DEPARTMENT OF BUSINESS STUDIES

Head of Department
Professor, Dr. Zhaohao Sun, PhD(Bond, Aust.), MACS (Snr) CP, MIEEE, MAIS

Deputy Head of Department
Mr. Ishmael Inore, DipCom, BCom (Business Economics) (UNITECH)

Professor
Dr. Thomas Paul, PHD Economics (Gujarat Uni, India), MA Economics (Kerala Uni. India)

Professor
Dr. Zhaohao Sun, PhD (Bond, Aust.), MACS (Snr) CP, MIEEE, MAIS

Senior Lecturers
Ms Freida Siaguru, MBA (JCU), BCom (Management) (UNITECH), Cert IV in Training & Assessment (Australia)
Dr. Wise Mainga, PhD Management (University of Bradford, UK), MSc Strategic Project Management (Heriot-Watt University, UK), Master of Strategic Project Management (Politecnico di Milano, Italy), MSc Management (Umea University, Sweden), MBA (Wales), Postgraduate Diploma Research Methods (University of Bradford, UK), BSc (University of Zambia)

Lecturers
Mr. Gomi J. Gipe, MCom (Hons) (UOW), B in Economics (Hons)(UPNG)
Mr. Ken Konafo, MCom (UOW), DipCom, BCom (Management) (UNITECH)
Mr. Adimuthu Ramasamy, MCom, MPhil., B in Education (Annamalai University, India), BCom (University of Madras, India)
Mr. Richard Sauna, Master of Marketing (Griffith Uni, Australia), Certificate IV in Training & Assessment (Australian Pacific College, Australia), DipCom, BCom(Management), Grad. Certificate in Communication for Science & Technology (UNITECH).  
Mr. Samson Tiki, Master in Advance Accounting (QUT), DipCom, BCom (Accounting)(UNITECH) (On study Leave)
Mr. Londari S. Yamarak, Master of Applied Economics, Postgraduate Diploma in Economics (University of Waikato, NZ), Postgraduate Diploma in Education (UOG), B of Economics (UPNG) (On Study Leave)
Mr. Ian Cosmas, MCSEM (University of Technology Sydney), MACS (Australian Computer Society),DipCom, BCOM - Commercial Computing (UNITECH)
Ms. Francisca Pambel, MInforSys (ANU), Dip. Micro Computer Apps, Bachelor in MIS (UNITECH)
Ms Bernadette Bonoro, MA-Pracc (Swinburn, AU), DipCom, BCom (Accounting)(UNITECH)
Mr. Jeffrey Tange, MA Development Economics (Uni of Sriwijaya, Indonesia), PG Dip in Education (UOG), Bachelor in Economics (UPNG)
Mr Bapa Bomoteng, EMBA (PNGUoT), BTBS (Business Studies (PNGUoT), Dip in Theo (CFNI Dallas TX),

Senior Technical Instructors
Mr. Godfrey Langtry, LLB (UPNG)
Mr. Anthony Anugu Postgraduate Diploma in Education (UOG), DipComm, BCom in Accounting (UNITECH) (On Study Leave)

Technical Instructors
Mr. Ishmael Inore, DipCom, BCom (Business Economics) (UNITECH)
Mr. Ruben Daniel, DipCom, BCom (Management) (UNITECH)
Ms Karen Kate, DipCom, BCom (Accounting) (UNITECH)
Mr. Isaac A. Suanga, Bachelor in Economics (UPNG)

DEPARTMENTAL RULES GOVERNING SCHOOL LEAVER APPLICATIONS

BCOM YEAR (I) INTAKE

All students selected into the department are expected to do a common foundation year, BCOM.

All students are selected through the School Leaver application and the students selected must have met the qualifications outlined below. If the pool of students who meet the minimum qualifications exceed the number of spaces allocated for scholarship a further selection is done from the pool of candidates and is done strictly according to GPA ranking calculated by the Measurement Services Unit of the Department of Education.

Minimum qualifications
All students are required to have done a minimum of five subjects (THREE compulsory and TWO
others from those listed as electives) with minimum grades as outlined below:

**Compulsory GRADE**
- Mathematics A: C or above, or
- Mathematics B: B or above
- English: B or above
- Economics: C or above

**Electives**
Two other subjects at grade C or above, the subjects being any 2 of the following:
- Business Studies / Accounting
- History
- Geography
- Physics
- Chemistry
- Biology
- Information Technology

The Department of Business Studies offers a four-year program leading to a Bachelor of Commerce. The courses offered are designed to allow, “streaming” into four areas of study after the foundation BCOM year as follows:

1. A degree in Commerce (Accountancy)
2. A degree in Commerce (Management)
3. A degree in Commerce (Applied Economics)
4. A Bachelor in Commerce (Information Technology)

The Department also offers, on request, a Certificate in Supervisory Management. This course consists of 10 modules (designated herein as BAC, of 15 hours each, constituting a total duration of approximately 3 months. The Department also provides service courses teaching in Architecture and Building, Engineering, Surveying and Land Studies, Applied Science, Mathematics and Computer Science and Mechanical Engineering.

Students make use of well-equipped laboratories where they learn the capabilities, advantages and limitations of equipment for the needs of the community. Students also apply their knowledge of theory by producing and processing data for different types of businesses.

Research forms a continuing and important role within the Department as both staff and students concern themselves with activities related to specific problems in Papua New Guinea, particularly in the areas of small business development, accounting, financial management, accounting standards, macroeconomics, economic development and ICT in Papua New Guinea. In these areas the Department liaises closely with the other departments within the university as well as other tertiary institutions, government departments and the private sectors.

**STRUCTURE OF COURSES**

**Code Subjects Average Weekly Hours (Credits)**

**BACHELOR IN COMMERCE**

<table>
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<th>Year</th>
<th>First Semester</th>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BA111</td>
<td>Basic Accounting I</td>
</tr>
<tr>
<td>ECON161</td>
<td>Foundation Economics I (Microeconomics)</td>
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<tr>
<td>BA131</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BA141</td>
<td>Introduction to Law</td>
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<td>CS145</td>
<td>Introduction to Information Technology</td>
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<tr>
<td>LA101</td>
<td>English Grammar &amp; Composition I</td>
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<tr>
<td>MA111</td>
<td>Quantitative Methods I</td>
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**Year 2 Second Semester**

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<tr>
<td>BA112</td>
<td>Basic Accounting II</td>
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<tr>
<td>ECON162</td>
<td>Foundation Economics II (Macroeconomics)</td>
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<td>BA132</td>
<td>Introduction to Management</td>
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<td>IS126</td>
<td>Business Information Systems</td>
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<tr>
<td>LA102</td>
<td>English Grammar &amp; Composition II</td>
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<td>MA112</td>
<td>Quantitative Methods II</td>
</tr>
<tr>
<td>BA164</td>
<td>Introduction to Business Mathematics and Statistics</td>
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**BACHELOR IN COMMERCE (Accountancy)**

<table>
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<th>Year</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BA211</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>BA213</td>
<td>Cost Accounting I</td>
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</table>

**Elective Subjects (Select any four)**

| BA215 | Introduction to Taxation                           | 3 (11) |
| BA217 | Corporate Finance                                  | 3 (11) |
| ECO261| Principles of Microeconomics                        | 3 (11) |
| BA231 | Principles of Marketing                            | 3 (11) |
| BA243 | Commercial Law I                                   | 3 (11) |
| BA271 | Business Ethics                                    | 3 (11) |
| LA201 | Advanced Academic and Research Skills               | 3 (11) |

**Total Credits (71)**
### Department of Business Studies

**Year 2 Second Semester**

#### Core Subjects
- BA212 Financial Accounting II 4 (13)
- BA214 Cost Accounting II 4 (13)

#### Elective Subjects (Select any four)
- BA232 Human Resources Management 3 (11)
- BA244 Commercial Law II 3 (11)
- BA252 Computer Applications in Accounting 3 (11)
- LA204 Advanced Communication Skills For Commerce 2 (9)

Please Note that the Section Head will determine electives available to the students.

### BACHELOR IN COMMERCE (MANAGEMENT)

**Year 2 First Semester**

#### Core Subjects
- BA231 Principles of Marketing 3 (11)
- BA271 Business 3 (11)
- BA233 Consumer Behaviour 3 (11)
- ECO265 Business Statistics I 3 (11)

#### Elective Courses (Select any two)
- BA213 Cost Accounting 4 (13)
- ECO262 Principles of Macroeconomics 3 (11)
- BA237 Tourism and Hospitality Management 3 (11)
- BA243 Commercial Law I 3 (11)
- LA201 Advanced Academic and Research Skills 2 (9)

Please Note that the Section Head will determine electives available to the students.

**Year 2 Second Semester**

#### Core Subjects
- BA232 Human Resource Management 3 (11)
- BA234 Small Business Management 3 (11)
- BA238 Selling and Sales Management 3 (11)
- ECON266 Business Statistics II 4 (13)

#### Elective Subjects (Select any two)
- BA214 Cost Accounting II 4 (13)
- BA246 Commercial Law II 3 (11)
- BA264 Computer Applications for Business & Econ 2 (9)
- LA204 Advanced Communication Skills For Commerce 2 (9)

Please note that the Section Head will determine electives available to the students.

### BACHELOR IN COMMERCE (Applied Economics)

**Year 2 First Semester**

#### Core Subjects
- ECO261 Principles of Microeconomics 3 (11)
- ECO265 Business Statistics I 3 (11)
- ECO267 Quantitative Economics I 5 (15)

#### Elective Subjects (Select any three)
- BA213 Cost Accounting I 4 (13)
- BA217 Corporate Finance 3 (11)
- BA231 Principles of Marketing 3 (11)
- BA243 Commercial Law I 3 (11)
- BA233 Consumer Behaviour 3 (11)
- BA271 Business Ethics 3 (11)
- LA201 Advanced Academic and Research Skills 3 (11)

**Year 2 Second Semester**

#### Core Subjects
- ECON262 Principles of Macroeconomics 3 (11)
- ECON266 Business Statistics II 3 (11)
- ECON268 Quantitative Economics II 5 (15)

#### Elective Subjects (Select any four)
- BA264 Computer Applications (Business & Economics) 4 (13)
- BA232 Human Resources Management 3 (11)
- BA234 Small Business Management 3 (11)
- BA244 Commercial Law II 3 (11)
- LA204 Advanced Communication Skills for Commerce 2 (9)

### BACHELOR IN COMMERCE (Information Technology)

**Year 2 First Semester**

#### Core Subjects
- IS211 End User Computing Technology 3 (11)
- IS213 Database Management Systems 3 (11)
- IS215 Accounting Information Systems 3 (11)
- IS217 Introduction to Programming using...
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<tr>
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<th>Credits</th>
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<td>LA301</td>
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<tr>
<td>MA267</td>
<td>Networking and Communications</td>
<td>4 (13)</td>
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<td><strong>Year 2 Second Semester</strong></td>
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<tr>
<td>Core Subjects</td>
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<tr>
<td>IS222</td>
<td>End User Computing Applications</td>
<td>3 (11)</td>
</tr>
<tr>
<td>IS226</td>
<td>Systems Analysis &amp; Design</td>
<td>4 (13)</td>
</tr>
<tr>
<td>IS229</td>
<td>Web Design</td>
<td>3 (11)</td>
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<tr>
<td>IS242</td>
<td>Systems Implementation A</td>
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<td>LA204</td>
<td>Communication Skills in the workplace</td>
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**BACHELOR OF COMMERCE (Accountancy)**

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<th>Credits</th>
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<tbody>
<tr>
<td>BA351</td>
<td>Issues in Financial Accounting</td>
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<td>BA353</td>
<td>Managerial Accounting I</td>
<td>4 (13)</td>
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<tr>
<td>Elective Subjects (Select any two)</td>
<td>BA333 Organization Behaviour</td>
<td>3 (11)</td>
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<td></td>
<td>BA335 Public Administration</td>
<td>3 (11)</td>
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<td></td>
<td>BA343 Company Law in PNG</td>
<td>3 (11)</td>
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<td>BA377 Data Processing</td>
<td>5 (15)</td>
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<td>MA315 Quantitative Methods IV</td>
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<th>Subject Code</th>
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<tbody>
<tr>
<td>BA312</td>
<td>Government Accounting</td>
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<td>BA316</td>
<td>Advanced Company Accounting</td>
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<td>BA354</td>
<td>Managerial Accounting II</td>
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<td>BA334 Industrial Relations in PNG</td>
<td>3 (11)</td>
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<tr>
<td></td>
<td>BA338 Management of Financial Institutions</td>
<td>3 (11)</td>
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<tr>
<td></td>
<td>MA316 Quantitative Methods V</td>
<td>4 (13)</td>
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<th>Subject Name</th>
<th>Credits</th>
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<tr>
<td>BA411</td>
<td>Auditing</td>
<td>6 (16)</td>
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<tr>
<td>BA413</td>
<td>Financial Management</td>
<td>6 (16)</td>
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<tr>
<td>BA443</td>
<td>Advanced Taxation</td>
<td>4 (13)</td>
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<tr>
<td>Elective Subjects (one to be selected)</td>
<td>BA334 Industrial Relations in PNG</td>
<td>3 (11)</td>
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<tr>
<td></td>
<td>BA338 Management of Financial Institutions</td>
<td>3 (11)</td>
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<tr>
<td></td>
<td>BA342 Legal Aspects of Business Organizations in PNG</td>
<td>3 (11)</td>
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<th>Credits</th>
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<tr>
<td>BA442</td>
<td>Accounting Theory</td>
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<tr>
<td>IS422</td>
<td>Information Systems Management</td>
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**Elective Subjects (one to be selected)**

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<tr>
<th>Subject Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BA334</td>
<td>Industrial Relations in PNG</td>
<td>3 (11)</td>
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<tr>
<td>BA338</td>
<td>Management of Financial Institutions</td>
<td>4 (13)</td>
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<tr>
<td>BA418</td>
<td>Project in Accounting</td>
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<td>MA316</td>
<td>Quantitative Methods V</td>
<td>4 (13)</td>
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**BACHELOR OF COMMERCE (Management)**

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<th>Subject Code</th>
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<tr>
<td>BA333</td>
<td>Organization Behaviour</td>
<td>3 (11)</td>
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<tr>
<td>BA335</td>
<td>Public Administration</td>
<td>3 (11)</td>
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<tr>
<td>BA337</td>
<td>Production and Operations Management</td>
<td>3 (11)</td>
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<td>BA339</td>
<td>Business Research Methods</td>
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<td><strong>12 (44)</strong></td>
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<tr>
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<th>Subject Code</th>
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<tbody>
<tr>
<td>BA332</td>
<td>Marketing Research</td>
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<td>BA330</td>
<td>Integrated Marketing Communications</td>
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<td>BA334</td>
<td>Industrial Relations in PNG</td>
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**Elective Subjects (one to be selected)**

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<tbody>
<tr>
<td>ECON322</td>
<td>The Economy of PNG</td>
<td>4 (13)</td>
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<th>Subject Code</th>
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<tbody>
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<td>BA431</td>
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<td>BA433</td>
<td>Training and Development</td>
<td>3 (11)</td>
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<td>BA435</td>
<td>Management Science</td>
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<td>BA437</td>
<td>International Business</td>
<td>3 (11)</td>
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<tr>
<td>BA432</td>
<td>International Marketing</td>
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<td>BA434</td>
<td>Strategic Management</td>
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<td>BA438</td>
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**Elective Subjects (one to be selected)**

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<td>BA447</td>
<td>Administrative Law</td>
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**BACHELOR OF COMMERCE (Applied Economics)**

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<tr>
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<td>ECO323    Industrial Economics</td>
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<td>ECO367    Development Economics</td>
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<td>ECON369   Econometrics I</td>
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<td>ECO323    Organizational Behaviour</td>
<td>3 (11)</td>
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<td>BA335     Public Administration</td>
<td>3 (11)</td>
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<td>BA341     Business Organizations in PNG</td>
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<td>ECON322   The Economy of PNG</td>
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<td>ECON326   Monetary Economics</td>
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<td>ECON368   Project Planning and Management</td>
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<td>ECO388    Environmental and Natural Resource Economics</td>
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<td>ECO425    Public Economics</td>
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<td>ECO427    Research Methodology</td>
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<tr>
<td>BA423     Risk Analysis &amp; Management</td>
<td>4 (13)</td>
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<tr>
<td>BA435     Management Science</td>
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<tr>
<td>BA437     International Business</td>
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<tr>
<td>IS314     Windows Network Administration</td>
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<tr>
<td>IS313     Object Oriented Programming</td>
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<td>IS315     Information Systems Design Project</td>
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<td>IS343     Windows Applications with Visual Programming</td>
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<td>BA333     Organizational Behavior</td>
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<tr>
<td>IS326     Project Management</td>
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<tr>
<td>IS328     Electronic Commerce</td>
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<tr>
<td>IS342     Systems Implementation B</td>
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<tr>
<td>MA484     Industrial Database and Oracle</td>
<td>4 (13)</td>
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<td>Year 3    Second Semester</td>
<td>19 (63)</td>
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<td>Year 4    Second Semester</td>
<td>18 (54)</td>
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<td>Year 4    First Semester</td>
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<tr>
<td>Year 4    Second Semester</td>
<td>21-22 (67-69)</td>
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**SUBJECTS TAUGHT BY DEPARTMENT**

- **BA121** Economic Framework
- **BA122** Principles of Microeconomics
- **BA141** Introduction to Law
- **BA182** Financial Management & Accounting
- **BA211** Financial Accounting I
- **BA237** Tourism and Hospitality Management
- **BA243** Commercial Law I (Law of Contract)
- **BA244** Commercial Law II
- **BA264** Computer Applications for Business & Economics
- **ECON265** Business Statistics I
- **BA338** Management of Financial Institutions
- **BA341** Business Organizations in PNG
- **ECON369** Econometrics I
- **BA377** Data Processing
- **ECON388** Environmental and Natural Resource Economics
- **BA418** Research Project in Accounting
- **BA422** Research Project in Economics
- **BA423** Risk Analysis & Management
- **BA424** Managerial Economics
- **BA426** Operations Research for Business & Economics
- **BA428** International Trade and Finance
- **BA436** Management of Non-Profit Making Organizations
- **IS211** End User Computing Technology
IS213  Database Processing
IS215  Accounting Information Systems
IS217  Introduction to Programming Using C++
IS222  End User Computing Applications
IS226  Systems Analysis and Design
IS229  Web Design
IS242  Systems Implementation (A)
IS313  Object Oriented Programming Using Java
IS314  Windows Network Administration
IS315  Information Systems Design Project
IS326  Project Management
IS328  Electronic Commerce
IS342  Systems Implementation B
IS343  Windows Applications with Visual Basic
IS411  Business Computing Experience
IS422  Information Systems management
IS426  Information Systems Development
IS466  Operating Systems

BA111: BASIC ACCOUNTING I

Lecture hours per week: 4
Tutorial hours per week: 
Laboratory hours per week: 2
Credits: 15

Learning Outcomes
To develop an understanding of the accounting and the basic bookkeeping processes. At the end of this subject, the student should be able to:
1. Discuss the basic assumptions underlying accounting;
2. Explain the basic bookkeeping process, from initial transaction and related documentary evidence, through to final accounts;
3. Analyse and record business transactions into the appropriate accounting records, using the double-entry system;
4. Explain the need for, and prepare, adjusting journals on balance day;
5. Prepare end-of-year financial statements from given information.

Syllabus
The basic concepts of bookkeeping: assumptions underlying accounting, the nature of transactions, the meaning of assets, liabilities, proprietorship, revenues, expenses, the Accounting Equation, preparation of simple profit and loss statements and balance sheets; Internal control and documentary evidence; Analysis of transactions and the use of the general journal; Ledger accounts: posting from the general journal, recording transactions, balancing accounts; The trial balance: preparing the trial balance, finding and correcting errors; Balance day adjustments: the need for adjustments and the preparation and treatment of adjustments; Final reports: the profit and loss statement and the balance sheet; Worksheets: another approach for preparing balance day adjustments and final reports; Trading enterprises: the concept of gross profit and the bookkeeping processes used for trading businesses; Special journal: the advantages of special journals, and preparation and use of them; Cash versus accrual accounting, and incomplete records.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA112: BASIC ACCOUNTING II

Lecture hours per week: 4
Tutorial hours per week: 
Laboratory hours per week: 2
Credits: 15

Prerequisite: BA111

Learning Outcomes
To further develop an understanding of the basic bookkeeping process with emphasis on the subsidiary ledgers. At the end of this subject, the students will be able to:
1. Maintain control accounts, and subsidiary ledgers for accounts receivable and payable;
2. Maintain records for petty cash;
3. Prepare bank reconciliation statements;
4. Keep records of inventory, using both the periodic and the perpetual inventory systems;
5. Calculate depreciation changes and maintain records for fixed assets;
6. Prepare payroll records.

**Syllabus**
Control accounts and subsidiary ledgers for accounts receivable and accounts payable: recording transactions in both the general ledger and the subsidiary ledgers, and reconciling control accounts with the subsidiary ledgers; Petty cash records; Bank reconciliation statements, and the need for monthly bank reconciliations, and the preparation of the statements; Inventory records: determining the cost of stock, the “lower of cost or market rule”, assigning cost to closing stock and COGS (specific identification, UFO, FIFO, weighted average methods), costs under a periodic inventory system, costs under a perpetual inventory system, incomplete records; Depreciation and fixed asset records: determining the cost of fixed assets, calculating depreciation charges using various methods, depreciation schedules, revaluation and disposal of depreciable assets; Payroll records: maintaining employee history cards, calculating hours worked, gross and net wages, and taxation payable, preparing wages sheets, cash analysis, and wage cheques, and maintaining employee earnings records.

**Textbook**


**Assessment**
Continuous assessment 50%
Written examination 50% (1×3 hours)

**BA131: INTRODUCTION TO BUSINESS**

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week: Credits: 11

**Learning Outcomes**
To introduce students to the world of business and give them an overview of major activities involved in modern business organizations. On completion of this subject the students will be able to:
1. Explain the economic and social importance of business organizations;
2. Explain the major functions involved in any business enterprise, and their inter-relationships;
3. Make a knowledgeable decision as to the selection of study options within the Business Studies curriculum.

**Syllabus**
Understanding basic functions and motives of a business; Business ethics and social responsibility; Assessing economic conditions; Assessing global conditions; Selecting a form of business ownership; Entrepreneurship and business planning; Managing effectively; Organizational structure improving; Productivity and quality; Motivating employees; Hiring, training and evaluating employees; Creating and pricing products; Promoting products; Distributing products; Accounting and financial analysis and financing; Expanding the business.

**Textbook**

**Assessment**
Continuous assessment 40%
Written examination 60% (1×3 hours)

**BA132: INTRODUCTION TO MANAGEMENT**

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week: Credits: 11

**Prerequisite:** BA131

**Learning Outcomes**
To give an overview of the nature and significance of management and its environment. Upon completion of this subject the students will be able to:
1. Explain the management functions of planning, organizing, directing and controlling, and their applications to practical business and
societal problems as they relate to PNG;
2. Explain the influence and relationship of the management process to other behavioural sciences and the humanities in general;
3. Explain the concept of management and why managers are needed;
4. Describe how organizations can benefit from acquiring personnel with management education and explain why managers need to be continuously learning to maintain full effectiveness.

**Syllabus**
Evolution of management; Managing in a global environment; Ethics and social responsibility; Culture and change; Managing the planning process; Decision making; Strategic management; Entrepreneurship and innovation; Organization structures; Human resource management; Managing employee diversity; Leadership and motivation; Managing teams; Managing communication; Operations management; Effective controlling.

**Textbook**

**Assessment**
Continuous assessment 40%
Written examination 60% (1 × 3 hours)

**BA145: BUSINESS LAW I**
Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:
Credits: 11

**Learning Outcomes**
This course is designed to introduce students to the PNG legal system its laws and their utility and to acquaint students with the different ideas about the meaning of law, its roles and functions in the PNG and the world today, the reception of common law and its concepts and doctrines into the country and its effect in PNG upon both its statute law and its judge-made law. Introduce the students to PNG’s law of contract and tort, provide students with a knowledge and understanding of the general principles of law in the laws of property torts contracts and trusts. Study specialized commercial transactions and the specialized contracts particular to those transactions. Provide students with an understanding of the legal nature and commercial requirements of the different types of contracts specially tailored by the business world for specific commercial purposes. Equip them with the ability to apply these contracts to specific commercial situations in the work-place. Understand the significance of the PNG law on electronic transactions. On the completion of this subject, the students will be able to:

- Articulate the various theories of law, describe the general principles of law, demonstrate what is statute law and common law, how each is made in PNG and articulate their respective origins, demonstrate the roles and functions of law in PNG;
- Explain the legal principles behind the laws of property tort contract and trusts, as well as their basic contents;
- Relate PNG’s municipal law to international law and explain the relationship between them;
- Expound on the basic concepts underlying the specialist commercial contracts involving agency, bills of sale, escrow, partnership, sale of goods, negotiable instruments, real estate, joint-ventures, franchise, and the laws relating to electronic commerce.

**Syllabus**
The Nature of Law and a study of the various conceptions on the meaning of law; The origins, roles, sources and functions of law in PNG, the making of legislation and common law in PNG; The Courts and the interpretation and construction of legislation; Categories of law: criminal law, the laws of tort contract, trusts and equity. The Courts and Dispute Settlement: (a) criminal law and criminal proceedings and (b) civil law and civil procedure and alternative dispute resolution of commercial disputes; Globalization: technology, resource laws and the environment, cyber law and copyright law in PNG; Introduction to international law, its origin, content, concepts, ideas, institutions and organizations and its relationship to PNG.
municipal law, law and international commerce; Partnership: background to and nature of partnership, relationship of partners amongst themselves, relationship of partners to third parties, liability of partners among themselves and to third parties, advantages and disadvantages of partnership as a business organization, conversion of partnerships to companies, dissolution of partnership, and limited partnership; Agency: historical development and meaning of, creation of an agency, capacity to act as an agent, capacity to act as Principal, liabilities of an agent, liabilities of a principal, effects of agency, ratification of agency, termination of agency, its difference to joint ventures; Sale of goods: meaning of, making the agreement, differences with other contracts dealing with goods, performance of the contract passing of property and risk, remedies of seller and buyer in event of breach, international sale of goods law; Negotiable Instrument: bills of exchange, promissory notes and cheques, nature of, rights and duties in and remedies of parties to these instruments; Bill of Sale: nature of and types of, historical development of, use of, rights and duties in, remedies for breach, its relationship to hire purchase contracts; Franchise: the nature of, its use, advantages, disadvantages, rights and liabilities of parties to, remedies for breach of such a contract; Escrow: nature of and its use, historical development of, rights and duties of parties to, and remedies for breach, Hire Purchase: nature of, rights and duties of dealer, owner, and hirer, payment of terms charges and remedies of owner and hirer on breach; Property law: what is property, types of property, real estate contracts their contents, rights and duties of parties, legislative provisions applicable to them, real estate agents and the sale and purchase of real property, remedies in event of breach and the main features of the Personal Property Security Act, 2011.; Electronic Commerce: the law of electronic commerce, its nature, available security measures to protect uses of electronic commerce, jurisdiction over electronic commerce, right to privacy and computer crime.

Reference


Assessment

Continuous assessment 40%
Written examination 60% (1×3 hours)

BA212: FINANCIAL ACCOUNTING AND APPLICATIONS

Lecture hours per week: 4
Tutorial hours per week:

Laboratory hours per week:

Credits: 13

Prerequisite: BA211

Learning Outcomes

To provide the students of the preparation, presentation and interpretation of financial statements and an understanding of the sources of financing and financial instruments. On completion of this subject, the students will be able to:
1. Prepare and present financial statements;
2. Analyse and interpret financial statements;
3. Understand and account for the sources and uses of financing business entities;
4. Understand financial instruments.

Syllabus

Preparation and presentation of financial statements: income statement, balance sheet, cash flows statement, analyse and interpret published accounts, and the requirements of the Companies Act 1997 for preparing and maintaining financial records; The various sources and uses of finance and related accounting procedures; Understand what financial instruments are.

Textbook


Juchau, R., Flanagan, J., Accounting: information for decisions, Cengage Learning, South Melbourne,
Australia, 2009.

**Assessment**
Continuous assessment  50%
Written examination  50% (1×3 hours)

**BA213: COST ACCOUNTING I**

**Lecture hours per week:**  4
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 13
**Prerequisite:**  BA112

**Learning Outcomes**
To introduce cost accounting to provide students with the knowledge of the purpose of cost accounting and routine operations of cost accounting with emphasis on planning and control in management. On the completion of this subject the students will be able to:
1. Understand the role and the significant characteristics of financial accounting, managerial accounting and cost accounting in business;
2. Describe how the management process, with focus on decision-making, is used for planning, organizing, directing and controlling manufacturing operations;
3. Establish a foundation on which to build an understanding of procedures, issues and applications of cost accounting that will be encountered in study of new areas;
4. Recognize the importance of product costing, prepare and maintain the records of job order costing, and process costing;
5. Prepare and maintain records of material inventories, payroll, factory ledger and general ledger.

**Syllabus**
The fundamental principles and objectives of cost accounting, the nature of financial accounting, managerial accounting and cost accounting, corporate organizations and organization charts, planning and control, decision process: decision analysis and implementation, functions of cost accounting officers: controller and treasurer and line and staff relationship; Cost accounting concepts, classifications and statements: cost objects, cost, expenses and loss, cost accounting information system, classification of costs, flow of costs in manufacturing firms, cost of goods and manufactured statement; Planning and control of material, labour and factory overheads, definitions and classification, accounting for materials, methods of costing materials and valuation of inventory, quantitative models for material planning and control, methods of costing labour, learning curve, accounting for payroll, estimated factory overheads, determination of factory overheads rates, applied and actual factory overhead, allocation of service department costs to producing departments; Cost accumulation systems: objectives, period cost accumulation system, introduction to perpetual cost accumulation system, the factory ledger and general ledger, job-order costing, process costing; Advantages and disadvantages converting from one costing method to the other; journal entries for adjustments;

**Textbook**

**Assessment**
Continuous assessment  50%
Written examination  50% (1×3 hours)

**BA214: COST ACCOUNTING II**

**Lecture hours per week:**  4
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 13
**Prerequisite:**  BA213

**Learning Outcomes**
To provide students with an understanding of the practical application of cost accounting in the context of the managerial function of planning and control. On completion of this subject the students will be able to:
1. Understand the costing procedures and accounting for joint products and by-products;
2. Prepare income statements using absorption costing or direct costing methods and explain the advantages and disadvantages of the two costing methods;
3. Understand how various costs behave in response to changes in level of business activities and cost estimation methods;
4. Explain advantages and disadvantages of centralized and decentralized structures of business organizations;
5. Assist in preparing master budgets;
6. Understand the importance of using standard costs in preparing budgets for manufacturing firms.

**Syllabus**

Cost accumulation system: joint product and by-product costing, nature of joint product, joint cost and split-off point, joint cost allocation procedures: physical basis, relative sales value, net realizable value, cost beyond split-off point, accounting for joint product, accounting for by-product, treatment for spoiled goods, defective goods, scrap and waste materials; Direct and absorption costing: meaning of direct costing and absorption costing, income statement format, cost behaviour and cost estimation methods: relevant range, linearity and cost function, estimating methods, linear equations, account analysis, engineering approach, high-low approach and linear regression; Decentralized operations and responsibility accounting: concepts of organization, grouping of activities, organization structure and responsibility reporting, centralization versus decentralization, responsibility accounting, essentials of good performance reporting, controllable costs, cost of service departments; Cost-Volume-Profit analysis: importance of CVP analysis, assumptions underlying CVP analysis, profit planning: break-even point, margin of safety, graphical approach, evaluating changes, contribution margin and CM ratio, effects on sales mix, CVP analysis and taxes, evaluation of fixed cost utilization with operating leverage; Standard costing: purposes and benefits of standard costing, establishing standard costs, methods for establishing standards, developing standards for direct materials, direct labour, standard cost variance for direct materials and direct labour, variance analysis, standard cost accounting procedure for materials and labour, standard cost for factory overhead and related variances, setting the standards; Variance: usefulness of standards, computations under standard costing; importance of goal congruence in an organization, the purpose and benefits of budget, limitations of budgeting, structure of master budget, developing the master budget, control aspects of budgeting, basic considerations for non-manufacturing firms budget preparations; Forecast statements: cash budget, budgeted income statement, budget balance sheet and budgeted statement of cash flow.

**Textbook**


**Assessment**

Continuous assessment 50%
Written examination 50% (1×3 hours)

**BA215: INTRODUCTION TO TAXATION**

**Lecture hours per week:** 3
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 11
**Prerequisite:** BA211

**Learning Outcomes**

To explain the nature of income tax laws applicable to all the sources of income derived by individual with specific emphasis on the taxation of wages and salary and personal income tax.

**Syllabus**

Introduction to income tax in PNG; General provisions of assessable income and allowable deductions; Salaries and wages taxation in PNG; Personal income tax in PNG.

**Textbook**

*Income Tax Act 1959 (as Amended)*
BA217: CORPORATE FINANCE

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week: 
Credits: 11

Learning Outcomes
To instil an understanding of finance by emphasizing the financial and economic environment that underlies financial management and an appreciation of the application of corporate finance concepts in the decision making process to maximize the market value of owner’s equity. On the completion of the subject the students will be able to:
1. Demonstrate an awareness and understanding of compounding and discounting techniques;
2. Demonstrate an understanding of working capital and short-term financing options available to corporations;
3. Understand and sources and uses of various sources of finance, and determining the appropriate mix;
4. Demonstrate an awareness of capital markets and how they can be used.

Syllabus
Time value of money; Working capital and short term financial management; Sources and uses of finance; Capital markets.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA231: PRINCIPLES OF MARKETING

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week: 
Prerequisite: BA131, BA132

Learning Outcomes
On completion of this subject the students will be able to:
1. Apply marketing thinking to products and services, consumer and business markets, profit and non-profit organization, domestic and foreign markets, small and large firms;
2. Explain important marketing principles and concepts that are supported by research and evidence from economies, the behavioural sciences and modern management theory;
3. Apply decision models that marketing managers need to employ to balance the organization’s objectives and resources against need and opportunities in the market places;
4. Design customer driven marketing strategy and integrated marketing mix.

Syllabus
Marketing: managing profitable customer relations; The marketing environment; Company and marketing strategy: partnering to build customer relationships; Consumer behaviour and marketing information systems; Customer-driven marketing strategy, creating value for target customers; Product, services, and brand strategy; Pricing products; Marketing channels and supply chain; Communicating customer value; Creating competitive advantage; The global marketplace.

Textbook

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA232: HUMAN RESOURCE MANAGEMENT

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week:
**Department of Business Studies**

**BA232: HUMAN RESOURCES MANAGEMENT**

**Credits:** 11  
**Prerequisite:** BA131, BA132

**Learning Outcomes**
The main objective of this subject is to provide students with a foundational understanding of the contemporary thinking and practice of Human Resource Management (HRM), through discussions, comprehension, analysis and applications of concepts, principles, theories and techniques in the area of Human Resources Management, with specific reference to profit-making organizations. On completion of this subject, the students will be able to understand the strategic role of HRM in organizations, and effectively deal with Human Resource issues and solve problems related to determining, attracting, maintaining, and retaining human resources, and successfully manage the employee-employer relationships in organizations.

**Syllabus**
Nature, definition and the role of personnel management, challenges of modern personnel management, and contemporary strategic roles of human resource professionals; Organizational aspects, job design, and job analysis; job description, job specifications, functions, relationships, structure, formal and informal organizations; Human Resource (HR) planning, approaches to HR planning, forecasting HR supply, recruitment and selection, external and internal recruitment, sources of recruitment, selection process; Performance appraisal, performance management, and Management By Objectives (MBO), traditional performance appraisal systems, purposes of appraisal, sources of appraisal, criterion for appraisal, methods of appraisal; Training and development of personnel, types of training, management needs and development programs, and training cycle, training need analysis, design and develop training program, deliver the training, and training evaluation; Compensation and reward management, base compensation, factors affecting compensation policy, job evaluation, point systems, types of employee rewards, job-based compensation, individual-based compensation, and performance-based compensation, the fringe benefits, major categories, goals and benefits; Introduction to Human Relations, nature of human needs, motivation and motivators, theories of motivation and applications; The collective bargaining process, union bargaining pressures; Human resource laws in Papua New Guinea, types of employment contracts, managing employment contracts; Organizational Health and Safety (OHS), the safety programmes, the health programs, employer and employee duties in OHS, current issues in OHS, and employee stress management; The separation processes, turnover, retirement, and lay off discharges; Managing HR effectiveness, HR strategic objectives, HRM outcomes, and HRM audit approaches.

**Textbook**

**Assessment**
Continuous assessment 40%  
Written examination 60% (1×3 hours)

**BA233: CONSUMER BEHAVIOUR**

**Credits:** 11  
**Corequisite:** BA231

**Learning Outcomes**
To give an overview of consumer behaviour theories/practices and their applications to Marketing Strategies. On completion of this subject the students will be able to:

1. Explain the contributions and applications of psychology, sociology and social anthropology in the study of buyer behaviour for effective marketing;

2. Analyse the information gathering and decision-making processes involved in purchasing;

3. Analyse stimuli external to consumers that influence how they think, feel, and act;

4. Discuss the marketing strategies by which marketing stimuli are created and placed in consumer environments in order to influence consumer impressions, cognition and...
5. Explain the correct application of marketing strategies at different levels of buyer decision-making.

**Syllabus**

Consumer behaviour: a managerial and consumer perspective; Consumer rights and social responsibility; Complex decision making; Consumer learning, habit, and brand loyalty; Low-involvement decision making; Situational influences and consumer perceptions; Consumer information acquisition, and processing; Attitudes, attitude reinforcement and change; Influencing attitude through marketing communication; Consumer and cultural influences, group influences; Characteristics and lifestyle of individual consumer.

**Textbook**


**Assessment**

Continuous assessment 40%
Written examination 60% (1×3 hours)

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**BA234: SMALL BUSINESS MANAGEMENT**

**Lecture hours per week:** 3
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 11
**Prerequisite:** BA131

**Learning Outcomes**

This subject is designed to provide participants with a background of the management of small businesses and aspects of coping with the survival and growth of small businesses. At the end of this subject, students will be able to:

1. Identify opportunities, assemble resources, draw and implement a practical action plan for the setting up and managing a small business;
2. Evaluate and contribute the concepts introduced in the course in the context of small business management in Papua New Guinea;
3. Give professional advice to prospective entrepreneurs on setting up small business and managing their growth.

**Syllabus**

Understanding small business; Entrepreneurship; Methods of owning a small business; Developing small business plans; The business location; Financing small businesses; Building customer relationships; Product and supply management; Product pricing and credit decisions; Small business promotion; Managing human resources; Managing small business assets; Managing risks in small businesses; Global opportunities for small business.

**Textbook**


**Assessment**

Continuous assessment 40%
Written examination 60% (1×3 hours)

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**BA238: SELLING & SALES MANAGEMENT**

**Lecture hours per week:** 3
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 11
**Prerequisite:** BA231

**Learning Outcomes**

To explain the personal preparation necessary for the salespersons and the areas of development and understanding basic to success in selling. On successful completion of this subject the students will be able to undertake selling responsibilities efficiently and effectively.

**Syllabus**

The art of selling, life and career of a professional salesperson, ethical and legal issues in selling; Preparing for the sale, why people buy, communication skills for relationship building, prospecting and planning a sales call; The selling process, making a sales call, elements of a great sales presentation, responding to objections, closing a sale, after the sale; Managing yourself and your career, time and territory management, managing and training others.
Textbook  

Assessment  
Continuous assessment 40%  
Written examination 60% (1×3 hours)

BA246: BUSINESS LAW 2  
**Prerequisites:** BA145

**Learning Outcomes**
This course introduces the students to specialised commercial contracts. In addition the course gives the students an appreciation of the existence of various legal contract used in the commercial world, and helps the students to understand the diverse legal principles underpinning the variegated legal arrangements developed by and used by the commercial community. On completion the student will be able to  
1. Utilise these various commercial arrangements and their legal contractual basis;  
2. Explain the rules and principles pertaining to these contractual arrangements;  
3. Tailor their business approaches to take advantage of their availability, strengths and avoid its pitfalls.

**Syllabus**
Property law: mortgages, leases and licences, introduction, distinction between real and personal property, distinction between ownership of property and possession of property, real property, interest in land, securities for loans, bills of sale, registration of security interests in chattel legislation, guarantees and bailment; Insurance law: introduction, fundamental principles of insurance law, renewal and cancellation of insurance contracts, classes of insurance and insurance agents and brokers; Consumer protection legislation, the *Fairness of Transactions Act* and its effect on contracts. restrictive trade practices, debts recovery, intellectual property, bankruptcy law and employment law, workplace relations and marketing law and advertising law.

Textbook  

Reference  

Legislation:  
*Fairness of Transactions Act, 1993.*

Assessment  
Continuous assessment 40%  
Written examination 60% (1×3 hours)

BA252: COMPUTER APPLICATIONS IN ACCOUNTING  
**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**  
**Credits:** 11  
**Prerequisite:** BA112

**Learning Outcomes**
To provide students with an understanding as to how accounting software packages can be utilized as a tool for book keeping and other accounting information. On the completion of this subject the students will be able to do the following using an accounting software package:  
1. Set up a company;  
2. Maintain control accounts in the general ledger, and subsidiary ledgers, for accounts receivable and payable, and set up sales and purchases journals;  
3. Prepare petty cash and bank reconciliation;  
4. Keep records of inventory, using both the periodic and the perpetual inventory systems;  
5. Calculate depreciation and other charges and maintain records of fixed assets;  
6. Prepare payroll records;  
7. Prepare adjusting journals on balance day and prepare end-of-year financial statements;  
8. Calculate various ratios in order to analyse financial statements in terms of liquidity, profitability, and financial stability.
Syllabus
Set up a company using the Easy Setup Assistant (ESA), set up the general ledger and create chart of accounts; Create the Accounts Payable System, including system files entering company data required, and data for all vendors; Create an Accounts Receivable System including the sales tax codes; Create an integrated inventory system, this will involve sales, purchases and inventory modules; Process cash transactions and perform bank reconciliation; Set up payroll using the payroll program; Create an integrated accounting system for general ledger, accounts payable, accounts receivable and inventory; Set up Fixed Asset Manager and preparation of depreciation schedules; Use MYOB program to do adjusting journal entries on balance day, prepare financial statements and calculate various ratios in order to analyse financial statements in terms of liquidity, profitability, and financial stability.

Textbook

Assessment
Continuous assessment  60%
Written examination  40% (1×3 hours)

BA271: BUSINESS ETHICS

Lecture hours per week: 3
Tutorial hours per week:  
Laboratory hours per week:  

Credits: 11
Prerequisite:  BA131, BA132

Learning Outcomes
The objective of this subject is to:
1. Enable students to develop their critical thinking skills;
2. Provide students with the ability to analyse the different controversial issues in business and management;
3. Provide students with the ability to examine the accepted practice of business in light of justice, right and human dignity;
4. Enable student to consider what moral imperatives and values should be at work in the conduct of business.

Syllabus
Introduction to ethics and business; Principal approaches to ethical thinking; Distributive justice; Ethical issues and considerations in business functions (accounting, marketing, etc.); Professional ethics and whistle blowing; Rights and obligations of employers and employees; Justice and fair practice; Ethics and management. Corporate social responsibility; Ethics and legal compliance; Ethical conduct in international business environment.

Textbook

Reference
Treviño, K., Nelson, L., Managing business ethics: straight talk about how to do it right, John Wiley & Sons, Hoboken, USA, 2014.

Assessment
Continuous assessment  40%
Written examination  60% (1×3 hours)

BA312: GOVERNMENT ACCOUNTING

Lecture hours per week: 4
Tutorial hours per week:  
Laboratory hours per week:  

Credits: 13
Prerequisite:  BA212

Learning Outcomes
At the conclusion of this subject, the students will be able to:
1. Understand and appreciate the Fund Accounting System which is in use in the public sector;
2. Demonstrate knowledge of the various budgetary systems and to show how the legal and institutional provisions within the budgetary system affect the constituent funds and account groups;
3. Understand the requirements of financial control and management that result from the differences imposed by a non-profit government unit as compared to a commercial accounting entity.

**Syllabus**

Introduction to the Government Sector and the differences between the government and the private business in relation to the principles of accounting; The budget infrastructure and its importance to the government sector, components of the budget: taxation and expenditure, systems for controlling expenditure; The history of the budget and its development through the traditional type of budget to programme budgets and zero-based budgets; An examination of the budget for financial management and control, the role of the auditor-general, public accounts committee of the parliament and measures of efficiency and effectiveness in providing government goods and services; Cost benefit analysis applied to government capital budgeting including the social benefits and social costs of an investment decision; Fund accounting: basis and the idea of a fund entity, examination of an expendable fund, encumbrance accounting, other types of funds such as capital project fund, the general fixed asset account group and general long-term obligation account group and enterprise funds; The role of depreciation and the cash basis in fund accounting.

**BA316: ADVANCED COMPANY ACCOUNTING**

**Lecture hours per week:** 4  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 13  
**Prerequisite:** BA212

**Learning Outcomes**

To provide the students with an understanding of accounting practices employed in corporate financial reporting, an awareness of their limitations, and to develop the students’ abilities to employ these practices. On completion of this subject the students will be able to:

1. Prepare financial statements for publication to comply with International Accounting Standards 1 and understand the disclosure requirements;
2. Demonstrate an understanding of the preparation of business combinations and group accounting;
3. Translate and account for foreign currency transactions and translate foreign currency financial statements;
4. Demonstrate an awareness of the principles of corporate reconstruction and the documentation for corporate liquidations;
5. Understand the recognition, measurement and disclosure requirements of financial instruments;
6. Apply the techniques of and purposes of valuation of the business enterprise.

**Syllabus**

Preparation and presentation of financial statements; Accounting for business combinations; Preparation of consolidated financial statements, and accounting for associates; Accounting for foreign currency transactions and translation of foreign currency financial statements; Recognition, measurement and de-recognition, and the presentation and disclosure issues of financial instruments; Corporate reconstructions and liquidations, valuation of companies and goodwill.

**Textbook**


**Assessment**

Continuous assessment 40%  
Written examination 60% (1×3 hours)

**BA330: INTEGRATED MARKETING COMMUNICATIONS**

**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 11  
**Prerequisite:** BA231

**Learning Outcomes**

To outline contemporary principles and practices in
promotional efforts of different organizations with particular reference to business. On the successful completion of this subject the students will be able to:

1. Discuss and decide on the factors that affect the design of the promotion mix in business as well as non-business organizations;

2. Recognize the critical role communication plays in marketing programs;

3. Understand the effective advertising process;

4. Understand consumer sales promotions and trade promotions;

5. Understand public relations and publicity;

6. Develop skills to evaluating marketing communication effectiveness;

7. Develop skills to approach a variety of marketing communication problems and formulate appropriate marketing strategies and implementation;

8. Participate in discussions related to marketing communications problems via methods such as case studies and simulation exercises.

**Syllabus**

Integrated marketing communications: brand management, buyer behaviours, promotions opportunity analysis, advertising management advertising design, theoretical frame works and types of appeals; Advertisement design: massage strategies and experimental frameworks, advertising media selection, trade promotions and consumer promotion, personal selling, database marketing, and customer relationship management, public relations, sponsorship programs and regulations, evaluating an integrated marketing programs.

**Textbook**


**Assessment**

Continuous assessment 40%
Written examination 60% (1×3 hours)

**BA332: MARKETING RESEARCH**

**Lecture hours per week:** 3
**Tutorial hours per week:**
**Laboratory hours per week:**

**Credits:** 11
**Prerequisite:** BA231, BA339

**Learning Outcomes**

This course is designed to provide an overview of marketing research and its use in making more effective marketing decisions. Upon completion of the course students will be able to:

- Become familiar with marketing research terminology and concepts;
- Develop problem analysis skills, and translate a marketing problem into a feasible research question;
- Acquire the skills necessary to implement a marketing research design from start to finish;
- Understand and apply some data analysis techniques most frequently used in marketing research.

**Syllabus**

Nature, scope and process of marketing research; Defining the marketing research problem; Research design, secondary and standardised sources; Qualitative research techniques; Planning the survey and experimentation; Measurement, sampling, collecting, analysing, interpreting and reporting marketing data; Marketing research and customer relationship management.

**Textbook**

**Assessment**

Continuous assessment 40%
Written examination 60% (1×3 hours)

**BA333: ORGANISATIONAL BEHAVIOUR**

**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 11  
**Prerequisite:** BA132

**Learning Outcomes**

This subject will introduce students to the basic skills required for understanding behavioural situations in organizations. Upon completion of the subject, the students will be able to:

1. Explain how management principles and practices affect human behaviour in organizations;
2. Predict the influence of individuals’ and groups’ psychology on the forms and functions of organizations.
3. Apply interpersonal skills necessary to operate as an effective manager.

**Syllabus**

Development of organizational behaviour; Models of organizational behaviour; Technology and structure; Job satisfaction; Personality, perception and communication, attitude, motivation, group dynamics; Leadership and change; Learning; Job enrichment; Organizational development; Conflict and negotiation; Organizational power and politics, organizational culture, and understanding teamwork and communication.

**Textbook**


**BA334: INDUSTRIAL RELATIONS IN PAPUA**

**NEW GUINEA**

**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 11  
**Prerequisite:** BA232, BA132

**Learning Outcomes**

To provide an understanding of the theoretical and practical developments in the field of industrial relations. On successful completion of the course, the students will be able to:

1. Outline the scope of industrial relations as a field of study;
2. Describe and explain various concepts and theories of industrial relations;
3. Discuss concepts and ideas of industrial relation systems with other students;
4. Understand both the positives and the negatives that are associated with management-labour relations;
5. Effectively explain the collective bargaining process from both the management and the union or labour perspectives;
6. Effectively negotiate and understand conflict resolution.

**Syllabus**

Approaches to industrial relations; Context of industrial relations; Concepts and values in industrial relations; Trade union development and function; Trade union organization and structure; Representation at the workplace; Management; The government; Collective bargaining; Employee involvement and participation; Industrial action; Conciliation and arbitration; Negotiation; Pay and working arrangements; Grievance, discipline, and redundancy procedures.

**Textbook**


**Assessment**
BA335: PUBLIC ADMINISTRATION

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week: 

Credits: 11
Prerequisite: BA132

Learning Outcomes
This subject is intended to introduce students to the basic concepts, issues and approaches in the study of Public Administration. Students will also be introduced to the structures, behaviour, procedure and process of public administration in the context of developing countries. At the end of the subject, students will be able to:

1. Effectively apply those concepts and methodologies of public administration learnt in the course, in the public service and public institutions of Papua New Guinea;

2. Identify administrative problems in the public sector and public institutions, analyse and proffer solutions to them.

Syllabus
The three schools of administrative theory: classical, neoclassical and modern administrative theory; The main features and principles of public service systems; Public personnel administration: their recruitment, training, and organization; Planning and budgeting, legislative-administrative relations, and administrative reform and reorganization.

Textbook

Reference

BA337: PRODUCTION AND OPERATIONS MANAGEMENT

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week: 

Credits: 11
Prerequisite: BA132, BA256

Learning Outcomes
The main purpose of this subject is to give students an understanding of the variety and importance of the management decisions faced in the production and operations area, in both manufacturing and service organizations. The course will equip students with the tools and techniques necessary to approach and solve production and operations management problems efficiently and effectively. It will explore topics in production and operations management that have had a significant impact in the management of Manufacturing and Service operations. Upon completion of the course, students are expected to be able to:

• Demonstrate an understanding of the critical role of Production and Operations Management (POM) to business competitiveness in PNG;

• Understand the basic tools and techniques of Production and Operations Management;

• Evaluate critically any organisation’s approaches to the design of its products, processes and services;

• Appraise the various capacity and production planning control problems facing any particular organisation in PNG;

• Explain a systematic view of key aspects of supply chain management, JIT and total quality management philosophies;
• Apply concepts and processes into practice through case studies, exercises, Internet exercises and discussion questions;

• Synthesize through a group or individual project/case study, an in-depth examination of a selected topic related to production and operations management, to show mastering of knowledge acquired during the semester.

Syllabus
Introduction to production and operations management; Using operations to compete; Project management; Forecasting; Locational planning; Process strategy and analysis; Capacity planning; Aggregate planning; Operational scheduling; Materials resource planning; Total quality management; Inventory management; Supply chain management; Supply Chain design and integration, JIT/lean systems, and future trends in production and operations management. This course will emphasize the importance of properly managed manufacturing or service operations as a competitive weapon.

Textbook

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA339: BUSINESS RESEARCH METHODS

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: BA131, BA132

Learning Outcomes
This subject provides the students with an understanding of modern methodology of research, which is the continuing noble search for the truth. On successful completion of the course the students will be able to:
1. Distinguish between good and bad hypothesis;
2. Determine the appropriate research methodology for a business problem;
3. Formulate a good research problem and set of objectives;
4. Design a research method which is technically correct;
5. Prepare a technically sound research proposal;
6. Carry out appropriate literature reviews.

Syllabus
Introduction: nature of the course, course requirements, what is research?, why do research?, when can research be regarded as valid and valuable?; Hypotheses: formulation of hypothesis, observed phenomenon, prediction from economic theory; Testing of hypothesis: The null hypothesis, areas under the normal curve, one-tail and two-tail tests; Research methodology: definition, designing good research instruments, sampling techniques and sample surveys, sample size and conclusions about the population, tests of statistical validity, levels of significance and confidence; Researcher skills: observations on participant demographics and behaviour; The way in which legislative enactments are passed in PNG in order to meet changing commercial and societal needs.

Textbook

Reference
Partnership Act 1951.
Associations Incorporation Act 1966.
Land Groups Incorporation Act 1974.
BA342: LEGAL ASPECTS OF BUSINESS ORGANISATIONS IN PNG

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: BA244, BA343

Learning Outcomes
The inculcate students with an excellent understanding and a working knowledge of the laws regulating the activities of business organization operating in PNG. Students will also appreciate the legislative scheme relating to these varied forms of business organizations in PNG and the legal and/or commercial principles governing their incorporation, existence, operation, rights and liabilities, and dissolution. At the end of the course student will be able to:

(a) Competently and innovatively apply the law to a wide array of circumstances obtaining day to day in the workplace;

(b) Appropriately advise business clients on various aspects of their chosen business organization and positively assist start, incorporate or both for business clients and to manage the same as viable legal entities and going concerns operating within the applicable laws;

(c) Formulate proposals for the adoption of appropriate policies and legislative enactments to (i) meet challenges and (ii) cater for changes in the business environment affecting business organizations in PNG.

Syllabus
A study of the historical and circumstantial origins of sole traders, partnerships, joint ventures, unincorporated associations, incorporated associations, credit unions (savings & loan societies), co-operative societies, associations, business groups and land groups; The PNG legislative scheme will be canvassed in detail: the incorporation, management, dissolution and the respective advantages and disadvantages of these different forms of business organizations, as well as their respective criminal and civil liabilities, as opposed to members’ liabilities. Company, redemption, cross-holdings, transfer, register, certificates and exemptions from transfer, shareholders: their rights and obligations, enforcement of provisions of the Companies Act; Administration of companies, financial reporting, accounting, records and audit of books of the company, disclosures by company, to shareholders and others; Registration of charges; Amalgamation of companies, compromise with creditors, approval of arrangements, amalgamation, and compromises by the court, receivership, liquidation and removal from the registry of companies.

Textbook
Reference

Legislation
Companies Act 1997.
Companies Regulation 1998.

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA343: COMPANY LAW IN PNG

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: BA141, BA244

Learning Outcomes
To provide students with an understanding of the statutory and case law in PNG, governing incorporation, existence, operation and liquidation of companies and, to familiarize them with the legal
framework within which the company as well as its human agents must operate in order that their activities stay within the ambit of the law and to allow them to fully utilize the advantages that this “vehicle” of business brings to persons seeking to business in PNG. On completion, the student will be able to:

1. Incorporate a company with the attendant understanding of the creation of a corporation, its attributes, rights and responsibilities of those involved with it;

2. Identify the different types of companies and their respective advantages and disadvantages to different business situations;

3. Apply the principles of common law, as well as the provisions of the Companies Act 1997, and its regulations to business and related issues affecting the daily life of both national and multi-national corporations operating inside and outside PNG;

4. Give advice on, and assist, in matters relating to the day to day operations of a company;

5. Manage or assist in the management of a company according to law;

6. Keep proper accounts and records of a company in line with the requirements and standards set by the law.

### Syllabus

Historical background to the growth of the company, its nature, its advantages and disadvantages as a business organization; The common law rules, doctrines and concepts relating to the company that were developed by the courts over time; Requirements for incorporation, method of and the concept of separate legal personality; Capacity, powers and validity of a company’s actions; Names and constitutions of companies; Shares: nature of, issue of, distribution to shareholders, acquisition by

### BA351: ISSUES IN FINANCIAL ACCOUNTING

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<td>Prerequisite: BA212</td>
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### Learning Outcomes

To provide students with an understanding and the application of specific accounting activities that are being faced in a contemporary business environment. On completion of this subject the students will be able to:

1. Demonstrate an awareness of the strengths and limitations of conventional financial reporting problems;

2. Account for and construct statements for specific activities that comply with: International Financial Reporting Standards, and generally accepted accounting practices for all forms of business enterprises;

3. Construct financial reports that comply with specific legislation for Business Groups, and Co-operatives, in Papua New Guinea;

4. Account for tax income taxes.

### Syllabus

Accounting for leases (IAS 17); Accounting for property, plant and equipment (IAS 16); Construction contracts (IAS 11); Investment property (IAS 40); Agriculture (IAS 41); Income tax (IAS 12).

### Textbook


### Readings

Readings in financial accounting for business structures in Papua New Guinea.

### Assessment

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<td>Written examination</td>
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### BA353: MANAGERIAL ACCOUNTING I

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| Credits: 13 |
Prerequisite: BA214

Learning Outcomes
To provide the students with an understanding as to how accounting information can be employed to facilitate efficient management with regard to decision-making, planning and control within an organization. On completion of this subject the students will be able to:
1. Prepare and analyse accounting information;
2. Apply accounting information in a range of planning, control and decision making situations;
3. Assess the relevance, strengths and weaknesses of accounting information.

Syllabus
The role of the management accountant in the business organization; The nature and behaviour of costs; Cost-volume-profit analysis: applications and limitations; The determination of standard costs; Budgeting: definition and structure, sales budgeting, functional budgeting, cash budget, master budgets; Fixed and flexible budgeting for planning and control. Variance analysis: variance analysis for multi input and multi product firms, fixed cost variance analysis criticisms of variance analysis, application of variance analysis for reactive planning, investigation of variances.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA354: MANAGERIAL ACCOUNTING II

Lecture hours per week: 4
Tutorial hours per week:
Laboratory hours per week:

Credits: 13
Prerequisite: BA353

Learning Outcomes
To provide the students with an understanding as to how accounting information can be employed to facilitate efficient management with regard to decision-making, planning and control within an organisation. On completion of this subject the students will be able to:
1. Prepare and analyse accounting information;
2. Apply accounting information in a range of planning, control and decision making situations;
3. Assess the relevance, strengths and weaknesses of accounting information.

Syllabus
Responsibility accounting: control, planning; Short term business decisions: identifying relevant costs for decisions, decision-making in the context of market and resource constraints, application of linear programming, pricing decision, decisions in the context of uncertainty; Long term business decisions: capital expenditure budgets, capital investment appraisal techniques, introduction to risk and uncertainty in long term business decisions; Divisional performance reporting; Transfer pricing; Measurement of return on investment; Divisional income and divisional residual income.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA411: AUDITING

Lecture hours per week: 6
Tutorial hours per week:
Laboratory hours per week:

Credits: 16
Prerequisite: BA316

Learning Outcomes
To provide students with clear perspective of today’s audit environment with a focus on the practical application of the International Standards on Auditing and generally accepted accounting principles. On completion of this subject students will be able to:
1. Uphold the professional ethics and meet the legal requirements bearing upon the
performance of the attest function;
2. Understand the regulatory, legal and professional framework under which audit function is performed;
3. Apply the principles, guidelines and techniques of modern auditing;
4. Use statistical sampling in performing both substantive and compliance tests as well as appreciating the impact of the computer on auditing;
4. Complete simulation audit tests using computer aided models.

Syllabus
The assurance framework: auditing within and assurance framework, definition of auditing, demand for auditing services, and the types of audit; Governance and the auditor: what is governance, the auditor and governance, relationship between corporate governance and internal control, internal controls in computerized environment, nature and objectives of general controls; Regulatory, legal and professional framework: the role of auditing standards, the duties, rights and powers of an auditor under the Companies Act, quality control and the external auditor’s liability; Audit planning: overview of the audit of financial statements, the auditor’s report, client evaluation and planning the audit, audit risk assessment and materiality and evidence gathering.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA412: ACCOUNTING THEORY

Lecture hours per week: 6
Tutorial hours per week:
Laboratory hours per week:

Credits: 16
Prerequisite: BA316

Learning Outcomes
To impart an understanding of the conceptual framework and theoretical constructs that provide the rationale and basis for contemporary accounting practice, and the source of reference for the critical evaluation of the practice. On the completion of this subject the students will be able to:
1. Demonstrate knowledge of the historical development of accounting practice, identify where current practices are theoretically deficient, and critically evaluate proposals for reform;
2. Demonstrate knowledge of significant practical initiatives that have been undertaken to reform accounting practice since the inception of the International Accounting Standards Board;
3. Construct financial reports on the basis of unified cash flows, current purchasing power accounting, current cost accounting, continuously contemporary accounting;
4. Define, recognize and measure the elements of financial statements;
5. Understand and apply the general disclosure requirements of the IFRS.

Syllabus
Theories of accounting; Accounting measurement systems: definition, recognition and measurement of the elements of financial statements, revenue, expenses, assets, liabilities and equity; General disclosure requirements and the principles underlying the preparation and presentation of financial statements: IAS 1 Presentation of financial statements, IAS 8 Accounting policies, changes in accounting estimates and errors, IAS 10 Events after the balance sheet date and IAS 37 Provisions, contingent liabilities and contingent assets.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA413: FINANCIAL MANAGEMENT

Lecture hours per week: 6
Tutorial hours per week:
Laboratory hours per week:
Credits: 16
Prerequisite: BA217

Learning Outcomes
To provide the students with a critical understanding of the theories and models developed to facilitate the financial management of organisations, and to assess the efficiency of such models, constructed in the first world, in the environment of a developing economy. To consider the role of institutions in the management of finance in a developing economy. On the completion of this subject the students will be able to:

1. Employ the current practical methods used in making financial management decisions;
2. Assess the relevance of developments in financial management theory to an enterprise and employ theoretical models to make appropriate financial management decisions;
3. Select the techniques most appropriate to optimise the employment of resources including the most effective method of financing the acquisition of fixed assets;
4. Explain the operation of the financial systems, with particular reference to Papua New Guinea, and evaluate alternative sources of finance and assess investment opportunities;
5. Communicate the consequences of financial management decisions to accountants or non-accountants.

Syllabus
Short term financial management for the firm: current asset management: overview, inventory management, the management of accounts receivable, short-term financial management, cash management, international finance management; Fixed assets investment decisions: distortions to the free Market Optimal Investment Decision, inflation, taxation, risk and uncertainty in the investment decision, capital rationing, takeovers and mergers; Management of finance for the small business; The role of institutions in management finance: development banks, leases; Management of finance for the corporate entity, cost of capital theory, dividend policy.

Textbook

Assessment
Continuous assessment 50%
Written examination 50% (1×3 hours)

BA431: MARKETING MANAGEMENT

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week:

Credits: 11
Prerequisite: BA132, BA231

Learning Outcomes
This course integrates the theoretical and, more importantly, the managerial issues concerning the operation of the marketing discipline. By the end of this course students should be able to:

1. Review the existing conceptual and managerial issues concerning product, price, distribution and promotion;
2. Help students develop skills to approach a variety of marketing problems and formulate appropriate marketing strategies and implementation;
3. Encourage/force students to participate in discussions related to marketing problems via methods such as case studies and simulation exercises and apply marketing theory to real world situations in markets that confront business entities.

Syllabus
Understanding marketing management; Developing marketing strategies and plans; Scanning the environment; Conducting marketing research and forecasting demand; Creating customer value, satisfaction, and loyalty; Analysing consumer markets; Analysing business markets; Identifying market segments and targets; Building strong brands; Shaping the market offering; Delivering value; Communicating value; Creating successful long term growth.

Textbook
Department of Business Studies

**BA432: INTERNATIONAL MARKETING**

**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 11  
**Prerequisite:** BA231

**Learning Outcomes**
This subject seeks to provide the students with an understanding of principles and practices of international marketing. By the end of this course students should be able to:

1. Provide understanding of the external factors that are shaping the marketing manager’s activities in the global economy;
2. Identify the mechanisms for creating and sustaining customer values in international markets;
3. Develop a critical appreciation of the development and implementation of marketing strategies and programs in international contexts;
4. Provide understanding of the organization of international marketing operations
5. Demonstrate the application of marketing concepts and techniques in a competitive international environment.

**Syllabus**
Introduction to international marketing; Economic and financial environment; Political and legal environment; Cultural environment; Understanding international consumers; Analysing international marketing opportunities; International marketing research; Segmentation and positioning; Market selection and entry strategies; Developing international marketing strategy; Developing new goods and services for international markets, marketing products and services; International marketing communication; Logistics: sourcing and distribution; Export and import management; International pricing; Trends in global marketing; Global marketing strategy, and the evolving global marketplace.

**Assessment**
Continuous assessment 40%  
Written examination 60% (1×3 hours)

**Textbook**

**BA433: TRAINING AND DEVELOPMENT**

**Lecture hours per week:** 3  
**Tutorial hours per week:**  
**Laboratory hours per week:**

**Credits:** 11  
**Prerequisite:** BA232

**Learning Outcomes**
To understand and appreciate the roles of training, development and adult education/learning and the application of human resources development activities in today’s dynamic organizations. Upon completion of the subject the students will be able to:

- Identify and explain the basic ways and methods of assessing training needs, establishing training and development objectives and outcomes, planning human resources and record keeping requirements for training and development operations;
- Conduct training need analysis, design, develop, deliver, evaluate and manage training programs;
- Understand the fundamentals of HRD and how it fits into the broader category of knowledge;
- Appreciate the importance of knowledge capital as an important organizational asset in today’s dynamic environment;
- Explain the influence of management systems, cost and organizational change factors on training and development efforts.
Syllabus
Context of HRD, strategic training, adult learning, training needs analysis, learning objectives and assessment, designing and developing training, delivering training, evaluating training, managing training, career management and development, talent management, management of knowledge capital, trends in HRD.

Textbook
Lawlor, Diane, Tovey, Michael, Training in Australia, Pearson Australia, Frenchs Forest, Australia, 2011.

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA434: STRATEGIC MANAGEMENT

Learning Outcomes
The aim of this subject is to introduce students to the techniques concerned with establishing the long term direction of an organization, setting specific operational and performance objectives, developing effective and efficient strategies to achieve these objectives, and executing relevant strategic action plans. That encompasses the strategic planning and management process of strategy formulation, strategy implementation and control, and strategy evaluation and feedback. Students will learn to formulate, analyse, and solve strategic management issues that represent real-world organizational problems. Upon completion of the course, students are expected to be able to:
• Demonstrate an understanding of key concepts associated with strategic management;
• Demonstrate an understanding of external and internal factors to the organization that influence the development and execution of strategy;
• Explain strategic options that an organization can employ in different environments and industries in PNG;
• Apply strategic management knowledge in the analysis of actual business cases;
• Critically analyse and apply tools of strategic management to improve decision business making;
• Synthesize through individual and group assessments/case study, an in-depth examination of a selected topic related to Strategic Management, to show mastering of knowledge acquired during the semester.

Textbook

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA435: MANAGEMENT SCIENCE

Learning Outcomes
The purpose of this course is to provide students...
with a fundamental understanding of the various techniques used in Management Science - the attempt to apply mathematical and visual models to solving business problems. This course covers fundamental quantitative methods for business decision making: problem formulation, analysis and use of management science tools. Upon completion of the course, students are expected to be able to:

• Demonstrate an understanding of the critical role management science to business competitiveness in PNG;
• Understand the basic tools and techniques of management science;
• Apply management science concepts into practice through case studies, exercises, Internet exercises and discussion questions;
• Critically analyse and apply tools of management science to improve decision business making;
• Synthesize through individual and group assessments, an in-depth examination of a selected topic related in management science, to show mastering of knowledge acquired during the semester.

Syllabus
Introduction to management science; Linear programming: model formulation, graphical solution and simplex method; Sensitivity analysis; Integer programming; Transportation models; Assignment models; Network flow analysis; Project management (i.e., CPM & PERT); Queuing analysis; Probability and statistics; Decision analysis; Forecasting; Inventory management models; Simulation analysis and application of these techniques in areas such as production, distribution, marketing, finance, and accounting.

Textbook

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

BA437: INTERNATIONAL BUSINESS

Lecture hours per week: 3

Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: BA338

Learning Outcomes
This subject is designed to provide students the framework for understanding the environment where international business takes place. At the end of the subject, students will possess the tools necessary for the understanding, appreciation and participation in the application of international business. After successful completion of this course, students should be able to:

1. Understand and comprehend the social, political, legal and economic environments within which multinational corporations operate;
2. Understand and apply strategies in international business, international trade theories and international transactions;
3. Understand, analyse and apply concepts, principles and techniques in foreign direct investments, foreign exchange markets, and international trade;
4. Understand and apply the concepts and principles of global production, outsourcing, logistics and global supply chain management.

Syllabus
National differences in political economy, ethics and culture in international business, international trade theories, international mode of entry and strategy, international transactions, foreign direct investment and political economy, foreign exchange market, international monetary system, export import and counter trade, global production, outsourcing and logistics and international supply chain management.

Textbook

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)
BA438: PROJECT IN MANAGEMENT

Lecture hours per week: 6
Tutorial hours per week: 
Laboratory hours per week: 

Credits: 15
Prerequisite: BA332, BA339

Approval of the research topic and the candidates’ ability to undertake such a research effectively by the Coordinator(s) of the Course.

Learning Outcomes
The general aim of the Research Project in Management course is to enable students to carry out an independent research study on their own chosen topic in management. Good researchers develop good research questions, develop sound design and analysis procedures, and give appropriate interpretation and meaning to the data. The objective of this course is to help students develop the sense of the art, craft and science associated with doing an effective research project. On successful completion of the course, the student will be able to:
• Show an understanding of research design, methods, and strategies needed to conduct credible research;
• Demonstrate skills in reading, interpreting, and critiquing past studies related to a particular research topic, and identifying their strengths and weaknesses;
• Analyse and evaluate real-life data and information;
• Plan and carry out a program of independent research with minimum supervision;
• Draw conclusions and communicate their findings effectively.

Syllabus
Introduction to the research process; Selection of the research topic; Introduction of the research study; Literature review; Research methodology; Data analysis and discussions; Conclusions and recommendations.

Textbook

Assessment
Continuous assessment 100%

BA443: ADVANCED TAXATION

Lecture hours per week: 4
Tutorial hours per week: 
Laboratory hours per week: 

Credits: 13
Prerequisite: BA215

Learning Outcomes
To provide the students with an understanding of the general principles of income taxation as applied to different business organizational forms in a federal system of government and to develop the students’ abilities to use these principles. On completion of this subject the students will be able to:
1. Understand the purpose and implications of taxation regimes in Papua New Guinea;
2. Explain how taxation can be applied as a policy tool to channel development into desired areas of the economy;
3. Understand and apply the Income Tax Act provisions for assessable income and allowable deductions;
4. Consider all aspects of taxation law and prepare income tax returns;
4. Understand and apply the tax administration requirements of individuals and companies.

Syllabus
Purpose and implications of taxation, and how it is used as a policy tool by the government; Taxation of companies: assessable income, allowable deductions, foreign income, foreign companies in PNG; Income tax returns; Specific tax incentives for business and industry; Taxation of resource projects in PNG: taxation of mining, gas and petroleum projects including the various forms of payment of tax; Tax administration of individuals and companies.

Textbook
Income Tax Act 1959, (as Amended)
BA447: ADMINISTRATIVE LAW

Lecture hours per week: 4
Tutorial hours per week:
Laboratory hours per week:
Credits: 13
Prerequisite: BA141

Learning Outcomes
To provide the students with (a) an understanding of the basic legal structure of government in PNG, and (b) a familiarity with respective powers of the three organs of government as well as (c) an appreciation of the controls exercised by the law over the exercise of administrative power by ministers of government, public bodies and instruments of state and (d) empower them to be agents for change in the governance of the People’s affairs. On completion of this course, the students will be able to:

1. Articulate the historical background comprising the politic-economic, and social foundations of Administrative law in England and its spread throughout the common law world;
2. Appreciate the non-judicial forms of control over the exercise of administrative power by instruments of state;
3. Explain the constitutional and legal doctrines pertaining to public administration as well as the principles of accountability on the part of decision-makers for their decisions made in breach of the law, and the general political implications arising there from;
4. Demonstrate an awareness of the extent to which the judiciary can exercise jurisdiction in the review of administrative decisions and tensions that may exist between the judiciary the executive and legislative arms of government in this area;
5. Explain the techniques employed by lawyers and judges in dealing with the principles of Administrative law;
6. Be empowered to advice, lead and make decisions within the confines of the law so as to correct any systemic or systematic administrative indiscretions in the workplace to enable good and effective delivery of government services to PNG communities into the 21st century.

Syllabus
Historical development of administrative law, the capitalist society and the law, the role and functions of administrative law in a capitalist contemporary PNG, constitutional and legal doctrines, concepts and principles, governmental power, administrative power, abuse of powers, judicial and non-judicial controls over exercise of administrative power, public service codes of conduct, delegated legislation, judicial independence, judicial review of administrative action, grounds for judicial review, and judicial review remedies, the ombudsman and claims by and against the Independent State of PNG; Globalization and its effect on (a) administrative law and (b) controls exercised by the law over the exercise of power and decisions by instruments of State.

Textbook

Reference Material:

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)
2. Analyse the macro-environment;
3. Understand consumer behaviour;
4. Segment markets and adopt appropriate marketing strategies;
5. Formulate marketing strategies for growth;
6. Understand how global market works;
7. Evaluate and control marketing program;
8. Design a customer-driven marketing strategy and integrated marketing mix;
9. Understand and adopt appropriate marketing communication tool.

Syllabus
Marketing: managing profitable customer relations; The marketing environment; company and marketing strategy: partnering to build customer relationships; Consumer behaviour and marketing information systems; Market segmentation and targeting; Customer-driven marketing strategy, creating value for target customers; Product, services, and brand strategy, pricing products; Marketing channels and supply chain; Communicating customer value; Creating competitive advantage, the global marketplace.

Textbook

Assessment
Continuous assessment  40%
Written examination  60% (1×3 hours)

BA485: ACCOUNTING FOR ENGINEERS

Lecture hours per week: 2
Tutorial hours per week:
Laboratory hours per week:

Credits: 9

Learning Outcomes
To introduce students to the concepts of accounting principles. On completion of the subject, students should be able to:
1. Understand the basic accounting framework;
2. Understand profit and loss accounting, balance sheet and cash flow statements;
3. Understand how accounting information could be used for management decisions;
4. Plan and interpret budgets;

Syllabus

Textbook

Assessments:
Continuous assessment  60%
Written examination  40% (1×3 hours)

BA486: FINANCE FOR ENGINEERS

Lecture hours per week: 2
Tutorial hours per week:
Laboratory hours per week:

Credits: 9

Learning Outcomes
To introduce students to the concepts and theories of finance. On completion of the subject, students should be able to:
1. Understand the basics of finance;
2. Carry out the company investment and analysis,
3. Plan company capital structure and working capital management;
4. Understand how international financial management works.

Syllabus
An overview of finance: earnings, profit and cash flow, application of company investment analysis, risk analysis in investment decisions, company
capital structure, working capital management, international financial management, the world economy.

Textbook

Assessment
Continuous assessment 60%
Written examination 40% (1×3 hours)

ECO161: FOUNDATION ECONOMICS I (MICROECONOMICS)

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:
Credits: 11

ECO162: FOUNDATION ECONOMICS II (MACROECONOMICS)

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:
Credits: 11
Prerequisite: ECON161

Syllabus
Circular flow of national income; Injections and withdrawals; National income accounting, measuring macroeconomic performance; Employment and unemployment; Calculating macroeconomic model; The multiplier; Money banking and interest rate; International trade and exchange rate and balance of payment; International trade and development; Structural problems in LDCs; The problems of debts.

Textbook

Reference

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO164: INTRODUCTION TO MATHEMATICS & STATISTICS

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:
Credits: 11

Learning Outcomes
The subject introduces students to elements of basic mathematics and basic statistics that are used in a business.

Syllabus
Mathematics: the fear of mathematics: number system, components of an equation, equalities and inequalities, subscripts, \(\Sigma\) (Sigma), \(\pi\) (Pie) and absolute value, indices, logarithms, rules for algebra manipulations, examples of algebra manipulations, sets, relations and functions, some common graphs, equilibrium, series; Statistics: need of statistics in business and industrial, the aim of a statistical presentation, tabulation, classification, frequency distribution, reports, histograms, frequency polygons, frequency curves, bar charts, pie charts, comparative pie charts, pictograms, comparative pictograms, cartograms or map charts, strata charts, graphs, semi-logarithm graphs, straight line graphs, Gantt chart, break-even charts, Z-chart, Lorenz curve, Gini-coefficient curve.

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO261: PRINCIPLES OF MICROECONOMICS

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192
Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: ECON161

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO262: PRINCIPLES OF MACROECONOMICS

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: ECON162

Textbook

Reference
Gipe, G. J., Principles of macroeconomics with applications for PNG economy, Department of Business studies, First edition 2002.

ECO266: BUSINESS STATISTICS II

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:

Credits: 11
Prerequisite: ECON164, ECON265

Learning Outcomes
This course builds on BA164 and BA265. It strengthens students’ knowledge of Basic statistics. It goes onto the build models, which will be applied in due course in Econometrics I and Econometrics II.

Syllabus
Introduction to data analysis and model building, plotting process data, plotting distributions, summarizing continuous data, describing categorical variables, relating continuous variables; Simple elements of modelling, straight line models, normal distributions, control charts for continuous variables, binomial distribution and control charts for binary variables; Data collection and inferences: fundamental concepts of surveying, survey designs, interpreting results of survey, significance tests, confidence intervals, completely randomized experimental designs and analysis of variance; Modelling and inference in regression models, regression diagnostics and transformation, regression model selection, time series data and analysis.

Textbooks

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO267: QUANTITATIVE ECONOMICS I

Lecture hours per week: 2
Laboratory hours per week: 2

Credits: 13
Prerequisite: MA111, MA112

Learning Outcomes
The subject will introduce students with an understanding of mathematical approach to solving economic problems. The subject will equip students with the mathematical tools to solve optimisation problems in consumer theory, firm theory. Solving constraint and unconstraint economic optimisation problems. This will further equip students in their decision making to optimise their consumption and profit for the firm. On the completion of this subject students will be able to:
1. Calculate the maximum level of consumers’ utility with budgets constraints using calculus;
2. Calculate firms’ optimum level of output given combination of two inputs using calculus;

3. Calculate cost minimisation, maximising revenue and maximising profit of a firm using calculus;

4. Calculate various optimum level of input combination that will yield the maximum output for a firm using linear and matrix algebra.

**Syllabus**
The course provides an introduction to mathematical economics covering the following topics: mathematical functions (linear and non-linear) and economic relationships, elementary calculus in economics (differentiation, integration, constrained and unconstrained optimization), matrix algebra and determinants.

**Textbook**

**Assessment**
- Three tests 30%
- One assignment 20%
- Written examination 50% (1×3 hours)

**ECO268: QUANTITATIVE ECONOMICS II**
- Lecture hours per week: 2
- Laboratory hours per week: 2
- Credits: 13
- Prerequisite: ECON267

**Learning Outcomes**
The course builds on ECON267 Quantitative economics I. It introduces students to an advanced level of thinking and problem solving with an understanding of mathematical approach to solving economic problems. The subject will equip students with the mathematical tools to solve optimisation problems in consumer theory, firm theory. Solving constraint and unconstraint economic optimisation problems. This will further equip students in their decision making to optimise their consumption and profit for the firm. On the completion of this subject students will be able to:

1. Calculate the maximum level of consumers’ utility with budgets constraints using calculus;

2. Calculate firms’ optimum level of output given combination of two inputs using calculus;

3. Calculate cost minimisation, maximising revenue and maximising profit of a firm using calculus;

4. Calculate various optimum level of input combination that will yield the maximum output for a firm using linear and matrix algebra.

**Syllabus**
This course extends in range and depth the mathematical and statistical techniques in applied economic analysis, which were studied in ECON267. The syllabus include equilibrium (static) analysis, comparative static analysis, dynamic analysis (difference and differential equations), and introduction to linear programming.

**Textbook**

**Assessment**
- Three tests 30%
- One assignment 20%
- Written examination 50% (1×3 hours)

**ECO321: BANKING AND FINANCE**
- Lecture hours per week: 2
- Laboratory hours per week: 2
- Credits: 13
- Prerequisite: BA261

**Textbook**

Annual Report 2014., Bank of PNG
Quarterly Economic Bulletin 2015. September,
Bank of PNG

Croushore, Dean, *Money and banking: a policy-
oriented approach*, Houghton Mifflin, Boston,
USA, 2007.

**Assessment**

- Three tests 30%
- One assignment 20%
- Written examination 50% (1×3 hours)

**ECO322: THE ECONOMY OF PNG**

**Lecture hours per week:** 3

**Tutorial hours per week:**

**Laboratory hours per week:**

**Credits:** 11

**Prerequisite:** ECON161, ECON162

**Learning Outcomes**

The subject will provide the students with the basic,
knowledge on the functioning of the PNG economy
within the international context. On completion of
this subject students will be able to:

(a) Estimate trends and changes in critical National
economic variables (such as GDP, employment
/unemployment, international trade, balance of
payment and exchange rate), and review progress of
economic development;

(b) Analyse and evaluate the past and present
economic development policies of PNG
Governments;

(c) Make forecast of probable outcomes that
are emerging from the current economic problems
and suggest appropriate monetary and fiscal policy
measures to overcome these problems;

(d) Propose suitable methods for economic
development in Papua New Guinea and comment
on present policy perspective;

(e) Make appropriate comments on annual
development budgets or medium-term and long-
term economic development plans of PNG.

**Syllabus**

Apply 21st century economic development theory,
such as the ones developed by Michael Todaro and
Gerald Meier, and study trends in PNG; Apply the
five constitutional goals and directive principles of
PNG’s National Constitution in view of economic
development since September 16 1975; A basic profile of the PNG economy; PNG’s economic
structure, natural resources; Financial institutions;
Public sector financing; Foreign investment; Trade
and aid; Population; Employment and unemployment;
The rural economy development and the role of the government; Roles of foreign
direct investment in PNG’s economic development;
Extractive industry resource boom and impacts;
Impacts of mining projects and the Liquefied
Natural Gas on the economy and environment;
Rising income inequality in PNG; Rising poverty in
PNG poverty.

**Textbook**

Cofey, *International development, changing lives:
stories from the Australian Papua New Incentive
fund*, An Australian aid program, 2000-2008,
National library of PNG, December 2008
Annual Reports, Bank of PNG.

Quarterly Economic Bulletins, Bank of PNG.

**Assessment**

- Three tests 30%
- One assignment 20%
- Written examination 50% (1×3 hours)

**ECO323: INDUSTRIAL ECONOMICS**

**Lecture hours per week:** 3

**Tutorial hours per week:**

**Laboratory hours per week:**

**Credits:** 11

**Prerequisite:** ECON261

**Textbook**

Lipcznski, John, *Industrial, organization:
competition, strategy and policy*, Prentice-Hall,
New York, USA, 2009.

**Assessment**

- Three tests 30%
- One assignment 20%
- Written examination 50% (1×3 hours)

**ECO326: MONETARY ECONOMICS**

**Lecture hours per week:** 3

**Tutorial hours per week:**

**Laboratory hours per week:**
Credits: 11
Prerequisite: ECO321

Textbook
Hubbard, R. Glenn, Money, the financial system, and the economy, Addison-Wesley, Boston, USA, 2008.

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

ECO367: DEVELOPMENT ECONOMICS

Lecture hours per week: 2
Laboratory hours per week: 2
Credits: 13

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO368: PROJECT PLANNING AND MANAGEMENT

Lecture hours per week: 2
Laboratory hours per week: 2
Credits: 13

Prerequisite: BA261, BA262, BA367

Learning Outcomes
The subject introduces students to solid understanding of the principles of project investment and management. On completion of the course the student should be able to:
(a) Understand project investment importance;
(b) Understand the principles of economic feasibility study;
(c) Understanding Net Present Value and Internal Rate of Return;
(d) Understand cost-benefit ratio;
(e) Understand return and risk in a new investment project.

Syllabus
Compounding theory; Discounting theory; Net Present Value, Internal Rate of Return and Discounted Cost-Benefit ratio; Capital budgeting techniques; Cash-flow analysis; Risk analysis; Cost of capital and evaluation criteria; Optimal capital budget; Case studies of economic feasibility study of government, private sector or community projects.

Textbook
Jerome Katz, (Entrepreneurship Professor), Feasibility studies and feasibility analysis, http://www.amazon.com

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

significance of an observed Multiple regression: The F test; and important relationship between $R^2$ and F.
Examples and applications.

(c) Relaxing assumptions of Classical Model with respect to; understanding Multicollinearity and Micronumerosity; understanding Heteroscedasticity; and understanding autocorrelation in econometrics regression analysis.

(d) Examples and applications.

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO388: ENVIRONMENTAL & NATURAL RESOURCE ECONOMICS

Lecture hours per week: 3
Tutorial hours per week: 
Laboratory hours per week: 
Credits: 11 
Prerequisite: ECON261 

Textbook 

Assessment 
Three tests 30% 
One assignment 20% 
Written examination 50% (1×3 hours) 

ECO422: APPLIED ECONOMICS PROJECT 
Lecture hours per week: 5 
Tutorial hours per week: 
Laboratory hours per week: 
Credits: 15 
Prerequisite: ECON427 

B. Preparation of research proposals 
1. Identification of the research question, to whom it is important, and why 
2. Determination of research objectives, scope and delimitations 
3. Creating the research framework or conceptual model: 
4. Identification of data sources and/or respondents 
5. Determination of appropriate research methodology 
   A. Preparation of a review of related literature 
6. Journal articles, books, papers, and other materials relevant to the research question 
7. Principles of citations and referencing 
8. Principles of preparing a bibliography 
B. Writing the research paper 
9. Creation of an outline 
10. Use of appropriate language 
11. Use of appropriate charts, graphs, and diagrams to visually represent data 
12. Addition of relevant appendices and exhibits 
   C. The oral defense 
13. Preparation for oral examination: presentation materials 
14. Presenting your research 

Textbook 

Reference 
*Gipe, G. J.*, *How to prepare a thesis: basis steps and hints about writing a thesis for PNG students*, Unitech Printery, Lae, 2007. (Published notes for Students) 

Assessment 

ECO423: ECONOMETRICS II 
Lecture hours per week: 2 
Laboratory hours per week: 2 
Credits: 13 
Prerequisite: ECON369 

Learning Outcomes 
The subject picks up from ECON369 Econometrics I and develops it further. On completion of the subject the students should be able to understand: 
(a) The three-variable model; 
(b) Multiple regression analysis. 

Syllabus 
The three-variable model: notation and assumptions, interpretation of multiple regression equation, the meaning of partial regression coefficient, Ordinary Least Square (OLS) and Maximum Likelihood (ML) of the partial regression coefficient (OLS estimators), variance and standard errors of OLS estimators, properties of OLS estimators, maximum likelihood estimators, the multiple coefficient of determination $R^2$ and the multiple correlation of correlation R, use of
examples; Multiple regression analysis: the problem of inference, normality assumption revisited, hypothesis testing in multiple regression, hypothesis testing about individual partial regression coefficients, testing the overall significance of the sample regression, analysis of variance approach to testing the overall.

Textbook

ECO424: MANAGERIAL ECONOMICS

Lecture hours per week: 2
Tutorial hours per week: 2
Laboratory hours per week: 2

Credits: 13
Prerequisite: ECO261

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO425: PUBLIC ECONOMICS

Lecture hours per week: 2
Laboratory hours per week: 2

Credits: 13
Prerequisite: ECO261, ECO262

Textbook
Annual Reports, Bank of PNG.
Quarterly Economic Bulletins, Bank of PNG.

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO426: OPERATIONS RESEARCH FOR BUSINESS AND ECONOMICS

Lecture hours per week: 2
Laboratory hours per week: 2

Credits: 13
Prerequisite: ECO427

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

ECO428: INTERNATIONAL TRADE AND FINANCE

Lecture hours per week: 2
Laboratory hours per week: 2

Credits: 13
Prerequisite: ECO261, ECO262

Textbook

Assessment
Three tests 30%
One assignment 20%
Written examination 50% (1×3 hours)

IS126: BUSINESS INFORMATION SYSTEMS

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week: 2

Credits: 11
Prerequisite: CS145
Learning Outcomes
To provide the student with a practical understanding of the structure of business documents and tasks and to improve their skills with word processing, spreadsheet, accounting and management applications. On completion of this course, students should be able to:
1. Recognise the need for high-quality documents in a modern business;
2. Produce business documents using the appropriate combination of applications;
3. Use business technologies for effective communication (phone, copy, fax, email);
4. Perform simple accounting tasks using a spreadsheet;
5. Perform simple management tasks using scheduling applications.

Syllabus
Preparing and formatting common business documents; Using and creating document templates for form letters; Mail merge; Combining documents from different applications; Introduction to modern business communication methods: computer networks, fax and modern communication, electronic mail; Simple accounting tasks using a spreadsheet; Spreadsheet macros and advanced functions; Presenting information using business graphics; Making a presentation on computer; Use of a scheduling tool to manage tasks, appointments and meetings.

Textbook
Department of Business Studies course notes.

Assessment
Continuous assessment 100%

IS211: END USER COMPUTING TECHNOLOGY

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week: 

Credits: 11
Prerequisite: IS126

Learning Outcomes
To introduce the concepts of computer architecture and system software. On completion of the subject the students will be able to:
1. Describe the main differences between the main, mini, and personal computer;
2. Describe the architecture of internal units: busses, co-processors etc.;
3. Evaluate the use of computer memory;
4. Diagnose the major problems of the personal computer;
5. Explain the principle of operating systems;
6. Describe the value of Networked Systems to the end user.

Syllabus
Types of personal computers; Selection criteria; Microprocessors and co-processors; Busses; Random access memory; Read only memory; Expansion boards; Power supplies; Types of displays, printers, network systems, scanners, voice technology; Layered operating systems; Memory utilisation; Interrupt processing; Systems software; Windows.

Textbook
Students will be referred to appropriate text and course materials.

Assessment
Continuous assessment 40%
Written examination 60% (1×3 hours)

IS213: DATABASE MANAGEMENT SYSTEMS (DATABASE PROCESSING)

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week: 

Credits: 11

Learning Outcomes
This course focuses on how to deal with data, database, and database management systems and practice using database management software such as Microsoft ACCESS and MySQL. The emphasis of the lectures are on practical aspects of data modeling at the conceptual level such as creating entity relationship diagrams (ERD) and normalization and finally implement the data models using database management systems (Access or MySQL). On successful completion of this course, students should be able to:
1. Undertake data modeling at the conceptual level such as creating entity relationship diagrams and normalization;
2. Design database based on ERD;
3. Construct database files;
4. Create query and view files demonstrate their uses;
5. Apply the normalization approach to developing data models;
6. Create database reports;
7. Demonstrate the use of a microcomputer database management system;
8. Advanced design and implementation of database systems;
9. Understand the advanced database concepts.

**Syllabus:**
Main topics may include components of DBMS, data design using ERD, conversion of ERD to relational schema, normalization, query and SQL, transaction management and concurrency control, database design, distributed database, business intelligence and data warehouse, big data and NoSQL.

**Textbook:**

**References:**
Students will be referred to the appropriate text and course materials.

**Assessment:**
Continuous: 50%
Written Examination: 50%

**IS 215: ACCOUNTING INFORMATION SYSTEMS**

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week: 

Credits: 11
Prerequisites: BA111/IS126

**Learning Outcomes**
This course allows students to understand the role of accounting information systems in modern business organizations and to expose them to accounting information management and related business processes in organizations. It looks at how data are gathered from business processes as they happen, stored and processed to produce quality formation for reporting purposes to assist decision making in organizations.

On successful completion of this course, students should be able to
1. Understand Information Systems, business processes and the roles played by Accounting Information Systems in businesses and organizations;
2. Understand the way computerized information systems impact how accounting data is captured, processed, and communicated;
3. Understand business processes, internal controls, information systems controls and accounting information in a business;
4. Relate internal controls to quality of accounting and other information;
5. Independently use an integrated computer accounting package to capture and process operational transaction data to assist decision making;
6. Utilize a spreadsheet package to apply basic routine financial and management accounting reports.

**Syllabus**
Topics may include business transaction cycles and related business processes, internal controls for systems reliability, common risk factors associated with information systems, the technologies and software applications required to enhance the business activities for accounting purposes, and an evaluation of an accounting or enterprise wide system (including processes, software and related technologies) in a business environment. The accounting package can be used independently for processing of transaction cycles for the implementation of the accounting functions of the business operation and to generate various financial and managerial reports. Spreadsheets can be used to generate templates for common financial and management accounting reports such as various sales, various budgets, accounts receivable aging, cost-volume-profit analysis and others.

**Textbook:**
Considine, B. et al. (2012), Accounting Information Systems: Understanding Business Processes, 4th
**IS217: INTRODUCTION TO PROGRAMMING USING C++**

**Lecture hours per week:** 2  
**Tutorial hours per week:** 2  
**Laboratory hours per week:**

**Credits:** 11

**Learning Outcomes**
This subject is introduced to students who are with little or no previous programming background or math beyond algebra. It features a conversational tone and a simplified learn-by-example approach that stresses top-down design and modular structured programming—with an emphasis on business applications. On completion of this subject students should be able to:

1. Write simple programs by using C++;
2. Understand and develop user defined functions and structures;
3. Define and incorporate objects and classes with functions in business applications.

**Syllabus**
Basic concepts, C++ structure, library functions and loops, branching, arrays and sorting, multidimensional arrays, functions and structures, class and objects.

**Textbook**

**Assessment**
Continuous assessment 50%
Exporting and importing data to/from databases, word-processors and spreadsheets.

Textbook:
Student will be referred to appropriate text and course materials.

References:
Students will be referred to the appropriate documentation for the various software packages.

Assessment:
Continuous: 50%
Written Examination: 50%

IS226: SYSTEMS ANALYSIS AND DESIGN

Lecture hours per week: 2
Tutorial hours per week: 2
Laboratory hours per week: 2

Credits: 13

Learning Outcomes
This course introduces students to the key principles, techniques and tools that underlie the analysis and design of information systems to support business and other organisational undertakings. It covers design and design thinking and techniques, requirements elicitation, consulting skills and conceptual and logical systems modelling.

On successful completion of this course, students should be able to:
1. select and use conceptual and logical modelling techniques to design an information system;
2. select and use techniques to elicit requirements for an information system design;
3. select and use approaches to the systems development lifecycle including the waterfall model and modern alternatives;
4. assess and discuss the capabilities and limitations of an information system;
5. communicate the requirements for the business functionality of an information system in terms of data required, data storage and processing to technical and non-technical stakeholders.

Syllabus:
Topics may include the systems life cycle - initial investigation, feasibility study, analysis, design, implementation, testing and evaluation. Tools used in structured and object-oriented systems analysis and design - flowcharts, pseudocode, data flow diagrams, input-process-output analysis, Gantt charts, PERT diagrams, class diagrams and system sequence diagrams. The concept of top-down and down up design in the systems life cycle. Documentation and standards. Evaluation of the organization structure and its importance in developing an information system.

Textbook:

Reference

Students will be referred to appropriate course materials.

Assessment:
Continuous: 40%
Written Examination: 60%

IS229: WEB DESIGN

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week: 2

Credits: 11

Learning Outcomes
This course teaches the skills required to publish information on an Intranet/Internet for private or public access using HTML (Hypertext Markup Language) and to introduce students to different opportunities involving website creations.

On successful completion of this course, students should be able to:
1. Have a comprehensive knowledge and skill of web design;
2. Design web pages to publish information in text and multi-media format (e.g. graphic, video, audio, etc.);
3. Understand HTML and web design tools and applications;
4. Use appropriate web design tools to design web pages and sites;
5. Have the ability to develop a web site that targets a particular audience;
6. Understand current online web sites and tools as enhancement to developing web design ideas.

**Syllabus:**
Topics may include history and development of the HTML language and standards, Web publishing rules and guidelines, Creating web pages, Formatting texts, Controlling links to different sections of the website and to external web sites and documents, Using images and multimedia, Updating and arching information on a web site. Promoting websites through search engines and other advertising means. Viewing and using appropriate online tools to enhance web design ideas.

**Textbook:**
Students will be referred to appropriate course materials.

**References:**
3. Web design software including Google Web Designer.

**Assessment:**
Continuous: 50%
Written Examination: 50%

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**Learning Outcomes**
This course is an introduction to systems development principles and techniques. On completion of this subject, students will be able to:
1. Explain the value of high quality systems production processes and outputs in the modern enterprise context;
2. Explain the costs and other disadvantages inherent in low quality systems processes and outputs;
3. Identify and explain the range of systems design and development activities in the standard SDLC;
4. Apply problem-solving skills to create and cross-compare solutions to specific problems;
5. Apply structured techniques in systems analysis and design;
6. Develop, test and document simple, structured programs using an integrated development environment.

**Syllabus**
The subject will concentrate on problem solving using proven structured design and software development methods. Practical work will be completed in a modern integrated development environment. Topics may include: introduction to the business systems implementation context, software development lifecycle: processes and meta processes, problem solving techniques: top-down decomposition and structured solution design, flowcharts and pseudocode solution specifications, simple, composite and abstract data types, ADT interface specification and solution implementation, introduction to algorithms and algorithm design, algorithm performance, complexity and scalability concepts, program maintenance: internal and external documentation, readability and style, software quality assurance methods and processes, using the debugger in the integrated development environment.

**Textbook**
Department of Business Studies course notes.

**Reference**
Students will be referred to the appropriate software documentation for the program development environment used.
Assessment
Continuous assessment  70%
Written examination  30% (1×3 hours)

IS313: OBJECT ORIENTED
PROGRAMMING USING JAVA

Lecture hours per week: 2
Tutorial hours per week: 2
Laboratory hours per week: 

Credits: 13
Prerequisite: IS217
Corequisite: IS226

Learning Outcomes
The emphasis of this course is on the application of
basic programming principles using an object-
oriented programming language. It covers object-
oriented programming topics such as inheritance
and polymorphism. It provides students a deeper
understanding of programming and gives more
practical skills in designing, building and testing
small to medium scale computer programs,
including graphical user interfaces and file
input/output.

On successful completion of this course students
should be able to:

LO1: Understand the basic syntactic elements of
the Java programming language including
data types, operations, console I/O
statements, Java conditional and looping
statements, arrays and methods.

LO2: Understand the object oriented concepts of
Java including classes, objects,
abstraction, interfaces, inheritance and
polymorphism, built-in APIs, constructors,
collections, exception handling, arraylist,
linkedlist.

LO3: Construct, debug and implement Java
programs that include graphical user
interface with event handling, collection
classes, exception handling and files for
persistence data storage.

LO4: Build robust applications using Java’s
object-oriented features using Java IDE,
Java class libraries and the J2SE libraries

Syllabus:
Topics may include history and development of the
Java programming, overview of OOA, OOD, and

OOP, Java Vs C++, Data types, control statements,
functions, classes and objects, Java application –
using JDK and RAD windows Java environments,
Introduction to Java applets and Java beans. Server
and client side applications on the Internet.

Textbook:
1. David J. Eck (2014) Introduction to
Programming Using Java. Version 7.0, available
online, e.g. at www.win.tue.nl/~wstomv/edu/se-
hse/downloads/general/javanotes7-linked.pdf
2. Rajkumar, K., (2013). Java Programming,
Pearson Education.

References:
Students will be referred to appropriate text and
course materials.

Assessment:
Continuous: 50%
Written Examination: 50%

IS314: WINDOWS NETWORK
ADMINISTRATION

Lecture hours per week: 1
Tutorial hours per week: 3
Laboratory hours per week: 

Credits: 11
Prerequisite: CS145

Learning Outcomes
This course provides students with fundamentals
and theoretical foundations of Network
Administration. In addition, students will acquire
practical skills needed to plan, install, configure and
manage networks through laboratory activities and
projects.
On successful completion of this course, students
should be able to

1. Describe the role of a network administrator.
2. Configure and manage common network
infrastructure protocols, including DHCP,
DNS, LDAP, SMTP, HTTP and others;
3. Explain standards relevant to network
management systems, including ASN.1,
SNMP, SM1/MB, RMON, DMTF/DMI, and
others;
4. Describe standards-based models and
practices in fault, configuration, accounting,
performance and security management of
5. Evaluate a range of hardware and software tools for network administration;
6. Install, configure and manage a typical network application services using Windows 7 system and Windows 2010 server;
7. Troubleshooting and manage a Windows based network environment running Windows Server 2010 and Windows 7 clients;

**Syllabus:**
Topics may include basic concepts, history of Active Directory, planning and installing Active Directory, Group Policy, Active Directory Infrastructure, DNS and Active Directory, Active Directory Security, naming, delegation of authority, and domain designs, Managing Groups and Users in Windows 7, Managing Disks in Windows 7, Configure, manage, and troubleshoot Encrypting File System (EFS).

**Textbook:**
Students will be referred to appropriate course materials.

**References:**
Students will be referred to appropriate text and course materials.

**Assessment:**
Continuous: 50%
Written Examination: 50%

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**IS315: INFORMATION SYSTEMS DESIGN PROJECT**

Lecture hours per week: 2
Tutorial hours per week: 4
Laboratory hours per week: 

**Credits: 17**
**Prerequisite:** IS226

**Learning Outcomes**
This course will provide students with an understanding and appreciation of the role of the systems analyst within a business organization. In addition, students will acquire practical practices and skills needed to design projects based on modern techniques of systems analysis and design. On successful completion of the course, the student should be able to:

1. Put the systems analysis skills learned in IS 226 to practical use in a business environment;
2. Understand the role of the systems analyst in the Information Technology industry;
3. Develop a computerized solution to a business problem from the ground up;
4. Work with the non-technical staff within a business organization in order to properly define the business problem under investigation;
5. Make oral and written presentations to senior management in a clear, concise and organized fashion.

**Syllabus:**
Topics may include techniques and methods of systems analysis and design. A case study and team work involving the analysis of a small business, design of a computer system for the small business, documentation of the system, and oral presentation of the proposed system. Each student should do an independent case study.

**Textbook:**
Students will be referred to appropriate course materials

**References**

**Assessment:**
Continuous: 100%

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**IS326: IT PROJECT MANAGEMENT**

Lecture hours per week: 3
Tutorial hours per week:
Laboratory hours per week:
Learning Outcomes
This course introduces students to the many concepts, tools and techniques for managing information technology (IT) projects. It also explores traditional and agile approaches for managing projects utilising the project management framework.

On successful completion of this course, students should be able to
1. Explain the ten knowledge areas of the Project Management Body of Knowledge (PMBOK);
2. Identify the unique attributes and diverse nature of IT projects;
3. Select, justify and use project management techniques and tools for IT projects;
4. Manage simple projects, including planning, budgeting, scheduling and monitoring;
5. Analyze project requirements and organize and plan a project using available resources;
6. Use computer-based tools to assist with the tasks of project planning and management;
7. Use the appropriate communication method for different types of stakeholders;
8. Identify and apply the characteristics of a collaborative team member.

Syllabus:
Topics may include project lifecycles, project planning and selection, project scheduling, risk management, time and quality management, project management software, global IT project management, managing teams, project portfolio management and current issues, models of project management, tools and techniques for project management, controlling quality, cost, time and risk, monitoring a project, teams building and leadership, computer tools for project management, defining tasks and resources and assigning responsibility, monitoring and marking off progress.

A case study approach will be used to provide learning opportunities, with an emphasis on the unique aspects of information technology projects.

Textbook:
7. Demonstrate communication skills to present a clear, coherent and independent exposition of knowledge and ideas in dealing with e-commerce clients.

Syllabus:
Topics may include fundamentals of e-commerce, business models and revenue models of e-commerce, e-commerce infrastructure, software and hardware, electronic retailing, and online payment systems, protocols and standards for e-commerce, design, maintenance and administration of e-commerce sites, security and privacy of e-commerce sites, social, legal, environmental, political, and technical (SLEPT) issues in e-commerce

Textbook:

References:
Students will referred to appropriate course materials

Assessment:
Continuous: 50%
Written examination: 50%

IS 342: SYSTEMS IMPLEMENTATION

Lecture hours per week: 6
Tutorial hours per week:
Laboratory hours per week:

Credits: 17
Prerequisite: IS242

Learning Outcomes
The objective of this course is to allow students to apply structured and OO analysis and design techniques and systems development skills based on sample business cases or situations. On successful completion of this course, the student should be able to
1. Use a contemporary development environment to develop interactive computer applications;
2. Apply structured and/or OO analysis and design techniques to implement an information system;
3. Design and implement systems using modern systems development techniques;
4. Design database systems and applications and connect to external databases.

Syllabus:
Topics may include review of modern systems development techniques including structured techniques in analysis, design and programming, Object-oriented (OO) analysis and design, Interactive and event-based applications; review of modern development environments, integrated applications to support developers, Database connectivity technologies and the client/server model, interpreters and compilers, code-generators and 4th generation languages; developing interactive applications with forms and controls; OO and component-based software development; developing database applications and linking applications to external databases and using SQL for data processing tasks. Students taking this course will undertake a major individual project.

Textbook:

References:
Students will be referred to the appropriate course materials. Students will be referred to the appropriate software documentation for the program development environment to be used.

Assessment:
Continuous: 100%

IS 343: WINDOWS APPLICATIONS WITH VISUAL BASIC

Lecture hours per week: 2
Tutorial hours per week: 2
Laboratory hours per week:

Credits: 13
Prerequisite: IS217

Learning Outcomes
This course introduces students to the principles and practices of developing robust, event-based applications for the business environment. Students will learn how to use Microsoft’s Visual Studio
Integrated Development Environments to design, construct, document and assure quality codes and software with Visual Basic language, Windows console and Windows GUI applications. On successful completion of this course, students should be able to:

1. Build, extend, debug and test small Visual Basic .Net Windows console and Windows GUI applications using Microsoft’s Visual Studio integrated development environment (IDE);
2. Describe the steps involved in the design, development and implementation of Microsoft Visual Studio software application projects;
3. Build, extend, debug and test small Microsoft Word, Excel and Access macros using Microsoft’s VBA programming environment;
4. Explain and use the major syntactic elements of the Visual Basic programming language, including modules, classes, definitions of variable, array and structure, sub procedures, functions, selection statements, iteration statements, exception handling;
5. Understand how to call on and use Microsoft .Net library functions;
6. Identify and explain basic properties of controls used in designing Windows visual desktop forms interfaces;
7. Demonstrate the use of menus, message boxes, forms and dialog boxes in a Visual Basic;
8. Demonstrate the use of graphics in menus and forms;
9. Identify and design application event handling procedures;
10. Complete the procedural design (algorithm) and internal software (code) documentation;
11. Demonstrate the use of data files for saving and retrieving data to a secondary storage device;

Syllabus
Topics may include: Visual Basic and Visual Studio 2010 IDE; revision: control structures, algorithms, problem-solving using pseudocode and flowcharts; event-driven programming and Windows objects: GUI forms, controls and properties, data types, declarations, variables and constants, naming conventions; selection and nested selection constructs; procedures and functions, parameter passing; the Visual Studio debugger; iteration: pre-test and post-test loops, counter-controlled loops, nested loops, recursion; arrays and structures; string manipulation, introduction to regular expressions; Net namespaces; program quality assurance and program documentation; file access and manipulation; exception handling; VBA programming.

Textbook:
Students will be referred to appropriate course materials.

References

Assessment:
Continuous assessment: 60%
Written Examination: 40%

IS411: BUSINESS COMPUTING EXPERIENCE

Lecture hours per week:
Tutorial hours per week:
Laboratory hours per week: 40

Credits: 60

Learning Outcomes
This course introduces the student to business computing within a business environment. Each student is to be affiliated with an organization, and be engaged in any Information Technology related work experience. On successful completion of the course, students should be able to:

1. Perform a project either individually or as part of a team;
2. Apply programming skills, system analysis techniques, or appropriate systems/technology related skill/knowledge;
3. Demonstrate the ability to work effectively as part of a team in his/her organization;
4. Understand different business environments and the application of Information technology in individual business organization;
5. Evaluate the work carried out and write progress reports.
Syllabus:
Appropriate personnel at the organization which the student is assigned to, is to decide on a variety of programming, systems analysis, software/hardware operational tasks and other appropriate tasks for the student. Request for approval of placements will be made to the IS 411 Coordinator. Upon completion of the business computing experience, students are required to submit the following documentations for assessment:

- A Certificate for business computing experience signed by the employer of the tasks which were undertaken during work experience.
- Progressive performance reports by the student on tasks engaged in, during the placement. This report is to be signed by the relevant work supervisor.
- A summary report by the student on the experience reflecting on what s/he has learned about the industry workplace, how ICT staff act as well as what s/he has learned about their preparedness to IT work. It is not intended to be a technical report. It is expected the report will be approximately 1000 words, will be typed and written in professional language.

Assessment:
Continuous: 100%
On the basis of reports from students, employers and lecturer’s visits in their place of work.

IS422: MANAGEMENT INFORMATION SYSTEMS

Lecture hours per week: 1
Tutorial hours per week: 2
Laboratory hours per week:

Credits: 11
Prerequisite: IS226

Learning Outcomes
This course provides students with an understanding of the management issues surrounding information and communication technology (ICT), ICT systems and information security, the knowledge of management functions and responsibilities necessary for ICT managers, Chief Information Officers (CIO), and digital security officers, and the knowledge to apply ICT management principles, technologies and methodologies in the organizational environment and information security. It provides frameworks and management principles that current or aspiring managers can employ to cope with the challenges inherent in management of rapidly advancing technologies and systems. On successful completion of this course, students should be able to:

1. Understand the relationship between ICT and organizational management and current trends in IT and ICT management, and operational management requirements of a system and their inter-relationships;
2. Evaluate the philosophies and processes behind ICT resourcing;
3. Examine the organizational change which involves ICT;
4. Consider ethical issues in ICT management;
5. Develop resource management strategies and applying these in case studies;
6. Identify the processes and potential problems involved in IS development and ICT planning;
7. Plan, design, and write various ICT strategies to maintain ICT resources and infrastructure;
8. Develop and provide recommendations for ICT staff development.

Syllabus:
Topics may include ICT management and information systems, ICT infrastructure and support systems, managing IT and business process, managing new technologies, managing knowledge, acquisition of hardware, software and networks, data and network architecture, data visualization, big data, analytics and management, network management, social computing and social media, cloud computing and services, mobile computing and commerce, Information security, Enterprise information systems, digital security, crime, compliances and continuity.

Textbook:
References:
Students will be referred to appropriate course materials.

Assessments:
Continuous: 50%
Written Examination: 50%

IS 426: INFORMATION SYSTEMS DEVELOPMENT PROJECT

Lecture hours per week: 2
Tutorial hours per week:
Laboratory hours per week: 2

Credits: 13
Prerequisite: IS 217, IS 315

Learning Outcomes
This course provides students with practical experiences in systems development and implementation using relevant programming languages or available and/or current software applications. It emphasizes on utilizing knowledge and skills obtained in earlier courses in a realistic project environment. On successful completion of the course, students should be able to
1. Develop and implement a computerized solution to a business problem from the ground up;
2. Work effectively within a group during the development of a computer system;
3. Develop schedules and budgets and work within the constraints imposed by them.

Syllabus:
Topics may include overview of information systems development, team leadership for information systems development, overview of project management, project for developing an information system.
A project for this course should be done by a team consisting of 2-3 students. Each team should set up a schedule and budget for the project and report weekly on progress. The project allows students to develop an information system. He students should analyze a major business, design and implement an information system for that business. Students are to provide necessary systems and project documentations, use any appropriate design and development tool including appropriate programming languages, web based applications, available software packages, content management software and/or related tools.

Textbook:
Students will be referred to appropriate course materials.

Assessment:
Continuous: 100%

IS 466: OPERATING SYSTEMS CONCEPTS

Lecture hours per week: 2
Tutorial hours per week: 3
Laboratory hours per week:

Credits: 15
Prerequisite: IS 217, IS 315

Learning Outcomes
To introduce operating systems concepts. On completion of the subject the students will be able to:
1. Differentiate between operating systems used on main, mini, and Personal Computers.
2. Describe the operation of computer systems.
3. Explain the principles of process management allocation.
4. Detail the problems of Deadlock.
5. Differentiate between paging and segmentation techniques.

Syllabus:
Introduction to operating systems; hardware; software; firmware; process management concepts; synchronous concurrent processes; concurrent programming; deadlock; storage management concepts; real storage; virtual storage; processor management concepts; job and processor scheduling; multiprocessing; auxiliary storage management; performance; networks and security; case studies using a variety of operating systems.

References:

Textbook:
Students will be referred to appropriate course materials.

**Assessment:**
Continuous assessment: 100%

**ME386: PRINCIPLES OF ECONOMICS**

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**Textbook**

**Assessment**
Three tests 30%
One assignment 20%
Written examination 50% (1 × 3 hours)