



Mirpur University of Science & Technology (MUST)
MUST Business School
Mirpur Azad Jammu & Kashmir
Ph.# 05827-961113

Course Outline

BBA-1st Semester

Semester-I		
Course Code	Title	Credit Hrs.
BBA-111	Principles of Accountings	3
BBA-112	IT in Business	3
BBA-113	Pak. Studies/ Islamic Studies	3
BBA-114	Introduction to Psychology	3
BBA-115	Freshman English-I	3
BBA-116	Business Mathematics-I	3
Total Credit Hours		18

Mirpur University of Sciences & Technology **MUST Business School**

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-111**

Course Name: **principle of Accounting**

COURSE DESCRIPTION/OBJECTIVES

The primary aim of Financial Accounting is to provide students with an introduction to the process and function of financial reporting. Whilst a large proportion of the course is aimed at understanding accounting as a process, taking a preparers' perspective, we will also seek to develop an understanding of the importance of the role of accounting in today's society.

LEARNING OUTCOMES

After studying this course the student will be able to understand:

1. The language of accounting and financial reporting;

2. Complete Accounting Cycle
3. Preparation and the role of Journal, Ledger and subsidiary books
4. Preparation of balance sheet, profit and loss account and cash flow statement

Weeks	Course Contents
Week 1&2	Introduction: Purpose and Nature of Accounting, Various areas of Accounting, Forms of Business enterprises, Accounting Information users, GAAP, Accounting Systems. Accounting Terminology
Week 3,4,5,6	Recording Business Transactions: Types of Accounts. Debit & Credit Rules. Journal, Ledger, Trial Balance; Accounting equation.
Week –7	Measuring of Business Income: Preparation of Income Statement, Statement of Owner's Equity. Adjusting Process. Preparation of Balance Sheet, Closing Entries. Preparation of Work sheet,
MID TERM	
Week 9,10,11	Controlling Accounts & Subsidiary Ledger Accounts. Special Journal for Purchase & Sales, Purchase Returns & Sales Returns. Cash Receipts and Cash Payment Journal, Accounts Receivables & Accounts Payables
Week 12,13	Control of Cash Transactions and Bank Reconciliation Statement. Cash Book. Bank Reconciliation Statement.
Week 14&15	Capital & Revenue: Capital & Revenue Expenditures, Capital & Revenue Receipts, Capital & Revenue Profits, Capital & Revenue Losses.
Week- 16	Presentation Session
Final Examination	

RECOMMENDED TEXT BOOKS:

1. Robert F.Meigs and Walter B.Meigs: Accounting: The Basis for Business Decisions, McGraw Hill, Inc
2. Eric G. Flamholtz, Diana TroikFlamholtz, Michael A.Diamond: Principle of Accounting, Macmillan Publishing Co. New York

REFERENCE TEXT BOOK:

1. Frankwood: Business Accounting-I, Business Accounting-II
2. Meigs and Meigs, Accounting for Business Decision, 9th Edition/Latest Edition

Mirpur University of Sciences & Technology

MUST Business School

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-112**

Course Name: **IT IN BUSINESS**

COURSE DESCRIPTION

Introduction: Definition of Computers, Types of Computers, Generation of Computers

⌚ **Hardware:** Hardware components and peripherals.

⌚ **Software:** Introduction and function of systems software, Application Packages, Level of languages

Windows – XP: Introduction and concept of Operating Systems, Function Accessories

MS – Word: Introduction to Word Processing. Inserting, deleting text, save and exit file, open and close file, copy and paste text. Find and replace contents, bold, underline, italic, font and font size, paragraph settings, bullets and numbering, border and shading, columns, tab setting, change case, header and footer, print preview and print, insert page, page break, date and time, spelling and grammar, mail merge, tables, insert/delete column and row.

MS –Excel: Introduction to spreadsheets, inserting data in a worksheet, save and exit file, open and close, cut copy and paste the data, formatting, cell, column, bold, italic, underline, font and font size, borders. Formula writing, print preview and print, insert: cell, row, column, pictures, full and filter data, generating charts, spell checker, find and replace.

MS – Power Point: Creating a basic presentation, building presentation, modifying visual elements, formatting and checking text, inserting objects, applying transitions,. Preparing handouts and slides for display.

MS – Access: Introduction to database, designing database files, commands in database, working with file, brows and edit, sort, indexing and filter printing and reporting, set command and functions, data importing and exporting, link with the files.

☒ Files and Data Basics

☒ Internet Basics

☒ E-Commerce

☒ Information Systems importance in Business

☒ E-Banking

Text Books:

- Peter Norton: Introduction to Computers.
- Obrien: Management Information System
- David Olson: Management Information System

Mirpur University of Sciences & Technology
MUST Business School

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-113**

Course Name: **ISLAMİYAT& PAKSTUDIES**

Course Description:

The course will focus attention upon the creation of Pakistan examining its several essential and other elements to understand its foundation and later on its function as a state system.

LEARNING OUTCOMES:

During the course, among other things, students will be able to

1. Understand the Ideology of Pakistan
2. Understand with clarity the several issues in its formation
3. Learn about the creation of Pakistan and several problems which were faced by the new nation
4. Learn about socio-political and economic development
5. Learn about the political and constitutional development of the country
6. Be acquainted with the foreign relations of Pakistan

COURSE CONTENTS:

WEEKS	COURSE CONTENTS
Week-1	Ideology of Pakistan, Pakistan Ideology Historical perspective of Pakistan Ideology
Week-2	Aligarh movement, Establishment of Pakistan, Land of Pakistan
Week-3	Geographic boundaries of Pakistan, Resources of Pakistan Division of Assets, Ayub Khan's era, Creation of Bangladesh.
Week-4	Butto's reforms, Zia's era, Social structure of Pakistan, Literacy in Pakistan, Agriculture of Pakistan
Week-5	Industries of Pakistan, Foreign policy of Pakistan

Week-6	Pakistan and the Muslim World
Week-7	Pakistan and ECO, Pakistan and India
MID TERM	

فہرست مضامین

اسلامیات لازمی

حصہ اول

﴿قرآن وحدیث کا موضوعاتی مطالعہ﴾

بنیادی عنائن

(الف) عقیدہ توحید آیات: لَوْ كَانَ قَبْضُ الْحَيَاتِ يُبْطِلُونَهُ (الانبياء-22)

:وَلَا تُطْلَمُ لَهُمْ سَاعَتُهُمْ (البقرہ-163)

:إِنَّ إِلَىٰ خَلْقِ السَّمَوَاتِ يُخْلِقُونَ (البقرہ-164)

(ب) عقیدہ رسالت آیات: مَا كَانَ لِلنَّبِيِّ تَنْزِيلُ السُّورِ (آل عمران-79)

وَمَا تَأْتِيهِمْ سُورَةٌ أَلَّا تَكُنْ مِنْهَا (البقرہ-7)

الَّذِينَ آمَنُوا دِينًا (المائدہ-3)

احادیث: لَا يُرَىٰ مِنْ دُونِ الْوَسْطَىٰ شَرْهُ

إِنَّ الْفَضْلَ زُورًا

بِأَنَّ الْأَسْلَامَ صَوْمُ مَضَانِ

(ج) عقیدہ آخرت

آيَاتُ يُنَادِيكَ النَّاسُ أَنْ تَبْلُغَ فِي رَيْبٍ (الأنعام-5)

وَأَقْبُوا إِلَيْنَا (البقرہ-48)

عبادت: عبادت کی تعریف و اہمیت و اہمیت اور تفصیل

قرآن پاک کی آیات: قَدْ اٰتٰىنَا الْمُؤْمِنِيْنَ خَالِدُوْنَ ط (المؤمنون - ۱۱)
وَمَا يَسْبِقُهَا مِنْ رَّحْمَةٍ رَبِّكَ مَحْمُودٌ رَحْمَةً ط

اسرہ المعروفہ نبی عن المنکر

تعریف اہمیت اور ضرورت اور طریق دعوت

آیات: لَقَدْ مَنَّ اللّٰهُ عَلَى الْمُؤْمِنِيْنَ وَكَرَّهَتْهُمُ الْفٰرِثُوْنَ ط (آل عمران - 110)

اَوْ اِلٰى سَبِيْلِ رَبِّكَ بِالْمَعْدُوْنِ ط (النحل - 125)

وَلٰكِنْ مَّا مَنَّ الْمُؤْمِنُوْنَ ط (آل عمران - 104)
احادیث: مَنْ رَآى اَفْضَلُ الْاَيَانِ ط (رواہ ابوداؤد)

اتحاد امت (اخوت، باہمی ہمدردی)

اہمیت اور ضرورت

قرآنی آیات: وَاصْبِرْ لِحُكْمِ رَبِّكَ مُحَمَّدٌ ط (آل عمران - 103)

اِنَّمَا الْمُؤْمِنُوْنَ اُخُوَّةٌ تَرْتَمُوْنَ ط (الحجرات - 10)

احادیث: تَرَى الْمُؤْمِنِيْنَ وَآلِي

حقوق العباد (بنیادی انسانی حقوق)

جان کا تحفظ: آیت: مَنْ اَجَلَ ذِكْرًا لِكُرْفُوْنِ ط (المائدہ - 32)

ملکیت کا تحفظ: آیت: يَا أَيُّهَا الَّذِينَ آمَنُوا لَا تَسْرِ اَتَقْلَبُوْنَ ط (الحجرات - 11)

عزت کا تحفظ: يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا رَحِمَ ط (الحجرات - 12)

احادیث: اَلْصُّرُخَاتُ لَكَ اِلٰى مَا اَوْصَلْتُمْ مَا

لَا يَحِلُّ لَكَ اِسْرَءُ مُسْلِمٍ اِلَّا بِطَبِيعِ

اَيَّاكُمْ مِمَّا لَكَ اِنَّا نَقُولُ اَكْذِبُ اَلْحَدِيثُ

چھٹا ہفتہ

حقوق اسواں (زمانہ جاہلیت اور زمانہ اسلام کا موازنہ)

آیات: مَن مِّلَ صَلَاتًا مَا كَانُوا يَمْلَكُونَ (النحل - 97)

لِّلرِّجَالِ نَفِيبٌ مَفْرُوضًا ط (النساء - 7)

سائواں ہفتہ:

سیرت طیبہ: مطالعہ سیرت نبی اور اسکی ضرورت واہمیت

آٹھواں ہفتہ:

نبی کریم ﷺ کے ولادت کے زمانے میں عربوں کی معاشی، معاشرتی، سیاسی اور مذہبی حالات

نواں ہفتہ:

قبل از نبوت مکی زندگی کے اہم واقعات

دواں ہفتہ:

ابشت نبوی

گیارہواں ہفتہ:

دولت و تبلیغ، انارمانی مخالفت سے اسباب

بارہواں ہفتہ:

ہجرت حبشہ اور مدینہ

تیرہواں ہفتہ:

میشاق مدینہ اور مؤخاۃ

چودھواں ہفتہ:

جہاد کی اہمیت اور غزوات و سرایا کا مختصر جائزہ

پندرہواں ہفتہ:

اسلامی تہذیب: اسلام سے پہلے برصغیر کی تہذیبی حالت

سولہواں ہفتہ:

آداب معاشرت: اسلامی تہذیب کے عالمی اثرات

RECOMMENDED / REFERENCE BOOKS:

1. IkrameRabbani: Pakistan Studies
2. Dr. JavaidIqbal: Ideology of Pakistan, Ferozsons, Rawalpindi

Mirpur University of Sciences & Technology
MUST Business School

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-114**

Course Name: **Introduction to Psychology**

1. Introduction to Psychology

- a. Nature and Application of Psychology with special reference to Pakistan.
- b. Historical Background and Schools of Psychology (A Brief Survey)

2. Methods of Psychology

- a. Observation
- b. Case History Method
- c. Experimental Method
- d. Survey Method
- e. Interviewing Techniques

3. Biological Basis of Behavior

- a. Neuron: Structure and Functions
- b. Central Nervous System and Peripheral Nervous System
- c. Endocrine Glands

4. Sensation, Perception and Attention

Sensation

Characteristics and Major Functions of Different Sensations

- (i) Vision: Structure and functions of the Eye.
- (ii) Audition: Structure and functions of the Ear.

Perception

- (i) Nature of Perception
- (ii) Factors of Perception: Subjective, Objective and Social
- (iii) Kinds of Perception:

Spatial Perception (Perception of Depth and Distance)

Temporal Perception; Auditory Perception

Attention

- (i) Factors, Subjective and Objective

- (ii) Span of Attention
- (iii) Fluctuation of Attention
- (iv) Distraction of Attention (Causes and Control)

RECOMMENDED BOOKS

Atkinson R. C., & Smith E. E. (2000). *Introduction to psychology* (13th ed.). Harcourt Brace College Publishers.

Fernald, L. D., & Fernald, P. S. (2005). *Introduction to psychology*. USA: WMC Brown Publishers.

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Glassman, W. E. (2000). *Approaches to psychology*. Open University Press.

Hayes, N. (2000). *Foundation of psychology* (3rd ed.). Thomson Learning.

Lahey, B. B. (2004). *Psychology: An introduction* (8th ed.). McGraw-Hill Companies, Inc.

Leahey, T. H. (1992). *A history of psychology: Main currents in psychological thought*. New Jersey: Prentice-Hall International, Inc.

Myers, D. G. (1992). *Psychology*. (3rd ed.). New York: Wadsworth Publishers.

Ormord, J. E. (1995). *Educational psychology: Developing learners*. Prentice-Hall, Inc.

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MUST Business School

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-115**

Course Name: **Freshman English-1**

COURSE DESCRIPTION

This course has been designed to propel students to seek development of their basic linguistic skills through appreciation of English grammar and composition. This course provides the students Language skills for effective communication, organizational communication, the writing process, designing business documents, writing business correspondence, preparing reports, proposals, manuals and presentation, preparing employment and administrative messages, business terminology for marketing and trade, communicating with the customer

INDENTED LEARNING OUTCOMES

1. By the end of this course it is expected that the student will be able to:
2. To further develop student's skills in reading, writing, speaking and thinking.
3. To develop students „understanding and appreciation of English language and its use in effective communication and literature.
4. To develop student understands and appreciation of essay writing, short stories and will develop ability to evaluate and understand written material.
5. To develop effective business communication skills and enhance presentation skills.

Weeks	Course Contents
Week – 1	Grammar review
Week – 2	Vocabulary Development
Week – 3	Pronunciation
Week – 4	Drills
Week – 5	The psychology of effective communication
Week – 6	Principle of communication psychology
Week – 7	Report writing Presentation
MID TERM	
Week – 9	The need for business report
Week – 10	Effective reading skills development, Book reading, Research paper reading
Week – 11	Informational report
Week – 12	Analytical reports
Week – 13	Writing headings and sub-headings
Week – 14	Using visual aid
Week – 15	Proof reading
Week- 16	Presentation Session
Final Examination	

RECOMMENDED TEXT BOOKS:

1. Bov'ee D. Philips: Business Communication today
2. Stewart, Zimiber& Clark: Business English & Communication

REFERENCE TEXT BOOKS:

1. Himstreet&Batty:Business Communication
2. Kitty O Locker: Business & Administrative communication
3. Practical English Usage

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MUST Business School

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-116**

Course Name: **Business Mathematics-I**

COURSE DISCRIPTION:

This course is built upon the mathematical concepts, principles and techniques that are useful in business management. The main objectives of the course are to enhance students'' competency in application of mathematical concepts in solving business management problems and to improve their level of quantitative approach.

LEARNING OUTCOME

Upon the successful completion of this course, you should be able to:

1. Mathematical Function

2. Building and solving linear and quadratic equations
3. Types of functions
4. Matrices and its applications
5. Determinants and its applications

COURSE CONTENTS

Weeks	Course Contents
Week 1&2	Functions : Domain and Range Considerations, Restricted Domain and Range, Multivariate Functions, Types of Functions, Constant Functions, Linear Functions, Quadratic Functions, Cubic Functions, Polynomial Function, Rational Functions, (Application of the above functions in Business)
Week 3&4	Revenue, Cost and Profit Application: Revenue Applications, Cost Applications, Profit Applications, Graphical representation of Functions, Graphing Functions in two Dimensions
Week –5	Two- Variable Systems of Equations: Graphical Analysis, Slope- Intercept Relations, Graphical Solutions
Week 6&7	Linear Programming: Requirements (properties) of an LP problem, Basic assumptions of an LP-Problem, General formulation of LP Problems, Some examples to formulate of LP Problems, Solution of LP Problems, Explanation of the Graphical Method, Solving maximization Problems by using graphic method, Solving minimization Problems by using graphic method
MID TERM	
Week 9&10	Matrix algebra: Introduction, Matrix addition and subtraction, Matrix multiplication, Determinant of matrix, Solution of linear equation by inverse of a matrix
Week 11&12	Marginal Approach to Profit Maximization: Marginal Revenue, Marginal Cost, Break - Even Models, Break Even Analysis
Week 13&14	Integral Calculus: Revenue and Cost Functions, Rules of Integration Applications Exponential and Logarithmic Functions: Application of Exponential Functions, Logarithms and logarithmic Functions
Week – 15	Interest and its Computation: Simple Interest, Compound Interest, The Power of Compound Growth, Single Payment Computation, Compound Amount, Present Value, Other Application Of the Compound Amount Formula, Effective Interest Rates
Week- 16	Presentation Session
Final Examination	

RECOMMENDED TEXT BOOKS

1. Applied Mathematics For Business, Economics, And The Social Sciences, Frank S. Bud Nick, (Fourth Edition).
2. Business Mathematics, Mirza Mohammad Hassan And Mohammad Ali Mirza.

REFERENCE Books:

1. Modern Mathematics With Applications To Business And The Social Sciences, Ruric E. Wheeler And W.D.Peebles,Jr(Fourth Edition).