

# **Faculty of Management & IT**

## **SKILL SETS**

# Programme: B.A. (Hons) in Accounting

## B.A. (Hons) in Accounting and Finance

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 1	Business Economics	Skills and knowledge not listed in the previous column.	An introduction to the industrial / office environment.
	Business Communications	Individual student's academic performance and skills acquired during his/her course of study.	Understand the products /services provided by the business /organization.
	Cost and Management Accounting	<b>What student can do:</b>	<b>What student cannot do:</b>
	Fundamentals of Marketing	Perform basic office and accounting related tasks	Non-business related activities
	Business Statistics		
	Business Law		
	Business Information Systems		
	Financial Accounting		
	Intro to Management and Organisational Theory		

# Programme: B.A. (Hons) in Accounting

## B.A. (Hons) in Accounting and Finance

Co-op Level	Skills and knowledge learnt in classroom:	Skills and knowledge not yet learnt in classroom:	Expectations/Requirements of Co-op Job
Level 2	Business Research Methods	Skills and knowledge not listed in the previous column.	Auditing related work
	Accounting Information Systems		Taxation related work
	Financial Management 1		Accounting related work
	Financial Accounting 2		Consultancy related work (where such work require basic accounting knowledge)
	Taxation 1		Accounting related work
	Company Law		Consultancy related work (where such work require basic accounting knowledge)
	Auditing 1	<b>What student can do:</b>	<b>What student cannot do:</b>
	Financial Management 2	Perform basic office tasks	Non-business related activities
	Management Accounting 1	Prepare reports, correspondences	Business related activities where there is no accounting/finance/commerce related work.
		Entry level of: - Auditing related work	Managerial and executive level activities
		- Taxation related work	Decision making for companies.
		- Accounting related work	
	- Consultancy related work (where such work require basic accounting knowledge)		

# Programme: B.A. (Hons) in Accounting

## B.A. (Hons) in Accounting and Finance

Co-op Level	Skills and knowledge learnt in classroom:	Skills and knowledge not yet learnt in classroom:	Expectations/Requirements of Co-op Job
Level 3	Corporate Finance	Not Applicable	Auditing related work
	Taxation 2		Taxation related work
	Financial Accounting 3		Accounting related work
	Strategic Management		Consultancy related work (where such work require basic accounting knowledge)
	Auditing 2	<b>What student can do:</b>	<b>What student cannot do:</b>
	Management Accounting 2	Perform basic office tasks	Non-business related activities
		Prepare reports, correspondences	Business related activities where there is no accounting/finance/ commerce related work.
		Engage in discussions based on knowledge acquired in the program	Managerial and executive level activities
		Entry level of: - Auditing related work	Decision making for companies.
		- Taxation related work	Apply skills and knowledge not yet learnt in classroom
		- Accounting related work	
	- Consultancy related work (where such work require basic accounting knowledge)		

# Programme: B.A. (Hons) Business Administration

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 1	Business Economics	Skills and knowledge not listed in the previous column.	An introduction to the industrial / office environment.
	Business Communications	Practitioner skills in business	Understand the products /services provided by the business /organization.
	Organizational Behaviour		Be aware of the differences in business theory and practice.
	Fundamentals of Marketing	<b>What student can do:</b>	<b>What student cannot do:</b>
	Business Statistics	Perform basic office tasks	Apply skills and knowledge not yet learnt in classroom
	Business Law	Prepare reports, correspondences	
	Business Information Systems	Engage in discussions based on knowledge acquired in the program	
	Financial Accounting		

# Programme: B.A. (Hons) Business Administration

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 2	Business Research Methods	Skills and knowledge not listed in previous column	Be aware of the differences in business theory and practice.
	Business Mathematics	Practitioner skills	Apply learning to understand various functions and processes in the host organization.
	Cost & Management Accounting	<b>What student can do:</b>	<b>What student cannot do:</b>
	Business Modelling with Spreadsheet	Perform basic office tasks	Apply skills and knowledge not yet learnt in classroom
	Management Science	Prepare reports, correspondences	
	Human Resource Management	Engage in discussions based on knowledge acquired in the program	
	Marketing	Analyze business issues based on knowledge acquired in the program	
	Information Systems		
	Accounting		
	Finance		

# Programme: B.A. (Hons) Business Administration

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 3	Research methods	Skills and knowledge not listed in previous column	Be aware of the differences in business theory and practice.
	International Business	Practitioner skills	Apply learning to understand various functions and processes in the host organization.
	Strategic Management		Make recommendations.
	Human Resource Management	<b>What student can do:</b>	<b>What student cannot do:</b>
	Marketing	Perform basic office tasks	Apply skills and knowledge not yet learnt in classroom
	Information Systems	Prepare reports, correspondences	
	Accounting	Engage in discussions based on knowledge acquired in the program	
	Finance	Analyze business issues based on knowledge acquired in the program	

# Programme: B.A. (Hons) Marketing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 1	Business Economics	Skills and knowledge not listed in KP100	An introduction to the industrial / office environment.
	Business Communications	Practitioner skills in business	Understand the products / services provided by the business / organization.
	Organizational Behaviour		Be aware of the differences in business theory and practice.
	Fundamentals of Marketing	<b>What student can do:</b>	<b>What student cannot do:</b>
	Business Statistics	Skills and knowledge not listed in KP100	Apply skills and knowledge not yet learnt in classroom
	Business Law	Practitioner skills in business	
	Business Information Systems	Engage in discussions based on knowledge acquired in the program	
	Marketing Practice		



# Programme: B.A. (Hons) Marketing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 2	Business Research Methods	Skills and knowledge not listed in previous column	Be aware of the differences in business theory and practice.
	Customer Communications	Practitioner skills in business	Apply learning to understand various functions and processes in the host organization.
	Relationship Marketing	<b>What student can do:</b>	<b>What student cannot do:</b>
	Marketing Processes	Perform basic office tasks	Apply skills and knowledge not yet learnt in classroom
	E-Marketing	Prepare reports, correspondences	
	Business Modelling with Spreadsheet	Analyze business issues based on knowledge acquired in the program	
	One-to-one Marketing		
	Entrepreneurship		
	Management		
	Human Resource Management		
	Information Systems		
	Finance		

# Programme: B.A. (Hons) Marketing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 3	Research methods	Skills and knowledge not listed in previous column	Be aware of the differences in business theory and practice.
	Marketing Promotion	Practitioner skills in business	Apply learning to understand various functions and processes in the host organization.
	Strategic Marketing		Make recommendations.
	International Marketing Strategy	<b>What student can do:</b>	<b>What student cannot do:</b>
	Strategic Management	Perform basic office tasks	Apply skills and knowledge not yet learnt in classroom
	Current Issues in Marketing	Prepare reports, correspondences	
	Retail Marketing	Analyze business issues based on knowledge acquired in the program	
	Services Marketing		
	Human Resource Management		
	Information Systems		

# Programme: B. Sc. (Hons) Business Information Systems

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 1	Information Technology	Object Oriented Programming	Writing simple reports
	Java Programming 1	Visual Basic.Net	Creating Web Pages
	Concept of Analysis & Design	Database concepts/programming	Analyse Data
	Introduction to Internet Technologies	Multimedia programming	Tasks related to IT
	Business Economics	Networking skills	Systems Support
	Business Communications	Practitioner skills in business	Provide some exposure to business management
	Financial Accounting 1	Skills and knowledge not listed in the previous column	An introduction to the industrial / office environment
	Fundamentals of Marketing		To create awareness of the differences in business theory and practice
	Statistics 1		To enable understanding of the products / services provided by the business / organization.

# Programme: B. Sc. (Hons) Business Information Systems

Co-op Level	What student can do:	What student cannot do:
Level 1	Simple programming using Java	Write programs in C++
	Systems analysis and design using UML	Create databases
	Understand and utilize basic Internet technologies, program in HTML and create web pages	Multimedia programming
	Understanding of business economics	Develop mobile applications
	Understand and perform basic financial accounting	Network design and implementation
	Understand and perform basic statistical analysis	Apply skills and knowledge not yet learnt in classroom
	Understand the basics of Marketing	
	Perform basic office tasks	
	Be able to communicate effectively in the business environment, prepare reports, correspondences	
	Engage in discussions based on knowledge acquired in the program	

# Programme: B. Sc. (Hons) Business Information Systems

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 2	Introduction to Management Organization Theory	Multimedia programming	Writing simple reports
	Visual Basic.Net	Mobile applications development	Creating Web Pages
	Creative Problem Solving	Advanced database concepts	Analyse Data
	Operating Systems & Network	Skills and knowledge not listed in the previous column	Tasks related to IT
	Java Programming 2		Systems Support
	Analysis & Design		More exposure on current applications / software
	Database Systems		Develop simple applications using Java
	Software Project Management		Wider exposure to debugging of programs
	Research Methods in Computing		Hands-on networking experience
			Provide some exposure to business management
			Involved in consulting work/research work
			To create awareness of the differences in business theory and practice
			o enable understanding of the products / services provided by the business / organization.
		Apply learning to understand various functions and processes in the host organization	

# Programme: B. Sc. (Hons) Business Information Systems

Co-op Level	What student can do:	What student cannot do:
Level 2	Develop applications using Java, VB.Net	Multimedia programming
	Create simple database applications using Oracle 9i	Develop mobile applications
	Write SQL statements using Oracle 9i	Develop complex database applications
	Think creatively about problems and solutions	Apply skills and knowledge not yet learnt in classroom
	Contribute to project management	
	Contribute to researches and R&D activities	
	Develop project proposals	
	Understand the various functions and activities of an organisation	

# Programme: B. Sc. (Hons) Computing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 1	Java Programming 1 & 2	Object Oriented Programming	Writing simple reports
	Writing simple SQL statements using Oracle 9i	Visual Basic Dot Net	Creating Web Pages
	Basic Object Oriented Modeling using Rational Rose		Analyse Data
	Basic Internet Technologies i.e. HTML		Tasks related to IT
	Research Methods in Computing		System Support
		<b>What student can do:</b>	<b>What student cannot do:</b>
		Write basic programming in Java	Write programming in C++
		Create simple database	Create complex database
		System Analysis	System Design
		Create web pages	Mobile Applications
	Conduct survey		

# Programme: B. Sc. (Hons) Computing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 2	Visual Basic Dot Net	Network Implementation	Get to learn more about software's
	System Analysis and Design using UML		Develop simple applications using Java
	Object Oriented Programming		Learn to debug programmes
	Database Design		Hand on experience on networking
	Operating Systems & Network		Multimedia related tasks
	Multimedia Programming using Director MX and Flash		Some exposure in business management
	Software Project Management		Involve in consulting work/research work
		<b>What student can do:</b>	<b>What student cannot do:</b>
		Develop simple applications using Java	Mobile Applications
		Develop Multimedia applications	
		VB Dot Net Applications	
		Database Applications using Oracle 9i	
		Project proposal	



# Programme: B. Sc. (Hons) Computing

Co-op Level	Student Capabilities	Student Limitations	Expectations/Requirements of Co-op Job
Level 3	Intelligent Systems using Prolog & Clips	Create Network Security	At this level student is expected to be involved in a team project.
	Advanced Database using Oracle 9i: PL/SQL		Collect user requirements, analyse requirements, prepare documentation, testing and implementation
	Understanding of Network Security	<b>What student can do:</b>	<b>What student cannot do:</b>
	Project Formulation	Develop an application using Java or VB.Net	Create Network Security, C#
	Project Design & Implementation	Database Applications	
	Information System Management	Project proposal	