

Curriculum / Scheme of Studies
of
Associate Degree Program in Business
Administration
(ADP Business Administration)
(2 Years Program)
(2023)
(Revised in 2024)



University of Education, Lahore

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Program Introduction

The four years BBA is tailored made program to serve the needs of the bright young persons who have completed twelve years of education and are looking for a career education in different aspects of management profession or towards higher education in business administration. This program is open to the students with diverse educational backgrounds including, humanities, science, arts and commerce.

The four years BBA degree promises the graduates, high-level job opportunity at the entry level of management profession through helping them to fulfil potential for high earnings and greater personal development. A rich blend of general education like English Language, Mathematics, Ideology of Pakistan, Islamic Studies, Economics, General Management Skills such as oral, written and communication skills, Decision-making Leadership, Teamwork, Quantitative Method, Research Methods; Discipline based core courses including Finance, Banking, marketing, Supply Chain Management and Human Resource Management etc. is offered to the students via program curricula and specialization in elective courses. The program builds capabilities in the students for potential future and enables them to build and maintain balance between the targets of economic success and the limitations of increasing social and environmental responsibility.

Program Vision

To successfully prepare graduates for meeting the diverse professional challenges in all organizations in a modern-day business setup by enhancing the managerial and leadership skills of students and focusing on practical decision making and policy formulation.

Mission Statement

- Develop individuals with outstanding Managerial skills.
- Impart expertise in decision making, management of budget and resources, Management of business challenges, Entrepreneurship, Strategic planning, Marketing, Human resource management and Banking in the environment of Business, Commerce and other related fields.
- Make students to become highly responsible professional managers, who can identify and solve real-life complex business problems, but also serve as contributing professionals to solve social and economic problems.

BBA (ADP) Program Objectives

1. Enlighten students about the basic concepts and jargons of business, organizations and management functions and develop acumen about the latest trends in the business
2. Develop analytical and critical thinking about business world and society
3. Foster employability skills as well as entrepreneurial aptitude in students
4. Provide practical exposure of business and industry to the students through industry visits, seminars and business talks
5. Inculcate soft skills necessary for business through presentations and team building exercises
6. Foster integrity, civic sense and obligation towards sustainable business through social work and causes' participation
7. Encourage students to integrate IT, soft skills and business knowledge to identify and resolve business and community related problems
8. To instill a global perspective on organizational and industrial setup in order to make sound business decisions in an international setting.

Program Learning Outcomes

1. **Knowledge and Understanding:** Demonstrate a clear understanding of fundamental business concepts, terminologies, and management functions, as well as current trends in the business world.
2. **Application:** Apply business knowledge and employability skills to solve practical business problems, showcasing adaptability and entrepreneurial thinking.
3. **Analysis:** Analyze market dynamics, societal issues, and business operations to identify opportunities and challenges in local and global contexts.
4. **Evaluation:** Assess the ethical and social implications of business decisions, integrating principles of integrity and sustainability in problem-solving.
5. **Synthesis and Creation:** Develop innovative solutions to business problems by integrating IT tools, teamwork, and business knowledge to address community and organizational needs.
6. **Practical Engagement:** Engage in experiential learning through industry visits, seminars, and business talks, demonstrating the ability to connect theoretical knowledge with real-world applications.
7. **Communication and Collaboration:** Exhibit proficiency in communication, teamwork, and leadership skills necessary for effective collaboration in a business setting.
8. **Global Perspective:** Evaluate organizational practices in a global context, making sound decisions informed by an understanding of international business environments.

Admission Requirements

Students having Intermediate certification like I. Com, F.A, F.Sc or equivalent (minimum 2nd Division) are eligible to apply for this program.

Medium of Instructions and Examinations

The medium of instruction and examination shall be ENGLISH except Islamic Studies which is Urdu. For languages (e.g. Arabic), the medium of instruction and examination shall be that language.

Associate Degree Program (ADP) in Business Administration

In case a student desires to exit the program after the completion of 4th semester he/she has to complete total **68 credits** (32 credits hours of the general education courses, 6 credit hours of interdisciplinary, 30 credits of major /disciplinary courses) to receive the **Associate Degree in Business Administration (ADP in Business Administration)**.

Program Layout General Foundation Courses

Sr #		Course Code	Course Title	Courses	Credit Hours	Min Credit Hours required by HEC
1	Arts & Humanities	URDU3134	حکمت، حکایت اور رزمیہ ادب	1	2(2+0)	2 (2+0)
2	Natural Sciences	GSCI1111	What is Science?	1	3 (2+1)	3 (2+1)
3	Social Sciences	POLS2112	A Science of Society	1	2(2+0)	2 (2 + 0)
4	Functional English	ENGL1114	Functional English	1	3 (3+0)	3 (3 + 0)
5	Expository Writing	ENGL1120	Expository Writing	1	3 (3+0)	3 (3 + 0)
6	Quantitative Reasoning	MATH1126	Exploring Quantitative Skills	2	3 (3+0)	3 (3+0)
		MATH2118	Tools for Quantitative Reasoning		3 (3+0)	3 (3+0)
7	Islamic Studies (OR) Religious Education / Ethics in lieu of Islamic Studies only for non-Muslim students	ISLA1111 / HUMN1111	Islamic Studies / Ethics	1	2 (2+0)	2 (2 + 0)
8	Ideology and Constitution of Pakistan	PAKS1119	Ideology & Constitution of Pakistan	1	2 (2+0)	2 (2 + 0)
9	Applications of Information Communication Technologies (ICT)	COMP1116	Introduction to Information Technology	1	3 (2+1)	3 (2+1)
10	Entrepreneurship	BUSA1114	Introduction to Entrepreneurship	1	2 (2+0)	2 (2 + 0)
11	Civics and Community Engagement	POLS2111	Civics and Community Engagement	1	2 (2+0)	2 (2 + 0)
12	Pakistan Studies	PAKS1111			2(2+0)	

	Total Credits			13	32	32
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Program Summary

Semester wise Break-up

Semester 1

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Functional English	ENGL1114	3(3+0)	General Education 1
2	A Science of Society	POLS2112	2(2+0)	General Education (SS) 2
3	What is Science?	GSCI1111	3(2+1)	General Education (NS) 3
4	Introduction to Business	BUSA1111	3(3+0)	Disciplinary
5	Fundamentals of Accounting	BUSA1113	3(3+0)	Disciplinary
6	Ideology & Constitution of Pakistan	PAKS1119	2 (2+0)	General Education 4
Total Credit Hours			16	

Semester 2

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Expository Writing	ENGL1120	3(3+0)	General Education 5
2	Application of Information & Communication Technologies	COMP1116	3(2+1)	General Education 6
3	Exploring Quantitative Skills	MATH1126	3(3+0)	General Education (QR) 7
4	حکمت، حکایت اور رزمیہ ادب	URDU3134	2(2+0)	General Education (A&H) 8
5	Islamic Studies / Ethics***	ISLA1111 / HUMN1111	2(2+0)	General Education 9
6	Principles of Management	BUSA3111	3(3+0)	Disciplinary
7	Tarjumma Quran/Wahdat Adian aur Mazhab e Alam*	ISLA1121/ ISLA1120	1(1+0)	Non-credit
Total Credit Hours			16	

Semester 3

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Business Ethics and Sustainability	BUSA2117	3(3+0)	Disciplinary
2	Tools for Quantitative Reasoning	MATH2118	3(3+0)	General Education (QR) 10
3	Human Resource Management	BUSA2115	3(3+0)	Disciplinary
4	Financial Accounting	BUSA3112	3(3+0)	Disciplinary
5	Principles of Marketing	BUSA2114	3(3+0)	Disciplinary
6	Principles of Microeconomics	ECON1111	3(3+0)	Interdisciplinary
	Total Credit Hours		18	

Semester 4

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Principles of Macroeconomics	ECON1116	3(3+0)	Interdisciplinary
2	Business Finance	BUSA2112	3(3+0)	Disciplinary
3	Mercantile Law	BUSA3120	3(3+0)	Disciplinary
4	Money and Banking	BUSA3116	3(3+0)	Disciplinary
5	Introduction to Entrepreneurship	BUSA1114	2(2+0)	General Education 12
6	Civics and Community Engagement	POLS2111	2(2+0)	General Education 11
7	Pakistan Studies	PAKS1111	2(2+0)	
8	Tarjumma Quran/Wahdat Adian aur Mazhab e Alam*	ISLA1121/ISLA1120	1(1+0)	Non-credit
	Total Credit Hours		18	

Semester 1

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Functional English	ENGL1114	3(3+0)	General Education 1
2	A Science of Society	POLS2112	2(2+0)	General Education (SS) 2
3	What is Science?	GSCI1111	3(2+1)	General Education (NS) 3
4	Introduction to Business	BUSA1111	3(3+0)	Disciplinary
5	Fundamentals of Accounting	BUSA1113	3(3+0)	Disciplinary
6	Ideology & Constitution of Pakistan	PAKS1119	2 (2+0)	General Education 4
	Total Credit Hours		16	

Functional English

Course Code:	ENGL1114
Course Title:	Functional English
Credit hours:	3 (3+0)
Prerequisite(s):	None

DESCRIPTION

This course is designed to equip students with essential language skills for effective communication in diverse real-world scenarios. It focuses on developing proficiency in English language usage: word choices, grammar and sentence structure. In addition, the course will enable students to grasp nuanced messages and tailor their communication effectively through application of comprehension and analytical skills in listening and reading. Moreover, the course encompasses a range of practical communication aspects including professional writing, public speaking, and everyday conversation, ensuring that students are equipped for both academic and professional spheres. An integral part of the course is fostering a deeper understanding of the impact of language on diverse audiences. Students will learn to communicate inclusively and display a strong commitment to cultural awareness in their language use. Additionally, the course will enable them to navigate the globalized world with ease and efficacy, making a positive impact in their functional interactions.

COURSE LEARNING OUTCOMES

By the end of this course, students will be able to:

1. Apply enhanced English communication skills through effective use of word choices, grammar and sentence structure.
2. Comprehend a variety of literary/non-literary written and spoken texts in English.
3. Effectively express information, ideas and opinions in written and spoken English.
4. Recognize inter-cultural variations in the use of English language and to effectively adapt their communication style and content based on diverse cultural and social contexts.

SYLLABUS

1. Foundations of Functional English:

- Vocabulary building (contextual usage, synonyms, antonyms and idiomatic expressions)
- Communicative grammar (subject-verb-agreement, verb tenses, fragments, run-ons, modifiers, articles, word classes, etc.)

- Word formation (affixation, compounding, clipping, back formation, etc.)
 - Sentence structure (simple, compound, complex and compound-complex) • Sound production and pronunciation
2. Comprehension and Analysis:
- Understanding purpose, audience and context
 - Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)
 - Reading strategies (skimming, scanning, SQ4R, critical reading, etc.)
 - Active listening (overcoming listening barriers, focused listening, etc.)
3. Effective Communication:
- Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)
 - Structuring documents (introduction, body, conclusion and formatting)
 - Inclusivity in communication (gender-neutral language, stereotypes, crosscultural communication, etc.)
 - Public speaking (overcoming stage fright, voice modulation and body language)
 - Presentation skills (organization content, visual aids and engaging the audience)
 - Informal communication (small talk, networking and conversational skills)
 - Professional writing (business e-mails, memos, reports, formal letters, etc.)

PRACTICAL REQUIREMENT

As part of the overall learning requirements, students will also be exposed to relevant simulations, role- plays and real-life scenarios and will be required to apply skills acquired throughout the course in the form of a final project.

SUGGESTED INSTRUCTIONAL/READING MATERIALS

1. "Understanding and Using English Grammar" by Betty Schramper Azar.
 2. "English Grammar in Use" by Raymond Murphy.
 3. "The Blue Book of Grammar and Punctuation" by Jane Straus.
 4. "English for Specific Purposes: A Learning-Centered Approach" by Tom Hutchinson and Alan Waters.
 5. "Cambridge English for Job-hunting" by Colm Downes.
 6. "Practical English Usage" by Michael Swan.
 7. "Reading Literature and Writing Argument" by Missy James and Alan P. Merickel.
 8. "Improving Reading: Strategies, Resources, and Common Core Connections" by Jerry Johns and Susan Lenski.
 9. "Comprehension: A Paradigm for Cognition" by Walter Kintsch.
- "Communication Skills for Business Professionals" by J.P. Verma and Meenakshi Raman

A Science of Society

Course Code: POLS2112

Course Title: A Science of Society

Credit Hours: 02(2+0)

Prerequisite(s): None

Specific objectives of the course: After the completion of the course, students will be introduced to fundamental social science ideas and acquainted with distinguishing between the recognition of observational facts with objectivity and the development of assertive arguments with subjectivity.

Course outline:

Social Science and Modernity

- Definitions
- Major social spectacles in the Current World
- Class, Gender, Origin, Caste and Nation.
- Socialization and Human Behavior

State

- The Contemporary State and Colonization
- Nations as Created Units
- Considering State in Pakistan

Economy

- Definition
- Modern Economy
- How Economy affects Society?
- Economic Sociology

History and Knowledge

- Definitions
- Colonial Histories and their Present
- Alternative Ways of Knowing
- Historical Knowledge

Social Movements and Social Change

- Collective Behavior
- Social Movements
- Social Change

Recommended Readings:

Alavi, H.;(1989). *Nationhood and the Nationalities in Pakistan* , Economic and Political Weekly, 24(27).

Anderson, B. R. O.; (1991). *Imagined Communities: Reflections on the Origin and Spread of Nationalism*. Verso Books.

Barth, F., (1967). *On the study of social change*. *American anthropologist*, 69(6).

Bhambra, G.K., (2011). *Talking among themselves? Weberian and Marxist historical sociologies as dialogues without 'others'*. *Millennium*, 39(3).

Eagleton, Terry (1991). *What is Ideology?* London: Verso Books.

- Elaine M. Power (1999). *An Introduction to Pierre Bourdieu's Key Theoretical Concepts*, Journal for the Study of Food and Society.
- Elliott, A. (2009). *Contemporary Social Theory*. New York: Routledge.
- Foucault, Michel. (1980). *POWER/KNOWLEDGE: Selected Interviews and Other Writings 1972-1977* (Ed. Colin Gordon), New York: Pantheon.
- Gazdar, H., (2007). *Class, Caste or Race: veils over social oppression in Pakistan*. Economic and Political Weekly.
- Howarth, David. (2013). *Poststructuralism and After: Structure, Agency and Power*, Basingstoke: Palgrave.
- Hunt, E.K., (2002). *History of Economic Thought: A Critical Perspective*, M. E. Sharpe, New York.
- Jalal, A. (ed.) (1995). *The colonial legacy in India and Pakistan*, in *Democracy and Authoritarianism in South Asia: A Comparative and Historical Perspective*. Cambridge: Cambridge University Press (Contemporary South Asia).
- Peabody, Norbert (2013). 'Knowledge Formation in Colonial India', in Peers, D.M and Gooptu, N., *India and the British Empire*, Oxford: OUP.
- Qadeer, M. (2006). *Pakistan - Social and Cultural Transformation in a Muslim Nation*; New York: Routledge.
- Raworth, K., (2017). *Doughnut Economics: Seven Ways to Think Like a 21st- Century Economist*, Penguin Random House, London.
- Scott, J. C. (1999). *Seeing like a State: How Certain Schemes to Improve the Human Condition Have Failed*. New Haven, Conn.: Yale University Press
- Zaidi, S. A. (2015). *Issues in Pakistan's Economy: A Political Economy Perspective*. Oxford University Press.

What is Science?

Course Title: What is Science?
Course Code: GSCI1111
Credit Hours: 3 (2+1)

Objectives:

The main objectives of this course are to familiarize students with the basic principles of science, as applied in daily life. Students will seek the basic scientific concepts including the Physics, Chemistry, Zoology and Botany in everyday life. Through successful completion of this course, students will be able to:

1. Clearly articulate the development of scientific thought through various parts of human history and compare it to the modern scientific method.
2. Describe various branches of Science, their underlying core ideas, and compare their applications.
3. To understand the different motions of objects on a macroscopic scale
4. Using case studies and demonstrations practice the application of the Scientific Method in the natural sciences.

Course Outline:

Introduction to Science, What qualifies as science?, Branches of Science, Scientific method of study, Prehistory, Mesopotamia & Egypt, Greeks, China, South Asia, Arab/Islamic, European Scientific Method across Civilizations, Vectors and scalars, Frames of reference, Frictional forces. Sound and its characteristics, Types of energy, Light and its color. How we see thing, Fields (electric and magnetic), Resistance, resistivity, resistors and their types, capacitance, capacitors and their types, uses of capacitors, ammeter, voltmeter, DC motor, electric generator, UPS.

Chemistry in our lives, Discoloration of leaves, Food preservatives, the chemistry of baking, Tears while chopping onions, Sunscreen, Medicines, Origin of life on Earth. Cell: a basic unit of animal life, Basics of animal kingdom, the classification of plants, Importance of plants in different industries (Agriculture, Food, Medicine, Textile, etc.). Structure of Earth, three basic Rocks on earth (Igneous Sedimentary, Metamorphic). Tectonics plates and Earth Quakes.

List of Experiments:

1. Value of g using compound pendulum or simple pendulum.
2. Determine the Surface tension of water by capillary rise method.
3. Preparation and standardization of acid and alkali solutions.
4. Microscopic study of animal cell
5. Temporary slides of T.S of parts of plants: root, stem and leaf

Recommended Books:

- Resnick, Halliday & Walker (2008), Fundamental of Physics, 8th Edition New York: John Wiley and Sons.

- Daniel H. Pink (2018). *When: the scientific secrets of perfect timing*. Penguin random house.
- Carl Zimmer (2018). *She Has Her Mother's Laugh: The Powers, Perversions, and Potential of Heredity*. Published by Dutton.
- Shippey, T. (1992). *The Oxford Book of Science Fiction Stories*. Oxford University Press.
- Richard Feynman's Comments on Science (<http://www.feynman.com/science/what-is-science/>)
- Chalmers, A., 2015. *What Is This Thing Called Science?* 4th ed. Indianapolis: Hackett Publishing Company.
- James E McClellan III and Harold Dorn (2016) *Science and Technology in World History: An Introduction*. Second Edition. Johns Hopkins University Press.

Introduction to Business

Course Code:	BUSA1111
Course Title:	Introduction to Business
Credit Hours:	03 (3+0)
Prerequisite(s):	None

Course Description:

After studying this course, the students will be able to understand and recognize the set of financial statements and record transactions using double-entry book keeping system, to apply the accounting principles and techniques and sets stage for in-depth analytical skills, and to analyze financial statements for decision making and performance management.

Course Objectives:

CO1	To understand business terminologies and importance of doing business
CO2	To understand methods / forms of doing business along with necessary documentation
CO3	To understand capital, its types and methods of gathering money for doing business
CO4	To understand working of companies and requirements as per company laws and regulatory bodies e.g SECP
CO5	To understand how the companies are dissolved with necessary arrangements
CO6	To enable students to understand risks involved in doing business and how to overcome them

Course Learning Outcomes:

After the completion of the course the students will be able to:

CLO1	Comprehend the business jargons and differentiate between divisions of business
CLO2	Understand stakeholders of business and importance of managing them
CLO3	Understand forms of business i.e. sole proprietorship, firms and company
CLO4	Understand documents required according to supervisory authorities. E.g. Partnership deed, Memorandum of association, Articles of association, Prospectus etc.
CLO5	will be able to comprehend types of capital i.e. shares, debentures etc.
CLO6	know the procedures and types of meeting which are necessary for a joint stock company
CLO7	Get exposure towards winding up of a business keeping in view to bring the losses to minimum level

Detailed Course Content:

Week	Content
1.	Introduction and meaning of Business Concept of business, characteristics and importance of business
2.	Division of business objectives of business, Division or component of business, Key stakeholders in business
3.	Sole Proprietorship

- Concept, Importance, Merits and demerits, Legal status of sole proprietorship
4. Partnership:
Concept, Characteristics, Registered and Un-registered partnership, Partnership Deed, Types of partners
 5. Partnership
Rights & liabilities and duties of partners, Admission and withdrawals of partners, The position of a Minor in partnership, Registration of a firm, Dissolution of a firm
 6. Joint Stock Company:
Concept, Characteristics, Features, Merits and demerits, Classification of companies, Meaning of private limited company, Single member company (SMC), its Merits and Demerits, conversion of a private limited company to a public limited company
 7. Joint stock company
Formation stages, Promotion and classification of promoters, Memorandum of Association, Article of Association, Prospectus and its purpose, statement in lieu of prospectus
 8. MID TERM EXAM
 9. Capital:
Classes of capital, types of shares, Difference between transfer and transmission of shares, Debentures and its types, Distinction between shares and debentures
 10. IPOs, Underwriting and Dividend:
Concept of Initial Public Offering (IPO), underwriting of shares, Plough back of profit, Dividend
 11. Company Management:
Shareholders and their Rights, Basic infrastructural hierarchy of a company, Powers and liabilities of directors
 12. Company meetings:
Statutory meeting, Annual general meeting, Extra ordinary general meeting and board meeting along with purpose and procedure of calling each meeting
 13. winding up a company:
Concept and methods of liquidation of a company with necessary procedure
 14. **Stock Exchanges and Trading of Shares:** Introduction of stock exchange, Different types of Trading Transactions, Exposure of transfer of shares / trading through online transaction
 15. **Business Risk:** Concept of risk, mitigation of risk with Basic information about Insurance
 16. Final Project Presentations

FINAL TERM EXAM

Recommended Books:

- 1) Jeff Madura: Fundamentals of Business (Latest edition.)

- 2) M. Saeed Nasir: Introduction to Business (Latest edition.)
- 3) Theodore J. Sielaff and John W. Aberle. Introduction to Business. Belmont, California
Wordsworth Publishing Company, Inc.
- 4) Nisar-ud-Din. Business Organization. Aziz Publishers, Lahore.
- 5) Relevant material available at <https://smeda.org/> or any other website advised by Instructor

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Fundamentals of Accounting

Course code	BUAS1113
Course title	Fundamentals of Accounting
Credit hours	3(3+0)
Prerequisite(s):	None

Course Description:

The purpose of accounting is to accumulate and report on financial information about the performance, financial position, and cash flows of a business. This information is then used to reach decisions about how to manage the business, or invest in it, or lend money to it.

Course Objectives:

- CO1 To enable the students to understand types of business and users
- CO2 To enable the students to understand basic concepts of accounting
- CO3 To teach the students how to prepare and analyze financial statement and understand business position
- CO4 To prepare the students for understanding accounting systems and recording day to day business transactions
- CO5 To enable the students how to manage accounting books after preparing trial balance
- CO6 To understand how to prepare accounts from incomplete records
- CO7 To prepare the students how to manage partnership accounts and company accounts
- CO8 To enable the students how to manage branch account

Course Learning Outcomes:

After the completion of the course the students will be able to:

- CLO1 Understand different types of business organizations
- CLO2 Understand basic concepts of accounting
- CLO3 Understand some components of financial statement
- CLO4 Record business transactions
- CLO5 Manage adjusting entries
- CLO6 Prepare accounts from incomplete records
- CLO7 Manage partnership and company accounts
- CLO8 Understand and manage branches account

Detailed Course Content:

- | Week | Content |
|------|---|
| 1. | Introduction to Accounting and Business: Nature of Business and Accounting, Types of Businesses, Types of Business Organization, Users of Accounting Information, Role of Ethics in Business, Role of Accounting in Business, Profession of Accounting |
| 2. | Fundamental Accounting Concepts, Principles and Policies: The Business Entity Concept, The Reliability (or Objectivity) principle, Historical Cost Convention, Substance |

- Over Form, The Fair Value Principle, The Going-Concern Assumptions, The Realization Principle, The Matching Principle, Money Measurement (Stable Dollar Assumption), Materiality
3. **Financial Statements:** Business Transactions and The Accounting Equation, Effects of Business Transactions on Accounting Elements, Set of Financial Statements, Definition of Income Statement, Components of Income Statement : Revenues, Expenses, Gains and Losses, Accounting for Revenues and Expenses
 4. **Financial Statements:** Statement of Owner's Equity, Definition of Balance Sheet, Components of Balance Sheet: Assets, Liabilities, Equity, Statement of Cash Flows, Operating, Investing and Financing Activities, Direct Method, Interrelationships Among Financial Statements
 5. **The Recording Process:** Accrual Basis and Cash Basis of Accounting, Chart of Accounts, Phases in Accounting Cycle, Account and its Recording Process, Types of Accounts – Permanent and Temporary, Double Entry Book Keeping System, Rules of Debit and Credit
 6. **Accounts from incomplete records:** single entry system, profit determination under single entry system, profit determination under net-worth method and conversion method
 7. **Accounts from incomplete records:** profit determination under conversion method
 8. MID TERM EXAM
 9. **Completing the Accounting Cycle:** Flow of Accounting Information, Journalizing and Posting, Closing Entries, Post-Closing Trial Balance, Adequate Disclosure and Types of Information to be Disclosed,
 10. **Completing the Accounting Cycle:** Income Statement, Statement of Owner's Equity, Balance Sheet, Illustrations and Questions
 11. **Partnership and company account:** an introduction, goodwill for sole trader and partnership,
 12. **Partnership and company account:** Revaluation of partnership assets, partnership dissolution
 13. **Partnership and company account:** An introduction to the financial statements of limited liability companies,
 14. **Partnership and company account:** Purchase of existing partnership and sole traders' businesses
 15. Accounting for branches
 16. Final Project Presentations
FINAL TERM EXAM

Recommended Books:

- Accounting: The basis for business decisions by Robert F. Meigs, Walter B. Meigs and Mary A. Ferrara
- Frank Wood's Financial Accounting by Frank Wood, Edition 2, Publisher Pearson Education Asia Limited, 2014, ISBN 9882294812, 9789882294813

- Accounting by Sohail Afzal

Ideology & Constitution of Pakistan

Course Code: PAKS1119

Course Title: Ideology & Constitution of Pakistan

Credit Hours: 02(2+0)

Prerequisite(s): None

Specific Objectives of course: This course is designed to provide students with a fundamental exploration of the ideology and the constitution of Pakistan. The course focuses on the underlying principles, beliefs, and aspirations that have been instrumental in shaping the creation and development of Pakistan as a sovereign state. Moreover, the course will enable students to understand the core provisions of the Constitution of the Islamic Republic of Pakistan concerning the fundamental rights and responsibilities of Pakistani citizens to enable them function in a socially responsible manner.

Course Outline:

Introduction to the Ideology of Pakistan:

Definition and significance of ideology.

Historical context of the creation of Pakistan (with emphasis on socio-political, religious, and cultural dynamics of British India between 1857 till 1947).

Contributions of founding fathers of Pakistan in the freedom movement including but not limited to Allama Muhammad Iqbal, Muhammad Ali Jinnah., etc.

Contributions of women and students in the freedom movement for separate homeland for Muslims of British India

Two-Nation Theory:

Evolution of the Two-Nation Theory (Urdu-Hindi controversy, Partition of Bengal, Simla Deputation 1906, Allama Iqbal's Presidential Address 1930, Congress Ministries 1937 Lahore Resolution 1940).

Role of communalism and religious differences.

Introduction to the Constitution of Pakistan:

Definition and importance of a constitution.

Ideological factors that shaped the Constitution(s) of Pakistan (Objectives Resolution 1949).

Overview of constitutional developments in Pakistan.

Constitution and State Structure:

Structure of Government (executive, legislature, and judiciary).

Distribution of powers between federal and provincial governments.

18th Amendment and its impact on federalism.

Fundamental Rights, Principles of Policy and Responsibilities:

Overview of fundamental rights guaranteed to citizens by the Constitution of Pakistan 1973

(Articles 8-28).

Overview of Principles of Policy (Articles 29-40).

Responsibilities of the Pakistani citizens (Article 5).

Constitutional Amendments:

Procedures for amending the Constitution.

Notable constitutional amendments and their implications.

Recommended Books

Akbar S. Ahmed. *Jinnah. Pakistan and Islamic Identity: The Search for Saladin*

Burki, Shahid Javed. (1980). *State & Society in Pakistan*. Macmillan Press Ltd.

Chawla, M. Iqbal. (2011). *Wavell and the dying days of the Raj: Britain's penultimate viceroy in India*. OUP.

G. W. Choudhury. (n.d.). *Constitutional development in Pakistan*, new edition, Peace Publication.

G.W. Choudhury. *Constitution-Making in Pakistan: The Dynamics of Political Order*

Hamid Khan. *Constitutional and Political Development of Pakistan*” by

Ian Talbot. *Pakistan: A New History*

Javed Iqbal. *Ideology of Pakistan*

K.K. Aziz. *The Making of Pakistan: A Study in Nationalism*

Khalid Bin Sayeed. *Pakistan the Formative Phase*

Khan, H. (2001). *Constitutional and political history of Pakistan*. OUP.

I.H. Qureshi. *The Struggle for Pakistan*

Lawrence Ziring. *Pakistan in the Twentieth Century: A Political History*

M.R Kazimi. (2023). *Pakistan Studies*. Karachi, OUP.

Mahboob Hussain. *The Parliament of Pakistan*” by

Safdar Mahmood. *Pakistan: Political Roots and Development*

Sharif-ul-Mujahid. *Ideology of Pakistan*

Stephen P. Cohen. *The Idea of Pakistan*

The Constitution of Pakistan 1973. Original.

Zahid, Ansar. (1980). *History & Culture of Sindh*. Karachi: Royal Book Compan.

Semester 2

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Expository Writing	ENGL1120	3(3+0)	General Education 5
2	Application of Information & Communication Technologies	COMP1116	3(2+1)	General Education 6
3	Exploring Quantitative Skills	MATH1126	3(3+0)	General Education (QR) 7
4	حکمت، حکایت اور رزمیہ ادب	URDU3134	2(2+0)	General Education (A&H) 8
5	Islamic Studies / Ethics***	ISLA1111 / HUMN1111	2(2+0)	General Education 9
6	Principles of Management	BUSA3111	3(3+0)	Disciplinary
7	Tarjumma Quran/Wahdat Adian aur Mazhab e Alam*	ISLA1121/ ISLA1120	1(1+0)	
	Total Credit Hours		16 + 1	

Expository Writing

Course code:	ENGL1120
Course Title:	Expository Writing
Credit hours:	3(3+0)
Prerequisite(s):	None

Course Description

In this course students will work on writing skills needed to succeed in the academic environment at the campus. The course will use instructor provided authentic materials on academic topics. The assignments and course work cover major components of academic writing, including understanding the organizational structure of academic papers, paraphrasing and summarizing others' ideas, and using outside sources to support arguments.

Course Objectives:

At the end of the course, the students will be able to:

- Develop skills as reflective and self-directed learners
- Critically evaluate and review various types of texts and summarize them
- Develop analytical and problem-solving skills to address various community-specific challenges
- Intellectually engage with different stages of the writing process, such as: brainstorming, mind mapping, free writing, drafting and revision, etc.

Learning outcomes:

By the end of this course, the students will be able to:

- Write, edit and proofread a short essay in English language
- Present ideas to the whole class in team presentations using English that is comprehensible and engaging.
- Critically analyze a text written in English by using different required linguistic strategies.
- Draft a letter to editor and for other academic and professional purposes.

Course outline:

1. Writing Process

- Invention
- Generating Ideas (collecting information in various forms such as mind maps, tables, lists, charts, etc.)
- Identifying Audience, Purpose, and Message
- Ordering Information
- Chronology for a narrative
- Stages of a process

- From general to specific and vice versa
 - From most important to least important
 - Advantages and disadvantages
 - Comparison and contrast
 - Problem solution pattern
 - Drafting
 - Free Writing
 - Revising
 - Editing
2. Reading Skills
- Introduction to basic reading skills
 - Strategies to enhance reading skills
 - Reading skills for enhancing critical thinking
3. Paraphrasing
4. Cohesion and Coherence
- Cohesive Devices
 - Paragraph unity
5. Summary and Précis Writing
6. Creative Writing
7. Letter writing
- Different types of professional/business letters, etc.
 - Letter writing styles of professional/business letters, etc.
8. Essay Writing
- developing a thesis
 - organizing an essay
 - writing effective introduction and conclusion
 - different types of essays
 - use of various rhetorical modes including exposition, argumentation and analysis
 - Expository Essays: selecting and investigating an idea, evaluating evidence and structuring argument
 - Analytical Writing: scope and form
 - Argumentative Essays: scope and form

Methodology

This course requires the relevant reading material mentioned in recommended readings. The teacher shall provide relevant material with an expectation that students themselves shall try to expand their knowledge through the extra readings. However, some personal exercises and experiences shall form the essential part of teaching methodology. The course shall begin by a lecture method and reading assignments and move towards a pattern of discussion/demonstration and presentation of practical problems in understanding the course content. Short assignments/surprise test and class participation shall be marked against the marks of sessional category to help develop efficiency among the students.

Recommended Readings:

- Barnet, S. & Bedau, H. (2004). *Critical Thinking: Reading and Writing. A Brief Guide to Writing.* 6th Ed.
- Behrens & Rosen. (2007). *Reading and Writing across the Curriculum.*
- Caplan, Nigel A. (2012). *Grammar Choices for Graduate and Professional Writers.* Ann Arbor: University of Michigan.
- Goatly, A. (2000). *Critical Reading and Writing: An Introductory Course.* London: Taylor & Francis
- Hacker, D. (1992). *A Writer's Reference.* 2nd ed. Boston: St. Martin's
- Raman, M, & Sharma, S. (2015). *Technical Communication: Principles and Practice.* 3rd Ed. New Delhi, India: OUP India

Application of Information & Communication Technologies

Course code	COMP1116
Course title	Application of Information & Communication Technologies
Credit hours	3 (2+1)
Prerequisite	None

Description:

This course is designed to provide students with an exploration of the practical applications of Information and Communication Technologies (ICT) and software tools in various domains. Students will gain hands-on experience with a range of applications, learning how to leverage ICT to solve daily life problems, enhance productivity, and innovate in different fields. Through individual and interactive exercises and discussions, students will develop proficiency in utilizing software for communication, creativity, and more.

Course Learning Outcomes:

By the end of this course, students will be able to:

1. Explain the fundamental concepts, components, and scope of Information and Communication Technologies (ICT)
2. Identify uses of various ICT platforms and tools for different purposes.
3. Apply ICT platforms and tools for different purposes to address basic needs in different domains of daily, academics, and professional life.
4. Understand the ethical and legal considerations to use of ICT platforms and tools.

Syllabus

1. Introduction to Information and Communication Technologies

- Components of Information and Communication Technologies (basis of hardware, software, ICT platforms, networks, local, and cloud data storage etc.)
- Scope of Information and Communication Technologies (use of ICT in education, business, governance, health care, digital media and entertainment, etc.)
- Emerging technologies and future trends.

2. Basic ICT Productivity Tools:

- Effective use of popular search engines (e.g., Google, Bing, etc.) to explore World Wide Web.
- Formal Communication Tools and etiquettes (Gmail, Microsoft Outlook, etc.).
- Microsoft Office Suites (word, Excel, PowerPoint).
- Google Workspace (Google Docs, Sheets, Slides).
- Dropbox (Cloud Storage and file sharing), Google Drive (Cloud storage with Google Docs integration) and Microsoft OneDrive (Cloud storage with Microsoft Office Integration).

- Evernote (Note-taking and organization applications) and OneNote (Microsoft's digital notebook for capturing and organizing ideas).
- Video conferencing (Google Meet, Microsoft Teams, Zoom, etc.).
- Social media applications (LinkedIn, Facebook, Instagram, etc.).

3. ICT in Education :

- Working with learning management systems (Moodle, Canvas, Google Classrooms, etc.).
- Sources of online education courses (Coursera, edX, Udemy, Khan Academy, etc.).
- Interactive multimedia and virtual classrooms.

4. ICT in Health and Well-being:

- Health and fitness tracking devices and applications (Google Fit, Samsung Health, Apple Health, Xiaomi, Mi Band, Runkeeper, etc.).
- Telemedicine and online health consultations (OLADOC, Sehat Kahani, Marham, etc.)

5. ICT in Personal Finance and Shopping:

- Online banking and financial management tools (.lazzCash, Easypaisa, Zong PayMax, 1LINK and MNET, Keenu Wallet, etc.).
- E-commerce platforms (Darazpk, Telemart, Shophive, etc.).

6. Digital Citizenship and Online Etiquette:

- Digital identity and online reputation.
- Netiquette and respectful online communication.
- Cyberbullying and online harassment.

7. Ethical Considerations in Use of ICT Platforms and Tools:

- Intellectual property and copyright issues.
- Ensuring originality in content creation by avoiding plagiarism and unauthorized use of information sources.
- Content accuracy and integrity (ensuring that the content shared through ICT platforms is free from misinformation, fake news, and manipulation).

Practical Requirements

As part of the overall learning requirements, the course will include:

1. Guided tutorials and exercises to ensure that students are proficient in commonly used software applications such as word processing software (e.g., Microsoft Word), presentation software (e.g., Microsoft PowerPoint), spreadsheet software (e.g., Microsoft Excel) among such other tools. Students may be assigned practical tasks that require them to create documents, presentations, and spreadsheets etc.
2. Assigning of tasks that involve creating, managing, and organizing files and folders on both local and cloud storage systems. Students will practice file naming conventions, creating directories, and using cloud storage solutions (e.g., Google Drive, OneDrive).
3. The use of online learning management systems (LMS) where students can access course materials, submit assignments, participate in discussion forums, and take quizzes or tests. This will provide students with the practical experience with online platforms commonly used in education and the workplace.

Suggested Instructional Reading Materials

1. "Discovering Computers" by Vermaat, Shaffer, and Freund.
2. "GO! with Microsoft Office" Series by Gaskin, Vargas, and McLellan.
3. "Exploring Microsoft Office" Series by Grauer and Poatsy.
4. "Computing Essentials" by Morley and Parker.
5. "Technology in Action" by Evans, Martin. and Poatsy.

Exploring Quantitative Skills

Course Title: Exploring Quantitative Skills

Course Code: MATH1126

Credit Hours: 3(3+0)

UGE Policy V 1.1 : General Education Course

Credits: 03
Pre-Requisite: Nil
Offering: Undergraduate Degrees (including Associate Degrees)
Placement: 1 - 4 Semesters
Type: Mandatory
Fields: All

DESCRIPTION

Quantitative Reasoning (I) is an introductory-level undergraduate course that focuses on the fundamentals related to the quantitative concepts and analysis. The course is designed to familiarize students with the basic concepts of mathematics and statistics and to develop students' abilities to analyze and interpret quantitative information. Through a combination of theoretical concepts and practical exercises, this course will also enable students cultivate their quantitative literacy and problem-solving skills while effectively expanding their academic horizon and breadth of knowledge of their specific major / field of study.

COURSE LEARNING OUTCOMES

By the end of this course, students shall have:

1. Fundamental numerical literacy to enable them work with numbers, understand their meaning and present data accurately;
2. Understanding of fundamental mathematical and statistical concepts;
3. Basic ability to interpret data presented in various formats including but not limited to tables, graphs, charts, and equations etc.

SYLLABUS

1. **Numerical Literacy**
 - Number system and basic arithmetic operations;
 - Units and their conversions, dimensions, area, perimeter and volume;
 - Rates, ratios, proportions and percentages;
 - Types and sources of data;
 - Measurement scales;
 - Tabular and graphical presentation of data;
 - Quantitative reasoning exercises using number knowledge.
2. **Fundamental Mathematical Concepts**
 - Basics of geometry (lines, angles, circles, polygons etc.);
 - Sets and their operations;
 - Relations, functions, and their graphs;
 - Exponents, factoring and simplifying algebraic expressions;
 - Algebraic and graphical solutions of linear and quadratic equations and inequalities;
 - Quantitative reasoning exercises using fundamental mathematical concepts.
3. **Fundamental Statistical Concepts**
 - Population and sample;
 - Measures of central tendency, dispersion and data interpretation;
 - Rules of counting (multiplicative, permutation and combination);
 - Basic probability theory;
 - Introduction to random variables and their probability distributions;
 - Quantitative reasoning exercises using fundamental statistical concepts.

SUGGESTED INSTRUCTIONAL / READING MATERIALS

1. "Quantitative Reasoning: Tools for Today's Informed Citizen" by Bernard L. Madison, Lynn and Arthur Steen.
2. "Quantitative Reasoning for the Information Age" by Bernard L. Madison and David M. Bressoud.
3. "Fundamentals of Mathematics" by Wade Ellis.
4. "Quantitative Reasoning: Thinking in Numbers" by Eric Zaslow.
5. "Thinking Clearly with Data: A Guide to Quantitative Reasoning and Analysis" by Ethan Bueno de Mesquita and Anthony Fowler.
6. "Using and Understanding Mathematics: A Quantitative Reasoning Approach" by Bennett, J. O., Briggs, W. L., & Badalamenti, A.
7. "Discrete Mathematics and its Applications" by Kenneth H. Rosen.
8. "Statistics for Technology: A Course in Applied Statistics" by Chatfield, C.
9. "Statistics: Unlocking the Power of Data" by Robin H. Lock, Patti Frazer Lock, Kari Lock Morgan, and Eric F. Lock.

حکمت، حکایت اور رزمیہ ادب

کوڈ:

کورس

URDU3134

کورس ٹائٹل: حکمت، حکایت اور رزمیہ ادب

2(2+0)

کریڈٹ آورز:

پری

کوئی

ریکوزیٹ:

نہیں

نصاب کی وضاحت: (Course Discription)

یہ کورس تین اجزا پر مبنی ہے جس میں مطالعہ ادب اور دیگر تخلیقی سرگرمیاں شامل ہیں۔ پہلا جزو حکمت (Wisdom Literature) سے متعلق ہے جو خاص طور پر معروف ادبی شخصیت سعدی اور صاحب طرز انشا پرداز مولانا محمد حسین آزاد کی تحریروں پر مشتمل ہے۔ دوسرا جزو حکایت (Fables) کے نام سے ہے جس میں ایسی کہانیاں اور نظمیں شامل کی گئی ہیں جن میں جانوروں کے تمثیلی کردار دانش و بینش اور خرد افروزی جیسی انسانی صفات کے حامل دکھائے گئے ہیں۔ تیسرا جزو اردو کے شیکسپئیر آغا حشر کاشمیری کے رزمیہ "رستم و سہراب" کے اختتامی ابواب پر مشتمل ہے۔

مقاصد تدریس:

- حکمت (Wisdom Literature)، حکایت (Fables) اور رزمیہ ادب (Mythological Literature) کے ذریعے طلبہ کی عملی کردار سازی کے ساتھ تہذیبی، جمالیاتی اور اخلاقی تربیت کی سعی کرنا
- طلبہ کی تخلیقی صلاحیتوں کی آبیاری کرنا اور انہیں تخلیق کے اصولوں سے واقف کرنا تاکہ ان میں لکھنے پڑھنے کی صلاحیت پیدا ہو سکے۔
- نثری اور شعری تفہیم کے ذریعے طلبہ میں برداشت، رواداری اور امن دوستی کے فروغ کے ساتھ ان کے دینی اور وطنی جذبات کی درست سمت میں رہنمائی کرنا

نصاب کی تفصیل:

I. حکمت (Wisdom Literature)

حصہ اول: گلستان سعدی (Gulistan-E-Sa'di)

شیخ شرف الدین مصلح سعدی شیرازی، گلستان مترجم، مترجم مولانا قاضی سجاد حسین (لاہور، مکتبہ رحمانیہ، س ن)

پانچ منتخب حکایات

1- باب اول، حکایت بیست: آوردہ اندکہ نوشیروان عادل رار شکار، صفحہ 57

2- باب اول، حکایت بیست و یک: عاملے راشنیدم کہ خانہ رعیت خراب کردے، صفحہ 57

- 3- باب اول، حکایت بیست و ہفتم: ظالمے را حکایت کنندکہ بیزم درویشان، صفحہ 66
- 4- باب اول، حکایت بیست و نہم: درویشے مجرد بگوشہ صحرائے نشستہ بود، صفحہ 69
- 5- باب دوم، حکایت ششم: زاہدے مہمان پادشاہے بود، صفحہ 86
- حصہ دوم: مضمون "انسان کسی حال میں خوش نہیں رہتا" (مولانا محمد حسین آزاد)

II. حکایت (Fables)

حصہ اول : کلیلہ و دمنہ یا خرد افروز از سراج الدین (لاہور: مجلس ترقی ادب، 1963ء) کا درج ذیل باب شامل نصاب ہے۔

باب ششم - دشمنوں کے کاروبار و دنیا کے سوچنے اور ان کے فریب سے نڈر رہنے میں
حصہ دوم: بانگ درا

سر محمد اقبال، کلیات اقبال (لاہور: اقبال اکیڈمی، 2021ء)

- 1- ایک مکڑا اور مکھی
- 2- ایک پہاڑ اور گلہری
- 3- ایک گائے اور بکری
- 4- پرندے کی فریاد
- 5- ہمدردی

III. رزمیہ ادب (Epic)

رزمیہ ڈراما "رستم و سہراب" کے باب سوم کے آخری تین مناظر

کُتب برائے مطالعہ:

- 1- شرح بانگ درا (یوسف سلیم چشتی)
- 2- نیرنگ خیال (مولانا محمد حسین آزاد)
- 3- رستم و سہراب (آغا حشر کاشمیری)
- 4- اردو ڈراما : تاریخ و تنقید (عشرت رحمانی)
- 5- فرہنگ آصفیہ ، سید احمد دہلوی

ربنمائے اساتذہ:

اساتذہ اس کورس کی تدریس کے دوران بلند خوانی اور درست تلفظ کی ادائیگی کے ساتھ رموز اوقاف کی تربیت، فرہنگ سے واقفیت، شعری و نثری آہنگ کا احساس بیدار کرنا، تلمیحات، اسلوب کی خصوصیات، ادبی محاسن اور دیگر شعری وسائل سے آگاہی کا اہتمام کریں گے۔

Course Code: ISLA1111

Course Title: Islamic Studies

Credit Hours: 2 (2+0)

Prerequisite(s): None

UGE Policy V 1.1: General Education Course

Undergraduate Degrees (including Associate Degrees)

Fields: All

Introduction/Compulsory Foundation Course

This course is designed to provide students with a comprehensive overview of the fundamental aspects of Islam, its beliefs, practices, history and influence on society. It will further familiarize the students with a solid foundation in understanding Islam from an academic and cultural perspective. Through this course, students will have an enhanced understanding of Islam's multifaceted dimensions which will enable them to navigate complex discussions about Islam's historical and contemporary role, fostering empathy, respect, and informed dialogue.

Course Learning Outcomes

By the end of this course, students will be able to:

1. Demonstrate enhanced knowledge of Islamic foundational beliefs, practices, historical development, spiritual values and ethical principles.
2. Describe basic sources of Islamic law and their application in daily life.
3. Identify and discuss contemporary issues being faced by the Muslim world including social challenges, gender roles and interfaith interactions.

Syllabus

1. Introduction to Islam:

- Definition of Islam and its core beliefs.
- The Holy Quran (introduction, revelation and compilation).
- Hadith and Sunnah (compilation, classification, and significance).
- Key theological concepts and themes (Tawhid, Prophethood, Akhirah etc.).

2. Sirah of the Holy Prophet (Peace Be Upon Him) as Uswa-i-Hasana:

- Life and legacy of the Holy Prophet PBUH.
- Diverse roles of the Holy Prophet PBUH (as an individual, educator, peace maker, leader etc.).

3. Islamic History and Civilization:

- World before Islam.
- The Rashidun Caliphate and expansion of Islamic rule.
- Contribution of Muslim scientists and philosophers in shaping world civilization.

4. Islamic Jurisprudence (Fiqh):

- Fundamental sources of Islamic jurisprudence.
- Pillars of Islam and their significance.
- Major schools of Islamic jurisprudence.
- Significance and principles of Ijtihad.

5. Family and Society in Islam:

- Status and rights of women in Islamic teachings.
- Marriage, family, and gender roles in Muslim society.
- Family structure and values in Muslim society.

6. Islam and the Modern World:

- Relevance of Islam in the modern world (globalization, challenges and prospects).
- Islamophobia, interfaith dialogue, and multiculturalism.
- Islamic viewpoint towards socio-cultural and technological changes.

Suggested Instructional/Reading Materials

1. "The Five Pillars of Islam: A Journey Through the Divine Acts of Worship" by Muhammad Mustafa Al-Azami.
2. "The Five Pillars of Islam: A Framework for Islamic Values and Character Building" by Musharraf Hussain.
3. "Towards Understanding Islam" by Abul A' la Mawdudi.
4. "Islami Nazria e Hayat" by Khurshid Ahmad.
5. "An Introduction to Islamic Theology" by John Renard.
6. "Islamic Civilization Foundations Belief & Principles" by Abul A' la Mawdudi.
7. "Women and Social Justice: An Islamic Paradigm" by Dr. Anis Ahmad.
8. "Islam: Its Meaning and Message" by Khurshid Ahmad.

Note: This course is compulsory for Muslim and optional for non-Muslim undergraduate students.

Non-Muslim students can opt for any course of at least the same or more credits in subjects such as religious studies, ethics, theology, comparative religion, Christian ethics, etc.

Ethics

Course Code: HUMN1111

Course Title: Ethics

Credit Hours: 2(2+0)

Prerequisite(s): None

Course Objectives:

- This course will serve as an introduction to religious ethics in general and to personal ethics in particular.
- You will consider the positions of historical thinkers as well as contemporary philosophers.
- You will gain understanding of specific topics in character building. **Topics**

1. What is Ethics?
2. Religious Ethics: A Comparative Study
3. Ethical Values
 - i. Hinduism
 - ii. Buddhism
 - iii. Zoroasterianism
 - iv. Judaism
 - v. Christianity and Islam
4. Ethics: Philosophical Perspective
 - i. Ram Chander Ji
 - ii. Mahatma Gandhi
 - iii. Siddharta iv. Amanual Kant
 - v. Saint Paul
 - vi. Flourence Nightingale
 - vii. Aurbindu Ghoos
 - viii. Imam Ghazali
5. Mannerism
 - i. Good Manners
 - ii. Bad Manners
6. Ethics: Social Perspective
 - i. Role of Family
 - ii. Role of Community
 - iii. Role of Educational Institutions
7. Defence Mechanism
 - i. Conscience
 - ii. Sin

- iii. Self Ego
- iv. Law
- v. Crime iii. Character Building
- 8. Prejudice
- 9. Regionalism
- 10. Provincialism

Suggested Books

- Ethical Theory: An Anthology 5th ed. Russ Shafer-Landau. Wiley-Blackwell. 2013
- The Fundamentals of Ethics 2nd ed. Russ Shafer-Landau. Oxford University Press. 2011.

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Principles of Management

Course Code: BUSA3111
 Course Title: Principles of Management
 Credit Hours: 3(3+0)
 Prerequisite(s): Introduction to Business

Course Description:

The course is designed to provide students with an overview of the management functions and its role in organizations and society. The course aims to provide students with the basic managerial knowledge necessary for business students and to cope up with the environment.

Course Learning Outcomes:

At the end of this course, the student will be able to:

- CLO1: Understand basics of management functions
- CLO 2: Comprehend various roles of a manager in an organization
- CLO 3: Learn about micro and macro-organizational environments
- CLO 4: Understand the basics of organizational theory like organizational structure, leadership and decision making

Detailed Course Outline:

Week	Contents
1	Introduction to Management: Management and managers, management and organizations, managerial roles, management functions, levels, and skills
2-3	Historical Background of Management: Management theories and perspectives
4-5	Environment: External and internal environment of an organization, manager's response to complex and dynamic organizational environment
6	Decision-Making: Basics of decision making, decision-making process, effective decision making
7	Planning: Planning process, planning and management, Management by Objectives (MBO)
8	MID TERM EXAM
9-11	Organizing: Organization structure, vertical organization, horizontal organization, formalization, Organization Design (OD), factors affecting OD, forms of OD
12-13	Leadership: Managers vs. leaders, leadership theories
14	Controlling: Defining and importance of controlling in organization, control process, control in the organization
15	Management Functions and Their Domains: In this concluding session the instructor will briefly tell the students about various management/business domains and how these are linked with various management functions (as given below): Planning: Strategic management; Organizing: Organization theory and design, Communication, HRM; Leading: Leadership, Organizational behaviour; Controlling: Operations management, Management information system; Globalization: Globalization and international business

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FINAL TERM EXAM

Recommended Book (Latest editions):

Title	Management
Authors	<u>Thomas S. Bateman</u> , <u>Scott A. Snell</u>
Edition	7, revised
Publisher	McGraw-Hill Higher Education, 2006
ISBN	007110853X, 9780071108539

Reference books

1. Management by Courtland L. Bovee
2. Management by Stephen P. Robbins and Mary Coulter

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Semester 3

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Business Ethics and Sustainability	BUSA2117	3(3+0)	Disciplinary
2	Tools for Quantitative Reasoning	MATH2118	3(3+0)	General Education (QR) 10
3	Human Resource Management	BUSA2115	3(3+0)	Disciplinary
4	Financial Accounting	BUSA3112	3(3+0)	Disciplinary
5	Principles of Marketing	BUSA2114	3(3+0)	Disciplinary
6	Principles of Microeconomics	ECON1111	3(3+0)	Interdisciplinary
	Total Credit Hours		18	

Business Ethics and Sustainability

Course code	BUSA2117
Course title	Business Ethics and sustainability
Credit hours	3(3+0)
Prerequisite	Principles of Management

Course Description:	<p>The effects of business activity are coming under growing scrutiny from a variety of stakeholders in an integrated global corporate environment. Managers are under more pressure than ever to strike a balance between short- and long-term goals for economic, social, and environmental sustainability. This course gives business students the skills they need to manage and lead organizations in a more ethical and sustainable way. Ethical thinking, corporate social and environmental responsibility, stakeholder management, professional ethics, and ethical leadership will be among the topics covered.</p>
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Course Objectives:

CO1	To develop an in-depth comprehension of the “three-pillars” of the discipline, moral philosophy, ethical issues and dilemmas, and corporate social responsibility,
CO2	To strengthen students’ ability to anticipate, analyze, evaluate, and appropriately respond to some of the critical ethical challenges, which managers confront in the business world, enable students to appreciate the Islamic principles of ethical conduct in business
CO3	To understand the role of corporate social responsibility in maintaining business ethics
CO4	To understand the role of business ethics in ensuring sustainable business

Course Learning Objectives:

After the completion of the course students will be able to:

CLO1	Recognize ethical considerations and values relevant to business activity.
CLO2	Evaluate common beliefs about ethics—especially common beliefs about the role of ethics in business.
CLO3	Reflect on the nature of business, realize alternatives models for conducting business.
CLO4	Apply moral reasoning to specific situations and defend the conclusions of that reasoning.
CLO5	Evaluate the ethics of particular business decisions and particularly understanding sustainability
CLO6	Understand what is CSR and how it correlates with Ethical Concepts

DETAILED COURSE OUTLINE:

Week	Content
1	Introduction & Overview: Understanding Ethics, Ethical dilemma
2	Defining Business Ethics: What is business ethics? Who are stakeholders? Resolving ethical dilemmas
3	Organizational Ethics: ethical challenges by organizational functions
4-6	Corporate Social Responsibility Innovative and green Business Models: The concepts of the green economy, green growth, and eco-industries all emphasise sustainable use of resources, so that future generations may not experience resource scarcities or be exposed to environmental risks and thus be worse off than previous generations.
7-8	Corporate Governance MID TERM EXAMS
9	The Role of Government
10	Managing for Sustainability in a Global Context
11	Social sustainability and sustainable development
12	Blowing the Whistle
13	Ethics and Technology
14	Ethics and Globalization
15	Making it work... Islamic perspective of business ethics Understand the Islamic precepts of ethical business conduct and appreciate their relation with the Islamic World view
16	FINAL EXAMS

Recommended Book:

1. Business Ethics Now by Ghillyer
2. Cases at the end of each chapter

Reference Books:

1. Benn, S., Edwards, M., & Williams, T. M. (2018) Organizational change for corporate sustainability (Fourth ed.). Abingdon, Oxon; New York, NY: Routledge.
2. Velasquez, M. G. Business Ethics: Concept and Cases. Delhi: Pearson.
3. Beekun, R.I. Islamic Business Ethics. International Institute of Islamic Thought.
4. Ali. A.J. Business Ethics in Islam. Massachusetts: Edward Elgar
5. Boylan Michael, Series Editor, Basic Ethics in Action Series, Prentice Hall.
6. Ferrell, O.C, and Fraedrich, John, Ethical Decision Making and Cases, New York, Houghton Mifflin.
7. Post James E. and Lawrence Ann T., Business and Society, (10th Edition).
8. Business Ethics by Joseph W Weiss.

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Tools for Quantitative Reasoning

Course Title: Tools for Quantitative Reasoning

Course Code: MATH2118

Credit Hours: 3(3+0)

UGE Policy V 1.1 : General Education Course

Credits: 03
Pre-Requisite: Quantitative Reasoning (I)
Offering: Undergraduate Degrees (including Associate Degrees)
Placement: 2 - 4 Semesters
Type: Mandatory
Fields: All

DESCRIPTION

Quantitative Reasoning (II) is a sequential undergraduate course that focuses on logical reasoning supported with mathematical and statistical concepts and modeling / analysis techniques to equip students with analytical skills and critical thinking abilities necessary to navigate the complexities of the modern world. The course is designed to familiarize students with the quantitative concepts and techniques required to interpret and analyze numerical data and to inculcate an ability in students the logical reasoning to construct and evaluate arguments, identify fallacies, and think systematically. Keeping the pre-requisite course of Quantitative Reasoning (I) as its base, this course will enable students further their quantitative, logical and critical reasoning abilities to complement their specific major / field of study.

COURSE LEARNING OUTCOMES

By the end of this course, students shall have:

1. Understanding of logic and logical reasoning;
2. Understanding of basic quantitative modeling and analyses;
3. Logical reasoning skills and abilities to apply them to solve quantitative problems and evaluate arguments;
4. Ability to critically evaluate quantitative information to make evidence based decisions through appropriate computational tools.

SYLLABUS

1. **Logic, Logical and Critical Reasoning**
 - Introduction and importance of logic;
 - Inductive, deductive and abductive approaches of reasoning;
 - Propositions, arguments (valid; invalid), logical connectives, truth tables and propositional equivalences;
 - Logical fallacies;
 - Venn Diagrams;
 - Predicates and quantifiers;
 - Quantitative reasoning exercises using logical reasoning concepts and techniques.
2. **Mathematical Modeling and Analyses**
 - Introduction to deterministic models;
 - Use of linear functions for modeling in real-world situations;
 - Modeling with the system of linear equations and their solutions;
 - Elementary introduction to derivatives in mathematical modeling;
 - Linear and exponential growth and decay models;
 - Quantitative reasoning exercises using mathematical modeling.
3. **Statistical Modeling and Analyses**
 - Introduction to probabilistic models;
 - Bivariate analysis, scatter plots;

- Simple linear regression model and correlation analysis;
- Basics of estimation and confidence interval;
- Testing of hypothesis (z-test; t-test);
- Statistical inference in decision making;
- Quantitative reasoning exercises using statistical modeling.

SUGGESTED INSTRUCTIONAL / READING MATERIALS

1. "Using and Understanding Mathematics: A Quantitative Reasoning Approach" by Bennett, J. O., Briggs, W. L., & Badalamenti, A.
2. "Discrete Mathematics and its Applications" by Kenneth H. Rosen.
3. "Discrete Mathematics with Applications" by Susanna S. Epp.
4. "Applied Mathematics for Business, Economics and Social Sciences" by Frank S Budnick.
5. "Elementary Statistics: A Step by Step Approach" by Allan Bluman.
6. "Introductory Statistics" by Prem S. Mann.
7. "Applied Statistical Modeling" by Salvatore Babones.
8. "Barrons SAT" by Sharvon Weiner Green, M.A and Ira K. Wolf.

Human Resource Management

Course Code:	BUSA2115
Course Title:	Human Resource Management
Credit Hours:	3(3+0)
Prerequisite(s):	None

Course Description:

The basic purpose of HRM is to assist students in acquiring and developing skills in making reasonable decisions in the field of human resource management. The students should understand that an effective HR manager must lead the workforce, influence their behavior, and motivate them to achieve organizational goals at all costs.

Course Objectives:

CO1	To understand HR as a strategic partner of business
CO2	To assist students in focusing on and analysing the issues and techniques that must be considered while selecting and developing and appraising manpower resources.
CO3	To understand different approaches to compensate and manage employees
CO4	To acquire the requisite skills for use in HR-related matters
CO5	To teach students about practical approach to HR management and relate to real life examples
CO6	To enable students to understand ethical concerns in HR for better decision making in business
CO7	To teach students about the latest HR trends and the role of IT in it

Course Learning Outcomes:

After the completion of the course the students will be able to:

CLO1	Understand the significance of HRM to the business goals and strategy
CLO2	Understand and perform HR functions and ethical concerns in HR
CLO3	Identify the emerging challenges of HRM in real world
CLO4	Develop skill set to make important decisions regarding various HR functions
CLO5	Identify the potential HR opportunities for employment purpose in the real world
CLO6	Students will develop a basic understanding of the concepts like HRIS, HR Analytics and Digital HR

Detailed Course Content:

Week	Content
1.	Introduction to HRM

- Role of HRM in the organization, HRM functions, Authorities of HRM, HRM and other business functions Emerging Human resource management challenges: Trends in HRM, technology and HRM practices, global vs. local HRM practices
2. Legal issues and ethics related to HRM
 3. **Job Analysis:** Steps, Importance, Outcomes: Job description, job specification, Competency based Job descriptions
 4. **Human Resource Planning:** Introduction to HRP, Various Methods of HRP Forecasting
 5. **Recruitment,** Internal and External, Sources of Recruitment, Recruitment effectiveness, Job Application, Job Ads
 6. Employee Testing and Selection
Importance of Testing & Selection, The Basics of Testing And Selecting Employees, Types of Tests, Background Investigations And Other Selection Methods
 7. Employee Testing and Selection
Interviewing Candidates, Errors That Can Undermine An Interviews Usefulness, How to Design And Conduct An Effective Interview
 8. MID TERM EXAM
Training and Development: Orientation and socializing, orientation responsibility, orientation length timing, follow up Training: Training definition, steps in training process, Methods of training, On the job, Off the Job
 9. Management Development Programs
 11. **Performance Management System,** performance appraisal, appraisal process, appraisal methods, factors that may distort performance appraisal
 12. Performance Appraisal Errors, Interviews
 13. Strategic Pay Plans
Basic factors In Determining Pay Rates, Pay policies, Strategic Pay Plans, Job Evaluation Methods, Strategic Pay Plans, Steps in developing a competitive pay plan
 14. Rewards and Benefits Programs
HRIS and Analytical HR (Basic know how)
 15. Final Project Presentations
FINAL TERM EXAM

Recommended Books:

Human Resource Management. Dessler, Gary & Varkkey, Biju. 15th Edition, 2016
 Fundamentals of Human Resource Management. DeCenzo, David A.; Robbins, Stephen P. & Verhulst, Susan L. 12th Edition, 2015

Financial Accounting

Course code	BUAS3112
Course title	Financial Accounting
Credit hours	3(3+0)
Prerequisite	None

Course Description	After studying this course, the students will be able to understand and recognize the set of financial statements and record transactions using double-entry book keeping system, to apply the accounting principles and techniques and sets stage for in-depth analytical skills, and to analyze financial statements for decision making and performance management.
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Course Objectives:

CO1	To enable the students to know about issue of shares at par, premium and discount
CO2	To prepare students how to manage inventory
CO3	To teach the students about receivables
CO4	Prepare the students to know about capital and revenue expenditures
CO5	Prepare the students to depreciate fixed assets
CO6	To enable the students how to dispose intangible assets
CO7	To teach the students about cash flows

Course Learning Outcomes:

After the completion of the course the students will be able to:

CLO1	Know about the issuance of shares
CLO2	Manage inventory under various methods
CLO3	Understand and manage various receivables
CLO4	Understand what is the difference between capital and revenue expenditures
CLO5	Find out market value of a fixed asset
CLO6	Replace existing fixed assets
CLO7	Manage cash flows

Detailed Course Content:

Week	Content
1.	Corporations: Organization, Stock Transactions and Dividends: Brief Review of Fundamental Accounting Concepts, Characteristics of Corporation, Forming a Corporation, Stockholder's Equity, Classes of Shares and Share Capital
2.	Corporations: Organization, Stock Transactions and Dividends: Recording of Issue of Shares at Par, Premium and Discount, Accounting for Dividends, Reporting Retained Earnings, Stock Split
3.	Inventories: Controlling and Safeguarding Inventory, Nature and Classes of Inventories, Measurement of Inventories as per IAS-2,

- Reporting Inventory – Periodic and Perpetual Inventory System,
Inventory Cost Flow Assumptions
4. **Inventories:** First in First Out, Weighted Average Cost,
Comparison of Inventory Costing Methods, Valuation at Net
Realizable Value as per IAS-2, Inventory turnover Ratios,
 5. **Accounting for Receivables:** Classification of Receivables,
Accounts Receivable, Notes Receivable, Other Receivables,
Concept of Bad Debts/Doubtful Debts and Allowance for Bad
Debts
 6. **Accounting for Receivables:** Uncollectible Receivables, Methods
of Accounting for Uncollectible Receivable, Notes Receivable,
Accounting for Notes Receivable,
 7. **Accounting for Depreciation:** Factors in Computing Depreciation
Expense, Methods of Depreciation
 8. MID TERM EXAM
 9. **Fixed and Intangible Assets:** Nature of Tangible Non-Current
Assets (Fixed Assets), Classifying Costs, Costs of Acquiring
Tangible Non-Current Assets
 10. **Fixed and Intangible Assets:** Capital Expenditure, Revenue
Expenditure, Nature and Purpose of Depreciation
 11. **Disposal of Fixed Assets:** Nature of Intangible Non-Current
Assets, Types of Intangible Assets
 12. **Disposal of Fixed Assets:** Amortization of Intangible Assets
 13. **Statement of Cash Flows:** Purpose of Statement of Cash flows,
Reporting Cash flows, Cash and Cash Equivalent, Classification of
activities,
 14. **Statement of Cash Flows:** Cash flows from Operating Activities,
Cash flows from Investing Activities, Cash flows from Financing
Activities
 15. **Statement of Cash Flows:** Non-Cash Investing and Financing
Activities, Treatment of Interest and Dividend, Preparing the
Statement of Cash flow
 16. Final Project Presentations
FINAL TERM EXAM

Recommended Books:

- 1) Williams, Haka, Bettner: Financial & Managerial Accounting, Prentice Hall
- 2) Frank Wood's: Business Accounting 1.
- 3) Barry Elliot, Jamie Elliot: Financial Accounting and Reporting, Prentice Hall
- 4) Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso: Financial Accounting.
- 5) A. Mukherjee and M. Hanif: Financial Accounting.

Principles of Marketing

Course Code:	BUSA2114
Course Title:	Principles of Marketing
Credit Hours:	3(3+0)
Prerequisite(s):	None

Course Description:

An introduction to the study of the marketing function in the business enterprise. A study is made of market segmentation and the creation of market demand to serve profitably the needs of customers. The key elements in marketing strategy are studies – product planning and promotion – with customers and competitors as dominant reference points.

Course Objectives:

The objective of this course is

- CO1 to equip the student with knowledge and skills that will enable him/her to interpret and provide solutions to marketing problems.
- CO2 To make students understand the importance of marketing in value creation.
- CO3 to Explain the environment in which marketing organizations operate.
- CO4 To develop an understanding of the basis for segmenting a market.
- CO5 Analyse the components of the marketing mix and apply the components in making marketing decisions.

Course Learning Objectives:

After the completion of this course students will be able to:

- CLO1 Understand the basic concepts of Marketing and relevant skills.
- CLO2 Know the importance and different ways of market segmentation, market positioning and how to select target market.
- CLO3 Understand different marketing strategies to attract the target customers.
- CLO4 Develop marketing mix for targeted segment. Know the importance of building strong customer relationships and ethics involved in it.
- CLO5 Develop a sense of social responsibility in the field of marketing.
- CLO6 Understand the issues involved while marketing the product globally.

Detailed Course Outline:

- | Week | Content |
|------|---|
| 1 | Introduction of marketing basic concepts: Definition of marketing, scope of marketing, the core concepts of marketing, the production concept, the product concept, the selling concept, the marketing concept, the social marketing |

- concept. Market offerings; products, services, experiences.
Customer value and satisfaction, exchanges and relationship.
- 2-3 **Marketing strategy and the marketing mix:** Defining a market-oriented mission statement, setting objectives and goals. Designing the business portfolio, SBUS and their analysis. Developing strategies for growth and downsizing
- 4 **Marketing Environment:** The micro-environment, company, suppliers, competitors, publics, customers. Macroenvironment, major forces in the company environment and their impact.
- 5-6 **Consumer Markets:** model of consumer behavior, characteristics of consumer behavior, cultural, social, personal and psychological factors. Types of buying decision behavior. The buyer decision process
- 7 **Consumer driven marketing strategy:** market segmentation, types of segmentation, requirements for effective segmentation. Market targeting, selecting target markets segments, choosing a targeting strategy. Positioning, selecting and overall positioning strategy, developing a positioning statement.
- 8 MID TERM EXAMS
- 9-10 **Products, Services and Brands:** defining the product, services and experiences, levels of product, products and services classifications, products and services decisions, product line decisions and product mix decisions. Characteristics of services. Building brands, brand equity, building strong brands.
- 11 **Price and Strategy:** what is a price? Major pricing strategies, new product pricing strategies; market skimming pricing, market penetration pricing. Product mix pricing strategies, price adjustment strategies.
- 12 **Product development and Life Cycle:** new product development strategy, the new product development process. Product life cycle strategies for introductory, growth, maturity and decline stage.
- 13 Marketing Channels
- 14 **The Promotion mix:** Elements of promotion mix, advertising, direct marketing, sales promotion, personal selling and public relation.
- 15 **Place:** Channels of Distribution & Distribution Strategy, Needs & Significance of Intermediaries, Functions of Intermediaries, Channels of Distribution, Selecting Channel of Distribution.
- 16 FINAL TERM EXAM

Recommended Books:

- 1) Kotler, P., Armstrong, G., & Cunningham, M. H. (2016). *Principles of marketing*. Toronto: Pearson Prentice Hall.
- 2) Jobber, D. and Ellis-Chadwick, F. (2013). *Principles and Practices of Marketing*. Berkshire: McGraw-Hill.
- 3) Kotler, P. and Keller, K. (2012). *Marketing management*. Upper Saddle River, N.J.: Prentice Hall.

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Principles of Microeconomics

Course Code	ECON1111
Course title	Principles of Microeconomics
Credit hours	3(3+0)
Prerequisite	None

Specific Objectives of Course:

1. Understanding the fundamental concepts and principles of microeconomics, such as supply and demand, elasticity, consumer behavior, and market structures.
2. Analyzing the behavior of firms in different market structures, including perfect competition, monopolistic competition, oligopoly, and monopoly.
3. Understanding how prices are determined in different market structures and the factors that influence price elasticity of demand and supply.
4. Applying economic concepts and principles to real-world scenarios and current events

Course Learning Outcomes

Detailed Course Outline:

- 1 **Introduction:** Economics, Micro-economics, Macro-economics, Scarcity and choice, Rational Behavior, Limited Income, Unlimited Wants, A Budget Line, Factors of Productions
- 2 **Production Possibility Curve:** Definition, Assumptions, Law of Increasing Opportunity Cost
- 3 **The Market System:** Introduction of four economic systems. Capitalism, Socialism, Mixed Economies and Islamic Economic system
- 4-6 **Demand, Supply and Market Equilibrium:** Law of demand, the demand curve, Market Demand, Changes in Demand, Changes in Quantity Demanded, Law of Supply, the Supply Curve, Market Supply, Change in Supply Curve, Changes in Quantity Supplied, Market Equilibrium, Equilibrium Prices and Quantity, Changes in Supply, Demand and Equilibrium
- 7 **Elasticity:** Price Elasticity of Demand, Formula, Determinants of Price Elasticity of Demand, Cross Elasticity, Income Elasticity of Demand
- 8 MID TERM EXAM
- 9 **Consumer Behaviour:** Law of Diminishing Marginal Utility, Total Utility, Marginal Utility and their relations, Consumer Choice and the Budget Constraint, Utility Maximizing Rule, The Indifference Curve, Problem Solving, Class Activity
- 10-12 **The Cost of Production:** Economic Cost and Financial Cost, Short Run Production Costs, Long Run Production Cost
- 13 **Pure Competition in The Short Run:** Pure competition characteristics, Demand seen in SR, Profit Maximization in the SR, Supply Curve, Pure competition in the Long Run
- 14 **Pure Monopoly:** Characteristics of Monopoly, Demand, Output and Discrimination of Price
- 15 **Monopolistic Competition and Oligopoly:** Characteristics,

determination of Price and Output in Monopolistic Competition in short run and long run, Introduction of Oligopoly and Prisoner's Dilemma.

Recommended Books:

1. Economics by N. Gregory Mankiw
2. Economics by "MacConnell and Brue"
3. Microeconomic Theory: Basic Principles and Extensions by Walter Nicholson

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Semester 4

Sr. No.	Courses	Course Codes	Credit Hours	Course Category
1	Principles of Macroeconomics	ECON1116	3(3+0)	Interdisciplinary
2	Business Finance	BUSA2112	3(3+0)	Disciplinary
3	Mercantile Law	BUSA3120	3(3+0)	Disciplinary
4	Money and Banking	BUSA3116	3(3+0)	Disciplinary
5	Introduction to Entrepreneurship	BUSA1114	2(2+0)	General Education 12
6	Civics and Community Engagement	POLS2111	2(2+0)	General Education 11
7	Pakistan Studies	PAKS1111	2(2+0)	
8	Tarjumma Quran/Wahdat Adian aur Mazhab e Alam*	ISLA1121/ISLA1120	1(1+0)	Non-credit
	Total Credit Hours		18	

Principles of Macroeconomics

Course Code: ECON1116
Course Title: Principles of Macroeconomics
Credit Hours: 3(3+0)
Prerequisite(s): None

Course Description:

Course Objectives:

Course Learning Outcomes:

At the end of this course, the students will be able to develop the understanding of Macroeconomics concepts, theories and models and to use and understand economic models and explain economic issues with the help of actual figures and also familiarize with the working of economy.

Detailed Course outline:

Introduction: Economics, Micro-economics, Macro-economics, The Miracle of Modern Economic Growth

Measuring Domestic Output and National Income: Gross Domestic Product, The Expenditure Approach, The Income Approach, Other National Accounts, Nominal GDP versus Real GDP, Shortcomings

Economic Growth: Economic growth, modern economic growth, Determinants of Growth, Production Possibility Analysis

Business Cycles, Unemployment and Inflation: Phases of Business cycle, Measurement of unemployment, Types of unemployment, Inflation meaning, measurement and facts

Basics Macroeconomics Relationship: The income consumption and income saving relationships, The Interest rate investment, The Multiplier effects.

The Aggregate Expenditures Model: Assumptions, Consumption and Investment schedules, Changes in Equilibrium GDP and the Multiplier, Adding the Public Sector, Equilibrium versus Full Employment GDP, Recessionary expenditure gap and inflationary expenditure gap.

Aggregate Demand and Supply: Aggregate Demand, changes in Aggregate Demand, Aggregate Supply, Changes in Aggregate Supply, The Diamond Water Paradox, Equilibrium and Changes in Equilibrium.

Fiscal Policy and Monetary Policy: Introduction and Tools of Fiscal Policy, Introduction and Tools of Monetary Policy.

Recommended Books:

- 1) Economics By “MacConnell and Brue”
 - 2) Economics By “K.K. Davit”
 - 3) Principles of Macroeconomics By N. Gregory Mankiw
 - 4) Macroeconomics by R. Dornbusch, S. Fischer and Startz R.
12. Note: In addition to the above, any other text or book referred by Instructor can also be included.

Business Finance

Course code	BUSA2112
Course title	Business Finance
Credit hours	3(3+0)
Prerequisite	Introduction to Business, Financial Accounting and Business Mathematics

Course Description

Business Finance is about the basic concepts used in the financial activities of a business. This course will help to develop proficient financial managers who can easily acquire new skills as and when required. The students will learn the important reasons for understanding financial techniques by developing their knowledge regarding financial markets, financial ratio analysis, time value of money, cash flows, bonds and stocks valuation

Course Objectives:

CO1	To understand different concepts and terminologies of financial management
CO2	To understand the integrated role of financial markets, financial institutions, and management
CO3	To perform complete ratio analysis of a company
CO4	To learn about the latest approaches/tools to critically examine and measure the performance of business concerns
CO5	To develop skills to solve investment and financial problems in the light of specified goals of the firm

Course Learning Outcomes:

After the completion of the course the students will be able to:

CLO1	Recognize the contents and uses of financial statements
CLO2	Assess the business performance, position and worth by conducting a comprehensive ratio analysis
CLO3	Evaluate different investment proposals keeping in view the concept of time value of money, risk and returns
CLO4	Valuate the different types of securities such as common stocks, preferred stocks and bonds
CLO5	Identify the nature of different cash flows to accurately prepare a statement of cash flows

Detailed Course Contents:

Week	Contents
1.	What is Business Finance? The understanding of business environment
2.	Forms of Business: Sole proprietorships, partnerships, corporations, limited liability companies (LLCs)
3.	Financial Environment: The financial intermediaries, Financial Markets: money market, capital market, primary market, secondary market
4.	Ratio Analysis: Explanation and formation of income statement & balance sheet, horizontal and vertical analysis
5.	Liquidity or short-term solvency ratios, Turnover or asset

	management ratios
6.	Profitability ratios, Margin ratios and their explanations
7.	Solvency ratios, leverage, and market-based ratios
8.	MID TERM EXAM
9.	The Time Value of Money: Difference between simple and compound interest, future and present value of single sum
10.	Future and present value of mixed streams and annuities (ordinary and due)
11.	Cash Planning: Sales forecast, Cash Receipt schedule, ,
12.	Preparation of Cash Disbursement schedule and Cash Budget
13.	Working capital Management: Concepts of inventory, receivable and payable management
14.	Cash Flow Estimation: The balance sheet, liquidity, debt versus equity, market value versus book value
15.	The income statement, non-cash items, identification of cash inflows and outflows
16.	Cash flows from operating, investing, and financing activities, preparation of a statement of cash flows
	FINAL TERM EXAM

Recommended Books:

- James C. Vanhorne: Fundamentals of Financial Management
- Ross, Westerfield, Jordan: Corporate Finance Essentials
- Brealey, R. A. & Myers: Principles of corporate finance
- Eugene F. Brigham: Fundamentals of Financial Management
- Gitman, J. Lawrence: Principles of Managerial Finance
- Any text recommended by the course instructor

Mercantile Law

Course Code: BUSA3120
Course Title: Mercantile Law
Credit Hours: 3(3+0)
Prerequisite(s): Introduction to Business

Specific Objectives of Course:

In this course, Students should seek to:

- Develop in students a sound knowledge about the nature and utility of mercantile law.
- Acquaint students with a fair range of regulations and legal practices affecting the corporate governance.
- To furnish students with an extensive and up-to-date coverage on issues relating to cooperate law and allied practices prevalent in Pakistan
- To enable students to develop necessary insight into, and identify potential problems relating to the implementation of the legal framework for corporate sector

COURSE OUTLINE:

The Companies Act 2017: Introduction and Highlights of The Companies Act 2017

Incorporation of Company: Incorporation Process; Memorandum and Articles of the Association; Prospectus

Officers of the Company: Directors; Chief Executive; Secretary and; Auditors.

Listing in Stock Exchange and Associated Rules: Offer of shares; Underwriting and Brokerage; Discount and Premium on Shares; Listing with Stock Exchanges; Listing Rules of Stock Exchanges

Shares and Associated Rules: Applications and Allotment of Shares; Issuance of Shares; Letters of Regret; Share Certificates; Transfer and Transmission of Shares; Flotation of Corporate Securities; Issuance and Redemption of Debentures.

Meeting and Associated Rules: Types of Meetings (Company and Directors Meetings, Annual General Meeting); Notice of Meetings; Agenda of Meetings; Minutes of the Meetings; Quorum of Meetings; Voting, Proxies, Resolutions; Declaration of Dividend; Dividend Warrants; Bonus and Rights Issue

Non-Banking Finance Companies (Establishment and Regulation) Rules 2003: Introduction of NBFC; Formation Procedure; Obligations, Limitations; Duties and Rights of NBFC

The Contract Act, 1872: Difference between Contract and agreement; Void; Voidable and enforceable agreements

Elements/ingredients of a contract: Proposal, Acceptance and Revocation; Void Agreements; Quasi Contracts; Contingent Contracts; Free Consent; Coercion, Undue Influence, Fraud, Mistake, Misrepresentation; Flaws in Capacity.

Void Contract and Voidable Contract: Coercion; Undue Influence; Fraud; Mistake; Misrepresentation

Performance of Contract: Contracts Which Must Be Performed; Time and Place for Performance; Performance of Reciprocal Promises; Appropriation of Payments; Contracts Which Need Not to be Perform

Breach of Contract: Anticipatory Breach of Contract; Actual Breach of Contract

Remedies of Breach of Contract: Remedies; Doctrine of Frustration; Various Discharges of Contracts

Recommended Books

- 1) Bare Acts, Govt. of Pakistan.
- 2) Manual of Corporate Governance, SECP Islamabad.
- 3) Companies Ordinance, 1984 (as amended) with Matters and Commentary.
- 4) Mercantile Law Khalid Mahmood Cheema.
- 5) Nazir Ahmad Shaheen Corporate Laws and Secretarial Practices.

Note: In addition to the above, any other text or book referred by Instructor can also be included.

Money and Banking

Course code	BUSA3116
Course title	Money and Banking
Credit hours	3
Prerequisite	Basic knowledge of Business, Economics and Business finance

Course Description

Money and Banking serves as the foundation of advanced banking and finance subjects. The objective of this course is to familiarize students with evolution of Money and banking which has now emerged as one of the leading service sector in the world. After completion of this course, students will be able to analyze importance of money and its functions, Banking system in Pakistan, Role of central bank i.e. State Bank of Pakistan in domestic preview and its policies regarding commercial banking. Further, they will be able to understand how banking is playing vital role in today business tractions.

Course Objectives

CO1	To understand money, its evolution and its importance
CO2	To understand financial system and its components to make students aware about role of finance in today's economy
CO3	To understand evolution of banking system and its role in today's economic growth
CO4	To understand monetary policy and its impact on any economy
CO5	To teach students about practical working of commercial banks along with major financial instruments
CO6	To enable students to understand and decide their career towards banking sector
CO7	To teach students about the latest Islamic banking concepts

Course Learning Outcomes:

After the completion of the course the students will be able to:

CLO1	Comprehend the evolution of money and business of Credits and its importance for Banking sector
CLO2	Understand banking sector, central bank's role in growth of an economy
CLO3	Understand bank's departmental working to plan their career in banking sector
CLO4	Understand modern banking instruments being used in economy

CLO5

Students will be able to differentiate operational differences between conventional and Islamic banking

Detailed Course Content

Week	Content
1.	Introduction to Monetary system Monetary system and its components
2.	Introduction to Money and its evolution Evolution of money from Barter system, commodity money, metallic money
3.	Evolution of money Paper money, bank money (including role of goldsmiths in evolution of banking) and crypto currency.
4.	Economic Financial system Respective types, advantages and disadvantages of all types of money. Role of money in economic system
5.	Central Banking Evolution of Central Banking, Principles / Objectives, Functions of Central Bank and State bank of Pakistan
6.	Role of central bank to control money supply Monetary policy , Introduction, Importance of monetary policy, Monetary policy tools, Discussion about efficiency of monetary policy
7.	Financial Institutions Different kinds / types of banks, Banks and their role in financial system
8.	MID TERM EXAM
9.	Commercial Banking: Basics of commercial banking, departmental structure, their functions and respective roles in economic growth
10.	Liability side of commercial banks: Bank Accounts: Opening and operations along with characteristics of Current account, Savings account, Fixed Account / fixed deposit
11.	Asset side of commercial banks: Bank Advances: Fund based and Non Fund based advances, Basic knowledge and characteristics of Running Finance / overdraft, Term Finance, Discounting & Purchase of Bills and letter of credit
12.	Negotiable Instruments: Concept, Characteristics of negotiable instruments. Definition, use, essentials and applicability of 1- Promissory Note 2- Bills of Exchange and 3-

- Cheques along with its types
13. **Credit Creation:** Concept, Mechanism, Benefits and issues of credit creation
 14. **Prudential Regulations issued by SBP:** Introduction, Preface, Summarized information about prudential regulations, Frequently asked questions available at SBP website
 15. **Islamic Banking:** Difference between conventional and Islamic banking, Concept of Riba and its types (Riba an Nassiyah, Riba al Fadl), Basic features of Islamic Banking
 16. Final Project Presentations

FINAL TERM EXAM

Recommended Books:

1. Introduction to Financial System and Banking Regulations in Pakistan published by Institute of Bankers Pakistan (Latest Editions)
 2. S. A. Meenai, Money and Banking in Pakistan (6th Ed) Published by Oxford University Press
 3. Fabozi, Modigliani, Jones and Ferri, Foundations of Financial Markets and Institutions Published by Pearson Education, Inc. (Latest Editions)
 4. Jeff Madura, Financial Markets and Institutions (Latest Editions)
 5. Riaz A. Mian, Money and Banking (Latest Editions)
 6. State Bank Publications available at: <http://www.sbp.org.pk/publications/index2.asp>
- Note: In addition to the above, any other text or book referred by Instructor can also be included.

Introduction to Entrepreneurship

Course Code: BUSA1114

Course Title: Introduction to Entrepreneurship

Credit Hours: 2(2+0)

Prerequisite(s): None

Course Description

This course is designed to promote entrepreneurial spirit and outlook among students, encouraging them to think critically, identify opportunities, and transform their ideas into successful ventures. It aims at imparting them with the requisite knowledge, skills and abilities, enabling them to seize the identified opportunities for initiating ventures and successfully navigating the challenges that come with starting a business and managing it. The course covers the topics relevant to entrepreneurship including setting up and initiation of business (including requirements and incorporation with regulators such as SECP and others), market research, opportunities identification, business planning, financial literacy for managing finances and securing funding, marketing and sales, team building and innovation. Overall, the course is geared towards personal growth and professional development for pursuing innovative ideas, availing opportunities and initiating start-ups.

Learning Outcomes

By the end of this course, students shall have:

1. Knowledge of fundamental entrepreneurial concepts, skills and process;
2. Understanding of different personal, social and financial aspects associated with entrepreneurial activities;
3. Basic understanding of regulatory requirements to set up an enterprise in Pakistan, with special emphasis on exports;
4. Ability to apply knowledge, skills and abilities acquired in the course to develop a feasible business plan for implementation.

Course Outlines

1. Introduction to Entrepreneurship:

- Definition and concept of entrepreneurship;
- Why to become an entrepreneur?
- Entrepreneurial process;
- Role of entrepreneurship in economic development.

2. Entrepreneurial Skills:

- Characteristics and qualities of successful entrepreneurs (including stories of successes and failures);
- Areas of essential entrepreneurial skills and abilities such as creative and critical thinking innovation and risk taking.

3. Opportunity Recognition and Idea Generation:

- Opportunity identification, evaluation and exploitation;
 - Innovative ideas generation techniques for entrepreneurial ventures.
- 4. Marketing and Sales:**
- Target market identification and segmentation;
 - Four P's of marketing;
 - Developing a marketing strategy;
 - Branding.
- 5. Financial Literacy:**
- Basic concepts of income, savings and investments;
 - Basic concepts of assets, liabilities and equity;
 - Basic concept of revenue and expenses;
 - Overview of cash-flows;
 - Overview of banking products including Islamic modes of financing;
 - Sources of funding for start-ups (angel financing, debt financing, equity financing etc.).
- 6. Team Building for Start-ups:**
- Characteristics and features of effective teams;
 - Team building and effective leadership for start-ups.
- 7. Regulatory Requirements to Establish Enterprises in Pakistan:**
- Types of enterprises (e.g., sole proprietorship, partnership, private limited companies etc.)
 - Intellectual property rights and protection;
 - Regulatory requirements to register an enterprise in Pakistan, with special emphasis on export firms;
 - Taxation and financial reporting obligation.

PRACTICAL REQUIREMENTS

As per of the overall learning requirements, students shall be tasked with creating and presenting a comprehensive business plan at the end of the course for a hypothetical or oral business idea. This practical exercise shall allow them to apply the knowledge, skills, and abilities acquired in the course to develop a feasible business plan and where possible explore the possibility of implementing the plan with support and assistance from established business-persons and entrepreneurs.

SUGGESTED INSTRUCTIONAL / LEADING MATERIAL

1. "Entrepreneurship: Successfully Launching New Ventures" by Bruce R. Barringer and R. Duace Ireland.
2. "Entrepreneurship: Theory, Process and Practice" by Donald F. Kuratko.
3. "New Venture Creation: Entrepreneurship for the 21st Century" by Jeffrey A. Timmons, Stephen Spinelli Jr. and Rob Adams.
4. "Entrepreneurship: A Real-World Approach" by Rhonda Abrams.
5. "The Lean Start-up: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses" by Eric Ries.

6. "Effectual Entrepreneurship" by Stuart Read, Saras Sarasvathy, Nick Dew, Robert Wiltbank and Anne-Veleric Ohlsson.

Civics and Community Engagement

Course Code: POLS2111

Course Title: Civics and Community Engagement

Credit Hours: (2+0)

Prerequisite(s): None

Course Introduction

This course is designed to provide students with fundamental knowledge about civics, citizenship, and community engagement. Students will learn about the essentials of civil society, government, civic responsibilities, inclusivity, and effective ways to participate in shaping the society which will help them apply theoretical knowledge to the real-world situations to make a positive impact on their communities.

Course Objectives:

The overall objectives of this course are to:

- Teach students about the significance and role of active citizenship for the promotion of a harmonious and developed society
- Educate students about the importance of skills and aptitude of community linkages in developing a sustainable society
- Highlight the importance of community involvement for a tolerant and productive society
- Provide an opening to the students for developing their civic bond with the community

Learning Outcomes:

By the end of this course, students will be able to:

1. Demonstrate fundamental understanding of civics, government, citizenship and civil society.
2. Understand the concept of community and recognize the significance of community engagement for individuals and groups.
3. Recognize the importance of diversity and inclusivity for societal harmony and peaceful co-existence.

Course Outline:

1. Introduction to Civics and Citizenship
 - Definition of civics, citizenship, and civic engagement.
 - Historical evolution of civic participation.
 - Types of citizenship: active, participatory, digital, etc.
 - The relationship between democracy and citizenship.
2. Civics and Citizenship
 - Concepts of civics, citizenship, and civic engagement.

- Foundations of modern society and citizenship.
 - Types of citizenship: active, participatory, digital, etc.
3. State, Government and Civil Society
- Structure and functions of government in Pakistan.
 - The relationship between democracy and civil society.
 - Right to vote and importance of political participation and representation.
4. Rights and Responsibilities
- Overview of fundamental rights and liberties of citizens under Constitution of Pakistan
- 1973
- Civic responsibilities and duties.
 - Ethical considerations in civic engagement (accountability, non-violence, peace dialogue, civility, etc.)
5. Community Engagement
- Concept, nature and characteristics of community
 - Community development and social cohesion
 - Approaches to effective community engagement.
 - Case studies of successful community driven initiatives.
6. Advocacy and Activism
- Public discourse and public opinion
 - Role of advocacy in addressing social issues.
 - Social action movements.
7. Digital Citizenship and Technology
- The use of digital platforms for civic engagement.
 - Cyber ethics and responsible use of social media.
 - Digital divides and disparities (access, usage, socioeconomic, geographic, etc.) and their impacts on citizenship.
8. Diversity, Inclusion and Social Justice
- Understanding diversity in society (ethnic, cultural, economic, political etc.).
 - Youth, women and minorities engagement in social development.
 - Addressing social inequalities and injustices in Pakistan.
 - Promoting inclusive citizenship and equal rights for societal harmony and peaceful co-existence.

SUGGESTED PRACTICAL ACTIVITIES (OPTIONAL)

As part of the overall learning requirements, the course may have one or a combination of the following practical activities:

1. **Community Storytelling:** Students can collect and share stories from community members. This could be done through oral histories, interviews, or multimedia presentations that capture the lived experiences and perspectives of diverse individuals.
2. **Community Event Planning:** Students can organize a community event or workshop that addresses a specific issue or fosters community interaction. This could be a health fair, environmental cleanup, cultural festival, or educational workshop.
3. **Service-Learning:** Students can collaborate with a local nonprofit organization or

community group. They can actively contribute by volunteering their time and skills to address a particular community need, such as tutoring, mentoring, or supporting vulnerable populations.

4. Cultural Exchange Activities: Students can organize a cultural exchange event that celebrates the diversity within the community. This could include food tastings, performances, and presentations that promote cross-cultural understanding.

SUGGESTED INSTRUCTIONAL / READING MATERIALS

1. "Civics Today: Citizenship, Economics, & You" by McGraw-Hill Education
2. "Citizenship in Diverse Societies" by Will Kymlicka and Wayne Norman.
3. "Engaging Youth in Civic Life" by James Youniss and Peter Levine.
4. "Digital Citizenship in Action: Empowering Students to Engage in Online Communities" by Kristen Mattson.
5. "Globalization and Citizenship: In the Pursuit of a Cosmopolitan Education" by Graham Pike and David Selby.
6. "Community Engagement: Principles, Strategies, and Practices" by Becky J. Feldpausch and Susan M. Omilian.
7. "Creating Social Change: A Blueprint for a Better World" by Matthew Clarke and Marie-Monique Steckel
8. "Nationhood and the Nationalities in Pakistan," *Economic and Political Weekly* by Alavi, H. (1989).
9. 'Imagined Communities: Reflections on the Origin and Spread of Nationalism by Anderson', B. R. O. (1991)
10. 'The Idea of a Pakistani Nationhood', *Polity* by Syed, A. H. (1980)

March 27, 2025

NOTIFICATION

No.UE/Syn/R/2025/ 1166 The Syndicate, in its 74th meeting held on 20.02.2025, on the recommendations of the Academic Council made in its 48th meeting held on 07.01.2025, has approved the revised Scheme of Studies of following programs:

SN	Nomenclature of the Degree Program	Abbreviation of the Degree Program	Duration	Year	Annex
1.	Bachelor of Science in English	BS English	4 Years	2019	'A'
2.	Master of Philosophy in English (Linguistics)	MPhil English (Linguistics)	2 Years	2023	'B'
3.	Doctor of Philosophy in English (Linguistics)	PhD English (Linguistics)	3 Years	2019	'C'
4.	Bachelor of Science in Economics	BS Economics	4 Years	2023	'D'
5.	Bachelor of Science in Economics and Finance	BS Economics and Finance	4 Years	2023	'E'
6.	Bachelor of Business Administration	BBA	4 Years	2023	'F'
7.	Associate Degree Program in Business Administration	ADP Business Administration	2 Years	2023	'G'
8.	Bachelor of Business Administration	BBA	2 Years	2023	'H'
9.	Bachelor of Science in Zoology	BS Zoology	2 Years	2022	'I'
10.	Bachelor of Science in Chemistry	BS Chemistry	2 Years	2022	'J'
11.	Bachelor of Science in Economics	BS Economics	2 Years	2022	'K'
12.	Bachelor of Science in Economics and Finance	BS Economics and Finance	2 Years	2022	'L'
13.	Bachelor of Science in Physics	BS Physics	2 Years	2022	'M'


Muhammad Nasir Ahmad
 Registrar

No. & Date Even

Copy is forwarded for information and necessary action to the: -

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 9. Deputy Directors (M&A / Registration)
 10. Incharge, In-House UMS
 11. Assistant Directors (Establishment I/II)
 12. Office file

A handwritten signature in black ink, appearing to read 'Muhammad Nasir Ahmad'.

Muhammad Nasir Ahmad
Registrar