

BBA Scheme of Study

(Bachelor of Business Administration)
2025

Scheme of Study for BBA Bachelor of Business Administration Fall 2025

First Semester		
BBA-1101	Financial Accounting-I	3(3+0)
BBA-1102	Introduction to Business	3(3+0)
GEN-1103	Functional English	3(3+0)
GEN-1104	Islamic Studies	2(2+0)
GEN-1105	Introduction to Sociology	2(2+0)
MAT-1115	Business Mathematics	3(3+0)
GEN-1106	Ideology and Constitution of Pakistan	2(2+0)
	Total Credit Hours	18
Second Semester		
BBA-1201	Financial Accounting-II	3(3+0)
BBA-1202	Principles of Management	3(3+0)
GEN-1203	Application of Information and Communication Technologies	3(2+1)
GEN-1204	Introduction to Expository Writing	3(3+0)
BBA-1205	Business Law	3(3+0)
PSY-1219	Introduction to Psychology	3(3+0)
	Total Credit Hours	18
Third Semester		
ARA-2301	Arabic	3(3+0)
GEN-2302	Introduction to Entrepreneurship	2(2+0)
GEN-2303	Exploring Quantitative Skills	3(3+0)
BBA-2305	Principles of Marketing	3(3+0)
BBA-2306	Communication Skills	3(3+0)
UHQ-2301/ETH-2301	Understanding of Holy Quran-I/ Ethics-I	1(0-1)

	Total Credit Hours	15
Fourth Semester		
GEN-2401	The Science of Global Challenges	3(2+1)
GEN-2402	Civic and Community Engagement	2(2+0)
GEN-2403	Pakistan Studies	2(2+0)
GEN-2404	Tools for Quantitative Reasoning	3(3+0)
BBA-2405	Business Finance	3(3+0)
BBA-2406	Human Resource Management	3(3+0)
UHQ-2401/ETH-2401	Understanding of Holy Quran-II/ Ethics-II	1(0-1)
	Total Credit Hours	17
Fifth Semester		
BBA-3501	Cost Accounting	3(3+0)
BBA-3502	Organizational Behavior	3(3+0)
BBA-3503	Marketing Management	3(3+0)
BBA-3504	Internship	3(0+3)
BBA-3505	Financial Management	3(3+0)
ECO-3506	Economics	3(3+0)
	Total Credit Hours	18
Sixth Semester		
BBA-3601	Corporate Finance	3(3+0)
BBA-3602	Project Management	3(3+0)
BBA-3603	Business Research Methods	3(3+0)
.....	Elective-I	3(3+0)
.....	Elective-II	3(3+0)
	Total Credit Hours	15
Seventh Semester		
BBA-4701	Strategic Management	3(3+0)
BBA-4702	Operations Management	3(3+0)
BBA-4703	AI in Business	3(3+0)
.....	Elective-III	3(3+0)

.....	Elective-IV	3(3+0)
Total Credit Hours		15
Eight Semester		
BBA-4801	Auditing and Taxation	3(3+0)
BBA-4802	E-Business	3(3+0)
BBA-4803	Capstone Project	3(0+3)
.....	Elective-V	3(3+0)
.....	Elective-VI	3(3+0)
Total Credit Hours		15
Grand Total Credit Hours		131

Elective Courses:

FINANCE		
Course Code	Title	Credit Hrs.
FIN-3604	Advanced Financial Accounting	3
FIN-3605	Auditing Theory & Practice	3
FIN-3606	Investment Banking and Financial Services	3
FIN-3607	Analysis of Financial Statements	3
FIN-4705	International Financial Management	3
FIN-4706	Behavioral Finance	3
FIN-4708	Financial Institutions and Markets	3
FIN-4708	Investment Analysis and Portfolio Management	3
FIN-4804	Financial Markets	3
FIN-4805	Risk Management	3
FIN-4806	Islamic Banking	3

MARKETING		
Course Code	Title	Credit Hrs.
MKT-3604	Advertising	3
MKT-3605	Strategic Marketing	3
MKT-3606	Export Marketing	3
MKT-4705	Social Marketing	3
MKT-4706	International Marketing	3
MKT-4707	Sales Management	3
MKT-4804	Brand Management	3
MKT-4805	Digital Marketing	3
MKT-4806	Services Marketing	3
MKT-4807	New Product Development	3
MKT-4808	Consumer Behavior	3

HUMAN RESOURCE MANAGEMENT		
Course Code	Title	Credit Hrs.
HRM-3604	Organizational Development	3
HRM-3605	Conflict Management	3
HRM-3606	Change and Innovation Management	3
HRM-3607	Training & Development	3
HRM-4706	Recruitment and Selection	3
HRM-4707	Compensation and Benefits Management	3
HRM-4708	Industrial Relations Management	3
HRM-4804	Human Resource Development	3
HRM-4805	Occupational Health and Safety	3
HRM-4806	International Business	3
HRM-4807	Strategic Human Resource Management	3

Bridging Semester BBA Program Fall 2025

Zero semester		
Code	Course Title	Cr. hrs
BBA-1101	Financial Accounting-I	3(3+0)
BBA-1202	Principles of Management	3(3+0)
BBA-2305	Principles of Marketing	3(3+0)
BBA-2306	Communication Skills	3(3+0)
BBA-2405	Business Finance	3(3+0)
BBA-2406	Human Resource Management	3(3+0)
	Total Credit Hours	18

Fifth Semester		
BBA-3501	Cost Accounting	3(3+0)
BBA-3502	Organizational Behavior	3(3+0)
BBA-3503	Marketing Management	3(3+0)
BBA-3504	Internship	3(0+3)
BBA-3505	Financial Management	3(3+0)
ECO-3506	Economics	3(3+0)
	Total Credit Hours	18

Sixth Semester		
BBA-3601	Corporate Finance	3(3+0)
BBA-3602	Project Management	3(3+0)
BBA-3603	Business Research Methods	3(3+0)
.....	Elective-I	3(3+0)
.....	Elective-II	3(3+0)
	Total Credit Hours	15

Seventh Semester		
BBA-4701	Strategic Management	3(3+0)
BBA-4702	Operations Management	3(3+0)
BBA-4703	AI in Business	3(3+0)
.....	Elective-III	3(3+0)
.....	Elective-IV	3(3+0)
		15

Eighth Semester		
BBA-4801	Auditing and Taxation	3(3+0)
BBA-4802	E-Business	3(3+0)
BBA-4803	Capstone Project	3(0+3)
.....	Elective-V	3(3+0)
.....	Elective-VI	3(3+0)
	Total Credit Hours	15
	Grand Total Credit Hours	63

Elective Courses:

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FIN-3605	Auditing Theory & Practice	3
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FIN-3607	Analysis of Financial Statements	3

FIN-4705	International Financial Management	3
FIN-4706	Behavioral Finance	3
FIN-4708	Financial Institutions and Markets	3
FIN-4708	Investment Analysis and Portfolio Management	3
FIN-4804	Financial Markets	3
FIN-4805	Risk Management	3
FIN-4806	Islamic Banking	3

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MKT-4806	Services Marketing	3
MKT-4807	New Product Development	3
MKT-4808	Consumer Behavior	3

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HRM-3605	Conflict Management	3
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HRM-3607	Training & Development	3
HRM-4706	Recruitment and Selection	3
HRM-4707	Compensation and Benefits Management	3
HRM-4708	Industrial Relations Management	3
HRM-4804	Human Resource Development	3
HRM-4805	Occupational Health and Safety	3
HRM-4806	International Business	3
HRM-4807	Strategic Human Resource Management	3

First Semester		
Course Code	Title	Credit Hrs.
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GEN-1103	Functional English	3(3+0)
GEN-1104	Islamic Studies	2(2+0)
GEN-1105	Introduction to Sociology	2(2+0)
MAT-1115	Business Mathematics	3(3+0)
GEN-1106	Ideology and Constitution of Pakistan	2(2+0)
	Total Credit Hours	18

Mirpur University of Science & Technology (MUST)
Department of Business Administration

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-1101**

Course Name: **Financial Accounting-I**

COURSE DESCRIPTION

The purpose of this course is to introduce accounting concepts which enable students to recognize, understand and maintain different accounts of business according to the Accounting Standards, with a clear understanding of how transactions are recorded in different types of business. The students are required to understand the basic elements of double-entry accounting systems, accounting cycle, entering transactions in journals, posting to ledgers, compiling end-of-period worksheets with adjusting entries and preparation of financial reports.

COURSE LEARNING OUTCOMES

After successful completion of this course, the students are expected to know:

1. History of accounting along with basic concept of accounting and accounts.
2. Accounting equation, financial reporting, and recording business transactions
3. How to pass adjusting entries and closing entries etc.?
4. How to prepare various statements and reports such as post close trial balance, reversing entries and worksheet, income statement, balance sheet, and statement of owner's equity.
5. Preparing special journals

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Chapter/ content
Week 1	Introduction • Introduction to Business • Commerce, Trading • Finance and Financial Institutions. • Concept of account, assets, liabilities, revenues, expenses, capital etc. • history of Accounting • Purpose and Nature of Accounting
Week 2	• Various areas of Accounting • Forms of Business enterprises • Accounting Information users • GAAP, Accounting Systems • Accounting Terminology
Week 3	Recording Business Transactions • Types of Accounts • Debit & Credit Rules.
Week 4	• Journal

	• Ledger
Week 5	• Trial Balance • Introduction to accounting and accounting equation Accounting Cycle. • The IASB, and financial reporting IFRS-1 Accounting concepts and conventions: IAS-1
Week 6	• The IASB, and financial reporting IFRS-1 Accounting concepts and conventions: IAS-1
Week 7	Measuring of Business Income • Recording the business transaction • Sources • records and books of original entry Accounting & trial balance • Completing the accounting cycle
Week 8	Mid-term exam • closing entries: temporary and permanent accounts • post close trial balance
Week 9	Control of Cash Transactions Adjusting entries • contra accounts • accruals and prepayments
Week 10	• adjusting trial balance Cash Book Single Column Cash Book. • Double Column Cash Book. • Three Column Cash Book
Week 11	• Double Column Cash Book. • Three Column Cash Book
Week 12	• Bank Reconciliation Statement
Week 13	• Bank Reconciliation Statement
Week 14	Preparation of Income Statement • Adjusting Process • Preparation of Balance Sheet • Preparation of Work sheet
Week 15	Preparation of Income Statement • Adjusting Process • Preparation for Balance Sheet • Preparation for Work sheet
Week 16	• Presentation Session: Financial Statements

REFERENCE BOOKS/ARTICLES

1. Frank Wood: Business Accounting-I, Business Accounting-II
2. Meigs and Meigs, Accounting for Business Decision, 9th Edition/Latest Edition
3. Accounting by Sohail Afzal

Mirpur University of Science & Technology (MUST)
Department of Business Administration

Discipline: **BBA**

Credit hours: **03**

Course code: **BBA-1102**

Course Name: **Introduction to Business**

COURSE DESCRIPTION

Course deals with the different types of businesses in local and international environments. Students will be able to know what the organizational structure and departments in which it is distributed are and what the organizational hierarchy is. Legal and operational form of the business will be brought into the knowledge of the students to understand the professional environment.

COURSE LEARNING OUTCOMES

After completion of this course student will be able to know.

1. How business is different from other economic activities
2. What are the different forms of the business and how they are different from one another in legal and operational forms
3. What are different departmental/ divisional distribution of the business
4. Hierarchy and reporting lines.
5. How businesses are forms and what are the survival techniques and efforts.

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Chapter/ content
Week 1	Introduction to Business • Definition of Business • Characteristics of Business • Importance of Business • Qualities of a successful Businessman • Stakeholders in Business
Week 2	• Sole Proprietor form of Business • Sole proprietorship and its characteristics • Advantages and Disadvantages of Sole proprietorship
Week 3	Partnership form of Business • Definition of Partnership • Salient feature of Partnership • Partnership Deed • Types of Partners • Position of a minor in a Partnership
Week 4	• Mutual duties • Rights and liabilities of Partners • Reconstitution of Partnership • Registration of a firm • Dissolution of a Partnership firm

Week 5	Joint Stock Company • Joint Stock Company • Joint Stock Company and its features • Classification of companies • Advantages and Disadvantages of a Company • Private limited Company • Public limited Company • Main features of Partnership • Private limited and Public limited Company • Company promoters and their functions
Week 6	Formation of a Company • Formation of a Public Company • Basic legal documents issued by a company
Week 7	Classes of Capital • Classes of capital • Classes of shares, Bonds/ Debentures • Underwriting of shares • Managing Agents • Dividend
Week 8	• MID TERM and class activity
Week 9	Management of a Company • Management of a company • Company meetings • Liquidation of a joint stock company
Week 10	Business Finance • Financial Sources • Why firm need funds • Comparing Equity and Debt Financing
Week 11	• Sources of Short-Term Financing • Sources of Medium-Term Financing • Sources of Long-Term Financing
Week 12	Marketing • Marketing Goods and Services • Marketing Strategy • Products and Services • Product Identification and Branding • Promotion Strategies
Week 13	Function of Stock Exchange • Stock exchange and its features • How business is transacted at the stock exchange
Week 14	• Bullish and Bearish trend • Causes of fluctuations in security prices
Week 15	Business Risk and Insurance • Business Risk and Insurance • What is Business Risk • Requisites of Insurance • Principles of Insurance • Advantages of Insurance

Week 16	Human Resource Management • Human Resource Management • Definition • Objectives of HRM • The process of selection + Presentation Session
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REFERENCE BOOKS/ARTICLES

1. Business Today by Stephen P. Robbins
2. Introduction to Business by Brown/Peterlod
3. Financial Management by I. M. Padey
4. Introduction to Business by M. Saeed Nasir

Mirpur University of Science & Technology (MUST)
Department of Business Administration

Discipline: **BBA**

Credit hours: **03**

Course code: **GEN-1103**

Course Name: **Functional English**

COURSE DESCRIPTION

The command over written and spoken English is now considered a necessity for the business graduates. It equips them with necessary skills and aptitude to deal successfully with the complex and challenging situations, arising out of inter-personal, and organizational dealings. This subject inevitably demands a systematic and comprehensive study of the related topics.

COURSE LEARNING OUTCOMES

By the end of this course, it is expected that the student will be able to:

1. 1.To provide a sound base in the English grammar and composition.
2. To make aware of the fundamental rules and skills for effective oral and written communication in English.
3. To develop proficiency in the art of effective communication
4. To further develop students' skills in reading, writing, speaking and thinking.
5. To develop effective business communication skills and enhance presentation skills.

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Chapter/ content
Week 1	• Antonyms • Synonyms • Homonyms – one word substitution
Week 2	Traditional Grammar a) Parts of Speech • Major word classes • Further classifications (regular, countable uncountable) • Singular • Plural • Pronouns • Verbs • Adjectives
Week 3	• Adverbs • Minor word classes • Preposition • Conjunctions • Interjections • Auxiliary verbs a Determiners • Kinds of verbs: finite and non-finite
Week 4	• Adverbs

	• Minor word classes • Preposition • Conjunctions • Interjections • Auxiliary verbs a Determiners • Kinds of verbs: finite and non-finite
Week 5	• Modern Grammar • Sentence Structure • Types of sentences based on function • Mood • Transformation • Inversion of sentences • Analysis of Complex sentences
Week 6	• Subject, Predicate • Complements • Direct & indirect objects • Phrases • Syntactical rules (subject & verb agreement) • Synthesis of sentences Clauses – types and functions
Week 7	• Subject • Predicate • Complements • direct & indirect objects • Phrases • Syntactical rules (subject & verb agreement) • Synthesis of sentences Clauses – types and functions
Week 8	• MID TERM and class activity
Week 9	• Tense and voice • Structure of tenses • Function • Conversion into negative and interrogative. • Active and Passive voice and usage Punctuation
Week 10	• Tense and voice • Structure of tenses • Function, Conversion into negative and interrogative. • Active and Passive voice and usage Punctuation
Week 11	• Direct and Indirect speech e.g. • Rules of conversion
Week 12	• Articles and usage
Week 13	• Articles and usage
Week 14	• Precise Writing
Week 15	• Essay Writing

Week 16	• Presentation Session
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REFERENCE BOOKS/ARTICLES

1. Eastwood, J (2005) Oxford Practice Grammar. UK: Oxford.
2. Martinet & Thomson (1992) A practical English Grammar. UK: Oxford
3. Shah, Sayyid (2006) Exploring the world of English. Lahore: Ilmi Kitab Khana

Mirpur University of Science & Technology (MUST)

Department of Business Administration

Discipline: **BBA**

Credit hours: **02**

Course code: **GEN-1104**

Course Name: **Islamic Studies**

COURSE DESCRIPTION

This course is aimed at:

1. To provide Basic information about Islamic Studies
2. To enhance understanding of the students regarding Islamic Civilization
3. To improve Students skill to perform prayers and other worships

COURSE LEARNING OUTCOMES

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	موضوعات
Week 1	قرآن کے بنیادی تصورات، تعارف، فضائل، نزول کا آغاز تاریخ قرآن: نزول قرآن، جمع و تدوین قرآن
Week 2	علوم القرآن: علم تفسیر، تفسیر قرآن کی اقسام، مشہور تفاسیر قرآن کا تعارف علم اسباب نزول، علم تاریخ و منسوخ
Week 3	تفسیر قرآنی آیات کا مطالعہ: سورة البقرة آیات 284-286، سورة الحجرات آیات 1-18، سورة المؤمنون آیات 1-11 سورة الفرقان آیات 63-77، سورة النحل آیات 152-152، سورة الاحزاب آیات 18-20، سورة لقمان آیات 21-40، سورة يس آیات 56-57، سورة الصف آیات 58
Week 4	سنت و حدیث کا تعارف: تعریف، مفہوم اور تاریخ تدوین حدیث حدیث کی کتابوں کی اقسام، تصانیف اور ان کی اہمیت
Week 5	منتخب احادیث کا مطالعہ: حدیث نمبر 10-1 حدیث نمبر 20-11
Week 6	سیرت النبی ﷺ: مکی زندگی سیرت النبی ﷺ: مدنی زندگی تا وفات
Week 7	سیرت النبی ﷺ: رسول اللہ ﷺ کے اخلاق و عادات
Week 8	MID TERM / اسلامی فقہ: تجارت، ضرورت و اہمیت اسلامی فقہ کے ماخذ
Week 9	فقہ میں اختلاف کی نوعیت، اصول اور آداب اسلامی تہذیب و تمدن: قبل از اسلام تہذیبیں
Week 10	اسلامی تہذیب و تمدن: تصورات اور ارتقاء اسلامی تہذیب و تمدن کی خصوصیات
Week 11	اسلام اور سائنس: بنیادی تصورات اور مسلم سائنسدانوں کے کارنامے اسلامی معاشی نظام: بنیادی تصورات
Week 12	تقسیم دولت کے ذرائع سود کا اسلامی تصور
Week 13	اسلام کا سیاسی نظام: بنیادی فلسفہ، اقتدار اعلیٰ کا تصور اسلامی ریاست کے قیام کے بنیادی اصول اور دنیاوی خلیفہ
Week 14	اسلام میں حکومت کے بنیادی ادارے تاریخ اسلام: عہد خلافت راشدہ
Week 15	عہد بنو امیہ عہد بنو عباس
Week 16	اسلامی معاشرتی نظام: بنیادی فلسفہ اسلامی معاشرے کے وحدت تصور خاندان اور اسلامی اخلاقی اقدار

#	حدیث
1	الْإِيمَانُ بَصْنَعٌ وَسَبْعُونَ شُعْبَةً...
2	إِنَّ اللَّهَ لَا يَنْظُرُ إِلَى أَجْسَادِكُمْ...
3	مَنْ صَلَّى عَلَيَّ وَاحِدَةً...
4	مَنْ عَادَى لِي وَلِيًّا...

5	بِحَسَبِ امْرِئٍ مِنَ الشَّرِّ---
6	إِيَّاكُمْ وَالظَّنَّ---
7	السَّفِيعُ عَوْنُ الْعَبْدِ---
8	مَنْ كَانَ فِيمَنْ بَلَغَ فِيهِ اللَّهُ فَاِصْلَاحٌ وَرَحْمَةٌ---
9	مَنْ كَانَ يُؤْمِنُ بِاللَّهِ وَالْيَوْمِ الْآخِرِ فَلْيُكْرِمْ جَارَهُ---
10	مِنْ حُسْنِ إِسْلَامِ الْمَرْءِ---
11	الْكَلِمَةُ الطَّيِّبَةُ صَدَقَةٌ---
12	لَا يَجْتَمِعُ غِبَارٌ---
13	أَكْثَرُوا ذِكْرَ هَادِمِ اللَّذَاتِ---
14	آيَةُ الْمُنَافِقِ ثَلَاثٌ---
15	جُرُؤُ الشَّرَابِ---
16	مَنْ تَوَاضَعَ أَخَذَهُ اللَّهُ---
17	الْحَيَاءُ شُعْبَةٌ مِنَ الْإِيمَانِ---
18	الرَّجُلُ عَلَى دِينِ خَلِيلِهِ---
19	تُرَدُّونَ عَلَى غُرَرٍ---
20	لَيْسَ شَيْءٌ أَكْرَمَ عَلَى اللَّهِ مِنَ الدُّعَاءِ---

REFERENCE BOOKS/ARTICLES

1. The Five Pillars of Islam: A Journey Through the Divine Acts of Worship — *Muhammad Mustafa al-Azami*
2. The Five Pillars of Islam: A Framework of Islamic Values and Character Building — *Musharaf Hussain*
3. Towards Understanding Islam — *Abu al-A 'la Maudoodi*
4. اسلامی نظریہ حیات — ڈاکٹر شیر علی احمد

Mirpur University of Science & Technology (MUST)
Department of Business Administration

Discipline: **BBA**

Credit hours: **02**

Course code: **GEN-1105**

Course Name: **Introduction to Sociology**

COURSE DESCRIPTION

The course is designed to introduce the students to sociological concepts and discipline. The focus of the course shall be on significant concepts like social systems and structures, socio-economic changes and social processes. The course will provide due foundation for further studies in the field of sociology.

COURSE LEARNING OUTCOMES

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Chapter/ content
Week 1	Introduction • Definition, Scope, and Subject Matter • Sociology as a Science
Week 2	• Historical background of Sociology • Relationship of sociology with other social sciences
Week 3	Basic Concepts • Group, Community, Society • Associations i. Non-Voluntary ii. Voluntary • Organization i. Informal ii. Formal
Week 4	• Organization i. Informal ii. Formal
Week 5	Basic Concepts (continued) • Acculturation and diffusion • Assimilation • Amalgamation
Week 6	Social Groups • Definition and Functions • Types of social groups i. In and out groups ii. Primary and Secondary group iii. Reference groups iv. Informal and Formal groups v. Pressure groups
Week 7	Culture • Definition, aspects and characteristics of Culture i. Material and non-material culture ii. Ideal and real culture • Elements of culture i. Beliefs ii. Values iii. Norms and social sanctions

Week 8	• MID TERM and Class Activity
Week 9	Culture (continued) • Organizations of culture i. Traits ii. Complexes iii. Patterns iv. Ethos v. Theme
Week 10	Culture (continued) • Other related concepts i. Cultural Relativism ii. Sub Cultures iii. Ethnocentrism and Xenocentrism iv. Cultural lag
Week 11	Socialization and Personality • Personality, Factors in Personality Formation b. Socialization, Agencies of Socialization
Week 12	Socialization and Personality (continued) • Role and Status
Week 13	Deviance and Social Control • Deviance and its types b. Social control and its need
Week 14	Deviance and Social Control (continued) • Forms of Social control d. Methods and Agencies of Social control
Week 15	Collective Behaviour • Collective behaviour, its types b. Crowd behaviour c. Public opinion
Week 16	Collective Behaviour (continued) • Propaganda e. Social movements f. Leadership Final Examination

REFERENCE BOOKS/ARTICLES

1. Anderson, Margaret and Howard F. Taylor. 2001. *Sociology the Essentials*. Australia: Wadsworth.
2. Brown, Ken 2004. *Sociology*. UK: Polity Press
3. Giddens, Anthony 2002. *Introduction to Sociology*. UK: Polity Press.
4. Macionis, John J. 2006. 10th Edition *Sociology* New Jersey: Prentice-Hall
5. Tischler, Henry L. 2002. *Introduction to Sociology* 7th ed. New York: The Harcourt Press.
6. Frank N Magill. 2003. *International Encyclopedia of Sociology*. U.S.A: Fitzroy Dearborn Publishers
7. Macionis, John J. 2005. *Sociology* 10th ed. South Asia: Pearson Education
8. Kerbo, Harold R. 1989. *Sociology: Social Structure and Social Conflict*. New York: Macmillan Publishing Company.
9. Koenig Samuel. 1957. *Sociology: An Introduction to the Science of Society*. New York: Barnes and Noble..
10. Lee, Alfred Mclung and Lee, Elizabeth Briant 1961. *Marriage and The family*. New York: Barnes and Noble, Inc.
11. Leslie, Gerald et al. 1973. *Order and Change: Introductory Sociology* Toronto: Oxford University Press.

12. Lenski, Gevbard and Lenski, Jeam. 1982. *Human Societies*. 4th edition New York: McGraw-Hill Book Company.
13. James M. Henslin. 2004. *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.

Mirpur University of Science & Technology (MUST)

Department of Business Administration

Discipline: **BBA**

Credit hours: **03**

Course code: **MAT-1115**

Course Name: **Business Mathematics**

COURSE DESCRIPTION

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.

COURSE LEARNING OUTCOMES

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 their applications

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Chapter/ content
Week 1	Basic Mathematical Concepts • Expression, Equality and Inequality Concepts • Business Application and Exercises • Basic Algebra and Set Theory • Linear Equation and their characteristics
Week 2	Basic Mathematical Concepts • One-Variable Equations • Solution of First- and Second-Degree Equations in One Variable • Algebraic and Graphical Characteristics; Slope-Intercept Form • Determining the Equation of a Straight Line • Linear Equations Involving More Than Two Variables
Week 3	Systems of Linear Equations • Two, Three and n-variable systems and their graphical and algebraic solutions. • Simultaneous Equations. Functions Definition
Week 4	Systems of Linear Equations • Nature and Notation of Functions • Domain and Range • Restricted Domain and Range

Week 5	Mathematical Functions - Types of Functions (Linear, Quadratic Cubic, Polynomials, rational Function) - Definition, Types and Graphical Representation of Functions - Linear Cost - Revenue and Profit Functions
Week 6	Mathematics of Finance - Interest and its Computation - Single Payment Computations - Annuities and Their Present/ Future Value - Cost Benefit Analysis
Week 7	Mathematics of Finance - Interest and its Computation - Single Payment Computations - Annuities and Their Present/ Future Value - Cost Benefit Analysis
Week 8	MID TERM and class activity
Week 9	Matrix Algebra - Introduction - Simple and Special Types of Matrices - Basic Matrix Operations
Week 10	Matrix Algebra - The Determinant - Inverse - Solution of System of Linear Equations using Matrices
Week 11	Differentiation - Limits: Properties and Continuity - Average Rate of Change
Week 12	Differentiation - The Derivative - Differentiation
Week 13	Optimization - Identification of Maxima and Minima - Application on Revenue
Week 14	Optimization - Cost and Profit Sequence - Series and Progression - Sequence, Series and Progression: Introduction and Comparison thereof
Week 15	Arithmetic Series and its application in business

	• Geometric Series and its application in business • Multiplication Principal • Permutation and Combination
Week 16	• Presentation Session

REFERENCE BOOKS/ARTICLES

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.

Mirpur University of Science & Technology (MUST)

Department of Business Administration

Discipline: **BBA**

Credit hours: **02**

Course code: **GEN-1106**

Course Name: **Ideology and Constitution of Pakistan**

COURSE DESCRIPTION

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

COURSE LEARNING OUTCOMES

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

1. Demonstrate enhanced knowledge of the basis of the ideology of Pakistan with special reference to the contributions of the founding father of Pakistan.
2. Demonstrate fundamental knowledge about the Constitution of Pakistan 1973 and its evolution with special reference to state structure.
3. Explain about the guiding principles on rights and responsibilities of Pakistan citizens as enshrined in the Constitution of Pakistan 1973.

COURSE OUTLINES AND WEEKLY CLASS PLAN

Week	Course Contents
1	Introduction to the Ideology of Pakistan • Definition and significance of ideology.
2	Introduction to the Ideology of Pakistan • Historical contest of the creation of Pakistan (with emphasis on socio-political religious and cultural dynamics of British India between 1857 till 1947).
3	Introduction to the Ideology of Pakistan • Contributions of founding fathers of Pakistan of Pakistan in the freedom movement including but not limited to Allama Muhammad Iqbal, Muhammad Ali Jinnah., etc.
4	Introduction to the Ideology of Pakistan • Contributions of women and students in the freedom movement for separate homeland for Muslims of British India.
5	Two-Nation Theory • Evolution of the Two-Nation Theory (Urdu-Hindi controversy

	• Partition of Bengal
6	Two-Nation Theory • Simla Deputation 1906 • Allama Iqbal's Presidential Address 1930
7	Two-Nation Theory • Congress Ministries 1937 Lahore Resolution 1940).
8	Mid-term Exam •
9	Introduction to the Constitution of Pakistan • Definition and importance of a constitution.
10	Introduction to the Constitution of Pakistan • Ideological factors that shaped the Constitution(s) of Pakistan (Objectives Resolution 1949).
11	Constitution and State Structure • Structure of Government (executive, legislature, and judiciary). • Distribution of powers between federal and provincial governments.
12	Constitution and State Structure • 18th Amendment and its impact on federalism.
13	Fundamental Right, Principles of Policy and Responsibilities • Overview of fundamental rights guaranteed to citizens by the Constitution of Pakistan 1973 (Articles 8-28).
14	Fundamental Right, Principles of Policy and Responsibilities • Overview of Principles of Policy (Articles 29-40). • Responsibilities of the Pakistan citizens (Article 5).
15	Constitutional Amendments • Procedures for amending the Constitution.
16	Constitutional Amendments • Notable Constitutional amendments and their implications

REFERENCE BOOKS/ARTICLES

1. "The Idea of Pakistan" by Stephen P. Cohen.
2. "Ideology of Pakistan" by Javed Iqbal.
3. "The Struggle for Pakistan" by I.H. Qureshi.
4. "Pakistan the Formative Phase" by Khalid Bin Sayeed.
5. "Pakistan: Political Roots and Development" by Safdar Mahmood.
6. "Ideology of Pakistan" by Sharif-ul-Mujahid.
7. "The Struggle for Pakistan: A Muslim Homeland and Global Politics" by Ayesha Jala.
8. "Jinnah, Pakistan and Islamic Identity: The Search for Saladin" by Akbar S. Ahmed.
9. "The Making of Pakistan: A Study in Nationalism" by K.K. Aziz.
10. "Pakistan: A New History" by Lan Talbot.
11. "Pakistan in the Twentieth Century: A Political History" by Lawrence Ziring.
12. "The Constitution of Pakistan 1973". Original.

13. "Constitutional and Political Development of Pakistan" by Hamid Khan.
14. "The Parliament of Pakistan" by Mahboob Hussain.
15. "Constitutional Development in Pakistan" by G.W. Choudhury.