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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning Outcome</th>
<th>Teaching &amp; Learning Methods</th>
<th>Methods of Assessment</th>
</tr>
</thead>
</table>
| 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 required 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 |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5. Discuss current strategic management issues.</td>
<td></td>
</tr>
<tr>
<td>7. The Process of Organizing</td>
<td>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</td>
<td>Lectures Presentations Class Room Activities  End Semester Examination MCQ</td>
</tr>
<tr>
<td>8. The Process of Leading</td>
<td>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</td>
<td>Lectures Presentations Class Room Activities  End Semester Examination MCQ</td>
</tr>
<tr>
<td>9. Motivating Employees</td>
<td>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</td>
<td>Lectures Presentations Class room activities  End semester examination MCQ</td>
</tr>
<tr>
<td>10. Managers and Communications</td>
<td>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</td>
<td>Lectures Presentations Class Room Activities  End Semester Examination MCQ</td>
</tr>
</tbody>
</table>
| 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**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning outcome</th>
<th>Teaching &amp; Learning method</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Partnerships 1.1 Dissolution of Partnership</td>
<td>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.</td>
<td>Lectures Participative exercises Self-study</td>
<td>End semester examination Mid Semester Examination</td>
</tr>
<tr>
<td>1.2. Amalgamation of Partnership</td>
<td>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</td>
<td>Lecture Group Discussions Participative Exercises Self-Study</td>
<td>End Semester Examination</td>
</tr>
</tbody>
</table>
### 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 into 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.

### 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.

### 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.

### 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.
<table>
<thead>
<tr>
<th>3.3. LKAS 17 - Leases</th>
<th>At the end of the session, students should be able to,</th>
<th>Lecture Group Discussions Self-Study Participative Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define leases.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Distinguish a finance lease from an operating lease.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. prepare accounts of a finance lease for lessor and lessee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. prepare accounts of an operating lease for lessor and lessee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. explain the accounting treatment for sale &amp; lease back transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. list disclosure requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4. LKAS 18 - Revenue</td>
<td>At the end of the session, students should be able to,</td>
<td>Lecture Group Discussions Self-Study Participative Exercises</td>
</tr>
<tr>
<td>1. differentiate revenue from income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Explain criteria to be satisfied to recognize revenue from sale of goods and rendering of services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. explain the accounting treatment with regard to recognition of revenue arising from interest, dividend and royalties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. calculate the revenue recognized from sale of goods and rendering of services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. list disclosure requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5. LKAS 23 - Borrowing costs</td>
<td>At the end of the session, students should be able to,</td>
<td>Lecture Group Discussions Self-Study Participative Exercises</td>
</tr>
<tr>
<td>1. explain the recognition criteria on borrowing cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. calculate the borrowing costs to be capitalized and expensed for a given scenario</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. list disclosure requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End Semester Examination Ad-Hoc Quizzes
3.6 LKAS 40-Investment Property

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Group Discussions</th>
<th>Self-Study Participative Exercises</th>
<th>End Semester Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of the session, students should be able to,</td>
<td>1. distinguish investment property from owner occupied property</td>
<td>3. apply cost model and fair value model after initially recognizing an investment property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. explain the measurement principle at recognition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. apply cost model and fair value model after initially recognizing an investment property</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. list disclosure requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Readings:**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning outcome</th>
<th>Teaching &amp; Learning method</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fundamental concepts in</td>
<td>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</td>
<td>Lecture, Self-Study, Class Room Discussions, Small Group Tutorials</td>
<td>Individual Presentation On Tutorials, Mid Semester Test, End Semester Examination</td>
</tr>
</tbody>
</table>
| 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 number using factor trees and the division 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, symbols of sets and terminology of sets.
2. Examine 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 $T_n$, the general term of a geometric sequence from information given about the sequence | Lecture | Individual Presentation On Tutorials |
| | | Self Study | Mid Semester Test |
| | | Class Room Discussions | End Semester Examination |
| | | Small Group Tutorials | |
| 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 | Individual Presentation On Tutorials |
| | | Self Study | End Semester Examination |
| | | Class Room Discussions | |
| | | Small Group Tutorials | |
| 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 | Individual Presentation On Tutorials |
| | | Self Study | End Semester Examination |
| | | Class Room Discussions | |
| | | Small Group Tutorials | |
| 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 | Individual Presentation On Tutorials  
Self Study | End Semester Examination  
Class Room Discussions |  
Small Group Tutorials |
|---|---|---|---|
| 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 | Individual Presentation On Tutorials  
Self Study | End Semester Examination  
Class Room Discussions |  
Small Group Tutorials |
| 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 | Individual Presentation On Tutorials  
Self Study | End Semester Examination  
Class Room Discussions |  
Small Group Tutorials |
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.

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Self Study</th>
<th>Class Room Discussions</th>
<th>Small Group Tutorials</th>
</tr>
</thead>
</table>

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 finding 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.

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Self Study</th>
<th>Class Room Discussions</th>
<th>Small Group Tutorials</th>
</tr>
</thead>
</table>

Recommended Readings

- Akerkar, Rajendra and Akerkar, Rupali, Discrete Mathematics, Dorling Kindersley (India) Pvt. Ltd, New Delhi, 2009,
- Sharma, J. K., Business mathematics, Ane Books India, 2008,
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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning Outcome</th>
<th>Teaching &amp; Learning Methods</th>
<th>Methods of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Definition of Law and Introduction to Law</td>
<td>At the end of the session, students should be able to, 1. Define what is law &amp; Identify the different types of laws in Sri Lanka</td>
<td>Lectures, Self-Study</td>
<td>End Semester Examination</td>
</tr>
<tr>
<td>2. Law of Contract</td>
<td>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</td>
<td>Lectures, Self-Study</td>
<td>End Semester Examination</td>
</tr>
<tr>
<td>3. Law of Agency</td>
<td>At the end of the session, students should be able to, 1. Explain and apply the basic principle of agency</td>
<td>Lectures, Self-Study</td>
<td>End Semester Examination</td>
</tr>
<tr>
<td>4. Law Relating to Sale of Goods</td>
<td>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.</td>
<td>Lectures, Self-Study</td>
<td>End Semester Examination</td>
</tr>
<tr>
<td>5. Law Relating to Hire Purchase Contracts (Agreements)</td>
<td>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</td>
<td>Lectures, Self-Study</td>
<td>End Semester Examination</td>
</tr>
<tr>
<td>Course</td>
<td>At the end of the session, students should be able to,</td>
<td>Lectures</td>
<td>Self-Study</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>6. The Law Relating to Negotiable Instruments</td>
<td>1. Explain the law relating to negotiable instruments 2. Apply the basic principles regarding the crossings on cheques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Law of Partnership</td>
<td>1. Understand the law relating to partnership and solve problems regarding the partnership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Law of Insurance</td>
<td>1. Identify and understand different types of insurance contracts and various principles of insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Company Law</td>
<td>1. Understand type of companies and how to form companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. The Law Relating To Intellectual Property</td>
<td>1. Understand the main properties covered by the intellectual property Act. of Sri Lanka</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Readings:**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning Outcome</th>
<th>Teaching &amp; Learning Methods</th>
<th>Methods of Assessment</th>
</tr>
</thead>
</table>
| 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 |
<p>| 4. Information Systems in an organization | At the end of the session, students should be able to, | Lectures Presentations | End semester examination |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Course Title</th>
<th>At the End of the Session, Students Should Be Able To,</th>
<th>Learning Activities</th>
<th>Evaluation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify the types of IS in an</td>
<td>1. Identify the types of IS in an organization</td>
<td>Class room discussions</td>
<td>Group Assignment</td>
</tr>
<tr>
<td></td>
<td>organization</td>
<td>2. Name different IS for different managerial levels</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Understand how IS support for major business function</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Describe the IS development process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name different IS for different</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>managerial levels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Understand how IS support for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>major business function</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Describe the IS development process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Data Communications &amp; Network</td>
<td>At the end of the session, students should be able to,</td>
<td>Lectures Presentations Class room discussions</td>
<td>End semester examination Group Assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Identify the components of data communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Understand different data transmission mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Identify the components of computer networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Understand different types of computer networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Identify the pros and cons of different networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Number System</td>
<td>At the end of the session, students should be able to,</td>
<td>Lectures Class room activities</td>
<td>End semester examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Identify different number systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Understand the functions of number system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Security &amp; Computer Ethics</td>
<td>At the end of the session, students should be able to,</td>
<td>Lectures Presentations Class room discussions</td>
<td>End semester examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Define what computer ethics is</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Understand the threats for computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Identify the different security steps for protect computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Implementing IT in an organization</td>
<td>At the end of the session, students should be able to, identify how IT can be implemented in an organization</td>
<td>Guest Lecture</td>
<td>End semester examination</td>
</tr>
<tr>
<td>9.</td>
<td>MS Word</td>
<td>At the end of the session, students should be able to,</td>
<td>Practical Lessons Lab sessions Tutorials</td>
<td>End semester examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Work with MS word 2013 for handling basic documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Use document enhancing techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Manage files and documents with additional techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>MS Excel</td>
<td>At the end of the session, students should be able to,</td>
<td>Practical Lessons Lab sessions Tutorials</td>
<td>End semester practical examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Work with MS excel 2013 for managing worksheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Use inbuilt functions for mathematical calculations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Manage spreadsheets with additional techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. MS Power Point</td>
<td>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</td>
<td>Practical Lessons Lab sessions Tutorials</td>
<td>End semester practical examination Assignment Presentations</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Reading**

- *Microsoft Office Home and Student 2007*, Microsoft