



COURSE OUTLINES

BACHELOR OF BUSINESS ADMINISTRATION

NATIONAL UNIVERSITY OF PAKISTAN



Course Outlines for
BBA
Program

2025-2029

Prepared by:

Subject Experts

National University of Pakistan

Federal Government Educational Institutions (C/G)

Coordinated & designed by:

Dr. NAZIA MALIK

Assistant Professor

Secretariat, National University of Pakistan

Approved by:

BRIGADIER (RETD) DR. MUHAMMAD ZAFAR

Registrar

National University of Pakistan

Compiled by:

ANUM SULTAN

GHULAM MUJTABA

IT Assistants

National University of Pakistan

Contributions

Dr. Syeed Sadaqat Hussain Shah

Professor (Convener)

National University of Pakistan

Dr. Rubab Tahir

Assistant Professor

National University of Pakistan

Dr. Aisha Perveen

Assistant Professor

National University of Pakistan

Ms. Aniqah Iqbal

Assistant Professor

National University of Pakistan

Wg Cdr (Retd) Dr. Zameer Ul Hassan

Associate Professor

National University of Pakistan

Ms. Anam Gul Kiyani

Lecturer

National University of Pakistan

Ms. Hamna Rao

Lecturer

National University of Pakistan

Mr. Abdullah Ghazi

Assistant Profess

F.G. Sir Syed College, the Mall, Rawalpindi

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Guiding Principles

The curriculum serves as a comprehensive blueprint for the teaching-learning process that students must navigate through to achieve specific academic objectives. This encompasses clearly defined objectives, a scheme of studies and learning outcomes. Knowledge rapidly evolves and new fields emerge so it is crucial to develop such curricula as are current, relevant, and impactful.

As mandated by its Charter through Section 31(2) (i), National University of Pakistan has developed curricula for various disciplines of BS Program. The criteria, schemes of studies and course outlines of HEC set the benchmark for development of schemes of studies and course outlines at National University of Pakistan. The subject committees, appointed for development of curricula, comprised of subject matter experts and researchers. In response to the evolving needs of the 21st century, National University of Pakistan, in collaboration with HEC, undertook the task of developing robust standards of curricula for BS Program.

It is hoped that this document, developed by dedicated subject experts from across the country, will not only fulfill our national educational and economic requirements but also elevate the competency levels of our graduates.

With support of affiliated colleges in implementation of these curricular standards, National University of Pakistan envisions a future where its graduates are at the forefront of scientific discovery and technological innovation, driving progress and contributing to the betterment of the society both nationally and internationally.

BBA

Program Description

The BBA program at the Department of Management Sciences (DMS) provides a comprehensive education in various business disciplines, including accounting & finance, human resource management, supply chain management, and marketing. This program is designed to offer flexible, inclusive, and practical courses that are directly applicable to real-world scenarios. With a vision to be a globally recognized center of excellence, DMS aims to empower students to become global leaders and catalysts for positive change.

Program Structure

Minimum Credit Hours	133
General Education Courses	34 credit hours (15 courses)
Disciplinary Courses	81 credit hours (27 courses)
Interdisciplinary Courses	12 credit hours (4 courses)
Internship / Field work	3 credit hours (6 to 8 weeks)
Capstone Project	3 credit hours
Program Duration	Minimum: 4 Years Maximum: 6 Years The maximum limit is further extendable to another year in extra-ordinary circumstances subject to approval of the Rector.
Semester Duration	18 weeks
Course Load (per semester)	15-18 credit hours for regular semesters (21 credit hours for remedial/deficiency/failure/repetition courses only)
3 Credit Hours (Theory)	3 classes (1 hour each) OR 2 classes (1.5 hour each) OR 1 class (3 hours) per week throughout the semester.
1 Credit Hours (Lab / Field Work)	1 credit hour in laboratory or practical work / project requires lab contact of three hours per week throughout the semester.

Scheme of Studies

Sem	Course Code	Course Title	Pre-Requisites	Cluster / Domain	Credit Hours (Theory + Lab)
1 st	GEN-101	Functional English	-	Gen Ed	3
	GEN-102	Quantitative Reasoning-I	-	Gen Ed	3
	GEN-103	Application of Information and Communication Technologies	-	Gen Ed	3 (2+1)
	GEN-106	*Islamic Studies	-	Gen Ed	2
	GEN-125	Understanding of Quran-I		Gen Ed	(0,1)
	ID-151	Microeconomics	-	Interdisciplinary	3
	MGT-141	Introduction to Business	-	Disciplinary	3
	Total Credit Hours				18
2 nd	GEN-104	Expository Writing	-	Gen Ed	3
	GEN-105	Quantitative Reasoning- II	Quantitative Reasoning-I	Gen Ed	3
	GEN-107	Environmental Science	-	Gen Ed	3
	GEN-112	Civics and Community Engagement	-	Gen Ed	2
	ID-252	Macroeconomics	Quantitative Reasoning-II, Statistics for Business	Interdisciplinary	3
	MGT-131	Financial Accounting- I	-	Disciplinary	3
	Total Credit Hours				17
3 rd	GEN-108	Technical Communication	-	Gen Ed	2
	GEN-109	Sociology	-	Gen Ed	2
	GEN-110	Ideology and Constitution of Pakistan	-	Gen Ed	2
	GEN-126	**Understanding of Quran-II		Gen Ed	(0,1)
	ID-261	Statistics for Business	-	Interdisciplinary	3
	MGT-211	Introduction to Business Finance	Financial Accounting- I	Disciplinary	3
	MGT-242	Introduction to HRM	-	Disciplinary	3
	Total Credit Hours				16

4 th	GEN-111	Entrepreneurship	Introduction to Business	Gen Ed	2
	GEN-124	Pakistan Studies	-	Gen Ed	2
	ID-253	Pakistan Economy	Microeconomics & Macroeconomics	Interdisciplinary	3
	MGT-221	Principles of Marketing	-	Disciplinary	3
	MGT-232	Financial Accounting- II	Financial Accounting- I	Disciplinary	3
	MGT-212	Money and Banking	Introduction to Business Finance	Disciplinary	3
	Total Credit Hours				16
5 th	MGT-381	Business Research Methods	-	Disciplinary	3
	MGT-333	Cost Accounting	Financial Accounting- II	Disciplinary	3
	MGT-313	Financial Management	Introduction to Business Finance	Disciplinary	3
	MGT-371	Business Ethics	-	Disciplinary	3
	MGT-343	Fundamental of Supply Chain Management	-	Disciplinary	3
	Total Credit Hours				15
6 th	MGT-344	Management Information System	Application of Information and Communication Technologies	Disciplinary	3
	MGT- 322	Marketing Management	Principles of Marketing	Disciplinary	3
	MGT-372	Business Law	-	Disciplinary	3
	MGT-373	Business Psychology	-	Disciplinary	3
	MGT -374	Consumer Behavior	Principles of Marketing	Disciplinary	3
	MGT -345	Business Policy and Strategy	-	Disciplinary	3
	Total Credit Hours				18
7 th	MGT -446	E-Commerce	Marketing Management, Management Information System	Disciplinary	3
	MGT -447	Organizational Behavior	-	Disciplinary	3
	MGT -448	International Business affairs	-	Disciplinary	3
	-	Specialization-I	-	Disciplinary	3

	-	Specialization- II	-	Disciplinary	3
	Total Credit Hours				15
8th	MGT -475	Corporate Governance	-	Disciplinary	3
	MGT -449	Operations Management	-	Disciplinary	3
	INT-400	Field Experience/Internship	-	Field work	3
	CAP-425	Capstone Project	-	Capstone Project	3
	-	Specialization- III	-	Disciplinary	3
	-	Specialization-IV	-	Disciplinary	3
	Total Credit Hours				18
	Total Credit Hours of the Program				133

***Non-Muslims may opt 'GEN-123 Ethics' as a substitute.**

****Non-Muslims may opt 'GEN-130 Study of World Religions' as a substitute of Understanding of Quran in Semester-IV.**

List of Courses for Specialization

Course Code	Course Title	Courses offered According to pre-requisites	Course Code	Course Title	Courses offered According to pre-requisites
FINANCE					
FIN-111	Financial Reporting and Analysis	Specialization-II	FIN -116	Taxation and Auditing	Specialization-II
FIN -112	Corporate Finance	Specialization-III	FIN -117	Managerial Accounting	Specialization-II
FIN -113	Financial Risk Management	Specialization-IV	FIN -118	Financial Statement Analysis and Evaluation	Specialization-III
FIN -114	Investment and Portfolio Management	Specialization-I	FIN -119	Financial Markets and Institutions	Specialization-IV
FIN -115	Islamic Banking and Finance	Specialization-I	FIN -120	Financial Economics	Specialization-I
HUMAN RESOURCE (HR)					
HRM-111	Strategic Human Resource Management	Specialization-I	HRM-116	Training and Development	Specialization-II
HRM-112	Human Resource Development	Specialization-I	HRM-117	Recruitment and Selection	Specialization-II
HRM-113	Organization Development	Specialization-III	HRM-118	Human Resource Management Information System	Specialization-III
HRM-114	Compensation Management	Specialization-IV	HRM-119	Negotiations and Conflict Management	Specialization-IV

HRM-115	Performance Management System	Specialization-I	HRM-120	Change Management	Specialization-II
MARKETING					
MKT-111	Sales Management	Specialization-I	MKT-116	New Product Development	Specialization-I
MKT-112	Advertising	Specialization-II	MKT-117	Brand Management	Specialization-II
MKT-113	Marketing Research	Specialization-III	MKT-118	Digital Marketing	Specialization-III
MKT-114	Retail Management	Specialization-III	MKT-119	Global Marketing	Specialization-IV
MKT-115	Social Media Marketing	Specialization-IV	MKT-120	Strategic Marketing	Specialization-IV
SUPPLY CHAIN MANAGEMENT					
SCM-111	Inventory Management	Specialization-I	SCM-116	Total Quality Management	Specialization-III
SCM-112	Procurement Management	Specialization-I	SCM-117	Green Supply Chain Management	Specialization-IV
SCM-113	Sourcing and Logistics Management	Specialization-II	SCM-118	Strategic Supply Chain Management	Specialization-IV
SCM-114	Distribution Network and Design	Specialization-II	SCM-119	Supply Chain Modeling	Specialization-IV
SCM-115	Enterprise Resource Planning (ERP)	Specialization-III	SCM-120	Demand Planning and Fulfillment	Specialization-II

Semester-I Course Outlines

Functional English
GEN-101

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Functional English**Course Code:** GEN-101**Course Description**

The course covers the fundamental concepts of English composition and comprehension. The course is designed in such a way that students can use this knowledge to further enhance their language skills in English. The course aims at enhancing students' skill and competence in communicating their ideas in writing and speaking in English language. It primarily focuses on four areas of language i.e. listening, reading, the conventions of written English, speaking and building build-up vocabulary to help students achieve proficiency in language use.

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student will be able to:

CLO No.	CLO Description
CLO-1	To <u>write</u> coherently and cohesively. To write and reply applications/ letters/ emails. To construct grammatically correct oral and written sentences. To tell and write stories/ essays.
CLO-2	To <u>pronounce</u> words in English language correctly. To <u>read</u> and interpret text written in English language. To <u>listen</u> and decipher spoken forms of English language.
CLO-3	To <u>improve</u> writing, presentation, listening and communication skills.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	- Basics of Grammar - Parts of Speech
2	Vocabulary Building (Use the Provided Booklet) - Synonyms - Antonyms - Homonyms
3	Vocabulary Building (Use the Provided Booklet) - One word Substitution - Words often confused (Pairs of Words)
4	Vocabulary Building (Use the Provided Booklet) Verbal Phrases and Idiomatic Phrases (including Phrasal Verbs)
5	Sentence Structure (simple, compound, complex and compound-complex)
6	Tenses
7	Elimination of Common Errors (Correction) Subject-Verb Agreement, Noun
8	Elimination of Common Errors (Correction) Adjective, Verb, Adverb
9	MID TERM EXAMS
10	Listening - Quiz on audios - Quiz on videos
11	Comprehension/ Reading Skill - Critical Reading - SQ4R - Reading of passages and comprehension exercises (Level Advance)
12	Public speaking - Informal communication (small talk, conversational skills) - Public speaking (overcoming stage fright, voice modulation and body language)
13	Controlled and Guided Writing

	• Pre writing (Brainstorming, mind-mapping, planning, information gathering, preparing to write), writing, search for topic sentences • Developing a theme, following up ideas and arguments, outline plans etc.
14	Paragraph Writing • Topics at the discretion of the teacher
15	Precis Writing • Rules of précis writing • Practice précis.
16	Essay Writing • Types of writing: descriptive, narrative expository, argumentative
17	Essay Writing • Expository, argumentative
18	END SEMESTER EXAMS

Recommended Books

1. College Writing Skills with Readings, by John Langan, McGraw-Hill, 5th Edition.
2. High School English Grammar & Composition by Wren & Martin
3. Practical English Grammar by A. J. Thomson and A. V. Martinet

Quantitative Reasoning-I
GEN-102

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Quantitative Reasoning-I**Course Code:** GEN-102**Course Description**

The course objectives to provide students with an understanding of the basic Mathematical and Financial Techniques used in Business Enterprises or Accountancy Profession through application of techniques rather than its theoretical aspect. To equip students with Mathematical Skills and Knowledge that can be applied to solve Financial Problems in field of Accountancy, Enhancement of students' competency in application of mathematical linear & quadratic, Equations in solving business management problems. Understanding the concepts of matrices and its applications. Derivatives and its role in business and economic approach

Learning Outcomes

Upon the successful completion of this course, students should have learnt:

- Mathematical Function
- Building and solving linear and quadratic equations
- Types of functions
- Matrices and its applications
- Determinants and its applications
- Derivatives & its business applications

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	- Cartesian Product (Basic Examples only) - Relations, Types of relations (Reflexive, Symmetric, Transitive and Equivalence relation)
2	- Definition: Function, Domain, Co-domain, Range - Types (one one, onto, Into, bijective). - Identifying type of a given function.
3	Set Operations (subsets, Power Set, Set Notations, Union and intersection of sets), Compliments
4	Logic, Simple Statement, Compound Statement, negation, Conjunction, Disjunction, Conditional, biconditional, Tautology, absurdity.
5	- Translating from Symbols to English and vice versa., - Constructing Truth Table, logical Equivalence, De Morgan's Laws.
6	- Introduction of matrices, Types of matrices (row, column, square, identity, zero, diagonal) - Addition and subtraction of matrices, Multiplication of Matrices (2×2 & 3×3).
7	- Determinant and inverses, Minor and cofactor up to 3×3 matrices. - Inverse of a matrix by using adjoint method (up to 3×3)
8	- To transform a Matrix of order 3×3 to row echelon form - To determine if a given matrix is in row echelon form or not.
9	MID TERM EXAMS
10	- Definition of Equation, Linear equations containing one or more variables and operations on these equations, - Simultaneous Equations in two variables and methods of solving such problems (By elimination, By substitution)
11	Solution of System of equations containing three variables by

	Matrix Inversion method, Cramer's rule.
12	- To transform a Matrix of order 3x3 to reduced row echelon form - Linear equations in three variables and their solution by Gaussian Elimination method, Gauss Jordan elimination method.
13	Slope (Positive, Negative, Zero, Undefined slopes) and its interpretation, X and Y intercepts and their interpretation.
14	- Finding slope, a) If inclination is given b) If two points are given.
15	Formation of Equation of straight-line using point slope form, slope intercept form, Two-point form.
16	Conversion of straight-line equation into point slope form, slope intercept form, two-point form.
17	Parallel and perpendicular lines.
18	END SEMESTER EXAMS

Recommended Books

1. Business Mathematics by Frank.S. Budnick Latest Edition.
2. Business Mathematics by Gary Clendenen and Stanley A. Salman 13th edition.

Reference Book

1. Text book of 1st Year & 2nd Year of SNC of Punjab Curriculum and Textbook board

**Application of Information and
Communication Technologies
GEN-103**

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Application of Information and Communication Technologies

Course Code: GEN-103

Course Description
This introductory course in Computer Science provides a comprehensive exploration of fundamental computing concepts and practical applications. The course is designed for beginners and covers the history of computing, computer hardware and software, computer fundamentals, web programming, and the utilization of popular productivity tools. Theoretical sessions span various aspects of computing, beginning with the definition of computers and their historical evolution. This course cover major topics related to fundamentals of computer, operating system, data communication, networking, computer security and World Wide Web. Practical insights into HTML and web page creation will be covered to enhance the students' understanding of applied technologies. Laboratory sessions focus on hands-on applications of computing skills. Students will engage in practical exercises covering email communication, operating system tasks, Microsoft Office suite proficiency (PowerPoint, Word, Excel), and introductory HTML for web page creation. The lab sessions aim to strengthen theoretical concepts through practical application and develop essential skills for professional computing.

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student will be able to:

CLO No.	CLO Description
CLO-1	<u>Understand</u> basics of computing technology i.e. Computer Hardware and Software, Basic Operations of computers, Basic OS Concepts.
CLO-2	<u>Understand</u> and can-do number systems conversions and arithmetic.
CLO-3	Have <u>knowledge</u> of network components, communication medium, Computer security and privacy.
CLO-4	Have knowledge for <u>applying</u> computing related technologies and <u>using</u> various tools such as MS Word, MS Excel, MS PowerPoint etc. to create professional documents. Students will be able to communicate professionally using email. Students will be able to create simple web pages.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

Practical / Lab Courses

	Exam	Weightage
(a)	End-Semester Exam	30
(b)	Mid-Semester Exam	20
(c)	Experiment/Lab Reports / Viva Voce / Project / PBL (Problem Based Learning)	50
	Total	100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. $3 \times 16 = 48$ contact hours in the semester.

Week Wise Course Outline (Theory)

Week	Contents
1	Definition of Computer, Computer Processing System (Input, Process, Output), Difference between data and information, Role of Computers in various fields (Education, Business, Media, Manufacturing), History & Generations of Computers with Characteristics of each generation.
2	Types of Computers (Analog, Digital, Hybrid), Types of Digital Computer (Super, Mainframe, Mini and Micro Computer), Introduction to CBIS (Computer Based Information System), Methods of Input and Processing. Basic Operations of a computer (Input, Process, Storage, Output), Computer Elements, Processor, Memory, Hardware, Software.
3	Computer Hardware: Input devices (Keyboard, mouse etc), Output Devices (Speakers, Monitors and its Types, Printers and its Types, Plotters and its types).
4	Storage Units, Primary and Secondary Memories and their types, RAM and its Types, Cache, Hard Disks, RAID, Optical Disk Storages (DVD, CD ROM), flash memory storage systems (memory cards and readers, USB flash drives) Other types of storage systems (network and cloud storage system, smart cards)
5	Types of Computer Software: System Software and Types, Operating System, Device Drivers, Utility Software (backup and recovery utilities), Language Processors (Assembler, Compiler and Interpreter), Importance, Uses, Limitations and Types of Application Software (Productivity Software, Business Software, Entertainment Software, Educational Software), Internet Applications (Web Applications, Cloud Computing Applications, Social Media Network Applications),

	Others (Licensed Software, Open source Software, Shareware/Trialware, Freeware).
6	Software Development life Cycle (SDLC), Importance of SDLC, SDLC Phases/Steps, Personnel involved in SDLC (Project Manager, System Analyst, Programmer, Software Tester, Customer or End User).
7	Introduction to Operating System. Functions of Operating System, Types of Operating System interfaces (Command Line Interface, Menu Driven Interface, and Graphical User Interface), Examples of CLI (DOS, UNIX) and GUI (MacOS, Linux, and Windows).
8	Introduction to Mobile OS (Android and IOS)
9	MID TERM EXAMS
10	Data Communications, Data Communication Model, Data Transmission, Digital and Analog Transmission, Modems, Asynchronous and Synchronous Transmission, Modes of Communication: Simplex. Half Duplex, Full Duplex Transmission,
11	Communications Media: Guided and Unguided Medias (Cables, Wireless), Protocols (http, TCP/IP, FTP, POP3), Network Topologies (Star, Bus, Ring, Mesh), LAN, MAN, WAN, PAN.
12	Security and privacy: Malware and its Types (Virus, Worm, Adware, Spyware), Computer Virus and its Forms., Authentication and Authorization, Symptoms of Malware, How Malware Spreads, Precautions to protect computers.
13	Number Systems and Conversions: Binary, Octal, Decimal, Hexa-Decimal.
14	Internet, A Brief History, Internet Services provider, DNS, web Hosting.

15	Introduction to World Wide Web, Terms related to WWW (Web Page, Website, Web Browser, Web Server, Uniform Resource Locator and its different parts, Search Engine, Home Page).
16	Types of Websites (Web portals, News Websites, Informational Websites, Educational Websites, Personal Websites, Business Websites, Entertainment Websites)
17	Ethical and responsible use of ICT, Digital citizenship, Cybercrime and its types, Intellectual property rights.
18	END SEMESTER EXAMS

Week Wise Course Outline (Lab)

Week	Contents
1	Email: Creating an Email Account, Create and Send Email, use to various folders (Inbox, Drafts, Spam, and Sent folder etc.), Use of "To", "Subject", "Attach files button", "Send Button", "Composing Area", "CC" and "BCC". Working with Received Emails (Reading an Email, Downloading Attachments, replying to an Email), Sign out and Email Account. LMS (Google Classroom)
2	Operating System: Create file and folders, Move or delete file and folders, Basic Shortcut keys (Cut, Copy, Paste, Delete, select all etc), Windows Task Manager (ALT+CTRL+DEL), Control Panel Overview (System and Security, User Accounts, Appearance and Personalization, Network and Internet, Clock, Language and Region, Uninstall a Program), Command Prompt Overview and Commands (dir, cd, md, rd).
3	MS Power Point: Interface (Title Bar, Quick Access Toolbar, Ribbon, Horizontal and Vertical Scroll Bars, Status Bar, Zoom Slider, Notes Pane etc), Creating a Power Point Presentation, apply colors, fonts and effects, changing fill style and background, Selection of Slide layout, Add and Remove Slides, Add Text in Slides, running a Presentation, Saving Presentation, Difference Between Save and Save As.
4	MS Power Point: Formatting Text, Addition of Clipart, Addition of a Drawing, Adding Animations to the Presentation, Adding Pictures, Videos or Sounds in Presentation. Applying Slide Transition,
5	MS Word: Interface (Title Bar, Quick Access Toolbar, Ribbon, Horizontal and Vertical Scroll Bars, Status Bar), Creating a New Microsoft Word Document, opening a Document, Saving and Printing a Document, Inserting and Editing Text, Selecting Text, Copy and Moving Text (Ctrl +

	X, Ctrl + C, Ctrl + V), Deleting text. Inserting Page Borders, Inserting Table of Contents.
6	MS Word: Inserting Symbol, Inserting Equation, Formatting Text (Changing the Font Type and Size of Text, Changing Font Styles and Effects, Changing Case, Use of Bold, Italics, Underline, Strikethrough, Subscript, Superscript, Text Highlight Color and Font Color), Formatting Paragraph (Changing Paragraph Alignment: Align left Align Centre, Align Right, Justify ,Indenting Paragraph: Increase and decrease indent, Changing Spacing between Paragraphs and Lines), Formatting Page (Document Theme, Page Margins, Page Orientation: Portrait and Landscape, Page Background: Watermark, Page Color and Page Borders). Use of Find and Replace.
7	MS Word: Inserting Header, footer and Page numbers, Inserting Cover page, Inserting Page and Section Breaks, Inserting and Positioning Picture, Inserting Word Art
8	MS Word: Creating and Formatting table, Adding and Deleting Rows or Columns, resizing rows and columns, Adding or Changing Border Lines and Shading, Merging and Splitting Cells, Changing Margins, Using Hyperlink, make regular text as hyperlink, Remove Hyperlink.
9	MID TERM EXAMS
10	MS Excel: Opening the Microsoft Excel Program, Interface (Title Bar, Quick Access Toolbar, Cell, Row, Column, Formula Bar, Cell Address, Active Cell Address, Worksheet Window), Filling Columns and Rows, Auto fill and its options, Fill Series, Use of formulas (total, percentage, average etc), Merge and Split Cells, Insert Border on table, Wrapping Text, Use of Built in Functions (sum, product, average, max, min, power, sqrt, count).

11	MS Excel: Cell Addressing and its types (Relative Cell Addressing, Absolute Cell Addressing), Paste Special and its various options.
12	MS Excel: Resizing Rows and Columns, Insert New Rows and Columns in between, Delete Rows and Columns, Rename Sheets and Add Sheets in Excel Workbook. Graphical Representation of Data (i.e. Creating Column Chart).
13	MS Excel: Manipulating and Formatting Data (Filtering Data, Data Validation, protecting a Worksheet, Unlocking Cells, Conditional Formatting).
14	MS Paint, Elementary Video editing
15	Video Conferencing (Zoom, Google Meet).
16	Google Forms (creating data collection forms, surveys etc).
17	Development of professional CV & linked in profile (Semester Project)
18	END SEMESTER EXAMS

Recommended Books

1. Charles S. Parker, Understanding Computers: Today and Tomorrow, Course Technology, 25 Thomson Place, Boston, Massachusetts 02210, USA
2. Livesley, Robert Kenneth. An introduction to automatic digital computers. Cambridge University Press, 2017.
3. Zawacki-Richter, Olaf, and Colin Latchem. "Exploring four decades of research in Computers & Education." Computers & Education 122 (2018): 136-152.
4. Sinha, Pradeep K., and Priti Sinha. Computer fundamentals. BPB publications, 2010.
5. Alan Evans, Kendall Martin, Mary Anne Poatsy. Technology in Action. Pearson Education Inc. © 2024, ISBN 978-0-13-793278-8.

Islamic Studies
GEN-106

Program-Discipline	BBA
Credit Hours	2
Duration	18 Weeks

Course Title: *Islamic Studies

Course Code: GEN-106

Course Description

This course provides Basic information about Islamic Studies to enhance understanding of the students regarding Islamic Civilization. This course discusses History of Islam, understanding of the worship and its usefulness, the basic concept of Quran Pak: wisdom, patience, loyalty. The course also discusses comparative analysis of Islam with other religions. The Concept and Value of Haqooq ul Ibad (Bandon Kay Haqooq) in Islam is discussed. The rights of people

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student will be able to:

CLO No.	CLO Description
CLO-1	<u>Enhance</u> the knowledge of Islam.
CLO-2	<u>Understand</u> the basic concept of Islam and Quran Pak. To enhance the skill of the students for understanding of issues related to Faith and Religious Life.
CLO-3	<u>Understand</u> the concept of Haqooq ul Ibad in the light of Quran. <u>Develop</u> an understanding of Divine Verses, Mandates and Provisions concerning permissible Methods and Modes of Islamic Trade and Commerce.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

تدریسی اوقات	تدریسی مواد
پہلا ہفتہ	• سورة البقرة: آیت نمبر 1 تا 5 اور آیت نمبر 284 تا 286، حدیث نمبر 1 ، 2
دوسرا ہفتہ	• سورة الاحزاب: آیت نمبر 6، 21، 32، 33، حدیث نمبر 3، 4
تیسرا ہفتہ	• سورة الاحزاب: آیت نمبر 40 اور آیت نمبر 56 تا 59، حدیث نمبر 5، 6
چوتھا ہفتہ	• سورة الفتح : آیت نمبر 29، سورة الصف: آیت نمبر 1 تا 9
پانچواں ہفتہ	• سورة الصف : آیت نمبر 10 تا 14، سورة الحجرات : آیت نمبر 1 تا 10
چھٹا ہفتہ	• سورة الحجرات : آیت نمبر 11 تا 18، حدیث نمبر 7، 8
ساتواں ہفتہ	• مطالعہ سیرت کی ضرورت اور اہمیت، نبی کریم ﷺ کی حکمت انقلاب: ہجرت، مؤاخات، میثاق مدینہ
اٹھواں ہفتہ	• اسلامی تہذیب کے خصائص، اسلامی تہذیب و ثقافت کے عالمی اثرات
نواں ہفتہ	وسط مدتی امتحانات
دسواں ہفتہ	• سورة الانعام: آیات نمبر 151 تا 153، حدیث نمبر 9، 10
گیارہواں ہفتہ	• سورة الفرقان: آیت نمبر 63 تا 77، سورة النحل: آیت نمبر 12 تا 14
بارہواں ہفتہ	• صلح حدیبیہ، خطبہ حجۃ الوداع، حدیث نمبر 11، 12
تیرہواں ہفتہ	• تشکیل اجتماعی و معاشرت اور اسوہ حسنہ، حدیث نمبر 13، 14، 15، 16
چودھواں ہفتہ	• مغربی تہذیب و ثقافت اور اسلام، مغربی تہذیب و ثقافت کے خصائص و اثرات
پندرہواں ہفتہ	• تہذیبوں کے تصادم کے نظریے کا تنقیدی جائزہ، حدیث نمبر 17، 18، 19، 20
سولہواں ہفتہ	• حدیث نمبر 21 تا 23، عشرہ مبشرہ • اسلامی معاشی نظام کے بنیادی تصورات • تجارت اور تجارت کے اسلامی طریقے • سورة البقرة: آیت نمبر 275 • سورة النساء: آیت نمبر 29 • حدیث نمبر 11، 12، 16
سترہواں ہفتہ	• حدیث نمبر 24 تا 26، امہات المؤمنین، اولاد النبی ﷺ
اٹھارہواں ہفتہ	اختتامی سمسٹر امتحانات

نوٹ: نصاب میں موجود منتخب آیات (از سورة البقرة، سورة الاحزاب، سورة الفتح، سورة الصف، سورة الحجرات، سورة الانعام، سورة الفرقان، سورة النحل) اور منتخب احادیث کا ترجمہ اور تشریح دونوں مطلوب ہیں۔

ضمیمہ: منتخب احادیث مبارکہ

1. عَنْ عُمَرَ بْنِ الْخَطَّابِ رَضِيَ اللَّهُ عَنْهُ قَالَ: سَمِعْتُ رَسُولَ اللَّهِ ﷺ يَقُولُ: إِنَّمَا الْأَعْمَالُ بِالنِّيَّاتِ، وَإِنَّمَا لِامْرِئٍ مَّا نَوَى، فَمَنْ كَانَتْ هِجْرَتُهُ إِلَى اللَّهِ وَرَسُولِهِ، فَهَاجَرَتْهُ إِلَى اللَّهِ وَرَسُولِهِ، وَمَنْ كَانَتْ هِجْرَتُهُ إِلَى دُنْيَا يُصِيبُهَا أَوْ امْرَأَةٍ يَتَرَوُّجُهَا، فَهَاجَرَتْهُ إِلَى مَا هَاجَرَ إِلَيْهِ. صحيح البخاري (8 / 140)
2. عَنْ عُثْمَانَ رَضِيَ اللَّهُ عَنْهُ، عَنِ النَّبِيِّ ﷺ قَالَ: خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ. صحيح البخاري (6 / 192)
3. عَنْ مَالِكِ بْنِ أَنَسٍ قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ تَرَكْتُ فِيكُمْ أَمْرَيْنِ لَنْ تَضِلُّوا مَا تَمَسَّكْتُمْ بِهِمَا: كِتَابَ اللَّهِ وَسُنَّةَ رَسُولِهِ. موطأ مالك (5 / 1323)
4. عَنِ ابْنِ عُمَرَ رَضِيَ اللَّهُ عَنْهُمَا قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ: بُنِيَ الْإِسْلَامُ عَلَى خَمْسٍ، شَهَادَةِ أَنْ لَا إِلَهَ إِلَّا اللَّهُ، وَأَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ، وَإِقَامِ الصَّلَاةِ، وَإِيتَاءِ الزَّكَاةِ، وَحَجِّ الْبَيْتِ، وَصَوْمِ رَمَضَانَ. صحيح مسلم (1 / 45)
5. عَنْ عُمَرَ بْنِ الْخَطَّابِ رَضِيَ اللَّهُ عَنْهُ قَالَ: بَيْنَمَا نَحْنُ عِنْدَ رَسُولِ اللَّهِ ﷺ ذَاتَ يَوْمٍ، إِذْ طَلَعَ عَلَيْنَا رَجُلٌ شَدِيدُ بَيَاضِ الثِّيَابِ، شَدِيدُ سَوَادِ الشَّعْرِ، لَا يُرَى عَلَيْهِ أَثَرُ السَّقَرِ، وَلَا يَعْرِفُهُ مِنَّا أَحَدٌ، حَتَّى جَلَسَ إِلَى النَّبِيِّ ﷺ، فَأَسْنَدَ رُكْبَتَيْهِ إِلَى رُكْبَتَيْهِ، وَوَضَعَ كَفَّيْهِ عَلَى فَخْذَيْهِ، وَقَالَ: يَا مُحَمَّدُ! أَخِيرَنِي عَنِ الْإِسْلَامِ. فَقَالَ رَسُولُ اللَّهِ ﷺ: «الْإِسْلَامُ أَنْ تَشْهَدَ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَأَنَّ مُحَمَّدًا رَسُولُ اللَّهِ ﷺ، وَتَقِيمَ الصَّلَاةَ، وَتُؤْتِيَ الزَّكَاةَ، وَتَصُومَ رَمَضَانَ، وَتَحُجَّ الْبَيْتَ إِنْ اسْتَطَعْتَ إِلَيْهِ سَبِيلًا.» قَالَ: صَدَقْتَ. قَالَ: فَعَجَبْنَا لَهُ يَسْأَلُهُ وَيُصَدِّقُهُ. قَالَ: فَأَخِيرَنِي عَنِ الْإِيمَانِ. قَالَ: «أَنْ تُؤْمِنَ بِاللَّهِ، وَمَلَائِكَتِهِ، وَكُتُبِهِ، وَرُسُلِهِ، وَالْيَوْمِ الْآخِرِ، وَتُؤْمِنَ بِالْقَدْرِ خَيْرِهِ وَشَرِّهِ.» قَالَ: صَدَقْتَ. قَالَ: فَأَخِيرَنِي عَنِ الْإِحْسَانِ. قَالَ: «أَنْ تَعْبُدَ اللَّهَ كَأَنَّكَ تَرَاهُ، فَإِنْ لَمْ تَكُنْ تَرَاهُ فَإِنَّهُ يَرَاكَ.» قَالَ: فَأَخِيرَنِي عَنِ السَّاعَةِ. قَالَ: «مَا الْمَسْئُولُ عَنْهَا بِأَعْلَمَ مِنَ السَّائِلِ.» قَالَ: فَأَخِيرَنِي عَنْ أَمَارَتِهَا. قَالَ: «أَنْ تَلِدَ الْأُمُّهُ رَبَّتَهَا، وَأَنْ تَرَى الْخُفَاةَ الْعُرَاةَ الْعَالَةَ رِغَاءَ الشَّاءِ يَتَطَاوَلُونَ فِي الْبُنْيَانِ.» قَالَ: ثُمَّ انْطَلَقَ فَلَيْثُ مَلِيًّا، ثُمَّ قَالَ لِي: «يَا عُمَرُ! أَتَدْرِي مَنْ السَّائِلُ؟» قُلْتُ: اللَّهُ وَرَسُولُهُ أَعْلَمُ. قَالَ: «فَإِنَّهُ جِبْرِيلُ أَتَاكُمْ يُعَلِّمُكُمْ دِينَكُمْ.» (صحيح مسلم: 1 / 37)
6. عَنْ سَبْرَةَ بِنِ مَعْبِدِ الْجُهَنِيِّ رَضِيَ اللَّهُ عَنْهُ قَالَ: قَالَ النَّبِيُّ ﷺ: مُرُوا الصَّيِّ بِالصَّلَاةِ إِذَا بَلَغَ سَبْعَ سِنِينَ وَإِذَا بَلَغَ عَشْرَ سِنِينَ فَاضْرِبُوهُ عَلَيْهَا. (سنن أبي داود (1 / 133) حسن) وَاخْرَجَهُ التِّرْمِذِيُّ فِي سَنَنِهِ وَلَفْظُهُ: عَلِّمُوا الصَّيِّ الصَّلَاةَ ابْنَ سَبْعِ سِنِينَ، وَاضْرِبُوهُ عَلَيْهَا ابْنُ عَشْرِ. سنن الترمذي ت شاكر (2 / 259) حسن صحيح

7. عَنْ مُعَاوِيَةَ رَضِيَ اللَّهُ عَنْهُ قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ: مَنْ يُرِدِ اللَّهُ بِهِ خَيْرًا يُفَقِّهْهُ فِي الدِّينِ. صحيح البخاري (1 / 25)
8. عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ: «مَنْ سَلَكَ طَرِيقًا يَلْتَمِسُ فِيهِ عِلْمًا، سَهَّلَ اللَّهُ لَهُ بِهِ طَرِيقًا إِلَى الْجَنَّةِ، وَمَا اجْتَمَعَ قَوْمٌ فِي بَيْتٍ مِنْ بُيُوتِ اللَّهِ، يَتْلُونَ كِتَابَ اللَّهِ، وَيَتَدَارِسُونَهُ بَيْنَهُمْ، إِلَّا نَزَلَتْ عَلَيْهِمُ السَّكِينَةُ، وَغَشِيَتْهُمْ الرَّحْمَةُ وَحَفَّتْهُمْ الْمَلَائِكَةُ، وَذَكَرَهُمُ اللَّهُ فِيمَنْ عِنْدَهُ، وَمَنْ بَطَأَ بِهِ عَمَلُهُ، لَمْ يُسْرِعْ بِهِ نَسَبُهُ. صحيح مسلم (4 / 2074)
9. عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ قَالَ: كَانَ رَسُولُ اللَّهِ ﷺ يَقُولُ: اَللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْأَرْبَعِ: مِنْ عِلْمٍ لَا يَنْفَعُ، وَمِنْ قَلْبٍ لَا يَخْشَعُ، وَمِنْ نَفْسٍ لَا تَشْبَعُ، وَمِنْ دُعَاءٍ لَا يُسْمَعُ. مسند أحمد ط الرسالة (14 / 188) سنن أبي داود (2 / 92) سنن ابن ماجه (2 / 1261)
10. عَنْ ابْنِ مَسْعُودٍ رَضِيَ اللَّهُ عَنْهُ عَنِ النَّبِيِّ ﷺ قَالَ: «لَا تَزُولُ قَدَمُ ابْنِ آدَمَ يَوْمَ الْقِيَامَةِ مِنْ عِنْدِ رَبِّهِ حَتَّى يُسْأَلَ عَنْ خَمْسٍ: عَنْ عُمْرِهِ فِيمَ أَفْنَاهُ، وَعَنْ شَبَابِهِ فِيمَ أَبْلَاهُ، وَمَالِهِ مِنْ أَينَ اكْتَسَبَهُ وَفِيمَ أَنْفَقَهُ، وَمَاذَا عَمِلَ فِيهِمَا عِلِمٌ. سنن الترمذي ت شاكر (4 / 612)
11. عَنْ عَبْدِ اللَّهِ رَضِيَ اللَّهُ عَنْهُ قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ: طَلَبُ كَسْبِ الْحَلَالِ فَرِيضَةٌ بَعْدَ الْفَرِيضَةِ. شعب الإيمان (11 / 176)
12. عَنْ أَبِي سَعِيدٍ رَضِيَ اللَّهُ عَنْهُ عَنِ النَّبِيِّ ﷺ قَالَ: اَلتَّاجِرُ الصَّدُوقُ الْأَمِينُ مَعَ النَّبِيِّينَ وَالصِّدِّيقِينَ وَالشُّهَدَاءِ. سنن الدارمي (3 / 1653) سنن الترمذي ت شاكر (3 / 507)
13. عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ أَنَّ رَسُولَ اللَّهِ ﷺ قَالَ: أَتَذَرُونَ مَا الْمُفْلِسُ؟ قَالُوا: الْمُفْلِسُ فِينَا مَنْ لَا دِرْهَمَ لَهُ وَلَا مَتَاعَ. فَقَالَ: إِنَّ الْمُفْلِسَ مِنْ أُمَّتِي يَأْتِي يَوْمَ الْقِيَامَةِ بِصَلَاةٍ، وَصِيَامٍ، وَزَكَاةٍ، وَيَأْتِي قَدْ شَتَمَ هَذَا، وَقَذَفَ هَذَا، وَأَكَلَ مَالَ هَذَا، وَسَفَكَ دَمَ هَذَا، وَضَرَبَ هَذَا، فَيُعْطَى هَذَا مِنْ حَسَنَاتِهِ، وَهَذَا مِنْ حَسَنَاتِهِ، فَإِنْ فَنِيَتْ حَسَنَاتُهُ قَبْلَ أَنْ يُقْضَى مَا عَلَيْهِ، أَخِذَ مِنْ خَطَايَاهُمْ فَطَرَحَتْ عَلَيْهِ، ثُمَّ طُرِحَ فِي النَّارِ. صحيح مسلم (4 / 1997)
14. عَنْ أَبِي الدَّرْدَاءِ رَضِيَ اللَّهُ عَنْهُ عَنِ النَّبِيِّ ﷺ قَالَ: إِنَّ أَثْقَلَ شَيْءٍ يُوَضَّعُ فِي مِيزَانِ الْمُؤْمِنِينَ يَوْمَ الْقِيَامَةِ خُلُقٌ حَسَنٌ. وَإِنَّ اللَّهَ يُبْغِضُ الْفَاحِشَ الْبَذِيَّ. شرح السنة للبخاري (13 / 78)
15. عَنْ ابْنِ عَبَّاسٍ رَضِيَ اللَّهُ عَنْهُمَا أَنَّ رَسُولَ اللَّهِ ﷺ قَالَ: أَرْبَعٌ مَنْ أُعْطِيَهُنَّ فَقَدْ أُعْطِيَ خَيْرَ الدُّنْيَا وَالْآخِرَةِ: قَلْبًا شَاكِرًا، وَلِسَانًا ذَاكِرًا، وَبَدَنًا عَلَى

الْبَلَاءُ صَابِرًا، وَزَوْجَةً لَا تَبْغِيهِ خَوْثًا فِي نَفْسِهَا وَلَا مَالِهِ. المعجم الأوسط (179 /7)

16. عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ، عَنِ النَّبِيِّ ﷺ قَالَ: اجْتَنِبُوا السَّبْعَ الْمُؤَبِّقَاتِ. قَالُوا: يَا رَسُولَ اللَّهِ! وَمَا هُنَّ؟ قَالَ: الشِّرْكُ بِاللَّهِ، وَالسَّحَرُ، وَقَتْلُ النَّفْسِ الَّتِي حَرَّمَ اللَّهُ إِلَّا بِالْحَقِّ، وَأَكْلُ الرِّبَا، وَأَكْلُ مَالِ الْيَتِيمِ، وَالتَّوَلَّى يَوْمَ الزَّحْفِ، وَقَذْفُ الْمُحْصَنَاتِ الْمُؤْمِنَاتِ الْغَافِلَاتِ. صحيح البخاري (10 /4)

17. عَنْ أَبِي سَعِيدٍ الْخُدْرِيِّ رَضِيَ اللَّهُ عَنْهُ عَنِ النَّبِيِّ ﷺ قَالَ: مَنْ رَأَى مِنْكُمْ مُنْكَرًا فَلْيُغَيِّرْهُ بِيَدِهِ، فَإِنْ لَمْ يَسْتَطِعْ فَبِلِسَانِهِ، فَإِنْ لَمْ يَسْتَطِعْ فَبِقَلْبِهِ، وَذَلِكَ أَضْعَفُ الْإِيمَانِ. صحيح مسلم (69 /1)

18. يُجَاءُ بِالرَّجُلِ يَوْمَ الْقِيَامَةِ، فَيُلْقَى فِي النَّارِ، فَتَنْدَلِقَ أَقْتَابُهُ فِي النَّارِ، فَيَطْحَنُ فِيهَا كَطْحَنِ الْحِمَارِ بِرَحَاهُ، فَيَجْتَمِعُ أَهْلُ النَّارِ عَلَيْهِ، فَيَقُولُونَ: أَيُّ فُلَانٍ! مَا شَأْنُكَ؟ أَلَيْسَ كُنْتَ تَأْمُرُنَا بِالْمَعْرُوفِ، وَتَنْهَانَا عَنِ الْمُنْكَرِ؟ قَالَ: كُنْتُ آمُرُكُمْ بِالْمَعْرُوفِ وَلَا آتِيهِ، وَأَنْهَأُكُمْ عَنِ الْمُنْكَرِ وَآتِيهِ. شرح السنة للبلغوي (14 /352، 351)

19. عَنْ أَنَسٍ رَضِيَ اللَّهُ عَنْهُ، عَنِ النَّبِيِّ ﷺ قَالَ: وَالَّذِي نَفْسِي بِيَدِهِ، لَا يُؤْمِنُ عَبْدٌ حَتَّى يُحِبَّ لِأَخِيهِ مَا يُحِبُّ لِنَفْسِهِ. صحيح مسلم (68 /1)

20. عَنِ الثُّعْمَانِ بْنِ بَشِيرٍ رَضِيَ اللَّهُ عَنْهُ يَقُولُ: قَالَ رَسُولُ اللَّهِ ﷺ: تَرَى الْمُؤْمِنِينَ فِي تَرَاحِمِهِمْ وَتَوَادِهِمْ وَتَعَاطُفِهِمْ، كَمَثَلِ الْجَسَدِ، إِذَا اشْتَكَى غَضَاوًا تَدَاعَى لَهُ سَائِرُ جَسَدِهِ بِالسَّهْرِ وَالْحُمَى. صحيح البخاري (10 /8)

21. عَنْ عَبْدِ اللَّهِ بْنِ عُمَرَ رَضِيَ اللَّهُ عَنْهُمَا: أَنَّ رَسُولَ اللَّهِ ﷺ قَالَ: أَلَا كُلُّكُمْ رَاعٍ وَكُلُّكُمْ مَسْئُولٌ عَنْ رَعِيَّتِهِ، فَالْإِمَامُ الَّذِي عَلَى النَّاسِ رَاعٍ وَهُوَ مَسْئُولٌ عَنْ رَعِيَّتِهِ، وَالرَّجُلُ رَاعٍ عَلَى أَهْلِ بَيْتِهِ، وَهُوَ مَسْئُولٌ عَنْ رَعِيَّتِهِ، وَالْمَرْأَةُ رَاعِيَةٌ عَلَى أَهْلِ بَيْتِ زَوْجِهَا، وَوَلَدِهِ وَهِيَ مَسْئُولَةٌ عَنْهُمْ، وَعَبْدُ الرَّجُلِ رَاعٍ عَلَى مَالِ سَيِّدِهِ وَهُوَ مَسْئُولٌ عَنْهُ، أَلَا فِكُلُّكُمْ رَاعٍ وَكُلُّكُمْ مَسْئُولٌ عَنْ رَعِيَّتِهِ. صحيح البخاري (9 /62)

22. عَنْ أَبِي هُرَيْرَةَ رَضِيَ اللَّهُ عَنْهُ، قَالَ: قَالَ رَسُولُ اللَّهِ ﷺ: «مَثَلِي وَمَثَلُ الْأَنْبِيَاءِ كَمَثَلِ قَصْرِ أَحْسَنَ بُنْيَانُهُ، تُرِكَ مِنْهُ مَوْضِعُ لِيْنَةٍ، فَطَافَ بِهَا النَّظَّارُ يَتَعَجَّبُونَ مِنْ حُسْنِ بِنَائِهِ إِلَّا مَوْضِعَ تِلْكَ اللَّيْنَةِ، لَا يَعِيبُونَ سِوَاهَا، فَكُنْتُ أَنَا سَدَدْتُ مَوْضِعَ تِلْكَ اللَّيْنَةِ، حَتَمَ بِي الْبُنْيَانُ، وَخَتَمَ بِي الرُّسُلُ» وفي رواية: فَأَنَا اللَّيْنَةُ، وَأَنَا خَاتَمُ النَّبِيِّينَ. شرح السنة للبلغوي (13 /201)

23. عَنْ أَنَسِ بْنِ مَالِكٍ رَضِيَ اللَّهُ عَنْهُ، عَنِ النَّبِيِّ ﷺ قَالَ: " أَرْحَمُ أُمَّتِي بِأُمَّتِي أَبُو بَكْرٍ، وَأَشَدُّهُمْ فِي أَمْرِ اللَّهِ عُمَرُ وَأَصْدَقُهُمْ حَيَاءٌ عُثْمَانُ وَأَقْضَاهُمْ عَلِيٌّ، وَأَفْرَضُهُمْ زَيْدُ بْنُ ثَابِتٍ، وَأَفَرُّوهُمْ لِكِتَابِ اللَّهِ أَبِي بْنُ كَعْبٍ، وَأَعْلَمُهُمْ بِالْحَلَالِ وَالْحَرَامِ مُعَاذُ بْنُ جَبَلٍ، أَلَا وَإِنَّ لِكُلِّ أُمَّةٍ أَمِيئًا، وَإِنَّ أَمِيئَ هَذِهِ الْأُمَّةِ أَبُو عُبَيْدَةَ بْنُ الْجَرَّاحِ. مسند أحمد ط الرسالة (21/ 406) سنن ابن ماجه (1/ 55)

24. عَنْ أَبِي بَكْرَةَ رَضِيَ اللَّهُ عَنْهُ يَقُولُ: رَأَيْتُ رَسُولَ اللَّهِ ﷺ عَلَى الْمِنْبَرِ وَالْحَسَنُ بْنُ عَلِيٍّ إِلَى جَنْبِهِ، وَهُوَ يُقِيلُ عَلَى النَّاسِ مَرَّةً، وَعَلَيْهِ أُخْرَى وَيَقُولُ: «إِنَّ ابْنِي هَذَا سَيِّدٌ وَلَعَلَّ اللَّهَ أَنْ يُصْلِحَ بِهِ بَيْنَ فِئَتَيْنِ عَظِيمَتَيْنِ مِنَ الْمُسْلِمِينَ. صحيح البخاري (3/ 186)

25. عَنْ عِمْرَانَ بْنِ حُصَيْنٍ رَضِيَ اللَّهُ عَنْهُمَا، يَقُولُ: قَالَ رَسُولُ اللَّهِ ﷺ: " خَيْرُ أُمَّتِي قَرْنِي، ثُمَّ الَّذِينَ يُلُونَهُمْ، ثُمَّ الَّذِينَ يُلُونَهُمْ. صحيح البخاري (5/ 2)

26. عَنْ جَابِرِ بْنِ عَبْدِ اللَّهِ رَضِيَ اللَّهُ عَنْهُ قَالَ: خَطَبَنَا رَسُولُ اللَّهِ ﷺ فِي وَسْطِ أَيَّامِ التَّشْرِيقِ خُطْبَةَ الْوَدَاعِ، فَقَالَ: " يَا أَيُّهَا النَّاسُ، إِنَّ رَبَّكُمْ وَاحِدٌ، وَإِنَّ أَبَاكُمْ وَاحِدٌ، أَلَا لَا فَضْلَ لِعَرَبِيٍّ عَلَى عَجَمِيٍّ، وَلَا لِعَجَمِيٍّ عَلَى عَرَبِيٍّ، وَلَا لِأَحْمَرَ عَلَى أَسْوَدَ، وَلَا أَسْوَدَ عَلَى أَحْمَرَ، إِلَّا بِالتَّقْوَى، إِنَّ أَكْرَمَكُمْ عِنْدَ اللَّهِ أَتْقَاكُمْ، أَلَا هَلْ بَلَّغْتُ؟ "، قَالُوا: بَلَى يَا رَسُولَ اللَّهِ، قَالَ: " فَلْيُبَلِّغِ الشَّاهِدُ الْغَائِبَ. شعب الإيمان (7/ 132)

Recommended Books

1. Translation of the Holy Qur'an by Abdullah Yousuf Ali
2. The Glorious Qur'an by Dr Muhammad Tahir-ul-Qadri
3. Hameed Ullah Muhammad, "Muslim Conduct of State"
4. Hameed Ullah Muhammad, 'Introduction to Islam'
5. Hussain Hamid Hassan, "An Introduction to the Study of Islamic Law"
Leaf Publication Islamabad, Pakistan.
6. Ahmad Hasan, "Principles of Islamic Jurisprudence" Islamic Research
Institute, International Islamic University, Islamabad (Latest Edition)
7. Mir Waliullah, "Muslim Jurisprudence and the Quranic Law of Crimes"
Islamic Book Service (Latest Edition)
8. H.S. Bhatia, "Studies in Islamic Law, Religion and Society" Deep & Deep
Publications New Delhi (Latest Edition)
9. Dr. Muhammad Zia-ul-Haq, "Introduction to Al Sharia Al Islamia" Allama
Iqbal Open University, Islamabad (Latest Edition)

نصابی کتاب

تفہیم اسلامیات از پروفیسر محمد نواز چوہدری و دیگر یا کوئی بھی کتاب جس میں کورس آؤٹ لائن کے مطابق مواد موجود ہو

حوالہ جاتی کتاب

تفسیر القرآن العظیم از ابن کثیر
تفسیر روح المعانی از شہاب الدین محمود آلوسی
معارف القرآن از مفتی محمد شفیع
ضیاء القرآن از پیر کرم شاہ الازہری
مشکاۃ المصابیح از منظور تبریزی
معارف الحدیث از منظور نعمانی
سیرت النبی ﷺ از شبلی نعمانی و سید سلمان ندوی
الرحیق المختوم از صفی الرحمن مبارکپوری
سیر الصحابہ از شاہ معین الدین ندوی
تاریخ اسلام از شاہ معین الدین ندوی
عشرہ مبشرہ از محمود احمد ظفر
اسلامی تہذیب اور اس کے اصول و مبادی از سید ابوالاعلیٰ مودودی
اسلام اور جدید ذہن کے شبہات از سید محمد قطب
خطبات بہاولپور از ڈاکٹر محمد حمید اللہ

Other Reference Materials

1. Tafheem e Islamiyat by Prof Dr. M. Nawaz Chohdary
2. Islamic Education by M D Zafar
3. Islamic Studies by Rafique Mohamma

Understanding of Quran-I**GEN-125**

Program-Discipline	BBA
Credit Hours	(0,1)
Duration	18 Weeks

Course Title: Understanding of Quran-I

Course Code: GEN-125

Course Description

This required course focuses on writing clearly and cogently, overcoming prevalent errors in language, mastering rules in grammar and syntax, and developing skills in organizing and structuring different forms of writing. The course consists of two major parts: the reading section-focuses on recognizing a topic sentence, skimming, scanning, use of cohesive devices, identifying facts and opinions, guess meanings of unfamiliar words etc. The writing section deals with the knowledge and the use of various grammatical components and essay writing skills which would enable students to write effective and advanced expository writing.

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student will be able to:

- Develop the ability to understand basic words of the Quran, phrases and sentences that do not contain verbs (unit 1 to 5 of Muallim ul Quran Book) and then sentences having present tense (first half of unit 6 of Muallim ul Quran Book).
- Acquire a strong foundation for understanding long verses of the Quran with clarity.
- Comprehend Quranic vocabulary, particles (operative & non operative particles), compounds (Adjective & Possessive compound), pronouns (singular & plural) and types of plural through hundreds of Quranic sentences.
- Recognize and understand different styles of Quranic sentences, including nominal sentence, emphatic sentence, double emphatic sentence, negative sentence, interrogative sentence, oath –based sentences.
- Strengthen understanding of fundamental Quranic linguistic styles, expressions and idioms.
- Understand at least 30to 40%of each page of the holy Quran.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

Practical / Lab Courses

	Exam	Weightage
(a)	End-Semester Exam	30
(b)	Mid-Semester Exam	20
(c)	Experiment/Lab Reports / Viva Voce / Project / PBL (Problem Based Learning)	50
	Total	100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester.

In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. $3 \times 16 = 48$ contact hours in the semester.

Week Wise Course Outline

Week	Lessons	Assignments/Home Task	Linguistic Rules
1	1-6	Writing the meaning of Quranic words Lesson 1-8	Proper Noun Masculine & Feminine
	9-14	Writing the meaning of Quranic words 9-14	Two kinds of plural Concept of (و) "And" Common Noun
2	15-17	Writing the meaning of Quranic Words, phrases & Translation of Sentences 15-17	Demonstrative Noun (This & That for Masculine (هذه - هذا) Demonstrative Noun (This & That for Feminine) (ذلك - تلك)
	18-19 & Revision (Unit 1)	Writing the meaning of Quranic words, Phrases & Translation of sentences 17-19 QUIZ	Laam for emphasis (لام التأكيد) Superlative Degree like أكبر Revision of all Quranic Sentences
3	1-3	Writing the meaning of Quranic words, phrases & translation of Sentences 1-3	Emphatic Particle (ل) Preposition "for" (في) (اللام) Preposition (الى)
	4-6	Writing the meaning of Quranic words, phrases & translation of Sentences 4-6	Preposition (على - من - الى)
4	7-9	Writing the meaning of Quranic words & translation of Sentences 7-9	Preposition (الباء) Absolute Negation Particle Exceptive Particle (لا النافية للجنس) (ما النافية - الآ)
	10-13 & Revision (Unit 2)	Writing the meaning of Quranic words, phrases & translation of Sentences 10-13 QUIZ	Subordinating Conjunction (أن), Was (حرف النداء) Vocative Particle (كان)

5	1-2	Writing the meaning of Quranic phrases 1-2	Quranic Adjective Compounds (صفت وموصوف)
	3-5	Writing the meaning of Quranic words, phrases & translation of Sentences 3-5	Quranic Possessive Construction (مضاف ومضاف اليه)
6	6-7	Writing the meaning of Quranic phrases & Translation of Sentences 8-10	Quranic Possessive Construction (مضاف ومضاف اليه)
	8-10 & Revision (Unit 3)	Writing the meaning of Quranic words, phrases & translation of Sentences 3-5 QUIZ	Active Participle (اسم الفاعل), Passive Participle (اسم المفعول), Dual(مثنى)
7	1-2	Writing the meaning of Quranic phrases & Translation of Sentences 1-2	Personal Pronoun He (هو المنفصل) Possessive Pronoun His (ه المنفصل)
	3-4	Writing the meaning of Quranic words, phrases & translation of Sentences 3-4	Possessive Pronouns with Prepositions like في بيته Pronoun "His" with prepositions like له، منه، فيه
8	5-8	Writing the meaning of Quranic Sentences 5-8	Personal Pronoun You (له - منه - فيه) Possessive Pronoun Your (أنت المنفصل) Possessive Pronouns with Prepositions like في بيتك Pronoun "your" with prepositions Like، منك، فيك،
9	MID TERM EXAMS		
10	9-11	Writing the meaning of Quranic phrases & sentences 9-11	Personal Pronoun She (هي المنفصل) Possessive Pronoun Her (ي المنفصل) Possessive Pronoun with prepositions Like في بيتها Pronoun "Her"

			with prepositions like لها،
	12-14	Writing the meaning of Quranic phrases & sentences 12-14	Personal Pronoun (أنا المنفصل) Possessive Pronoun Her ي المنصل
11	15-16	Writing the meaning of Quranic phrases & sentences 15-16	Possessive Pronoun with Prepositions like Pronoun "My" with prepositions like لي
	17 & Revision (Unit 4)	Revision of all Quranic sentences of Unit 4 QUIZ	Adverb (حال)
12	1-2	Writing the meaning of Quranic phrases & sentences 1-2	Masculine Plural جمع المذكر السالم وجمع المذكر السالم المسبوق بحرف الجر
	3-4	Writing the meaning of Quranic phrases & sentences 3-4	Possessive Construction with Plurals جمع المذكر السالم المسبوق بالإضافة
13	5-6	Writing the meaning of Quranic phrases, sentences & verses 5-6	Personal Pronoun They (هم المنفصل) Personal Pronoun Their (هم المنصل)
	7-8	Writing the meaning of Quranic phrases, sentences & verses 7-8	Possessive Pronoun with Prepositions like في بيتهم Pronoun "Their" with prepositions like لهم
14	9-11	Writing the meaning of Quranic phrases, sentences & verses 9-11	Personal Pronoun You (أنت المنصل) Personal Pronoun Your (كم المنصل) Personal Pronoun with Prepositions فيكم

	12-14	Writing the meaning of Quranic phrases & sentences & verses 12-14	Pronoun "Your,, with prepositions like نحن المنفصل Personal Pronoun We Possessive Pronoun Our like (نا المتصل)
15	15-16	Writing the meaning of Quranic sentences & verses 15-16	Possessive Pronouns with Prepositions like في بيتنا Pronoun "Our" with prepositions like لنا
	17-18	Writing the meaning of Quranic sentences & Verses 17-18	Demonstrative Pronoun: These, Those (هؤلاء – أولئك)
16	19-20	Writing the meaning of Quranic sentences & Verses 19-20	ما / إلا، إن / إلا، إنما، ليس، ما، (إلا، إم، أن، بل، كأن،
	21-22	Writing the meaning of Quranic sentences & Verses 21-22	(ألا، أليس، اليوم، يومئذ، سبحان، ما بينها، قل، إذن، بئس، نعم، كلا، ما أدراك، حسب، أعلم ب، مصير، مرجع، دينا (تمييز)
17	23	Translation of Quranic Sentences & Verses 23	(ألا، أليس، اليوم، يومئذ، سبحان، ما بينها، قل، إذن، بئس، نعم، كلا، ما أدراك، حسب، أعلم ب، مصير، مرجع، دينا (تمييز)
	Revision (Unit 5)	QUIZ	Revision of all Quranic Sentences
18	END SEMESTER EXAM		

Recommended Book

1. Muallim ul Quran (Volume1&2) by Dr. Ubaid ur Rahman

Other material, content and books

1. Paper book: All volumes are available in printed book form.
2. Tutorial videos: Teaching video of each lesson available on YouTube.
3. Confirmation Videos: A complete series of confirmation videos of all lessons is available, in which the student can confirm his answers.
4. A flipbook: A flipbook edition is also accessible.
5. Helping material: Helping material for the teachers like quizzes, question papers and images is available on website.

Microeconomics
ID-151

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Microeconomics**Course Code:** ID-151**Course Description**

The course develops the base level knowledge regarding the economy and all of its stakeholders at micro-level. It helps to develop a base line knowledge regarding the conceptual and theoretical understanding of the behaviour of different microeconomic agents.

The concepts that are useful for a student of Economics at starting level or a student studying another discipline exploring the behaviours of consumers, producers other agents of Economy, are studied. Different market structure like Perfect Competition, Monopoly, oligopoly Government policies and their effects are also explored.

Learning Outcomes

- To familiarize the students with the basic principles of Microeconomics
- To make students understand the working pattern of the market economy, and ancillary concepts/mechanism
- To develop an understanding in students regarding the concepts of optimal resource allocation
- To develop the practical skills to handle complex Data and policies related to Microeconomics in their personal and professional lives

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	- Definitions: Nature, Scope and Importance (Micro Economics); - Definitions of Economics under various School of Thoughts; - Concept of Scarcity, choice and wealth in Economics.
2	Economic & Non-economic Goods, Positive Economics Vs. Normative Economics, Basic problems of Economics, Concept of Utility and Needs
3	- Consumer behaviour: Concept of marginal Utility, - Cardinal Approach to consumer behaviour (Law of Diminishing, Marginal Utility & Law of Equip-marginal Utility Law) and Ordinal Approach to consumer behaviour (Indifference Curve Analysis)
4	Demand: Concepts of Demand and Law of Demand. Determinants of demand, Shift in Demand versus Movement along Demand Curve. Elasticity of Demand and its measurement (%age method). Price Elasticity, Income Elasticity and Cross Price Elasticity
5	Supply: Concept of Supply and Stock; Law of supply. Determinants of Supply. Shift And Movement of Supply Curve. Elasticity of Supply and its measurement (%age Method)
6	Market equilibrium: Price and Market equilibrium. Effects of shifts in demand and/supply on Market equilibrium.
7	Market Price fluctuations with changes in determinants of demand and supply. Concept of Consumer surplus, Producer Surplus and Social surplus with the help of diagrams.
8	- Application of the Elasticity (Market, For managers, for Business, for Economy) - Application of Consumer 's Surplus and producer surplus in Market
9	MID TERM EXAMS
10	Concept of Production, Production possibility curve, Factors of production, Land Labour, Capital and Entrepreneur.

11	• Law of Variable Proportions. Laws of Returns and their application. Factor Pricing.
12	• Costs of Production, Concept of short run cost curves (Fixed, Variable, Total, Average, Marginal costs). Link between short run and long run costs. Revisit Opportunity Costs.
13	• Concept of Total, Average and Marginal Revenue, Revenue Curves and their determination under Perfect and Imperfect Competition.
14	• Output determination in different Market structures (Perfect competition, Monopoly and Monopolistic Competition)
15	• Market structures and their Practical examples (Perfect Competition, Monopoly, Oligopoly, Monopolistic competition)
16	• Understanding Policies regarding Markets (Price ceiling, Price flooring. Taxes on producers and consumers, Price control)
17	REVISION
18	END SEMESTER EXAMS

Recommended Books

1. "Economics" Paul Samuelson and William Nordhaus, Latest Edition
2. Principles of Microeconomics, Mankiw N. Gregory, Latest Edition

Other Reference Materials

1. Pindyck, R. S., & Rubinfeld, D. L. (2001). Microeconomics (7th ed.), London Prentice Hall International.
2. Morgan, W., Katz, M. L., & Rosen, H. S., (2009). Microeconomics (European ed.). McGraw-Hill Higher Education.
3. Mankiw, N.G. (2008). Principles of Economics (7th ed.). Southwest Publishers
4. Miller, R. L. (2013). Economics Today (17th ed.). Pearson.
5. Gans, J.S., King, S.P. & Mankiw, N.G. (2012). Principles of Microeconomics (5th ed.), Cengage Learning.
6. Outline of Economics by Schaum's Series

Introduction to Business
MGT-141

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Introduction to Business**Course Code:** MGT-141**Course Description**

This course introduces the fundamentals of business in both national and global contexts. It emphasizes the economic, ethical, technological, and societal roles of businesses. Students will explore forms of business ownership, organizational structures, core business functions, and strategic thinking tools to better understand how businesses create value and respond to environmental forces. Pakistani and regional case studies are incorporated to reinforce real-world applications.

Learning Outcomes

- By the end of this course, students will be able to:
- Explain the role of business in society and the economy.
- Differentiate between various forms of business ownership and organizational structures.
- Describe how core business functions (marketing, finance, operations, HR) contribute to business goals.
- Apply basic tools (SWOT, STP, PLC) to analyze business environments.
- Demonstrate awareness of ethical, social, and environmental responsibilities of businesses.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. $3 \times 16 = 48$ contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	Introduction to Business; scope, functions, and role in economy and society
2	Entrepreneurial mindset, qualities of a successful businessperson
3	Social responsibility, environmental and ethical responsibilities
4	Forms of business ownership: sole proprietorship, partnership, corporations
5	Business structures: departments, line and staff, organizational chart
6	Internal environment: resources, competencies, strengths and weaknesses
7	SWOT analysis and introduction to strategic planning
8	Overview of business functions: operations, marketing, HR, finance
9	MID TERM EXAMS
10	Business planning: goals, vision/mission, and business plan components
11	Introduction to PLC and market segmentation (STP framework)
12	Marketing mix: 4Ps and basics of competitive positioning
13	External environment: PESTLE analysis and Porter's model
14	Quality management tools, workplace innovation and change
15	Blue Ocean Strategy: creating uncontested market space
16	Course review and student presentations/project submission
17	REVISION
18	END SEMESTER EXAM

Recommended Books

1. Nickels, McHugh & McHugh. *Understanding Business*. McGraw-Hill Education. Latest Global Edition.
2. Ferrell, Hirt & Ferrell. *Business: A Changing World*. McGraw-Hill, Latest Edition.

Semester-II Course Outlines

Expository Writing
GEN-104

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Expository Writing**Course Code:** GEN-104**Course Description**

This required course focuses on writing clearly and cogently, overcoming prevalent errors in language, mastering rules in grammar and syntax, and developing skills in organizing and structuring different forms of writing. The course consists of two major parts: the reading section-focuses on recognizing a topic sentence, skimming, scanning, use of cohesive devices, identifying facts and opinions, guess meanings of unfamiliar words etc. The writing section deals with the knowledge and the use of various grammatical components and essay writing skills which would enable students to write effective and advanced expository writing.

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student will be able to:

CLO No.	CLO Description
CLO-1	Develop their writing through a series of steps, the first of which is critical reading of passages.
CLO-2	Practice writing to refine their macro level as well as micro level compositional skills for professional purposes.
CLO-3	Employ various modes like argument, cause and effect, narration, description, comparison and contrast exemplification and classification in their writings.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	• Understanding Expository Writing & its purpose • Differentiating expository writing from other forms of writing (descriptive, narrative, persuasive) • Basic features (It informs, it is factual, presented in a logical format, clear about its purpose; it is not subjective, not an attempt to change reader's mind or shape their perspective)
2	• Reading for writing • Reading strategies • Critical Reading skills • Find specific and general information quickly • Distinguish between relevant and irrelevant information according to purpose for reading • Distinguish between fact and opinion
3	• Writing Process • Generating ideas (collecting information in various forms; brainstorming, mind maps, tables, lists, charts, outlining, clustering)
4	• Ordering Information/Text organization • Chronology • Stages of a process • From general to specific and vice versa • From most important to least important • Advantages and disadvantages • Cause and effect • Comparison and contrast • Problem solution pattern
5	• Drafting • Free Writing

	• Revisions • Editing • Paraphrasing
6	• Coherence and Cohesion • Cohesive devices (linking words, connectors, discourse markers, transitional words) • Paragraph Unity (Developing a single idea thoroughly and linking it to the rest of essay/writing) • Ordering sentences in a logical manner • Transition links in sentences
7	• Ethical Considerations in Expository Writing • Honesty, integrity, and accuracy in writing • Avoiding bias and presenting balanced viewpoints • Respecting copy and intellectual property rights
8	• Paragraph writing: simple, compound and complex sentence structure • Practice with every day topics
9	MID TERM EXAMS
10	• Characteristics of narrative, descriptive, and argumentative paragraphs • Essay writing Descriptive, narrative, discursive, and argumentative
11	• Identification of tone, diction, voice
12	• Writing for Professional Purposes • Cover Letter formats • Cover Letter writing • Resume formats • Resume Writing • Email format • Email etiquettes

13	• Visual Communication in Expository Writing • Selecting appropriate images and visual elements • Creating effective charts, graphs, and infographics • Ensuring accessibility of visual content • Ensuring readability of visual content
14	• Understanding AI Writing Context • Exploring the intersection of artificial intelligence and expository writing • Analyzing the role of AI in generating written content
15	• Identifying opportunities and challenges in AI-assisted writing • Ethical considerations in AI-generated writing
16	• Writing for Digital Platforms • Adapting expository writing for online audiences • Blogging and content creation • Search engine optimization (SEO) for online writing • Engaging readers through social media and interactive blogs
17	REVISION
18	END TERM EXAMS

Recommended Books

1. On writing well: The classic guide to writing nonfiction, Zinsser W. Harper Perennial, 2006
2. A Practical Guide to Business Writing: Writing in English for Non-Native Speakers, Khaled Al- Maskari, Wiley, 2012
3. Effective Communication Skills: The Foundations for Change, John Nielsen, 2008
4. College Writing Skills with Readings, by John Langan, McGraw-Hill, 5th Edition.
5. High School English Grammar & Composition by Wren & Martin
6. Practical English Grammar by A. J. Thomson and A. V. Martinet

Quantitative Reasoning-II
GEN-105

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Quantitative Reasoning-II**Course Code:** GEN-105**Course Description**

To provide students with an understanding of the basic Mathematical and Financial Techniques used in Business Enterprises or Accountancy Profession through application of techniques rather than its theoretical aspect. To equip students with Mathematical Skills and Knowledge that can be applied to solve Financial Problems in field of Accountancy

Learning Outcome

After taking a course in Quantitative Reasoning II, students will be able to:

- Problem Solving: Categorize an unfamiliar problem; justify the categorization; and identify valid and reliable steps needed to address the problem.
- The topics for the Quantitative Reasoning course are:
- Number, Ratio, and Proportional Reasoning, Modeling, Matrix, algebra, linear equation, Interest
- Probability
- Statistics

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	Ratio, types of ratio and related problems
2	Proportion, types of proportion, problems related to different types of proportion.
3	Percentage, real world problems related to profit and loss and zakat calculation.
4	Quadratic equation in one variable and its applications. Solution of quadratic equations by prime factorization and completing squares.
5	Roots of quadratic equations and its types, relation between roots and coefficients of quadratic equation, formation of a quadratic equation when roots are given.
6	Format of a quadratic equation when roots are given, nature of roots of quadratic equation
7	Concept of perimeter and its application. perimeter of rectangle, square, triangle and circle.
8	Concept of area, problems involving area of rectangle, circle, cone, triangle square and cylinder
9	MID TERM EXAMS
10	Inequalities and their properties, solution of inequalities.
11	Absolute values, one variable equations involving absolute values and their solution.
12	Sequence and series, general term of a sequence and related problems
13	Arithmetic sequence and its general term with related problems.

14	• Arithmetic series, problems involving arithmetic series.
15	• Geometric sequence and its general term with related problems.
16	• Geometric series, finite and infinite geometric series, problems involving geometric series.
17	• Harmonic sequence its general term with related problems
18	END SEMESTER EXAMS

Recommended Books

1. Frank S. Budnick, "Applied Mathematics for Business, Economics, and Social Sciences", Latest Edition, McGraw-Hill Inc.
2. Charles D. Miller, Stanley A. Salzman, and Gary Clendenen, "Business Mathematics", Latest Edition, Addison-Wesley
3. Glencoe "Mathematics with Business Applications", Student Latest Edition, McGraw-Hill.

Environmental Science
GEN-107

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Environmental Science**Course Code:** GEN-107**Course Description**

With a globally declared climate emergency and lack of commitment from world leadership to bring about radical changes in resource consumption and exploitation, it has become crucial to bring that change at personal and community level. Such local initiatives have triggered global movements that are demanding a change in policy and governance with respect to climate change in general and natural resource management and environmental conservation in particular. This course will try to establish the link between an individual and their hydrosphere, geosphere, atmosphere and biosphere to bring about the much-needed sensitization through science. The course will have lectures, discussions and field visits/documentaries for better understanding of the issues and to propose relevant solution at the end of the course.

Learning Outcome

- Students will be able to:
- Explain the processes and interactions that occur within and between environmental systems, such as the water cycle, nutrient cycling, and energy flow.
- Understand the underlying causes and drivers of environmental problems, including human activities, economic factors, and social dynamics.
- Evaluate strategies for sustainable resource management, conservation, and stewardship at local, regional, and global scales

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Content
1	Introduction to course • Basic Principles about Convergence of Ecology with Economics and Sociology to evolve as Environmental Science • Scope of Environmental Science • Our Natural Environment
2	Atmosphere • Stratification and Properties of Atmosphere • Human Impact on Atmosphere (Climate change, Greenhouse Effect, Global warming, Air Pollution, Ozone depletion, Acid rain) Lithosphere • Division, properties • Structure of Earth
3	Lithosphere • Human Impact on Lithosphere (Deforestation, urbanization and industries' impact, Land Pollution, climate change) Hydrosphere • Properties, Types of water within Hydrosphere (Saltwater, Freshwater – ice/liquid, Atmospheric water) • Marine stratification and associated ecosystems • Freshwater ecosystem • Human Impact on Hydrosphere (Water Pollution)
4	Biosphere • Components • Levels of organization • Food chain and food web • Ecological pyramids • Overview of ecosystems Nutrient Cycles: • Carbon, Sulphur, Phosphorus, • Nitrogen, and H₂ O

5	Renewable & Non-renewable Resources, • Biodiversity and Conservation • Pollution Control Strategies I
6	Pollution Control Strategies II History of Environmental Laws and International Protocols • (Stockholm Conference UNCHE 1972, CITES 1973, • Vienna Convention for the Protection of Ozone Layer 1985, Montreal Protocol 1987)
7	History of Environmental Laws & International Protocols • (Rio Conference 1992, Convention on Biological Diversity, Kyoto Protocol 1997, Paris Agreement 2015)
8	Revisions
9	MID TERM EXAMS
10	Environmental Laws in Pakistan • The Pakistan Environment Protection Act (PEPA 1997) • The National Environmental Policy 2005 • Role of Pakistan Environmental Protection Agency • EIA in Pakistan (Overview) • National Environmental Quality Standards
11	Sustainable Developmental Goals Plastic Pollution • Introduction to Plastic • Plastic products • Chemicals in Plastic • Causes of Plastic Pollution • Effects of Plastic Pollution on Environment and Human Health • Approaches to combat Plastic Pollution
12	Microplastic Pollution • Introduction • Types of Microplastics • Sources of Microplastics

	• Classification of Microplastics • Microplastics in Atmospheric, Cryospheric, Aquatic and Terrestrial Ecosystems • Bio-degradation of Plastics
13	Biological methods for environmental management • Bioremediation Waste Management and Treatment Methods • Landfill, Composting, Sewage water treatment
14	Transboundary Impacts of Climate Change (Kabul River Basin) • Causes, Pathways and Management (overview) • Climate change impact on Kabul River • Overview, Impacts and Mitigation Strategies
15	Agroecology • Introduction, Principles, Techniques, Comparative analysis with conventional farming
16	Economics of the Environment • Role-Play and Negotiations strategies
17	REVISION
18	END SEMESTER EXAMS

Recommended Books

1. Research Papers (To be provided after each lecture).
2. Henry, J. G. & Hainke, G. W. 1996. Environmental Science and Engineering. 2nd edition Pearson Education Inc., New Jersey, USA.
3. Hardy, J. T. 2003. Climate Change: Causes, Effects and Solutions. John Wiley and Sons Inc., West Sussex, England.
4. Miller, G. T., Spoolman, S. E. 2013. Environmental Science. 4th edition, Brooks/Cole, Cengage learning, Belmont USA

Civics and Community Engagement
GEN-112

Program-Discipline	BBA
Credit Hours	2
Duration	18 Weeks

Course Title: Civics and Community Engagement

Course Code: GEN-112

Course Description
Introduction to community service as it relates to community organizations, businesses or civic institutions allowing students to gain skills in advocacy and civic engagement through community service experiences, research and reflection. Students explore experiential education, theories of service and service learning, strategies for facilitation and effective practice. The course integrates a practical experience in leading service-learning projects. The course allows students to balance action with critical reflection in service-learning practice.
Learning Outcomes
• Learn and practice the necessary communication skills to interact in volunteer service. • Identify personal values relevant to community service. • Examine the community environment and prioritize major community service needs.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	• Definition of Civic, Civic Engagement & Citizenship • Types of Citizenship: (active, participatory, digital, global, passive) • Foundation of modern society and citizenship
2	• Concept, nature and characteristics of community • Methods and strategies for effective community engagement
3	• Social structure and Social Hierarchy (Stakeholders, decision makers, implementers & others) • Definition of Rights and Liberty • Fundamental rights and liberty of citizens
4	• Civic responsibilities & duties of citizens • Ethical considerations in civic engagement (accountability, non-violence, peaceful dialogue, civility etc.)
5	• Relationship between democracy and civil society • Social, cultural and political forces that impact Communities
6	• Public discourse and public opinion: definition & its importance • Definition of Advocacy and its Role in addressing social issues • Definition of Activism & its types. Difference between advocacy & activism.
7	• Case study of Nelson Mandela as a famous activist (his role and contribution against Apartheid) • Role of Martin Luther King in the civil rights movement
8	REVISION
9	MID TERM EXAM
10	• The use of digital platforms for civic engagement • Digital divides and their impacts on citizenship
11	• Cyber ethics and responsible use of social media • Service learning: Definition & its Basic components
12	• Elements of an effective service-learning environment • Self-reflection as an element of service learning

13	• Understanding diversity in society (ethnic, cultural, economic, political etc. • Students can organize a cultural exchange event that celebrate the diversity within the community (include food tasting, performances & presentations that promote cross-cultural understanding)
14	• Community organization: definition, its aims and principles • Students can collaborate with local nonprofit organization or community group of their area.
15	• Networking and relationship building: Definition & its importance
16	• Students organize a community event or workshop that address a specific issue or foster community interaction.
17	REVISION
18	END SEMESTER EXAM

Recommended Books

1. Berger Kaye, Cathryn. The Complete Guide to Service Learning: Proven, Practical Ways to Engage Students in Civic Responsibility, Academic Curriculum & Social Action. Latest edition.
2. Boyte, H. Everyday Politics: Reconnecting Citizens and Public Life. Latest edition.
3. Gottlieb, K., and G. Robinson. A Practical Guide for Integrating Civic Responsibility into the Curriculum. Latest edition. Sipe, James W. Seven Pillars of Servant Leadership. Latest edition Applied Research Center. Millennials, Activism, and Race. Latest edition.
4. O'Grady, C., editor. Integrating Service Learning and Multicultural Education in Colleges and Universities. Latest edition

Macroeconomics
ID-252

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Macroeconomics**Course Code:** ID-252**Course Description**

- The course develops the base level knowledge regarding the economy and all of its stakeholders at Macro level. It helps to develop a solid understanding of theoretical frameworks and practical issues that arise in Economics at both National and International Level.
- The concepts that are useful for a student of Economics at starting level or a student studying another discipline exploring the sectors in Economy, Basic problems in Economy, Development, Taxation and international Trade are explored.

Learning Outcomes

- After completing this course, students would be expected to possess a range of skills that enable them to understand basic concepts of macroeconomics and their practical working. By the end of this course it is expected that the student should be able to:
- Acquire the basic knowledge of terminologies used in macroeconomics and the key elements involved in the business decisions
- Understand the meaning and components of the National Income Accounts (GDP, GNP, NNP) its components and their internal working.
- Taxation systems, Banks, Trade and other relevant subjects
- Understand the tools, advantages and drawbacks of fiscal policy and monetary policy and how these policies operate.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. 3x16 = 48 contact hours in the semester.

Week Wise Course Outline

Week	Content
1	Nature and Scope of Macroeconomics (Unemployment, growth, inflation and Trade Balance), the Economy in Aggregate, History of Development of Economics in terms of business and industrialization, Dawn of Capitalization.
2	Concept of National income accounting, Concepts of GDP, GNP, NNP, PI, DPI, and Per capital NI, Transfer Payments vs taxes and earned income.
3	Calculation of GDP at factor cost, at Market Price and expenditures method. Concept of inflation (CPI and GDP deflator), Circular Flow of National Income
4	Trade cycle: Basic concept, Phases of Trade Cycle and their implications. Concepts of Consumption, Saving, Investment, Income and their interaction. Keynesian theory of consumption
5	Money and value of money: Defining Money, History of development of Money, Characteristics of money, Functions of Money, Types of Money
6	Quantity Theory of Money, Keynesian theory of Money demand, Liquidity Preference Theory; Liquid assets and Liquidity of assets
7	Banking: defining a bank, commercial banks and their functions, Types of deposits, Instruments of Money, Credit creation and balance sheets
8	Central bank: Functions of central bank, tools used by central bank with special reference to State Bank of Pakistan
9	MID TERM EXAM
10	Public Finance: Definition of Public finance, Public vs private finance, Heads of expenditures, Heads of Revenues of public finance

11	Revenues of Public Finance: Non-tax revenues, Taxes and their types, Cannons of Taxation, Tax culture of Pakistan
12	International Trade: International trade, Recardian theory of trade, Modern theory of trade, Exports and imports of Pakistan, Balance of trade
13	Exchange Rate: Understanding exchange rate, fixed and floating exchange rate, Balance of payments, Balance of Payments vs Balance of Trade,
13	Disequilibrium in Balance of Payments; Causes and solutions, Current account Deficit and trade deficit Microfinance, Export promotion policies of Pakistan, Business and trade links in international trade (Mechanism of international trade)
14	Economic Systems: Capitalism, Socialism and Mixed Economic System, Islamic Economic system, Zakat, Usher and their role in the Economy
15	Economic Policies, Public policy, Monetary policy, trade policy, the role of policies in Business, commerce and trade
16	Macroeconomic Variables: Databases for the business and economic variables (WDI, IFS, State bank of Pakistan) Pakistan Economic Review (Executive summary), Use of Macroeconomic Variables in Ministry of Finance; Use of Macroeconomic Variables in Ministry of Commerce;
17	REVISION
18	END SEMESTER EXAMS

Recommended Books

1. Parkin Michael, Macro Economics, Latest Edition, New York Addison Wesley
2. Paul A Samuelson, Economics. Nancy Smith Barrett, The Theory of Macro Economic Policy, Prentice Hall, Latest Edition
3. Edward Shapiro, Macro Economic Analysis, Harcourt Brace, Latest Edition.
4. Mansfield Edwin, Principles of Macro Economics, Latest Edition, New York W.W. Norton

Other Reference Materials

1. Begg David, Fischer Stanley, Dornbusch Rudiger, Economics, Latest Edition, the McGraw- Hill.
2. Nordous. D. William, Samuelson Paul. A Macro Economics Latest Edition, McGraw-Hill
3. Froyen T. Richard Macroeconomic theories and policies
4. Begg David, Fisher Stanley Dornbush Rudiger Economics
5. Journals/Periodicals: World Wide Web/Internet Material
6. Federal Bureau of Statistics & Economic Survey of Pakistan
7. Pakistan Golf and Economist (The Economist)
8. Ministry of Finance www.finance.org.pk
9. State Bank of Pakistan www.sbp.org.pk

Financial Accounting-I
MGT-131

Program-Discipline	BBA
Credit Hours	3
Duration	18 Weeks

Course Title: Financial Accounting-I**Course Code:** MGT-131**Course Description**

This course introduces the fundamentals of financial accounting and the accounting cycle. Students learn how to record, classify, and summarize business transactions according to international and local accounting standards. The course covers the preparation of financial statements and their interpretation for sole proprietorships. Emphasis is placed on accuracy, transparency, and ethical practices in financial reporting.

Learning Outcomes

- By the end of the course, students will be able to:
- Explain the basic principles and objectives of financial accounting.
- Apply the accounting cycle to record and adjust transactions.
- Prepare core financial statements including income statement and balance sheet.
- Analyze the effects of transactions on the accounting equation.
- Demonstrate ethical conduct in handling financial data and reporting.

Weightage of Exams

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment*	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
Total		100

*One Quiz and One Assignment per Semester is mandatory. More than One Quiz/Assignment may be taken and average or the best score shall be credited in such case.

One (01) Credit Hour of Theory is equivalent to One (01) contact hour per week i.e. One Hour teaching per Week. In the semester of 16 weeks of teaching, 3 Credit Hours of Theory Course means (3x16) 48 contact hours in the semester. In the semester of 16 weeks of teaching, one (01) Credit Hour of Lab is equivalent to 3 contact hours per week for 16 weeks i.e. $3 \times 16 = 48$ contact hours in the semester.

Week Wise Course Outline

Week	Contents
1	• Introduction to accounting: principles, users, and ethics
2	• The accounting equation and effects of transactions
3	• Double-entry system and the general journal
4	• Posting to ledger accounts and preparing trial balance
5	• Adjusting entries: accruals and deferrals
6	• Worksheet preparation and adjusting trial balance
7	• Preparation of income statement and balance sheet
8	• Preparation of statement of owner's equity
9	MID TERM EXAM
10	• Completing the accounting cycle: closing entries and post-closing trial balance
11	• Merchandising operations: inventory and cost of goods sold
12	• Sales, purchase discounts, and returns
13	• Cash and internal controls
14	• Bank reconciliation statement and petty cash systems
15	• Comprehensive review and practice set
16	Final exam review and student Q&A
17	REVISION
18	END SEMESTER EXAMS

Recommended Books

1. Williams, J. R., Haka, S. F., Bettner, M. S., & Carcello, J. V. (2021). *Financial Accounting*. McGraw-Hill Education.
2. Meigs, R. F., & Meigs, W. B. (2020). *Accounting: The Basis for Business Decisions*. McGraw-Hill.
3. Supplementary: Selected extracts from ICAP and SECP materials; local accounting guidelines