

FACULTY OF SOCIAL SCIENCE DEPARTMENT OF BUSINESS AND MANAGEMENT STUDIES

DEPARTMENT OF BUSINESS ADMINISTRATION B.Sc. (BUSINESS ADMINISTRATION) CURRICULUM

Programme's Philosophy and objectives

A. Philosophy:

The philosophy of the B. Sc. in Business Administration programme is to develop both theoretical and practical knowledge, skills and attitudes in students for confidence and entrepreneurship exploits; to be innovative and self-reliant in the fields of business-management, business-ownership and business-scholarship.

B. Objective:

The primary aim of the programme is to produce URG Guyana graduates, in business Administration, with skills for innovations and solutions to the global myriad of business problems, in addition to the following:

- 1) To provide students with knowledge, skill and right attitude for understanding and analyzing problems in management, commerce, public corporations and other human organisations.
- 2) To inculcate superior decision-making skills in students; especially the analytical skills needed for recognition and definition of various forms of business challenges and solutions.
- 3) To cultivate strong leadership and interpersonal qualities in students, that will prepare them as professionals and business executives in industry, governmental and non-governmental-organizations.
- 4) To develop students computing, data processing, quantitative techniques, interpersonal and communication skills, as well as general strategic and entrepreneurial skills.

The Department offers a B.Sc. degree in *Integrated Business Administration*. It has as one of its principle objectives, the production of seasoned graduates of excellent quality, who would join the larger society as entrepreneurs capable of creating jobs and not looking for them.

ADMISSION REQUIREMENTS

Candidates are admitted to the undergraduate programme of the Business Administration Department in any of the following ways:

Through the University Matriculation Examination (UME);

Through Direct Entry; or

Through Inter-university Transfer.

University Matriculation Examination UME

Candidates seeking admission through the UME to the 4-year, 100-level programme leading to the award of Bachelor Science (B.Sc.) degree of the Department, should possess a minimum of 5 credits at the GCE/NECO/WAEC/ examinations; these must include English Language, Mathematics and Economics or Commerce.

Direct Entry

Candidates seeking 'direct entry' to the 200-level programme of the Department should possess at least a pass in 2 subjects of the Advanced Level GCE. Those with passes in 2 subjects at the NCE or Diploma programmes, from recognized institutions, are also eligible provided they satisfy the university's matriculation requirements.

Inter-University Transfer

Candidates wishing to transfer from other universities to the Department must obtain and fill-out an *Inter-University Transfer Form* from the Admission Office. Such applications will be treated on their merits.

Inter-University Transfer candidates may not be admitted into programmes higher than the 200-level.

Requirement for Courses in General Studies (GST)

The B.Sc. (Business Administration) degree of the Department requires students to take compulsory courses in GST at the 100-level, which they must pass before they can graduate.

Direct Entry students must also pass or show evidence of having passed all GST courses; waivers may only be granted to those whose previous universities offer the equivalent of IUO GST programme.

Requirement for Courses in Entrepreneurship Studies (EPS)

In the second and third years of their studies, students of the Department are required to take compulsory courses in EPS like others students in IUO.

Requirement for Elective Courses

All students are required to take *elective courses* from other Departments in the Business and Management College, as well as from other related College of the University, in the first two years of their studies,; while they concentrate in their major field of studies in the final year(s).

Courses Credit and Adding System

The University operates a *course-credit system*, made-up of study-areas that are broken down into units referred to as *courses*; these are disposed to examinations. Also, the courses are assigned *credit-loads*; thus students earn credits for the courses they pass.

Credit Unit

A *credit-unit* refers the specified number of hours of student-teacher contact for lectures/tutorials of 1 hour per week, per semester of 15 weeks. Hence 1 credit-unit is equal to 1 hour of lecture or tutorial per week, or an equivalent amount of study i.e., seminar, laboratory, industrial attachment, fieldwork or any combination thereof.

Thus, 1 week of industrial attachment is the equivalent of 1 hour of lecture per week, per semester.

PROBATION

If at the end of an academic session, a student's Grade Point Average (GPA) is less than 1.50, he/she will be placed on probation for 1 session. Again, if at the end probation, the student GPA is still less than 1.50, the student will be required to withdraw from the programme.

A student that is so withdrawn may choose not to leave the University entirely. He/she may transfer to another programme within the College of Business and Management Studies or any other programme of the University.

Grade Point Average (GPA)

Grade-Point Average (GPA) measures the average performance of a student for the semester or the session, expressed in *grade-point-earned* in all the courses taken by the student during the semester or session.

The GPA is derived from student's *raw score* in the courses taken. *It is computed by multiplying the grade –point (GP) attained in each course, by the credit unit (CU) assigned to the course, and dividing the sum of the total-credits (TC) taken in the semester or session, i.e. (GPA = GP x CU/TC).*

Cumulative Grade Point Average (CGPA)

This is the collective average, or the mean of all *grade-points* earned by student at some terminal point in his/her study. The cumulative grade point average (CGPA) depicts the student's overall performance in his/her study at the given time.

It is derived by multiplying the grade-point earned by the student in each course taken by the respective credit-unit and summing the product of all the courses taken to the present, and then dividing the aggregated sum by the sum of the total-credit-units of all the courses registered by the student, i.e. $CGPA = \sum(GP \times CU / TC)$.

Work Load

This refers to the minimum and maximum number of credits students are expected to take during semesters and sessions. Students may normally register for a minimum of 40 credits and a maximum of 50 credits in an academic year, i.e. between 20 and 25 credits per each semester in the academic year.

TUITION FEES

Tuition fees would be USD10,000 per academic year for undergraduate degrees

Course Coding

All courses of the Department are coded by assigning them a 3-letter prefix, followed by 3-digit number. The 3-letter prefix and 3-digit number indicates the College, Department, Level and Semester represented.

The Business Administration Department courses are thus represented by the prefix: 'BUS'. Other prefixes related to programmes in the Business and Management College includes: Accounting 'ACC', and Finance 'BFN'.

The first digit in the sequence represents the levels and semesters are assembled in 4-group of sequences numbered '111-191', '211-299', '311-399', and '411-499'.

The first digit in the sequence represents the level of study, the second digit represents the semester, while the last digit is the number assigned by the Department to track the course. Thus the digits representing levels are assigned:

Level 100	'1'
Level 200	'2'
Level 300	'3'
Level 400	'4'



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Course Advisers

Each Course-level (100 to 400 level) has an assigned Adviser, appointed from among the academic staff of the Department, to counsel students on general university regulations as well as ensure that they register for courses which facilitate the successful completion of their programme.

Also the Adviser has the responsibility of ensuring accurate registration of students in the courses required of their level. He/she is responsible for ensuring the timely and accurate completion of Registration Form, Course Forms and all Examination Forms submitted by the students. Which he/she is to approve and authenticate before reaching the Departmental Head. Course Advisers are thus expected to exercise high sense of responsibilities and diligence in their duties.

Change of Course

Students may 'add' or 'drop' courses for which they are registered within one month of the beginning of lectures. However, such changes can only be allowed, subject to approval of Departments receiving the 'add' or 'drop'.

Graduation Requirements

Students will qualify for graduation from the Department upon successfully completion of the under listed:

- He/she is dully admitted to the programme;
- He/she has matriculated in the University;
- He/she has paid all required fees;
- He/she has passed all GST and CS courses;
- He/she has passed all ESP courses;
- He/she has passed all prescribed courses;
- He/she successfully submitter a Research Project
- He/she has a CGPA of not less than 1.50, and
- He/she has earned a minimum total of 120 credit-units.



Grading of Examinations

Courses shall be graded from a maximum of a 100 marks; and marks entered in both numerical and alphabetical grades.

Student Performance Index

Raw Score (%)	Letter Grade	Grade Points	Interpretation
70-100	A	5	Excellent
60-69	B	4	Very Good
50-59	C	3	Good
45-49	D	2	Pass
00-44	F	0	Fail

The above table is useful in understanding the performance of student in the Departmental examinations.

Classification of Degrees

Degrees in the Department are classified as indicated in the table below:

A Classification of Degrees table

Final CGPA	Class of Degree
4.50 – 5.00	First Class Honours
3.50 – 4.49	Second Class Honours, Upper Division
4.40 – 3.49	Second Class Honours, Lower Division
1.5 – 2.39	Third Class Honours



B.Sc. BUSINESS ADMINISTRATION CURRICLUM

Level – 100 first Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 111	Introduction of Business 1	3
2	ACC 111	Introduction to Financial Accounting	4
3	MTH 111	Business Mathematics 1	3
4	BFN 111	Introduction to finance	3
5	ECO 111	Principles of Economics 1	3
6	CSC 113	Computer Appreciations 1	3
7	GST 111	Communication in English	2
8	GST 112	Logic, Philosophy and Human Existence	2
9	GST 113	Vincentia Peoples and Culture	2
	Total		25

Level – 100 Second Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 121	Introduction of Business 11	3
2	ACC 121	Introduction to Financial Accounting 11	4
3	MTH 122	Business Mathematics 11	3
4	ECO 121	Principles of Economics 11	3
5	CSC 123	Computer Appreciations 11	3
6	GST 111	Use of library, study skills & ICT	2
7	GST 122	Communication in English 11	2
8	GST 113	Communication in French	2
	Total		22
	Grand Total		47



Level – 200 First Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 211	Principles of Management 11	3
2	BUS 212	Business Statistics 1	3
3	BUS 213	Principles of Marketing 1	3
4	ECO 211	Micro-Economics Theory	3
5	ACC 211	Financial Accounting 1	3
6	ACC 213	Cost Accounting	3
7	BFN 213	Mathematics of Finance	3
8	GST 211	History & Philosophy Science	2
	Total		23

Level – 200 Second Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 221	Principles of Management 11	3
2	BUS 223	Business Statistics 11	3
3	BUS 225	Principles of Marketing 1	3
4	ECO 221	Micro-Economics Theory	3
5	ACC 211	Financial Accounting 11	3
6	SAA 222	Elements of Psychology	3
7	BUS 224	Business Communications	3
8	GST 221	Peace Studies & Conflicts Resolutions	2
9	EPS 221	Entrepreneurship Studies	2
	Total		23
	Grand Total		48



Level – 300 First Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 311	Management of Human Resources	3
2	BUS 312	Production Management	3
3	BUS 314	Management Theory	3
4	MGT 312	Small/Medium Scale Business Management	3
5	MKT 312	Sales Management	3
6	ACC 314	Management Accounting	3
7	BFN 313	Financial Management	3
8	LAW 313	Business Law	3
9	EPS 311	Entrepreneurship Skills	2
	Total		26

Level – 300 Second Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 321	Organizational Behaviour	3
2	BUS 324	Business Research Methods	3
3	BUS 325	Marketing Management	3
4	LAW 323	Company Law	3
5	POL 322	Element of Government	3
6	BUS 327	Quantitative Analysis	3
	Total		18
	Grand Total		42

Level – 400 First Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 411	Strategic Management & Business Policy	3
2	BUS 421	International Economics	3
3	BUS 413	Corporate Planning	3
4	BUS 414	Industrial Psychology	3
5	MKT 411	Marketing Research & Infor. Systems	3
6	MGT 412	Labour and Industrial Relations	3
	Total		18



Level – 400 Second Semester Courses

S/N	Course Code	Course Title	Credit Units
1	BUS 421	Strategic Management & Business Policy 11	3
2	BUS 422	International Business	3
3	MGT 420	Project/Research	6
4	MGT 420	Investment Management	3
5	MKT 422	Management Information System	3
6	MKT 420	Management of Distribution Channels	3
7	MGT 421	Collective Bargaining	3
8	MGT 423	Materials Management	3
	Total		27
	Grand Total		39