

BMS

Two Qualifications in One Study Programme

**BACHELOR OF MANAGEMENT
STUDIES HONOURS DEGREE**

HIGHER DIPLOMA IN MANAGEMENT

For Professional Excellence

PROSPECTUS



The Open University of Sri Lanka
Department of Management Studies

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Message from the Dean



Dr. Shantha Abeysinghe,
Dean,
Faculty of Humanities and Social Sciences

The Open University of Sri Lanka (OUSL) was established three decades ago as a major initiative by the state with the goal of opening higher educational opportunities for the people of Sri Lanka across the country. We were inspired by the philosophy of Open and Distance Learning (ODL) in achieving this goal; accordingly, OUSL has become the pioneer in delivering numerous academic programmes using ODL mode in Sri Lanka. Thus, we have provided access to higher education to a considerable majority of Sri Lankans. Further, OUSL opens numerous ways to any individual with the will of entering the higher education sector. Open access has transformed the delivery of higher education into your door step with the support of information technology. As academics of the Open University of Sri Lanka we strive to nurture twenty-first century skills in OUSL learners. These skills are very much connected with aspirations of professionals. We are mindful about the expectations of learner's specially in this rapidly changing world. I expect you to obtain maximum benefit from the Open University of Sri Lanka.

I believe successful completion of a nationally and globally accredited Bachelor of Management Degree programme will empower you and inspire many others to perform better in future.

Message from the Head



Dr. V. Sivalogathan
Head
Department of Management Studies

It is a great privilege for me to issue this message on the occasion of enrolling the new batch of student for the Bachelor of Management Studies (Honours) Degree Programme (BMS), offered by the Department of Management Studies (DMS), the Faculty of Humanities and Social Sciences of the Open University of Sri Lanka (OUSL).

The objective of the Department of Management Studies is to impart management knowledge for development of management skills and appropriate management attitudes. In pursuance of this broad objective the Department of Management Studies conducts a number of programmes of study ranging from Certificate in ESBM, Higher Diploma in Management, BMS (Hons) Degree, PGD in HRM, MBA in HRM, and CEMBA/CEMPA to the PhDs.

The BMS (Hons) degree programme is designed in a way to enrich you with all the essential knowledge required as a professional manager. While encouraging you to plan studies at your own pace, permitting to experience the open and distance learning through an appropriate mix of adult learning methodologies and rigorous training prepares you to be a management professional with high qualities.

We are devoting ourselves to cultivate talents, provide consultations and undertake researches in the field of management studies by adhering to the motto of the OUSL “Open Distance Learning through excellence, efficiency and equity in lifelong learning”. We are aiming at contribution academic knowledge to promote the renaissance of our mother Sri Lanka. My utmost desire is to see you becoming an outstanding professional manager with value to the nation. I wish the students of BMS (Hons) degree every success in your forthcoming academic programme.

Open University of Sri Lanka

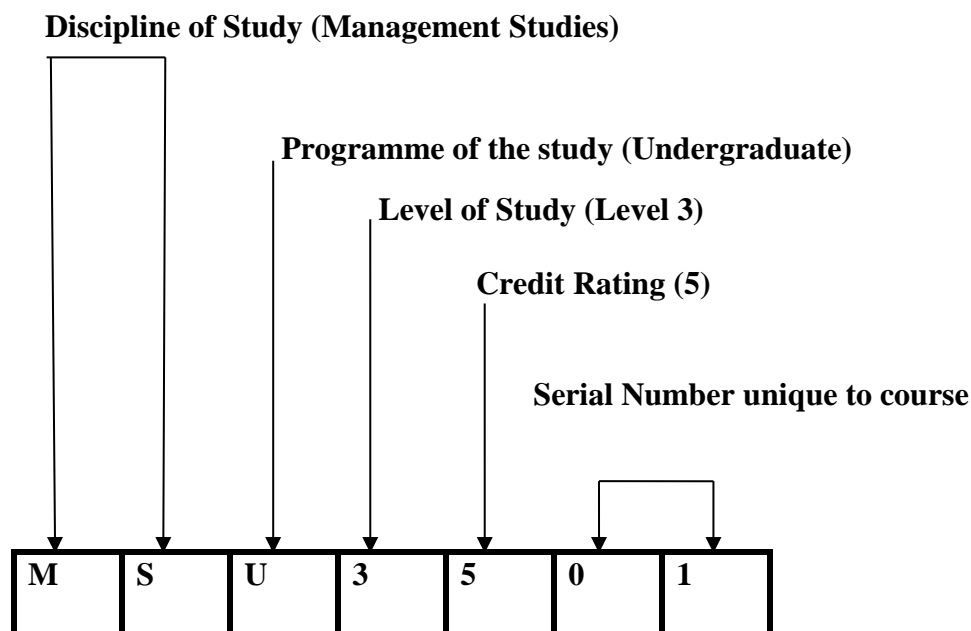
The Open University of Sri Lanka (OUSL) was established in 1980 under the University Act No. 16 of 1978 and the OUSL Ordinance No 01 of 1990. It is therefore has the same legal and academic status as any other national university in Sri Lanka. The OUSL is the only recognized university in Sri Lanka, where one can pursue higher education solely by distance education techniques in keeping with the philosophy of OPEN & DISTANCE LEARNING (ODL). The OUSL is an attractive choice of study, especially for those employed. The current student population is around 35,000. The OUSL offer courses/programmes from the Foundation and Certificate level through Bachelors to Masters and PhD degrees. The structure of study programmes provide opportunities for those who complete one programme to progress up the ladder and further improve their educational qualifications. Education at OUSL is thus a life-long experience. The OUSL functions through a network of centres spread throughout the island. The Central Campus and the Colombo Regional Centre of the Open University are located in Nawala-Colombo and are easily accessible by road and railway. The academic departments of the University are grouped into five Faculties: Education, Engineering Technology, Health Sciences, Humanities & Social Sciences and Natural Sciences.

The Study System

The study system of the OUSL is based on distance learning methodologies. It is different to the conventional study system most of you are familiar with. Regular attendance at the University is not required and is therefore well suited for those of you who are employed or engaged with other commitments. Student learning is facilitated through carefully prepared printed course materials suitable for self-learning. Printed course material is supplemented with audio visual and online learning material. Student progress in courses is evaluated at different time intervals using a variety of assessment methods such as assignment tests and final examinations. Students should get register online for final examination.

Courses, Course Codes, Credit Rating

Faculty of Humanities and Social Sciences (HSS) offers courses at different levels. Certificate level courses are at level 1 and 2, Diploma level courses are at level 3 and 4, Degree level courses are at Level 5 and 6, Postgraduate course are at level 7 and 8. These courses are offered in Sinhala, Tamil and English medium. The credit rating is the expression used to denote the ‘academic value’ of the course/programme. The time you will have to allocate for studying a course depends on its credit rating. The minimum credit rating for courses offered by the Faculty of HSS is 8credits; such a course will require a minimum allocation of around 400 hours of study time. Each course offered by the Faculty is assigned a course code. A course code will reflect the particular subject area, level of study and the academic value of the course. In assigning the course code, the programme of study is identified by the letter and level of study is identified by the digit. Incorporating all of the above components, each course is assigned a course code consisting 7 alphanumeric characters as shown in the example of a course code of the BMS (Hons) Degree programme.



The Department of Management Studies

The Department of Management Studies (MSD) operates under the Faculty of Humanities and Social Sciences (HSS) of the Open University (OUSL). It is located in the faculty building of the Faculty of HSS, close to the Nawala-Narahenpita road (300 yards from the Narahenpita junction).

The Department of Management Studies performs the following functions.

- a. Prepared all study materials
- b. Organize, co-ordinate and conduct Day -School.
- c. Counsel students in their academic matters.
- d. Prepare and mark assignment question papers.
- e. Equip student with skills to prepare a “Project Report” at level 6 by providing.
 - i. Guidelines at Day Schools and
 - ii. Continuous supervision
- f. Evaluate Project Reports, submitted by the students.
- g. Conduct Final Examination at the end of each academic year.
- h. Supervise and invigilate Final Examinations.
- i. Submit Continuous Assessment marks and Final Examination marks to Senior Assistant Registrar.

The Bachelor of Management Studies Degree Programme

Students who get register for the programme at level 3 can obtain the BMS (Hons) Degree by completing levels 3,4,5 and 6, acquiring 30 credits at each level and by completing Continuing Education courses (Start@OUSL programme).

A student who wishes to obtain the Higher Diploma in Management can do so by acquiring 60 credits in core courses completing level 3 and 4 without completing Continuing Education courses (Start@OUSL programme). A student who wishes to enrol for the BMS (Hons) Degree after obtaining the Higher Diploma in Management can do so by registering to level 5.

Programme Structure

The BMS (Hons) Degree Programme is structured to include the following components:

- * Core Courses
- * Areas of Specialization
- * Courses under Continuing Education (Start@OUSL)

Entry requirements to HDIM/ BMS (Hons) Degree level 3

Be 18 years of age or above on the closing date of applications and possess any of the qualifications mentioned below:

- i. Any three passes in one sitting at the G.C.E A/L Examination.
- ii. Successful completion of any Foundation Programme conducted by the OUSL.
- iii. Any other equivalent qualification acceptable to the Senate of the OUSL.
- iv. Successful completion of the Higher Diploma in Management conducted by the Department of Management Studies.
- v. Successful completion of the Advance Certificate Programme in Entrepreneurship and Small Business Management (ESBM) conducted by the OUSL.

Applicants in categories (i), (ii) and (iii) will be subjected to a selection test administered by the Department of Management Studies if necessary.

Programme Duration

The minimum duration to complete the Higher Diploma in Management will be two (02) academic years. The minimum duration to complete the Bachelor of Management Studies (Honours) Degree Programme will be four (04) academic years.

Medium of Instruction

This programme is offered in Sinhala, Tamil and English medium in level 3 and 4, and level 5 and 6 are offered only in English medium. However the study materials will only be provided in English medium.

Core Courses of degree programme

Core Courses	Course Code	Course Title
Start@OUSL	LEE3410 CSE3213	English for General Academic Purposes ICT Skills
Level 3	MSU3501 MSU3503 MSU3504 MSU3505 MSU3506 MSU3507	Management Theory and Practice Marketing Social Psychology in Organizations Microeconomics Financial and Cost Accounting Quantitative Techniques for Management-1
Level 4	MSU4504 MSU4505 MSU4506 MSU4507 MSU4508 MSU4509	Legal Environment in Business Operations Management Human Resource Management Macro-Economics Money and Capital Markets Computer and Information Systems in Business
Level 5	MSU5504 MSU5505 MSU5506 MSU5507 MSU5508 MSU5509	Project Appraisal Research Methodology Organizational behaviour Managerial Economics Financial Management and Managerial Accounting Quantitative Techniques - 2
Level 6	MSU6501 MSU6502 MSU6503 MSU6704	Strategic Management Operations Research New Dimensions in Management Research Project
	<ul style="list-style-type: none"> • Area of Specialization <u>Marketing</u> MSU6405 Advertising MSU6406 International Marketing OR <u>Human Resource Management</u> MSU6411 Motivation and Performance Appraisal in Organizations MSU6412 Human Resource Training & Development 	

Fees

1. Non Tuition Fee

Registration Fee	Rs.400.00
Facility Fee	Rs.1,500.00
Library Facility Fee	Rs.100.00

2. Tuition Fee

Level 03 /04 Per Subject (Rs.1100.00*5Credits)	Rs.5,500.00
Level 05 /06 Per Subject (Rs.1350.00*5Credits)	Rs.6,750.00

**Exemption fee for Certified Management Accounting (CMA)

Qualified students Rs.300.00 Per Credit

** Foreign Students should be charged as follows.

Developed Countries – US\$ 70 per credit

Developing Countries – US\$ 35 per credit

The fees stated in the prospectus are applicable for the academic year 2018/2019. They may be subject to change in subsequent years.

How to Apply

Instructions for filling the on-line application form

APPLICATIONS for Programmes have to be submitted online. First you need to create an online login account. Then only you can proceed to submit your application online.

1. In the internet browser type: <https://payment.ou.ac.lk/>
2. Register ONCE by creating a new account. In order to do this click on create new account as per the instructions given in the page.

Note: You need to provide information considered as MANDATORY including an email address and a mobile number, both of which may be your own or of a family member/friend. The university may use them to communicate with you, to acknowledge receipt of your applications and to provide you additional information as and when necessary.

3. Once your account has been created you can proceed to submit your application online. For this you need to go to “Online Application” and proceed by entering your username and password and then fill the online application form. Once you have filled all sections, submit the form. (Please remember your username and password, since it is required for you to login to your account later.)

Select the payment method and proceed further by following the instructions given. Application fee is Rs. 600/= . You can pay this amount by credit/debit card or eZ cash. Applicants who do not have a Credit/Debit card or eZ cash facility can make the respective payment by cash to any Regional or Study Centre of the OUSL.

4. Download the Admission Form for the Selection Test which will be generated for you after successful completion of the application process. Make a printout of the Admission as it is essential to produce the Admission at the selection test.

Those who need assistance with the online application process can call over at any one of the Regional or Study Centres with the following information: Full name of applicant with address, National identity card number, E-mail address, Mobile phone number, Education qualifications.

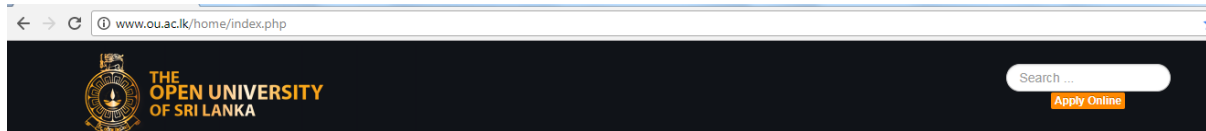
Step By step guide - online application

Step 1

Log on www.ou.ac.lk

Step 2

Click “Apply Online” on the Right Corner in home page.



You will direct to the following window of the online application process.

The Open University of Sri Lanka
Online Application Process

1. New Applicants
If you are a new applicant for an OUSL programme, you should only register once by creating a new account. To do that, click [Create New Account](#). Once you create your account, you can log in by entering your Username and Password.

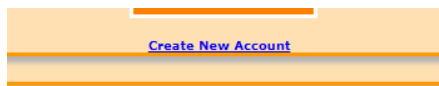
2. Returning Applicants
If you are an existing OUSL student with a previous on-line account with us, simply enter your login account details below (ie. Username and Password) and click 'Login' to proceed.

Username
Password

[Create New Account](#)

Step 3

Click on “Create New Account”.



You will direct to the following window.

New User Creation

Mandatory Fields : *සෑම අංශයක්ම සම්පූර්ණ කළ යුතුයි (අනිකුත් අංශයන් සම්පූර්ණ කිරීමට අවශ්‍ය වේ)

Account Details
You can use your own Username and Password, A password must have at least six (6) characters.
Username*
Password*
Confirm Password*

Important: Please write-down your "username" and "password" and keep securely for future use
දැනටමත් "username" සහ "password" ලේඛනයක් ලෙස සුරකින්න.

Personal Details

Title*

Initial*

Last Name*

Name Denoted by initials*

Address line 1*

Address line 2*

Address line 3

District*

NIC/Passport No*

Date Of Birth*

Gender*

Email*

Telephone -Mobile*

Telephone -Fixed

Country

I have double checked the above mentioned details and they are correct according to my knowledge(මම සහතික කරමිනි, මා ලියා ඇති සියලුම අංශයන් නිවැරදි වේ.)

Fill the relevant information and click on create account (Left down corner).

Step 4

After completing the Step 3 again login to the account using you user name & password.

You will direct to the following window.

Step 5

Click on “Add New Application”. You will direct to the following window.

Fill the relevant information.

*Note: Program * - Bachelor of Management Studies Degree*




Step 6

After completing the step 5 click on “Apply and Pay”. You will see a new popup in the window. Click “Okay” to confirm.

Step 7

You will be directed to the following window.

Select Payment Method

 Credit Card Payment	 Cash Payment
<p style="text-align: center;">Credit Card Payment Instructions.</p> <ol style="list-style-type: none"> 1. Click the Credit card payment option above. 2. You can use credit/debit card (on-line payment activated)for payments. 3. We accept only "Mastercard" or "Visa" type credit/debit cards 	<p style="text-align: center;">Cash payment Instructions.</p> <ol style="list-style-type: none"> 1. Click the Cash payment option above. 2. Note the application number which will display under the application details. 3. Make the payment to the nearest OUSL center and make sure to obtain payment receipt.
 eZcash Payment	
<p style="text-align: center;">Cash payment Instructions</p> <ol style="list-style-type: none"> 1. Click the eZcash payment option above. 2. Use valid Dialog eZcash number and pin code . 	

Select the preferred payment method and follow the instructions given in the web page itself.

Step 8

At the end of the payment process you can download the system generated information sheet by clicking "View".

Note:

If you encounter any difficulty in online registration, you are kindly requested to get the assistance through Coordinators from the nearest Open University Regional/Study center.

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OUSL Regional and Study Centres

OUSL REGIONAL CENTRES			
CENTRE	CENTRE CODE	TELEPHONE NOS.	POSTAL ADDRESS
Colombo	WP10	011-2853930	OURC, Nawala, Nugegoda.
Kandy	CP20	081-2494495 081-2494083 081-2494084 081-2494496 081-2494497	OURC, Polgolla, Kandy.
Matara	SP30	041-2222943 041-2229782	OURC, Nupe, Matara.
Jaffna	NP40	021-2223374	OURC, Browns Road, Kokuvil, Jaffna.
Anuradhapura	NC50	025-2222871	OURC, Jayanthi Mawatha, (Depot Area), Anuradhapura.
Batticaloa	EP60	065-2222264	OURC, No.23, New Road, Batticaloa.
Kurunegala	NW70	037-2223473	OURC, Negombo Rd, (Nissanaka Mw Junction), Malkaduwwa, Kurunegala.
Badulla	UP80	055-3012151 055-2228842	OURC, No. 18/1, Bandaranayaka Mw, Badulla.
Ratnapura	SG90	045-2228660	OUSC, Hidellana, Ratnapura.

OUSL STUDY CENTRES			
CENTRE	CENTRE CODE	TELEPHONE NOS.	POSTAL ADDRESS
Ambalangoda	SP31	091-2258585	OUSC, No.80/1, Polwatta Road, Halwathura, Ambalangoda.
Bandarawela	UP81	057-2222820	OUSC, St. Thomas Road, Wewatenna, Bandarawela.
Galle	SP32	091-2223784	OUSC, Labuduwa, Galle.
Gampaha	WP11	033-2234571 033-2234572	OUSC, Gampaha Road, Miriswatta, Mudungoda.
Polonnaruwa	NC51	027-2225776	OUSC, 24 post, Bendiwewa, Jayanthipura.
Kegalle	SG91	035-2222501	OUSC, Kumaratunga Munidasa Mawatha, Kegalle.
Ampara	EP61	063-2222052	OUSC, Iginiyagala Road, Samapura, Ampara.
Ambalantota	SP33	047-2225533	OUSC, Rajasaranagama Road, Lunama South, Ambalantota.
Hatton	CP21	051-2225139 051-2223492	OUSC, St. Gabriel Convent, Hatton.
Kalutara	WP12	034-2223399 034-3949160	OUSC, No. 66/2, Nagoda Rd, Kalutara.
Kuliyapitiya	NW72	037-2281181 037-2281271	OUSC, Technical College, Kuliyapitiya.
Monaragala	UP82	055-2277395	OUSC, Technical College Junction, Sirigala, Potuvil Road, Monaragala.
Puttalam	NW71	032-2266822	OUSC, No.1/137, Colombo Road, Puttalam.
Trincomalee	EP62	026-2222088	OUSC, No.26/A, Post Office Rd, Trincomalee.

Vavuniya	NP41	024-2222995	OUSC, No. 366, Kandy Rd, Thekkawaththai, Vavuniya.
Kilinochchi	NP42	021-2283970	OUSC, 155 th Mile Post, Kandy Rd, Kilinochchi.
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