

MINISTRY OF EDUCATION



EXIT EXAMINATION GUIDELINE FOR BACHELOR OF ARTS (BA) DEGREE IN COOPERATIVE BUSINESS MANAGEMENT

COOPERATIVES PROGRAM

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1. INTRODUCTION

Development of a nation is always accompanied by the presence of qualified human resource, whose minds are invested in developing the system of life, foremost of which is the economy. The educational system in general and university education in particular are considered the tributary. Cooperatives as academic program has been launched to produce highly competent, skilled and committed cooperative professionals capable of promoting the sectors and thereby contributing to the overall development effort of the country in line with Government development policies and strategies.

The pursuit of Promoting and establishing more vibrant cooperatives depend on the quality of cooperative professionals produced by higher education institutions. Accordingly, Cooperative business management graduates are expected to acquire the right combination of knowledge, skill and attitude to support the cooperative movement in the country. As any academic program in higher institutions have its own set of expectations and such program demand is derived from stakeholders including teachers, students, industry or government. The program outcome is expected to match expectation of the stakeholder.

The labour market is experiencing an accelerating competition about improving learning outcomes for development that relies on sustained economy, which depends on knowledge. Accordingly, measuring the competence of graduates encourage continuous development and quality improvement in the program. Measuring academic competencies of graduates or outputs using objective criteria gives honest feedback and reflects whether these outputs meet the needs of the labour market as well as providing feedback for a careful interpretation of the results, through which weak areas can be reconsidered to be treated. Thus, the development cycle continues without interruption.

1.1. Exit Exam Objectives

Exit exam is one of the elements in the reform strategies towards ensuring educational quality in Higher Educational institutions. In line with these

educational reforms, exit exam is expected to achieve the following objectives;

- ✚ Assessing the extent to which students acquired the needed knowledge and skill has been achieved.
- ✚ Evaluating the quality of Cooperative business management programs across the country, in terms of learning outcomes, course descriptions and study plans, and correcting deviations, if any.
- ✚ Ensure quality of the teaching and evaluation processes weather properly implemented or not, modification as per the feedback.
- ✚ Rectifying shortcomings of the study plans of undergraduate programs in cooperative business Management.
- ✚ Prepare graduates to fulfil the requirements of the labour market, and achieve competitiveness in the quality of outputs at national, regional and international levels.

1.2. Significance of exit exam

An exit exam for graduate program is the most important tools that provide clear assessment of program outcomes and graduates competence. Accordingly, the need for this guideline arises from the necessity to lay a common ground on measuring student's competency in cooperative business Management among all universities offering the program. So, it contains areas to measure the graduates, weather they acquired theoretical knowledge and practical skill pertinent to this profession & to make sure that they are competent nationally and internationally. This guideline is also intended to measure the Program effectiveness of all public higher education institutions engaged in offering BA Degree in Cooperative Business Management. So, the document tried to clarify the program, identify focus areas for Exit Exam in relation to graduate profile indicated in the curriculum.

2. Expected Profiles Of Graduates

The graduates with B.A degree in Cooperatives Business Management will have the following competencies:

- ✚ Capable of planning, organizing, directing and controlling the activities of all types of organizations.
- ✚ Responsive and effective in working with and through others by developing an understanding of common goal.
- ✚ Conduct research and consultancy service in management and related areas and offer training for those who are in need of it.
- ✚ Analyse transaction, summarize, record and interpret accounting data for managerial decision-making.
- ✚ Apply fundamental marketing concepts and marketing management approaches in domestic as well as international marketing issues and practices.
- ✚ Capable of collecting, analysing and interpreting statistical data using various statistical tools for managerial decisions.
- ✚ Clearly apply concepts, theories, principles and philosophy of cooperatives, cooperative organization and management
- ✚ Conduct need assessment, feasibility studies, organize and manage sustainable cooperatives enterprises,
- ✚ Prepare organizational plans, manage cooperatives, offer training and consultancy services
- ✚ Managing financial institutions like SACCOS, micro finance, cooperative banks, commercial and developmental banks
- ✚ Promoting and strengthening cooperatives role in alleviating poverty; and develop the attitude of self-help, self-reliance and self-employment. Moreover, they show the basic sense of honesty, unity and dedication in executing tasks they are assigned for
- ✚ Organizing, managing and leading higher level economic cooperatives institutions in the country like cooperatives unions, cooperation federations and leagues

- ✚ organize and manage business enterprises such as commercial farms, agro processing units, consumer stores, export and import based businesses and other business enterprises
- ✚ Plan, implement and administer community based development projects in association with governmental and non-governmental organizations.

3. Competencies And Learning Outcomes

3.1. Knowledge

- ✚ Comprehend the basic cooperatives philosophies, theories, principles, values and practices
- ✚ Comprehend basic cooperative laws, cooperatives legal system and international cooperatives recommendations.
- ✚ Grasp different methods of cooperative awareness creation, cooperative promotion, organization and Management.
- ✚ Develop basic knowledge about accounting principles and concepts.
- ✚ Understand the general procedures in financial statement preparations for cooperatives and other organizations.
- ✚ Understanding different accounting tools and techniques those are relevant for day to day activities of the business
- ✚ Gain better understanding on the practicality of different types of cooperatives from local to federal cooperatives.
- ✚ Comprehend the basic concepts and theories of managing banks, cooperatives and other financial institutions.
- ✚ Differentiate the working mechanisms of different financial institutions
- ✚ Understand environment dynamics, swot analysis, design, implement and evaluate appropriate business strategies.
- ✚ Understand procedures to plan, recruitment, select, induct, train and manage human resource in an organizations
- ✚ Understanding investment, financing and dividend decisions in cooperatives & other business enterprises.
- ✚ Develop understanding on the dynamics of individual, group and organizational behaviour for organizational effectiveness

- ✚ Describe the basic concepts, the nature, principles, functions and practices of management.
- ✚ Describe basic concepts of project planning and analysis.
- ✚ Understand financial resource acquisition and their effective utilization in managing an organization.

3.2. Skill

- ✚ Apply statistical techniques in managerial and administrative decision making problems
- ✚ Able to create conducive work environment and resolve organizational conflict if any.
- ✚ Collect and analyze data to Conduct problem solving research activities
- ✚ Conduct feasibility study and establish new cooperatives and strengthened existing once.
- ✚ Record, journalize, post business transaction and prepare trail balance, financial statements and bank reconciliation.
- ✚ Prepare merchandising business financial statements; calculate the cost of plant tangible, intangible and natural resources, depreciation, amortization and depletion expenses.
- ✚ Conduct product, price, placing and promotion decisions and market research
- ✚ Promote organize and manage agribusiness and cooperatives
- ✚ Identify business opportunities and analyze investment opportunities, appraise and implement development projects and programs
- ✚ Analyze the dynamics of individual, group and organizational behavior in an organization for organizational effectiveness
- ✚ Resolve conflict in organizational setting and manage organizational politics.

3.3. Attitudes

- ✚ Develop the spirit of job creation and willingness to apply entrepreneurial; to run small and micro business enterprises

- ✚ Willingness to serve his/her country at any level
- ✚ Responsiveness and effectiveness in explaining, predicting, influencing and managing human behavior when working with and through others in the organization.
- ✚ Readiness to apply legal, social and ethical responsibilities of an organization to address the need of various stakeholders.

3.4. Learning Outcomes

- ✚ Students will be able to identify all the cooperatives laws, rules, regulations, practices and proclamations used to organize and manage cooperative business
- ✚ Students will be able to know commonly used financial statements, their components and how information is organized from the business transactions to generate these financial reports
- ✚ Students will be able to demonstrate knowledge of preparation of financial statements or financial schedules and disclosures in accordance with the requirement of International Financial Reporting Standards (IFRS) through synthesis of information.
- ✚ Students will be able to demonstrate progressive learning in the elements of managerial decision making, including planning/budgeting, directing and controlling/performance evaluation activities in business environment.
- ✚ Students will be able to demonstrate progressive professional values and business ethics at organizational and societal level.
- ✚ Students able to conduct SWOT analysis and design implement and evaluate appropriate business strategy.

4. Categorizing courses in themes

The six major thematic areas on which the exit exam will be based are:

1. Cooperative Organization, Management and Legal framework
2. Fundamental & Managerial Accounting
3. Financial management & Project
4. Marketing & strategic Management

5. Quantitative Research Methods

6. Human resource Management & Organization

5. Courses To Be Included In The Exam

Thematic Areas	Courses to be included	Course Code	ECTS/Credit hours	
<i>Cooperative Organization, Management and Legal framework</i>	Cooperative Theory and Practice	Coop2011	5	3
	Introduction to management	Cmgt2021	5	3
	Cooperative Organization and Management	Cmgt2022	5	3
	Cooperative Legal System	Coop2012	3	2
Fundamental & Managerial Accounting	Fundamentals of Accounting I	Cact2041	5	3
	Fundamentals of Accounting II	Cact2042	5	3
	Cost and Management Accounting II	Cact4082	5	3
Financial management & Project	Financial Management I & II	Cact3111	5	3
	Project Management	Coop4111	5	3
Marketing & strategic Management	Principles of Marketing	Cmgt3071	5	3
	Advanced Entrepreneurship and Business Development	Cmgt4113	5	3
	Strategic Management	Cmgt4102	5	3
Quantitative Research Methods	Business Statistics	Cmgt2052	5	3
	Research Methods in Cooperatives	Coop3053	5	3
Human resource Management & Organization	Human Resource Management	Cmgt3091	5	3
	Organizational Behaviours	Cmgt3092	5	3

7. CONCLUSION

Generally this guiding document is prepared in line with, Cooperative business management curriculum. Accordingly, students completed the four year program in 2023. An attempt was also made to get Information inputs from resources provided by the Ministry of Education on Exit Exam. In this regard the document tried to introduce the program highlight the objectives of exit exam, the graduate profile and the expected competencies of the program. Courses for the exits exam are selected based on competencies required based on the needs of the labour market. Accordingly, the focus areas for the Exit exam has been identified by taking into account the program objectives, the graduates' profile, and the learning outcomes expected from the graduates of the program. Hence, out of 51 courses, 16 Core courses has been identified as focus areas for the Exit exam and courses are categorized into 6 different themes based on their similarities.