Course   Principles of Management
Course Code   BCOM 11214
Credit Value   4
Type/Status   Compulsory
Level   1
Semester   1

Overall Learning Outcome: At the end of this course unit students should be able to:
1. Define management and its core principles
2. Explain skills required by different categories of managers
3. Describe the evolution of management
4. Describe the process of management
5. Explain each process elements of the management process
6. Review the applications of management principles in organizations
7. Understand the current trends and issues in management

Course Content

Topic	Learning Outcome	Teaching & Learning Methods	Methods of Assessment
1. Introduction to Management and Organizations	At the end of the session, students should be able to, 1. Define what management is 2. Define and differentiate managers and non-managers 3. Classify managers according to the levels of authority 4. Explain managerial roles 5. Discuss skills require for managers	Lectures Class Room Activities Homework Activities	End Semester Examination MCQ
2. Management Yesterday and Today	At the end of the session, students should be able to, 1. Describe the development of management theories 2. Describe some early management examples 3. Explain various theories in the classical approach 4. Discuss the uses and developments of the behavioral approach 5. Describe the quantitative approach	Lectures Class Room Activities Homework Activities	End Semester Examination MCQ

3. Integrative Managerial Issues	At the end of the session, students should be able to, 1. Contrast ethnocentric, polycentric and geocentric attitudes towards global business 2. Explain the relevance of the political/legal, economic and cultural environments to global business (Opportunity or treats)	Lectures	End semester examination MCQ
4. The Process of Decision Making	At the end of the session, students should be able to, 1. Describe the eight steps in the decision-making process 2. Explain the four ways managers make decisions 3. Classify decisions and decision making conditions. 4. Describe different decision-making styles 5. Identify effective decision making techniques	Lectures Presentations Class Room Discussions	End Semester Examination MCQ
5. The Process of Planning	At the end of the session, students should be able to, 1. Define the nature and purposes of planning 2. Classify the types of goals organizations might have and plans they use. 3. Compare and contrast approaches to goal setting and planning 4. Discuss contemporary issues in planning	Lectures Presentations Class Room Discussions	End Semester Examination MCQ
6. Strategic Management (An Overview)	At the end of the session, students should be able to, 1. Define strategic management and explain why it's important. 2. Explain what managers do during the six steps of the strategic management process. 3. Describe the three types of corporate strategies 4. Describe the concept of competitive advantages	Lectures Presentations Class Room Activities	End Semester Examination MCQ

	5. Discuss current strategic management issues.		
7. The Process of Organizing	At the end of the session, students should be able to, 1. Describe key elements in organizational design 2. Contrast mechanistic and organic structures 3. Describe traditional organizational designs	Lectures Presentations Class Room Activities	End Semester Examination MCQ
8. The Process of Leading	At the end of the session, students should be able to, 1. Define leader and leadership 2. Compare and contrast early theories of leadership 3. Describe the three major contingency theories of leadership 4. Describe contemporary views of leadership 5. Describe contemporary issues affecting leadership	Lectures Presentations Class Room Activities	End Semester Examination MCQ
9. Motivating Employees	At the end of the session, students should be able to, 1. Define motivation 2. Compare and contrast early theories of motivation 3. Compare and contrast contemporary theories of motivation 4. Discuss current issues in motivation	Lectures Presentations Class room activities	End semester examination MCQ
10. Managers and Communications	At the end of the session, students should be able to, 1. Define the nature and function of communication 2. Compare and contrast methods of interpersonal communication 3. Identify barriers to effective interpersonal communication and how to overcome them 4. Explain how communication can flow most effectively in organizations	Lectures Presentations Class Room Activities	End Semester Examination MCQ

	5. Discuss contemporary issues in communication		
11. The Process of Controlling	At the end of the session, students should be able to, 1. Explain the nature and importance of control 2. Describe the controlling process 3. Explain how organizational performance is measured 4. Describe tools used to measure organizational performance 5. Discuss contemporary issues in controlling	Lectures Presentations Class Room Activities	End Semester Examination MCQ

Recommended Readings

- Certo , & Certo. (2006). *Modern Management* (10th ed.). Prentice Hall.
- Hannagan. (2008). *Management: Concepts & Practices.* Financial Times Press.
- Robbins, & Cenzo, D. (2008). *Fundamentals of Management* (6th ed.). Prentice Hall.
- Robbins, S. P., & Coulter . (2009). *Management* (9th ed.). Prentice Hall.
- Stoner, J. A., Freeman, R. E., & Gilbert, D. R. (1996). *Management* (6th ed.). New Delhi, India: Prentice Hall.

Course   Financial Accounting
Course Code   BCOM 11224
Credit value   4
Type/Status   Compulsory
Level   1
Semester   1

Overall learning outcomes: By the end of the course students should be able to;
1. Describe the term: dissolution of partnership firm, Amalgamation of partnership firm, fair value, construction contacts, leases, revenue, income and borrowing cost
2. Explain methods of accounting in the case of liquidation and amalgamation of partnerships, conversion of partnership into a company, branches, construction contacts, leases, borrowing costs and investment property
3. Prepare the accounts for partnership liquidation, partnership amalgamation, conversion of partnership into a company and branch accounts under decentralization method.
4. Apply the knowledge of accounting standards to solve the practical scenarios.

Course Content

Topic	Learning outcome	Teaching & Learning method	Method of assessment
1. Partnerships 1.1 Dissolution of Partnership	At the end of the session students should be able to; 1. Describe the meaning of dissolution of partnership firm. 2. Identify the different methods of partnership dissolution 3. Identify the accounting treatments for dissolution of partnership firm. 4. Identify the way of dissolving a partnership firm with the insolvent partner. 5. Analyze and solve the practical scenarios.	Lectures Participative exercises Self-study	End semester examination Mid Semester Examination
1.2. Amalgamation of Partnership	At the end of the session, students should be able to, 1. Describe the concept of Amalgamation of Partnership Firms. 2. Identify the accounting procedure for amalgamation of partnership firms. 3. Identify the necessary journal entries in the books of amalgamating / old firms and also	Lecture Group Discussions Participative Exercises Self-Study	End Semester Examination

	in the books of amalgamated / new firm. 4. Analyze and solve the practical scenarios.		
1.3.Conversion of a partnership into a company	At the end of the session, students should be able to, 1. Explain the concept of conversion of a partnership into a company. 2. Describe the accounting procedure for conversion of a partnership firm in to a company. 3. Identify the necessary journal entries in the books of old firms and also in the books of new company. 4. Analyze and solve the practical scenarios.	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination
2.Branch Accounts 2.1 Decentralized Method	At the end of the session, students should be able to, 1. Explain the branch and head office relationship in accounting perspective. 2. Identify different types of branches and their accounting treatment. 3. Identify the necessary journal entries related to decentralization method. 4. Analyze and solve the practical scenarios.	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination Mid Semester Examination
3. SLFRS And LKAS 3.1. SLFRS 13 – Fair value measurement	At the end of the session, students should be able to, 1. explain the term fair value 2. apply the fair valuation concept on non-financial assets 3. apply the fair valuation concept on liabilities and entity's own equity instruments 4. list disclosure requirements	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination
3.2. LKAS 11- Construction Contacts	At the end of the session, students should be able to, 1. describe a construction contract 2. differentiate a fixed price contract from a cost plus contract	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination Ad-Hoc Quizzes

	3. Illustrate components of revenue and costs of a construction contract 4. recognize cost, revenue and profit of a construction contract 5. prepare construction contract accounts 6. list disclosure requirements		
3.3. LKAS 17-Leases	At the end of the session, students should be able to, 1. Define leases. 2. Distinguish a finance lease from an operating lease. 3. prepare accounts of a finance lease for lessor and lessee 4. prepare accounts of of an operating lease for lessor and lessee 5. explain the accounting treatment for sale & lease back transactions 6. list disclosure requirements	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination Ad-Hoc Quizzes
3.4. LKAS 18-Revenue	At the end of the session, students should be able to, 1. differentiate revenue from income 2. Explain criteria to be satisfied to recognize revenue from sale of goods and rendering of services. 3. explain the accounting treatment with regard to recognition of revenue arising from interest, dividend and royalties 4. calculate the revenue recognized from sale of goods and rendering of services 5. list disclosure requirements	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination
3.5.LKAS 23-Borrowing costs	At the end of the session, students should be able to, 1. explain the recognition criteria on borrowing cost 2. calculate the borrowing costs to be capitalized and expensed for a given scenario 3. list disclosure requirements	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination

3.6 LKAS 40- Investment Property	At the end of the session, students should be able to, 1. distinguish investment property from owner occupied property 2. explain the measurement principle at recognition 3. apply cost model and fair value model after initially recognizing an investment property 4. list disclosure requirements	Lecture Group Discussions Self-Study Participative Exercises	End Semester Examination

Recommended Readings:

- Maheshwari, S. N., & Maheshwari, S. K. (2009). *Advanced Accountacny* (10 ed., Vol 01), Vikas Publishing, India.
- Shukla, M. C., & Grewal, T. S. (2006). *Advanced Accounts* (16 ed., Vol. 01). S. Chand & Company Ltd. India.
- Wood, F., & Sangster, A. (2008). *Business Accounting 1* (11th ed.). Pitman Publishing.
- *Sri Lanka Accounting Standards* (2011)*, Institute of Chartered Accountants of Sri Lanka, Sri Lanka.
- *Sri Lanka Accounting Standards for Small & Medium Sized Entities (SLFRS for SME's* (2011)*, Institute of Chartered Accountants of Sri Lanka, Sri Lanka.

Course	Mathematics for Business
Course Code	BCOM 11234
Credit Value	4
Type/Status	Compulsory
Level	1
Semester	1

Overall learning outcomes: At the end of the course students should be able to;

1. Attain more positive attitudes based on increasing confidence in their abilities to learn mathematics.
2. Increase their ability to use mathematics to solve problems of interest to them or useful in their chosen fields.
3. Understand material using standard mathematical terminology and notation when presented either verbally or in writing
4. Use mathematical language, symbols, and notation to communicate mathematical concepts, demonstrate reasoning, and solve problems
5. Solve quantitative problems and perform quantitative investigations in which they discover ideas and gain insights that develop questioning and solution-building skills.

Course Content

Topic	Learning outcome	Teaching & Learning method	Method of Assesment
1. Fundamental concepts in Mathematics	At the end of the session students should be able to; 1. Understand key concepts 2. Apply mathematical concepts in a variety of areas. 3. Identify different composite numbers. 4. Demonstrate the use of basic mathematics, including formulae and ratios 5. Identify reasonableness in the calculation of answers 6. Perform the basic arithmetic operations of addition, subtraction, multiplication and division on polynomials	Lecture Self- Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination

2. Exponents / Indices	At the end of the session students should be able to ; 1.Evaluate expressions containing exponents. 2.Evaluate exponential notations with exponents of 0 and 1. 3.Write an exponential expression involving negative exponents with positive exponents. 4.Use the product rule to multiply exponential expressions with like bases 5.Simplify expressions using a combination of the properties	Lecture Self-Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination
3. Factorization	At the end of the session students should be able to ; 1.Define the mathematical concepts "factor" and "term" and recognize factors and terms in polynomials 2.Find the factors of a number. 3.Find the prime factorization of a n umber using factor trees and the div ision method. 4.Identify common factors in an expression	Lecture Self-Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination
4. Sets and their applications	At the end of the session students should be able to ; 1.Understand the basic notation, key terms, set operations, symbolls of sets and terminology of sets. 2.Exaeine patterns in the number of subsets of a given set 3.Construct Venn diagrams for given relational data 4.Interpret Venn diagrams and set notation and explain their meaning in non-mathematical English (diagrams) 5.Use sets and Venn diagrams to analyse data	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination

5. Equations	At the end of the session students should be able to ; 1.Gain an understanding of the concept of equality and what is meant by an equation 2.Understand the concept of balance and how it can be used to solve equations 3.Gain an understanding of what is meant by solving for an unknown in an equation 4.Solve first degree equations in one variable using the concept of balance 5.Solve equations involving quadratic polynomials, either through factoring or by the use of the quadratic formula	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination
6. Logarithms	At the end of the session students should be able to ; 1.Perform calculations using logarithms to any base 2.Convert between logarithms of different bases 3.Apply logarithms to real-life situations 4.Solve equations involving logarithms	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination
7. Arithmetic Series	At the end of the session students should be able to ; 1.Recognise an arithmetic progression and prove the formula for the sum to n terms 2.Evaluate the terms and sum of an arithmetic progression 3.Manipulate formulae that model arithmetic progressions 4.Apply their knowledge of arithmetic sequences to everyday life situations	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination

8. Geometric series	At the end of the session students should be able to ; 1.Recognise geometric sequences in everyday applications 2.Recognise sequences that are not geometric 3.Apply their knowledge of geometric sequences to everyday life situations 4.Apply the relevant formula in both theoretical and relevant applications 5.Calculate the value of a the first term, r the common ratio and Tn the general term of a geometric sequence from information given about the sequence	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials Mid Semester Test End Semester Examination
9. Calculus and its' applications	At the end of the session students should be able to ; 2.Understand the term derivative and identify if it exists or not 3.Able to find the derivatives 4.Apply the differentiation procedures to solve related rates and extreme value problem 5.Use the algebra of limits, and to determine limits of simple expressions 6.Sketch graphs, using function, its first derivative, and the second derivative 7.Apply the differentiation procedures to solve related rates and extreme value problems	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials End Semester Examination
10. Matrix algebra	At the end of the session students should be able to ; 1.Solve systems of linear equations using multiple methods, including gaussian elimination and matrix inversion. 2.Carry out matrix operations, including inverses and determinants. 3.Demonstrate understanding of the concepts of vector space and subspace. 4.Demonstrate understanding of linear independence, span, and basis. 5.Apply principles of matrix algebra to linear transformations.	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials End Semester Examination

11. Analytical geometry	At the end of the session students should be able to ; 1.Determine the equation of a line from given information. 2.Determine the slope, x intercept, and y intercept of an equation, and use this information to graph the line. 3.Find the equation of a circle given pertinent information. 4.Given a general second-degree equation, determine the type of conic section, determine pertinent information about the conic section, and sketch its graph. 5.Apply the concepts of analytic geometry to technical problems	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials End Semester Examination
12. Permutations and combinations	At the end of the session students should be able to ; 1.Learn the fundamental Ideas of permutations and combinations. 2.Convert simple applications to problems including arrangements and selections 3.Ability to distinguish between Permutations & Combinations 4.Able to apply the Fundamental principle of counting to find out the total number of outcomes in problem 5.Able to draw the tree diagram for the outcomes	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials End Semester Examination
13. Binomial theorem	At the end of the session students should be able to ; 1.Discuss Binomial Theorem and Binomial Coefficients. 2.Discuss the properties of Binomial Coefficients 3.Explain the middle terms and equidistant terms and how to find them in a given binomial expansion 4.Determine greatest coefficient and greatest term in a given binomial expansion	Lecture Self Study Class Room Discussions Small Group Tutorials	Individual Presentation On Tutorials End Semester Examination

14. Mathematics of Finance	At the end of the session students should be able to ; 1.Find simple interest using the simple interest formula. 2.Find the maturity value of a loan. 3.Convert months to a fractional or decimal part of a year. 4.Find the principal, rate, or time using the simple interest formula	Lecture

Self Study

Class Room Discussions

Small Group Tutorials | Individual Presentation On Tutorials

End Semester Examination |
| 15. Integration | At the end of the session students should be able to ; 1.Recognise and understand a definite and indefinite integrals and able to evaluate them 2.Understand the formula for finiding a definite and indefinite integral and apply it in simple cases 3.Understand and apply the procedures for integrating rational functions 4.Perform accurately definite and indefinite integration, using parts, substitution, inverse substitution 5.Apply integration to derive different functions marginal functions under different economic applications. | Lecture

Self Study

Class Room Discussions

Small Group Tutorials | Individual Presentation On Tutorials

End Semester Examination |

Recommended Readings

- Lipschutz, Seymour, Discrete mathematic, s.-- 3rd ed. (revised).-- New Delhi : Tata McGraw Hill Education (India) Private Limited : , 2013
- Rosen, Kenneth H, . Discrete mathematics and ITS applications with combinatorics and graph theory, McGraw Hill Education (India) Private Limited,2013
- Koshy, Thomas, Discrete mathematics with applications, New Delhi : Elsevier Academic Press, 2012
- Akerkar, Rajendra and Akerkar, Rupali, Discrete Mathematics**,** Dorling Kindersley (India) Pvt. Ltd, New Delhi, 2009,
- Sharma, J. K., Business mathematics, Ane Books India, 2008,

Course	Business Law		
Course Code	BCOM 11242		
Type/Status	Compulsory		
Credit value	2		
Level	1		
Semester	1		

Overall Learning Outcomes: At the end of the course unit, students should be able to;

1. Identify the role of laws in the context of business;
2. Explain the law relating to Business Law in Sri Lanka;
3. Illustrate the important legal principles and concepts of Business Law
4. Apply different rules and regulation in resolving practical issues.
5. Evaluate the application of Business Law in Sri Lanka.

Course content

Topic	Learning Outcome	Teaching & Learning Methods	Methods of Assessment
1.Definition of Law and Introduction to Law	At the end of the session, students should be able to, 1.Define what is law & Identify the different types of laws in Sri Lanka	Lectures Self-Study	End Semester Examination
2. Law of Contract	At the end of the session, students should be able to, 1.Identify the role of Law of contract in the context of Business Law. 2.Explain the underlying principles of the fundamental concepts 3.Apply the basic principles and concepts of Law of contracts to issues in contracts	Lectures Self-Study	End Semester Examination
3. Law of Agency	At the end of the session, students should be able to, 1.Explain and apply the basic principle of agency	Lectures Self-Study	End Semester Examination
4. Law Relating to Sale of Goods	At the end of the session, students should be able to, 1.Understand basic principles of law relating to sale of goods contracts 2.Apply those principles to practical situations.	Lectures Self-Study	End Semester Examination
5. Law Relating to Hire Purchase Contracts (Agreements)	At the end of the session, students should be able to, 1.Understand the law relating to hire purchase agreements 2.Apply such law to practical situations regarding hire purchase-agreements	Lectures Self-Study	End Semester Examination

6. The Law Relating to Negotiable Instruments	At the end of the session, students should be able to, 1. Explain the law relating to negotiable instruments 2. Apply the basic principles regarding the crossings on cheques	Lectures Self-Study	End Semester Examination
7. Law of Partnership	At the end of the session, students should be able to, 1. Understand the law relating to partnership and solve problems regarding the partnership	Lectures Self-Study	End Semester Examination
8. Law of Insurance	At the end of the session, students should be able to, 1.Identify and understand different types of insurance contracts and various principles of insurance	Lectures Self-Study	End Semester Examination
9. Company Law	At the end of the session, students should be able to, 1.Understand type of companies and how to form companies	Lectures Self-Study	End Semester Examination
10. The Law Relating To Intellectual Property	At the end of the session, students should be able to, 1.Understand the main properties covered by the intellectual property Act. of Sri Lanka	Lectures Self-Study	End Semester Examination

Recommended Readings:

- Weeramanthry, C.G. (1999), The Law of contracts (Vol. I & II), New Delhi, Kailaswh Balani (Pvt.) Ltd.

- Wickrama Weerasooria (Dr.) A text book of Commercial Law (Business Law), Postgraduate Institute of Management, University of Sri Jayawardanapura.

- Charlsworth and Morse, Company Law ELBS edition of fourteenth edition, (1991), Sweet and Maxwell Ltd. London.

- Cheshire and Fifoot, Law of Contract ELBS edition of twelth edition (1992) Butterworh and Com. Ltd. Edinburgh.

- The Open University of Sri Lanka (1989), Mercantile Law (Block I & II)

- The Open University of Sri Lanka (1986) Law of Contract (Block I, II & III)

- Gamage, P.N. (2007) Business Law, Author publications

- Wickramasinghe, Kimarli (1992), Company Law of Sri Lanka (1992), Author Publications

Course   Information Technology
Course Code   BCOM 11252
Credit Value   2
Type/Status   Compulsory
Level   1
Semester   1

Overall Learning Outcome: At the end of this course unit students should be able to:
1. Identify the components and functionality of personal computers
2. Apply appropriate software tools for their routine requirements
3. Identify the information systems and telecommunication networks available in the organizations
4. Operate personal computers in practical applications
5. Trace the information available in the internet

Course Content

Topic	Learning Outcome	Teaching & Learning Methods	Methods of Assessment
1. Introduction to Information Technology	At the end of the session, students should be able to, 1. Define what Information Technology is 2. Understand different computing technologies 3. Identify parts and characteristics of computers 4. Identify the application of computers in various fields	Lectures Presentations Class room activities Homework activities	End semester examination MCQ Group Assignment
2. Historical Advancement	At the end of the session, students should be able to, 1. Name the electronic components of different generation computers 2. Compare the characteristics of different generation computers 3. Evaluate the history of computers	Lectures Video Presentations Class room activities	End semester examination MCQ
3. Computer Software	At the end of the session, students should be able to, 1. Differentiate between two major types of software 2. Describe general functions of operating system 3. Identify the stages of developing software 4. Identify the types of ownership of software	Lectures Presentations Class room activities	End semester examination MCQ Group Assignment
4. Information Systems in an organization	At the end of the session, students should be able to,	Lectures Presentations	End semester examination

	1. Identify the types of IS in an organization 2. Name different IS for different managerial levels 3. Understand how IS support for major business function 4. Describe the IS development process	Class room discussions	Group Assignment
5. Data Communications & Network	At the end of the session, students should be able to, 1. Identify the components of data communication 2. Understand different data transmission mode 3. Identify the components of computer networks 4. Understand different types of computer networks 5. Identify the pros and cons of different networks	Lectures Presentations Class room discussions	End semester examination Group Assignment
6. Number System	At the end of the session, students should be able to, 1. Identify different number systems 2. Understand the functions of number system	Lectures Class room activities	End semester examination
7. Security & Computer Ethics	At the end of the session, students should be able to, 1. Define what computer ethics is 2. Understand the threats for computers 3. Identify the different security steps for protect computers	Lectures Presentations Class room discussions	End semester examination
8. Implementing IT in an organization	At the end of the session, students should be able to, identify how IT can be implemented in an organization	Guest Lecture	End semester examination
9. MS Word	At the end of the session, students should be able to, 1. Work with MS word 2013 for handling basic documents 2. Use document enhancing techniques 3. Manage files and documents with additional techniques	Practical Lessons Lab sessions Tutorials	End semester examination
10. MS Excel	At the end of the session, students should be able to, 1. Work with MS excel 2013 for managing worksheet 2. Use inbuilt functions for mathematical calculations	Practical Lessons Lab sessions Tutorials	End semester practical examination

	3. Manage spreadsheets with additional techniques		
11. MS Power Point	At the end of the session, students should be able to, 1. Work with MS Power Point 2013 for making presentations 2. Use additional techniques to create meaningful presentations	Practical Lessons Lab sessions Tutorials	End semester practical examination Assignment Presentations

Recommended Reading

- *Microsoft Office Home and Student 2007,* Microsoft
- Turbran, E., Potter, R. E., & Rainer, K. (2004). *Introduction to information technology.* John Wiley & Sons
- Kantaris, N. (2009). *Introduction to Windows 07.* Bernard Babani. Journal of Information, Information Technology, and Organizations (JIITO)