each University. The Chancellor shall be the Head of the University, hold office for a period of five years reckoned from the date of his nomination, and shall, preside at any Convocation of the University.

#### **1.2.6. The Vice-Chancellor**

The Vice-Chancellor of a University shall be appointed by the President of the Democratic Socialist Republic of Sri Lanka for a term of three years who shall be the principal executive and academic officer thereof. He or she shall be an Ex-officio member and Chairman of both the Council and the Senate. The Vice-Chancellor is entitled to convene, be present, and speak at, any meeting of any other authority of the University or other body. Vice-Chancellor is also the Accounting officer of the University and responsible for the execution of policies and measures approved by the Council in relation to the University and, subject to such policies, the direction, supervision and control of the University, including its administration, and for the maintenance of discipline within the University.

#### **1.2.7. The Dean**

There shall be a Dean for each faculty who shall be a full-time officer of the University and the Academic and Administrative Head of that Faculty. The Dean is the ex-officio Chairman of the Faculty Board and an ex-officio member of the Council and Senate. The Dean shall subject to the provisions of any appropriate instrument, hold office for a period of three years reckoned from the date of his/ her election.

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### **I.2.8. The Registrar**

The Registrar shall be the full-time officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him/ her by University Act or by any other appropriate instrument. The registrar is responsible for the custody of the records and the property of the University and shall be the Ex-Officio Secretary of the Council and the Senate. He/ she is also the Assistant Accounting Officer of the University and shall subject to the direction and control of the Vice-Chancellor, be responsible for the general administration of the university and the disciplinary control of its non-academic staff.

### **I.2.9. The Librarian**

The Librarian shall be a full-time officer of the University and shall be responsible for the administration of the libraries and ex-officio member of the Senate.

### **I.2.10. The Bursar**

The Bursar shall, subject to the direction and control of the Registrar, discharges such duties and functions while being responsible for the custody of the funds of the university and its administration.

## **I.3. The Chancellor and the Officers of the University**

### **I.3.1. The Chancellor**



#### **Chancellor**

Dr. Achchi Mohamed Ishaq

Contact: Tel.: +94-11-2583309; Fax: +94-11-2583309

e-mail: [amishaq@kfupm.edu.sa](mailto:amishaq@kfupm.edu.sa)

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**I.3.2. The Officers of the University**



**Vice-Chancellor**

Professor M.M.M. Najim

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**Dean**

Faculty of Management and Commerce

Dr. S. Gunapalan

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**Dean**

Faculty of Arts and Culture

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**Dean**

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**Dean**

Faculty of Islamic Studies and Arabic Language

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**Dean**

Faculty of Engineering

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### **Dean**

Faculty of Technology

Dr. M.G. Mohamed Thariq

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### **Registrar**

Mr. H. Abdul Saththar

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### **Librarian**

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### **Bursar**

Mr. Fasil Ur Rahman

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e-mail: bursar@seu.ac.lk

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## **2. FACULTY OF MANAGEMENT AND COMMERCE**

### **2.1. Introduction**

The Faculty of Management and Commerce (FMC) had two departments namely Department of Management and Department of Accountancy & Finance. The academic works of FMC were started in 1995 with four academic staff and thirty one students with two degrees, Bachelor of Business Administration (BBA) and Bachelor of Commerce (B.Com).

The faculty offered special degree programmes in Marketing and Accounting & Finance were commenced in 1999 for both BBA and B.Com students for the final year students and lecture programme was conducted at the Academic Programme Centre (APC) of SEUSL in Colombo. Further, the students were given professional training in their field of specialisation at private and public organisations.

The year 2002 marked a turning point in the history of the FMC as it restructured the fields of specialisation. The restructuring plan resulted in the formation of eight academic units that function under the departments of Management and Accountancy and Finance, offering the same undergraduate degree programmes with five fields of specialisation, namely Accountancy, Finance, Information Systems, Marketing Management and Human Resource Management. Each unit caters to the needs of all the specialisation programmes by offering courses from its academic area. In 2011 onwards the specialisation programmes are being offered only for the BBA degree. The specialisation in Marketing Management, Human Resource Management, Information Systems and Business Administration are offered under the department of Management whereas the specialisation in Accounting and Finance are offered under the department of Accountancy and Finance.

In 2008, the faculty reached another milestone with the introduction of B.Sc. in Information Technology for Management Studies, which transitioned as B.Sc. in Management and Information Technology in 2009 onwards. The Faculty also offers BBA and B.Com. General Degrees (External) through the Centre for External Degrees and Professional Learning. The faculty is committed to pursue excellence in teaching and research in the field of business management.

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From 2010, the faculty has been offering Master of Business Administration (MBA) and Postgraduate Diploma in Management (PGDM) in order to meet the



higher educational needs of the country to ensure educationally qualified and skilled human resources available to strengthen the capacity of the industries and the nation. The MBA and the PGDM programmes have been developed especially for professionals, academics and executives.

To ensure the external exposure of our graduates, the faculty maintains linkages with other universities and private and public-sector institutions. The graduates of FMC are able to face challenges in global business environment and they have been successful in gaining employment opportunities locally as well as internationally.

The goals of the faculty are integrated with the outcomes of the SEUSL Corporate Plan. The faculty plans to introduce a number of new initiatives to achieve its objectives to meet those goals. The new initiatives include comprehensive curriculum revisions in all subjects, creation of opportunities for enhancement of professional skills of students, efforts to increase research activities, increasing graduate enrolment and strengthening relationships with industries and universities locally and overseas.

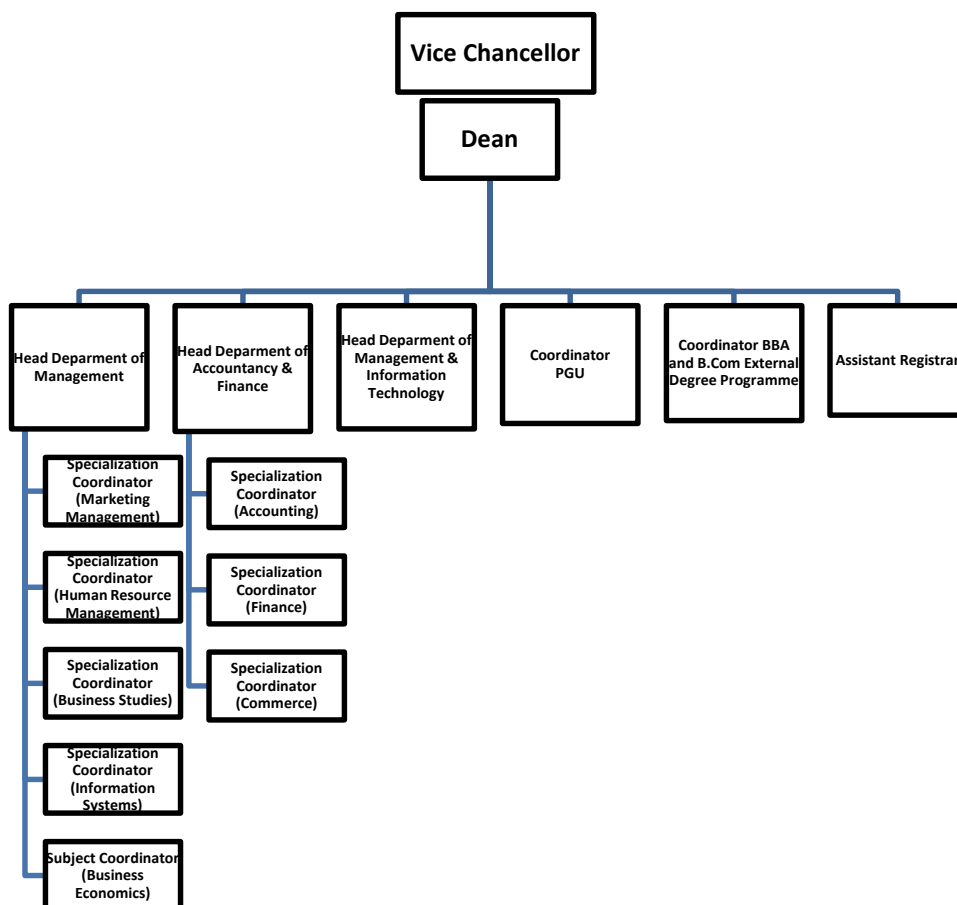
In 2014, the faculty reached another milestone the faculty got the approval for



the new department of Management and Information Technology. At present, the faculty have three departments and one unit namely Department of Management, Department of Accountancy and Finance, Department of Management and Information Technology and Postgraduate Unit.

The major concern during the next five year period would be structuring of the existing degree programmes and commencement of new degree programmes, join major degree programmes and postgraduate degree programmes in highly demanded fields.

## 2.2. Organisational Structure of the Faculty of Management and Commerce



The academic and administrative activities of the FMC are governed by the Dean of the Faculty and the Departments and the Units of Studies shall come under the purview of the Dean. The Heads of the Departments are responsible for overall academic and administrative duties at the department level. Coordinators for Specialisation shall be responsible for teaching, research, examination and other relevant academic matters of the concern specialisation programme. Assistant Registrar attached to the faculty assists the Dean and the Faculty's administrative activities.

## **2.3. Faculty Board**

### **2.3.1. Faculty Board Members**

The Faculty Board shall exercise and perform such duties and functions, subject to the control of the Senate in regulating matters connected with teaching, examination and research in the Faculty. The Chairman of the Faculty Board shall be the Dean. If the Chairman is unable to preside over a meeting, the members present shall elect a Head of a Department to preside the meeting. The Faculty Board shall consist of the Dean, all Senior Professors, Professors, Associate Professors, Senior Lecturers, Lecturers, Lecturers (Probationary) (two elected members), two members of the permanent staff attached to the Faculty and who are imparting instructions (two elected members), two students elected by the students of the Faculty from among their number, three persons not being members of the staff of the University elected by the Faculty Board among persons of eminence in the areas of study relevant to the Faculty.

1. Dr. S. Gunapalan (Chairman)
2. Dr. A. Jahfer (Member)
3. Dr. (Mrs.) S. Safeena M.G. Hassan (Member)
4. Mr. M.B.M. Irshad (Member)
5. Prof. Dr. (Mrs.) F.H. Abdul Rauf (Member)
6. Prof. Dr. A.L. Abdul Rauf (Member)
7. Prof. Dr. M.B.M. Ismail (Member)
8. Dr. M.B.M. Amjath (Member)
9. Mrs. S. Athambawa (Member)
10. Mr. M.A.M. Hussain Ali (Member)
11. Mrs. Sareena U.M.A. Gaffoor (Member)
12. Mr. K.M. Mubarak (Member)
13. Dr. M.I.M. Hilal (Member)
14. Mr. A.L.M.A. Shameem (Member)
15. Dr. A.M.M. Mustafa (Member)
16. Mrs. Salfiya U.A. Jaleel (Member)
17. Mrs. A.M. Inun Jariya (Member)
18. Mr. M.C. Abdul Nazar (Member)
19. Mr. A. Haleem (Member)
20. Dr. M.H. Thowfeek (Member)
21. Mr. I. Raisal (Member)
22. Mr. S. Sabraz Nawaz (Member)
23. Ms. S.M. Murshitha (Member)

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24. Mr. H.M. Nijam (Member)
25. Mr. A.L. Sarivudeen (Member)
26. Mrs. MACN. Shafana (Member)
27. Mr. MM. Shiraj (Member)
28. Mr. A. Jamaldeen (Member)
29. Mr. A.R.M. Anzar (Elected Member)
30. Dr. A. Ilmudeen (Elected Member)
31. Mr. A.L.M. Ayoobkhan (Elected Member)
32. Mr. T.L. Sakeer Ussain (Elected Member)
33. Mr. M.S. Kariapper (External Member)
34. Mr. S.M. Imamudeen Moulana (External Member)
35. Mr. A.L. Mohamed Ali (External Member)
36. Two students elected by the students among their number

## **2.4. Staff of the Faculty of Management and Commerce**

### **2.4.1. Administrative, Academic Heads**



#### **Dean**

Faculty of Management and Commerce

Dr. S. Gunapalan

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#### **Head**

Department of Accountancy and Finance

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#### **Head**

Department of Management

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**Head**

Department of Management and Information Technology

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**Assistant Registrar**

Faculty of Management and Commerce

Mr. S. Prashanth

Contact: +94-67-2255386

e-mail: [arfm@seu.ac.lk](mailto:arfm@seu.ac.lk)

**2.4.2. Academic Staff**

**Department of Management**



**Prof. Dr. (Mrs.) F.H. Abdul Rauf**

Ph.D (UPDN); MBA (SJP); BBA (Hons)(UJA);

CPF(UK)

Professor in Management



**Prof. Dr. M. B. M. Ismail**

Ph. D (UJA); MBA (UCBO); BBA (Hons.) (SEUSL);

CTHE (UCBO); SEDA (UK)

Professor in Management



**Mrs. Sulaihabeevi Athambawa**

M.Sc. (Mgt) (SJP); BBA (Hons) (UJA)

Senior Lecturer, Grade-I in Management



**Mr. M.A.M. Hussain Ali**

M.Sc. (Mgt)(SJP); CTHE (CBO),

BBA (Hons)(UJA)

Senior Lecturer, Grade - I in Management

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**Dr. S. Gunapalan**

Ph.D. (MU, India); M.Com. (KLN); BBA (Hons)(UJA); CTHE (CBO)  
Senior Lecturer, Grade - I in Management



**Dr. (Mrs.) S. Safeena M.G. Hassan**

Ph.D (UJA)-; M.Sc. (Mgt)(SJP);  
BBA (Hons) (EUSL)  
Senior Lecturer, Grade - I in Management



**Mrs. Sareena U.M.A. Gaffoor**

M.Sc. (Mgt)(SJP); BBA (Hons) (UJA);  
CTHE (CBO); PD in Counseling (SEUSL)  
Senior Lecturer, Grade - I in Management



**Mr. K.M. Mubarak**

M.Sc. (Mgt)(SJP); B.Com (Hons)(SJP); PGD in CR&PB  
(University of Bradford, UK); Certificate in Marketing  
(CIM, UK); CTHE (CBO); CPF-UK  
Senior Lecturer, Grade - I in Business  
Communication



**Dr. M.I. Mujahid Hilal**

Ph.D (CUSAT); M.Com. (KLN);  
PgDipM (SL), B.Com(Hons)(SEUSL);  
CPF - UK  
Senior Lecturer, Grade - I in Marketing  
Management



**Mr. A.L.M.A. Shameem**

M.B.A. (UCBO); M.Sc. (UPDN); BBA (Hons)(SEUSL);  
MAAT (SL); MSLIM; MCIM (UK); PGD in CR&PP  
(UoB - UK); CPF - UK;  
Senior Lecturer, Grade - I in Marketing

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**Dr. A.M.M. Mustafa**

Ph.D. (UJA); M.Phil. (UPDN); SDP (UPDN);  
B.Econ. (Hons)(SEUSL)  
Senior Lecturer, Grade - I in Business  
Economics



**Dr. M.H. Thowfeek**

Ph.D (Info. Sci.) (UKM);  
MBA (Hamdard, PK); BBA (Hons)(SEUSL);  
PGD in MCMIS (MSM, The Netherlands)  
Senior Lecturer, Grade - I in Management  
Information System



**Mr. M. Mohamed Shiraj**

M.Sc. in IS (SLIIT); PGD in IS (SLIIT);  
B.Com (Hons) Spl. in IS (SEUSL); SDP (EUSL)  
Senior Lecturer, Grade - II in Information  
Technology



**Mr. T.L. Sakeer Ussain**

B.Sc. (Hons)(EUSL)  
Senior Educational Assistant



**Mrs. Salfiya U.A. Jaleel**

M.Sc. (Mgt)(SJP); CTHE (CBO); BBA (Hons)(SEUSL);  
PD in Counseling (SEUSL)  
Senior Lecturer, Grade - I in Business Studies



**Mr. I. Raisal**

MBA (WUSL); B.Com (Hons)(SEUSL)  
Senior Lecturer, Grade - II in Management



**Mr. A.R.M. Anzar**

MA in Linguistics (KLN); BA (Hons)(SEUSL); CELTA  
(Cambridge); SDP (EUSL)  
Lecturer (Probationary) in English

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### Department of Accountancy and Finance



**Prof. A.L. Abdul Rauf**

Ph.D. (UUM, MY); Ph.D. (IUA, UK);  
M.Sc. (Mgt)(SJP); BBA (Hons.)(UJA)  
Professor in Accountancy



**Dr. M.B.M. Amjath**

PhD (AU-India) M.Sc. (VSU-Russia);  
B.Com (Hons.)(EUSL)  
Senior Lecturer, Grade - I in Accountancy



**Dr. A. Jahfer**

Ph.D. (YNU, Japan); M.Sc. (SJP);  
B.Com (Hons.)(UCBO); CTHE(UCBO);  
Japan Foundation Fellow (Post-doctoral)  
Senior Lecturer, Grade - I in Commerce



**Mrs. A.M. Inun Jariya**

M.B.A. (UCBO); BBA (Hons.)(SEUSL);  
CTHE (UPDN); AC in Research Methodology  
(UJA)  
Senior Lecturer, Grade - I in Accountancy



**Mr. M.C. Abdul Nazar**

M.B.A. (WUSL); AAT (SL); B.Com (Hons)  
(UCBO); MCPM (SL)  
Senior Lecturer, Grade - I in Accounting



**Mr. A. Haleem**

M.Sc. (MIT) (KLN); B.Com (Hons.) (SEUSL)  
Senior Lecturer, Grade - I in Accountancy



**Mr. H.M. Nijam**

MPM (SLIDA); MBA (SEUSL); BBA (Hons.)(SEUSL)  
Senior Lecturer, Grade - II in Accountancy



**Mr. A.L. Sarivudeen**

M.Com (KLN); MBA (WUSL); MAAT (SL); ACPM  
(SL); B.Com (SEUSL); CTHE (CBO); SEDA(UK)  
Senior Lecturer, Grade - II in Finance

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**Mrs. M.A.C.N. Shafana**

MBA (SEUSL); BBA (Hons.) (SEUSL)  
Senior Lecturer, Grade - II in Finance



**Mr. A. Jamaldeen**

M.Phil (MKU); M.Com. (Kerala); B.Com  
(Hons.)(UJA); CCA (SEUSL); CPC (SEUSL)  
Lecturer in Commerce



**Mr. A.M. Sheham**

M.Com. (KLN); PGD in B.Mgt. (WUSL);  
ACPM (SL); BBA (Hons.)(SEUSL)  
Lecturer (Probationary) in Accountancy



**Mr. A.L.M. Ayoobkhan**

Master of Computer Science (Spl. in Software  
Engineering - Hamdard, PK);  
B.Com (Sp.)(UPDN); Diploma in IT (91/92);  
Certificate in Web Applications (NIBM)  
Instructor in Computer Technology, Grade – II

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### Department of Management and Information Technology



**Mr. M.B.M. Irshad**  
M.B.A. (SJP); BBA (Hons)(SEUSL); CTHE (UCBO);  
CSL  
Senior Lecturer, Grade - I in Management



**Mr. S. Sabraz Nawaz**  
M.Sc. in IS (SLIIT); PGD in IS (SLIIT);  
BBA (Hons)(Spl. in IS) (SEUSL); MAIS; MIEEE;  
MCP; SDP (EUSL)  
Senior Lecturer, Grade - II in MIT



**Ms. S.M. Murshitha**  
M.Sc. in MIT (KLN); BBA (Hons) Spl. in IS (SEUSL);  
HNDA (SLIATE); MCS (SL); SDP (EUSL)  
Senior Lecturer, Grade - II in MIT



**Dr. A. Ilmudeen**  
Ph.D majoring in Management Science &  
Engineering (HUST-PR China); M.Sc. in IS  
(SLIIT); PGD in IS (SLIIT); BBA (Hons.) Spl. in IS  
(SEUSL); HNDE (SLIATE); SDP (EUSL)  
Lecturer (Probationary) in MIT



**Ms. M.F. Rashida**  
MSc in IS (SLIIT); BBA (Hons) Spl. In IS (SEUSL);  
SDP (RUH)  
Lecturer (Probationary) in MIT



**Mr. A.J.M. Hasmy**  
M.Sc. in IT (SLIIT); B.Sc. (SEUSL); ADIT (UCSC)  
Instructor in Computer Technology, Grade – II

**2.4.3. Administrative Support Staff**

**Office of the Dean**



**Mr. S. Ramzeen**  
Management Assistant, Gr. – II



**Ms. A. Lemala**  
Management Assistant, Grade - III



**Mr. A.L. Amanullah**  
Office Machine Operator, Grade - II



**Mr.N. Arunthavarajan**  
Works Aide, Grade - III



**Mr. M.T.M. Jameem**  
Works Aide, Grade – III

**Department of Management**



**Ms. P. Rajamani**  
Management Assistant , Grade - II



**Mr.M.T. Haroon Hassan**  
Works Aide, Grade - III

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### Department of Accountancy and Finance



**Mr. M.A.A. Aazath Ali**  
Management Assistant,  
Grade – III



**Mr. C.B.M. Rizvi**  
Works Aide, Grade – III

### Department of Management and Information Technology



**Mr. G.A. Sumanasekera**  
Technical Officer, Grade, II, Seg. B



**Mr. A.M.M. Rifkey**  
Management Assistant Gr.III



**Mr. K. Kafeel Mohamed**  
Laboratory Attendant (Lower Grade)



**Mr. A.L.M. Rizan**  
Works Aide, Grade - III

### Postgraduate Unit



**Mr. A.M. Nazvi**  
Management Assistant, Gr. – III



**Mr. MS. Hameelullah**  
Works Aide, Grade – III



## **3. STUDY PROGRAMME**

### **3.1. Introduction**

The Faculty of Management and Commerce offers the following degree programs:

- a. Bachelor of Business Administration (Honors) Degree**
- b. Bachelor of Commerce (Honors) Degree**
- c. Bachelor of Science in Management and Information Technology (General) Degree**

The faculty offers a general degree programme of 3 academic years duration and special degree programme of 4 academic years duration.

The study programme is based on the semester system and an academic year comprises 2 semesters. A semester consists of 15 weeks of academic activities. Thus, a three year General Degree programme will consist of six semesters of study and Special Degree programme will consist of eight semesters of study. The academic calendar of a semester is usually as follows.

15 weeks	Academic Activities
1 week	Mid-semester Vacation
2 weeks	Study Leave
3 weeks	End-semester Examinations

#### **3.1.1. Specialisation Programme**

Students admitted to the Bachelor of Business Administration programmes can specialise in a field with strong commitment to a particular discipline, and it allows a student to pursue an in-depth study of the subject area. The following specialisation programmes are offered by the faculty:

- ✦ BBA (Specialisation in Accounting)
- ✦ BBA (Specialisation in Finance)
- ✦ BBA (Specialisation in Human Resource Management)
- ✦ BBA (Specialisation in Marketing Management)
- ✦ BBA (Specialisation in Information Systems)
- ✦ BBA (Special)

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### **3.1.2. Changing specialisation programme**

If a student wishes to change the specialisation area of the degree programme, it will be allowed only during the first months from the commencement of lectures of the specialisation programme of the semester-I of the academic year (Subject to the pre-requisites for admitting students to BBA specialisation programmes given under the section 3.6 below), a request for changing the specialisation programme shall be made on a written request to the Dean through the Head of the respective department and subject coordinator. The Late request shall not be entertained.

### **3.2. Medium of Instruction**

The medium of Instruction for BBA and B.Com. degree programme is English and Tamil whereas B.Sc. in MIT degree programmes is conducted only in English medium. The medium for BBA specialisation in Accounting, Finance, HRM, Marketing Management and Information System are conducted only in English.

#### **3.2.1. Changing the medium**

A student who wishes to change the medium of instruction should make a written request to the Dean through the Head of the department for approval of the Faculty Board before beginning of the first semester of the second year lecture programme. The Late request shall not be entertained.

### **3.3. Course Unit System**

As mentioned in section 3.1, the University academic year consists of two semesters; each semester has fifteen lecture weeks' duration. The teaching programme during each semester is divided into two segments with breaks in between. The course of studies consists of lectures, tutorials, practical works, fieldworks and seminars. During each semester, a student will attend a specified number of hours of lectures, tutorials and practical work per Course Unit.

During each semester, assignments and tutorials are assigned by the lecturers concerned and the marks scored are added with the marks obtained at the end semester examination.

A course unit lasting a full semester is 15 weeks. The contact hours per credit is fifteen hours of teaching or thirty hours of practical works/fieldwork per semester. The dissertation or project will carry six credit points. At the end of each semester, the student shall sit for one written examination per course unit he or she has offered during that semester. A student will be eligible to sit for the semester examination only if he or she has maintained at least 80% attendance of all academic activities.

### **3.4. Course Notation**

Course Notation consisting of three letters and five numbers is used to identify the Course Units. The first three letters indicate the Letter Code of the principal subject. The first digit of the five numbers indicates the Year of study. The second digit indicates the Semester. The third and fourth digits indicate the Identification Number assigned to the particular course. The last digit indicates the credit value of the course unit.

**Example: MGM 11013**

MGM	-	Field of relevance
First 1	-	Year (1 <sup>st</sup> year)
Second 1	-	Semester (1 <sup>st</sup> semester)
Third & Fourth 01	-	Subject number (01)
Fifth 3	-	Credit (3 credit course)

### **3.5. Degree Programme and Course Scheme**

In order to earn a Bachelor of Business Administration (Special) Degree, a student must complete 124 credits in four academic years, to earn a Bachelor of Commerce (Special) Degree a student must complete 124 credits in four academic years whereas to earn a Bachelor of Science in MIT, a student must complete 97 credits as tabulated below.

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<b>Name of Degree</b>	<b>Year of Study</b>	<b>Core Subjects</b>	<b>Elective Subjects</b>	<b>Total Credits</b>
BBA (Special)Degree	Level 1	32 Credits	-	124
	Level 2	34 Credits	-	
	Level 3	26 Credits	6 Credits	
	Level 4	26 Credits	-	
B.Com (Special)Degree	Level 1	29 Credits	-	124
	Level 2	33 Credits	-	
	Level 3	36 Credits	-	
	Level 4	26 Credits	-	
B.Sc. in MIT (General)Degree	Level 1	35 Credits	-	97
	Level 2	34 Credits	-	
	Level 3	28 Credits	-	

### **3.6. Pre-Requisites for Admitting Students to BBA Specialisation Programmes**

Students are admitted to follow Specialisation Programme at the beginning of the third year of their studies. The admission to the above course will be given based on the performance of the students in specific course units of First and Second years, and the availability of places for the courses of study. Any student who wishes to follow a Specialisation programme should apply for it. The minimum requirements for Selection to Specialisation Programmes are given below.

- o Should have obtained a GPA of not less than 3.0 (B or higher grade) for the required course units specified for a particular specialisation programme, and;
- o Should have obtained a GPA of not less than 2.3 (C+ or higher grade) in General English - I, or General English - II or Business Communication in the First or Second year.
- o If there are more applicants than the maximum number to be admitted to a specialisation program, students will be selected in the descending order of the GPA until the quota is filled. The maximum ceiling for specialisation will be decided based on the demand and the facilities in the faculty. Students have to indicate their order of preference in respect of all five areas of specialisation.

### 3.6.1. Required course units for the selection of Specialisation Programme

Specialisation Programme	Course Unit
Finance	FIM 22013 - Financial Management
Accounting	ACM 12013 - Financial Accounting
Human Resource Management	HRM 22023 - Human Resource Management
Marketing Management	MKM 22013 - Marketing Management
Information Systems	ISM 12023 - Computer Literacy and Applications

***For example:***

Those students who have scored a minimum GPA of 3.0 (“B” or higher grade) in Marketing Management and a minimum GPA of 2.3 (“C+” or higher grade) in General English - I, or General English - II or Business Communication will be admitted to pursue specialisation programme in Marketing Management.

### 3.7. Core and Elective Course Units

The students are required to complete course units that are compulsory for a given degree programme. All the course units in the first two years of the common programme are Core Course Units and in the third year of the study programme, apart from the Core Course Units, students have to choose a course unit out of two Elective Course Units. An Elective Course Unit may be from any approved area of study, other than the core course units. All special degree programs require a minimum of six credit points of Elective Course Units.

For example, for the BBA Finance Specialisation programme, *ACM 31053 Advanced Financial Accounting* is a Core Course Unit, and *ACM 31083 Taxation and ACM 31043 Computer Application for Accounting* are Elective Course Units, where a student may select only one of the two elective course units.

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### 3.8. List of Course Units

#### 3.8.1. BBA Special Degree programmes (Two years common programme)

##### Year - I, Semester - I

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
ELM 11012	General English - I	60	2	100
ISM 11013	Information & Communication Technology	45	3	150
MGM 11013	Mathematics for Business	45	3	150
BEM 11013	Micro Economics	45	3	150
MGM 11023	Principles of Management	45	3	150
MGM 11032	Psychology for Life	30	2	100
<b>Auxiliary Course Units</b>				
SLA 11012	Sinhala Language - I	30	2	100
TLA 11012	Tamil Language - I	30	2	100

##### Year - I, Semester - II

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
ELM 12022	General English - II	60	2	100
ISM 12023	Computer Literacy and Applications	45	3	150
MGM 12043	Business Statistics	45	3	150
BEM 12023	Macro Economics	45	3	150
MGM 12052	Career Guidance & Development - I	30	2	100
ACM 12013	Financial Accounting	45	3	150
<b>Auxiliary Course Units</b>				
SLA 12022	Sinhala Language - II	30	2	100
TLA 12022	Tamil Language - II	30	2	100

Auxiliary course units are not considering for the GPA calculation

SLA 11012 and SLA 12022- for Tamil Speaking Students

TLA 11012 and TLA 12022 - for Sinhala Speaking Students

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**Year - II, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MGM 21062	Introduction to Tourism & Hospitality Management	30	2	100
MGM 21072	Ethnic Cohesion and Peace Building	30	2	100
ACM 21023	Cost Accounting	45	3	150
HRM 21013	Organizational Behavior	45	3	150
ISM 21033	Management Information Systems	45	3	150
MGM 21082	Commercial and Industrial Law	30	2	100
MGM 21092	Business Communication	30	2	100

**Year - II, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MGM 22103	Operations Management	45	3	150
MKM 22013	Marketing Management	45	3	150
FIM 22013	Financial Management	45	3	150
HRM 22023	Human Resource Management	45	3	150
MGM 22112	Entrepreneurial Development	30	2	100
ACM 22033	Management Accounting	45	3	150

**BBA Finance Specialisation Programme (Third year onwards)****Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
ACM 31053	Advanced Financial Accounting	45	3	150
MGM 31123	Quantitative Techniques for Management	45	3	150
FIM 31023	International Finance	45	3	150
FIM 31033	Advanced Corporate Finance	45	3	150
<b>Elective Course Units</b>				
ACM 31083	Taxation	45	3	150
ACM 31043	Computer Applications for Accounting	45	3	150

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### **Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
BEM 32043	Business Economics	45	3	150
FIM 32043	Bank Management	45	3	150
FIM 32053	Financial Reporting	45	3	150
FIM 32083	Valuation Theory and Applications	45	3	150
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
ISM 32073	Statistical Analysis for Management	45	3	150
MGM 32153	Small Business Management & Entrepreneurship	45	3	150

### **Year - IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
ACM 41113	Public Accounting and Finance	45	3	150
FIM 41063	Investment Analysis and Portfolio Management	45	3	150
FIM 41073	Financial Statement Analysis	45	3	150
MGM 41163	Strategic Management	45	3	150
ISM 41113	E-Commerce	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

### **Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation	-	6	600

\* Minimum 200 Training hours



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**BBA Accounting Specialisation Programme (Third year onwards)****Year - III, Semester - I**

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
<b>Core Course Units</b>				
ACM 31053	Advanced Financial Accounting	45	3	150
ACM 31073	Auditing	45	3	150
ACM 31083	Taxation	45	3	150
MGM 31123	Quantitative Techniques for Management	45	3	150
<b>Elective Course Units</b>				
ISM 31043	Computer Software and Applications	45	3	150
ACM 31043	Computer Applications for Accounting	45	3	150

**Year - III, Semester - II**

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
<b>Core Course Units</b>				
ACM 32093	Computerized Accounting System	45	3	150
ACM 32103	Accounting Theory and Standard	45	3	150
FIM 32053	Financial Reporting	45	3	150
ACM 32123	Strategic Management Accounting	45	3	150
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
BEM 32043	Business Economics	45	3	150
ISM 32073	Statistical Analysis for Management	45	3	150

**Year- IV, Semester - I**

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
ACM 41113	Public Accounting and Finance	45	3	150
FIM 41063	Investment Analysis and Portfolio Management	45	3	150
MGM 41163	Strategic Management	45	3	150
ISM 41113	E-Commerce	45	3	150
FIM 41073	Financial Statements Analysis	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

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### **Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation		6	600

\* Minimum 200 Training hours

### **BBA Information Systems Specialisation Programme**

(Third year onwards)

### **Year- III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
ISM 31043	Computer Software and Applications	45	3	150
ISM 31053	System Analysis and Design	45	3	150
ISM 31063	Visual Programming	45	3	150
MGM 31123	Quantitative Techniques for Management	45	3	150
<b>Elective Course Units</b>				
ACM 31053	Advanced Financial Accounting	45	3	150
ACM 31043	Computer Applications for Accounting	45	3	150

### **Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
ISM 32083	Mathematical Programming	45	3	150
ISM 32073	Statistical Analysis for Management	45	3	150
ISM 32093	Database Design and Development	45	3	150
ISM 32103	Web Based Applications	45	3	150
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
ISM 32153	Information Technology Management	45	3	150
BEM 32043	Business Economics	45	3	150

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**Year- IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
ISM 41123	Software Engineering	45	3	150
ISM 41133	Information and Communication Network	45	3	150
ISM 41143	Advanced Relational Database Management System	45	3	150
ISM 41113	E-Commerce	45	3	150
MGM 41163	Strategic Management	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

**Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation/ Project Report		6	600

\* Minimum 200 Training hours

**BBA Human Resource Management Specialisation Programme  
(Third year onwards)****Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
BEM 31033	Labour Economics	45	3	150
HRM 31033	Labour Law and Industrial Relations	45	3	150
HRM 31043	Human Resource Planning and Staffing	45	3	150
MGM 31123	Quantitative Techniques for Management	45	3	150
<b>Elective Course Units</b>				
ACM 31053	Advanced Financial Accounting	45	3	150
ACM 31043	Computer Applications for Accounting	45	3	150

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### **Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
HRM 32053	Human Resource Development	45	3	150
HRM 32063	Performance Appraisal	45	3	150
HRM 32073	Management of Employee Health and Safety	45	3	150
HRM 32083	Compensation Management	45	3	150
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
ISM 32073	Statistical Analysis for Management	45	3	150
BEM 32043	Business Economics	45	3	150

### **Year - IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
HRM 41093	International Human Resource Management	45	3	150
HRM 41103	Work Psychology and Counseling	45	3	150
HRM 41113	Human Relations	45	3	150
MGM 41163	Strategic Management	45	3	150
HRM 41123	Total Quality and Human Resources	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

### **Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation		6	600

\* Minimum 200 Training hours

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**BBA Marketing Specialisation Programme (Third year onwards)****Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
MKM 31023	Marketing Environment	45	3	150
MKM 31033	Marketing Research and Information System	45	3	150
MKM 31043	Business to Business and Service Marketing	45	3	150
MGM 31123	Quantitative Techniques for Management	45	3	150
<b>Elective Course Units</b>				
ACM 31053	Advanced Financial Accounting	45	3	150
ACM 31073	Auditing	45	3	150

**Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
MKM 32052	Consumer Behaviour	30	2	100
MKM 32062	Brand Management	30	2	100
ISM 32073	Statistical Analysis for Management	45	3	150
MKM 32073	Sales Management	45	3	150
MKM 32112	Strategic Marketing Management	30	2	100
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
BEM 32043	Business Economics	45	3	150
MGM 32153	Small Business Management & Entrepreneurship	45	3	150

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### **Year - IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MKM 41083	Public Relations and Customer Relationship Management	45	3	150
MKM 41093	Marketing Communication Strategy	45	3	150
MKM 41103	International Marketing	45	3	150
ISM 41113	E-Commerce	45	3	150
MGM 41163	Strategic Management	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

### **Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation		6	600

\* Minimum 200 Training hours

## **BBA (Special) Degree Programme (Third year onwards)**

### **Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
MGM 31123	Quantitative Techniques for Management	45	3	150
ACM 31053	Advanced Financial Accounting	45	3	150
ACM 31073	Auditing	45	3	150
ACM 31083	Taxation	45	3	150
<b>Elective Course Units</b>				
ACM 31043	Computer Applications for Accounting	45	3	150
ISM 31043	Computer Software and Applications	45	3	150

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**Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
<b>Core Course Units</b>				
MGM 32133	Total Quality Management	45	3	150
BEM 32043	Business Economics	45	3	150
MGM 32153	Small Business Management & Entrepreneurship	45	3	150
MGM 32193	Contemporary Issues in Management	45	3	150
REM 32012	Research Methodology	30	2	100
<b>Elective Course Units</b>				
FIM 32043	Bank Management	45	3	150
ACM 32093	Computerized Accounting System	45	3	150

**Year - IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
FIM 41063	Investment Analysis and Portfolio Management	45	3	150
ISM 41113	E-Commerce	45	3	150
MGM 41163	Strategic Management	45	3	150
MGM 41173	Project Management	45	3	150
MGM 41183	Organizational Change and Development	45	3	150
MGM 41202	Business Ethics & Etiquettes	30	2	100
MGM 41211	Career Guidance & Development - II	15	1	50

**Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
REM 42026	Dissertation		6	600

\* Minimum 200 Training hours

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### 3.8.2. B.Com. Special Degree programmes

#### Year - I, Semester - I

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
<b>Core Course Units</b>				
ELC 11012	General English - I	60	2	100
ITC 11013	Information Communication Technology	45	3	150
DSC 11013	Business Mathematics	45	3	150
BEC 11013	Micro Economics	45	3	150
BMG 11013	Principles of Management	45	3	150
<b>Auxiliary Course Units</b>				
SLA 11012	Sinhala Language - I	30	2	100
TLA 11012	Tamil Language - I	30	2	100

#### Year - I, Semester - II

Course Code	Title of Course Units	Contact Hours	Credit Points	Notional Learning Hrs.
<b>Core Course Units</b>				
ELC 12022	General English - II	60	2	100
ITC 12023	Computer Software and Application	45	3	150
DSC 12023	Business Statistics	45	3	150
BEC 12023	Macro Economics	45	3	150
ACC 12013	Financial Accounting Fundamentals	45	3	150
COM 12011	Career Development - I	15	1	50
<b>Auxiliary Course Units</b>				
SLA 12022	Sinhala Language - II	30	2	100
TLA 12022	Tamil Language - II	30	2	100

Auxiliary course units are not considering for the GPA calculation

SLA 11012 and SLA 12022- for Tamil Speaking Students

TLA 11012 and TLA 12022 - for Sinhala Speaking Students



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**Year - II, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
COM 21022	Tourism Management	30	2	100
COM 21032	Ethnic Cohesion and Peace Building	30	2	100
ELC 21033	Business English	45	3	150
ACC 21023	Cost Accounting	45	3	150
ACC 21033	Accounting Theory & Standard	45	3	150
COM 21042	Political and Social Economic Development	30	2	100
COM 21101	Social Psychology	15	1	50

**Year - II, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
ACC 22043	Management Accounting	45	3	150
MKM 22013	Principles of Marketing Management	45	3	150
FIN 22013	Fundamentals of Corporate Finance	45	3	150
BMG 22023	Managing People and Organizations Management	45	3	150
COM 22053	Commercial Law and Corporate Law	45	3	150
COM 22062	Career Development - II	30	2	100

**Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
DSC 31033	Management Science Application	45	3	150
ACC 31053	Audit and Assurance	45	3	150
ACC 31063	Taxation	45	3	150
ITC 31033	Accounting Information System	45	3	150
COM 31073	Organizational Communication	45	3	150
ACC 31073	Advanced Financial Accounting and Reporting	45	3	150

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### **Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
COM 32082	Data Analysis with Computer Application	30	2	100
COM 32093	Operations Management for Competitive Advantage	45	3	150
BEC 32032	Economic Analysis for Managers	30	2	100
ITC 32043	Enterprise Resource Planning	45	3	150
COM 32113	Small Business Management & Entrepreneurship	45	3	150
FIN 32033	Financial Services Institutions	45	3	150
COM 32122	Business Research Methodology	30	2	100

### **Year - IV, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
FIN 41023	Investment and Portfolio Management	45	3	150
ACC 41103	Strategic Management Accounting	45	3	150
ACC 41123	Public Accounting and Finance	45	3	150
COM 41133	International Environment of Business	45	3	150
COM 41143	E-Commerce	45	3	150
BMG 41023	Strategic Business Management	45	3	150

### **Year - IV, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
INT 42002	Industrial Training	-	2	200*
COM 42156	Dissertation	-	6	600

\* Minimum 200 Training hours

**3.8.3. B.Sc. in MIT General Degree programmes****Year - I, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 11013	Principles of Management	45	3	150
MIT 11023	Introduction to Information Technology	45	3	150
MIT 11033	Computer Applications for Office Environment	45	3	150
MIT 11043	Mathematics and Statistics for IT	45	3	150
MIT 11053	Fundamental of Programming	45	3	150
MIT 11063	English for IT	45	3	150
<b>Auxiliary Course Units</b>				
SLA 11012	Sinhala Language – I	30	2	100
TLA 11012	Tamil Language – I	30	2	100

**Year - I, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 12013	Entrepreneurship & Small Business Management	45	3	150
MIT 12023	Business Economics	45	3	150
MIT 12033	Marketing Management	45	3	150
MIT 12043	System Analysis and Design	45	3	150
MIT 12052	Fundamentals of Financial Accounting	30	2	100
MIT 12063	Database Design & Development	45	3	150
<b>Auxiliary Course Units</b>				
SLA 12022	Sinhala Language – II	30	2	100
TLA 12022	Tamil Language – II	30	2	100

Auxiliary course units are not considering for the GPA calculation

SLA 11012 and SLA 12022 - for Tamil Speaking Students

TLA 11012 and TLA 12022 - for Sinhala Speaking Students

**Year - II, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 21013	Human Resources Management	45	3	150

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MIT 21023	Information Technology for Management	45	3	150
MIT 21033	Computer Networks and Systems Administration	45	3	150
MIT 21043	Social & Professional Issues in IT	45	3	150
MIT 21053	Business Communication	45	3	150
MIT 21062	Computer Application for Accounting	30	2	100

### **Year - II, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 22013	Quantitative Techniques for Management	45	3	150
MIT 22023	Management Information Systems	45	3	150
MIT 22033	Visual Programming	45	3	150
MIT 22043	Web Application Development	45	3	150
MIT 22053	Java Components and Technologies	45	3	150
MIT 22062	Human Computer Interactions	30	2	100

### **Year - III, Semester - I**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 31013	Operations Management	45	3	150
MIT 31023	Software Project Management	45	3	150
MIT 31033	Information Systems Security	45	3	150
MIT 31043	Software Engineering	45	3	150
MIT 31053	E-Commerce	45	3	150
MIT 31063	Strategic Management	45	3	150
MIT 31072	Integrative Programming and Technologies	30	2	100

### **Year - III, Semester - II**

<b>Course Code</b>	<b>Title of Course Units</b>	<b>Contact Hours</b>	<b>Credit Points</b>	<b>Notional Learning Hrs.</b>
MIT 32032	Industrial Training		2	200*
MIT 32046	Software Development Project		6	600

\* Minimum 200 Training hours

## **3.9. Course Units and Detail Syllabi**

### **3.9.1. BBA Special Degree programmes**

#### **ELM 11012 - GENERAL ENGLISH - I**

The overall aims are that the students should produce and be able to correct sentences so as to indicate control of the structures. They should be able to read and understand narrative and descriptive passages up to a vocabulary of 3,000 words at an average reading speed of 200 wpm. Students should be able to communicate confidently in English. They should be able to write narratives and descriptions clearly and succinctly, and present and develop arguments coherently and concisely. They should be able to write letters, memos, messages, notices, reports etc.

**The course contents:** Grammar-Sentence Structure, Word Classes, Articles, Tense; Reading - Extracts from texts, Stories/Poems, Sales Literature, Catalogues, Bibliographies, Indexes, Dictionaries, Encyclopedias; Writing - Maintaining a Diary, Routine, Description of People, places, objects, Expanding Sentences, Paragraph Writing, Relaying Telephone Messages, Filling Forms, Informal Letters, Formal Letters, Short Reports; Oral & Listening - Describing people, places, objects, Narrating Stories, Interpreting a Table, Presenting facts, data, and information, Describing one's experience, Enacting a dialogue, Enacting a telephone conversation, Listening to short / long conversations, Listening to mini talk/ lecture.

#### **ISM 11013 - INFORMATION & COMMUNICATION TECHNOLOGY**

The objective of this course is to make the students aware of the importance of the ICT and giving basic understanding of concepts and applications of ICT.

**The outcomes of this course unit are to:** Understand what are ICT and its application in day to day life, Understand Computers and its classifications, Understand Input, Output, storage devices, and Software and its classifications, Understand Computer networks, internet, and worldwide web, Understand potential career opportunities in IT.

#### **MGM 11013 - MATHEMATICS FOR BUSINESS**

The objective of this course is to provide an understanding in Business Mathematics and to provide adequate knowledge in this field required for having skill in Problem Solving in day-to-day life in the Modern World. It is also relevant to the Social needs and applicable to decision making situation in Business Management.

**The course contents:** Indices; Logarithms; Solutions of Quadratic & Simultaneous Equation; Functions of Graphs; Arithmetic & Geometric Progression; Simple & Compound Interest; Elementary Trigonometry; Sets; Calculus; Matrix Algebra.

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### **BEM 11013 - MICRO ECONOMICS**

The objective of this course is to introduce micro economic theory with some policy applications. This course will provide some basic understanding of microeconomics to students. This course mainly concentrates to establish fundamental ideas of economics to students.

**The course contents:** Introduction to Micro Economics; Ordinal and Cardinal Theories of Consumer Behaviour; Revealed Preference Theory; Theory of Production; Analysis of Costs of Production; Market Structures and Business Decisions including Perfect Competition; Monopoly; Monopolistic Competition; Oligopoly and Duopoly.

### **MGM 11023 - PRINCIPLES OF MANAGEMENT**

The objective of the course unit is to provide the theoretical as well as the practical knowledge about Management. The main outcome of this course is to enlighten the students' knowledge and skills in fundamentals of Management and Entrepreneurial Skills.

**The course contents:** General Management: Introductory Concepts, Organizational Planning, Organizing for Efficiency, Staffing: Management of Human Resources, The Directing Function, Principles of Controlling and Case Studies in Management.

### **MGM 11032 - PSYCHOLOGY FOR LIFE**

The objective of the course unit is to provide the students to realize and understand themselves and their environment; to identify difficulties in their lives; analyze alternative options to their problems; chose suitable options for their problems.

**The Course contents:** General Psychology; Introduction to Psychology, Understanding human behaviour through "body Language", Personality structure, Learning, Emotions, perception. Development Psychology; Introduction to development psychology, concepts of development psychology, Development psychology and Psychological problems in the developmental phase. Social Psychology; Introduction to social psychology, Psychological view of the society, Social interaction and group behaviour, Socialization and social attitude.

### **SLA 11012 - SINHALA LANGUAGE - I (FOR TAMIL SPEAKING STUDENTS)**

This course unit provides the Sinhala Language knowledge for the Tamil speaking students and gets the Sinhala Language Fluency for easy communication.

**The Course contents:** Introduction of the alphabet and letter formation, Recognizing the difference between the two languages comparatively, Studying the changes occurring in the formation of letters when combining vowels with consonants and learning their correct usage, Studying the subject verb agreement, Studying the

classification of nouns, Verbs and their classifications, Prepositions and their correct usage, Studying the common Affixes in Sinhala language, The “case”, and Terminology used in the subject of Commerce and Management.

**TLA 11012 - TAMIL LANGUAGE - I (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce Tamil Language at a basic level, to give the knowledge about the basic Tamil Grammar and to develop listening, speaking, reading and writing skills in Tamil.

**The Course Contents:** Introduce Tamil Alphabet and Get Practice to Write the Letters, Vowels and Consonants, Use the Alphabet and Construct Simple Words, Introduce Nouns and Verbs, Tenses and Get Students to Practice Basic Reading, Reading and Writing Exercises and Practical Works.

**ELM 12022 - GENERAL ENGLISH - II**

The overall aims are that the students should produce and be able to correct sentences so as to indicate control of the structures. They should be able to read and understand narrative and descriptive passages up to a vocabulary of 3,000 words at an average reading speed of 200 wpm. Students should be able to communicate confidently in English They should be able to write narratives and descriptions clearly and succinctly, and present and develop arguments coherently and concisely, and they should be able to write letters, memos, messages, notices, reports etc.

**The Course Contents:** Grammar - Tenses (contd.), Passive Sentences, Modal verbs, Revision; Reading - Selected Passages, Pamphlets / brochures, Stories/ Poems; Writing- Interpreting Tables, Short account of one’s experience, Invitation, Notice, Personal notes/ messages, Rules/ Instruction, Writing from outlines, Writing a story, Informal and Formal letters, Short reports; Oral & Listening - Picture description, Interpreting charts, Narrating one’s experience, Interview, Reporting events, incidents, Enacting dialogues, Enacting telephone conversations, Listening to short/ long conversations, Listening to mini talk / lecture.

**ISM 12023 - COMPUTER LITERACY AND APPLICATIONS**

The outcomes of this course unit are to: Understand how to operate operating system and able to work with operating system environment, Understand and work with word processing application, Understand and work with spreadsheet environment, Able to prepare effective PowerPoint Presentations, Understand the concept of database and able to create and work with database environment, Able to work with graphic designing packages.

**The Course contents:** Operating System, Microsoft Word, Microsoft Excel, Micro soft Power point, Micro Soft Access, Adobe Photo shop.

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### **MGM 12043 - BUSINESS STATISTICS**

The objective of this course is to provide a basic understanding in statistical methods, which are useful tools for analytical purposes; it is also applicable for logical reasoning to make decisions, forecasts in Business activities for the purpose.

**The Course contents:** Introduction to the Types of Data and Data Collection; Data Presentation Methods; Measure of Central Tendency; Measures of Variability; Probability; Permutation and Combination; Random Variable Sampling Theory; Sampling Distribution; Estimation; Hypothesis Testing; Correlation and Regression. Times Series, Index Numbers and Quality Controls.

### **BEM 12023 - MACRO ECONOMICS**

The objective of this course is to introduce macro economic theory with some policy applications. This course will provide some basic understanding of macroeconomics to students. This course mainly concentrates to establish fundamental ideas of economics to students.

**The Course contents:** Introduction to Macro Economics; Macro Economics Objectives; Macro Economic Variables; Keynesian Revolution; Macro Economics Schools of Thoughts; Consumption Function; Saving Function; Investment Function; The Circular Flow of Income and Expenditure; National Income Determination and Multiple Analysis; Quantity Theories of Money; Inflation and Unemployment; Introduction to IS-LM Analysis.

### **MGM 12052 - CAREER GUIDANCE & DEVELOPMENT - I**

The objective of this course is designed to impart basic skills needed for successful knowledge acquisition and developing effective relationships and attitudes usable during the subsequent years in the university, and also provide a broad understanding of how organization functions and consolidates the knowledge and adds new skills and knowledge needed to prepare the student for a career in a chosen sector.

**The course contents:** Introduction to Career development: Taking personal responsibility for self-development; self-driven and life- long nature of career development; using motivated behavior for future success; Current and emerging trends in the local and overseas job markets for graduates; Forces driving the new economy and ways to capitalize on available opportunities, Making the best of opportunities, available to university students within and outside the campus for career development, Effective transition from school to the university, Effective study skills and motivated goal- directed learning, Personal organization and life management; Time management; Managing stress and handling interpersonal conflicts; Achieving and balance between mind, body and spirit, Programming for future success: Personal SWOT analysis; Developing a personal vision; Goal setting, this part of the course imparts



Understanding organizations and how they function: Roles and functions of managers; Understanding management styles and getting along with your supervisor; Organizational culture/ climate, Understanding leadership and its role in modern organizations, Understanding effective team work: Synergy; Resolving team conflict, The concept of emotional intelligence

**ACM 12013 - FINANCIAL ACCOUNTING**

The objective of this course is to provide the knowledge required for the understanding of basic accounting process and preparation of financial accounts, and to provide a more comprehensive knowledge of financial; accounting such as companies' accounts and other related accounts.

**The Course contents:** Contract accounts, Cash flow statement, Accounting for lease, Investment accounts, Container accounts, Depreciation accounts, Company accounts, Share issue, Shares redemption, Preference shares, Debentures issues, Preparation of financial statements.

**SLA 12022 - SINHALA LANGUAGE - II (FOR TAMIL SPEAKING STUDENTS)**

This course unit provides the Advance Sinhala Language knowledge for the Tamil speaking students and gets the Sinhala Language Fluency for easy communication.

**The Course contents:** Kinds of letters of alphabet and their phonological birth when articulation(Place of Articulation),Techniques of writing and cursive writing, Alphabetical order, Difference of pronunciation in K-k and,-<, The case in detailed learning, The noun phrases of common usage, The adjectives, Adverbs and modifiers of nouns, The sentence Structures, Conjugations of subject, Verb and object, Direct and indirect speech, Active and passive voice constructions, Punctuation Marks, Practical Writing, Creative writing, Usage of glossary / terminology.

**TLA 12022 - TAMIL LANGUAGE - II (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce the Tamil Language at advance level, to give the knowledge about the advance Tamil Grammar, to develop advance reading and writing skills in Tamil.

**The Course contents:** Advance Tamil Grammar, Basic paragraph and Essay Writing, Letter writing: Formal, Informal, Filling Application Forms, and Practical Tamil Language Use Introduction to Basic Tamil Grammar.

**MGM 21062 - INTRODUCTION TO TOURISM & HOSPITALITY MANAGEMENT**

The objective of this course is to introduce the students to the realities about tourism

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and its impact on economic, social, cultural and physical environment; to understand the aspects of the development and operation of tourism and provide students the basic knowledge and skills required for an effective approach to development and control of the tourism sector.

**The Course contents:** Introduction to Tourism, Defining Tourism, Tourism Terminologies , Nature and Scope of Tourism, Importance of Tourism, Current State of Tourism & Tourist Industry , Basic component of Tourism, Courses for growth of Tourism , Motivation of Tourism, Types of Tourism, Tourism products , specificity of Tourism products , Tourism Attraction and Resources in Sri Lanka, Tourism Zones in Sri Lanka, Impacts of Tourism, Tours and Travel Agency operation , Introduction to Hospitality Industry , Classification of Hotels Hotel and other types of Lodging, Hotel Organization and major department.

### **MGM 21072 - ETHNIC COHESION AND PEACE BUILDING**

The objective of the course is to explore theories and application that are related to social harmony, conflict and peace. This course will therefore mold the students, attitudes and behaviors in order to live in harmony.

**The Course contents:** Introduction to Social Harmony and Peace Building, Religions and Social Harmony, History, Conflict and Peace Issues in Sri Lanka, Contemporary Conflict and Peace Issues in other Countries, Perception and Prejudice, Conflict Analysis, Mediation, Negotiation, Peace Building, Peace Movements, Gender Issues, Working Place Conflict, Human Rights and International Organization.

### **ACM 21023 - COST ACCOUNTING**

The objective of this course is to provide the students with an in-depth knowledge and understanding of the principles and techniques of costing and their application to the needs of different form of organizations.

**The Course contents:** Introduction to Business Finance & Decision Making, Elements of cost (Material cost, Labour cost, Overhead cost) Costing methods, Break - even analysis, Margined costing, Decision making about alternatives, Process costing, Activity based costing.

### **HRM 21013 - ORGANIZATIONAL BEHAVIOR**

The objective of the course is to provide a conceptual and practical knowledge in understanding prediction and control of human behavior in organization with a view to achieve organizational goals effectively and efficiently.

**The Course contents:** What is Organizational Behavior; Foundation of Individual Behavior; Perception and Individual Decision Making; Values; Attitudes; and Job Satisfaction; Basic Motivation Concepts; Motivation from Concepts to Application;

Foundations of Group Behavior; Understanding Work Teams; Communication; Leadership; Power and Politics; Conflict, Negotiation and Inter Group Behavior; Foundation of Organization Structure; Work Design; Human Resource Policies and Practices; Organizational Culture.

**ISM 21033 - MANAGEMENT INFORMATION SYSTEMS**

The objective of the course is to make the students aware of the importance of Information Technology in managerial decision – making. Aspects of major concern are conceptual foundation of information system and information systems development.

**The Course contents:** Information System and Management Information System, Information System Concepts and Fundamentals, Information Requirements for Modern Data Collection, Designing Information Outputs: A User Orientation; An Overview of Modern Data Processing Resources and Methods of Processing; An Introduction to Computer Hardware and Software; Input, Output Devices, Storage Media, Computer Processing and Data Transmission, Principles of Programming, Elements of Software Development; System Analysis; System Fundamentals, General System Design and Detail System Design and System Evaluation, System Implementation, Control of an Implemented System; Feedback Loops and Timing of Control Actions; Types of Control Systems; Data Base Management System; Data Base Concept, Coding Sorting, and Searching Data, Types of Data Organization - Physical and Logical; File Storage and Processing Considerations; Behavioural Aspects of Information Technology; Levels of Management and Information Systems, Ethics in Information System; E-Business and Its Impacts in Information System; An Introduction to Accounting Information System; Computerized Accounting System.

**MGM 21082 - COMMERCIAL AND INDUSTRIAL LAW**

The aim of this course of study is to familiarize the students with fundamentals of law, the legal system of Sri Lanka and the substantive areas of law pertaining to business and industrial relations.

The course of study incorporates Introduction to Laws; Source of law, Introduction to the Legal System of Sri Lanka, Court System of Sri Lanka, Law of Contract; Nature of Contracts, Formation of Contract, Form of Contract, Capacity to Contract, Reality of Contract: Void, Voidable, Unenforceable Contracts and Mistake, Misinterpretation Undue Influence and Duress, Discharge of Contract, Breach of Contract and Remedies, Law of Agency; Formation and Termination of Agency, Rights and Duties between Principal and Agent, Relationship with third Parties, Sale of Goods, Form and Subject matter of the contract , Condition and Warranties, Title to Goods, Rights of Buyer and Seller, Hire Purchase, Law of Partnership, Creation of Partnership and Its Name, Relations of Partners & with third parties, Change of Partners, Dissolution of Partnership, Industrial Law; Industrial and Labour Legislation, Collective Bargaining (Its Scope and Relevance) Conciliation and Arbitration; Payments of Gratuity; Workmen's

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Compensation; Factory Legislation.

### **MGM 21092 - BUSINESS COMMUNICATION**

The objective of this course is to teach effective communication skills vital for success in business.

**The Course contents:** An overview of Communication in Business; The Nature and Implications, The Process of Communication, The Communication Barriers; Strategies for Written Communication; Business Letters, Memorandum, Circulars, Direct Marketing Letters and Briefs, Reports, Press Releases, Advertising and Tele sales Scripts, Job Descriptions and Advertisements; Strategies for Oral Communication: Listening, Non Verbal Communication, Presentation and Speeches, Visual Communication & Statistical Information, Effective Use of Telephone; Career Strategies; Self-Assessment, Strategies in Getting Interview, Job interview, Interviewing and Interviewer; Strategies for Today's Business Climate and Information Technology; Word Processing and Data Based Documents, Electronic Media, Power Point Presentation.

### **MGM 22103 - OPERATIONS MANAGEMENT**

The objective of this course is to provide the operations management basis needed to meet managerial challenges of today's business environment.

**The Course contents:** Introduction to Operations Management; Meeting the competitive challenge in operation; Product Design & Process Selection; Forecasting; Capacity & Facility Planning; Layout Planning; Job Design & Work Measurements; Scheduling & Aggregate Production Planning; Inventory Control Applications; Material Requirement Planning; Material Management & Purchasing; Managing for Quality; Just in Time Production Systems; Conversion Process in Change & Business Process Reengineering.

### **MKM 22013 - MARKETING MANAGEMENT**

The objective of this course is to provide the students with an understanding of the fundamental aspects of marketing with its development and its changing role within a variety of organizations.

**The Course contents:** The nature and scope of marketing; The marketing environment; Strategic Planning; Marketing Information System; Market Segmentation and Target Market Strategies; Consumer Buying Behaviour; Product Decision; Pricing Decision; Distribution Channels and Logistic Management Integrated Marketing Communication Strategy; Advertising, Sales Promotion and Public Relations; Personnel Selling and Sales Management; Service Marketing; The Global Market Place.

**FIM 22013 - FINANCIAL MANAGEMENT**

This course aims to provide students with an understating of financial management of corporate organization. The course will also equip students with conceptual and analytical skills, and knowledge of different financial tools necessary to make sound financial decisions. And students will be exposed to key financial issues faced by financial managers of corporations.

**The Course contents:** Corporate Objectives and the Role of Financial Management, Capital market: An Overview, The Time Value of Money, The Valuation of Long-Term Securities, Cost of capital, Risk and Return, Financial and Profit Analysis; Analysis of Financial Statements: Fund and Cash flow Analysis, Ratio Analysis, Operating and Financial Leverage: Cost-Volume-Profit Analysis, Capital Budgeting; Alternative investment Criteria, Capital Budgeting Techniques, Working Capital Management; Accounts receivable management, Inventory Management, Short term financing, Capital Structure and Dividend Policy and Intermediate and Long term financing.

**HRM 22023 - HUMAN RESOURCE MANAGEMENT**

The objective of this course is to improve the students' knowledge of the different functions of Human Resource Management. This course stresses the importance of Human Resource Management for a typical business organization. Students will get an opportunity to learn to systematically organize human resource function in an organization.

**The Course contents:** Human Resource Management and the Effects of Environmental Changes on Organizational Culture and Structure; The Effect of Technological Changes on Quality and Quantity of Manpower Needs, Human Resource Problems, Reward of Human Resource Management Instrument (Manpower Planning Performance Appraisal, Compensation Systems), Assessment and Development of the Quality of Human Resource. Selection, Recruitment, Training of Human Resources.

**MGM 22112 - ENTREPRENEURIAL DEVELOPMENT**

The aim of the course is to provide the students with the theoretical and practical knowledge of the entrepreneurial development and its related issues that will enable the students to manage and entrepreneurship.

**The Course contents:** Introduction to entrepreneurial development, Historical perspective of entrepreneurship, Economic social contribution of entrepreneurship, Factors influencing entrepreneurship development, Entrepreneurship innovation: Types of entrepreneurship Innovation, Innovative process, Microfinance and entrepreneurship development, Entrepreneurial personality and Entrepreneurial qualities, Entrepreneurial culture: Introduction to entrepreneurial culture, Entrepreneurship and Lankan Cultural needs, Introduction to Feasibility Analysis and Business planning, Management practices in entrepreneurship development.

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### **ACM 22033 - MANAGEMENT ACCOUNTING**

The objective of this course is to develop analytical and critical knowledge in Management accounting and enhance the abilities in Management decision relating to planning, control and cost allocation with the help of management accounting data.

**The Course contents:** Introduction to Management accounting information, Management process and accounting, Managerial accounting techniques for decision making, Budgetary control, Flexible, Fixed, Standard costing and variance analysis, Capital budgeting, Performance measurement, Managerial accounting and external reporting, Analysis of financial statement.

### **ACM 31053 - ADVANCED FINANCIAL ACCOUNTING**

The objective of this course is to provide the knowledge required for the understanding of Advanced Accounting Process and Preparation of Final Accounts and to provide a comprehensive knowledge of company accounts, consolidated accounts and branch accounts and to develop skills needed to understand and prepare various financial statements.

**The Course contents:** Accounting for Reduction of Capital, Reconstruction and Reorganization, Amalgamation of Companies, Liquidation of Companies; Hire Purchase Accounts; Use of Computers in Accounting; Consolidated Accounts: Holding Company, Subsidiary Company, Sub Subsidiary Company, Associate, Investment Accounting; Branch Accounts: Local Branch and Foreign Branch.

### **MGM 31123 - QUANTITATIVE TECHNIQUES FOR MANAGEMENT**

This course is designed to equip the students with knowledge and skills in quantitative techniques that will enable them to analyse problems for more effective decision making and obtaining better results.

**The Course contents:** Introduction; Linear programming; Transportation Problem and Assignment Problem; Network Analysis; PERT/CPM, Project Crashing; Inventory Control Model; Queuing Theory; Decision Theory.

### **FIM 31023 - INTERNATIONAL FINANCE**

This is a specialized course that deals with international issues of financial management.

**The Course contents:** International Financial System, Balance of Payment, Foreign Exchange Market and Theories Exchange Rate Determination, International Parity Conditions, Managing Foreign Exchange Exposure, Cost of Capital and Financial Structure, Multi National Capital Budgeting, International Equity and Debt Market, Interest Rate Risk Management, Political Risk Management, International Portfolio Investments, and International Working Capital Management.

**FIM 31033 - ADVANCED CORPORATE FINANCE**

This course is a continuation of FIM 22013 Financial Management and is designed to provide advanced knowledge in Financial Management that develops a better understanding of the main financial decisions that firms face.

**The Course contents:** Capital Markets, Implication of asset pricing models for corporate financing decisions, Advanced topics in capital budgeting, Mergers and Other Forms of Corporate Restructuring, Capital Structure and value of the firm: The Modigliani-Miller Theorem; Taxes and Bankruptcy, Raising capital: Other considerations, Long-term debt and lease financing, Common and preferred stock financing, Valuation of Financial Options, Convertible warrants, The Information Conveyed by Financial Decisions, Corporate Financial Strategy.

**ACM 31083 - TAXATION**

The objective of this course is to provide a basic understanding of taxation and to provide a comprehensive knowledge in tax calculation.

**The Course contents:** Income Tax; Theory of Taxation, Taxation of Companies, Partnership and Individuals; Legal Procedures; Tax Administration; Pay Tax; Payment and Recovery of Tax; Self - Assessment; Recovery of Tax in default; withholding taxes on dividends, Interest, Rent, Royalty etc. GST &VAT.

**ACM 31043 - COMPUTER APPLICATIONS FOR ACCOUNTING**

This is a specialized course that deals with selected spreadsheet applications related to accounting.

**The Course contents:** Micro Programming Preparation of Income Statements, Bank Statement, Budgeting, Investment Analysis, Financial Statement Analysis, Cost Accumulation and Appointment, Case flow Analysis, Depreciation Analysis, Inventory Analysis, Purchasing Analysis, Final Accounts, Capital Budgeting, Cost Volume Profit Analysis using charts, Variance Analysis, Introduction to Computerized Accounting Using Small Business Packages MYOB.

**BEM 32043 - BUSINESS ECONOMICS**

The objective of this course is to provide an understanding of the key concepts of business economics relevant to the needs of day to day business activities and as a foundation for optimal decision making.

**The Course contents:** Introduction to Business Economics; Demand Forecasting; Pricing Policies; Theory of Consumer Behaviour; at the Market- revealed Performance Theory and choice; The Analysis Production Function; The Input-Output Analysis; The Competitive Market Environment; The Introduction to General Equilibrium; Profit

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Maximization; IS-LM Framework and Macro Economic Policies; The Exchange Rate Determination Bop & Small Open Economy with Mundell - Fleming Model Analysis; Foreign Direct Investment & Multinational Companies; Theory of Technology- Based; Technological change and industrial innovation,; Trends in Economy of Sri Lanka.

### **FIM 32043 – BANK MANAGEMENT**

This is an advanced course that deals with the concepts and techniques of management of a commercial bank.

**The Course contents:** Current Structure of Banking and Regulations, Understanding Bank Financial Statements, Measuring Return and Risk in Banking, Evaluation of Bank Performance, Ascertain Liability Management, Managing the Loan Portfolio, Interest Margin and Sensitivity Management, Measuring and Managing Interest Rate Risk and International Banking. The students will be exposed to the analysis of commercial bank in Sri Lanka and some case studies.

### **FIM32053 - FINANCIAL REPORTING**

This course deals with advanced financial accounting techniques and addresses reporting issues associated in the publication of financial statement of companies with the focus on the accounting for group of companies.

**The Course contents:** Financial Reporting Environment and International Issues, Fix Assets (Tangible and Intangible), Accounting for Taxation in Company Accounts of Balance Sheet Financing, Consolidated Accounts; Complex Groups Changes in the Composition of a Group, Consolidated Cash Flow Statement, Reporting Financial Performance, and Preparation Additional Reports.

### **FIM 32083 - VALUATION THEORY AND APPLICATIONS**

This is an advanced course on the theory and practice of valuation of business and equities.

**The Course contents:** Free Cash Flow Valuation Dividend Discount Models, Price/Earnings Multiple Method, Price/ Book Value, Method, Price/Sales Method, Price/EBITDA Method, Valuation of Acquisitions and Take Over, and Special Cases of Valuation.

### **REM 32012 - RESEARCH METHODOLOGY**

This course is designed to familiarize students with the basic concepts, tools and techniques of research methodology as applied in research in the field of Management.

**The Course contents:** The topics covered include research process, writing a research proposal, selection, and formulation of a research problem, research design, sample design, sampling procedures, questionnaire design, data collection methods,



measurements and scaling techniques, statistical techniques for data analysis and report writing.

**ISM 32073 - STATISTICAL ANALYSIS FOR MANAGEMENT**

This is an introductory level course that deals with the fundamental concepts, principles and methods of business statistics.

**The Course contents:** Collection and representation of data, frequency distributions, basic measurements of central tendency and variability, theoretical distributions, sampling procedures, estimation and hypothesis testing, analysis of variance, regression analysis, time series analysis and basic non-parametric techniques.

**MGM 32153 - SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP**

The objective of this course is to provide the students with a theoretical and practical knowledge of small business enterprises and related issues.

**The Course contents:** Nature of Entrepreneurship and Small Business; Needs, Motives and Objectives of Small Business; Types of Small Business Enterprises in Sri Lanka; Characteristics of Small Business Enterprises; Personal Requirements for Small Business and Ways to Enter the Small Business; Selecting the Type of Business and Establishing a New Business, Investigating Alternatives: Opportunity identification and Project Selection; Business Planning. Project Financing and Feasibility Studies, Estimating Costs and Preparing Budgets, Source of Finance; Managing Small Business Enterprises, Small Business Marketing, Marketing Policies and Strategies, Market Research, Pricing and Promotion; Human Resource Management in Small Business Enterprise, Selecting, Training and Development of People, Motivation, Legal Aspects of Human Resource Management; Quality Management and Operational Process.

**ACM 41113 - PUBLIC ACCOUNTING AND FINANCE**

The aim of the course of study is to provide comprehensive knowledge and skills to enable the participants to effectively manage their potential functions as a public sector accountant or a financial manager. This course will explore the institutional and legal frameworks, principles, modern approaches and best practices pertaining to public financial management and reporting.

Introduction to Public Sector and Public Financial Management: Introduction to public sector; Public sector financial management; Implications of new public management (NPM). Legal and Institutional Framework for Public Financial Management: Institutional frameworks for public financial management; Legal frameworks for public financial management. Public Sector Budgeting Process, Perspectives and Approaches: Public budgeting and budget process; Budget classification, presentation and programming; Approaches to public budgeting; Exploring the budget of the government of Sri Lanka.

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Public Sector Budget Accountability, Execution and Assurance: Financial management and accountability framework; Public procurement; Handling the variations to estimates of expenditure; Budget assurance. Public Sector Management Accounting: Cash management; Cost management; Performance measurement and evaluation framework. Public Sector Financial Accounting and Reporting: Fiscal management responsibility and budgetary reporting; Bases and issues in financial reporting in public sector; Scope, objectives and application of Sri Lanka public sector accounting standards: Exploring financial statements of government of Sri Lanka.

### **FIM 41063 - INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT**

This course introduces theoretical and empirical foundations of management of investment in financial assets. The focus will be on portfolio and capital market theory, asset valuation and asset allocation with particular reference to equity securities.

**The Course contents:** The investment Environment; Real versus Financial Assets, Financial Markets and its Functions, Characteristics of Financial Markets, Primary versus secondary markets, Portfolio Management: Introduction and Overview; Efficient Capital Markets; Definition of Market Efficiency, Sufficient Conditions, Forms of Market Efficiency, Empirical Evidence, Portfolio and Capital Market Theory & Applications; Markowitz Portfolio Theory, Asset Pricing Models, Capital Asset Pricing Model (CAPM), Arbitrage Pricing Model (APT), Fundamentals of Fixed income securities; Basic Features of a Bond, Types of Bonds, Valuation of Bonds, Computing of Bond Yields, Risk of bond investments, Analysis of Equity Securities, Determination of Portfolio Policies, Portfolio Performance Evaluation, Alternative Investment Opportunities: Options and Futures

### **FIM 41073 - FINANCIAL STATEMENT ANALYSIS**

This course investigates the use of Financial Statements from the point of view of the users and the producers of these statements. Users include investors, financial analysts and creditors who have to assess the information content and the time series properties of accounting income numbers and the predictive value of accounting data regarding the value of the firm, security risks, security returns and financial distress.

**The Course contents:** Introduction; Accounting Cycle, Financial Statement; The Raw Data of Analysis; Ratio Analysis; Profitability Liquidity, Solvency, Integrated; EPS and Adjustment, Accounting Research; Analysis of Inventory; Methods of Valuing Stock; Conversion of One Method to the Other, Accounting standards in Sri Lanka; Analysis of Long Lived Assets; Capitalizing Vs Expensing, Depreciation Methods Analysis of Fixed Assets, Impairments Analysis of Taxes, Accounting for Taxes, Differed Taxes.

### **MGM 41163 - STRATEGIC MANAGEMENT**

The objective of the course is to identify and analyze the strategic issues in organizations, to understand the importance of strategic management of the success of

the enterprise, to understand the issues in implementing the chosen strategy and experience teamwork and situational behaviour in the organizations.

**The Course contents:** Introduction to Strategic Management - Evolution of strategic management, Vision, Mission, Objectives and Strategies; Strategic Management Process-Levels of Strategies; Value of Strategic Management; Social Responsibilities in the Organization; The Organization and Its Environment-Internal Environment Analysis, External Environment Analysis, SWOT Analysis; Alternative Strategies-Selection of Strategy Process, BCG Matrix, Nine Cell Matrix; Strategic Implementation- Control of Strategy.

### **ISM 41113 - E-COMMERCE**

This course will provide Theoretical and Practical Knowledge about E-Commerce that how it works, what are the important parts of the E-Commerce and also how to implement internet security over the internet.

**The Course contents:** Introduction to E-Commerce and E-Business, E-Commerce Technologies, Marketing strategy on the Web, Search Engine and Portals, Comparing Web Technologies, Internet Security and the E-Payment System; Basic Practical Knowledge about Web Technologies.

### **MGM 41202 - BUSINESS ETHICS & ETIQUETTES**

This course provides the fundamentals of business etiquette and focus in developing organizational, administrative and decision-making skills to contribute positively to the work environment. Students learn how to build relationship, create a professional appearance, develop positive relationship with co-workers, and practice cubicle and office etiquette. Student also learns how to handle ethical dilemmas and personal issues, become a good conversationalist, and be courteous when communicating. Students also examine the appropriate etiquette for business meals and functions, as well as how to be a courteous traveler at home or abroad, Business Ethics & the Change Etiquettes,

**The Course contents:** Business Ethics and the changing Environment unethical Business Practices by Industry, Ethical Principles, Cooperative responsibilities, employee and employees Rights and responsibilities, Office protocol and etiquette, Office relationship, Professional conduct, Attending Business functions, Business dining, Communication Skills in the office (Etiquette in communication/Conversations and body language/ e-mail etiquette and use of the internet/Writing guidelines/ Telephone courtesy),Etiquette in meetings, Handling visitors effectively.

### **MGM 41211 - CAREER GUIDANCE & DEVELOPMENT - II**

Objective of the course is to provide a broad understanding of how organization function and consolidates the Knowledge obtained during the first year and adds new skills and knowledge needed to prepare the student for a career in a chosen sector.

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**The Course contents:** Understanding organizations and how they function: Roles and functions of managers; Understanding management styles and getting along with your supervisor; Organizational culture/ climate, Understanding leadership and its role in modern organizations, Understanding effective team work: Synergy; Resolving team conflict, The concept of emotional intelligence.

### **ACM 31073 - AUDITING**

The objective of this course is to test the knowledge and skills of the theories as well as the practical aspects of Auditing.

**The Course contents:** Definition, Need for Audit, Scope and Limitation, Techniques of Audit, Type of Audit, Qualification; Internal Control; Introduction, Types of Internal Control, Internal Check, Auditing Working Papers, Sri Lanka Auditing Standards, International Auditing Guidelines; Practical Auditing; Audit Programme, Vouching, Verification of Assets and Liabilities, Auditing of Limited Liability Company; Appointment, Qualification, Duties & Responsibilities, Auditor General; Appointment, Qualification, Duties and Responsibilities, Auditing Practice, Problem sand Case Decision, Investigation of Accounts; Computerized Auditing.

### **ISM 31043 - COMPUTER SOFTWARE AND APPLICATIONS**

The objective of this course is to provide a clear and straightforward approach to the computer software and application software.

**The Course contents:** The course consists of two modules; One theoretical module and two practical modules. The theoretical module provides a comprehensive knowledge on the basic two types of software, application software and system software, used in a computer system. The practical components of this course basically aim at two aspects. First MS-ACCESS will be used to provide necessary knowledge on the use of databases and database management. Second MS-POWERPOINT will be taught in order to develop the ability to create presentation.

### **ACM 32093 - COMPUTERIZED ACCOUNTING SYSTEM**

The objective of this course is to provide the students with knowledge and skills required for the use of computers for accounting in the modern business environment, using popular financial software available at present, and enable them to use the computer as an effective tool for accounting and decision making, compared to the manual system.

**The Course contents:** Introduction to CAS; Main Functions involved in the Financial Software; Electronic Calculation for Accounting Activities; Budget Preparation; Break Even Analysis; Creating Business Chart; Analyzing Internal Rate of Return and Net Present Value; Introduction to Double Entry Financial Packages; Main Menu Systems of

the Package; Chart of Accounts; Generate Number Code for the Accounts; Moving Toward the General Ledger; Entering Journal Entries and Transaction; Set Up the Activity Reports, Manufacturing and Profit and Loss Account and Balance Sheet; Clearing Suspense Accounts and Audit of the Account Applied in the Package.

**ACM32103 - ACCOUNTING THEORY AND STANDARD**

The objective of the course is to provide a comprehensive knowledge in accounting theories, financial reporting framework and provide in-depth knowledge in the application of selected Sri Lanka Accounting standards.

**The Course contents:** Generally Accepted Accounting Principles; Introduction to IFRS and IFRS setting process, Framework for the preparation and presentation of financial statements; Contemporary Theories in Accounting; Sri Lanka Accounting Standards; LKAS-01; Presentation of Financial Statement, LKAS-02; Inventory, LKAS-07; Statement of Cash Flows, LKAS-12; Income Taxes, LKAS-21; The effects of changes in foreign exchange rates.

**ACM 32123 - STRATEGIC MANAGEMENT ACCOUNTING**

The objective of the course is to provide a basic knowledge of strategic management and to provide a comprehensive knowledge in preparing information for strategic management and to introduce the latest management accounting techniques.

**The Course contents:** Appraising the Environment; Impact on the Organization of Changing National and International Influences, Impact of International Market Integration on the Transfer of Goods, Services and Labour; Establishing the Corporate Objectives; Organizational Mission, Aims, Goal and Objectives, Long Term (Strategic) and Short Term (Operational) Objectives, Quantitative and Qualitative Evaluation, Application of Decision Theory, Problems of Achieving Balances, Growth and Development, Internal and External Factors Affecting Decisions; Implications of Short-term; Position Appraisal and Analysis; Identifying the Organization's Strengths and Weaknesses, Opportunities and Threats, Identification and Quantification of the Planning Gap, Closing the Planning Gap Through the Identification and Evaluation of Alternative Courses of Action, Improved Efficiency; Improved Product(s) or Service(s), Introducing New Products; Entering New Market, Merging or Acquiring with Other Organizations, Use of Alternative Strategies, Quality as a Strategic Variable, Its Implementation and Management, Performance of Cost, Profit and Investment Centre Using Financial and Non - Financial Measures, Impact of Changing Price Levels on Current Performance and Future Projections, Strategic Management of Market Mergers, Acquisitions and Divestments.

**ISM 31053 - SYSTEM ANALYSIS AND DESIGN**

The objective of this course is to analyze of an existing system and design a new system. This course introduces skills that students will meet to work in a highly competitive

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computer integrated business environment. The course provides the students with the skills to identify business problems which may be sought by technology based solution determine requirements for information system solution and develop detailed design which form the basis for implementing system.

**The Course contents:** Software Development Life Cycle, Analysis of Existing System and New System Requirements Gathering and Specification, Strength and Weaknesses of Different Approaches, Analysis Techniques, Communication with Users, Notation and Tools and System Documentation.

### **ISM 31063 - VISUAL PROGRAMMING**

The objective of this course is to create visual graphical user interface. This course provides an introductory level treatment of major concepts in visual programming. It will be backed by the supplementary understanding of procedural programming techniques, which are useful for understanding the event driven object oriented programming (OOP) languages such as Visual Basic and Java.

### **ISM 32083 - MATHEMATICAL PROGRAMMING**

This course is designed to prepare undergraduate level students specializing in the field of Information Technology to gain higher level competency essential to Mathematical Programming techniques to a wider range of practical situations covering various discipline of management.

**The Course contents:** Advance Topics in Leaner Programming, Integer Programming Dynamics (Multi Stage Programming), Decision Theory and Games with Management Application.

### **ISM 32093 - DATABASE DESIGN AND DEVELOPMENT**

This is a specialized course in Database Design and Development. The course consists of two modules. Module - 01 is theoretical and covers importance of the databases to different user group, database development process, different modeling techniques and database designs and development and accessibility, data/ database administration and data warehousing. Module - 02 the practical component, covers the usage of structured query languages. (SQLs) on different database platforms.

**ISM 32103 - WEB BASED APPLICATIONS**

The objective of this course is to create professional Web based applications. This is a specialized course that provides a comprehensive theoretical and practical knowledge in the area of Web based applications.

**The Course contents:** The course consists of two modules. Module - 01 is theoretical and covers the Basic Concepts of Internet Communication, Web Enable Search Tools, Scripts and Programming Languages and Hyper Text Markup Language (HTML). This course is primarily designed to give an in-depth coverage of Web Based Applications Development Using Java. Module - 02 the practical component, involves the Design and Development of Effective Web Pages and Web Based Applications.

**ISM 32153 - INFORMATION TECHNOLOGY MANAGEMENT**

This is an advanced course, which deals with the management of information technology. In addition to the theory, special attention will be paid for case studies with the aim of discussing issues of information technology (IT).

**The Course contents:** Managing information resources and technologies, global information technology management, planning for business change with IT, implementing business change with IT, security and control issues in information technology system, and ethical and societal changes of information technology.

**ISM 41123 - SOFTWARE ENGINEERING**

This is a specialized course on Software Engineering that focuses on the Principles of Software Engineering, with an emphasis on the practical aspects of constructing large-scale software system.

**The Course contents:** Introduction to Software Engineering, Software Process, Software Requirement, Analysis and Specification, Software Design, Coding, Testing, Software Maintenance, Computer Aided Software Engineering (CASE), Software Quality. Introduction to Object Oriented Software Engineering.

**ISM 41133 - INFORMATION AND COMMUNICATION NETWORK**

This is an advance level course that deals with the modern network technologies in common use today.

**The Course contents:** Communication Technology, Communication Standard and the Importance of Inter Connecting Network of Different Standard. This course also provides the essential knowledge to make informed decisions regarding the selection purchase installation and maintenance of local and wide area networks.

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### **ISM 41143 - ADVANCED RELATIONAL DATABASE MANAGEMENT SYSTEM**

The objective of this course is to provide a strong background and understanding of relational databases, Procedural Language (PL/SQL), Advanced PL/SQL, Database Transaction & Recovery, Database Security and Data Warehousing & Data Mining. Hands on training will be provided to use PL/SQL to manipulate the database. The participants will learn the PL/SQL syntax, and functionalities. In addition to this Database Designing techniques will be taught using Developer kits and Database Languages.

**The Course contents:** Introduction to PL/SQL & Variable Declaration in PL/SQL; Writing Executable Statements in PL/SQL; Interacting with the Oracle Server; Writing Control Structures; PL/SQL Cursors; Exception Handling; Database Triggers; Database Transaction & Recovery Process; Database Security; Client Server Computing; Distributed Database; Data warehousing & Data mining.

### **BEM 31033 - LABOUR ECONOMICS**

This is a course whose focus is macro level being a special field of economics. The course aims at imparting knowledge, developing skills and attitudes in respect of economics of labour.

**The Course contents:** introduction and overview; the theory of individual labour supply; labour force participation rates and hours of work; labour quality; the demand for labour; wage determination and resource allocation, labour unions and collective bargaining, the economic impact of unions; government and the labour market; mobility, migration, and efficiency; labour productivity; labour's share of the national income; employment and unemployment; inflation- the role of labour markets; labour in the communist economy; and special labour issues in Sri Lanka.

### **HRM31033 - LABOUR LAW AND INDUSTRIAL RELATIONS**

This course has two modules focusing on Labour Law and Industrial Relations. The objective of Labour Law modules is to provide an adequate knowledge of and skills in various legal aspects that affect HRM in organizations with special reference to employment law of Sri Lanka.

**The Course contents:** All the laws that are effective in Sri Lanka. The objective of second module is to provide a general understanding of theory and practice of Industrial Relations (IR) with special reference to Sri Lanka. The topics include concept of IR; IR system, theories of IR; trade unions; unionization; workers' participation in trade union activities; workers participation; joint consultation; collective bargaining; and enhancement of IR in Sri Lanka.



**HRM31043 - HUMAN RESOURCE PLANNING AND STAFFING**

This specialized course provides a deep knowledge of human resource planning and staffing in organizations while developing relevant skills and right attitudes.

**The Course contents:** Job analysis for selection purposes; forecasting future demand for human resources; estimation of human resource supply; calculation of net employee requirements; strategies in human resource surpluses and shortages; recruitment theory and practice; selection process; development and use of written tests; constructing objective test items; use of commercial tests; constructions and uses of essay-type tests and performance tests; interviews in selection; evaluating training and experience; character evaluation in selection; medical tests in selection; internal staffing theory and practice; and hiring and induction.

**HRM32053 - HUMAN RESOURCE DEVELOPMENT**

The main objective of this specialized course is to impart both conceptual understanding and job-oriented practical understanding with regard to development of Human Resources at work. It focuses on a systematic and scientific approach to the analysis and handling of issues in Human Resource Development (HRD) with especial reference to organizational context (micro level).

**The Course contents:** Learning, induction, training, development, careers and career planning, and preparing people for change. Some macro level issues of HRD are also covered.

**HRM32063 - PERFORMANCE APPRAISAL**

This is a specialized course that aims at providing a systematic and rational understanding of employee Performance Appraisal (PA), both conceptual understanding and job-oriented practical understanding. The focus is on the analysis and handling of issues in PA in systematic and scientific way.

**The Course contents:** HRM and PA; Definition, Nature and Importance of PA; Purpose of PA; PA as a process; PA Policies; PA Criteria and Standards; Methods of PA; PE Form and Procedure; Training of Appraisers; PA Feedback; Review and Renewal of PA system, Some Issues of PA such as maintaining documentation, minimizing appraiser errors, group evaluation, top management support, strategic issues etc.; Expatriate PA; Development of a Dynamic PA System; Performance Management; Sri Lankan PA Practices; and the future of PA and trends in PA.

**HRM32073 - MANAGEMENT OF EMPLOYEE HEALTH AND SAFETY**

This is a specialized course providing a deep conceptual understating as well as a material practical understating with regard to employee health and safety management that is a very important HRM function.

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**The Course contents:** Occupational health and safety in organization; hazards to health and safety; occupational accidents; occupational diseases; occupational stress; legislation on occupational health and safety; notification of industrial diseases and accidents; fitness for work; strategies for improvement; legislation relating to workmen's compensation; organizing and staffing for health and safety; and assessment of health and safety management.

### **HRM32083 - COMPENSATION MANAGEMENT**

This is a specialized course whose objective is to provide a systematic and rational approach to the analysis and handling of issues in Compensation Management (CM) with special reference to Sri Lanka. It focuses on three major areas of CM, i.e., pay management, incentives management and welfare administration.

**The Course contents:** Basis of CM; job evaluation; pay surveys; job pricing; individual pay adjustments; performance-related pay; various incentive plans; principles of welfare administration; and various benefit programmes.

### **HRM41093 - INTERNATIONAL HUMAN RESOURCE MANAGEMENT**

This course is about HRM in international perspective. It focuses on the study of international aspects of HRM in a systematic way.

**The Course contents:** Overview of IHRM; Internationalization and HRM; International HRM Approaches; Expatriate Failure; Management of Expatriates; Expatriate Recruitment & Selection; Expatriate PA; Expatriate Training and Development; Expatriate Reward Management; and International Labour Relations.

### **HRM 41103 - WORK PSYCHOLOGY AND COUNSELING**

This specialized course aims at providing conceptual and practical knowledge, skills and appropriate attitudes in respect of work psychology and counseling.

**The Course contents:** Meaning and scope of work psychology; principles; applications of work psychology; individual differences; perception; fatigue, monotony and boredom; reduction of fatigue and monotony; social psychology at work (nature, scope, development, methods, socialization, the behavior of working groups etc.); introduction to counseling; a model; counselor's attitudes (respect, genuineness, concreteness, empathy, self-disclosure); confrontation and immediacy; counseling process; becoming yourself; personal adjustment; self-actualization; superego and conscience; professional ethics; group counseling; and special areas in counseling.

### **HRM 41113 - HUMAN RELATIONS**

The objective of this course is to provide a systematic and rational knowledge of basic concepts and major topics in human relations in organizations while developing relevant

skills within participants.

**The Course contents:** Human needs, motivation; motivation theories and models; employee morale; communication; leadership; group dynamics; conflicts and their resolution; positive political skills development; cross-cultural relations and diversity; customer satisfaction; ethical behavior; and religious behavior.

### **HRM 41123 - TOTAL QUALITY AND HUMAN RESOURCES**

The objective of this course is to provide a systematic and rational knowledge of basic concepts and principles and major topics in total quality and human relations in organizations while developing relevant skills within participants.

**The Course contents:** Meaning of quality; importance of quality; Total Quality Management (TQM) and the evolution of TQM, benefit of TQM; quality costing; some common failings of senior management; motivating managers to accept and promote TQM; managing the process of organizational change; team building for quality; involvement at work; the Japanese approach to TQM; and HRM and TQM.

### **MKM 31023 - MARKETING ENVIRONMENT**

The objective of this course is to explore how the activities of the organization are structured to identify marketing role within those structures and to recognize the different types of the organization which operates in the domestic and global environment.

**The Course contents:** Introduction to Organizational Goals Growth and Structure, The Micro Environment; The Nature of the Micro Environment, The Microeconomic Environment, The Legal Environment, The Social Responsibility of the Organization; The Macro Environment, Introduction to Macro Environment, The Political Environment, The Macro Economic Environment, Macro Economic Objective and Policy, Demography Society and Technology, The Global Environment; International Trade, Global Operations.

### **MKM 31033 - MARKETING RESEARCH AND INFORMATION SYSTEM**

The objective of this course is to provide an understanding of the role which marketing information systems plays in the various activities of marketing, especially in the planning and forecasting of marketing.

**The Course contents:** Concepts and Components of Marketing Information System; Developing Marketing Information System; Nature of Information for Marketing and Sales; Internal Record System; the Role of Management Accounting in the Missals Reporting System; Interpretation of Financial Statement; Marketing Research Applications; Marketing Research System; Marketing Decision Support System; Marketing Information System & Technology; Forecasting Information.

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### **MKM 31043 - BUSINESS TO BUSINESS AND SERVICE MARKETING**

The objective of this course is to cover the basic functions of Business to Business and Service Sector Marketing, to provide an understanding of the management process in the Business to Business and Service Marketing and to make a special attention on domestic situations of B to B & Service Marketing activities for the successful operations.

**The Course contents:** Introduction to Business to Business Marketing; Marketing Environment for B to B Marketing; Understanding the Market for B to B Marketing to B Marketing Mix; Introduction to Service Marketing; The Marketing Mix for Service Marketing; Service Marketing Management; The Scope and Range of Service Marketing; The Service Economy; Classification of Service; The Development of Service Marketing; International Service Marketing; Understanding the Market for Service; Organization for Service Marketing; The Role of Marketing in the Service Organization; Marketing Planning for Service; Service Quality.

### **MKM 32052 - CONSUMER BEHAVIOUR**

The objective of this course is to provide the students with an understanding of the complexity of consumer needs and the wide range of social, cultural & economical factors, which influence consumer behavior.

**The Course contents:** Introduction to Consumer behavior; Consumer Research, Consumer as an Individual; Consumers in their Social and Cultural Settings; Consumer's Decision - Making Process; Consumer Behaviour and Society.

### **MKM 32062 - BRAND MANAGEMENT**

The objective of this course is to understand the process in the design & development of a product, analyze the impact of changes in products and product design in relation to the commercial environment, understand the product branding process and identify the role & responsibilities of product and brand management.

**The Course contents:** New Product Development; the Process; Creativity and Innovation; Recognition of Organizational Champions; Product Life Cycle and Its Concepts; Alternative New Product Strategies; Product Policy Formulation; Corporate Product Strategy; Demand and Sales Revenue Analysis; Test Marketing, Scanning and Testing Process; The New Rules of Brand Management; Understanding Branding Process and Brand Identity; Sustaining Brands Long Term; Brand Extension; Multi Brand Portfolios; Handling Name Changes and Brand Transfers; Decline, Aging and Revitalization; How Consumers Choose Brands.

### **MKM 32073 - SALES MANAGEMENT**

The objective of this course is to understand the importance of selling and sales

operations in marketing management, to analyze and explore the sales functions in the wider commercial environment and to identify the role and responsibilities of Sales Manager in terms of good management of human and physical resources.

**The Course contents:** Development and Role of Selling in Marketing, Sales Strategies, Sales Techniques, Sales force Management, Sales Ethics, Sales Forecasting, Sales Budget Preparation, International Sales Management, Managing the Sales Office.

### **MKM 32112 - STRATEGIC MARKETING MANAGEMENT**

The objective of this course is to enable the students to develop a sound theoretical and practical understanding of marketing planning and control, to enable student to understand the theoretical concepts, techniques and models that underpin the marketing planning process and enable students to justify their strategic decision and recommendation.

**The Course contents:** Market Led Approach to Planning; Adopting a Market Led Orientation, The Strategic Marketing Process; Analysis; External Analysis, Internal Analysis; Techniques for Analysis and Strategy Development; Techniques for Developing a Future Orientation Auditing Tools; Strategy Formulation and Selection; The Strategic Intent, Approaches to Creating Strategic Advantage, Developing a Specific Competitive Position, Strategic Marketing Plans; Implementation and Control; Key Elements of Implementation, Key Element of Control.

### **MKM 41083 - PUBLIC RELATIONS AND CUSTOMER RELATIONSHIP MANAGEMENT**

Students will be able to understand the importance of public relations as promotional tool and to understand strategic role of CRM.

**The Course contents:** Public Relations and its role in organization, Marketing Public Relations and Strategic Perspective, Program Planning, Relationship marketing, Customer Relationship Management, Principles of customer research.

### **MKM 41093 - MARKETING COMMUNICATION STRATEGY**

The objective of this course is to enable the students to build a sound theoretical and practical understanding of the formulation of promotional strategy and the management of the Marketing communication process.

**The Course contents:** Definition of Marketing Communication Strategy; Models of Communication and Behaviour; Consumer and Organization Responses; Finding Opportunities; Segmentation, Targeting and Positioning; Promotional Strategy Formulation; Determining Promotional Budgets; Media Decisions; Using External Agencies; Integrating the Marketing Communication Programme; Successful Communication Strategy; Geographical and Cultural Differences; International

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Advertising Agencies; Long Term Effectiveness; Legal, Ethical and Technological Issues.

### **MKM 41103 - INTERNATIONAL MARKETING**

The objective of this course is to provide an in - depth knowledge and understanding of the theory and key concepts of international Marketing including strategies under different types of economic organizations and market situations.

**The Course contents:** International Strategic Analysis; the Development of International Trade, The Environment of International Trade, Competing in the Global Market, Culture; Buyer and Organizational Behaviour, Researching and Analyzing Overseas Markets, International Strategic Planning; Going international Planning for International Marketing, Market Entry Methods, Organizing for International Marketing; International Strategy Implementation and Control; International Product Management; Standardization and Differentiation, International Pricing Decisions, International Marketing Communications, International Distribution and Logistics, International Marketing of Services, Control Issues in International Marketing.

### **MGM 32133 - TOTAL QUALITY MANAGEMENT**

The objective of this course is to provide the students a clear understanding of Total Quality Management in the organizational context, to provide a broad understanding of quality and make the students aware of the modern concepts and techniques of TQM.

**The Course contents:** Understanding of Quality: Quality and Competitiveness, Understanding and Building the Quality Chains, Managing process, Quality Starts with “Marketing”, Quality in all Functions; The Role of the Quality Systems; Planning for Quality, Flow Charting, Detailed Flow Process Charts and Flow Diagrams, Planning for Purchasing, Planning for Just in Time (JIT) Management System Design and Contents; Why a Documented System? Quality System Design, Quality System Requirements, The Quality System Documentation, Implementation of the System; TQM - The Tools and the Improvement Cycle; Measurement of Quality, Measurement and the Improvement Cycle, The Metrics and the Processes, The Implementation of Performance Measurement Systems, Bench Marking; Cost of Quality; Cost Effective Quality Management, Data and Sources, Assumptions and Risks and Benefits, The Process Model for Quantity Costing, Managing the Quality Cost System; Tools and Techniques for Quality Improvement; A Systematic Approach, Some Basic Tools and Techniques; TQM - The Implementation; Communication for Quality and Implementation of TQM, Communicating the Total Quality Strategy, Type of Communication, Methods of Communication for Quality Improvement, Training for Quality Planning the Implementation of TQM; Introduction to ISO 9000 series; Quality Assurance.

### **MGM 32193 - CONTEMPORARY ISSUES IN MANAGEMENT**

This course is intended to provide an intermediary level of understanding on contemporary management ideologies and their socio-political and historical

underpinning.

The course is conceptually divided into three interrelated sections: Thoughts: Evolution of Management Thoughts, Few Applications in Management, Factoryization of Society; Taylorism, Fordism and Sloanism, Humanizing the Factory; Human Relation Movement, Contextualizing the Factory; System theory, Culture, Politics, Gender, Diversity and Media reality, Revisiting the Factory-ization; Japanization and modern productivity movement, total factor productivity, Emerging Trends: globalizations, post-modernism and chaos theory; Post-Modernistic Forms of Organizations; Learning Organizations, Virtual organizations, self-evolving organizations and self- managed teams, Transforming organizations; transformational, charismatic and visionary leaders, and their roles, Issues: Importing alien management wisdom; Divided knowledge in undivided practice; Theory and practice: Is there a gap?; What we lack: managers, leaders or followers, Few Applications in Management; Politicization, government and governance of business.

### **MGM 41173 - PROJECT MANAGEMENT**

Earlier, organizations functioned on the basis of functional departments. These systems had few limitations. Organizational systems depended on each other. In due course, realizing this fact, organizations started to run on project- based systems that eliminated previous shortcomings. Present organizational systems focus on management framework, processes, integration, scope, time, cost, quality, HRM, communication, risk and procurement with respect to management.

#### **Course contents**

This course consists of 13 major areas such as introduction to project management, examination of the project life cycle and the organization, project management processes, project integration, project scope, project time management, project cost management, project quality management, project HRM, project communication management, project risk management, project procurement management, other contemporary topics in project management.

### **MGM41183 - ORGANIZATIONAL CHANGE AND DEVELOPMENT**

This is an intermediate level course that focuses on the fundamental of managing change for the organizational development.

**The Course contents:** Misconceptions of OD Systems, Future Socks and Change Management, Change Agency - Entry and Intervention, Developing Change Agent/Client Relationship Motivation of the Client System, Strategy of Intervention, Nonintervention Techniques, Laboratory Learning and Other Techniques the Managerial Grid Methodology, Team Building and Intervention, Inter Group Intervention and System Wide Interventions.

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### **REM 42026 - DISSERTATION**

The purpose of this course is to develop students' research ability for enabling them to carrying out their own research independently. This course mainly focuses on the application of research methodologies and techniques, selecting a topic pertaining to a research problem in Commerce. Therefore, students are required to engage in research and write a dissertation under the guidance of an academic supervisor assigned to him/her by the Department. Students are also required to obtain the department approval for the selected research topics. The dissertation of at least 10,000 words should be submitted to the Examination Branch according to a deadline given.



### **3.9.2. B.Com Special Degree programmes**

#### **ELC 11012 - GENERAL ENGLISH - I**

The overall aims are that the students should produce and be able to correct sentences so as to indicate control of the structures, they should be able to read and understand narrative and descriptive passages up to a vocabulary of 3,000 words at an average reading speed of 200 wpm, students should be able to communicate confidently in English, students should be able to write narratives and descriptions clearly and succinctly and present and develop arguments coherently and concisely and they should be able to translate letters, memos, messages, notices, reports etc. This course includes grammar sentence structure, word classes, articles, tense, reading extracts from texts, stories/ poems, sales literature, catalogues, Bibliographies, Indexes, dictionaries, Encyclopedias, writing maintaining a diary ,routine, description of people, places, objects, expanding sentences, paragraph writing, replying telephone messages, filling forms, informal letters, formal letters, short reports: oral & listening-Describing people, place, objects, narrating story, interpreting a Table, presenting facts, data and information, describing one's experience, enacting a dialogue, Enacting a telephone conversation, listening to short/ long conversation, Listening to mini talk / lecturer; translation from Tamil to English.

#### **ITC 11013 - INFORMATION COMMUNICATION TECHNOLOGY**

The objective of this course is to make the students aware of the importance of the ICT and giving basic understanding of concepts and applications of ICT.

**Course Contents:** Introduction to Information and Communications Technology (ICT), Introduction to Information Technology and Information System, Introductions to computers, input, output devices, storage devices, computer hardware, computer software, internet, network and network technologies, word processing, spread sheet.

#### **DSC 11013 - BUSINESS MATHEMATICS**

The object of this course is to provide an understanding in Business mathematics and to provide adequate knowledge in this field required for having skill in problem solving in day to day life in the modern world. It is also relevant to the social needs and applicable to decision making situation in Business Management.

The course contents includes, Indices, Logarithms; Solutions of quadratic & simultaneous Equation; Functions of Graphs; Arithmetic & Geometric progression; Simple & Compound Interest; elementary Trigonometry; Sets; Calculus; Matrix Algebra.

#### **BEC 11013 - MICRO ECONOMICS**

The objective of this course is to introduce micro economic theory with some policy applications. This course will provide some basic understanding of microeconomics to students. This course mainly concentrates to establish fundamental ideas of economics to students.

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This course includes Introduction to Micro Economics; Ordinal and cardinal theories of Consumer Behavior; revealed preference Theory; Theory of production; Analysis of costs of production; market structures and Business Decisions including perfect competition; Monopoly; Monopolistic; Oligopoly and Duopoly.

### **BMG 11013 - PRINCIPLES OF MANAGEMENT**

The objective of this course is to enlighten the student's knowledge and skills in fundamentals of Management so as to identify and, to apply the theories of Management in related subject and practical issues.

Introduction to Management, Evolution of Management thought, Planning & decision making, organizing, Leading, Motivation, Leadership, Communication and Controlling, social responsibilities and ethics, Case studies in Management.

### **SLA 11012 - SINHALA LANGUAGE - I (FOR TAMIL SPEAKING STUDENTS)**

This course unit provides the Sinhala Language knowledge for the Tamil speaking students and gets the Sinhala Language Fluency for easy communication.

**The Course contents:** Introduction of the alphabet and letter formation, Recognizing the difference between the two languages comparatively, Studying the changes occurring in the formation of letters when combining vowels with consonants and learning their correct usage, Studying the subject verb agreement, Studying the classification of nouns, Verbs and their classifications, Prepositions and their correct usage, Studying the common Affixes in Sinhala language, The "case", and Terminology used in the subject of Commerce and Management.

### **TLA 11012 - TAMIL LANGUAGE - I (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce Tamil Language at a basic level, to give the knowledge about the basic Tamil Grammar and to develop listening, speaking, reading and writing skills in Tamil.

**The Course Contents:** Introduce Tamil Alphabet and Get Practice to Write the Letters, Vowels and Consonants, Use the Alphabet and Construct Simple Words, Introduce Nouns and Verbs, Tenses and Get Students to Practice Basic Reading, Reading and Writing Exercises and Practical Works.

### **ELC 12022 - GENERAL ENGLISH - II**

The overall aims are that the students should produce and be able to correct sentences so as to indicate control of the structures, they should be able to read and understand narrative and descriptive passages up to a vocabulary of 3,000 words at an average

reading speed of 200wpm students should be able to communicate confidently in English students should be able to write narratives and descriptions clearly and succinctly and present and develop arguments coherently and concisely and they should be able to translate letters, memos, messages, notices, reports etc. This course includes Grammar, Tenses, Passive sentences, modal verbs, revision, reading selected passages, Pamphlets/broaches, stories/ Poems; writing-interpreting Tables, short account of one's experience, Invitation, notice, personal notes/ messages, Rules/Instruction, writing from outlines, writing a story, Informal and formal letters, short reports, oral & listening-Picture description, Interpreting charts, Narrating one's experience, interview, reporting events, incidents, problem solving, enacting a dialogue, enacting a telephone conversations, listening to short/ long conversations, listening to mini talk/lecture/ translation from Tamil to English.

### **ITC I2023 - COMPUTER SOFTWARE AND APPLICATION**

The objective of this course is to provide a clear and straight forward approach to the computer software and application software.

The course consists of two module; one theoretical module and two practical modules. The theoretical module provides a comprehensive knowledge on the basis of two types of software, application software and system software used in computer system. The practical components of this course basically aim at two aspects. First MS-ACCESS will be used to provide necessary knowledge on the use of databases and database Management. Second MS-POWERPOINT will be taught in order to develop the ability to create presentation.

### **DSC I2023 - BUSINESS STATISTICS**

The objective of this course is to provide a basic understanding in statistical methods which are useful tools for analytical purposes; it is also applicable for logical reasoning to make decisions, forecasts in Business activities for the purpose.

Introduction to the types of data and data collection; data presentation Methods; measure of Central Tendency; measures of variability, Probability; permutation and Combination; Random variable sampling Theory, sampling distribution; Estimation, Hypothesis testing, correlation and Regression. Times series, Index Numbers and quality controls.

### **BEC I2023 - MACRO ECONOMICS**

The objective of this course is to introduce Macro Economic theory with some policy applications. This course will provide some basic understanding of macroeconomics to students. This course mainly concentrates to establish fundamental ideas of economics to students.

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This course includes Introduction to Macro Economics: Macro Economics objectives; Macro economic variables; Keynesian Revolution, Macro Economics schools of thoughts; Consumption function; Saving Function; Investment Function; The Circular flow of income and expenditure; National income determination and Multiple analysis; Quantity theories of money; Inflation and unemployment; introduction to IS-LM Analysis.

### **ACC 12013 - FINANCIAL ACCOUNTING FUNDAMENTALS**

Financial Accounting Fundamentals is a comprehensive first course in accounting. Emphasis is on concepts and practices that will be useful to students throughout their careers.

**Contents:** Introduction Accounting; Business Information & users of accounting; Definition of accounting; Management Accounting & Financial Accounting, Financial Accounting Transaction; Cash receipts and payments; maintaining a cash book, petty cash book, posting to ledger and preparing a bank reconciliation; Double entry bookkeeping, Financial Accounting transactions (subsidiary Book of Accounts and Control accounts), Financial Accounting Transactions (General Journal), Preparation of financial statements, - Sole proprietorships, Manufacturing Account and Income & Expenditure statement, preparation of Financial statements - partnerships, Preparation of Financial Statements - Limited liability companies ( for internal purposes), Accounting systems and Procedures, Preparation of Financial statements from incomplete records.

### **COM 12011 - CAREER DEVELOPMENT - I**

**Aims and Contents:** This part of the course is designed to impart basic skills needed for successful knowledge acquisition and developing effective relationships and attitudes usable during the subsequent years in the university.

The course includes: Introduction to career development: Taking personal responsibility for self-development; self- driven and life-long nature of career development; using motivated behavior for future success; Current and emerging trends in the local and overseas job markets for graduates; Forces driving the new economy and ways to capitalize on available opportunities, Making the best of opportunities, available to university students within and outside the campus for career development, Effective transition from school to the university, Effective study skills and motivated goal- directed learning, Personal organization and life management; Time management; Managing stress and handling interpersonal conflicts; Achieving and balance between mind, body and spirit, Programming for future success: Personal SWOT analysis; Developing a personal vision; Goal setting.

### **SLA 12022 - SINHALA LANGUAGE - II (FOR TAMIL SPEAKING STUDENTS)**

This course unit provides the Advance Sinhala Language knowledge for the Tamil

speaking students and gets the Sinhala Language Fluency for easy communication.

**The Course contents:** Kinds of letters of alphabet and their phonological birth when articulation(Place of Articulation),Techniques of writing and cursive writing, Alphabetical order, Difference of pronunciation in K-k and,-<, The case in detailed learning, The noun phrases of common usage, The adjectives, Adverbs and modifiers of nouns, The sentence Structures, Conjugations of subject, Verb and object, Direct and indirect speech, Active and passive voice constructions, Punctuation Marks, Practical Writing, Creative writing, Usage of glossary / terminology.

**TLA 12022 - TAMIL LANGUAGE -II (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce the Tamil Language at advance level, to give the knowledge about the advance Tamil Grammar, to develop advance reading and writing skills in Tamil.

**The Course contents:** Advance Tamil Grammar, Basic paragraph and Essay Writing, Letter writing: Formal, Informal, Filling Application Forms, and Practical Tamil Language Use Introduction to Basic Tamil Grammar.

**COM 21022 - TOURISM MANAGEMENT**

The objective of this course is to introduce the students to the realities about tourism and its impact on economic, social, cultural and physical environment; to understand the aspects of the development and operation of tourism and provide students the basic knowledge and skills required for and affective approach to development and control of the tourism sector.

The course includes Nature and scope of tourism, Importance of tourism, Leisure and Recreation, Leisure and Recreational Activities Including Factors Affecting Leisure and Recreational Activities, Tourism, Domestic Tourism, Inbound and outbound Tourists, Excursionist, Visitors, Travelers; History and Development of Tourism in the primitive Society, Industry, Structure and Organization of Tourist Industry; Hotel Industry; The Types of Tourism, Tourism Products and Tourism Organizations.

**COM 21032 - ETHNIC COHESION AND PEACE BUILDING**

This course explores theories that define and explained social harmony, peace and cooperation. The relationship between harmony and conflict are close, and one is defined in part by the absence of the other. This course will therefore include consideration of how certain processes associated with conflict may promote either. It will also consider the conflict and conflict resolution.

This course includes Introduction to social harmony, Religion and social harmony, The promise of peace, the problems of war, peace movements, The Meanings and reasons

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for war, Negative and positive peace, Ethnic Conflict, Conflict and conflict resolution, Conflict prevention, National Integration and Role of civil society in peace building.

### **ELC 21033 - BUSINESS ENGLISH**

The aim of this course is to develop the four skills of Language along with the structure of English. Grammar; Phrases/ clauses, Reported Speech, Conditionals, Infinitive, participle, gerund, Revision, Reading; Extract and passages from texts, newspaper articles, business magazines etc. on the following disciplines: Marketing, Accounting, Management, Banking, Writing; Notice with agenda, Minutes, Formal letters/ Business letters, Reports, Memo, Sales Literature, Advertisements, Interpreting charts, Summaries, CV/Resumes, Oral & listening, Deliver short speech; Welcome speech, vote of thanks etc., Presenting and expressing views, Oral presentation, Conducting meetings, Enacting a telephone conversation, Discussion, listening to mini talks, Lecturers, Broadcasts, Commentaries, Announcements.

### **ACC 21023 - COST ACCOUNTING**

The objective of this course is to provide the students with an in depth knowledge and understanding of the principles and technique of costing and their application to the needs of different organization.

The course includes introduction to cost accounting, cost classification, material, Inventory control, methods of remuneration, overhead classification, allocation of overhead, using traditional activity based costing methods, cost methods, job, batch process and contract costing, marginal costing, breakeven analysis, contribution/volume graph, limiting factors and decisions about alternatives, budgets, preparing functional and flexible budget, standard costing and variance analysis.

### **ACC 21033 - ACCOUNTING THEORY & STANDARDS**

The objective of the course is to provide a comprehensive knowledge in accounting theories, financial reporting framework and provide in-depth knowledge in the application of selected Sri Lanka Accounting standards.

**The Course contents:** Generally Accepted Accounting Principles; Introduction to IFRS and IFRS setting process, Framework for the preparation and presentation of financial statements; Contemporary Theories in Accounting; Sri Lanka Accounting Standards; LKAS-01; Presentation of Financial Statement, LKAS-02; Inventory, LKAS-07; Statement of Cash Flows, LKAS-12; Income Taxes, LKAS-21; The effects of changes in foreign exchange rates.

### **COM 21042 - POLITICAL AND SOCIAL ECONOMIC DEVELOPMENT**

On successful completion of this course, students should be able to;

- o Gain adequate knowledge about the political and social structure in Sri Lanka.

- Explain the structure of the Sri Lankan Economy and how it has developed so far, distribution of wealth among the population, import and export trading and how it has been carried out in Sri Lanka.
- Gain adequate knowledge about plantations, trade union background, process of political and economic reforms and also about the movement for peace in Sri Lanka.

**Course Content:** Society of Sri Lanka: Population Structure, Racial differences, Percentage content of the population, Religious, Cultures and their customs, Prehistorical era of Sri Lankan Trading; Historical international trading, Historical statutory administration and administration of temples and devalues, Era of the British administration and their policies during the period 1796 to 1832, Colebrook- Cameron reforms; Economical reformation programmes during the British period, The introduction of plantations to Sri Lanka (Tea, Rubber, Cocoa) irrigation campaign colonization, Cooperative, Trade Unions until 1940.

### **COM 21101 - SOCIAL PSYCHOLOGY**

This course provides a broad overview of the theories and methods of social psychology. This course is on the scientific understanding of individual behavior in its social context.

#### **Objectives:**

- Understand and describe the social psychological approach to human behaviour.
- Understand the way in which social psychology diverge or converges with human common sense of understanding of the world. Furthermore, students want to be in a position to bolster, modify or replace their previous beliefs about humans as social animals based on what they have learned.

**Contents:** Introduction to Social psychology, Social Cognition, Social Perception, understanding the self, attitudes, pre-judice and discrimination, Interpersonal attraction and relationships, Pro-social and Anti-Social behavior, Aggression and Violence, Group processes, work related Stress, social Psychology and Health behavior, Issues related to Organizational environment.

### **ACC 22043 - MANAGEMENT ACCOUNTING**

The objective of this to develop analytical and critical abilities in management decision making relating to planning, control and Cost allocation with the help of Accounting data.

The course includes, introduction, the role of accounting in decision making, the Management process and accounting information, Managerial accounting techniques for decision making, cost volume profit analysis, relevant cost, Capital budgeting(risk and capital budgeting), managerial accounting for planning and control, standard costing,

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budgeting, flexible budget, responsibility and transfer pricing, managerial accounting and external reporting, cost analysis and pricing, analysis of Financial statement.

### **MKM 22013 - PRINCIPLES OF MARKETING MANAGEMENT**

The objective of this course is to provide the students with an understanding of the fundamental aspects of Marketing with its development and its changing role within a variety of Organizations.

The nature and scope of marketing, the Marketing environment, strategic Planning, Marketing Information System, Market segmentation and target Market Strategies; Consumer buying behavior; Product decision; Pricing decision, Distribution Channels and Logistic Management; Integrated Marketing Communication Strategy, Advertising, Sales promotions and Public relations; Personnel selling and sales Management; Service Marketing; The global Market Place.

### **FIN 22013 - FUNDAMENTALS OF CORPORATE FINANCE**

This course to provide students with an understanding of Financial Management of corporate Organization. The course will also equip students with conceptual and analytical skills and knowledge of different financial tools necessary to make sound financial decisions. And students will be exposed to key financial issues faced by Financial Managers of corporations.

The main topics covered in this course are overview of Corporate Finance, Analysis of financial statements, capital Market, An overview, Valuation of cash flows, the time value of money, The valuation of long term securities, capital budgeting, Project Analysis and evaluation, risk and return, Options and Corporate Finance, Cost of Capital and Long term Financial Policy, Financial Leverage and Capital structure Policy, Dividends and dividend policy, Short term financial Planning and Management, International Corporate Finance.

### **BMG 22023 - MANAGING PEOPLE AND ORGANIZATIONS MANAGEMENT**

Managing can be defined as the art of getting things done in organizations. Managers are trusted with the responsibility of using limited resources and transforming them into products and services in the most efficient and effective manner. A large component of this syllabus deals with the acquisition, allocation and utilization of the human resource.

**Contents:** Organizational management; organization structure; Organizational Behaviour, Organizational Change, Discuss environmental forces that motivate Organizational change; Describe the basic change process, Explain how organization scan deal with resistance to change. An introduction to human resources Management; Definition of human Management; Key results areas of human resource Management,



Human resource Planning, Job analysis, selection & recruitment, Evaluation, employee Orientation, Compensation Management, Performance Management, Training and Development, grievance Handling and discipline, Occupational Health & safety, Industrial Relation & Labour legislation, Employee participation.

**COM 22053 - COMMERCIAL LAW AND CORPORATE LAW**

The aim of the course of study is to provide knowledge and skill that will equip the students with principles, laws and applications enabling them to effectively recognize and handle legal issues arising in commercial environment and corporate setting.

The course of study has been designed basically in three blocks; Introduction to Laws, Commercial Laws and Corporate Law. Introduction to Laws includes Source of law, Legal System of Sri Lanka, Court System of Sri Lanka. Commercial Law in corporates Law of Contract, Law of Agency, Sale of Goods, Law of Partnership, Negotiable Instruments, and Introduction to New statutes on Commercial Law. Corporate Law is sought to cover Evolution of Corporate Law in Sri Lanka, Evolution of Corporate Law in Sri Lanka, Nature and Incorporation of companies and documentation involved in the Incorporation, Company and Contracts, Company's capital; Shares and debentures, Shareholders and their rights and Obligation, Powers of Management and Duties of Directors, Accounting Records and Auditing and Winding Up.

**COM 22062 - CAREER DEVELOPMENT-II**

Aims and Course Contents: This part of the course imparts a broad understanding of how organization function and consolidates the knowledge obtained during the first year and adds new skills and knowledge needed to prepare the student for a career in a chosen sector.

Understanding organizations and how they function: Roles and functions of Managers; Understanding Management styles and getting along with your supervisor; Organizational culture/climate, understanding leadership and its role in modern organizations, understanding effective team work: synergy: resolving team conflict, the concept of emotional intelligence.

**DSC 31033 - MANAGEMENT SCIENCE APPLICATIONS**

The aim of the course is to provide a comprehensive knowledge and skills in quantitative techniques that will enable the managers and exclusive to learn techniques of operations research and resources management and their application indecision making in the management.

**Contents:** Probity theory, linear Programming, Transportation Problem, Assignment Problem, Network Analysis: PERT/CPM, Decision Theory, Game Theory, Simulation, Queuing Theory.

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### **ACC 31053 - AUDIT AND ASSURANCE**

This course aims to ensure that students are able to understand the basic concepts and technique of providing assurance service as per the companies Act of Sri Lanka and other forms of assurance. Further it deals with the objectives, benefits and limitations of assurance engagements are also considered.

**Contents:** Planning an Assurance Engagement, Accounting and Internal Control System, gathering evidence during an assurance engagement, professional ethics, framework and understanding of Sri Lanka accounting and auditing standards, objective and general principles governing an audit of financial statements, Audit engagements, Quality control, documentation of audit work, fraud and error, legal environment for an audit, Audit materiality, risk assessment and internal control.

### **ACC 31063 - TAXATION**

The objective of this course is to provide a basic understanding of taxation and to provide a comprehensive knowledge in tax calculation. Introduction of Sri Lanka tax system, principles of taxation, source of tax law, overview of Sri Lankan income tax system; the meaning of profits and income, person, residence, year of assessment, year of liability, statutory incomes; computation of total statutory income, aggregate of a child's income Deductibility of interest, carrying forward of losses, capital losses, capital losses, taxable income; qualified payments, Allowances, qualified investment, computation of taxable income (individuals), tax administration payment of taxes, Assessments and appeals.

Computation of company income tax, compute income tax on charitable institutions, clubs, trade association and co-operative societies, tax concessions, payment of income tax under self-assessment schemes, appealing procedure, recovery of taxes, tax refund, VAT submission of returns and calculations.

### **ITC 31033 - ACCOUNTING INFORMATION SYSTEM**

This course takes a cost contracting approach to analyzing accounting information systems, although other perspectives on firms and information systems are also considered. The course examines the role of accounting information systems in monitoring and controlling contracting and agency relationships between the various economic actors in business firms, and in supporting contracting relationships beyond the boundaries of the firm. Since accounting information systems are at the heart of most business information systems, the course focuses on three major transaction processing cycle viz: general ledger/reporting, revenue and expenditure.

**Contents:** introduction to AIS and theoretical framework and role of AIS in contracting, Accounting system in business processes, basic systems development and documentation, revenue cycle system, expenditure cycle system, general ledger and reporting system, AIS and enterprise system using SAP, data storage and network

issues, computer fraud and abuse, internal control and AIS, information systems controls for reliability, management information systems and AIS.

**COM 31073 - ORGANIZATIONAL COMMUNICATION**

The objective of this study is to enable students to communicate effectively and efficiently in all situations encountered in the organizational context. This course includes a framework for organizational communication, oral communication, organizational correspondences, and corporate communication.

**ACC 31073 - ADVANCED FINANCIAL ACCOUNTING AND REPORTING**

After completion of the course, the student should be able to;

- i. Understand the branch accounting process under different methods of keeping branch records and prepare financial reports therein,
- ii. Understand accounting procedures for company mergers and acquisitions in accordance with Sri Lanka Accounting Standards (SLAS).
- iii. Prepare Financial statements for Group of Companies for publication purposes in accordance with Sri Lanka Accounting Standards (SLAS) and International Accounting Standards (IAS).
- iv. Understand accounting procedures for specific industries.

**Course Content:** Advanced aspects of consolidated accounts, Branch accounts, Business combination including overseas involvements, Valuation of shares, Accounting for specific industry. Bankers accounts, Finance company accounts, Voyage accounts, Insurance company accounts etc. Accounting for price level changes, Computerized accounting systems, Accounting for human resources.

**COM 32082 - DATA ANALYSIS WITH COMPUTER APPLICATION**

The aim of this course of study is to provide the students an adequate understanding of statistical analysis that are imperative in management, accounting and finance researches. This course of study has been designed to enable the participants to comprehend the basic concepts underlying statistical analysis and to perform various statistical tests using computer software, SPSS.

**Contents:** Introduction to Statistics: Introduction to statistics; Variables and types of data. Data Entry and Variable Definition in SPSS: Understanding data entry template in SPSS; Preparing a data entry template; Entering data and editing data in SPSS. Data Screening and Transformation: Testing for errors in data; Assessing the normality; Data transformation and techniques. Descriptive Statistics: Describing numerical variables; Describing categorical variables. Statistical Inference: Introduction to statistical inference; t-tests; One sample t-test, Repeated measure t-test and Independent- groups t- test, Analysis of Variance (ANOVA), Analysis of Covariance (ANCOVA). Correlation Analysis: Scatter Plot; Correlation analysis and interpretations. Regression Analysis: Bivariate regression; Multiple linear regression. Reliability Analysis: Introduction to

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reliability analysis and performing reliability test. Factor Analysis: Introduction to factor analysis; Performing factor analysis using PCA. Non-Parametric Techniques: Introduction; Chi-Square test, Man-Whitney U test, Wilcoxon signed rank test, Krushkal-wallis test and Spearman's rank-order correlation.

### **COM 32093 - OPERATIONS MANAGEMENT FOR COMPETITIVE ADVANTAGE**

This course provides the students the theoretical as well as practical knowledge on operations functions of a business.

**Course Contents:** Introduction, meeting the Competitive Challenge in Operations, Capacity planning, forecasting, product design and process selection, Layout, Inventory Management, Quality and productivity, job design and work measurement.

### **BEC 32032 - ECONOMIC ANALYSIS FOR MANAGERS**

After studying this course unit student should be able to explain how basic concepts of micro economics are combined with tools of mathematics to analyze and make decisions involving scarce resources.

**Course Content:** Nature and scope of managerial economics, Demand; Demand theory and analysis, Regression techniques and demand estimation, business and economic forecasting, Production and cost, Production Theory, Cost theory, Linear programming, Markets structure; perfect competition, Monopoly, Monopolistic competition, Oligopoly, Game theory and strategic behavior.

### **ITC 32043 - ENTERPRISE RESOURCE PLANNING**

Introduction to ERP system, database creation, master file setup; COA, integration, Default information, entering opening balances, transactions, Purchase, Sales, General Payments, journal transactions, fixed assets maintenance, Bill of material, Running Reports, Advance features of ERP system.

### **COM 32113 - SMALL BUSINESS MANAGEMENT & ENTREPRENEURSHIP**

The objective of this course is to provide the students with a theoretical and practical knowledge of small business enterprises and related issues.

Nature of entrepreneurship and small business; needs, motives and objectives of small business; types of small business enterprises in Sri Lanka; Characteristics of small business enterprises, personal requirements for small business and ways to enter the small business; Selecting the type of business and establishing a new business, investigating alternatives; Opportunity identification and project selection, Business planning. Project financing and feasibility studies, estimating costs and preparing Budgets, Source of Finance, Managing small business enterprises, Small Business Marketing, Marketing policies and Strategies, Market research, Pricing and promotion, Human Resource Management in small business enterprise, Selecting, Training and

Development of People, Motivation, Legal aspects of Human resource Management, Quality Management and Operational process.

**FIN 32033 - FINANCIAL SERVICES INSTITUTIONS**

The objective of this course is to provide the students an understanding of the practice & Laws relating to banking with special reference to Sri Lanka. Banking system in Sri Lanka, Financial system in Sri Lanka, History of Banking in Sri Lanka, Role of the Commercial and Development Banks; Banker; Banking Business; Customer's duty to the Bank, Termination of the Bank Customer relationships; Negotiable instrument concept of negotiable instrument, Legal Nature of the negotiable instrument, Sri Lanka bills of exchange Ordinance No 25 of 1927, Types of negotiable Instruments, Bills of exchange, Parties to Bills of exchange, the Law relating to cheque, Promissory notes, Legal aspect of Bank lending and Securities; Paying and Collecting Banker; Modern Development in Banking; Practical problems and case studies with solutions.

**COM 32122 - BUSINESS RESEARCH METHODOLOGY**

This course is designed to familiarize students with the basic concepts, tools and techniques of research methodology as applied in research in the field of commerce. The topics covered research process, writing a research proposal, selection and formulation of a research problem, research design, sample design, sampling procedures, questionnaire design and data collection methods, measurements and scaling techniques, statistical techniques for data analysis and report writing.

**FIN 41023 - INVESTMENT AND PORTFOLIO MANAGEMENT**

This course is designed to acquaint students with concepts, theories and practices in understanding, analyzing and making decisions investment and portfolio management. The course discusses Financial market, Portfolio theory, Equilibrium in Capital Markets, Capital asset pricing model, Factor models, arbitrage pricing theory valuation and analysis of riskless and fixed income securities, valuation and analysis of common stocks, risk free borrowing and lending and technical and Fundamental analysis, bond portfolio Management, Financial derivatives for hedging the portfolio risk, portfolio performance evaluation and international investment.

**ACC 41103 - STRATEGIC MANAGEMENT ACCOUNTING**

The aim of this course is to get students acquainted with the advanced concepts of Strategic Management Accounting. This includes the analysis of collected management accounting data for presentation and application in organizational strategic decision making.

**Contents:** Introduction to Strategic Management Accounting, Management Accounting Information for Strategic Decision Making: Cost Assignment and Costing Systems; Activity Based Costing, Modern Concepts and Tools in Strategic Decision Making; Balance Score Card; Strategic Cost Management Techniques, Strategic Decision making

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including those under Risk And Uncertainty : Relevant cost and short Term Decisions; Decision making under Risk and Uncertainty; Capital Investment Decision in the perspective of project Appraisal, Planning Control and Performance Measurement: Strategic Budgeting; Advanced Aspects of standard costing and Strategic Variance Analysis; Divisional performance measures for strategic decision making; Strategic Transfer Pricing.

### **ACC 41123 - PUBLIC ACCOUNTING AND FINANCE**

The aim of the course of study is to provide comprehensive knowledge and skills to enable the participants to effectively manage their potential functions as a public sector accountant or a financial manager. This course will explore the institutional and legal frameworks, principles, modern approaches and best practices pertaining to public financial management and reporting.

Introduction to Public Sector and Public Financial Management: Introduction to public sector; Public sector financial management; Implications of new public management (NPM). Legal and Institutional Framework for Public Financial Management: Institutional frameworks for public financial management; Legal frameworks for public financial management. Public Sector Budgeting Process, Perspectives and Approaches: Public budgeting and budget process; Budget classification, presentation and programming; Approaches to public budgeting; Exploring the budget of the government of Sri Lanka. Public Sector Budget Accountability, Execution and Assurance: Financial management and accountability framework; Public procurement; Handling the variations to estimates of expenditure; Budget assurance. Public Sector Management Accounting: Cash management; Cost management; Performance measurement and evaluation framework. Public Sector Financial Accounting and Reporting: Fiscal management responsibility and budgetary reporting; Bases and issues in financial reporting in public sector; Scope, objectives and application of Sri Lanka public sector accounting standards: Exploring financial statements of government of Sri Lanka.

### **COM 41133 - INTERNATIONAL ENVIRONMENT OF BUSINESS**

The objective of the course is to provide the students with sufficient knowledge about International Trade Theories and the Changing features of business environment due to the impact of information technology and scientific advancement. Also to provide necessary information and skills in applying these theories with the new business statics and methodology in the various process involving the development of Sri Lankan Economy in the context of Global Trade.

Introduction to International economics; Theories of International Trade; Theory of Comparative advantages, Heaksherohlin theory of trade, Harberler's trade theory; Trade theory of Factor-Price Equalization; trade theory of PLC; Terms of trade, Different types of terms of trade, Importance of terms of trade; International and Regional trade agreements; GATT, SAPTA,PTA, EEC,ASEAN,UNCTAD foreign trade

and Economic Development special reference to Sri Lanka; Current trends of Foreign trade in development special reference to Sri Lanka; Current Trends of foreign trade, Role of foreign trade in development, Tariff Policy; International Monetary Organizations; IBRD;IMF,ADB,IFC etc., International Monetary and...

**COM 41143 - E-COMMERCE**

This course will provide Theoretical and Practical Knowledge about E-Commerce that how it works, what are the important parts of the E-Commerce and also how to implement internet security over the internet.

The major topics covered in this course includes; Introduction to E-Commerce and E-Business, E-Commerce Technologies, Marketing strategy on the Web, Search Engine and Portals, Comparing Web Technologies, Internet Security and the E-Payment System; Basic Practical Knowledge about Web Technologies, Introduction to Hypertext Mark-up Language (HTML 4.0), Micro soft Front Page (Forms, Frames)and Client Side Scripts, and Server Side Scripts.

**BMG 41023 - STRATEGIC BUSINESS MANAGEMENT**

The Objective of this course is to develop the capacity to think strategically about an organization, its position in its industry and among competitors, and explain how to formulate & implement strategy.

**Course Content:** Nature and scope of strategic management, Establishing company direction; Vision; Mission, and Objectives, Industry & competitive analysis, Formulation of strategies, Diversification, Execution and evaluation of strategies, Corporate culture and leadership, Special topics; Competing in globalize markets, Cross country differences, Entering and competing in foreign markets, Strategic alliances.

**COM 42156 - DISSERTATION**

The purpose of this course is to develop students' research ability for enabling them to carrying out their own research independently. This course mainly focuses on the application of research methodologies and techniques, selecting a topic pertaining to a research problem in Commerce. Therefore, students are required to engage in research and write a dissertation under the guidance of an academic supervisor assigned to him/her by the Department. Students are also required to obtain the department approval for the selected research topics. The dissertation of at least 10,000 words should be submitted to the Examination Branch according to a deadline given.

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### **3.9.3. B.Sc. in MIT General Degree programmes**

#### **MIT 11013 - PRINCIPLES OF MANAGEMENT**

The main objective of this course is to enlighten the students' knowledge and skills in fundamentals of Management. To identify and apply the Principles of Management in related to the subjects and practical issues.

This course includes General Management: Introductory Concepts, Organizational Planning, Organizing for Efficiency, Staffing: Management of Human Resources, The Directing Function, and Principles of Controlling.

#### **MIT 11023 - INTRODUCTION TO INFORMATION TECHNOLOGY**

Information Technology has been identified as a knowledge area that should be acquired by all the students preparing for entire degree program and practical life. The objective of this course is to make the students aware of the importance of the IT and giving basic understanding of concepts and applications of IT.

This course includes Introduction to Information Technology, Information Technology and Information System, Fundamentals of Computer System, Data representation, The Micro computer system unit, Input, Output devices, Storage Devices, Operating System, Data communication system, Network and network Technologies, Internet and its Technology and Computer Virus.

#### **MIT 11033 - COMPUTER APPLICATIONS FOR OFFICE ENVIRONMENT**

Computer Applications for Office Environment is a very important course, which should be acquired by all first-year students to prepare themselves to do their all course works throughout the entire degree program and a practical life. The main objectives of this course is to train the students to work with PCs efficiently and giving basic knowledge on the office applications that could be used by them on their entire academic and practical life.

This course includes ideas on how the students can use PCs effectively and efficiently, train the students to use Computer Application Packages to reduce the paper work, increase the speed and accuracy of day to day work, giving practical knowledge to use of common application packages such as use MS Word as a Word Processing Application, create spreadsheets in MS Excel, design and develop presentations using MS PowerPoint.

#### **MIT 11043 - MATHEMATICS AND STATISTICS FOR IT**

The goal is to make students mathematically literate in preparation for studying a computing discipline. The course covers indices and logarithms, sets, Logic, Relations and Function, Function, Boolean Algebra, Techniques of Counting, Probability, and Matrixes.



After successfully completing this module the student should Apply the mathematical (matrices, sequences, series, vectors, differentiation and integration) and statistical (random variables, discrete, and continuous probability distributions) concepts easily in some of the modules covered in the second and third year of the degree course.

This course includes Indices and logarithms, Sets, Logic, Relations and Function, Function, Boolean Algebra, Techniques of Counting, Probability and Matrixes, and basic statistics.

### **MIT I1053 - FUNDAMENTAL OF PROGRAMMING**

Objectives of this course are to provide the participants with in-depth knowledge and skills in fundamentals and programming Techniques for MIT Students and those who are interested in learning the fundamental and Programming Techniques.

This course includes Introduction to Computer Programming, Introduction to Java Development Kit (JDK), Fundamentals of Java Programming, Operators in Java, Flow Control, Program Design Techniques, Arrays, Object Oriented Concepts and Techniques, String Handling and Error Handling in Java.

### **MIT I1063 - ENGLISH FOR INFORMATION TECHNOLOGY**

The overall aims are that the students should produce and be able to correct sentences so as to indicate control of the structures. They should be able to read and understand narrative and descriptive passages up to a vocabulary of 3,000 words at an average reading speed of 200 wpm. Students should be able to communicate confidently in English. They should be able to write narratives and descriptions clearly and succinctly, and present and develop arguments coherently and concisely. They should be able to write letters, memos, messages, notices, reports etc.

**The course content:** Grammar-Sentence Structure, Word Classes, Articles, Tense; Reading - Extracts from texts, Stories/Poems, Sales Literature, Catalogues, Bibliographies, Indexes, Dictionaries, Encyclopedias; Writing - Maintaining a Diary, Routine, Description of People, places, objects, Expanding Sentences, Paragraph Writing, Relaying Telephone Messages, Filling Forms, Informal Letters, Formal Letters, Short Reports; Oral & Listening - Describing people, places, objects, Narrating Stories, Interpreting a Table, Presenting facts, data, and information, Describing one's experience, Enacting a dialogue, Enacting a telephone conversation, Listening to short/ long conversations, Listening to mini talk/ lecture.

### **SLA I1012 - SINHALA LANGUAGE - I (FOR TAMIL SPEAKING STUDENTS)**

This course unit provides the Sinhala Language knowledge for the Tamil speaking students and gets the Sinhala Language Fluency for easy communication.

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**The Course contents:** Introduction of the alphabet and letter formation, Recognizing the difference between the two languages comparatively, Studying the changes occurring in the formation of letters when combining vowels with consonants and learning their correct usage, Studying the subject verb agreement, Studying the classification of nouns, Verbs and their classifications, Prepositions and their correct usage, Studying the common Affixes in Sinhala language, The “case”, and Terminology used in the subject of Commerce and Management.

### **TLA 11012 - TAMIL LANGUAGE - I (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce Tamil Language at a basic level, to give the knowledge about the basic Tamil Grammar and to develop listening, speaking, reading and writing skills in Tamil.

**The Course Contents:** Introduce Tamil Alphabet and Get Practice to Write the Letters, Vowels and Consonants, Use the Alphabet and Construct Simple Words, Introduce Nouns and Verbs, Tenses and Get Students to Practice Basic Reading, Reading and Writing Exercises and Practical Works.

### **MIT 12013 - ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

The aim of the course is to provide the students with the theoretical and practical knowledge of small business management and entrepreneurship and its related issues that will enable the students to manage small and medium scale enterprises.

This course includes Introduction to Small Business Management, Nature of Entrepreneurship, Business Development Support Systems, Small Business Management Practices, Entrepreneurship and Culture, Business Expansion and Diversification and Financial Requirements and Feasibility Analysis.

### **MIT 12023 - BUSINESS ECONOMICS**

The objectives of this course are to acquire the great brawl of business economics by the students, to provide exposure of econometric software in the application of business economics and to make decision in business organization by applying of the basic concepts, theories, and models in business economics.

This course includes Introduction to Business Economics, Theory of Consumer Behaviour in the Market, Demand Forecasting, The Analysis Production Function and estimation, The Competitive Market Environment and Introduction to Macro economics.

### **MIT 12033 - MARKETING MANAGEMENT**

The objective of this course is to provide the students with an understanding of the

fundamental aspects of marketing with its development and its changing role within a variety of organizations in the context of rapid process of globalization.

This course includes Understanding Marketing Management, Capturing Marketing Insights in the IT Era, Connecting with Customers, Customer Database and Database Marketing, Building Strong Brands, Shaping the Market Offerings, Delivering Value and E-Commerce Marketing Practices, Communicating Value and Creating Successful Long - Term Growth. Marketing Management, Capturing Marketing Insights in the IT Era, Connecting with.

**MIT I2043 - SYSTEM ANALYSIS AND DESIGN**

The objective of this course is to analyze of an existing system and design a new system. This course introduces skills that students will meet to work in a highly competitive computer integrated business environment. The course provides the students with the skills to identify business problems which may be sought by technology based solution determine requirements for information system solution and develop detailed design which form the basis for implementing system.

**The Course contents:** Software Development Life Cycle, Analysis of Existing System and New System Requirements Gathering and Specification, Strength and Weaknesses of Different Approaches, Analysis Techniques, Communication with Users, Notation and Tools and System Documentation.

**MIT I2052 - FUNDAMENTALS OF FINANCIAL ACCOUNTING**

Financial Accounting Fundamentals is a comprehensive first course in accounting. Emphasis is on concepts and practices that will be useful to students throughout their careers.

**Contents:** Introduction Accounting; Business Information & users of accounting; Definition of accounting; Management Accounting & Financial Accounting, Financial Accounting Transaction; Cash receipts and payments; maintaining a cash book, petty cash book, posting to ledger and preparing a bank reconciliation; Double entry bookkeeping, Financial Accounting transactions (subsidiary Book of Accounts and Control accounts), Financial Accounting Transactions (General Journal), Preparation of financial statements, - Sole proprietorships, Manufacturing Account and Income & Expenditure statement, preparation of Financial statements - partnerships, Preparation of Financial Statements - Limited liability companies ( for internal purposes), Accounting systems and Procedures, Preparation of Financial statements from incomplete records.

**MIT I2063 - DATABASE DESIGN & DEVELOPMENT**

This is a specialized course in Database Design and Development. The course consists of two modules. Module - 01 is theoretical and covers importance of the databases to different user group, database development process, different modeling techniques and

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database designs and development and accessibility, data/ database administration and data warehousing. Module - 02 the practical component, covers the usage of structured query languages. (SQLs) on different database platforms.

### **SLA 12022 - SINHALA LANGUAGE - II (FOR TAMIL SPEAKING STUDENTS)**

Advance Sinhala Grammar, Advance Essays and Comprehension, Basic paragraph Writing, Essay Writing, Telegram Writing, letter writing, Formal Letter, Informal letter Using the Sinhala Language practically, Reading Newspapers, Listening Comprehension, Introduction to Basic Sinhala Literature.

### **TLA 12022 - TAMIL LANGUAGE - II (FOR SINHALA SPEAKING STUDENTS)**

The objective of the course unit is to introduce the Tamil Language at advance level, to give the knowledge about the advance Tamil Grammar, to develop advance reading and writing skills in Tamil.

**The Course contents:** Advance Tamil Grammar, Basic paragraph and Essay Writing, Letter writing: Formal, Informal, Filling Application Forms, and Practical Tamil Language Use Introduction to Basic Tamil Grammar.

### **MIT 21013 - HUMAN RESOURCES MANAGEMENT**

The objectives of this course are to make students to indicate and explain various human resource management interventions that may be required when dealing with the work environment, people, and problems. In particular, the student should be able to critically analyze organizational situations, prescribe courses of action necessary for problem solving, and integrate the steps necessary for effective implementation using information technology.

This course includes Human Resource Management- An Overview, Job Analysis, Human Resource Planning, Recruitment, Selection, Training and Development, Performance Evaluation, Compensation and Benefits, Labor Relations, Safety and Health and Employee Discipline.

### **MIT 21023 - INFORMATION TECHNOLOGY FOR MANAGEMENT**

Information Technology for Management module has been identified as an important concept that should be learned by the students to use IT in the practical industrial environment. The main objective of learning this course is to know how we can generate value through the use of technology.

This course includes about the IT support and application in an organization, functional applications and transaction processing of the organization, Enterprise system, managing the knowledge, how managerial decision can be taken with IT support systems, IT

application acquisition and the options for that and more.

**MIT 21033 - COMPUTER NETWORK AND SYSTEMS ADMINISTRATION**

The objectives of this course are to provide theoretical & practical knowledge required to perform management of computer systems and networks and administration tasks on specified operating platform.

This course includes Data Communication Concepts and Terminology, Transmission Media, Error Control, Introduction to Systems and Network Administration, Host Management, Network Administration, Host and Network Security and Installing and Upgrading System Software.

**MIT 21043 - SOCIAL & PROFESSIONAL ISSUES IN IT**

The aim of this course of study is to give the students an understanding of fundamentals of law and the legal system of Sri Lanka and the substantive areas of law pertaining to business and commerce including that of electronic transaction.

The course of study incorporates Introduction to Laws; Source of law, Introduction to the Legal System of Sri Lanka, Court System of Sri Lanka, Law of Contract; Nature of Contracts, Formation of Contract, Form of Contract, Capacity to Contract, Reality of Contract: Void, Voidable, Unenforceable Contracts and Mistake, Misinterpretation Undue Influence and Duress, Discharge of Contract, Breach of Contract and Remedies, Law of Agency; Formation and Termination of Agency, Rights and Duties between Principal and Agent, Relationship with third Parties, Sale of Goods, Form and Subject matter of the contract, Condition and Warranties, Title to Goods, Rights of Buyer and Seller, Hire Purchase, Law of Partnership, Creation of Partnership and Its Name, Relations of Partners & with third parties, Change of Partners, Dissolution of Partnership, Negotiable Instruments, Bills of Exchange; Cheques, Promissory Notes, An introduction to certain new statutes related to electronic transactions & commerce; Electronic Transactions Act No. 19 of 2006, Computer Crimes Act, Consumer Protection Act, Intellectual Property Act No. 36 of 2003.

**MIT 21053 - BUSINESS COMMUNICATION**

The objective of this course is to teach effective communication skills vital for success in business.

**The Course contents:** An overview of Communication in Business; The Nature and Implications, The Process of Communication, The Communication Barriers; Strategies for Written Communication; Business Letters, Memorandum, Circulars, Direct Marketing Letters and Briefs, Reports, Press Releases, Advertising and Telesales Scripts, Job Descriptions and Advertisements; Strategies for Oral Communication: Listening, Non Verbal Communication, Presentation and Speeches, Visual Communication & Statistical Information, Effective Use of Telephone; Career Strategies; Self-Assessment,

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Strategies in Getting Interview, Job interview, Interviewing and Interviewer; Strategies for Today's Business Climate and Information Technology; Word Processing and Data Based Documents, Electronic Media, Power Point Presentation.

### **MIT 21062 - COMPUTER APPLICATION FOR ACCOUNTING**

This is a specialized course that deals with selected spreadsheet applications related to accounting.

**The Course contents:** Micro Programming Preparation of Income Statements, Bank Statement, Budgeting, Investment Analysis, Financial Statement Analysis, Cost Accumulation and Appointment, Case flow Analysis, Depreciation Analysis, Inventory Analysis, Purchasing Analysis, Final Accounts, Capital Budgeting, Cost Volume Profit Analysis using charts, Variance Analysis, Introduction to Computerized Accounting Using Small Business Packages MYOB.

### **MIT 22013 - QUANTITATIVE TECHNIQUES FOR MANAGEMENT**

The objective of the course is to provide a comprehensive knowledge and skills in quantitative techniques that will enable the students to analyze managerial problems with the use of information technology for more effective decision making.

This course includes Linear Programming, Transportation Problem for Decision Making, Assignment Problem for Decision Making, Net Work Analysis: PERT/CPM, Queuing Theory, Decision Theory and Inventory Control.

### **MIT 22023 - MANAGEMENT INFORMATION SYSTEMS**

The objective of the course is to make the students aware of the importance of Information Technology in managerial decision – making. Aspects of major concern are conceptual foundation of information system and information systems development.

**The Course contents:** Information System and Management Information System, Information System Concepts and Fundamentals, Information Requirements for Modern Data Collection, Designing Information Outputs: A User Orientation; An Overview of Modern Data Processing Resources and Methods of Processing; An Introduction to Computer Hardware and Software; Input, Output Devices, Storage Media, Computer Processing and Data Transmission, Principles of Programming, Elements of Software Development; System Analysis; System Fundamentals, General System Design and Detail System Design and System Evaluation, System Implementation, Control of an Implemented System; Feedback Loops and Timing of Control Actions; Types of Control Systems; Data Base Management System; Data Base Concept, Coding Sorting, and Searching Data, Types of Data Organization - Physical and Logical; File Storage and Processing Considerations; Behavioural Aspects of Information Technology; Levels of Management and Information Systems, Ethics in Information System; E-Business and Its Impacts in Information System; An Introduction to Accounting Information System;

Computerized Accounting System.

**MIT 22033 - VISUAL PROGRAMMING**

The objectives of this course are to give firm foundation on visual programming and methodology, various Visual Tools, advantages and limitations of visual programming, to train to work on Dot Net frame work and use Visual C# as a Visual Programming Tool and to make the students be able to develop applications using Visual C#.

This course includes Basics in C#, Classes and Object Orientation in C#, Handling Exceptions, Building Windows Applications, Windows and Dialogs, Lists, Menus and Toolbars and Database Programming.

**MIT 22043 – WEB APPLICATION DEVELOPMENT**

The objectives of this course are to provide opportunities to gain sufficient Practical and Theoretical knowledge in the field of Web surfing, to motivate the student to get used to the new technology introduced in web technology and write server-side scripts within HTML to communicate with a web server and database.

This course includes Internet / Web basics, Web Design overview, Introduction to Hypertext Mark-up Language (HTML), Introduction to client Site Script, Understanding Server Side Technologies, Introduction to Open Source: PHP, MYSQL Basics and Developing Dynamic Websites Hosting.

**MIT 22053 - JAVA COMPONENTS AND TECHNOLOGIES**

The objectives of this course are to have a wider and in-depth understanding of the concepts and technologies of financial decisions, to apply relevant technologies in identifying, evaluating and solving specific management problems, and to construct and use sound and efficient computer models in order to solve such problems satisfying management decision-making needs in the operation of the business under varying circumstances.

This course includes Management Accounting and IT, Financial planning & budgetary process, Short term decision-making, Investment Appraisal, Capital Budgeting Strategy and Planning Risk and Reports.

**MIT 22062 - HUMAN COMPUTER INTERACTIONS**

The objectives of this course are to explore JDBC and use it to connect to a database, retrieve meta data, and execute a SQL query, to implement servlets, Java Server Pages, and Enterprise JavaBeans, which are trendsetting technologies at present, etc.

This course includes Introduction to Java Applets, Graphical User Interface Components, Graphical User Interface Components, Java Servlets, Java Server Pages (JSP), Building a Login System, Personalizing the Site and 8. Displaying Dynamic Content.

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### **MIT 31013 - OPERATIONS MANAGEMENT**

The objectives of the course are to provide the theoretical as well as practical issue in operation management, to provide how manage resources effectively in a system, to provide the concept of location strategy, to explain how to organize the layout efficiently, to analyze the problems in operations management and to explain how the field of operations management can provide direction in gaining and maintaining Competitive Advantage.

This course includes Introduction, Meeting the Competitive Challenge in Operations, Capacity planning, Systems design and process selection, Location Strategy, Layout, Supply Chain Management, Quality and productivity, Introduction to quality assurance in Software Development, Quality management tools and techniques and Job Design and Work measurement.

### **MIT 31023 - SOFTWARE PROJECT MANAGEMENT**

The objectives of this course are to develop wider and broader knowledge among students with respect to project planning and management in dynamic business environment, in diverse projects and diverse organizational structures.

This course includes Introduction to project management, Project management framework, Project management processes, Project integration management, Project scope, Project time management, Project cost management, Project quality management, Project HRM, Project communication management, Project risk management, Project procurement management, Other contemporary issues in Project management, Financial perspectives of project management and Case studies and critical incidents in project management.

### **MIT 31033 - INFORMATION SYSTEMS SECURITY**

The objectives of this course are to understand the concept of symmetric key and asymmetric key cryptography, to understand the security requirements of an information system, to describe the functionality of practical cryptographic protocols, to identify the security requirements of operating systems, databases and programs and to design new security solutions for address the security issues in open network environments.

This course includes Basic Encryption and Decryption, Secure Encryption Systems, Applied Cryptography, Protocols and, Operating System, Database and Program, Security in Networks and Distributed, Web and Secure Electronic Mail.

### **MIT 31043 - SOFTWARE ENGINEERING**

The objectives of this course are to perform software engineering activities in project planning, test planning, requirement gathering, validation, specification, analysis, design, and prototyping, to apply software engineering practice and process to software design



and development, to demonstrate the ability to gather, analyze, develop, verify and validate artifacts of software engineering systems and to use software tools effectively in the major phases of software development.

This course includes Why Software Engineering, Modeling the Process and Life Cycle, Planning and Managing the Project, Capturing the Requirements, Designing the System, Concerning Objects, Writing the Programs, Testing the Programs, Testing the System, Delivering the System, Maintaining the System, Evaluating Products, Processes, and Resources, Improving Predictions, Products, Processes, and Resources and The Future of Software Engineering.

**MIT 31053 - E - COMMERCE**

The objectives of this course are to make the students understand of a broad range of Internet tools, define electronic commerce and its benefit, implement and maintain a secure electronic commerce website, describe current technologies and future trends in electronic commerce and describe most suitable electronic commerce practices for Sri Lanka.

This course includes Introduction to Electronic Commerce, Electronic Commerce Systems, Sri Lankan Contexts for Electronic Commerce, Business Models for E – Commerce, E – Payment Systems, Technologies for Electronic Commerce Systems, Mobile Commerce & Technology.

**MIT 31063 - STRATEGIC MANAGEMENT**

The objectives of this course are to provide the theoretical as well as practical knowledge in strategic management, to provide why strategic management is important on the success of the enterprise, to explain the issues in implementing the chosen strategy, to discuss the activities of the external environmental analysis process, to explain the strategic management process, to analyze the problems in an organization and develop the strategic Plan and to explain how to formulate corporate and business strategies.

This course includes Introduction, Strategic Thinking, Strategic Models, Strategic formulation process, Alternative strategies, Strategy Selection Process, Strategy implementation and Evaluation and Strategy related Case studies analysis.

**MIT 31072 - INTEGRATIVE PROGRAMMING AND TECHNOLOGIES**

Organizations typically use many disparate technologies that need to communicate and work with each other. A key component to the discipline of Information Technology is the integration of applications and systems. This knowledge area examines the various types of programming languages and their appropriate use. The course addresses the use of scripting languages, architectures, application programming interfaces and programming practices to facilitate the management, integration and security of the systems that support an organization.

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### **MIT 32046 - SOFTWARE DEVELOPMENT PROJECT**

The main objective of this project is to make student put all what he would have learnt throughout his/her degree program.

Students will be tasked to study any institution, let it be for-profit or not-for-profit, and its system. And then the student will be developing an Information System if there is no system in practice or he will be tasked to find the shortcoming or gaps on existing system and integrate the new features.

- b. Students will be studying the system by physically visiting the shop-floor, interviewing managerial people as well as functional people on the bottom-line, filling up questionnaires, etc.

The project will of chapters like Introduction to the System, Requirement Analysis, Design, Testing, Implementation, and Support and Future Improvement.

## **4. EXAMINATION PROCEDURES**

### **4.1. Conducting the Examination**

The end-semester examination of a course unit shall be held at the end of the semester in which the course unit is completed. Continuous Assessments for a course shall be assessed throughout the course during the semester.

### **4.2. Eligibility for Sitting Examination**

#### **4.2.1. Registration for a Degree and Courses**

A person who has been registered in the university as an internal student for a particular degree can sit for relevant examinations. Students who fail to complete their intended degree at the end of the specified period should renew their registration to be eligible to re-sit for failed course units/ credits at the next available opportunity.

#### **4.2.2. Examination Entry Form**

A student to sit for an examination should submit an application in the prescribed form within the stipulated period. The eligible students will be issued with an admission card for the particular examination.

If any student found guilty on signature forgery on Examination Entry application form, action will be taken to prohibit him/ her to sit the particular examination immediately and action shall be taken according to the rules and regulation stipulated by the law of the University.

#### **4.2.3. Attendance for Lectures**

Eighty percent (80%) attendance is compulsory for both theory and practical sessions. A student who has less than 80% attendance for a particular course unit will not be allowed to sit for the end-semester examination of that course unit. Such candidates will have to sit for that particular exam at the next available opportunity.

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### **4.2.4. Sickness during Academic Session**

If a student who falls sick during the academic session, he/she or his/her guardian should inform about the illness to the Registrar of the Faculty within a period of 48 hours in writing. This information should be confirmed within a period of two weeks with a valid medical supporting document.

However, in a semester, if a student is unable to attend continuously for eight (08) academic weeks, the student is deemed to be withdrawn from the particular academic year and needs to commence his/her studies from the next academic year in which semester he/she stopped in the previous year.

## **4.3. Repeat Candidates**

### **4.3.1. If a candidate misses the First Attempt**

Any examination conducted by the faculty will not be repeated. Therefore a student may re-sit for the examination of a particular course unit only at the next available opportunity.

### **4.3.2. Sickness during the Examination**

If a student who falls sick during the examinations, he/ she or his/her guardian should inform this to the Registrar of the faculty within a period of 48 hours in writing. This information should be confirmed with a valid medical supporting document to the Head of the Department within a period of two weeks from the last date of the particular semester examination. However, the Senate will take the final decision with regard. If the Senate approves the medical certificate, the student has to sit for the course unit in the next immediately available examination that falls in the particular semester.

The excuse will be granted only if the absence is due to a grave cause such as the student's serious ill health, or any other cause which is accepted by Faculty Board and approved by the Senate.

Further, students who have submitted the request in this regard for allow to sit fresh/ repeat based on the above fact will be decided by the Faculty Board and Senate.

### **4.3.3. Lower grades can be improved**

A student who has obtained C-, D+ or D for a particular course is advised to repeat it. However, if the grade obtained in the second sitting is less than that of the first sitting, he/ she shall be entitled to his/ her former grade. The maximum grade for a credit repeated shall be C or grade point 2.0.

### **4.3.4. Maximum Number of Attempts**

A candidate cannot repeat an examination more than three times. A grace chance may be permitted with the approval of the Faculty Board and the Senate. However, during the period of repeating the examination, student's registration should be valid.

### **4.3.5. Medical Certificate**

This is a document that confirms the format of Medical Certificate issued by the government hospital. Such a Medical Certificate should be obtained from any one of the following medical practitioners.

A University Medical Officer (U.M.O.), District Medical Officer (D.M.O.), consultant Specialist in a particular field or an Ayurveda Physician Registered in the Ayurveda Medical Council. Under the exceptional circumstances, a medical certificate issued by a private hospital or a Sri Lanka Medical Council (SLMC) registered private practitioner endorsed by the University Medical Officer may be accepted.

## **4.4. Re-sitting for Examination**

### **4.4.1. Opportunity to re-sit**

The first re-sit supported by a valid medical certificate and/or the approval of the Faculty Board and the Senate shall be considered as the first attempt.

### **4.4.2. Improving Lower Grades**

A candidate, even with E grades may proceed to the following year of study.

However, he/she should repeat those course units at a subsequent examination.

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### **4.4.3. Maximum period to complete a degree programme**

The student would be allowed a maximum period of six academic years to complete a three year general degree and seven academic years for a four years' special degree from the date of first registration, excluding periods of absence caused by medical or poverty or other valid reasons acceptable to the Faculty Board and Senate.

### **4.4.4. Re-sit an Examinations**

Any examination conducted by the faculty will not be repeated. Therefore a student may re-sit for the examination of a particular course unit only at the next available opportunity.

### **4.5. Special Needs Student**

The special needs students may be given 30 minutes extra time for a total hour of the examination if prior approval is obtained from the Faculty Board and Senate based on the medical advice.

### **4.6. Releasing Examinations Results**

When the results of the end-semester written examination of all the course of a particular semester are received by the Examination Branch, the Senior Assistant Registrar/ Examinations will summon a Board of Examiners chaired by the Vice-Chancellor. Dean of the Faculty, all Heads of Departments of the Faculty, all the Professors in the Faculty and examiners of all the examinations conducted in that particular semester shall be the members of the Board. The Board will release the overall performance of the students in that semester giving the GPA scored by the students in that semester. The Board shall also release the overall GPA scored by the students up to that semester.

### **4.7. Re-scrutiny of examination marks and grades**

Students are given the opportunity to apply for Re-scrutiny of examination marks and grades. The students who desirous of getting his/her answer script(s) re-scrutinized may apply on the prescribed application form available at the Academic and Examination Branch or the Dean's office. The application should

be submitted within two weeks from the release of the results (after issuing the detail result sheet).

A processing fee of Rs. 500/- (subject to revision) per credit of an examination shall be charged for verification of the marks and grades and the application forms will be accepted only upon submission of receipt of the payment.

## **5. EVALUATION CRITERIA**

### **5.1. Introduction**

Students are evaluated by both continuous assessments and end-semester examinations. The continuous assessments could be in the form of tutorial examination, presentation, reports, multiple choice questions, quizzes, assignments etc., and in the case of practical courses, projects and case studies, etc. The methods of assessments could be different depending on the nature of the course unit. The continuous assessments are held throughout the course of study and are not repeated. Therefore, regular attendance for lectures and practical sessions is very important.

### **5.2. Course Unit**

Each course requires a Final Examination at the end of each semester, which is held during the end semester period. The duration of the examination can vary depending on the requirement for each subject. However, duration of a question paper for end-semester examination shall be to 1-4 hours depending on the credit value of the course unit.

### **5.3. Evaluation of Dissertation / Project Report**

All students should carry out the Dissertation/Project work at their final Year of study. The title of the Dissertation/Project work shall be made available by the students at the beginning of the final year for approval. The students are expected to commence their research activities from the beginning of the final year of first Semester.

The Dissertation/Project Report is assessed continuously and marks are allocated as follows:

- Final Presentation (Compulsory) - 30%
- Dissertation/Project Report - 70%

The proposal presentation shall be conducted by the respective Department at beginning of the first semester of the final year.



Three copies of the Dissertation for BBA and B.Com / Project Report for MIT should be submitted to the respective Department at the end of the final year second Semester. Dissertation / Project Report submitted after the stipulated date shall be considered only at the next Fourth Year Second Semester Examination.

A deadline for submitting Dissertation / Project Report of the shall be for a period of one month from the last date of the particular semester examination.

## 5.4. Scheme of Grading

The marks obtained for each course unit will be assigned a grade and a grade point. The range of marks is partitioned into a sequence of suitable sub-ranges and the sub ranges are represented by the Grades. These grades are assigned Grade Points according to the following scheme.

<b>Marks Range</b>	<b>Grade</b>	<b>Grade Points</b>
75 and above	A+	4.00
70 - 74	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

## 5.5. Calculation of Grade Point Average (GPA)

GPA is the credit-weighted arithmetic mean of all the Grade Points (GP) obtained by a student for the course units he/she offered for a particular academic year. This will be calculated to the second decimal place according to the following formula.

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$$\text{GPA} = \frac{\sum_{i=1}^N (\text{Credit Hours}) \times (\text{Grade Point } i)}{\sum_{i=1}^N (\text{Credit Hours})}$$

Where,  $G_i$  is the GP of the  $i^{\text{th}}$  course unit,  $N_i$  is the number of credits belonging to the  $i^{\text{th}}$  course unit.

For example, a student who has completed 6 course units worth of 18 credits in a semester, with following grades and credit values. The GPA is calculated as follows.

Course Title	Letter Grade Earned	Grade Point	Credit Point	Grade Point Value Earned
General English - I	A+	4.00	02	8.00
Information & Communication Technology	A+	4.00	03	12.00
Mathematics for Business	B+	3.30	03	9.90
Micro Economics	B+	3.00	03	9.00
Principles of Management	C+	2.00	03	6.00
Psychology for Life	D+	1.00	02	2.00
Tamil Language - I OR Sinhala Language - I	C+	-	02*	0.00
<b>Total</b>			<b>16</b>	<b>46.90</b>

\* : Not counting for class awarding. However, students should earn minimum pass for awarding a degree.

$$\begin{aligned} & \{(2 \times 4.0) + (3 \times 4.0) + (3 \times 3.3) + (3 \times 3.0) + (3 \times 2.0) + (2 \times 1.0)\} / 16 \\ & = 46.9 / 16 \\ & = \mathbf{2.93} \end{aligned}$$

### 5.6. Release of Examination Results

End Semester examinations shall be conducted for each course unit at the end of the semester in which the teaching of the course is completed. The examinations shall be conducted by the Examination branch of the University. The date and time of the end semester examinations shall be decided at the

beginning of each semester by the Dean in consultation with the Heads of Departments.

When the results of the end semester examination of all the course units of a particular semester are received by the Examination Branch, the Examination Branch will summon a Board of Examiners chaired by the Vice-Chancellor. Dean of the Faculty, All Heads of Departments of the Faculty, all the Professors in the Faculty and Examiners of all the examinations conducted in that particular semester shall be the members of the Board of Examiners. The Board will release the overall performance of the students in that semester giving the GPA scored by the students in that semester. The Board shall also release the overall GPA scored by the students up to that semester.

## **6. AWARD OF DEGREE**

### **6.1. BBA Special Degree - Requirements for Award of Degree**

- Pursue the relevant programme of study for a minimum period of four academic years, complete a total of 124 credits, and;
- Obtain a minimum GPA of 2.00
- Obtain grades of C or above in course units with not more than one poor grade (C- or D+ or D) per semester and total number of poor grades should not exceed 04 for the whole study programme
- No fail grade (**E**)
- Should complete auxiliary course units and
- Fulfill all the requirements above within a maximum of 07 academic years of original enrollment in the university other than approved medical withdrawal.

### **6.2. B.Com. Special Degree - Requirements for Award of Degree**

- Pursue the relevant programme of study for a minimum period of four academic years, complete a total of 124 credits, and;
- Obtain a minimum GPA of 2.00
- Obtain grades of C or above in course units with not more than one poor grade (C- or D+ or D) per semester and total number of poor grades should not exceed 04 for the whole study programme
- No fail grade (**E**)
- Should complete auxiliary course units and
- Fulfill all the requirements above within a maximum of 07 academic years of original enrollment in the university other than approved medical withdrawal.

### **6.3. B.Sc. in MIT General Degree - Requirements for Award of Degree**

- To be eligible, a candidate should have completed total of 97 credits, and should also have obtained the following;
- A minimum GPA of 2.00
- Obtain grades of C or above in course units with not more than one poor grade (C- or D+ or D) per semester and total number of poor grades should not exceed 03 for the whole study programme
- No fail grade (**E**)
- Should complete auxiliary course units and
- A candidate should have fulfilled all the above requirements within a maximum period of 06 academic years of original enrollment in the university excluding periods of absence caused by medical or other valid reasons acceptable to the Faculty board and Senate.

### **6.4. Requirement for Award of Class- BBA/ B.Com Special Degree**

#### **6.4.1. First Class Honors**

A Student who is eligible for the BBA/ B.Com. (Special) Degree may be awarded First Class Honours if he or she;

- Shall have earned an overall GPA of 3.70 and above
- Earned grades of A+ or A in at least half of the courses in the degree programme.
- Obtain grade of C or above in all course units

#### **6.4.2. Second Class (Upper Division)**

A student who is eligible for the BBA/ B.Com. (Special) Degree may be awarded Second Class (Upper Division) honors if he or she;

- Shall have earned an overall GPA of 3.30 and above
- Earned grades of B or better in at least half of the courses in the degree programme.
- Obtain grade of C or above in all course units

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### **6.4.3. Second Class (Lower Division)**

A student who is eligible for the BBA/ B.Com. (Special) Degree may be awarded Second Class (Lower Division) Honors if he or she;

- o Shall have earned an overall GPA of 3.00 and above
- o Earned grades of B or better in at least half of the courses in the degree programme
- o Obtain grade of C or above in all course units

### **6.5. Requirement for Award of Class - B.Sc. MIT General Degree**

#### **6.5.1. First Class Honors**

A Student who is eligible for the General Degree may be awarded First Class degree if he or she;

- o Shall have earned an overall GPA of 3.70 and above
- o Earned grades of A+ or A in at least half of the courses in the degree programme.
- o Obtain grade of C or above in all course units

#### **6.5.2. Second Class (Upper Division)**

A student who is eligible for the General Degree may be awarded Second Class (Upper Division) if he or she;

- o Shall have earned an overall GPA of 3.30 and above
- o Earned grades of B or better in at least half of the courses in the degree programme
- o Obtain grade of C or above in all course units

#### **6.5.3. Second Class (Lower Division)**

A student who is eligible for the General Degree may be awarded Second Class (Lower Division) if he or she;

- o Shall have earned an overall GPA of 3.00 and above
- o Earned grades of B or better in at least half of the courses in the degree programme
- o Obtain grade of C or above in all course units

## **6.6. Effective date of Degree**

The effective date of degree shall be the following day of the last day of the completion of Second Semester examination of the final year.

For the repeat candidates the effective date of the Degree shall be the following day of the date of completion of examinations of the particular semester.

## **6.7. Award of Medals**

- (i) Al-Haj. A.L. Ibralebbe memorial medal for the best student in Management.
- (ii) Al-Haj. A.M. Ismail memorial medal for the best student in commerce.

## **7. EXAMINATIONS RULES & PUNISHMENTS**

### **7.1. By-Law No. 2 of 1996 for Conduct at Examinations**

*Prepared under section 135 of the Universities Act 16 of 1978 as amended by the Universities Amendment Act 7 of 1985 and approved by the University Council on 24.08.1996.*

*This By-Law may be cited as By-Law No. 2 and shall come into force on 15<sup>th</sup> July, 1996.*

#### **7.1.1. Rules pertaining to Conduct of Examinations:**

*Candidates shall be present at the Examination Hall at least 15 minutes before the commencement of each paper and shall enter the Hall only when they are requested to do so by the Supervisor.*

*On the admission to the Examination Hall, the candidates shall occupy the seats allocated to them.*

*No candidate shall have in his person or in his clothes or on the admission card, time table and record book or on any other object that is permitted to be brought to the examination hall. Any notes, signs, diagrams of formula or any other unauthorized materials, books, notes, parcels, file covers, bags etc. which the candidate has brought with him should be kept at a place indicated by the Supervisor or invigilator.*

*No candidate shall be admitted to the examination hall after the expiry of half an hour from the commencement of the examination nor shall a candidate be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.*

*A candidate shall bring into the examination hall his Student Record Book or his University Identity Card which should bear the candidate's photography and his signature duly certified by the Registrar or the Authorized officer. If there is a discrepancy between the names indicated in the Record book or the Identity Card and the name under which the candidate appears for the examination the candidate shall produce a certificate endorsed by the Registrar to the effect that both names refer to one and the same person. In the absence of the above proof of identity a candidate*



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*may produce his or her National Identity Card or a recently taken photography duly certified by an authorized person.*

*A candidate may be requested by the Supervisor to declare any items in his or her possession or person.*

*No candidate can either lend or borrow any material from any other candidate or attempt to communicate in any manner with another candidate or copy from the script of any other candidate. No candidate shall attempt to help another candidate or conduct him/ her negligently so that another candidate has the opportunity of copying.*

*Candidates shall write only on the writing paper issued during the current paper on that particular date and session.*

*Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/ her by the Supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All materials supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.*

*Every candidate shall enter his/ her Index Number on the answer book and every continuation sheet, before using such answer book or continuation sheet. No candidate shall write his/her name or any identifying mark on the answer script. Any candidate who inserts on his script an Index Number other than his/ her own is liable to be regarded as having attempted to cheat.*

*All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time table, question papers, record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with intention of copying.*

*Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall*

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*for disorderly conduct.*

*No candidate shall submit a practical or field book dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself/ herself.*

*Candidates shall bring their own pens, ink, mathematical instruments, drawing instruments, erasers, pencils and calculator. No candidate shall bring a programmable calculator into the examination.*

*No person shall impersonate a candidate at the examination nor shall any candidate allow himself/ herself to be so impersonated by another person.*

*The supervisor/invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.*

### **The foregoing examination offences may be broadly classified as follows:**

- o *Possession of unauthorized documents and removal of examination stationary.*
- o *Disorderly conduct of a grave nature.*
- o *Copying.*
- o *Attempting to obtain or obtaining improper assistance or cheating.*
- o *Impersonation.*
- o *Aiding and abetting in the commission of these offences.*

## **7.2. Rules pertaining to the Conduct of Examinations:**

*Examination offences shall be reported by the supervisor of the examination to senior assistant registrar of the examinations. This will be inquired by the Examination Offences Committee appointed by the Vice-Chancellor. The findings of this Committee will be reported to the Senate. The Senate shall after consideration of the report, determine the punishments due to those found guilty of the examination offences.*

### 7.3. Punishments for Examination Offences:

<b>Type of Offences</b>	<b>Recommended Punishments</b>
<ul style="list-style-type: none"> <li>Name written on Answer Scripts</li> </ul>	Written warning
<ul style="list-style-type: none"> <li>Possession of bag etc. on or near desk</li> </ul>	Written warning
<ul style="list-style-type: none"> <li>Possession of unauthorized materials                             <ul style="list-style-type: none"> <li>Use any information devices in the Examination hall</li> </ul> </li> </ul>	<p>Students will not be allowed to bring any electronic devices that can save/ possess information or be used to get/ transfer information.</p> <p>Cancellation of that particular paper and any other punishments recommended by the Senate</p>
<ul style="list-style-type: none"> <li>Possession of relevant material on university stationary and/ or on/in the human body and/or any other display material</li> </ul>	<p>Whenever found while sitting for a particular paper,</p> <ul style="list-style-type: none"> <li>The admission card on which that particular exam paper falls will be cancelled. This implies that the particular paper and all the other exam paper/s mentioned in the given admission with this particular paper will be cancelled.</li> </ul>
<ul style="list-style-type: none"> <li>Relevant material to relevant Subject</li> </ul>	
<ul style="list-style-type: none"> <li>Notes found in bags or near desk relevant to examination paper</li> </ul>	
<ul style="list-style-type: none"> <li>Possession of unauthorized formulae etc. which are relevant</li> </ul>	<ul style="list-style-type: none"> <li>This candidate will not be eligible for class awarding.</li> <li>These all cancelled exam papers will be considered as repeat papers in future.</li> <li>And any other punishments recommended by the Senate</li> </ul> <p><b>Eg.</b> Let a student sit for Second Year First Semester proper subject under an admission card A and few First Year First semester repeat subjects under admission card B.</p> <ul style="list-style-type: none"> <li>If this student is found guilty while sitting for a Second year subjects, then all the exam papers come under admission</li> </ul>

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	<p>card A will be cancelled.</p> <ul style="list-style-type: none"> <li>- If this student is found guilty while sitting for a First year subjects, than all the exam papers come under admission card B will be cancelled.</li> </ul> <p><b>Note:</b> there may be cases a Second year student may write the First year subjects under two admission cards. (One for repeat subjects and other for the proper due to some reasons). Here also same rules said above be applied considering two different admission cards.</p>
<ul style="list-style-type: none"> <li>• University lecture notes. Subjects based but not relevant to specific examination paper found on/ beside desk.</li> </ul>	<p>Written warning for first offence.</p> <p>Cancellation of that particular paper and any other punishments recommended by the Senate</p>
<ul style="list-style-type: none"> <li>• Possession of unauthorized formulae etc. which are not relevant</li> </ul>	<p>Written warning for first offence.</p> <p>Cancellation of that particular paper and any other punishments recommended by the Senate</p>
<ul style="list-style-type: none"> <li>• Copying at examination (Refer conducting examination in together)</li> </ul>	<p>Whenever found while sitting for a particular paper,</p> <ul style="list-style-type: none"> <li>• The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given admission with this particular paper will be cancelled.</li> <li>• This candidate will not be eligible for class awarding.</li> <li>• These all cancelled papers will be considered as repeat papers in future.</li> <li>• And any other punishments recommended by the Senate</li> </ul>
<ul style="list-style-type: none"> <li>• Disruption of examination (Misconduct)</li> </ul>	<p>Written warning. If the candidate repeated any other punishments</p>

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	<i>recommended by the Senate</i>
<ul style="list-style-type: none"><li>• <i>Impersonation</i></li></ul>	<ul style="list-style-type: none"><li>- <i>Whenever found while sitting for a particular paper and if it is by a student</i><ul style="list-style-type: none"><li>• <i>Debarment for two years and to be referred to disciplinary action. If the student in final year, debarment period depends on duration on completion of degree program.</i></li><li>• <i>The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given admission with this particular paper will be cancelled.</i></li><li>• <i>This candidate will not be eligible for class awarding.</i></li><li>• <i>These all cancelled papers will be considered as repeat papers in future.</i></li><li>• <i>And any other punishments recommended by the Senate</i></li></ul></li><li>- <i>If by an outsider, prosecution to be initiated and any other punishments recommended by the Senate</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Coping an assignment, project work</i></li></ul>	<p><i>Assign zero marks and written warning; and any other punishments recommended by the Senate.</i></p>
<ul style="list-style-type: none"><li>• <i>Aiding and abetting</i></li></ul>	<p><i>Whenever found while sitting for a particular paper,</i></p> <ul style="list-style-type: none"><li>• <i>The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given</i></li></ul>

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	<p><i>admission with this particular paper will be cancelled.</i></p> <ul style="list-style-type: none"><li>• <i>This candidate will not be eligible for class awarding.</i></li><li>• <i>These all cancelled papers will be considered as repeat papers in future. and</i></li><li>• <i>Any other punishments recommended by the Senate</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Removal of University stationary and materials</i></li></ul>	<p><i>Warning by the supervisor. If the candidate persists or any other punishments recommended by the Senate</i></p>
<ul style="list-style-type: none"><li>• <i>Attempt to obtain improper assistance</i></li></ul>	<p><i>Cancellation of paper and any other punishments recommended by the Senate</i></p>
<ul style="list-style-type: none"><li>• <i>Not carrying out the Instructions of the Supervisor at the examination hall.</i></li></ul>	<p><i>Verbal Warning by the supervisor. If the candidate persists written warning by the supervisor and any other punishments recommended by the Senate</i></p>

*The Examination Offence committee has the right to recommend any other punishments to the senate for the reported offences that are not mentioned in the type of offences above. The effective date of this regulation is from 09<sup>th</sup> March 2010.*

### **How to implement:**

*Examination Supervisor has to report to the Senate Sub Committee.*

*Senate Sub Committee has to report to the Disciplinary Committee for the action.*

## **8. GENERAL INFORMATION**

### **8.1. Student Registration**

All students who are admitted to the university are required to register themselves before commencing their course of studies each academic year. Students are requested to submit duly completed registration form together with all documents requested to the Academic and Examination branch of the university on or before the date specified

### **8.2. Subject Registration**

Students who are admitted to the faculty, requested to select courses available in the departments and register the selected courses for every semester of the every year. Students are not allowed to change the courses they have selected. Therefore, students are advised to study the subject combination of their choices carefully before registration within the stipulated period announced by the Office of the Dean. Duly filled subject registration form should be submitted at the office of the Dean with the signature of relevant subject teachers and Heads.

Students who fail to register for the courses during the specified period shall not be allowed to register without the approval of the Lecturer of relevant course and Head of the department followed by consultation of the Dean.

If any student found guilty on signature forgery on subject registration application, action shall be taken according to the rules and regulation stipulated by the law of the University.

#### **8.2.1. Changing the Subject**

If any student wishes to change subject(s), it will be allowed only within three (03) months from the commencement of the first year, first semester lecture programme. Late request shall not be entertained

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### **8.3. Issue of Student Record Book and Identity Card**

On completion of registration, the University will issue every student a Student's Record Book and an Identity Card bearing his/ her photograph duly embossed with the seal of the University.

Every student shall carry his/ her record book or identity card whilst in the University premises, and shall produce such record book or identity card when called upon to do so by any member of the academic, administrative or security staff of the University.

### **8.4. Renewal of Registration**

All Students who continue their course of studies during their second and subsequent years are required to renew their registration at the commencement of each academic year on or before the date notified. Forms for renewal of registration are made available at Academic and Examination branch or the Office of the Dean. The form for renewal duly completed together with paying in Voucher bearing the bank seal as proof for the payment for renewal of fees prescribed by the University should be submitted to the office of the Dean on or before the closing date specified.

### **8.5. Payments for Registration**

Details of fee are given below and the payments should be credited to the South Eastern University of Sri Lanka, Account No. 228-1001-9000-1704, People's Bank, Addalaichenai through the branch of the People's Bank.

#### **Payments for Initial Registration for All Students**

Registration Fees:	300/-
Medical Fees:	250/-
Library Deposit:	250/-
Undergraduate Guide:	300/-
Students Identity Card:	100/-

#### **Those seeking Hostel Accommodation**

Hostel Admission:	600/-
Key Deposit:	500/-
Hostel Fees (per year):	1200/-



**Payments for Renewal of Registration for All Students**

Renewal of Registration Fees:	150/-
Renewal of Medical Fees:	50/-
Fees for Repeat Courses (per course):	25/-
	(Maximum Rs. 100/-)
Loss of Identity Card (with Police Entry):	300/-
Loss of Record Book (with Police Entry):	150/-

**8.6. University Libraries and Museum**



The pivotal role of the Main Library is of academic nature as it is to serve the students and faculty members of this University to achieve the standard of excellence in their academic programmes. The Science Library at Sammanthurai Campus serves

the needs of the Faculty of Applied Sciences.

The collections and services of the library are designed to match the needs that range from basic support of the curriculum to the advanced research requirements of clientele. The Library delivers customer focused quality information products, services and programmes, creatively adjusts to changing information needs and innovatively responds to new challenges at national & international level.

Digital Knowledge Center, and an American Corner are unique facilities of the Main Library and the Library has a special feature of having a Centre for Physically Challenged to facilitate the users with special needs.

The Cultural Museum is an integral part of the Library, established in 1997. It is a kind of “General Museum”, depicting the heritage of Sri Lankan community viz: Sinhalese, Tamils and Muslims. It stands to serve the public with the exhibition of artifacts and manuscripts to glorify the monumental heritage of the communities in Sri Lanka. This Museum foster cultural awareness and cross cultural understanding among the different communities of Sri Lanka.

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### **8.7. Student Support Service and Welfare**

The Student Support Service and Welfare (SSS&W) is a central entity to which the students and others could bring their grievances and issues and seek solutions and reliefs. Similarly, it oversees the coordination and cohesion among several service divisions and units to ensure smooth functioning of the system, to remedy shortcomings and deficiencies, and to extend assistance for the students in need.

SSS&W encompasses six broader areas, namely Student services, Student accommodation and cafeteria services, Common amenities and services such as recreational and sports facilities, curative and preventive health care services and facilities for social, cultural, creative and aesthetic pursuits, Student welfare, grievance redress and counseling system that will coordinate with university authorities and faculty level student counseling system, Career Guidance Services, and Marshal and Security services.

Further, SSS&W will entertain any complaints/ problems/ grievances from students as regard to food and lodging and financial, education and health matters etc., and provides assistance to needy students in liaison with relevant divisions/ units.

### **8.8. Facilities and Services**

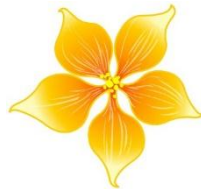


The students have facilities in the University such as Library, Computer unit, Student Counselor's office, Proctor's office, Career Guidance Unit, Health Centre, Study room, Reading room, Places of worship, Multi shop, Co-op City, Sporting facilities, Canteen, Bank, Students' Unions, Societies, Hostels, Warden's and Sub Warden's office, Students' Welfare Office, Shroff's Office etc. Officers can be met by prior appointment.

## **8.9. Career Guidance Unit**

As part of educational reform proposals, Career Guidance has been identified as a priority since 1998; practically every university has started some activities in this regard.

Career Guidance Unit at SEUSL conducts career related programmes in the following focal areas: counseling and advising on careers, employability skills enhancement, career-related information provision, networking with the industries, availing work experience, graduate placement, entrepreneurship skills development and conducting seminars, conferences, workshops, exhibitions, festivals, industry days, career fairs, out bound training, etc.



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## **UNDERGRADUATE GUIDE**

ACADEMIC YEAR 2017/2018

### **ANNEXURE – I**

#### **GENERAL CRITERIA FOR SUBMISSION OF DISSERTATION**

- (I) The dissertation should be the candidate's own research work or case study.
- (II) The dissertation should be submitted in three copies.
- (III) Each copy should be clear and good quality (80GSM) of white paper (A4 size), (210mmx297mm).
- (IV) One type of paper must be used throughout the dissertation.
- (V) Paper of different quality and size may be used for figures, plates, maps, etc.
- (VI) Each copy shall be on computer typing. Same size and style must be used throughout the dissertation. It is recommended to type in English with 'Times New Roman' font, and to type in Tamil with 'Kalaham' font, would be an ideal. Font size must be 12 points. If you like to mention the translation in English, the size of English word or words behind shall be written after the Tamil word within brackets with font size 10 points.
- (VII) All typing should be on one side of the paper, 1.5 inch line spacing, with the left hand margin, right hand margin, top and bottom side margins from 1" - 1 1/2" (40-60mm).
- (VIII) Drawings, diagrams, map, tables, etc. Should be clear and the title year(s), number(s), origin of sources should be indicated and may be reproduced though photographic or other processes.

**DETAILED GUIDELINES FOR PREPARATION OF A DISSERTATION**  
**(Undergraduate)**

**01. Size of paper:**

- leaf size – A4 on good quality white paper.
- The first and last leaf should be blank and of thick quality paper.

**02. Margins of paper:**

The text should be in 1.5” line spacing type (font 12- Times New Roman for body text) with the following margins.

Letter size for headings, sub headings etc, use of italics, bold type should be consistent within the thesis and follow correct scientific and language norms.

space to be left:

- Right side - 1”
- top and bottom - 1”
- Left side - 1.5” (Room for binding)

**03. Font Cover Format:**

Top	Full title (An English translation of the title should be given when the dissertation is written in another language.)
Middle	by Author’s Name (Index number)
Bottom middle	Name of the department, faculty and university Year of submission

**04. Front Page Format:**

The first leaf should be the title page having the following format:

Top	Full title (An English translation of the title should be given when the dissertation is written in another language.)
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## **UNDERGRADUATE GUIDE**

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Middle	by Author's Name (index number)
Bottom middle	Dissertation Submitted to the South Eastern University of Sri Lanka for the award of the Degree of Bachelor of Arts / Bachelor of Business Administration, Bachelor of Commerce / , Bachelor of Science in ..... ..... (Subject) on ..... ..... (Font – 16, Double Spacing)
Bottom middle	Name of the department, faculty and university year of submission

**05. (A) Declaration of Candidate:**

The second leaf of the thesis should have a signed declaration by the candidate starting that “I do hereby declare .....” (**Annexure 111**)

**(B) Certification of Supervisors:**

The third leaf should have a signed certification with the date by the supervisor/s certifying the work of the candidate starting that this is to Certify that .....” (**Annexure 1V**)

**06. Table of Contents:**

The Table of Contents should include followings:

Chapter No (ex:1)

Main Title (ex:1.1)

Sub Title (ex:1.1.1)

Sub-Sub Title (ex:1.1.1.1)

**07. Acknowledgements**

Acknowledgments should follow in afresh page.

**08. Abstract**

The abstract should follow on a fresh page. An English translation of the abstract should be given when the dissertation is written in another language.

**09. Main Body of the Dissertation**

Begin with the first page of the introduction and continues to the last page of the conclusions / Recommendations.

**10. References**

List of references should be given immediately after the text of the dissertation starting on a fresh page. Reference throughout the text of the dissertation as well as the list of references should follow one standard format.

**11. Appendices**

Appendices, if any, should follow this section. Appendices should be titled, numbered and when necessary, have explanatory notes.

**12. Final binding**

Black cover, lettering in silver and band should be in prescribed color by the faculty (Blue for Faculty of Management and Commerce).

**13. Submission**

Final three hard copies should be submitted to the respective Department.

**RECOMMENDED FORMAT OF THE DISSERTATION**

**Dissertation:**

- (I) Title page
- (II) Declaration, certification, and acknowledgments.
- (III) Table of Contents.
  - a) List of Tables
  - b) List of Figures
- (IV) List of abbreviations
- (V) Abstract
- (VI) Main Body of Dissertations
- (VII) References
- (VIII) Appendices



Model Cover Page for Dissertation (Hard Cover)

**TITLE OF THE DISSERTATION**

Author's Name: .....  
(Index No :.....)

Department of .....  
Faculty of.....  
South Eastern University of Sri Lanka  
Oluvil.  
(Current year)

**UNDERGRADUATE GUIDE**

ACADEMIC YEAR 2017/2018

Model Front Page for Dissertation

**TITLE OF THE DISSERTATION**

Author's Name:.....  
(Index No :.....)

This dissertation submitted to the department of.....  
Faculty of ..... of the South Eastern University of Sri Lanka  
in partial  
Fulfillment of the requirement for the awards of the Degree of  
Bachelor of ..... special in .....

Department of .....  
Faculty of .....  
South Eastern University of Sri Lanka  
Oluvil.

(Current year)

**DECLARATION**

I do hereby declare that this work has been originally carried out by me under the guidance of....., (Name of the supervisor)..... (Professor / Senior Lecture in .....), Department of..... and this work has not been submitted elsewhere for any other Degree.

I certify that this dissertation does not incorporate without due acknowledgment of any material previously submitted for degree or diploma in any University. It does not contain any material previously published or unpublished by another person except where due reference is made in the text.

.....  
Signature of candidate

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**CERTIFICATION**

This is to certified that the dissertation entitled .....  
Submitted by..... Index  
No. .... to the department of  
..... of South Eastern University of Sri  
Lanka in partial fulfillment of the requirements for the award of the  
degree of Bachelor of ..... This is his /her original  
work based on the studies carried out independently by him /her during  
the period of study under my guidance and supervision.

This is also to certify that above dissertation has not been previously  
formed the basis for the award of any degree, diploma fellowship or any  
other similar title.

.....  
Signature of Supervisor,  
(Name of the supervisor),  
Professor / Senior Lecture, in .....,  
Department of .....,  
Faculty of .....,  
South Eastern University of Sri Lanka,  
.....

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