



MINISTRY OF HIGHER EDUCATION
RANA UNIVERSTIY
FACULTY OF ECONOMIC



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FACULTY LICENCE



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عادل هی پنهان تیره

به ریاست محترم تضمین کیفیت و اعتباردهی!

موضوع: پیرامون پوهنځی‌های دارای مجوز پوهنتون خصوصی رنا؛

به جواب نامه شماره (۳۷۱) مورخ ۱۳۹۹/۱۲/۱۱ شما احتراماً چنین نگاشته می‌شود:

پوهنتون خصوصی رنا جواز رسمی پوهنځی‌های ذیل را از نزد وزارت تحصیلات عالی اخذ نموده است:

۱. پوهنځی کمپیوترساینس شامل دیپارتمنت‌های تکنالوژی مطوماتی و انجنیری نرم افزار.
۲. پوهنځی ژورنالیزم شامل دیپارتمنت‌های ارتباطات و رادیو و تلویزیون
۳. پوهنځی حقوق و علوم سیاسی شامل دیپارتمنت‌های قضاء و تارنوالی و اداره و دیپلوماسی
۴. پوهنځی اقتصاد شامل دیپارتمنت‌های اداره تجارت و مالی و مدیریت

موارد فوق جهت اجراءات بعدی و قانونی نگاشته شد.

با احترام

پوهنوال صدیق الله بارکزی
رئیس انکشاف برنامه‌های علمی



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1-1 PREFACE

RANA UNIVERSITY, is striving hard for academic excellence and always at work to disseminate knowledge through its teachings and researches. Since its inception in 2009, BBA Faculty of Economics is one of the leading undergraduate degree programs at **RANA UNIVERSITY**.

This program is designed in a way to meet the current and future market and potential employers' demands both in private and public sector organizations. The key objectives of this program are to equip and train the students with theoretical and practical tools of business management and analytical approach to handle various tasks simultaneously in the workplace.

In addition, the Faculty of Economics of RANA UNIVERSITY has facilitated the preparation and distribution of the currently approved version of BBA syllabus to its students in order to have a clear picture of the structure of BBA program and course contents throughout their studies in RANA UNIVERSITY.

I hope the preparation and distribution of this Syllabus Handbook will be a positive attempt in adding value to the academic studies at RANA UNIVERSITY.

1-2 HISTORICAL BACKGROUND



It was established in 2009, Rana University is one of the most growing educational sectors in Afghanistan. It is registered with ministry of higher education Afghanistan. Rana University provides quality and standard education to the individuals to play a vital role in contributing to the education sector by pursuing bright careers. Over 1552 students have been completing their education in the field of Business Administration. Moreover, RU also provides quality education and training in various fields based on the Market demand.

The staff include national and international professionals who has expert level of experience in their own filed. The students acquire quality education in the light of these highly experienced lecturers in the different departments of the Rana University.

Rana University provides extra ordinary chances to the local individuals who are highly qualified in their respected fields to initiate their professional careers in education and training or in administration. It is now one of the mostly discussed universities in the country because of its standard quality education, expert level teaching staff, and research facilities for professionals.



1-3 RU VISION



We envision a world where individuals and communities are technically conscious about their actions, practice sustainable living, driven by their own ethos and values.

1-4 RU MISSION

The university's mission is to remain committed to attainment of excellence in teaching, learning and research and maximize the potential of Individuals in leadership, entrepreneurship and community service to serve the cause of the nation.

1-5 CORE VALUES

Rana University's core values simply refer to as "LEARN"

- Responding to the scientific needs of society and the international environment.
- Scientific authority and acceptability at the global level.
- Continuous effort in knowledge creation and knowledge dissemination.
- Quality in providing educational, research, technological and consulting services.
- Maintaining the dignity and grandeur of human resources and adhering to Islamic and Afghan values.
- Strengthening the spirit of scientific competition.
- Development of international cooperation.
- Targeted and sustainable communication with students.
- Institutionalizing the spirit of creativity and scientific innovation.

1-6 RU OBJECTIVES

1. To educate all the students irrespective of their faith, culture, caste, tribe, and race
2. To provide state of the art facilities to all the students for their academic and moral excellence
3. To hire and retain world class faculty, professionally skilled to facilitate students with rigorous, stimulating and creatively professional classroom practices
4. To encourage the spirit of tolerance and understanding thereby, producing a peaceful society
5. To enhance students' potential for optimum dedication to their cause of life and produce responsible citizens.
6. To promote research and innovation in both learning and teaching to ensure the attainment of individual and community goals.
7. To enhance the creative and constructive thinking ability of the students to stabilize the future of the nation
8. To create an environment of respect, learning, personal and professional growth



1-7 RU PHYSICAL RESOURCES

Physical Resources of Rana University as Following:

- Rana University owns 150 jereeb piece of land for constructing a new building
- 38 independent and separate classrooms of different sizes;
- Mosque, green recreational area, wide free of cost car parking for students and staff
- Play ground
- Well-equipped computer lab
- Radio studio with all technical facilities;
- TV studio with all required facilities;
- An equipped library with an area of 50 square meters has more than (1177) books titles and a total of (1552) book volumes.
- Modern teaching tools and equipment such as projector, LCD
- 24 hours' internet facility;
- Well-equipped conference hall;
- Research and study center equipped with computer facilities;
- Busses and motor cars for students' and staff's transportation
- A cafeteria for students;

2-1 INTRODUCTION OF THE FACULTY OF ECONOMICS

Founded in 2009, The Faculty of Economics at Rana University provides an open, friendly, diverse, and collaborative atmosphere that graduate students in the field of BBA and BFM engage in their studies and regularly approach their Professors and Lecturers both in and out of classes. With a long history of interdisciplinary learning and research collaboration, the Faculty of Economics brings together faculty, students, alumni, staff, and guests from across the field and beyond.

The Faculty of Economics' mission is to excel as a seat of learning for research, innovation and excellence in business education. Provide quality education in business administration and Finance and Management that prepares competent, employable graduates for successful professional careers and responsible citizenship.

The faculty now has responsibility within the University for All Academic aspects like teaching, basic research and collaboration with other departments and with industry on applied research. Its research attempts both to solve problems of businesses and to address possible solutions for them.

Over 1552 students have completed their Bachelor degrees in the field of business administration and Finance and Management in three different sessions which include Morning, Afternoon and Evening. Currently more than 500 students have been acquiring knowledge from highly qualified and experienced national and international professors, assistant professors and lecturers in the field of BBA and BFM.



2-2 FACULTY VISION

The vision of the faculty is to remain committed to the attainment of excellence in teaching, learning, research and maximize the potential of individuals and leadership, entrepreneurship, and community services to serve the cause of the nation.

2-3 FACULTY MISSION

The mission statement of the faculty is to excel as a seat of learning for research, innovation and excellence in business education, provide quality education in business administration that prepares competent, employable graduates for successful professional careers and responsible citizenship.

2-4 FACULTY VALUES

The faculty values consist of:

- Integrity
- Creativity
- Excellence
- Positivity
- Humility
- Tolerance
- Self-discipline
- Generosity

2-5 FACULTY OBJECTIVES

Objectives for Faculty of Economics at Rana University are:

1. Graduates of the program will start their life-long career in the field of Business Administration and Finance and Management and will be engaged in learning, understanding, and applying new ideas and techniques as the field evolves.
2. Graduates will be able to engage in lifelong learning and professional development via post graduate education and participation in professional organizations.
3. Graduates of the Program will apply their skills in finance, management, marketing, human resource, clear communication, responsible teamwork, and time management, for example, managing a team or project, working on multidisciplinary project, or communicating with external stakeholders.
4. Graduates of Program should demonstrate leadership and initiative to ethically advance professional and organizational goals, facilitate the achievements of others, and obtain substantive results.



2-6 FACULTY PHYSICAL RESOURCES

- Faculty of Economics in chart Rana University, in terms of physical resources, currently has the following status:
- 9 independent and separate classrooms of different sizes;
- Mosque, green recreational area, wide free of cost car parking for students and staff
- Play ground
- Well-equipped computer lab.
- A well-organized library with an area of 50 square meters has more than (1177) book titles and a total of (5521) book volumes, among them 212 books and 3400 volumes are relating to the field of economics, finance, management, marketing, accounting, and other related field.
- Modern teaching tools and equipment such as projector, LCD
- 24 hours' internet facility
- Well organized conference hall
- Cafeteria for students;
- 95% of faculty professors have master's and doctorate degrees from England, India, Pakistan and Afghanistan who are not members of any other scientific institutes.

2-7 PROGRAM EDUCATIONAL OUTCOMES

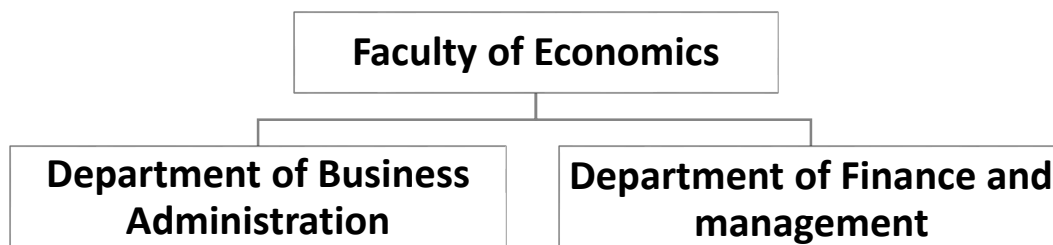
After completion of the program (BBA, BFM), the students should be able to:

- Take independent decisions in economic and social aspects of life
- Acquire jobs in different sectors such as banking, industry, insurance companies, planning department etc.
- Work in public and private sectors
- Gain entrepreneurial skills
- Be a socially, ethically responsible business leader
- Know the performance and status of an economy
- Get knowledge of problem solving and decision-making techniques
- Pursue MBA, MS, Ph.D. and Post Ph.D. degrees
- Be a responsible citizen.



2-8 FACULTY STRUCTURE

The Faculty of Economics composed of two departments. Which includes Department of Business Administration and department of finance and management.



2-9 STRUCTURE OF FACULTY ACADEMIC MEMBERS

S.NO	First Name	Sure Name	Qualification	Designation	Academic Rank
1.	Mr. Imranullah	Mateen	Master	Dean of Faculty	Nil
2.	Mr. Zahidullah	Rohab	Master	Vice-Dean	Nil
3.	Mr. Habibullah	Saleemi	Master	HOD/BBA	Nil
4.	Mr.Nasir Ahmad	Hamkar	Master	HOD/ F&M	Nil
5.	Mr. Jehanzeb	Khan	Master	Lecturer	Nil
6.	Mr. Khayal Nazar	Zakhil	Master	Lecturer	Nil
7.	Mr. Hanifullah	Hakimi	Master student	Lecturer	Nil
8.	Mr.Barakat Khan	Sahba	Master	Lecturer	Nil
9.	Mr. Idrees	Ahmad	Master	Lecturer	Nil

3-1 DEPARTMENT INTRODUCTION

In this competitive era, setting up a new business or running the existing one is not an easy task. With the passage of time and the evolution of new technologies, competition among businesses becomes tough and challenging. To meet the challenges and stay tuned with every day changing technologies, pursuing a degree in Bachelor of Business Administration from Rana University will make you able to cope with them. This course has always proved beneficial for candidates with huge potential and aspiration, in short, candidates with BBA degree have always a high demand in the market. They do not just feed themselves but create job opportunities for others and serve the economy at each phase of the economic cycle. Let's have a brief discussion regarding the BBA program at Rana University. The BBA program at Rana University can feed you with the knowledge and equips you to be a successful manager, leaders, economist, entrepreneur, ethical business executive, business men. It also makes you able to work in different position as CEO, CFO, CMO and more.

If you observe your surroundings, you may see a large number of unemployed graduates, graduated from different fields. In the present situation, only the candidates who can stand the tough situation can survive This is what the faculty of Economics of Rana University understands better and prepares the students. they not only provide education but also prepare them in all ways to withstand the tough competitions around.



3-2 DEPARTMENT VISION

The vision of the department is to add value to students, businesses, and society through activities that lead to career success and knowledge advancement.

3-3 DEPARTMENT MISSION

The mission statement of the department is to excel as a seat of learning for research, innovation and excellence in business education. Provide quality education in business administration that prepares competent, employable graduates for successful professional careers and responsible citizenship.

3-4 DEPARTMENT CORE VALUES

The core values of BBA department are given as under:

- Integrity
- Creativity
- Committed to the Islamic faith and Afghan values.
- Excellence
- Positivity
- Tolerance
- Humility
- Self-discipline
- Generosity

3-5 DEPARTMENT LEARNING OBJECTIVES

The four years BBA program is tailored to serve the needs of the bright young persons who have completed twelve years of education and are looking for a career education in entrepreneurship, management profession or towards higher education in business administration. This program is open to the students with diverse educational backgrounds including, humanities, science, arts and commerce. However, being a program with challenging curricula and contents, it is accessible mainly to those students who have excellent academic record and high potential for success. Accordingly, candidates for this program are carefully sifted and screened through a selective admission test process.

The four years BBA degree promises the graduates higher level employability at the entry level of management profession through helping them fulfil potential for high earnings and greater personal development. The program curricula offer to the students a rich blend of general education like English language, mathematics, Afghanistan studies, Islamic studies economics; general management skills like oral and written communication, decision-making, leadership, teamwork, quantitative method; discipline-based core courses including finance & banking, marketing, and HRM etc. and the specialization based elective courses. The program builds in

the students' potential for future and enables them to build and maintain balance between the targets of economic success and the limitations of increasing social and environmental responsibility.



3-6 DEPARTMENT PHYSICAL RESOURCES

Faculty of Economics Rana University, in terms of physical resources as following:

- 9 independent and separate classrooms of different sizes
- Mosque, green recreational area, wide free of cost car parking for students and staff
- Play ground
- Well-equipped computer lab
- A well-organized library with an area of 50 square meters has more than (1177) book titles and a total of (5521) book volumes, among them 212 books and 3400 volumes are relating to the field of economics, finance, management, marketing, accounting, and another related field
- Modern teaching tools and equipment such as projector, LCD
- 24 hours' internet facility
- Well organized conference hall
- Cafeteria for students
- 95% of faculty professors have master's and doctorate degrees from England, India, Pakistan, Azerbaijan, and Afghanistan, who are not members of any other scientific institutes

3-7 STRUCTURE OF DEPARTMENT ACADEMIC MEMBERS

S.NO	First Name	Sure Name	Qualification	Designation	Academic Rank
1.	Mr. Imranullah	Mateen	Master	Dean of Faculty	Nil
2.	Mr. Zahidullah	Rohab	Master	Vice – Dean	Nil
3.	Mr. Habibullah	Saleemi	Master	HOD – BBA	Nil
4.	Mr. Jehanzeb	Khan	Master	Lecturer	Nil
5.	Mr. Khayal Nazar	Zakhil	Master	Lecturer	Nil
6.	Mr. Hanifullah	Hakimi	Master student	Lecturer	Nil
7.	Mr. Barakat Khan	Sahba	Master	Lecturer	Nil
8.	Mr. Nasir Ahmad	Hamkar	Master	Lecturer	Nil
9.	Mr. Idrees	Ahmad	Master	Lecturer	Nil

3-8 ASSESSMENT NEED

Assessment need has been increasingly recognized as a necessary part of curriculum development. A questionnaire was distributed among graduated/alumni, business executives and enrolled students of eighth semester of Rana University. Mostly all of them had a positive opinion regarding the modification of the curriculum.

The core courses of the Business Administration program allow students to acquire skills in economics, finance, management, accounting, business communication, business law, and computer. Graduates of the Business Administration program are exposed to a variety of disciplines and given the opportunity to improve and enhance their entrepreneurial skills, decision making skills, interpersonal skills, critical thinking and problem-solving skills.



3-9 DEPARTMENT LEARNING OUTCOMES

- The BBA students will be able to do following things:
 1. Graduates of the Department of Business Administration will be able to work professionally in private and public institutions.
 2. The graduates of this department will have the ability to do research and they will be able to work as researchers.
 3. students who graduate from the Department of Business Administration will have the ability to manage small and large organizations professionally.
 4. The graduates of this department will have ability to work as human resource specialists.
 5. Students who graduate from this department will have the ability to manage marketing.
 6. Graduate students of this field will be able to be moderators and organizers of national and international conferences and can be the best negotiators.
 7. After graduation, students will be able to serve their country as entrepreneurs in society.
 8. Graduates can manage any kind of business well after finishing the course and increase the organization's income.
 9. After graduation, graduates of this field will be able to serve as financial managers in public and private institutions.
 10. Graduates of this field can work as financial and economic experts in public and private organizations in the future.
 11. In general, we can say that the students who graduate from this field will have an unlimited field of work and countless job opportunities will be waiting for them.

3-10 DEPARTMENT ACADEMIC STRATEGY

academic strategy is a supportive, practical, one-on-one process. Academic strategy helps students learn time management, notetaking, study skills, and other academic skills. The primary purpose of academic strategy is to help clients develop the structure necessary to improve academically and overcome academic challenges.

In academic strategy, students work one-on-one with a coach who provides encouragement, recommendations, strategies, feedback, and practical techniques for improving school performance. Academic strategy is not therapy, counselling, or tutoring. While discussion of particular assignments is necessary to the process, the goal is always to focus on the larger picture: developing skills to improving across all academic studies.

Academic strategy starts with a free, in-depth consultation to allow clients to learn about the process and allows us to develop goals and priorities. Following this initial consultation, regular meetings will allow us to develop structures and supports which assist you in accomplishing your academic goals. In each session, I use my experience and knowledge to provide insight and affirming support as we work on goals and build academic skills.

Academic strategy often works on skills surrounding self-knowledge and self-awareness, time management, reading comprehension, short- and long-term memory, self-advocacy skills, critical thinking, test anxiety, amongst others. Any barriers which prevent the client from achieving their academic goals are relevant to the process.



A) TIME FRAME

The academic strategy in the Faculty of Economics is at the bachelor's level and covers four years which is equal to eight semesters. Each semester consists of sixteen weeks and the seventeenth week is dedicated to the final exam of the semester. Likewise, each academic year includes two semesters, covers 9 months. And at the end of the fourth academic year, the graduate receives a bachelor's degree in business administration after completing the thesis.

B) CATEGORIZATION OF SUBJECTS ALONG WITH THEIR PERCENTAGE, CREDIT HOURS, AND CODE NUMBER

1. Basic Subjects:

S/N	Code	Subject	Credit Hours
1	EC.BA.0106	Introduction to Business	3
2	EC.BA.0107	Principles of Management	3
3	EC.BA.0108	Algebra	3
4	EC.BA.0109	Principles of Accounting	3
5	EC.BA.0210	Principles of Marketing	3
6	EC.BA.0211	Microeconomics	3
7	EC.BA.0212	Business Mathematics	3
8	EC.BA.0313	Macroeconomics	3
9	EC.BA.0414	Business Law	3
10	EC.BA.0515	Business Ethics	3
11	EC.BA.0616	Electronic Commerce	3
12	EC.BA.0617	Academic Writing	3
Total credits			36
Percentage			22.93%



2. Professional Subjects:

S/N	Code	Subject	Credit Hours
1	EC.BA.0218	Financial Accounting	3
2	EC.BA.0319	Marketing Management	3
3	EC.BA.0320	Cost Accounting	3
4	EC.BA.0321	Business Finance	3
5	EC.BA.0322	Business Communication	3
6	EC.BA.0423	Descriptive Statistics	3
7	EC.BA.0424	Psychology	3
8	EC.BA.0425	Consumer Behavior	3
9	EC.BA.0426	Human Resource Management	3
10	EC.BA.0527	Inferential Statistics	3
11	EC.BA.0528	Financial Management	3
12	EC.BA.0529	Organizational Behavior	3
13	EC.BA.0530	Project Management	3
14	EC.BA.0631	Money Banking & Finance	3
15	EC.BA.0632	Total Quality Management	3
16	EC.BA.0633	Financial Statement Analysis	3
17	EC.BA.0634	Entrepreneurship	3
18	EC.BA.0735	Business Research Methods	3
19	EC.BA.0736	Corporate Finance	3
20	EC.BA.0737	International Financial Management	3
21	EC.BA.0738	International Management	3
22	EC.BA.0739	Leadership	3
23	EC.BA.0740	Islamic Banking and Finance	3
24	EC.BA.0841	Auditing and Assurance	3
25	EC.BA.0842	Investment Analysis and Portfolio Management	3
26	EC.BA.0843	Organizational Development	3
27	EC.BA.0844	Conflict Management	4
Total credit			82
Percentage			52.23%



3. Elective Subjects:

S/N	Code	Subject	Credit Hours
1	EC.BA.0845	Taxation	2
2	EC.BA.0846	Strategic Management	2
Total credit			2

4. Inclusive Subjects:

S/N	Code	Subject	Credit Hours	
1	EC.BA.0171	Islamic Belief System	نظام اعتقادی اسلام	2
2	EC.BA.0172	Recitation and Tajweed	تلاوت و تجويد	1
3	EC.BA.0273	Islamic Worship System	نظام عبادتی اسلام	2
4	EC.BA.0274	The Biography of Muhammad (SAW)	سيرت النبي ﷺ	2
5	EC.BA.0375	Moral System in Islam	نظام اخلاقی اسلام	2
6	EC.BA.0376	Islamic Social System	نظام اجتماعی اسلام	2
7	EC.BA.0477	Intellectual Guidance	تربیه فکری	2
8	EC.BA.0478	Religions and Sects	ادیان و مذاهب	1
9	EC.BA.0579	Islamic Political System	نظام سیاسی اسلام	2
10	EC.BA.0580	Islamic Administrative System	نظام اداری اسلام	2
11	EC.BA.0681	Islamic Economic System	نظام اقتصادی اسلام	2
12	EC.BA.0782	Quran and Contemporary Studies	قرآن و علوم معاصر	2
13	EC.BA.0883	Islamic Civilization	تمدن اسلامی	2
14	EC.BA.0101	Environmental Studies	محیط زیست	2
15	EC.BA.0202	Afghanistan History	تاریخ معاصر افغانستان	2
16	EC.BA.0103	English-I		2
17	EC.BA.0204	English-II		2
18	EC.BA.0505	Fundamentals of computer		2
Total credit			34	

Total percentage of elective and inclusive	21.66%
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5. MONOGRAPH

S/N	Code	Subject	Credit Hours
1	EC.BA.0847	Monograph	3
Total credit			3
Percentage			1.91%

6. General structure of the program

S/N	Category	Credit hours	Percentage
1	Basic subjects	36	22.93%
2	Professional subjects	82	52.23%
3	Elective subjects	2	1.27%
4	Inclusive subjects	34	21.66%
5	Monograph	3	1.91%
Total credit		157	100%

C) INTRODUCTION OF SUBJECT CODES:

Each subject has a code, in which the first two English letters (EC) stand for Faculty of Economics and the second two English letters (BA) stand for Department of Business Administration, the last four numbers of the code are related to the subject and semester, the first two numbers indicating the academic semester, and the next two numbers are special fertilizers for each subject.

D) Existence of internship and academic tours

The department of BBA has signed MOUs with different public and private organizations for providing **internship** facilities to their students for getting a practical exposure of what they have studied. The department of BBA also provides **study-tours** to their students in order to get in-depth knowledge and practical exposure in their subject or area of interest.



E) Teaching Methodology

Rana University is partially implementing Outcome-Based Education (OBE) approach. Outcome-Based Education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system.

F) STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage vies distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



MINISTRY OF HIGHER EDUCATION

RANA UNIVERSITY

FACULTY OF ECONOMICS

BBA DEPARTMENT

3. SEMESTER-WISE CURRICULUM

First year												
First semester												
S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks	
					Theoretical	Practical	Field	Total				
1	English-I	EC.BA.0103	Inclusive	2	1	2	0	3	Economics, BBA	Nil	Assignment & class activity	
2	Introduction to Business	EC.BA.0106	Basic	3	2	0	3	5	Economics, BBA	Nil	class activity & Field work	
3	Principles of Management	EC.BA.0107	Basic	3	2	2	0	4	Economics, BBA	Nil	Assignment & class activity	
4	نظام اعتقادی اسلام	EC.BA.0171	Inclusive	2	2	0	0	2	Islamic culture	Nil	Assignment	
5	تلاوت و تجوید	EC.BA.0172	Inclusive	1	1	0	0	1	Islamic culture	Nil	class activity	
6	Algebra	EC.BA.0108	Basic	3	2	2	0	4	Economics, BBA	Basic Mathematics	Assignment & class activity	
7	Principles of Accounting	EC.BA.0109	Basic	3	2	2	0	4	Economics, BBA	Nil	Assignment & class activity	
8	محیط زیست	EC.BA.0101	Inclusive	2	2	0	0	2	Economics, BBA	Nil	Assignment	
Total				19	14	10	3	24				



First year

Second semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	Principles of Marketing	EC.BA.0210	Basic	3	2	0	3	5	Economics, BBA	Nil	class activity & Field work
2	تاريخ معاصر افغانستان	EC.BA.0202	Inclusive	2	2	0	0	2	Economics, BBA	Nil	Assignment
3	English-II	EC.BA.0204	Inclusive	2	1	2	0	3	Economics, BBA	English-I	Assignment & class activity
4	Microeconomics	EC.BA.0211	Basic	3	3	0	0	3	Economics, BBA	Nil	Assignment & class activity
5	Business Mathematics	EC.BA.0212	Basic	3	2	2	0	4	Economics, BBA	Algebra	Assignment & class activity
6	Financial Accounting	EC.BA.0218	Professional	3	2	2	0	4	Economics, BBA	Principles of Accounting	Assignment & class activity
7	نظام عبادتی اسلام	EC.BA.0273	Inclusive	2	2	0	0	2	Islamic culture	نظام اعتقادی اسلام	Assignment
8	سيرت النبي ﷺ	EC.BA.0274	Inclusive	2	2	0	0	2	Islamic culture	Nil	Assignment
Total				20	16	6	3	25			



Second year

Third semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	Marketing Management	EC.BA.0319	Professional	3	2	0	3	5	Economics, BBA	Principles of Marketing	class activity & Field work
2	Cost Accounting	EC.BA.0320	Professional	3	2	2	0	4	Economics, BBA	Financial Accounting	Assignment & class activity
3	نظام اخلاقي اسلام	EC.BA.0375	Inclusive	2	2	0	0	2	Islamic culture	نظام اعتقادي اسلام	Assignment
4	نظام اجتماعي اسلام	EC.BA.0376	Inclusive	2	2	0	0	2	Islamic culture	نظام عبادتي اسلام	Assignment
5	Business Finance	EC.BA.0321	Professional	3	2	2	0	4	Economics, BBA	Nil	Assignment & class activity
6	Business Communication	EC.BA.0322	Professional	3	2	2	0	4	Economics, BBA	English II	Assignment & class activity
7	Macroeconomics	EC.BA.0313	Basic	3	3	0	0	3	Economics, BBA	Microeconomics	Assignment & class activity
Total				19	15	4	3	24			



Second year

Fourth semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	تربيه فكري	EC.BA.0477	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعي اسلام	Assignment
2	ادبان و مذاهب	EC.BA.0478	Inclusive	1	1	0	0	1	Islamic culture	نظام عبادتي اسلام	Assignment
3	Psychology	EC.BA.0424	Professional	3	3	0	0	3	Economics, BBA	Nil	Assignment & class activity
4	Consumer Behavior	EC.BA.0425	Professional	3	2	2	0	4	Economics, BBA	Marketing	Assignment & class activity
5	Human Resource Management	EC.BA.0426	Professional	3	2	2	0	4	Economics, BBA	Principles of Management	Assignment & class activity
6	Business Law	EC.BA.0414	Basic	3	2	2	0	4	Economics, BBA	NIL	Assignment & class activity
7	Descriptive statistics	EC.BA.0423	Professional	3	2	2	0	4	Economics, BBA	Business Mathematics	Assignment & class activity
Total				18	14	8	0	22			



Third year

Fifth semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	نظام سیاسی اسلام	EC.BA.0579	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعی اسلام	Assignment
2	نظام اداری اسلام	EC.BA.0580	Inclusive	2	2	0	0	2	Islamic culture	ادیان و مذاهب	Assignment
3	Inferential statistics	EC.BA.0527	Professional	3	2	2	0	4	Economics, BBA	Descriptive statistics	Assignment & class activity
4	Fundamentals of Computer	EC.BA.0505	Inclusive	2	1	2	0	3	Economics, BBA	Nil	Assignment & class activity
5	Financial Management	EC.BA.0528	Professional	3	2	0	3	5	Economics, BBA	Business Finance	class activity & Field work
6	Business Ethics	EC.BA.0515	Basic	3	2	2	0	4	Economics, BBA	OB & Principles of Management	Assignment & class activity
7	Organizational Behavior	EC.BA.0529	Professional	3	2	2	0	4	Economics, BBA	HRM	Assignment & class activity
8	Project Management	EC.BA.0530	Professional	3	2	2	0	4	Economics, BBA	Principles of Management	Assignment & class activity
Total				21	15	10	3	28			



Third year

Sixth semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	نظام اقتصادى اسلام	EC.BA.0681	Inclusive	2	2	0	0	2	Islamic culture	نظام ادارى اسلام	Assignment
2	Money Banking & Finance	EC.BA.0631	Professional	3	2	0	3	5	Economics, BBA	Business Finance & Financial Management	class activity & Field work
3	Electronic Commerce	EC.BA.0616	Basic	3	2	2	0	4	Economics, BBA	Fundamentals of Computer	Assignment & class activity
4	Financial Statement Analysis	EC.BA.0633	Professional	3	2	2	0	4	Economics, BBA	Financial Accounting	Assignment & class activity
5	Academic Writing	EC.BA.0617	Basic	3	2	2	0	4	Economics, BBA	English I & English II	Assignment & class activity
6	Entrepreneurship	EC.BA.0634	Professional	3	2	2	0	4	Economics, BBA	Introduction to Business	Assignment & class activity
7	Total Quality Management	EC.BA.0632	Professional	3	2	2	0	4	Economics, BBA	OB & Principles of Management	Assignment & class activity
Total				20	14	10	3	27			



Fourth year

Seventh semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	قرآن و علوم معاصر	EC.BA.0782	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعي اسلام	Assignment
2	Business Research Methods	EC.BA.0735	Professional	3	2	2	0	4	Economics, BBA	Statistics	Assignment & class activity
3	Corporate Finance	EC.BA.0736	Professional	3	2	2	0	4	Economics, BBA	Financial Management & Business Finance	Assignment & class activity
4	International Financial Management	EC.BA.0737	Professional	3	3	0	0	3	Economics, BBA	Financial Management & Business Finance	Assignment & class activity
5	International Management	EC.BA.0738	Professional	3	2	2	0	4	Economics, BBA	Principles of Management	Assignment & class activity
6	Leadership	EC.BA.0739	Professional	3	2	2	0	4	Economics, BBA	OB & Principles of Management	Assignment & class activity
7	Islamic Banking and Finance	EC.BA.0740	Professional	3	2	2	0	4	Economics, BBA	Money Banking & Finance	Assignment & class activity
Total				20	15	10	0	25			



Fourth year

Eight semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	تمدن اسلامی	EC.BA.0883	Inclusive	2	2	0	0	2	Islamic culture	نظام اقتصادی اسلام	Assignment
2	Taxation	EC.BA.0845	Elective	2	1	2	0	3	Economics, BBA	Business Math & Macroeconomics	Assignment & class activity
3	Auditing and Assurance	EC.BA.0841	Professional	3	2	0	3	5	Economics, BBA	Accounting & Business Ethics	Assignment & field work
4	Investment Analysis and Portfolio Management	EC.BA.0842	Professional	3	2	2	0	4	Economics, BBA	Corporate Finance & Financial Management	Assignment & class activity
5	Organizational Development	EC.BA.0843	Professional	3	2	2	0	4	Economics, BBA	HRM & Change Management	Assignment & class activity
6	Conflict Management	EC.BA.0844	Professional	4	3	2	0	5	Economics, BBA	OB & Change Management	Assignment & class activity
7	Monograph	EC.BA.0847	Professional	3	1	2	3	6	Economics, BBA	Business Research Methodology & Academic Writing	Assignment & field work
Total				20	13	10	6	29			

Elective Subjects

Fourth year

Eight semester

S / N	Subject	Code	Category	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
					Theoretical	Practical	Field	Total			
1	Taxation	EC.BA.0845	Elective	2	1	2	0	3	Economics, BBA	Business Math & Macroeconomics	Assignment & class activity
2	Strategic Management	EC.BA.0846	Elective	2	1	2	0	3	Economics, BBA	OB & Principles of Management	Assignment & class activity
Total				2	1	2	0	3			



1. Course syllabuses of basic subjects

Syllabuses and course policy of (Introduction to Business)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0106
Credit Hours	3
Subject category	Basic
Pre-requisite	Nil
Semester	1 st

COURSE DESCRIPTION

The course will examine the diverse knowledge of Business and how to be a successful businessman. The course will examine the options of business available for students like sole proprietorship, partnership and corporation. The course also gives idea to students regarding basic of business like marketing, finance management of organization. The course is described specific knowledge and skills related to business and management.

COURSE LEARNING OBJECTIVES

The overall objective of the course is to provide students with the basic notion of business, either from the corporate or from the entrepreneurial point of view. More specifically, by the end of the semester, students are expected to:

1. To understand the basic elements of business, focusing on management of business and its core functions, entrepreneurship, ethics and culture, as well as technological awareness for innovation.
2. To apply various business concepts and skills in business simulation and evaluate their experiences.



COURSE LEARNING OUTCOMES

1. **defines the concepts of enterprise and business administration.**
2. Explains the environment of the business.
3. Tells about types of companies.
4. knows about the business history
5. lists the objectives of a business
6. **defines the concepts of management and manager.**
7. Explains the concept of management and management principles.
8. Explains the concepts of manager and leadership.
9. evaluates the size and capacity of a business
10. **expresses the functions of business and management.**
11. Explains the functions of business.
12. Explains the functions of management.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage vice distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Introduction to Business)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction to Business • Introduction to Business • Characteristic of Business • Importance of Business 	3	2	2
Week 02	<ul style="list-style-type: none"> • Disadvantages of Business • Objectives of Business 	3	2	2
Week 03	<ul style="list-style-type: none"> • Business Risk <ul style="list-style-type: none"> • Risk of business • Sources of risk • Minimizing business risk 	3	2	2
Week 04	<ul style="list-style-type: none"> • Problems of starting a business • Social responsibilities of business • Qualities of successful businessman 	3	2	2
Week 05	<ul style="list-style-type: none"> • Sole Proprietorship <ul style="list-style-type: none"> • Sole proprietorship • Characteristic of sole proprietorship 	3	2	2
Week 06	<ul style="list-style-type: none"> • Advantages of Sole Proprietorship Business • Disadvantages of Sole Proprietorship Business 	3	2	2
Week 07	<ul style="list-style-type: none"> • Partnership <ul style="list-style-type: none"> • Partnership • Characteristic of partnership 	3	2	2
Week 08	<ul style="list-style-type: none"> • Advantages and Disadvantages <ul style="list-style-type: none"> • Partnership Deeds 	3	2	2
Week 09	<ul style="list-style-type: none"> • Corporation <ul style="list-style-type: none"> • Corporation • Characteristics of corporation 	3	2	2



Week 10	<ul style="list-style-type: none"> • Advantages of corporation • Disadvantages of Corporation 	3	2	2
Week 11	<ul style="list-style-type: none"> • Business Finance • Business Finance • Types of Finance • Private • Public 	3	2	2
Week 12	<ul style="list-style-type: none"> • Sources of Finance • Short term financing • Medium term financing • Long term financing 	3	2	2
Week 13	<ul style="list-style-type: none"> • Trade • What is trade? • Definition of internal trade • Classification of internal trade 	3	2	2
Week 14	<ul style="list-style-type: none"> • Foreign Trade • Difficulties in foreign trade 	3	2	2
Week 15	<ul style="list-style-type: none"> • Company Meeting • Company Meeting • Statutory report • Meeting of board of directors 	3	2	2
Week 16	<ul style="list-style-type: none"> • Procedure of general meetings • Company resolution • Legal conditions of various forms of organizations 	3	2	2

Reference Book:**Main Reference:**

1. Nasir. M.S., (2013) Introduction to Business.

Supportive Reference:

1. Madura, J. (2006). *Introduction to business*. Cengage Learning.



Syllabuses and course policy of (Principles of Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0107
Credit Hours	3
Subject category	Basic
Pre-requisite	Nil
Semester	1 st

COURSE DESCRIPTION

This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real-life situations involving organizing, staffing and motivating others. The students will also learn tools to aid in problem solving, valuing diversity and coping with change.

COURSE LEARNING OBJECTIVES

1. Understand the Basic management functions of Planning Organizing Leading and Controlling
2. Understand how ethical practices are applied in Management and in life
3. Understand management theories.
4. Understand how Corporate Culture and Organizational design effect the management
5. Apply basic principles of leadership, motivation and performance management

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. Recognize the theory of management and manager's role in organization.
2. List managerial roles and managerial functions.
3. Name the core dimensions of organization and organizational design.
4. Describe the decision-making process in organization.
5. Differentiate between the different types of control in organization.
6. Recognize the process of change in organizations.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Principles of Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to management and organization <ul style="list-style-type: none"> • Who are managers • Classification of managers What is management? <ul style="list-style-type: none"> • Efficiency • Effectiveness 	3	3	0



Week 02	<ul style="list-style-type: none"> • Management functions <ul style="list-style-type: none"> ○ Planning ○ Organizing ○ Leading ○ Controlling • Management roles • Key management skills 	3	3	0
Week 03	Management History <ul style="list-style-type: none"> • Historical background of management • Classical approach <ul style="list-style-type: none"> ○ Scientific management ○ General administrative theory 	3	3	0
Week 04	<ul style="list-style-type: none"> • Quantitative approach to management • Behavioral approach • Contemporary approach 	3	3	0
Week 05	Foundation of Planning <ul style="list-style-type: none"> • What is planning • Why do managers plan/purpose of planning? • Types of plans • MBO 	3	3	0
Week 06	<ul style="list-style-type: none"> • Planning process Goal <ul style="list-style-type: none"> • Purpose of goals • Four basic Levels of goal • Characteristics of well written goals • Steps in goal setting 	3	3	0



Week 07	Decision making <ul style="list-style-type: none"> • Definition of decision • Types of decision 	3	3	0
Week 08	<ul style="list-style-type: none"> • Rational model of decision making • Decision making conditions • Decision making biases and errors 	3	3	0
Week 09	Organizing structure and design Definition of organizing Designing organizational structure Two models of organization design <ul style="list-style-type: none"> ○ Mechanistic organization ○ Organic organization 	3	2	2
Week 10	<ul style="list-style-type: none"> • Common organizational design <ul style="list-style-type: none"> ○ Traditional organizational designs ○ Contemporary organizational design 	3	2	2
Week 11	<ul style="list-style-type: none"> • What is motivation <ul style="list-style-type: none"> ○ Maslow's hierarchy of needs theory ○ McGregor's theory x and theory y ○ Herzberg's two factor theory ○ McClelland's three needs theory 	3	2	2
Week 12	<ul style="list-style-type: none"> • Contemporary theories of motivation <ul style="list-style-type: none"> ○ Goal –setting theory ○ Reinforcement theory ○ Job design theory ○ Equity theory ○ Expectancy theory 	3	2	2



Week 13	Managers as leaders <ul style="list-style-type: none"> • Definition of leading • Who are leader • What is leadership 	3	2	2
Week 14	<ul style="list-style-type: none"> • Elements of leading • Seven traits associated with leadership • Styles of leadership 	3	2	2
Week 15	Introduction to controlling <ul style="list-style-type: none"> • What is controlling • Steps in the control process • Organization performance 	3	2	2
Week 16	<ul style="list-style-type: none"> • Measure of organizational performance • Feed forward control • Concurrent control • Feedback control 	3	2	2

References:

Main Reference:

Robbins, P. S., Decenzo, D. A., & Coulter, M. (1997). *Fundamentals of Management: Essential Concepts and Application*. Prentice-Hall.

Supportive Reference:

Barney, J. B., & Griffin, R. W. (1992). *The management of organizations: Strategy, structure, behavior*. Houghton Mifflin College Div.



Syllabuses and course policy of (Algebra)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0108
Credit Hours	3
Subject category	Basic
Pre-requisite	Basic Mathematics
Semester	1 st

COURSE DESCRIPTION

Algebra is **the part of mathematics that helps represent problems or situations in the form of mathematical expressions**. In algebra, we use numbers like 2, -7, 0.068 etc., which have a definite or fixed value. In algebra we use variables like x, y, and z along with numbers.

COURSE LEARNING OBJECTIVE

This course teaches the essentials of algebra.

The topics include:

1. real number system
2. exponents
3. polynomials
4. factoring
5. first-degree equations
6. word problems
7. systems of linear equations
8. quadratic equations
9. inequalities
10. trigonometry.



COURSE LEARNING OUTCOME

Successful Algebra students will be able to:

1. define and recognize the number system, operation on real numbers and absolute value.
2. combine polynomial by addition, subtraction, multiplication and division.
3. Factor an algebraic expression by Isolating a common factor, Factor by grouping, Factor the difference of squares, Factor the sum or difference of two cubes, Factor perfect square trinomials and Factor trinomials.
4. solve linear systems in one and two variables, and apply these techniques to solving real-world problems.
5. Solve linear inequalities in one variable.
6. Solve quadratic equations using the completing the square method and the
7. quadratic formula.
8. Understand the coordinate plane.
9. Graph and solve linear equations in two variables.
10. Understand and solve systems of linear equations.
11. solve problems in trigonometry.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Algebra)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Number System <ul style="list-style-type: none"> • Real number system <ul style="list-style-type: none"> ○ Natural Number ○ Whole numbers ○ Integers ○ Rational numbers ○ Irrational Numbers ○ Real number • Operation on real numbers <ul style="list-style-type: none"> ○ Addition of real numbers ○ Subtraction of real numbers ○ Multiplication of real numbers ○ Division of real numbers 	3	2	2
Week 02	Number System <ul style="list-style-type: none"> • Absolute value • Properties of real numbers <ul style="list-style-type: none"> ○ Commutative property ○ Associative property ○ Distributive property 	3	2	2
Week 03	Exponents <ul style="list-style-type: none"> ○ Introduction to exponents ○ Evaluation of mathematical expressions • Rules of exponents <ul style="list-style-type: none"> ○ Product rule ○ Quotient rule 	3	2	2



Week 04	Exponents <ul style="list-style-type: none"> • Rules of exponents <ul style="list-style-type: none"> ○ Power rule ○ Expanded power rule ○ Negative exponent rule • Notations <ul style="list-style-type: none"> ○ To write a number in scientific notation ○ To write a number in standard form (without exponents) 	3	2	2
Week 05	<ul style="list-style-type: none"> • Check of Assignment and first quiz 	3	0	6
Week 06	Polynomials <ul style="list-style-type: none"> • Like and unlike terms <ul style="list-style-type: none"> ○ Variable ○ Constant ○ Co-efficient ○ Base ○ Exponent ○ term ○ Like terms ○ Unlike terms ○ Combining like terms • Polynomials <ul style="list-style-type: none"> ○ Introduction to polynomials ○ Types of polynomials ○ Monomial ○ Binomial ○ Trinomial 	3	2	2



Week 07	Polynomials <ul style="list-style-type: none"> ○ Addition of polynomials ○ Subtraction of polynomials ○ Multiplication of polynomials ○ Foil method ○ Box method ○ Division of polynomials ○ Division of polynomials by monomials ○ Division of polynomials by binomial and polynomials ○ Formulas 	3	2	2
Week 08	Factorization <ul style="list-style-type: none"> ○ Identify factors vs product ○ GCF of numbers ○ Factorization of polynomial ○ Isolating a common factor ○ Factoring difference of two squares 	3	2	2
Week 09	Factorization <ul style="list-style-type: none"> ○ Factoring sum or difference of two cubes ○ Factoring a perfect square trinomial ○ Factoring Quadratic Trinomials ○ GCF of numbers and polynomials 	3	2	2
Week 10	Equations <ul style="list-style-type: none"> • Properties of equations • linear equation (one variable equation) <ul style="list-style-type: none"> ○ Solution of a linear equation ○ Verification of linear equation (checking of solution) ○ Words/Statement problems 	3	2	2



Week 11	Equations <ul style="list-style-type: none"> • Solution of quadratic equations <ul style="list-style-type: none"> ○ By factorization method ○ By completing square method ○ Quadratic formula 	3	2	2
Week 12	<ul style="list-style-type: none"> • Check of Assignment and second quiz 	3	0	6
Week 13	Equations <ul style="list-style-type: none"> • Simultaneous equation (system of equations in two variable) <ul style="list-style-type: none"> ○ Rectangular coordinate system ○ Graph of linear equation in two variable 	3	2	2
Week 14	Equations <ul style="list-style-type: none"> • Simultaneous equation (system of equations in two variable) <ul style="list-style-type: none"> ○ System of linear equation in two variable and their solution ○ Words/Statement problems 	3	2	2
Week 15	Equations <ul style="list-style-type: none"> • Inequalities <ul style="list-style-type: none"> ○ Properties of inequalities ○ Solution of inequalities ○ Verification of inequalities 	3	2	2
Week 16	Trigonometry <ul style="list-style-type: none"> • Trigonometric ratios <ul style="list-style-type: none"> ○ Some important formulas ○ Application 	3	2	2

References:**Main Reference:**

1. Engineer Hanifullah Hakimi – Algebra (Ganjina Riazi), Qurtuba Publication, 4th Edition.
2. Robert Blitzer – Precalculus, 5th Edition.

Supportive Reference:

1. Elementary Algebra for College students by Ellen R. Angel.
2. Engineer. Hanifullah Hakimi – Trigonometry, 2th Edition.



Syllabuses and course policy of (Principles of Accounting)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0109
Credit Hours	3
Subject category	Basic
Pre-requisite	Nil
Semester	1 st

COURSE DESCRIPTION

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with journal, tee account ledger, trial balance, income statement, balance sheet, bank reconciliation, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

COURSE LEARNING OBJECTIVE

The primary aim of principles of 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 preparer "perspective, we will also seek to develop an understanding of the importance of the role of accounting in today's society.

COURSE LEARNING OUTCOME

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

1. To understand the subject matter of Accounting.
2. Accounting cycle
3. Maintaining Primary books of Accounts.
4. Preparation of financial statements.
5. Cash book
6. Simple cash book and double cash book
7. Accounting for Debtors
8. Accounting for purchase and sales of Property, Plant and equipment.
9. Accounting for merchandising business.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Principles of Accounting)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Accounting <ul style="list-style-type: none"> • Definition of Accounting in different methods • Who is an accountant and what are his responsibilities? • Types of account • Branches of accounting • Purpose of accounting 	3	3	0



Week 02	Principles of Accounting <ul style="list-style-type: none"> • Assets • Definition of Fixed Assets • Types of Fixed Assets • Liabilities • Owner's Capital 	3	3	0
Week 03	Principles of Accounting <ul style="list-style-type: none"> • Income • Expenses • Classification of Income and Expense <ul style="list-style-type: none"> ○ Capital Income ○ Revenue Income ○ Capital Expenditure ○ Revenue Expenditure 	3	3	0
Week 04	Double Entry Book-keeping System <ul style="list-style-type: none"> • Definition of Double Entry • Purpose of Double Entry System • Rules of Double Entry 	3	3	0
Week 05	Financial Transactions and its documentation <ul style="list-style-type: none"> • Cash Transaction • Credit Transaction • Accounts Receivable • Accounts Payable <ul style="list-style-type: none"> ○ Cash sales and Credit sales ○ Cash purchases and Credit purchases ○ Recording Cash and Credit transaction 	3	3	0
Week 06	Financial Transactions and its documentation Debts and its Accounting <ul style="list-style-type: none"> • Definition of Debts 	3	2	2



Week 07	Debts <ul style="list-style-type: none"> • Types of Debts <ul style="list-style-type: none"> ○ Good Debts ○ Bad Debts ○ Doubtful Debts ○ Sales/Sales Return ○ Purchases/Purchase Return ○ Cash/Credit Transactions 	3	2	2
Week 08	Accounting Equation / Balance Sheet Equation <ul style="list-style-type: none"> • Accounting Equation Formula • Accounting Equation in practice 	3	2	2
Week 09	Accounting Equation / Balance Sheet Equation <ul style="list-style-type: none"> • Accounting Equation and Double Entry System • Accounting Equation and Computation of Income/Loss • Equation and Balance Sheet 	3	2	2
Week 10	Journal <ul style="list-style-type: none"> • Meaning of journal • Purpose of journal • Journal and double entry system • Advantages of journal 	3	2	2
Week 11	T Accounts <ul style="list-style-type: none"> • Definition of T Accounts • T Account and Double Entry System • Dealing with T Accounts • Opening Balance of T Accounts • Closing Balance of T Account 	3	2	2
Week 12	Trial Balance <ul style="list-style-type: none"> • Definition of Trial Balance • Format of Trial Balance 	3	2	2



Week 13	Trial Balance <ul style="list-style-type: none"> • Transferring Accounts into the Trial Balance <p>Balancing of Trial Balance</p>	3	2	2
Week 14	CASH BOOK <ul style="list-style-type: none"> • Definition of cash book • Purpose of cash book • Types of Cash book • Advantages of cash book • Cash book practice (1st column, 2nd column, 3rd column). 	3	2	2
Week 15	Depreciation <ul style="list-style-type: none"> • Depreciation • Types of Depreciation 	3	2	2
Week 16	Depreciation <ul style="list-style-type: none"> • Methods of Calculating Depreciation <ul style="list-style-type: none"> ○ Straight Line Method ○ Sum of Digits Method ○ Reducing Balance Method 	3	2	2
References:				
Main Reference:				
1. Meigs, W.B.M, &Robert, F. (1983). <i>Financial Accounting/Walter B. Meigs, Robert F. Meigs</i> (No. 657.48 M454.).				
Supportive Reference:				
1. Ghani, M. A. (2007). Part I and Part II for Intermediate: Principles of Accounting.				



Syllabuses and course policy of (Principles of Marketing)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0210
Credit Hours	3
Subject category	Basic
Pre-requisite	Principles of Management
Semester	2 nd

COURSE DESCRIPTION

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.

COURSE LEARNING OBJECTIVES

By the completion of this course students will be able to understand and demonstrate.

1. To know the basic concepts of the term marketing.
2. To familiarize with the elements of the marketing mix (product, pricing, promotion, and distribution strategies)
3. To know the basic concepts used for business development or evolution of marketing.
4. To enhance problem solving and decision making abilities by learning how to leverage strategic marketing analysis to inform tactical marketing mix decisions while providing with a comprehensive framework to evaluate marketing decisions and to create successful marketing initiatives.

COURSE LEARNING OUTCOMES

1. Principles of Marketing introduce the students to the essentials of marketing
2. Students will be able to understand (key concepts, methods of analysis, strategies and tactics) critical to managing profitable customer relationships in today's dynamic and connected environment.
3. Students will get more information about the basic need of consumers, wants of consumers and demand of consumers



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Principles of Marketing)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	The field of Marketing <ul style="list-style-type: none"> • Definition of market. • Definitions of Marketing. • (The AMA managerial definition, • Philip Kotler's definition, Chartered Institute of Marketing definition) • What is Marketing, Definition and Explanation 	3	3	0
Week 02	<ul style="list-style-type: none"> • Simple marketing system • Marketing Mix 	3	3	0



Week 03	Introduction to Marketing <ul style="list-style-type: none"> • Evolution of Marketing • The production concept • The product concept • The selling concept • The marketing concept • The social marketing concept • Difference between Selling and Marketing 	3	3	0
Week 04	<ul style="list-style-type: none"> • What Can Be Marketed? • Importance of Marketing 	3	2	2
Week 05	<ul style="list-style-type: none"> • Product, Services, • Levels of a product • Core products • Actual products • Augmented products 	3	2	2
Week 06	<ul style="list-style-type: none"> • Classification of product. • Consumer products • Industrial products • Types of consumer products • Convenience products • Shopping products • Specialty products • Unsought products • Industrial products • Types of Industrial products • Material and parts • Capital items • Supplies and services. 	3	2	2



Week 07	Product Development and innovation <ul style="list-style-type: none"> • New Product Development • Idea Generation • Screening • Concept Development and Testing • Business Analysis • Product Development • Market testing • Commercialization • Product Life Cycle • Introduction stage • Growth stage • Maturity stage • Decline stage 	3	2	2
Week 08	Price <ul style="list-style-type: none"> • What is a price? • Price Decisions. • Value-Based Pricing. • Cost-Based Pricing. 	3	2	2
Week 09	<ul style="list-style-type: none"> • Factors to consider when setting Prices. • New Product Pricing Strategies. 	3	3	0
Week 10	<ul style="list-style-type: none"> • Price Adjustment Strategies. • Price Changes. 	3	3	0
Week 11	Distribution/Placement <ul style="list-style-type: none"> • Distribution Channels. • Supply Chains and the Value Delivery Network. • Supply Chain vs. Demand Chain. 	3	3	0



Week 12	<ul style="list-style-type: none"> • The nature and importance of marketing channels 	3	3	0
Week 13	<ul style="list-style-type: none"> • Number of Channel levels • Channel Dynamics • Channels conflict 	3	3	0
Week 14	<p>Promotion</p> <ul style="list-style-type: none"> • Promotion • Types of media used for promotion • The Promotion Mix • Advertising • Types and sources of advertisement • Personal selling • Public relations 	3	3	0
Week 15	<ul style="list-style-type: none"> • Sales Promotion 	3	3	0
Week 16	<ul style="list-style-type: none"> • Direct Marketing • Types of direct marketing 	3	3	0
References:				
Main Reference:				
1. Kotler, P., & Armstrong, G. (2010). Principles of marketing. Pearson education.				
Supportive Reference:				
1. Brassington, F., & Petitt, S. (2005). Principles of marketing. London, NY: FT Prentice Hall.				



Syllabuses and course policy of (Microeconomics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0211
Credit Hours	3
Subject category	Basic
Pre-requisite	NIL
Semester	2 nd

COURSE DESCRIPTION

Microeconomics is an introductory undergraduate course that teaches the fundamentals of microeconomics. This course introduces microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly and welfare economics. Students will also be introduced to the use of microeconomic applications to address problems in current economic policy throughout the semester.

COURSE LEARNING OBJECTIVES

1. This course is designed to understand the basic concepts of microeconomics, such as; supply and demand, market structure, elasticity of demand and equilibrium, comparative advantages.
2. It helps in describing and analysing the “economic way of thinking”.
3. It helps in identifying the scientific nature of the problems in the professional field.
4. It explains how microeconomic models can be used to understand the economic decision of consumers and firms.

COURSE LEARNING OUTCOMES

After completing the course students will be engineered in the following topics:

5. The factors that influence supply and demand
6. The economic problem of allocation and distribution of resources.
7. The concept of elasticity of demand and supply.
8. Scrutinizing the efficiency and the role of government in promoting and discouraging efficiency.
9. Income distribution and fairness
10. The concept of derived demand for labour and capital.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Microeconomics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Microeconomics <ul style="list-style-type: none"> • Definition of Micro. Economics <ul style="list-style-type: none"> ○ Adam Smith Definition ○ Marshall Definition ○ Robbins Definition • Importance of Microeconomics • Criticism on Definitions <ul style="list-style-type: none"> ○ Modern Definition ○ Subject scope of Micro. Economics • Ten Principles of Economics • Economics Systems 	3	3	0



Week 02	Demand analysis <ul style="list-style-type: none"> • Meaning of demand • Types of Demand <ul style="list-style-type: none"> ○ Price demand ○ Income demand ○ Cross demand • The law of Demand • Function of demand • Changes in demand <ul style="list-style-type: none"> ○ Changes in demand ○ Shifting in demand 	3	3	0
Week 03	<ul style="list-style-type: none"> • Elasticity of Demand <ul style="list-style-type: none"> ○ Price Elasticity of demand ○ Income elasticity of demand ○ Cross elasticity of Demand ○ Methods to measures elasticity of demand ○ Point method ○ Arch method ○ Application of elasticity of demand to Market ○ Interpretation of results 	3	3	0
Week 04	Supply <ul style="list-style-type: none"> • Meaning and definition of supply • The difference between supply and stock <ul style="list-style-type: none"> ○ Market supply ○ Firm supply • Marshall law of supply • Diagrammatic explanation of supply • Changes in supply <ul style="list-style-type: none"> ○ Movement in supply ○ Shifting in supply 	3	3	0



Week 05	<ul style="list-style-type: none"> • Factors which affects supply law • Limitation of supply law • Elasticity of supply <ul style="list-style-type: none"> ○ Unitary elastic supply ○ Less elastic supply ○ Elastic supply ○ Perfect elastic supply • Elasticity application on market • Value interpretation of elasticity 	3	3	0
Week 06	<p>Consumer Behavior</p> <ul style="list-style-type: none"> • Concept of utility • Total utility & Marginal utility • The law of diminishing marginal utility • Assumption & limitation of the law • The law of equi marginal utility • Assumption & limitation of the law • Indifference curve • The construction of indifference curves • Marginal rate of substitution (MRS) • Properties of indifference curves 	3	3	0
Week 07	<p>Theory of Production</p> <ul style="list-style-type: none"> • Definition of product • What is production function <ul style="list-style-type: none"> ○ Relation between input and out put ○ Means of production ○ Factors of production • Land <ul style="list-style-type: none"> ○ Definition of land ○ Characteristics of land 	3	3	0



Week 08	<ul style="list-style-type: none"> • Labor <ul style="list-style-type: none"> ○ What is labor? ○ Features of labor ○ Factors which determinate efficiency of labor ○ Relationship between wage and supply of labor • Capital <ul style="list-style-type: none"> ○ Kinds of capital ○ Fixed capital ○ Circulating capital • What is Labor • Mobility of labor 	3	3	0
Week 09	<p>Market theory</p> <ul style="list-style-type: none"> • Meaning and concept of markets • Classification of market <ul style="list-style-type: none"> ○ Time based markets. ○ Location based markets. ○ Markets based on product's nature. ○ Transaction based markets. • Markets based on competition <ul style="list-style-type: none"> ○ Perfect competition ○ Imperfect competition 	3	3	0
Week 10	<ul style="list-style-type: none"> • Imperfect Competition <ul style="list-style-type: none"> ○ Monopoly ○ Duopoly ○ Oligopoly ○ Monopolistic ○ Monops 	3	3	0
Week 11	<ul style="list-style-type: none"> • Market types with respect to time <ul style="list-style-type: none"> ○ Very short period market ○ Short period market ○ Long period of market 	3	3	0



Week 12	<ul style="list-style-type: none"> • Market types with respect to area <ul style="list-style-type: none"> ○ Local market ○ National market ○ International market ○ Regional market • Market types with respect to product <ul style="list-style-type: none"> ○ Perishable products ○ Durable products market 	3	3	0
Week 13	<ul style="list-style-type: none"> • Monopoly <ul style="list-style-type: none"> ○ Definition of monopoly ○ Condition of monopoly ○ Why monopoly arises? ○ How to control monopoly • Oligopoly <ul style="list-style-type: none"> ○ What is oligopoly? ○ Conditions of oligopoly • Monopolistic competitions • All types of markets analysis with the context of Afghanistan 	3	3	0
Week 14	<p>Revenue and Cost Analysis</p> <ul style="list-style-type: none"> • Meaning and concept of cost • Types of cost <ul style="list-style-type: none"> ○ Explicit cost ○ Implicit cost ○ Real cost • Types of Explicit cost <ul style="list-style-type: none"> ○ Total cost ○ Fixed cost ○ Variable cost ○ Marginal cost 	3	3	0



<p>Week 15</p>	<ul style="list-style-type: none"> • Average cost <ul style="list-style-type: none"> ○ Average total cost ○ Average fixed cost ○ Average variable cost • Revenue <ul style="list-style-type: none"> ○ Average total Revenue ○ Average fixed Revenue ○ Average variable Revenue ○ Marginal Revenue 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 16</p>	<p>Factor pricing</p> <ul style="list-style-type: none"> • What is rent? kinds of rent • Ricardian theory of Rent • Wages, meaning and its types • Interest, meaning and its types • Profit, meaning and kinds • Difference between interest and profit 	<p>3</p>	<p>3</p>	<p>0</p>

References:

Main Reference:

1. Samuelson, P. A., & Nordhaus, W. D. (2001). *Microeconomics*. NY: McGraw Hill.

Supportive Reference:

1. Gans, J., King, S., Stonecash, R., & Mankiw, N. G. (2011). *Principles of economics*. Cengage Learning.



Syllabuses and course policy of (Business Mathematics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0212
Credit Hours	3
Subject category	Basic
Pre-requisite	Algebra
Semester	2 nd

COURSE DESCRIPTION

In the business world, everyone—employees and managers alike—needs knowledge of and skill in Business Mathematics. While computers and calculators are used for many calculations, it is important to understand the concepts behind mechanical computations. The purpose of this Business Mathematics course is to increase your math knowledge and skill as it applies to many aspects of business and to help make you a more valuable player in the business arena.

COURSE LEARNING OBJECTIVE:

The topics include percent, taxes, commission, discount, markup, markdown, interest, sequences and series, logarithm and function.

COURSE LEARNING OUTCOME:

By studying this subject and completing all assignments, you will be able to:

understanding of basic marketing mathematics by solving relevant problems, including percentage, taxes, commissions, trade discounts, cash discounting, sequences and markup and markdown calculations. apply the principles of simple interest to solve relevant problems in financial applications such as simple-interest-based loans.

1-1 Percent Equivalent

1. Change percent to fraction, decimal and whole number.
2. Change fraction, decimal and whole number to percent.

1-2 Solving Percentage Problems

1. Identify the rate, base, and portion in percent problems.
2. Use the percentage formula to find the unknown value when two values are known.

1-3 Increases and Decreases

1. Find the amount of increase or decrease in percent problems.
2. Find the new amount directly in percent problems.
3. Find the rate in increase or decrease problems.

**2-1 Tax and commission**

1. Find the amount of tax and net salary.
2. Find the amount of commission and Net pay.

3-1 Single trade discounts

1. Find the trade discount using a single trade discount rate; find the net price using the trade discount.
2. Find the net price using the complement of the single trade discount rate.

3-2 Trade discount series

1. Find the net price and trade discount applying a trade discount series and using the net decimal equivalent.

3-3 Cash discounts

1. Find the cash discount and the net amount using ordinary dating terms.

4-1 Markup based on cost

1. Find the cost, markup, or selling price when any two of the three are known.
2. Find the cost, markup, selling price, or percent of markup when the percent of markup is based on the cost.

4-2 Markup Based on Selling Price and Markup Comparisons

1. Find the cost, markup, selling price, or percent of markup when the percent of markup is based on the selling price.
2. Compare the markup based on the cost with the markup based on the selling price.

4-3 Markdown

1. Find the amount of markdown, the reduced (new) price, and the percent of markdown.

5-1 The simple interest

1. Find simple interest using the simple interest formula.
2. Find the maturity value of a loan.
3. Find the principal, rate, or time using the simple interest formula.

5-2 The compound interest

1. Compute future values from formulas.
2. Compute present values from formulas.
3. Compute rate in compounding interest from formulas.
4. Compute total number of compounding periods from formulas.

**6-1 sequences**

1. Definition of Sequence.
2. Types of Sequence.

6-2 Arithmetic sequences

1. Definition of Arithmetic Sequence.
2. General term of Arithmetic Sequence.
3. Sigma notation.

6-3 Arithmetic Series

1. Sum of the first n terms.

6-4 Applied problems

1. Applied problems of Arithmetic sequence and Series.

6-5 Geometric sequences

1. Definition of Geometric Sequence.
2. General term of Geometric Sequence.

6-6 Geometric Series

1. Sum of the first n terms.
2. Infinite Sum of a Geometric sequence.

6-7 Applied problems

1. Applied problems of Geometric sequence and Series.

7-1 Logarithm

1. understand the law of logarithm.
2. understand how to use logarithm.

8-1 Function

1. understand the function and kinds of function.
2. understand the application of function in business.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.



STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Business Mathematics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Percent <ul style="list-style-type: none"> Percent equivalents Solving percentage problems 	3	2	2
Week 02	Percent <ul style="list-style-type: none"> Solving percentage problems Increases and decreases 	3	2	2
Week 03	Taxes and Commission	3	2	2
Week 04	Discount <ul style="list-style-type: none"> Single trade discount 	3	2	2
Week 05	Check of assignment and first quiz	3	2	2
Week 06	Discount <ul style="list-style-type: none"> Trade discount series Cash discount 	3	2	2
Week 07	Mark up or profit on cost and Markdown <ul style="list-style-type: none"> Markup based on cost Markup based on selling price 	3	2	2
Week 08	Mark up or profit on cost and Markdown <ul style="list-style-type: none"> Markup comparisons Markdown 	3	2	2
Week 09	Interest <ul style="list-style-type: none"> Simple interest 	3	2	2



Week 10	Interest <ul style="list-style-type: none"> Compound interest 	3	2	2
Week 11	Sequences and Series <ul style="list-style-type: none"> Sequences Arithmetic Sequences Arithmetic mean Arithmetic series Applied problems 	3	2	2
Week 12	Check of assignment and second quiz	3	2	2
Week 13	Sequences and Series <ul style="list-style-type: none"> Geometric Sequences Geometric series Geometric mean Applied problems 	3	2	2
Week 14	Logarithms <ul style="list-style-type: none"> Laws of logarithm Uses of logarithm 	3	2	2
Week 15	Function <ul style="list-style-type: none"> Functions and its types Domain and range of function Composition of functions Symmetry (symmetric about x-axes and y-axes) Even functions Odd functions Vertical line test Horizontal line test 	3	2	2
Week 16	Function <ul style="list-style-type: none"> Application of function in business. 	3	2	2

References:**Main Reference:**

CONTEMPORARAY BUSINESS MATHEMATICS, Detiz & Southam, (15th Edition).

Supportive Reference:

- MATHEMATICS OF MONEY, Timothy J. Biehler.
- MATHMATICS FOR ECONOMISTS, Taro Yamane.
- GANJINA RYZAI, Enineer Hanifullah Hakimi, Qurtuba Publication, 4th Edition.



Syllabuses and course policy of (Macroeconomics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0313
Credit Hours	3
Subject category	Basic
Pre-requisite	Microeconomics
Semester	3 rd

COURSE DESCRIPTION

This course is designed to introduce classic macroeconomics issues such as growth, inflation, unemployment, interest rates, exchange rates, technological progress and budget deficits. The course will provide a unified framework to address these issues and to study the impact of different policies such as monetary and fiscal policies, on the aggregate behavior of individuals. These analytical tools will be used to understand the recent experience of the United States and other countries and to address hot current policy initiatives affect their macroeconomic performance.

COURSE LEARNING OBJECTIVES

1. This course has been designed for the senior undergraduate students. The main goal of the course is to improve their analytical abilities and using the available quantitative tools to further clarify their understanding of macroeconomic ideas.
2. To comprehend the actual economic issues, inflation, unemployment, instability, deficit, debt of which the **developing** countries are confronted at present.
3. Macroeconomic helps in decision making in order to achieve desired economic goals. It enhances the capability of participants to understand the prevailing economic and business policy.

COURSE LEARNING OUTCOMES

After completing the course students will be used to with:

1. To become accustomed to and comfortable with economic jargon.
2. To gain knowledge of the analytical strategy economists use to tackle the issue of scarcity.
3. To develop an intuitive grasp of macroeconomic theory and use.
4. To improve critical thinking abilities by analysing current economic issues.
5. To establish the foundation for the future careers in business, politics, academia, or other fields.
6. To nurture an awareness of economics in the world around us.
7. To understand how economists, use economic models.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Macroeconomics)

Number of Week	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Macroeconomics <ul style="list-style-type: none"> • What is Macroeconomics? • Nature of Macroeconomics • Importance of Macroeconomics • Difference between Microeconomics and Macroeconomics • Major economics issue of Macroeconomics • Scope of Macroeconomics 	3	3	0



Week 02	<p>National income and Accounting</p> <ul style="list-style-type: none"> • Introduction to National income concept • Definition of national income <ul style="list-style-type: none"> ○ Marshall definition ○ Pigou definition ○ Modern definition • Concepts of national income <ul style="list-style-type: none"> ○ GNP ○ GDP ○ NNP ○ PI ○ DPI ○ PCI • Measurement of national income <ul style="list-style-type: none"> ○ Output method ○ Income method (Cost factor approach) ○ Expenditure method • Difficulties in measuring national income • National income importance for economics analysis • Circular flow of income 	3	3	0
Week 03	<p>Consumption and Saving</p> <ul style="list-style-type: none"> • Meaning and concept of consumption. • Consumption Function or propensity to consume. • Concept of Saving. • Motives for Saving. • Subjective consideration and • Objective consideration. • Saving function or propensity to save • Keynesian Psychological Law of Consumption • Determinants of Consumption Function. 	3	3	0



Week 04	Investment Function <ul style="list-style-type: none"> ○ Concept of investment ○ Induced investment ○ Autonomous investment ○ Determinants of investment ○ Short run investment ○ Long run investment ○ Investment multiplier ○ Assumption of multiplier ○ Leakages of multiplier 	3	3	0
Week 05	<ul style="list-style-type: none"> ● What is unemployment? condition of unemployment ● Types of unemployment <ul style="list-style-type: none"> ○ Cyclical unemployment ○ Technological unemployment ○ Structural unemployment ○ Seasonal unemployment ○ Frictional unemployment ● Meaning of full unemployment ● Classical view of unemployment ● Keynesian view of unemployment ● Causes of unemployment ● How to reduce unemployment ● Reason of unemployment in under development nation 	3	3	0
Week 06	Inflation Theory <ul style="list-style-type: none"> ● Introduction to inflation & Deflation ● Types of inflation <ul style="list-style-type: none"> ○ Creeping inflation ○ Walking inflation ○ Running inflation ○ Hyper inflation 	3	3	0



Week 07	<p>Causes of inflation</p> <ul style="list-style-type: none"> • Demand pull inflation • Cost push inflation • The relationship between inflation and unemployment 	3	3	0
Week 08	<ul style="list-style-type: none"> • Phillips curve analysis • Keynes view of inflation • Classical view of inflation • How to control inflation and deflation based on monetary policy? 	3	3	0
Week 09	<p>Macro Economics Policies</p> <ul style="list-style-type: none"> • What is Public Revenue and Expenditure? • Sources of public revenue <ul style="list-style-type: none"> ○ Tax based Revenue. ○ Non tax base Revenue. • What is tax? Types of tax <ul style="list-style-type: none"> ○ Direct tax • Indirect tax 	3	3	0
Week 10	<ul style="list-style-type: none"> • Cannon of taxation system • Non Tax Sources of Revenue • Public expenditure types <ul style="list-style-type: none"> ○ Development expenditure ○ Non development expenditure 	3	3	0
Week 11	<ul style="list-style-type: none"> • Public Budget <ul style="list-style-type: none"> ○ Equal budget ○ Surplus budget ○ Deficit budget ○ National budget of Afghanistan (Current year) 	3	3	0



Week 12	Balance of Payment (BoP) <ul style="list-style-type: none"> • What is Balance of payment? • Accounts of BoP <ul style="list-style-type: none"> ○ Current account ○ Capital account ○ Reserve account 	3	3	0
Week 13	<ul style="list-style-type: none"> • Types of BoP <ul style="list-style-type: none"> ○ Favourable BoP ○ Non favourable BoP • Causes of disequilibrium • How to reduce deficit BoP 	3	3	0
Week 14	Business cycle <ul style="list-style-type: none"> • What is business cycle? • Types of business cycle 	3	3	0
Week 15	<ul style="list-style-type: none"> • Phases of business cycle <ul style="list-style-type: none"> ○ Recession ○ Depression ○ Recovery ○ peak • Causes of business cycle 	3	3	0
Week 16	<ul style="list-style-type: none"> • Keynesian theory of trade cycle • Samuelson model of trade cycle • Modern trade cycle theories and application 	3	3	0

References:**Main Reference:**

Samuelson, P. A., & Nordhaus, W. D. (2001). *Microeconomics*. NY: McGraw Hill

Supportive Reference:

1. Gans, J., King, S., Stonecash, R., & Mankiw, N. G. (2011). *Principles of economics*. Cengage Learning.



Syllabuses and course policy of (Business Law)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0414
Credit Hours	3
Subject category	Basic
Pre-requisite	Nil
Semester	4 th

COURSE DESCRIPTION

This course introduces the ethics and legal frame work of business. Also provide more information about contract and different types of contract. Negotiable instruments, Uniform Commercial Code, and the working of the code systems. Upon completion, students should be able to apply ethical issues a law converted to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

COURSE LEARNING OBJECTIVES

1. By the completion of this course students will learn more about business law.
2. Students will know about contract.
3. Students will be able understand various types of contract about business.
4. This course provides more information about Family Law and property Law.
5. Also students will get more information about how to Discharge of contract.



COURSE LEARNING OUTCOMES

Upon successful completion of Business Law, I the student will be able to:

1. Demonstrate an understanding of the Legal Environment of Business.
2. Apply basic legal knowledge to business transactions.
3. Communicate effectively using standard business and legal terminology.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Business Law)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<p>Introduction to law</p> <ul style="list-style-type: none"> • Definition of law • Kinds of law • Criminal law • Types of crimes • Human cover cases crimes • Property crimes • Inchoate crimes • Contingent crimes • Civil law • Contract law • Family law • Property law • Common law • Precedent • Statute law • Business law <p>Law of Contract</p> <ul style="list-style-type: none"> • Contract. • Agreement. • Enforceability • Promise. Promisor. Promisee • Offeror, offeree • Social agreement. • Legal agreement • Illegal agreement 	3	3	0



<p>Week 02</p>	<ul style="list-style-type: none"> • Essentials' of valid contract • Offer and acceptance • Legal obligations • Lawful consideration • Capacity of parties • Free consent • Lawful object • Writing and registration • Certainty of terms • Possibility of performance 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 03</p>	<ul style="list-style-type: none"> • Kinds of contract • Valid contract • Void contract • Void agreement • Express contract • Implied contract • Quasi contract • Executed contract • Executor contract • Unilateral contract • Bilateral contract 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 04</p>	<ul style="list-style-type: none"> • Discharge of contract. • Discharge of contract • Modes of dischargement • Discharge by performance • Tender discharge by agreement 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 05</p>	<ul style="list-style-type: none"> • Novation • Alterations • Rescission • Discharge by subsequent possibility. • Change of law • Subsequent impossibility • Destruction of subject matter • Declaration of war • Discharge by lapse of time • Discharge by operation of law • Insolvency. Merger • Discharge by breach of contract 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 06</p>	<p>Remedies for breach of contract.</p> <ul style="list-style-type: none"> • Remedies. Suit for recession. • Suit for damages • Ordinary damages • Special damages 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 07</p>	<ul style="list-style-type: none"> • Liquidated damages • nominal damages • Suit upon quantum merit. 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 08</p>	<p>Contract of Guarantee.</p> <ul style="list-style-type: none"> • Definition, • essentials features • primary contract • secondary contract • tripartite contract • consideration • writing not necessary • kinds of contract of guarantee • simple contract of guarantee • continuing contract of guarantee 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 09</p>	<ul style="list-style-type: none"> • rights to surety • rights against principal creditor • right to securities • right to claim set-off • rights against the principal debtor • rights of subrogation, rights against co-sureties • similar amount, different amount 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 10</p>	<p>discharge of surety from the liabilities</p> <ul style="list-style-type: none"> • notice of revocation • death of surety • change in terms of contract • discharge of principal debtor • arrangement without the surety’s consent 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 11</p>	<ul style="list-style-type: none"> • Contract of Agency • Definitions • principal, agent • Essentials of agency • Agreement • Who can be principal • Who can be an agent • Intention, kinds of agent • General agent • Special agent • Universal agent • Mercantile agent • Commission agent • Del cre-dere agent • Auctioneer • Indenter • Advocate 	<p>3</p>	<p>3</p>	<p>0</p>



<p>Week 12</p>	<ul style="list-style-type: none"> • termination of agency • Agreement • Revocation by the principal • Revocation by the agent • Completion of business • Expiry of time • Death of the principal or agent, insanity of the principal or agent • Insolvency of the principal 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 13</p>	<p>Contract of sales of goods</p> <ul style="list-style-type: none"> • Definitions • essentials of contract of sales of goods • contract • two parties • transfer of property • goods, price • sale and agreement to sell • other formalities 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 14</p>	<ul style="list-style-type: none"> • difference between sale and agreement to sell • kinds of goods • existing goods • specific goods • unascertained goods • Future goods 	<p>3</p>	<p>3</p>	<p>0</p>



<p>Week 15</p>	<p>Contract of carriages of goods</p> <ul style="list-style-type: none"> • Introduction • definition of contract of carriages of goods • carrier kinds of carrier • Features of carrier • Difference between private and common carrier 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 16</p>	<ul style="list-style-type: none"> • rights of common carrier • Duties of common carrier • Liabilities of a common carrier 	<p>3</p>	<p>3</p>	<p>0</p>

References:

Main Reference:

Naseh, W. M. (2017). Conflict of Laws—State Practice in Afghanistan. In *Private International Law* (pp. 63-87). Springer, Singapore.

Supportive Reference:

1. Fänge, A. (2010). The state of the Afghan state. *Afghanistan Analysts Network*, 8.
2. Asol Nama e Tejarat Afghanistan.

Sugarman, E. (2015). An introduction to commercial law of Afghanistan.



Syllabuses and course policy of (Business Ethics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0515
Credit Hours	3
Subject category	Basic
Pre-requisite	OB & Principles of Management
Semester	5 th

COURSE DESCRIPTION

This Business Ethics course offers an introduction into the concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, from consumer rights to corporate social responsibility. Decisions made by shift managers or corporate presidents may affect thousands of individuals or entire communities. Consumers today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general.

COURSE LEARNING OBJECTIVES

1. To understand the Business Ethics and to provide best practices of Business Ethics.
2. To learn the values and implement in their careers to become a good manager.
3. To develop various corporate social Responsibilities and practice in their professional life
4. To Imbibe the ethical issues in corporate governance and to adhere to the ethical codes.

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able:

1. Students will be able to understand the Business Ethics.
2. The student will be able to Analyse corporate social Responsibility.
3. The student will be able to analyse various ethical codes in corporate governance
4. Student will be able to Analyse the Employees conditions and Business Ethics



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Business Ethics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	The Nature of Morality <ul style="list-style-type: none"> Definition of Business Ethics Importance of Business Ethics Organizational and societal level of Business Ethics 	3	2	2
Week 02	<ul style="list-style-type: none"> Moral v/s non moral standards Etiquettes, law and religion 	3	2	2
Week 03	<ul style="list-style-type: none"> The theory of ethical relativism Conscience and limits of conscience Code of ethics 	3	2	2



Week 04	<p>Normative Theories of Ethics</p> <ul style="list-style-type: none"> • Introduction to consequentialist theory • Egoism and problems with egoism • Utilitarianism and problems with utilitarianism. 	3	2	2
Week 05	<ul style="list-style-type: none"> • Non consequentialist theory • Rights principles, theory of distributive justice, ethics of care and virtue ethics. 	3	2	2
Week 06	<p>Corporations</p> <ul style="list-style-type: none"> • Introduction to corporate moral responsibility • Corporate Social Responsibility (CSR) • Two views about corporate social responsibility. <ul style="list-style-type: none"> ○ Narrow View. ○ Broader View 	3	2	2
Week 07	<ul style="list-style-type: none"> • Should corporate responsibility be broadened <ul style="list-style-type: none"> ○ The invisible hand argument. ○ The hand of government argument. ○ The inept custodian argument. • Institutionalizing ethics within the organization 	3	2	2
Week 08	<p>Corporate responsibility towards consumers</p> <ul style="list-style-type: none"> • Consumer Rights 	3	2	2
Week 09	<ul style="list-style-type: none"> • Corporate responsibility in advertising • Arguments for justification and against of advertisements • Deceptive techniques in advertisements <ul style="list-style-type: none"> ○ Ambiguity ○ Conceal facts ○ Exaggeration • Corporate responsibility towards product safety 	3	2	2



Week 10	<ul style="list-style-type: none"> • Employees expectations • Employers expectations • Employee employer relationship • Employees rights <ul style="list-style-type: none"> ○ Fair wages ○ Safe working environment ○ The right not to be terminated without just cause. 	3	2	2
Week 11	<ul style="list-style-type: none"> • The right to privacy • The right to work place health and safety • The right to organize and strike 	3	2	2
Week 12	<ul style="list-style-type: none"> • The meaning of job discrimination • Different forms of job discrimination 	3	2	2
Week 13	<ul style="list-style-type: none"> • Laws affecting job discrimination • Affirmative action the moral issues 	3	2	2
Week 14	<p>CSR about Environment</p> <ul style="list-style-type: none"> • Introduction to environment • Major environmental pollution 	3	2	2
Week 15	<ul style="list-style-type: none"> • Toxic air pollution its sources and effects • Water pollution its sources and effects 	3	2	2
Week 16	<ul style="list-style-type: none"> • Land pollution its sources and effects • Environmental Laws • Ethics of Ecology 	3	2	2

References:

Main Reference:

1. Shaw, W. H., & Barry, V. (2015). *Moral issues in business*. Cengage Learning.

Supportive Reference:

1. DesJardins, J. R., & DesJardins, J. R. (2009). *An introduction to Business Ethics*. New York: McGraw-Hill Higher Education.



Syllabuses and course policy of (Electronic Commerce)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0616
Credit Hours	3
Subject category	Basic
Pre-requisite	MIS & Fundamentals of Computer
Semester	6 th

COURSE DESCRIPTION

This course is designed to provide an overview of E-Commerce and Internet, applications, decisions and issues; applications such as B2B, and E-Government, as well as technology, security and payments. This course will benefit students with an interest in working in an E-Commerce environment, starting their own E-Commerce business or evaluating E-Commerce activities. The student develops an understanding of the current Electronic business model like direct versus indirect marketing.

COURSE LEARNING OBJECTIVES

1. To understand the complexity of e-commerce and its many facets.
2. To explore how e-business and e-commerce fit together.
3. To identify the impact of e-commerce.
4. To recognise the benefits and limitations of e-commerce.
5. To use classification frameworks for analysing e-commerce.
6. To identify the main barriers to the growth and development of e-commerce in organisations
7. To have knowledge of computer and types of computer network.

COURSE LEARNING OUTCOMES

Upon completion of the course students will be able to:

1. Analyse the impact of E-commerce on business models and strategy.
2. Describe the major types of E-commerce.
3. Explain the process that should be followed in building an E-commerce presence.
4. Identify the key security threats in the E-commerce environment.
5. Describe how procurement and supply chains relate to B2B E-commerce.
6. Enhance commerce and e-commerce knowledge.
7. Development of e-Commerce skills.
8. Competent to work in Virtual environment.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Electronic Commerce)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> What is Computer and Computer networks types Benefits of Network Introduction to internet, Web and their growth Define E-Commerce and describe how it differs from E-Business. 	3	3	0



<p>Week 02</p>	<ul style="list-style-type: none"> • Why study E-Commerce? • Unique Features of E-Commerce • Types of E-Commerce <ul style="list-style-type: none"> ○ Business to Business (B2B) ○ Business to Consumer (B2C) ○ Consumer to Consumer (C2C) • Dimensions of Electronic Commerce <ul style="list-style-type: none"> ○ Traditional commerce ○ Partial E-Commerce ○ Pure E-Commerce 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 03</p>	<ul style="list-style-type: none"> • Origins and growth of E-Commerce <ul style="list-style-type: none"> ○ Precursors and beginnings of E-Commerce ○ E-Commerce technologies a commercial history ○ Growth of B2B and B2C ○ Potential limitations on Growth of B2C • Early Visions of E-Commerce <ul style="list-style-type: none"> ○ Computer scientist ○ Economists ○ Entrepreneurs • Assessing E-Commerce <ul style="list-style-type: none"> ○ Friction free commerce ○ Information asymmetric persist ○ Disintermediation ○ First mover advantage 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 04</p>	<ul style="list-style-type: none"> • Benefits of E-Commerce • Limitation of E-Commerce • Predictions for the future E-Commerce Organizing Themes • Major academic discipline contributing to e-commerce research <ul style="list-style-type: none"> a. Technical Approach <ul style="list-style-type: none"> i. Computer Science ii. Management Science b. Behavioral Approach <ul style="list-style-type: none"> i. Information systems ii. Economics iii. Marketing 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 05</p>	<ul style="list-style-type: none"> • What is Business model and Business plan? • Key Elements of Business Model <ul style="list-style-type: none"> a. Value Proposition b. Revenue Model c. Market opportunity d. Competitive Environment e. Competitive Advantage f. Market Strategy g. Organizational Development h. Management Team i. Raising Capital • Categorizing E-Commerce Business Model <ul style="list-style-type: none"> a. (B2C, B2B, C2C) • B2C Models <ul style="list-style-type: none"> a. E-tailer b. Community Provider c. Content Provider d. Portal e. Transaction Broker f. Market Creator g. Service Provider 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • B2B Business Models <ul style="list-style-type: none"> ○ E-Distributor ○ E-Procurement ○ Exchange ○ Industry Consortia ○ Private industrial networks • Business Models in developing E-Commerce Areas <ul style="list-style-type: none"> ○ Consumer to consumer (C2C) ○ Peer to Peer (P2P) • M-Commerce 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 07</p>	<ul style="list-style-type: none"> • Industry Structure • Industry structure analysis • Business Strategy • Industry value chains • Firm value chains <ul style="list-style-type: none"> • Firm value Webs 	<p>3</p>	<p>3</p>	<p>0</p>



<p>Week 08</p>	<ul style="list-style-type: none"> • The Internet: Technology Background • Evolution of Internet <ul style="list-style-type: none"> ○ Innovation ○ Institutionalization ○ Commercialization • The Internet: Key Technology Concept <ul style="list-style-type: none"> ○ Packet Switching ○ TCP/IP communication protocol ○ IP Addresses ○ Domain Names, DNS and URLs 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 09</p>	<ul style="list-style-type: none"> • The new Client: Mobile Platform <ul style="list-style-type: none"> a. Cloud Computing • Who Governs the Internet? • Limitations of Current Internet Infrastructure <ul style="list-style-type: none"> a. Bandwidth Limitation b. Quality of Service not certain c. Network Architecture Limitation d. Language Development Limitation • Wired Internet Limitation 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 10</p>	<ul style="list-style-type: none"> • What is Internet 2 Project? <ul style="list-style-type: none"> ○ First mile and the last mile ○ The last mile: Mobile internet Access • Telephone based Wireless Internet Access <ul style="list-style-type: none"> ○ 3G ○ 4G ○ Hypertext Mark-up Language • What is Web Servers and Web Clients? • The Internet and Web Features That Promotes EC <ul style="list-style-type: none"> ○ E-mail ○ Instant messaging ○ Search engines ○ Intelligent agents (bots) ○ Online forums and chat ○ Streaming media <ul style="list-style-type: none"> ○ Cookies 	<p>3</p>	<p>3</p>	<p>0</p>



<p>Week 11</p>	<ul style="list-style-type: none"> • Building an E-Commerce Presence: Web sites • Imagine your E-Commerce Presence <ul style="list-style-type: none"> ○ What is the Idea ○ Where is the money? ○ Who and where is the target audience ○ What is the Ballpark? Characterize the Marketplace ○ Where’s the Content Coming from? ○ Know yourself? Conduct a SWOT Analysis ○ Develop and EC Presence Map ○ Develop a Timeline: Milestone ○ How much will be the Cost? • Building an EC Presence: A Systematic Approach • The System Development Life Cycle <ul style="list-style-type: none"> ○ System Planning/Analysis ○ System Design ○ Building the System ○ Testing ○ Implementation 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 12</p>	<ul style="list-style-type: none"> • Choosing Hardware and Software System Architecture <ul style="list-style-type: none"> ○ Web & Application server software ○ EC Merchant Server Software ○ The Hardware Platform • Other EC Sites Tools <ul style="list-style-type: none"> ○ Personalization Tools • Information Policy Set 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 13</p>	<p>E-Commerce Security and Payment Systems</p> <ul style="list-style-type: none"> • The E-Commerce Security Environment • The scope of the problem • The underground marketplace: The value of stolen information • What is Good E-Commerce Security? • The E-Commerce security environment • The Tension Between Security and Other Values <ul style="list-style-type: none"> ○ Security vs. Ease of Use ○ Security vs. desire of individuals to act anonymously • Security threats in the E-Commerce Environment • Most Common Security Threats <ul style="list-style-type: none"> ○ Malicious Code • Potentially Unwanted Programs • Most Common Security Threats <ul style="list-style-type: none"> ○ Phishing ○ Hacking and cyber-vandalism ○ Cracker • Cyber-vandalism 	<p>3</p>	<p>3</p>	<p>0</p>



Week 14	<ul style="list-style-type: none"> • Types of hackers: • Most Common Security Threats • Protecting Key Encryption <ul style="list-style-type: none"> ○ Encryption • Symmetric key encryption • Public key encryption • Public key Encryption using digital signature and hash digests • Digital Envelopes • Creating a Digital envelope • Digital Certificates and public key infrastructure • Limits to Encryption solutions • Securing channels of communications <ul style="list-style-type: none"> ○ Protecting Network • E-Commerce Payment system 	3	3	0
Week 15	<ul style="list-style-type: none"> • E-Commerce Marketing and Advertising Concepts • Digital commerce marketing and advertising strategies and tools • Internet marketing technologies • Understanding the cost and benefit of online marketing 	3	3	0
Week 16	<ul style="list-style-type: none"> • Online Retail and Services • The online retail sectors • Analyzing the viability of online firms • E-commerce in action • The service sectors • Online financial services • Online travel and career services 	3	3	0

References:

Main Reference:

1. Laudon, K. C., & Traver, C. G. (2013). E-Commerce 2014: Business, Technology.

Supportive Reference:

1. Laudon, K. C., & Traver, C. G. (2013). E-Commerce 2014: Business, Technology.



Syllabuses and course policy of (Academic Writing)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0617
Credit Hours	3
Subject category	Basic
Pre-requisite	English I and English II
Semester	6 th

COURSE DESCRIPTION

Writing correctly and impressively is one of the most important skills students need to learn for success in the any of the academic fields. A Technically sound and semantically correct writing piece never falls short while competing at professional level. Academic Writing Course has been designed to address all kinds of deficiencies in writing with special reference to the technical and creative writing ability of the students. The main focus of the course is to enhance the writing ability of the students while initiating with the fundamentals of effective, coherent and correct writing skills. After studying this course student will be able to write in an impressive manner in any given field and on any given topic. They will understand how to deliver their ideas with power they possess.

COURSE LEARNING OBJECTIVES

1. Understanding about the process of academic writing
2. Understanding about the features of academic writing
3. Understanding about the skills of academic writing
4. Understanding about the essay writing in detail
5. Knowing about the proposal writing in detail

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. The students will be able to know the process of academic writing and how it really works
2. The students will be able to understand that what features could be contributing to further know about the academic writing
3. The students will be able to know that the skills that are required to know about academic writing
4. The students will be able to write samples of essay writing by themselves
5. The students will be able to write the samples of proposal in their workplace



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Academic Writing)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction • Role in academic situation 	3	3	0
Week 02	How Academic writing is different from other types of writing? <ul style="list-style-type: none"> ○ Purpose ○ Audience ○ Evidence ○ Style ○ The process of writing 	3	3	0



Week 03	Types of writing <ul style="list-style-type: none"> • Business writing • Analytical writing • Technical writing • Creative writing 	3	3	0
Week 04	Differences b/w AW & other writings <ul style="list-style-type: none"> • Difference between Academic writing & Business writing • Difference between Academic writing & Personal writing • Importance of academic writing 	3	3	0
Week 05	Features of Academic Writing <ul style="list-style-type: none"> • Complexity • Precision • Accuracy • Objectivity • Reason and Evidence • Well-Organized • Formality 	3	3	0
Week 06	Types of Academic Writing <ul style="list-style-type: none"> • Exposition/Informative • Persuasive • Narrative 	3	3	0
Week 07	Paragraph Development <ul style="list-style-type: none"> • Structure of paragraph • Development of paragraph • Types of paragraph 	3	3	0
Week 08	Essay Writing <ul style="list-style-type: none"> • Definition of essay • Structure of an Essay • Essential Qualities of Essay writing 	3	3	0



Week 09	Classification of Essay with examples <ul style="list-style-type: none"> • Narrative Essay • Expository Essay • Descriptive Essay • Persuasive Essay • Argumentative Essay • Cause & Effect Essay • Compare & Contrast Essay 	3	2	2
Week 10	Skills Development <ul style="list-style-type: none"> • Critical thinking • Paraphrasing • Summarizing • Synthesizing 	3	2	2
Week 11	<ul style="list-style-type: none"> • Report Writing I • Meaning & importance • Types of Report • Characteristics of a good report 	3	2	2
Week 12	Report Writing II <ul style="list-style-type: none"> • Format/ Parts of Report • Title page • Table of contents • Executive Summary/ Introduction • Methodology • Outcomes • Findings • Recommendation • Appendix 	3	2	2



Week 13	Research Methodology <ul style="list-style-type: none"> • Introduction • Business Research • Significance in the modern world • Why Undertake Research? 	3	2	2
Week 14	Types of Research <ul style="list-style-type: none"> • Basic Research • Applied Research • Exploratory Research • Descriptive Research • Correlational Research • Explanatory Research 	3	2	2
Week 15	Research Methodologies <ul style="list-style-type: none"> • Deductive Approach • Inductive Approach Positivistic Approach <ul style="list-style-type: none"> • Surveys • Experimental Studies • Longitudinal Studies • Cross-sectional Studies 	3	2	2
Week 16	Phenomenological Approach <ul style="list-style-type: none"> • Case Studies • Ethnography • Participative Enquiry • Feminist Perspectives 	3	2	2

References:**Main Reference:**

1. Oshima, A., & Hogue, A. (2007). *Introduction to academic writing* (p. 3). Pearson/Longman.

Supportive Reference:

1. Bailey, S. (2017). *Academic writing: A handbook for international students*. Routledge.



2. Course syllabuses of professional subjects

Syllabuses and course policy of (Financial Accounting)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0218
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Accounting
Semester	2 nd

COURSE DESCRIPTION

This course presents the underlined framework and concepts of Financial Accounting in the context of how accounting fits into the overall business environments of contemporary society. Financial Accounting is the basic means of recording and reporting financial information in a business, students will learn how accounting functions as an information development and communication system that supports economic decisions making and provides value to entities and society. Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics include those related to corporate financial position, operating results, cash flow, and financial strength. Students will study the basic accounting system and will be shown how the various accounting alternatives for recording financial transactions impact on the usefulness of the information provided for decision making. During coverage of relevant topics reference will be made to recent lapses and ethical reporting and the resulting impact on the financial markets and society.

COURSE LEARNING OBJECTIVES

The specific objectives for student learning under this broad goal are:

1. Understanding financial accounting statements.
2. To enable the student to prepare bank reconciliation statement.
3. To enable the students to understand accounting concepts.
4. To enable the students to keep and maintain the accounts of different form of businesses.
5. To enable the students to learn about adjustment in financial statements



COURSE LEARNING OUTCOMES

At the end of the course and having completed the essential reading and activities students should be able to:

1. The formation of companies and important financial statements (balance sheet, income statement/profit and loss account, cash flow statement, statement of owner equity) of Public Limited companies.
2. Exposer about company annual report and notes to the accounts.
3. The accounting for partnership and Limited liability company.
4. The accounting for Sole proprietorship.
5. To explain bank reconciliation statement and how to prepare BRS.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Financial Accounting)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Bank reconciliation statement <ul style="list-style-type: none"> • Definition • purpose • cash book and pass book balances • preparation of bank reconciliation statement 	3	2	2
Week 02	Financial statements <ul style="list-style-type: none"> • Financial statements (Definition) • Need for financial statements • Kinds of financial statements 	3	2	2
Week 03	Financial statements <ul style="list-style-type: none"> • Income statement • Balance sheet • Statement of changes in equity • Cash flow statement 	3	2	2
Week 04	Adjustments <ul style="list-style-type: none"> • Meaning and Definition • Kinds of adjustment • Outstanding expenses • Prepaid expenses 	3	2	2
Week 05	Adjustments <ul style="list-style-type: none"> • Accrued income • Unearned income • Adjusting journal entries • Income statement and balance sheet 	3	2	2
Week 06	Worksheet <ul style="list-style-type: none"> • Meaning and definition • Need and purpose and form 	3	2	2



Week 07	Worksheet <ul style="list-style-type: none"> • Adjustment and worksheet • Closing entries • Post-closing trail balance 	3	2	2
Week 08	Accounting for Sole Proprietorship <ul style="list-style-type: none"> • Sole Proprietorship accounts • Sole Proprietor balances • Sole Proprietor Income Statement • Sole Proprietor Balance Sheet 	3	2	2
Week 09	Accounting for partnership <ul style="list-style-type: none"> • What is partnership • Definition of partnership • Objectives of partnership • Agreement of partnership 	3	2	2
Week 10	Accounting for partnership <ul style="list-style-type: none"> • Partner's Capital Account • Partner's Current Account • Accounts of Partnership • Balances of partnership • Financial statements of partnership 	3	2	2
Week 11	Accounting for partnership <ul style="list-style-type: none"> • Profit appropriation • Profit entries • Interest accounting for partnership • Interest entries 	3	2	2
Week 12	Accounting for partnership <ul style="list-style-type: none"> • Salaries of partners' • Entries for partners' salaries • Preparing Income Statement of partnership • Preparing Balance Sheet of partnership 	3	2	2



Week 13	Accounting Concepts <ul style="list-style-type: none"> • Accrual Concept • Matching Concept • Money Concept • Accounting Period Concept • Going Concern Concept 	3	2	2
Week 14	Introduction to LLC <ul style="list-style-type: none"> • What is an LLC • Legal position of LLC 	3	2	2
Week 15	Introduction to LLC <ul style="list-style-type: none"> • What is share <ul style="list-style-type: none"> ○ Ordinary shares ○ Preference shares 	3	2	2
Week 16	Introduction to LLC <ul style="list-style-type: none"> • Format of Financial Statement for LLC • Preparing Accounts of LLC • Preparing Income Statement and Balance Sheet of the LLC 	3	2	2
References:				
Main Reference:				
1. Ghani, M. A. (2007). Part I and Part II for Intermediate: Principles of Accounting.				
Supportive Reference:				
1. Meigs, W.B.M., &Robert, F. (1983). <i>Financial Accounting/Walter B. Meigs, Robert F. Meigs</i> (No. 657.48 M454.).				



Syllabuses and course policy of (Marketing Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0319
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Marketing & Principles of Management
Semester	3 rd

COURSE DESCRIPTION

This course provides an introduction to all aspects of marketing including strategic marketing planning, product planning and development, promotion planning, distribution and pricing. It provides an understanding to the theories of the marketing mix variables and a practical application in the context of marketing management cycle processes of research, planning, organization, implementation and control.

COURSE LEARNING OBJECTIVES

By the completion of this course students will be able to understand and demonstrate.

1. To know the basic concepts of the term marketing management
2. To familiarize with the Brands and its importance
3. To know about Market Segmentation
4. The students will be able to learn all about Target Marketing and Market Positioning
5. Also the will understand Analysis of Competitors

COURSE LEARNING OUTCOMES

1. Students will get more information about important terminologies of Marketing management
2. Students will be able to understand Market Positioning
3. Why segment the market?
4. Types of Market Segmentation



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Marketing Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Marketing Management Marketing Management Definition <ul style="list-style-type: none"> • Market Research • Importance of Market Research • The Marketing Research Process • Types Market Research 	3	3	0



<p>Week 02</p>	<p>Branding and Labelling</p> <ul style="list-style-type: none"> • Brand and trade names • Trade and brand marks • Importance of Brands in Product Planning • Types of brand <ul style="list-style-type: none"> ○ Manufacturer brands ○ Own label brands • Labelling <ul style="list-style-type: none"> ○ kinds of labelling ○ A Brand Label ○ A Descriptive Label ○ A Grade Label • Packaging and its types 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 03</p>	<ul style="list-style-type: none"> • Why segment the market • Types of Market Segmentation • Consumer Market Segmentation • Consumer Market Segmentation Variables 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 04</p>	<ul style="list-style-type: none"> • Business Market Segmentation • Bases for Segmenting Business Markets • International Market Segmentation • International Market Segmentation Variables 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 05</p>	<p>Target Marketing and Market Positioning</p> <ul style="list-style-type: none"> • Target Market • Steps in the Target Marketing Process • Target Marketing Strategies 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • Market Positioning • Positioning for Competitive Advantage • Choosing and Implementing a Positioning Strategy 	<p>3</p>	<p>3</p>	<p>0</p>



Week 07	Developing Marketing Strategies <ul style="list-style-type: none"> • Marketing and Customer Value • The Value Delivery Process • The Value Chain 	3	3	0
Week 08	<ul style="list-style-type: none"> • Core Competencies • SWOT Analysis 	3	3	0
Week 09	Developing Marketing Plan <ul style="list-style-type: none"> • Situation Analysis • Opportunities and Critical Issues • Objectives • Target market/Positioning • Marketing Program 	3	2	2
Week 10	<ul style="list-style-type: none"> • Performance Analysis • Review and Implementation • Evaluation and Control • Contingency Plan 	3	2	2
Week 11	Competitive Forces <ul style="list-style-type: none"> • Industry Competition • Threats of New Entrants • Threats of Substitutes Products • Buyers growing Bargaining Power • Suppliers Growing Bargaining Power 	3	2	2
Week 12	Analysis of Competitors <ul style="list-style-type: none"> • Competitor's Strategies • Competitor's Objectives • Competitor's Strength & Weaknesses 	3	2	2
Week 13	<ul style="list-style-type: none"> • Selecting Competitors for Attack <ul style="list-style-type: none"> ○ Close versus Distant Competitors ○ Strong versus Weak Competitors ○ Good versus Bad Competitor 	3	3	0



Week 14	Competitive Strategies <ul style="list-style-type: none"> • Market dominance strategies <ul style="list-style-type: none"> ○ Market leader ○ Market Challenger ○ Market Follower ○ Market Niche 	3	3	0
Week 15	Global/International Marketing <ul style="list-style-type: none"> • Global marketing definition • Attraction of global marketing 	3	3	0
Week 16	Global/International Marketing <ul style="list-style-type: none"> • Global marketing definition • Attraction of global marketing 	3	3	0
References:				
Main Reference:				
1. Kotler, P., Keller, K. L., Brady, M., Goodman, M., & Hansen, T. (2019). <i>Marketing management</i> . Pearson UK.				
Supportive Reference:				
1. Kotler, P., Keller, K. L., Brady, M., Goodman, M., & Hansen, T. (2019). <i>Marketing management</i> . Pearson UK.				



Syllabuses and course policy of (Cost Accounting)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0320
Credit Hours	3
Subject category	Professional
Pre-requisite	Financial Accounting
Semester	3 rd

COURSE DESCRIPTION

This course of cost accounting deals with planning and controlling. The planning function is essentially a decision-making process and controlling deals with management task of organization. The connecting link between the originating planning function and the terminating control function is the cost accounting information system, rightly termed as a tool of management that permits effective communication, continuous feedback, responsibility accounting and managerial flexibility. This course will help the students to perform well and succeed at any level of management in both problem identification and problem solving.

COURSE LEARNING OBJECTIVES

The specific objectives for student learning under this broad goal are:

1. Students will understand with basic concepts of the element of cost
2. Students will be able to Calculate cost of goods statement and cost of goods manufacturing statement.
3. To know the management in decision making and determination of break-even point.
4. To discuss different inventory costing method and techniques
5. To enhance their ability while making plan and cost control decisions.

COURSE LEARNING OUTCOMES

At the end of the course and having completed the essential reading and activities students should be able to:

1. The importance of Cost Accounting as a first step in the Manufacturing process.
2. Cost Accounting and explain its purpose within an organization.
3. The steps involved in the Accumulation of Total Cost in different departments.
4. Financial accounting and Cost Accounting.
5. Cost data for the decision making of the higher management.
6. Product costing preparation and process costing analysis.
7. Cost of production and cost of goods sold statements for onward reporting to financial statements.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Cost Accounting)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> Planning, Controlling, Organizing The Organization Chart Definition and concept of cost, Cost object, Cost elements, Sources and uses of cost data 1 Cost accounting v/s financial accounting, 	3	2	2
Week 02	<ul style="list-style-type: none"> Nature of cost accounting Scope of cost accounting (Costing department and its relationship with Other departments) Role of cost accounting in a management information system, Uses of cost data. 	3	2	2



Week 03	<ul style="list-style-type: none"> Manufacturing cost, direct material, direct Labor, Manufacturing Overhead, Prime Cost, Conversion Cost, Non-Manufacturing Cost, Product Cost and period Cost 	3	2	2
Week 04	<ul style="list-style-type: none"> specific identification costing method FIFO costing method 	3	2	2
Week 05	<ul style="list-style-type: none"> LIFO costing method Average costing method 	3	2	2
Week 06	<ul style="list-style-type: none"> preparation of cost of manufactured statement preparation of cost goods sold statement 	3	2	2
Week 07	<ul style="list-style-type: none"> preparation of income statement preparation of balance sheet 	3	2	2
Week 08	<ul style="list-style-type: none"> Fundamentals of Cost Accounting Information System, Chart of Accounts Data Processing by means of the Journal Voucher Control System 	3	2	2
Week 09	<ul style="list-style-type: none"> The Manufacturing Cost Accounting Cycle, Control Account, Subsidiary Ledger or record General Office, Factory Office Records, Electronic Data Processing 	3	2	2
Week 10	<ul style="list-style-type: none"> Cost Systems Actual or Standard The Job Order Cost Procedure, The Process Cost procedure Job Order Cost Accumulation Procedures, Job Order Cost Sheets Cost Accounting Procedures for Materials, Cost Accounting procedures for Labor 	3	2	2
Week 11	<ul style="list-style-type: none"> Cost Accounting Procedures for Factory Overhead, Estimated Factory Overhead, Applied Factory overhead, accounting procedure for completed products and sold 	3	2	2
Week 12	<ul style="list-style-type: none"> Characteristics and Procedures of Process Costing, Costing by departments Product Flow, Sequential Product flow, Selective Product flow Procedures for Materials, Labor, and Factory Overhead Costs, Materials Costs, Labor Costs, Factory overhead costs 	3	2	2



Week 13	<ul style="list-style-type: none"> The Cost of Production Report, Quantity Schedule, Cost Charged to department, Cost Accounted for as follows, Equivalent Production, Unit Costs, Units Lost in the first department, Units Lost in Department Subsequent to the first, Timing of Lost Units, Normal vs. Abnormal Loss of Units, Combined Cost of production Reports 	3	2	2
Week 14	<ul style="list-style-type: none"> Difficulties in Costing By-Product and Joint Products, Joint Products and Cost defined, By-Products defined Nature of By-Products, Methods of Costing By-Products, Recognition of Gross Revenue, 	3	2	2
Week 15	<ul style="list-style-type: none"> Recognition of Net Revenue, Replacement Cost Method, Market Value Method. Characteristics of Joint Products and Cost, Methods of Allocating the Joint Production Cost. 	3	2	2
Week 16	<ul style="list-style-type: none"> Market or Sales Value Method, Quantitative Unit Method, Average Unit Cost Method, Weighted average method 	3	2	2

References:

Main Reference:

1. Usry, M. F., Hammer, L. H., & Carter, W. K. (1991). *Cost accounting: planning and Control*. College Division, South-Western Publishing Company.

Supportive Reference:

1. Horngren, C. T. (2009). *Cost accounting: A managerial emphasis, 13/e*. Pearson Education India.



Syllabuses and course policy of (Business Finance)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0321
Credit Hours	3
Subject category	Professional
Pre-requisite	Financial Accounting, Fundamentals of Accounting
Semester	3 rd

COURSE DESCRIPTION

This course provides an overview on the basics of business finance. And the main focus is on financing, investment and dividend payment decisions. After completion of this course the students will be able to make sound financial decisions.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. The basic concept of finance and types of finance.
2. Understanding the different types of business organizations and types of interest.
3. Understanding the calculation of interest, annuities, and perpetuity.
4. To make the students understand the sources of financing in business.
5. Understanding the concept of equity security and debt security.
6. To know the financial markets and trading in it.

COURSE LEARNING OUTCOME

Successful Business Finance students will be able to:

1. To learn the basic concept of financial activities.
2. To acquire the understanding of interest concept.
3. To know the concept of formulating the capital structure, equity security and debt security.
4. To understand the financial markets and trading in it.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Business Finance)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction to Business Finance • What is finance? • Types of finance • Business finance and the role of business finance • The nature of business finance • Forms of business organization • The role of finance manager • The risk in business finance • The relationship among finance, accounting and economics • Agency problem 	3	2	2



Week 02	Time value of Money <ul style="list-style-type: none"> • Simple interest VS compound interest • How to calculate partial payments in case of simple interest? • How to calculate FV, PV, I and N in case of compound interest? • Nominal VS real interest rate 	3	2	2
Week 03	Annuity <ul style="list-style-type: none"> • Annuities and types of annuities in detail • Perpetuities 	3	2	2
Week 04	Sources of financing <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Long-term financial requirements or Fixed capital requirement ○ Short-term financial requirements or Working capital requirement • Sources of Finance 	3	2	2
Week 05	Security Finance <ul style="list-style-type: none"> • Characters of security finance • Types of security finance <ul style="list-style-type: none"> Ownership securities 	3	2	2
Week 06	Equity shares <ul style="list-style-type: none"> • Features of equity shares • Advantages of equity shares • Disadvantages of equity shares 	3	2	2
Week 07	Preference shares <ul style="list-style-type: none"> • Preference Shares <ul style="list-style-type: none"> ○ Irredeemable preference shares ○ Participating preference shares ○ Non-participating preference shares ○ Convertible preference shares ○ Non-convertible preference shares ○ Features of preference shares ○ Advantages of preference shares ○ Disadvantages of preference shares 	3	2	2



Week 08	Long term debt securities: <ul style="list-style-type: none"> • Debentures • Types of debentures • Features of debentures • Advantages of debenture • Disadvantages of debenture 	3	2	2
Week 09	Short term debt securities: <ul style="list-style-type: none"> • Trade credit • Bank overdraft • Debtor financing • Bills of exchange • Promissory Notes 	3	2	2
Week 10	Internal Finance: <ul style="list-style-type: none"> • Depreciation funds • Retained earnings • Advantages of retained earnings • Disadvantages of retained earnings 	3	2	2
Week 11	Loan Financing <ul style="list-style-type: none"> • Financial institutions • Commercial banks • Short-term loans • Development banks 	3	2	2
Week 12	Financial Markets <ul style="list-style-type: none"> • Definition and concept of the term financial market • Functions of financial markets 	3	2	2



Week 13	Types of financial market <ul style="list-style-type: none"> • Types of financial markets by sequence of transactions <ul style="list-style-type: none"> ○ Primary markets ○ Secondary markets 	3	2	2
Week 14	Types of financial market <ul style="list-style-type: none"> • Types of financial markets based on the term of circulation of financial assets <ul style="list-style-type: none"> ○ Money markets ○ Capital markets 	3	2	2
Week 15	Types of financial market <ul style="list-style-type: none"> • Types of financial markets from the perspectives of a given country <ul style="list-style-type: none"> ○ Internal market ○ External market 	3	2	2
Week 16	Revision.	3	2	2

References:**Main Reference:**

McLaney, E. (2006). *Business finance: theory and practice*. Pearson Education.

Supportive Reference:

Gitman, L. J., Juchau, R., & Flanagan, J. (2015). *Principles of managerial finance*. Pearson Higher Education AU.



Syllabuses and course policy of (Business Communication)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0322
Credit Hours	3
Subject category	Professional
Pre-requisite	English II
Semester	3 rd

COURSE DESCRIPTION

In this rapidly changing world communication has become very vital and important. Every time we have to contact each other for many reasons and without communication either for ourselves or on the behalf of organization we cannot make progress in any sphere of life. From Chief Financial Officer to Product Manager, from Senior Economist to Personnel Analyst, from Senior Sales Representative to Petroleum Buyer-these positions will be filled by people who can communicate well.

So, the basic purpose of teaching this course is to train the character as well as professional capabilities of students in order to make them proficient in handling any kind of situation in their personal and professional lives.

COURSE LEARNING OBJECTIVES

1. Understanding the introduction to business communication
2. Understanding the process of business communication
3. Understanding different kinds of business communication models such as COPE model
4. Understanding the barriers of business communication
5. Knowing about the types of business communication

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able:

1. The students will understand how business communication works in the business environment.
2. The students will come know how business process works in their work related environment.
3. The students will come know how the aforementioned models are being applied to solve the problem.
4. The students will have to know that how to overcome the barriers of business communication.
5. The students will understand different types of business communication and make themselves familiar with those types.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Business Communication)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Business Communication <ul style="list-style-type: none"> • What is communication? <ul style="list-style-type: none"> ○ Historical background. ○ Role in academic & professional life. 	3	3	0
Week 02	<ul style="list-style-type: none"> • What is Business Communication? • Effectiveness in communication <ul style="list-style-type: none"> ○ Linguistic, Psychological, Social etc. • Why do human beings communicate? <ul style="list-style-type: none"> ○ Purposes/Reasons • Importance & Benefits of Effective Communication <ul style="list-style-type: none"> ○ Communication as a life blood of every Organization ○ All human interactions are forms of communication ○ Communication creates awareness ○ It is the basis of leadership ○ Communication helps the business run ○ Education is impossible without communication 	3	3	0



<p>Week 03</p>	<ul style="list-style-type: none"> • Importance for global market Public Relations • Communication Activities in a Business Day • Communication as a valuable Job Requirement • Communication Skills • Benefits of Effective Communication • Effective Communication is Essential for Promotion • Ten (10) Tips for Successful communication 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 04</p>	<p>Types of Communication</p> <ul style="list-style-type: none"> • Verbal communication <ul style="list-style-type: none"> ○ Oral &Written • Six components of communication <ul style="list-style-type: none"> ○ Context ○ Sender-Encoder ○ Message ○ Medium ○ Receiver-Decoder ○ Feedback • Communication in Organizational Setting <ul style="list-style-type: none"> ○ Downward Flow ○ Upward Flow ○ Horizontal Flow ○ Diagonal Flow • Five Levels of Communication <ul style="list-style-type: none"> ○ Intra-personal Communication ○ Inter-personal Communication ○ Group Communication ○ Extra Personal Communication ○ Mass Communication 	<p>3</p>	<p>3</p>	<p>0</p>



Week 05	<ul style="list-style-type: none"> • Non-Verbal Communication <ul style="list-style-type: none"> ○ Body Language ○ Gesture ○ Posture ○ Facial Expression ○ Space & Time • How Appearance Communicates • How Silence, Time , Smell, Touch, and Space Communicate 	3	3	0
Week 06	<ul style="list-style-type: none"> • Barriers in Communication <ul style="list-style-type: none"> ○ Semantic ○ Physical ○ Emotional ○ Psychological ○ Perceptual 	3	3	0
Week 07	<p>Seven (7) C's of Communication</p> <ul style="list-style-type: none"> • Completeness • Conciseness • Clarity • Consideration • Concreteness • Courtesy • Correctness 	3	3	0
Week 08	<ul style="list-style-type: none"> • Presentation, quiz, revision 	3	3	0
Week 09	<p>Interviewing Skills</p> <ul style="list-style-type: none"> • What is the purpose of Interview? • Types of Interview • Interviews responsibilities • Tips for interview • Preparation for interview • Before interview • During interview • After interview • Interviewee's responsibilities • Interviewer's responsibilities 	3	2	2



Week 10	Proposal Writing I <ul style="list-style-type: none"> • Definition of proposal • Skills required for proposal writing • Funding environment 	3	2	2
Week 11	Proposal Writing II <ul style="list-style-type: none"> • Types of Proposal • What is RFP? • What is Concept Note 	3	2	2
Week 12	Proposal Writing III <ul style="list-style-type: none"> • Format/Parts of Proposal • Title page • Cover page • Executive summary, Goal, Objectives & outcomes • Situational Analysis • Implementation Strategy • Work plan • Monitoring & Evaluation • Reporting • Budget • Appendix 	3	2	2
Week 13	Understanding How Culture Affects Communication <ul style="list-style-type: none"> • Context • Individualism • Formality • Communication Style • Conquering Ethnocentrism and Stereotyping <ul style="list-style-type: none"> ○ Ethnocentrism ○ Stereotypes ○ Tolerance 	3	2	2



Week 14	Presentation Skills <ul style="list-style-type: none"> • Public Speaking • Oral presentation • Public Speaking Vs Conversation • Effective Presentation Skills • Process of EPS <ol style="list-style-type: none"> 1. Planning 2. Preparing 3. Practicing 4. Performing 	3	2	2
Week 15	Personal branding <ul style="list-style-type: none"> • What is Personal Branding? • Importance of Personal Branding • Three Steps to Defining Your Personal Brand • Communicating your Personal Brand • How to Promote Your Personal Brand? • Personal Branding Through Community & Public Relations • Digital Media: Personal Branding 	3	2	2
Week 16	<ul style="list-style-type: none"> • Presentation, quiz, revision 	3	2	2

References:**Main Reference:**

1. Murphy, H. A., Hildebrandt, H. W., & Thomas, J. P. (1997). *Effective business communications*. New York: McGraw-Hill..

Supportive Reference:

1. Guffey, M. E., & Loewy, D. (2012). *Essentials of business communication*. Nelson Education.

2. Monippally, M. M. (2020). *Business Communication: From Principles to Practice*. McGraw-Hill Education.



Syllabuses and course policy of (Descriptive Statistics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0423
Credit Hours	3
Subject category	Professional
Pre-requisite	Nil
Semester	4 th

COURSE DESCRIPTION

The main objectives of the course are to enhance students' competency in application of statistics to solve business management problems and to improve their level of quantitative sophistication for further advanced business analysis.

COURSE LEARNING OBJECTIVES

1. To enable the students to understand the Construct and analyse graphical display to summarize data.
2. To help the students focus on defining and Compute and interpret measure of central tendency.
3. To measure the variation in the data set.
4. To calculate, interpret and communicate the correlation coefficient and simple regression.
5. To find out probability of different event in the business.

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. Data description and data presentation in a business environment;
2. Measures of Central Tendency
3. Measure of Relative Dispersion
4. Use of index numbers



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Descriptive Statistics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to statistics <ul style="list-style-type: none"> Definition of statistics Types of statistics Importance of statistics 	3	2	2
Week 02	<ul style="list-style-type: none"> Types of data Qualitative data Quantitative data Population <ul style="list-style-type: none"> Parameter Sample Statistic Methods used for the collection of data 	3	2	2
Week 03	Data summarization <ul style="list-style-type: none"> Frequency distribution Types of frequency Distribution 	3	2	2



Week 04	Graphical representation of data <ul style="list-style-type: none"> • Histogram (Bar graph) • Polygon (line graph) • Ogive graph (cumulative frequency graph) • Pie chart (circular graph) • Stem and leaf chart 	3	2	2
Week 05	Central tendency <ul style="list-style-type: none"> • Mean • Median 	3	2	2
Week 06	<ul style="list-style-type: none"> • Mode • Geometric mean 	3	2	2
Week 07	Measures of Positions <ul style="list-style-type: none"> • Quartile • Decile • Percentile 	3	2	2
Week 08	Variability (measures of variation) <ul style="list-style-type: none"> • Measures of dispersion • Standard deviation • Variance • Co-efficient of variance 	3	2	2
Week 09	<ul style="list-style-type: none"> • Probability • Definition of probability • Types of probability • Trail, Event, Sample space • Mutually exclusive event • Joint event 	3	2	2
Week 10	<ul style="list-style-type: none"> • Conditional probability • Independent event • Addition rule 	3	2	2
Week 11	Regression and correlation Types of correlation <ul style="list-style-type: none"> • Positive correlation • Positive weak and strong • Negative correlation • Negative weak and strong • Perfect correlation 	3	2	2



Week 12	<ul style="list-style-type: none"> • Coefficient of correlation • Range of correlation • Covariance 	3	2	2
Week 13	Regression Types of regression <ul style="list-style-type: none"> • Simple regression • Multiple regression • Regression line 	3	2	2
Week 14	Index numbers Types of index number <ul style="list-style-type: none"> • Price index number • Quantitative index number • Aggregative index number • Types of price index numbers • Simple price index numbers • General price index numbers 	3	2	2
Week 15	<ul style="list-style-type: none"> • Method used for index numbers • Fixed base method • Chain base method 	3	2	2
Week 16	<ul style="list-style-type: none"> • Laspeyres method • Paasche method • Fisher ideal method OUTLINES	3	2	2

References:**Main Reference:**

1. Bowen, E. K., & Starr, M. K. (1982). *Basic statistics for business and economics*. McGraw-Hill Companies.

Supportive Reference:

1. Chaudhry, S. M. (2011). *Introduction to statistical theory*. Ilmi Kithab Khana.

2. Anderson, D. R., Sweeney, D. J., Williams, T. A., Camm, J. D., & Cochran, J. J. (2016). *Statistics for business & economics*. Nelson Education.



Syllabuses and course policy of (Psychology)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0424
Credit Hours	3
Subject category	Professional
Pre-requisite	Nil
Semester	4 th

COURSE DESCRIPTION

Psychology is the scientific study of behavior and cognitive processes. Psychology is curious, interesting and pragmatic. It attempts to comprehend human nature. The basic course in psychology will provide the basis for the better comprehension of Management Sciences. Management is essentially getting things done from other people and this is not possible without a deeper understanding of human behavior. The scope of psychology is an ever-expanding phenomenon. Now psychological knowledge is applied to solve the problems of such diverse areas, as management, environment, business, education, industry and other important fields.

COURSE LEARNING OBJECTIVE

1. To understand meaning, origin and historical development of industrial psychology.
2. To understand basic concept of industrial psychology.
3. To understand and analyse Hawthorne studies.
4. To understand stress and its impact on performance.
5. To apply industrial psychology to real life scenarios arising in the workplace.

COURSE LEARNING OUTCOME

1. Get acquainted with the field of industrial psychology.
2. Critically evaluate and apply industrial psychology concepts in the business.
3. Apply principles of industrial psychology to understand human behavior.
4. Create a better work environment for better performance.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

COURSE CONTENTS

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Industrial psychology <ul style="list-style-type: none"> • Introduction • Meaning and concept • Origin of industrial and organizational psychology 	3	3	0
Week 02	Characteristics of industrial psychology <ul style="list-style-type: none"> • Historical development of industrial psychology 	3	3	0
Week 03	The Hawthorne studies <ul style="list-style-type: none"> ○ Introduction ○ Hawthorne research 	3	3	0



Week 04	Implication of Hawthorne <ul style="list-style-type: none"> • Criticism on Hawthorne studies 	3	3	0
Week 05	Industrial Fatigue <ul style="list-style-type: none"> ○ Introduction ○ Concept and meaning ○ Types of industrial fatigue ○ Why do we get fatigue? ○ Fatigue symptoms 	3	3	0
Week 06	Industrial studies on fatigue <ul style="list-style-type: none"> ○ Causes and remedies of industrial fatigue ○ Effects of industrial fatigue 	3	3	0
Week 07	Boredom and Monotony concepts <ul style="list-style-type: none"> • Causes of boredom • Effect of boredom • Relation between fatigue and boredom • Remedies for Boredom 	3	3	0
Week 08	Time and Motion study <ul style="list-style-type: none"> • Introduction • Meaning and concept of time study • Aim and objective of time study 	3	3	0
Week 09	Procedures of time study <ul style="list-style-type: none"> ○ Advantages and disadvantages of time study 	3	3	0
Week 10	Meaning and concept of motion study <ul style="list-style-type: none"> ○ Advantages and disadvantages of motion study ○ Relationship between time and motion study 	3	3	0
Week 11	Stress <ul style="list-style-type: none"> • Introduction • Definition of stress • The dynamics of stress • Signs of stress 	3	3	0



Week 12	Causes of stress <ul style="list-style-type: none"> Addressing the causes of stress Workplace stress Managing stress at work place 	3	3	0
Week 13	Industrial Accident & safety <ul style="list-style-type: none"> Introduction Concept and meaning Causes of industrial accident Accident cost 	3	3	0
Week 14	Accident proneness <ul style="list-style-type: none"> Accident measurement Safety measurement 	3	3	0
Week 15	Working environment <ul style="list-style-type: none"> Introduction Concept and meaning Requirement of suitable working environment 	3	3	0
Week 16	Employee satisfaction <ul style="list-style-type: none"> Toxic factors in work place Work place violence 	3	3	0

References:**Main Reference:**

1. Lahey, B. B. (1992). *Psychology: an introduction*. Wm C Brown Publishers.

Supportive Reference:

1. Feldman, R. (2000). *Essential of understanding psychology 4th ed.* Boston, Me grew Hill.



Syllabuses and course policy of (Consumer Behavior)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0425
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Marketing & Management
Semester	4 th

COURSE DESCRIPTION

This course introduces the student to the influence that Consumer Behavior has on marketing activities. Students will apply theoretical concepts to marketing strategies and decision-making. Topics include consumer and marketing segments, environmental influences, individual determinacy, decision processes, information research and evaluation.

COURSE LEARNING OBJECTIVE

1. Identify the major influences in Consumer Behavior.
2. Distinguish between different Consumer Behavior influences and their relationships.
3. Establish the relevance of Consumer Behavior theories and concepts to marketing decisions.
4. Implement appropriate combinations of theories and concepts.

COURSE LEARNING OUTCOME

Successful Consumer Behavior students will be able to:

Upon successful completion of Consumer Behavior students will be able to:

Understand consumer. Target market selection and Marketing Mix also to Apply basic legal knowledge to business transactions. Communicate effectively using standard business and legal terminology.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Consumer Behavior)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Consumer Behavior <ul style="list-style-type: none"> • Defining Consumer Behavior • Five steps involved in decision making. 	3	3	0
Week 02	<ul style="list-style-type: none"> ○ Effect of external variables on the Decision Process ○ The Consumer Behavior Roles 	3	3	0
Week 03	Studying Consumer Behavior <ul style="list-style-type: none"> ○ Why study Consumer Behavior. ○ Significance in Daily Lives ○ Application to Decision Making 	3	3	0



Week 04	<ul style="list-style-type: none"> • Applying Consumer Behavior knowledge. • Market-Opportunity Analysis • Target-Market Selection 	3	2	2
Week 05	<ul style="list-style-type: none"> • Marketing-Mix Determination • CB and De-marketing • C B and Government Decision Making 	3	2	2
Week 06	Culture. <ul style="list-style-type: none"> • Definition of Culture • The characteristics of culture 	3	2	2
Week 07	<ul style="list-style-type: none"> • Cultural values • Types of consumer 	3	2	2
Week 08	Social class. <ul style="list-style-type: none"> • Symbols of Status • Blurring of Symbolism • Characteristics of a social class 	3	2	2
Week 09	<ul style="list-style-type: none"> • Social Class Measurement and Categorization • Social Class and Consumer Behavior 	3	3	0
Week 10	Reference Groups. <ul style="list-style-type: none"> ○ Definition of a group/ reference group ○ Normative Reference Groups ○ Comparative Reference Groups. 	3	3	0
Week 11	<ul style="list-style-type: none"> • Functions of normative and comparative ref. groups • Indirect Reference Groups • Factors Encouraging Conformity • Selected Consumer-Related Reference Groups 	3	3	0



Week 12	Personality and self-concept <ul style="list-style-type: none"> ○ Introduction ○ Personality ○ Nature of Personality ○ Personality reflects individual differences ○ Personality is consistent and enduring ○ Personality can change 	3	3	0
Week 13	<ul style="list-style-type: none"> ● Theories of Personality <ul style="list-style-type: none"> ○ Freudian Theory ○ Neo- Freudian Theory ○ Trait Theory 	3	3	0
Week 14	Consumer motivation <ul style="list-style-type: none"> ● Definition of motivation ● Types of motivation ● Theories of motivation <ul style="list-style-type: none"> ○ McClelland theory ○ Maslow theory 	3	3	0
Week 15	<ul style="list-style-type: none"> ● Expectancy theory ● Theory x and theory y ● Two factor theory 	3	3	0
Week 16	Final presentations and quiz	3	3	0

References:**Main Reference:**

1. Robertson, N., Clow, K., Solomon, M., Schiffman, L., & Fill, C. (2010). Advertising and Consumer Behavior.

Supportive Reference:

1. Solomon, M., Russell-Bennett, R., & Previte, J. (2012). *Consumer Behavior*. Pearson Higher Education AU.



Syllabuses and course policy of (Human Resource Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0426
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Management
Semester	4 th

COURSE DESCRIPTION

The course provides an introduction to the management of the Human Resources at organizational level. Human Resources Management is viewed as an integral part of the basic management process and the orientation of the course is toward developing managerial skills useful in establishing organizational personnel policy. Specific topics include the role of human resources in the management process, human resources planning and forecasting, job analysis, recruitment and selection, human resources development, compensation and evaluation.

COURSE LEARNING OBJECTIVES

1. To enable the students to understand the HR Management and system at various levels in general and in certain specific industries or organizations.
2. To help the students focus on and analyses the issues and strategies required to select and develop manpower resources
3. To develop relevant skills necessary for application in HR related issues
4. To Enable the students to integrate the understanding of various HR concepts along with the domain concept in order to take correct business decisions

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. To develop the understanding of the concept of Human Resource Management and to understand its relevance in organizations.
2. To develop necessary skill set for application of various HR issues.
3. To analyse the strategic issues and strategies required to select and develop manpower resources.
4. To integrate the knowledge of HR concepts to take correct business decisions.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Human Resource Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction (General + Course) • Definitions of HRM • Historical background • Why do we need HRM (The need for HRM)? • Responsibilities of HR manager 	3	2	2
Week 02	<ul style="list-style-type: none"> • Four basic functions of HRM <ul style="list-style-type: none"> ○ Staffing ○ Training and development ○ Motivation • Maintenance 	3	2	2



<p>Week 03</p>	<p>Recruiting</p> <ul style="list-style-type: none"> • Definitions of recruiting • Goals of recruiting • Constraints of recruiting <ul style="list-style-type: none"> ○ Image of the organization ○ Attractiveness of the job ○ Labor market influence 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 04</p>	<ul style="list-style-type: none"> • Sources of recruitment • Definition of internal recruitment • internal recruiting sources <ul style="list-style-type: none"> ○ Promotion from within ○ Job posting ○ Employee reference/recommendations • Advantages of internal recruiting • Advantages of external recruiting 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 05</p>	<ul style="list-style-type: none"> • External recruiting and sources of external recruiting <ul style="list-style-type: none"> ○ High schools and vocational schools ○ Colleges and universities ○ Competitors and other firms ○ Military personnel ○ Unemployed ○ Older individuals • External recruiting methods <ul style="list-style-type: none"> ○ Advertising and sources of job advertisement ○ Example of job advertisement ○ Employment agencies and its types ○ Special events ○ Internship ○ Executive search firms ○ Cyber recruiting • Alternatives to recruitment <ul style="list-style-type: none"> ○ Outsourcing ○ Contingent workers ○ Employee leasing ○ Overtime 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 06</p>	<p>Fundamentals of Selection</p> <ul style="list-style-type: none"> • Definition and meaning of selection • Selection process (8 steps) • Step 1st: Initial screening interview • Step 2nd: Completing application forms <ul style="list-style-type: none"> ○ Legal consideration in filling form • Step 3rd: Employment test <ul style="list-style-type: none"> ○ Written test ○ Performance simulation test ○ Assessment canterers ○ Cognitive ability test ○ Psychomotor test ○ Job knowledge test ○ Work sample test ○ Personality test ○ Drug and alcohol test ○ Genetic testing 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 07</p>	<ul style="list-style-type: none"> • Step 4th comprehensive job interview <ul style="list-style-type: none"> ○ Contents of interview ○ Types of interview • Step 5th Background investigation • Step 6th conditional job offer • Step 7th medical and physical examination • Step 8th permanent job offer 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 08</p>	<p>Training and Development</p> <ul style="list-style-type: none"> • Definition of training and development • What is orientation • Socialization • Stages of socialization • Challenges in training <p>Indicators of need for training</p>	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 09</p>	<ul style="list-style-type: none"> • Training needs analysis <ul style="list-style-type: none"> ○ Organizational analysis ○ Task analysis ○ Person analysis • Types of training • On the job training <ul style="list-style-type: none"> ○ Job rotation ○ Internship ○ Apprenticeship ○ Self-directed learning ○ Understudy assignment • Advantages of OJT • Off the job training <ul style="list-style-type: none"> ○ Classroom lecturers ○ Films and videos ○ Simulation exercises ○ Vestibule training • Employees development Methods <ul style="list-style-type: none"> ○ Job rotation ○ Job enrichment ○ Assistant to position ○ Lecture courses ○ Simulations ○ Outdoor training 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 10</p>	<p>Performance appraisal</p> <ul style="list-style-type: none"> • Definition of performance management • Two main use of performance appraisal • Why to evaluate employees • Process of performance appraisal <ul style="list-style-type: none"> ○ Establishing performance goals ○ Communicate the standards ○ Measuring actual performance ○ Comparing actual performance with standards ○ Performance review ○ Making corrective action 	<p>3</p>	<p>2</p>	<p>2</p>



Week 11	<ul style="list-style-type: none"> • Performance appraisal methods <ul style="list-style-type: none"> ○ Absolute standards of measurement ○ Relative standards of measurement • Time wise performance appraisal • Who should do appraisal • Problems in performance appraisal 	3	2	2
Week 12	Establishing Rewards and pay plans <ul style="list-style-type: none"> • Definition • Intrinsic reward 	3	2	2
Week 13	<ul style="list-style-type: none"> • Extrinsic reward 	3	2	2
Week 14	<ul style="list-style-type: none"> • Establishing pay rates 	3	2	2
Week 15	<ul style="list-style-type: none"> • Human resource planning and job analysis • Definition of HRP • Linking organization strategy to human resource planning • Job analysis <p>Job analysis methods</p>	3	2	2
Week 16	<ul style="list-style-type: none"> • Job description • Job specification • Information of job analysis 	3	2	2

References:**Main Reference:**

1. DeCenzo, D. A., Robbins, S. P., & Verhulst, S. L. (2016). *Fundamentals of Human Resource Management*. John Wiley & Sons.

Supportive Reference:

1. Wright, P.M., Gardner, T.M. and Moynihan, L.M. (2003), "The impact of HR practices on the performance of business units," *Human Resource Management*.
2. Yoon, J.& Thye, S. (2002). A dual process model of organizational commitment: job satisfaction and organizational support. *Work and Occupations*.



Syllabuses and course policy of (Inferential Statistics)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0527
Credit Hours	3
Subject category	Professional
Pre-requisite	Descriptive statistics
Semester	5 th

COURSE DESCRIPTION

This course introduces students to qualitative and quantitative concepts and techniques that can be utilized to analyze organizational performances and make managerial decisions. The course addresses the kinds of problems that can be tackled both qualitatively and quantitatively, the methods for doing so, and the difficulties involved in gathering the relevant data. The emphasis of this course is on techniques that can be applied in diverse industries and functional areas including finance, operations, accounting, human resources and marketing. After taking this course, students will gain an understanding of collecting, analyzing and interpreting the data and research methodologies and apply modern analytical tools in managerial decision making.

COURSE LEARNING OBJECTIVES

1. To enable the students to understand the estimation.
2. To help the students focus on probability and non-probability sampling.
3. To develop relevant skills necessary for the application of probability in general.
4. To enable the students to integrate the understanding of hypothesis testing.

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. To understand sampling and sampling distribution of mean.
2. To collect and analyze the data relevant to managerial decisions.
3. To know the procedure of hypothesis testing.
4. To calculate, interpret and communicate the correlation coefficient and simple regression.
5. To find out probability of different event in the business.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Inferential Statistics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> Introduction to Inferential statistics Basic terminology in Probability types of Probability 	3	2	2
Week 02	<ul style="list-style-type: none"> Sampling Types of sampling Probability sampling Non probability sampling 	3	2	2



Week 03	<ul style="list-style-type: none"> • Sampling Distributions • Random and Nonrandom sampling • All possible random samples • Sampling with and without Replacement • Selecting a Sample Random Sample • Sampling distribution of a Statistics 	3	2	2
Week 04	<ul style="list-style-type: none"> • Sampling distribution of Mean • Sampling an Non Sampling Errors • Sampling from Normal Populations • Sampling from Non-Normal Populations • Relationship between Sample size and Standard Error. • Sampling Distribution of Sampling proportion. 	3	2	2
Week 05	<ul style="list-style-type: none"> • Introduction to Estimation • Types of Estimates • Criteria of a good Estimator • Method of Maximum Likelihood (ML) • Point Estimates • Interval Estimates 	3	2	2
Week 06	<ul style="list-style-type: none"> • Introduction to Testing Hypotheses • Procedure in Hypothesis Testing • Two Types of Errors in Hypothesis Testing • Tails of a Test • Hypothesis Test about a Population Mean: Large Samples • The Power of Statistical Test • Hypothesis Test about a Population Mean: Small Samples 	3	2	2
Week 07	<ul style="list-style-type: none"> • Hypothesis Test Concerning the proportion • Hypothesis Test Concerning the Differences between two population Means 	3	2	2



Week 08	<ul style="list-style-type: none"> • Hypothesis Tests of Differences between Two proportions • F-test for Differences in Two Variances • The P-Value of a Test 	3	2	2
Week 09	<ul style="list-style-type: none"> • Confidence Interval for Mean • Confidence Interval for the Difference between two Means 	3	2	2
Week 10	<ul style="list-style-type: none"> • Confidence Interval for Proportion • Confidence Interval for the Difference between two Proportions 	3	2	2
Week 11	<ul style="list-style-type: none"> • Introduction to hypothesis • Steps in Hypothesis Testificaiton of single variance by chi-square 	3	2	2
Week 12	<ul style="list-style-type: none"> • Hypothesis Testing –by (Z) distribution? • Hypothesis Testification about Mean 	3	2	2
Week 13	<ul style="list-style-type: none"> • Hypothesis Testification about Difference between two Means 	3	2	2
Week 14	<ul style="list-style-type: none"> • Proportion • Difference between two Proportions 	3	2	2
Week 15	<ul style="list-style-type: none"> • Regression • Simple linear regression • Multi-collinearity in Multiple Regression 	3	2	2
Week 16	<ul style="list-style-type: none"> • Introduction to Correlation • Concept and Importance of Correlation • Types of Correlation 	3	2	2

References:

Main Reference:
 1. Business Statistics By C Beri, 3rd Edition.

Supportive Reference:
 1. Business Statistics By C Beri, 3rd Edition.



Syllabuses and course policy of (Financial Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0528
Credit Hours	3
Subject category	Professional
Pre-requisite	Business finance
Semester	5 th

COURSE DESCRIPTION

Designed to develop the financial skills and logical thought processes necessary to understand and discuss financial policy decisions in a global economy. Specific objectives include developing an understanding of the time value of money; and understanding the nature of financial markets, the cost of capital, valuation of stocks and bonds, management of short-term assets, short term and long term financing, capital markets, and multinational financial management.

COURSE LEARNING OBJECTIVES

The specific objectives for student learning under this broad goal are:

1. To familiarize the students about Pros and cons of financial planning and analysis.
2. To inculcate the ways and means how to manage the operating financial activities of an organization efficiently and in the most cost-effective manner.
3. To equip the students with the tools and techniques for appraising various investment proposals.
4. To give a fair enough knowledge in respect of assessing risk in the investment undertakings and ways to mitigate the risks up to the maximum level.
5. To find the best possible financing mix to finance the proposed investments.
6. To explore ways other than bank loans for financing capital investments.



COURSE LEARNING OUTCOMES

At the end of the course and having completed the essential reading and activities students should be able to:

1. Identify the objective of the firm and the role of managerial finance.
2. Outline the implications of the separation of ownership and control
3. Apply a variety of time-value-of-money formulae and techniques
4. Discuss the risk-return trade-off and difference between market risk and unique risk
5. Discuss the concept of opportunity cost of capital
6. Explain the concept of weighted average cost of capital (WACC)
7. Explain the general concept of valuing financial assets.
8. Explain the characteristics of debt and equity securities.
9. Identify capital budgeting cash-flows and apply a variety of capital budgeting techniques

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Financial Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<p>CHAPTER ONE: INTRODUCTION TO FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • Introduction • Meaning of Finance • Definition of Finance • Types of Finance • Definition of Financial Management • Scope of Financial Management 	3	2	2
Week 02	<ul style="list-style-type: none"> • Objectives of Financial Management <ul style="list-style-type: none"> ○ Profit maximization ○ Favorable arguments for profit maximization ○ Unfavorable arguments for profit maximization ○ Drawbacks of profit maximization ○ Wealth maximization 	3	2	2
Week 03	<ul style="list-style-type: none"> ○ Favorable arguments for wealth maximization ○ Unfavorable arguments for wealth maximization • Functions of Finance Manager • Importance of Financial Management <ul style="list-style-type: none"> ○ Financial planning ○ Acquisition of funds ○ Proper use of funds ○ Financial decision ○ Improve profitability ○ Increase the value of the firm ○ Promoting savings 	3	2	2



<p>Week 04</p>	<p align="center">CHAPTER TWO: CAPITALIZATION</p> <p>Introduction</p> <ul style="list-style-type: none"> • Meaning of Capital • Fixed capital, Definition of fixed capital, Character of fixed capital • Working capital • Capitalization, Meaning of capitalization, Definition of capitalization <p>Types of Capitalization</p> <ul style="list-style-type: none"> • Over capitalization • Causes of over capitalization • Effects of over capitalization • Remedies for over capitalization 	<p align="center">3</p>	<p align="center">2</p>	<p align="center">2</p>
<p>Week 05</p>	<ul style="list-style-type: none"> • Under capitalization • Causes of under capitalization • Effects of under capitalization • Remedies of under capitalization • Watered capitalization • Causes of watered capital 	<p align="center">3</p>	<p align="center">2</p>	<p align="center">2</p>
<p>Week 06</p>	<p align="center">CHAPTER THREE: COST OF CAPITAL</p> <p>Introduction</p> <ul style="list-style-type: none"> • Meaning of cost of capital • Definitions • Assumption of cost of capital <p>Classification of Cost of Capital</p> <ul style="list-style-type: none"> • Explicit and implicit cost • Average and marginal cost • Historical and future cost • Specific and combine cost 	<p align="center">3</p>	<p align="center">2</p>	<p align="center">2</p>



Week 07	Importance of Cost of Capital <ul style="list-style-type: none"> • Importance to capital budgeting decision • Importance to structure decision • Importance to evolution of financial performance • Importance to other financial decisions 	3	2	2
Week 08	Computation of Cost of Capital <ul style="list-style-type: none"> • Measurement of cost of capital • Cost of equity • Dividend price approach • Dividend price plus growth approach • Earning price approach • Realized yield approach 	3	2	2
Week 09	<ul style="list-style-type: none"> • Cost of debt • Debt issued at par • Debt issued at premium or discount • Cost of perpetual debt and redeemable debt • Cost of preference share capital • Cost of retained earnings • Measurement of overall cost of capital 	3	2	2
Week 10	<p style="text-align: center;">CHAPTER FOUR: THE BASICS OF CAPITAL BUDGETING</p> <ul style="list-style-type: none"> • What is capital budgeting? • Steps in capital budgeting • Projects classifications • Capital budgeting decision rules • Payback, • Discounted payback 	3	2	2
Week 11	<ul style="list-style-type: none"> • Net Present Value (NPV) • Internal Rate of Return (IRR) • Modified Internal Rate of Return (MIRR) • Profitability Index 	3	2	2



Week 12	<p>CHAPTER FIVE: WORKING CAPITAL</p> <ul style="list-style-type: none"> • Meaning of working capital (means current assets) • Concept of working capital (Gross and net working capital) • Components of working capital (current assets and current liabilities) • Types of working capital (permanent, temporary and semi-variable working capital) • Need of working capital (daily expenses, salaries and wages, credit obligation and for purchase of raw materials) • Working capital position <ul style="list-style-type: none"> ○ Causes and effects of excessive working capital ○ Causes and effects of inadequate working capital 	3	2	2
Week 13	<ul style="list-style-type: none"> • Factors determining working capital requirements (nature of business, business cycle, length of production cycle, production policy etc.) • Computation of working capital • Working capital management policy (conservative, moderate and aggressive) • Sources of working capital <ol style="list-style-type: none"> I. Long term (shares, debentures, retained earnings etc.) II. Short term (bank loans and credits, advances, short term instruments etc.) • Determining finance mix (hedging, conservative and aggressive approach) 	3	2	2
Week 14	<p>CHAPTER SIX AND SEVEN: WORKING CAPITAL MANAGEMENT</p> <p>Introduction, Meaning and Definition</p> <p>Inventory Management</p> <ul style="list-style-type: none"> • Introduction and Meaning • Kinds of inventories • Objectives of inventory management 	3	2	2



Week 15	<p>Techniques of inventory management</p> <ul style="list-style-type: none"> • Stock level • Minimum level • Re-order level • Maximum level • Danger level • Average stock level • Lead time • Safety stock • Economic order quantity (EOQ) <p>Techniques Based on the Classification of Inventories</p> <ul style="list-style-type: none"> • A-B-C analysis • Aging schedule of inventories • VED analysis • HML analysis <p>Techniques on the Basis of Records</p> <ul style="list-style-type: none"> • Valuation of inventories 	3	2	2
Week 16	<p>Cash Management</p> <ul style="list-style-type: none"> • Motives for holding cash • Cash management techniques • Speedy cash collections <ul style="list-style-type: none"> ○ Prompt payment by customers ○ Early conversion of payments into cash ○ Concentration banking ○ Lock box system • Slowing disbursement • Cash management models <p>Receivable Management</p> <ul style="list-style-type: none"> • Collection cost • Capital cost • Administrative cost • Default cost <p>Factors considering the receivable size</p>	3	2	2
References:				
<p>Main Reference:</p> <p>1. Brigham, E. F., & Ehrhardt, M. C. (2013). <i>Financial Management: Theory & Practice (Book Only)</i>. Cengage Learning.</p>				
<p>Supportive Reference:</p> <p>1. Van Horne James, C. (2002). <i>Financial Management & Policy, 12/E</i>. Pearson Education India.</p>				



Syllabuses and course policy of (Organizational Behavior)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0529
Credit Hours	3
Subject category	Professional
Pre-requisite	Human Resource Management
Semester	5 th

COURSE DESCRIPTION

This course serves as an introduction to the field of Organizational Behavior (OB) and provides a foundation for other OB courses offered in the Faculty of Business. It covers a wide breadth of theories and applications dealing with such topics as foundation of individual behavior, attitude and job satisfaction, personality and values, perception, decision making, organizational structure and culture. Chapters are presented in a logical order to create a sense of progression for the learner. Each lesson builds upon previous lessons by starting at the individual level, then moving on to a team level, and finally adopting an organization-wide level of analysis. The goal of this course is to help you develop a conceptual understanding of OB theories and provide you with skills to put those ideas and theories into practice. Key techniques and processes designed to improve organizational efficiency and effectiveness are fully examined from the perspective of management, workers, and society at large.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. The basic concept of OB, models of OB and major challenges and opportunities for managers.
2. Understanding the biographical characteristics and its relationship with productivity, job satisfaction, turn over and absenteeism.
3. Understanding of learning theories, attitude and job satisfaction and how to conduct attitude survey.
4. To make the students understand concept of personality and decision making and how to use MBTI for personality assessment.
5. Understanding power and politics and to evaluate types of power and how to apply power in an organization.
6. to understand organizational culture and structure and make the students able to formulate good organizational culture.



COURSE LEARNING OUTCOME

Upon completion of this course, students should be able to:

1. Understand the components of individual behavior and group behaviors in the organizational context.
2. Understand the relevance of the OB theories and practices, emphasized by Western texts, in local settings.
3. Understand the causes of job dissatisfaction and stress as well as methods of improving job satisfaction and dealing with stress.
4. Analyse the impact of individuals and team behavior on organizational productivity
5. Evaluate the impact of organizational structure, design, and culture.
6. Apply course concepts and theory in a practical context.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Organizational Behavior)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction (General + Course) • Meaning of OB • Definitions of OB • Replacing intuition with systematic study • Discipline that contribute to OB field 	3	3	0
Week 02	<ul style="list-style-type: none"> • Major challenges and opportunities for managers to use OB concepts • OB models • Why do we study OB? 	3	3	0
Week 03	<ul style="list-style-type: none"> • Diversity <ul style="list-style-type: none"> • Level of diversity • Discrimination • Types of discrimination • Biographical characteristic <ul style="list-style-type: none"> • Age • Gender • Marital status • Tenure 	3	3	0
Week 04	<ul style="list-style-type: none"> • Ability <ul style="list-style-type: none"> • intellectual abilities • Physical abilities • Implementing diversity management and strategies <ul style="list-style-type: none"> • Attracting, Selecting, Developing, and Retaining Diverse Employees • Diversity in Groups • Effective Diversity programs 	3	3	0



<p>Week 05</p>	<p>Attitude and job satisfaction</p> <ul style="list-style-type: none"> • Definition of attitude • Components of attitude • Major job attitude <ul style="list-style-type: none"> • Job satisfaction • Job involvement • Organization commitment <ul style="list-style-type: none"> • Affective commitment • Normative commitment • Continuance commitment • Perceived organizational support • Employee engagement 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • Job satisfaction <ul style="list-style-type: none"> • Definition and meaning of job satisfaction • What causes job satisfaction • Expression of job dissatisfaction 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 07</p>	<ul style="list-style-type: none"> • Personality and values • Definition of personality • Nature of personality • Determinants of personality • Myers Briggs type indicator (MBTI frame work) 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 08</p>	<ul style="list-style-type: none"> • Big five model • Positive impacts of some traits • Values • Importance of values • Terminal versus instrumental values • Linking individual personality and values to the workplace 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 09</p>	<ul style="list-style-type: none"> • Perception and individual decision making • What is perception • Factors that influence perception • Attribution theory and three determinants of attribution • Frequently used shortcuts in judging others • Link between perception and individual decision making 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 10</p>	<ul style="list-style-type: none"> • Decision making in an organization • Rational decision making model • Bounded rationality • Intuitive decision making' • Common biases and errors in decision making 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 11</p>	<ul style="list-style-type: none"> • Power and politics • Definition of power • Dependency • Contrasting leadership and power • Position power and its types • Personal power and its types • Effective base of power • Dependency (the key to power) • General dependency postulate • What creates dependency 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 12</p>	<ul style="list-style-type: none"> • Power tactics • Preferred power tactics by influence direction • Definition of organizational politics • Factors contributing to political behavior • How do people respond to organizational politics? • Impression management • Impression management techniques 	<p>3</p>	<p>2</p>	<p>2</p>



Week 13	<ul style="list-style-type: none"> • Foundation of organization structure • What is organization structure • Six elements of organization structure 	3	2	2
Week 14	<ul style="list-style-type: none"> • Common organizational structure • Why do structure differ 	3	2	2
Week 15	<ul style="list-style-type: none"> • Organizational culture • Definition of organizational culture • Characteristics of organizational culture • What do culture do 	3	2	2
Week 16	<ul style="list-style-type: none"> • Creating and sustaining culture • How employees learn culture • Creating a positive organization culture 	3	2	2

References:**Main Reference:**

1. Robbins, S. P., Judge, T. A., Vohra, N., (2015). Organizational Behavior (16th ed.). United States: Pearson Education, Inc.

Supportive Reference:

1. Robbins, S. P., Judge, T. A., & Sanghi, S. (2007). Organizational Behavior (12th ed.). United States : Pearson Education, Inc.



Syllabuses and course policy of (Project Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0530
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Management
Semester	5 th

COURSE DESCRIPTION

This course introduces what is project and how to manage project, with the objective of familiarizing the students with the project management life cycles. This course outline makes able the students, how to write project overview statement and how to develop network diagram for activities. Student will understand how appraise different project by help of different models. At the end this course student will learn how control project and conduct post implementation.

COURSE LEARNING OBJECTIVES

1. Identify complicated project management theory, principles, and best practices, and apply this knowledge to actual projects to advance the field and discipline of project management.
2. Professionalize the communication of the scope, design, implementation, strategy, and/or results of the project while collaborating successfully with a variety of stakeholders across a number of different industry sectors.
3. Employ the specialized knowledge and technical abilities needed to imaginatively respond to the many needs of project stakeholders, developing unique solutions and displaying independent and wise decision-making in relation to your professional practice and the discipline.

COURSE LEARNING OUTCOMES

After completing the course students will be engineered in the following topics:

1. Scope, develop and manage a project utilising appropriate project management techniques;
2. Critique legal cases studies in project management practice and identify the legal implications for professional practice;
3. Apply best practice project management principles to assess the efficacy of project management practice in a workplace setting;
4. Work as team member and leader to produce a project plan;
5. Reflect on the experience of working in a team to improve team function; and
6. Undertake individual research within the field of project management.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Project Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Project <ul style="list-style-type: none"> • Project Definition • Project Characteristics • Project Parameter 	3	3	0
Week 02	Introduction to Project <ul style="list-style-type: none"> • Scope Triangle • Project Creep • Project Classification 	3	3	0
Week 03	Project Management <ul style="list-style-type: none"> • Project Management Definition • Project Management Life Cycle • Project Management life Cycle Pain Curve 	3	3	0



Week 04	Scoping the project <ul style="list-style-type: none"> • Condition of satisfaction • Project over view statement • Elements of project over view statement • Format of project overview statement 	3	2	2
Week 05	Project Plan <ul style="list-style-type: none"> • Work Break Structure (WBS) • Approaches for developing of WBS • Completion Criteria of each activity in WBS 	3	2	2
Week 06	Project Plan <ul style="list-style-type: none"> • Reasons for variance in activity • Method of estimating activity duration • Basic terminology in constructing PERT/CMP 	3	2	2
Week 07	Project Plan <ol style="list-style-type: none"> a. Project Network Diagram b. ADM and PDM method c. Critical Path, Slack and Float d. Activity Dependencies e. Constrain which effect sequencing of project activities. 	3	2	2
Week 08	Project Plan Implementation <ul style="list-style-type: none"> • Resource Leveling • Resource scheduling problems • Resource leveling strategies 	3	2	2
Week 09	Project Plan Implementation <ul style="list-style-type: none"> • Work package definition • Work package assignment sheet • Work package description report • Definition of JPP sessions • Objective from JPP sessions • Deliverable from JPP sessions 	3	3	0



Week 10	Project Plan Implementation <ul style="list-style-type: none"> • Project Team • Component of project Team • Motivation of Project Team 	3	3	0
Week 11	Project Control <ul style="list-style-type: none"> • Purpose of control • Total cost of control and risk • Balancing control system 	3	3	0
Week 12	Project Control <ul style="list-style-type: none"> • Change control • Change control process • Earned value management • PV, EV, AC, SV, CV, SPL, CPI and etc 	3	3	0
Week 13	Project Close out <ul style="list-style-type: none"> • Post implementation audit • Six question to be answered during post implementation audit. 	3	3	0
Week 14	Project Appraisal <ul style="list-style-type: none"> • Net Present Value • Internal Rate or Return • Payback Period 	3	3	0
Week 15	Project Proposal <ul style="list-style-type: none"> • Contents of project proposal Types of project proposal	3	3	0
Week 16	Project Management Approaches <ul style="list-style-type: none"> • Traditional Project Management (TPM) Approaches • Critical Chain Project Management (CCPM) Approaches. • Justification of CCPM approaches. 	3	3	0

References:

Main Reference:

1. Wysocki, R. K. (2013). Effective Project Management: Traditional, Agile, Extreme (7th ed.). Wiley.

Supportive Reference:

1. P. (2017). A Guide to the Project Management Body of Knowledge (PMBOK Guide) (6th ed.). Project Management Institute.



Syllabuses and course policy of (Money Banking & Finance)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0631
Credit Hours	3
Subject category	Professional
Pre-requisite	Business Finance & Financial Management
Semester	6 th

COURSE DESCRIPTION

This is a course on the economics of money, banking and financial market. The course aims to provide the students with an introduction to the role of the money, financial markets, financial institutions and monetary policy in the economy, thus providing a solid foundation for further study or employment in the financial services industry. There are three main components of the course. First, the role of financial markets in the economy will be considered with a particular emphasis on bond market and interest rates determination. The course will then cover the main aspects of banks and other financial institutions before turning to an investigation of the role of money, central banking and monetary policy.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. The basic concept of money, evaluation of money
2. Understanding the different types of money
3. Understanding evaluation of modern banking system
4. To make the students understand the various services of bank
5. Understanding commercial banking law of Afghanistan
6. Applying commercial banking law on different account/bank problems

COURSE LEARNING OUTCOME

Students will be able to understand and demonstrate after completing this course.

1. To know the basic concept of money.
2. To understand the different types of paper money, electric money etc.
3. Understanding evaluation of modern banking system.
4. To make the students understand the various services of bank.
5. To learn the commercial banking law of Afghanistan.
6. Applying commercial banking law on different account/bank problems.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Money Banking & Finance)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Barter System • Definition of money • Descriptive definitions • Legal Definitions, • Functional Definitions 	3	2	2
Week 02	<ul style="list-style-type: none"> • Value of Money Forms of money <ul style="list-style-type: none"> • Currencies <ul style="list-style-type: none"> ▪ Metallic Money ▪ Paper Money • Deposit/Bank Money • Near Money • Functions of money <ol style="list-style-type: none"> a. Primary functions, b. Secondary functions c. Contingent functions 	3	2	2



Week 03	<ul style="list-style-type: none"> • Monetary Standards <ul style="list-style-type: none"> a. Gold Standard b. Silver Standard c. Bimetallic Standard 	3	2	2
Week 04	<ul style="list-style-type: none"> • Coinage • Types of Coinage <ul style="list-style-type: none"> a. Limited Coinage b. Free Coinage c. Gratuitous Coinage d. Non-Gratuitous coinage • Debasement of Coinage 	3	2	2
Week 05	<p>Origin and growth of commercial banking</p> <ul style="list-style-type: none"> • Evaluation of Banking (The merchants, goldsmiths and money lenders) • Definitions of commercial bank • Functions of commercial banks <ul style="list-style-type: none"> ○ Basic Functions (Accepting of Deposits and Advancing of Loans). ○ Secondary Functions (Special Financial Services and Agency Services) 	3	2	2
Week 06	<ul style="list-style-type: none"> • Role of commercial banks in the economic development of a country. • Classification of Banks 	3	2	2
Week 07	<p>Instruments of Credit</p> <ul style="list-style-type: none"> • Definition of Credit • Types of Credit • Negotiable Instrument 	3	2	2
Week 08	<ul style="list-style-type: none"> • Instruments of Credit • Promissory Note • Bills of Exchange • Cheque • Advantages of Bill of Exchange • Types of Bills of Exchange 	3	2	2



Week 09	<ul style="list-style-type: none"> • Cheque • Types of Cheques <ul style="list-style-type: none"> ▪ Open Cheque ▪ Cross Cheque 	3	2	2
Week 10	Endorsement <ul style="list-style-type: none"> ○ Definition of endorsement ○ Kinds of endorsement ○ Main modes of inland remittances 	3	2	2
Week 11	Financial Markets <ul style="list-style-type: none"> • Financial Markets • Types of Financial Markets <ul style="list-style-type: none"> ○ Money Market ○ Capital Market • Importance of Money Market 	3	2	2
Week 12	<ul style="list-style-type: none"> • Instruments of Capital Market • Role of Capital Market 	3	2	2
Week 13	<ul style="list-style-type: none"> • Mutual Fund • Types of Mutual Fund 	3	2	2
Week 14	Foreign Exchange <ul style="list-style-type: none"> • Foreign Exchange • Importance of Foreign Exchange 	3	2	2
Week 15	<ul style="list-style-type: none"> • Foreign Exchange Markets • Functions of Foreign Exchange Market 	3	2	2
Week 16	<ul style="list-style-type: none"> • Factors Influencing Foreign Exchange • Exchange Control • Objectives of Foreign Exchange Control 	3	2	2

References:**Main Reference:**

1. Venardos, A. M. (2012). *Islamic banking & finance in South-East Asia: Its development & future* (Vol. 6). World Scientific.

Supportive Reference:

1. Money Banking & Finance by Dudley G. Lockett: 1976 Edition: McGraw-Hill.

2. Modern Money Banking & Finance by Roger LeRoy Miller & David D. Van Hoose: March 1st, 1989: McGraw-Hill



Syllabuses and course policy of (Total Quality Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0632
Credit Hours	3
Subject category	Professional
Pre-requisite	HRM & Change Management
Semester	6 th

COURSE DESCRIPTION

The course will provide the students with the underlying principles and techniques of Total Quality Management (TQM) with emphasis on their application to technical organizations. Students will develop a working knowledge of the best practices in Quality and Process Management. Students will learn to view quality from a variety of functional perspectives and in the process, gain a better understanding of the problems associated with improving quality, also quality tools utilized in service and international/environment. The course aims to impart knowledge on the quality management process and key quality management activities.

COURSE LEARNING OBJECTIVE

1. Determine the impact of quality on profitability
2. Adopt TQM as a fundamental business strategy
3. Communicate the importance of customer focused TQM
4. Implement a business strategy driven by Total Quality Management (TQM)
5. Accomplish the cultural transformation necessary for successful implementation of total quality practices
6. Achieve world-class status in manufacturing and service through TQM
7. Apply the Malcolm Baldrige National Quality Award guidelines to TQM initiatives



COURSE LEARNING OUTCOME

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

1. Implement the principles and concepts inherent in a Total Quality Management (TQM) approach to managing a manufacturing or service organization.
2. Understand the philosophies--including similarities and differences--of the gurus of TQM in order to better evaluate TQM implementation proposals offered by quality management organizations and consultants.
3. Successfully implement process improvement teams trained to use the various quality tools for identifying appropriate process improvements.
4. Assess exactly where an organization stands on quality management with respect to the ISO 9000 quality management standard and the Baldrige Award criteria.
5. Develop a strategy for implementing TQM in an organization
6. Apply course concepts and theory in a practical context.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Total Quality Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to TQM <ul style="list-style-type: none"> • What is TQM? • Basic Approach • Gurus of TQM • Defining quality • Objectives, significance benefits of TQM • Obstacles Elements of TQM • Causes of Failures of TQM programs 	3	3	0
Week 02	<ul style="list-style-type: none"> • Employee involvement • Employee motivation • Motivational theories • Importance of motivation • Maslow hierarchy theory • Herzberg's two factors theory • Employee empowerment 	3	3	0
Week 03	<ul style="list-style-type: none"> • Principles of empowering employees • Characteristics of empowered employees • Team and team work • Benefits of team work • Types of teams • Characteristics of effective team • Characteristics of successful team • Barriers to team process • Barriers to effective team building 	3	3	0
Week 04	<ul style="list-style-type: none"> • Leadership • Leadership • Characteristics of Quality Leaders • 7 Habits of highly effective people • The Deming Philosophy • Role of TQM leaders • TQM implementation 	3	3	0



Week 05	<ul style="list-style-type: none"> • Quality Council • Quality statements • Strategic Planning and 7 steps • Strategic Quality Goals and Objectives 	3	3	0
Week 06	Customer Satisfaction <ul style="list-style-type: none"> • Introduction • Who is customer? • Customer perception of quality • Feedback 	3	3	0
Week 07	<ul style="list-style-type: none"> • Using customers complains • Customer's retention • Translating needs into requirements • Additional comments • Service quality • TQM exemplary organization 	3	3	0
Week 08	<ul style="list-style-type: none"> • Supplier Partnership • Introduction • Principles of customer/suppliers relationship • Partnering • Sourcing 	3	2	2
Week 09	<ul style="list-style-type: none"> • Supplier selection • Supplier certification • Supplier rating • Relationship management • TQM exemplary organization 	3	2	2
Week 10	Benchmarking <ul style="list-style-type: none"> • Introduction • Benchmarking definitions • Reasons to benchmark • Decide what to benchmark • Understanding current performance 	3	2	2



Week 11	<ul style="list-style-type: none"> • Planning • Learning from the data • Using the findings • Pitfall and criticisms on benchmarking 	3	2	2
Week 12	<ul style="list-style-type: none"> • Quality management systems • Introduction • Benefits of ISO registration • ISO standards • Sector specific standards 	3	2	2
Week 13	<ul style="list-style-type: none"> • ISO requirements • Implementation • Documentation • Writing the documents 	3	2	2
Week 14	<ul style="list-style-type: none"> • Internal Audits • Registration • Closing documents 	3	2	2
Week 15	<ul style="list-style-type: none"> • Environmental management system • Introduction • ISO 14000 series standards • Concept of ISO 14001 • Requirements of ISO 14001 	3	2	2
Week 16	<ul style="list-style-type: none"> • Benefits EMS • Integrating ISO 9000 with ISO 14001 • Relationship to health and safety • Additional comments 	3	2	2

References:

Main Reference:

1. Total Quality Management by Dale H. Besterfield).

Supportive Reference:

1. Total Quality Management by Dale H. Besterfield).



Syllabuses and course policy of (Financial Statement Analysis)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0633
Credit Hours	3
Subject category	Professional
Pre-requisite	Financial accounting & Financial Management
Semester	6 th

COURSE DESCRIPTION

After reviewing the basic accounting principles and terminologies, this course provides the students with a clear understanding of concepts, standards and practices of financial reporting. The students learn how to read, understand and analyse a balance sheet, income statement and statement of cash flow? Other topics include: concepts of cash, receivables, inventory, payables, assets, liabilities, equity, revenue and expense recognition and ratio's analysis.

COURSE LEARNING OBJECTIVES

The specific objectives for student learning under this broad goal are:

1. Students will be able how to prepare financial statement such income statement, balance sheet, cash flow statement and statement of changes in equity.
2. To provide the student with the ability to read, understand, and analyse financial statements.
3. To learn different techniques of financial statement analysis.
4. To know how to use financial ratio such liquidity, Profitability, solvency and efficiency ratios
5. Students will be able to apply horizontal and vertical analysis's.

COURSE LEARNING OUTCOMES

At the end of the course and having completed the essential reading and activities students should be able to:

1. Understand the historical development of financial reporting.
2. Be able to understand the technical and conceptual implications of important IAS and IFRS.
3. Be able to prepare final accounts of companies.
4. Be able to analyse the financial statements for economic decision making.
5. Be able to understand the financial statement analysis tools and techniques.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Financial Statement Analysis)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction • Need for financial statements analysis • Focus on investment decisions • Classes of users • Financial information and capital markets 	3	2	2



<p>Week 02</p>	<ul style="list-style-type: none"> • The financial reporting system • General principles and measurement rules • The U.S. financial reporting system • Securities and exchange commission • Financial accounting standard Board • International Accounting standards • International organization of securities commissions • International accounting standards board • European financial reporting standards 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 03</p>	<ul style="list-style-type: none"> • Principal financial statements <ul style="list-style-type: none"> ○ The balance sheet ○ Elements of the balance sheet ○ The income statement ○ Elements of the income statement ○ Statement of comprehensive income 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 04</p>	<ul style="list-style-type: none"> • Statement of cash flows • Statement of stockholder’s equity • Footnotes • Contingencies • Supplementary schedules 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 05</p>	<p>Other sources of financial information</p> <ul style="list-style-type: none"> ○ Management discussion and analysis ○ Other data sources 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • The accrual concept • Accounting income: Revenue and expense recognition • Percentage of completion and completed contract methods 	<p>3</p>	<p>2</p>	<p>2</p>



Week 07	Analysis of cash flows <ul style="list-style-type: none"> • Statement of cash flows • Preparation of statement of cash flows • Preparation of direct method statements of cash flows • Cash flows from operations • Investing cash flow • Financing cash flow 	3	2	2
Week 08	<ul style="list-style-type: none"> • Preparation of Indirect method statements of cash flows • Analysis of cash flow information • Free cash flow and valuation • Relationship of income and cash flow • Income cash flow and the going concern Assumption 	3	2	2
Week 09	Foundations of ratio and financial analysis: currently teaching <ul style="list-style-type: none"> • Basic consideration for ratio analysis • Tools for financial statements analysis • Comparative financial statements • Trend analysis 	3	2	2
Week 10	a- Horizontal analysis b- Vertical analysis <ul style="list-style-type: none"> • Common-Size statements 	3	2	2
Week 11	<ul style="list-style-type: none"> • Discussion of ratios by category • Activity analysis • Short term (operating) activity ratios • Long term (investment) activity ratios 	3	2	2
Week 12	1. Liquidity analysis <ul style="list-style-type: none"> • Length of cash cycle • Working capital ratios and defensive interval 	3	2	2



Week 13	2. Long term debt and solvency analysis <ul style="list-style-type: none"> • Debt covenants • Capitalization table and debt ratios • Interest coverage ratios • Capital expenditure and CFO-to-debt ratios 	3	2	2
Week 14	3. Profitability analysis <ul style="list-style-type: none"> • Return on sales • Return on investment • Profitability and cash flows 	3	2	2
Week 15	4. Operating and financial leverage <ul style="list-style-type: none"> • Operating leverage • Financial leverage 5. Ratios an integrated analysis <ul style="list-style-type: none"> • Analysis of firm performance • Disaggregation of ROA • Disaggregation of ROE and its relationship to ROA 	3	2	2
Week 16	6. Earnings per share and other ratios used in valuation <ul style="list-style-type: none"> • Earnings per share • Cash flow per share • EBIT per share • Book value per share • Price-to-Earnings and price to book value Ratios • Dividend payout ratio 	3	2	2

References:**Main Reference:**

1. White, G. I., Sondhi, A. C., & Fried, D. (2002). *The analysis and use of financial statements*. John Wiley & Sons.

Supportive Reference:

1. Gibson, C. H. (2012). *Financial reporting and analysis*. Nelson Education.

2. Fridson, M. S., & Alvarez, F. (2011). *Financial statement analysis: a practitioner's guide* (Vol. 597). John Wiley & Sons.



Syllabuses and course policy of (Entrepreneurship)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0634
Credit Hours	3
Subject category	Professional
Pre-requisite	Introduction to Business
Semester	6 th

COURSE DESCRIPTION

The course is intended to provide students with an introduction to entrepreneurship. To achieve this, the course will be based on lectures and readings that illustrate the development of an idea from opportunity recognition through start up to the stage when outside money is needed. The lectures will identify the skills generally considered necessary for success in an entrepreneurial venture, with sessions covered by entrepreneurs, practitioners and policy makers from various fields. The paper also provides students with the opportunity to draw together elements of other papers in a way that will enable them to see the workings of an organization as a whole, rather than as a series of unrelated components. This is illustrated in the business plan that students have to complete.

COURSE LEARNING OBJECTIVES

1. Identify and apply the elements of entrepreneurship and to entrepreneurial processes.
2. Recognize the importance of entrepreneurship and identify the profile of entrepreneurs and their role in economic growth.
3. Use the entrepreneurial mind-set and behave responsibly and ethically in their roles as entrepreneurs.
4. Creatively analyse the business environment, opportunity recognition, and the business idea-generation process.
5. Write a business plan that creates and starts a new venture.



COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. The students will be able to know how the process of entrepreneurship and entrepreneurial works
2. The students will be able to know that how much entrepreneurship is important in terms of developing GDP of the country
3. The students will be able to create various ideas by using different techniques
4. The students will be able to know the skills and features of entrepreneurs
5. The students will be able to write a business plan practically when the students want to start their business for the first time

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Entrepreneurship)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Entrepreneurship <ul style="list-style-type: none"> • Definitions of entrepreneur. • Age concern in starting a business • Entrepreneurial Incentives • Characteristics of entrepreneur by Thomasw. Zimmerer (6th edition) • Characteristics of successful entrepreneur by David H. Holt • Entrepreneurial decision process. • Entrepreneur vs inventor • Definitions of Entrepreneurship • Entrepreneurial teams 	3	3	0
Week 02	<ul style="list-style-type: none"> • Benefits of Entrepreneurship • The potential drawbacks of entrepreneurship • Causes of Business Failures • How to avoid the pitfalls? • Characteristics of Artisan Entrepreneurs • Characteristics of Opportunistic Entrepreneurs • The Entrepreneurial Process (4 points) • To know about the basic types of start-up ventures. • Role of entrepreneurship in economic development. • Management roles • Key management skills 	3	3	0



Week 03	Sources of new ideas <ul style="list-style-type: none"> • Consumers <ul style="list-style-type: none"> ○ To guide the distribution network or team. <ul style="list-style-type: none"> ➤ Cosmetic value ➤ Shelf value ➤ Economic value ○ Social segmentation. <ul style="list-style-type: none"> ➤ Low level consumers ➤ Middle level consumers ➤ High level consumers ○ CPI (Consumer price index) 	3	3	0
Week 04	<ul style="list-style-type: none"> • Existing product and services • Distribution channel • Research and development • Federal government 	3	3	0
Week 05	Methods of generating new ideas and enterprise <ul style="list-style-type: none"> • Focus group • Definition of focus group • Explanation of focus group • Examples of focus group • Brain storming • Comparison between brain storming and focus group • Brain storming rules 	3	3	0
Week 06	<ul style="list-style-type: none"> • Selected techniques for fast decision making and evaluation <ul style="list-style-type: none"> ○ 5x5 evaluation matrix ○ 4x2 perceptual positions ○ Six Thinking Hats ○ 80/20 principles • Brain writing, • Reverse brain storming, • Gordon method, • Problem inventory analysis techniques, • Creative problem solving methodology, 	3	3	0



Week 07	Creating and starting the venture. <ul style="list-style-type: none"> • Definition of business plan • Explanation of business plan • Who should write the business plan • Contents of business plan <ul style="list-style-type: none"> ○ Table of Contents ○ Executive Summary 	3	3	0
Week 08	<ul style="list-style-type: none"> ○ General Company Description ○ The Opportunity, Industry & Market ○ Strategy ○ Business Model ○ Team – Management & Organization ○ Marketing Plan ○ Operational Plan ○ Financial Plan ○ Appendix 	3	3	0
Week 09	Legal issues for the entrepreneur <ul style="list-style-type: none"> • What is intellectual property • Definition of patents • Explanation of patents <p>Definition of Trademark</p>	3	2	2
Week 10	<ul style="list-style-type: none"> • Explanation of trademark • Definition of copy rights • Explanation of copy rights • Trade Secrets • Licensing • Insurance 	3	2	2



Week 11	Marketing plan <ul style="list-style-type: none"> • Industry Analysis • Marketing Research for the New Venture 	3	2	2
Week 12	<ul style="list-style-type: none"> • Understanding the Marketing Plan • Characteristics of marketing plan • Steps in Preparing the Marketing Plan 	3	2	2
Week 13	The organizational plan <ul style="list-style-type: none"> • Developing the Management Team • Legal Forms of Business • Tax Attributes of Forms of Business 	3	2	2
Week 14	<ul style="list-style-type: none"> • The Limited Liability Company versus the S Corporation • Designing the organization 	3	2	2
Week 15	Financial plan <ul style="list-style-type: none"> • Operating and Capital Budget • Pro Forma Income Statement 	3	2	2
Week 16	<ul style="list-style-type: none"> • Pro Forma Cash Flow Statement • Pro Forma Balance Sheet Statement • Break-Even Analysis 	3	2	2

References:**Main Reference:**

1. Hisrich, R. D., Peters, M. P., & Shepherd, D. A. (2002). *Entrepreneurship*.

Supportive Reference:

1. Casson, M., & Buckley, P. J. (2010). *Entrepreneurship*. Edward Elgar Publishing.



Syllabuses and course policy of (Business Research Method)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0735
Credit Hours	3
Subject category	Professional
Pre-requisite	Statistics
Semester	7 th

COURSE DESCRIPTION

Business Research Methods equips students with the skills to develop a research proposal and Monograph. It provides the theoretical and practical preparation for business research. The course covers the necessary skills and requirements for a literature review, research methodologies, sampling, Data collection, data analysis & processing and conclusion & report.

COURSE LEARNING OBJECTIVE

1. To develop understanding of the basic framework of research process.
2. To develop an understanding of various research designs and techniques.
3. To identify various sources of information for literature review and data collection.
4. To demonstrate knowledge of research process by conducting a literature review in their research area interest.
5. Define and develop a possible research interest area to be taken forward in their business research projects later in the second year of study.
6. To conduct an independent publishable research project.



COURSE LEARNING OUTCOME

At the end of this course, the students should be able to:

1. Recognize the importance of research as a first step in Business Studies.
2. Translate basic/applied business issues into appropriate academic research questions.
3. Understand the links between the issues being investigated and the method of investigation.
4. Understand the relevance of Western research in providing solutions to the local managers by investigating the dominant theories business education.
5. Understand the governing principles in the qualitative and the survey research traditions, the merits and of each, and of their independent and supporting roles in business contexts.
6. Use different software for statistical analysis and interpretation including SPSS, Amos, and E-Views etc.
7. Understand and apply the skills required to design and conduct research studies using qualitative and/or survey methods.
8. Acquire the ability to interpret research results and establish the substantive meaning and implications of the findings for managerial practice.
9. Apply course concepts and theory in a practical context.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Business Research Method)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Introduction • Purpose of research • Types of research 	3	3	0
Week 02	<ul style="list-style-type: none"> • Research approaches • Research methodologies 	3	3	0
Week 03	<ul style="list-style-type: none"> • Scientific method • Scientific method An overview • Value of business research • When to conduct business research (data, time constraints, cost, benefit) 	3	3	0
Week 04	Stages of research process <ul style="list-style-type: none"> • Problem discovery and definition <ul style="list-style-type: none"> ○ Using exploratory research categories ○ Literature review Data processing and analysis ○ Conclusions and report 	3	3	0
Week 05	Defining the research problem <ul style="list-style-type: none"> • research problem statement • theoretical framework • types of variables 	3	3	0
Week 06	<ul style="list-style-type: none"> • Formulating research objectives and research questions. • Formulation of hypothesis 	3	3	0
Week 07	Research design <ul style="list-style-type: none"> • Types of research design <ul style="list-style-type: none"> ○ Exploratory RD ○ Descriptive RD ○ Casual RD 	3	3	0



<p>Week 08</p>	<ul style="list-style-type: none"> • Sampling terminology • Stages in selection of sampling (target pop, sample frame, prob & non prob, sample technique, sample size, sample unit, collect data) • Probability and non-probability sampling • Errors associated with sampling • Determination of sample size 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 09</p>	<ul style="list-style-type: none"> • Appropriate sampling design • Internet sampling • Panel sampling • Factors affecting sampling (level of accuracy, level of confidence, resource availability etc) • What is statistics (descriptive & inferential) • Population parameter & sample statistics • Making data usable <ul style="list-style-type: none"> ○ Frequency distribution ○ Percentage distribution ○ Probability distribution ○ Proportion ○ Central tendency (Mean Median, Mode) ○ Measure of dispersion (Range, variance , SD) 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 10</p>	<ul style="list-style-type: none"> • Survey • Survey objectives • Straight forward questions and response • Types of questions (purposeful, concrete, open & close ended questions) • Types of responses (nominal or categorical, ordinal & numerical) 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 11</p>	<ul style="list-style-type: none"> • Survey design (experimental, descriptive (cross sections, cohorts, case control)) • Survey sampling (eligibility criteria) • Response rate • Survey instruments (questionnaire, interview etc) • Appropriate survey analysis • Important questions to be asked 	<p>3</p>	<p>2</p>	<p>2</p>



Week 12	Questionnaire design Major decision in questionnaire design <ul style="list-style-type: none"> • What should be asked • Phrasing questions • Developing a questionnaire • (Avoid complexity, double barreled, leaded and loaded questions, assumptions, ambiguity) 	3	2	2
Week 13	<ul style="list-style-type: none"> • How you will ask questions • Questionnaire design (questions sequence, layout) • Question sequence (order bias, funnel techniques, filter bias) • Layout for internet questionnaire • Common questions display on a computer screen <ul style="list-style-type: none"> ○ Radio button ○ Drop down box ○ Check box ○ Open ended box 	3	2	2
Week 14	Data analysis Stages of data analysis <ul style="list-style-type: none"> • Editing • Coding 	3	2	2
Week 15	<ul style="list-style-type: none"> • Data entry • Data analysis • Data tabulation, Graphs etc • Data transformation (charts, scatter plot etc) 	3	2	2
Week 16	<ul style="list-style-type: none"> • Interpretation, Hypothesis, different tests 	3	2	2

References:**Main Reference:**

1. Zikmund, W. G., Carr, J. C., & Griffin, M. (2013). *Business Research Methods (Book Only)*. Cengage Learning.

Supportive Reference:

1. Bell, E., Bryman, A., & Harley, B. (2018). *Business research methods*. Oxford university press.



Syllabuses and course policy of (Corporate Finance)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0736
Credit Hours	3
Subject category	Professional
Pre-requisite	Financial Management & Business Finance
Semester	7 th

COURSE DESCRIPTION

This course aims to provide the students with the fundamental concepts, principles and Approaches of corporate finance, enable the students to apply relevant principles and approaches in solving problems of corporate finance and help the students improve their overall capacities.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. The fundamental concepts of finance and types of finance.
2. The principles and Approaches of corporate finance.
3. The excel approach, Bonds, Bonds valuation and interest rates
4. The Different Approaches for Common Stock valuation
5. The concept of Risk, Return and CAPM
6. The financial markets and Calculation of capitalization.

COURSE LEARNING OUTCOME

1. Students will be able to understand and demonstrate after completing this course.
2. The fundamental concepts of corporate finance.
3. Interest concept.
4. The concept of formulating the capital structure, equity security and debt security.
5. The concept of Risk, Return and CAPM.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses and course policy of (Corporate Finance)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> Types of business organization The primary objective of the corporation: value maximization Managerial Actions to maximize shareholder wealth An overview of the capital allocation process 	3	2	2
Week 02	<ul style="list-style-type: none"> Financial securities and the cost of money (piece of papers with contractual provisions) Fundamental factors that affect the cost of money (production opportunities, time preferences for consumption, risk, inflation) Financial institutions Types of financial markets Types of market transactions (IPO, Seasoned equity offering) 	3	2	2



Week 03	<ul style="list-style-type: none"> • An excel approach 	3	2	2
Week 04	<ul style="list-style-type: none"> • An excel approach 	3	2	2
Week 05	<ul style="list-style-type: none"> • Bonds, Bonds valuation and interest rates • Bonds valuations • Bonds yields • Changes in bond values over time 	3	2	2
Week 06	<ul style="list-style-type: none"> • Bonds with semi-annual coupons • Determinants of market interest rates <ul style="list-style-type: none"> ○ Real risk free rate of interest r^* ○ The inflation premium ○ Nominal risk free rate of interest ○ The default risk premium ○ The liquidity risk premium ○ The maturity risk premium • Term structure of interest rate • Junk bonds 	3	2	2
Week 07	<ul style="list-style-type: none"> • Legal Rights and Privileges of Common Stockholders (Control of the Firm, The Preemptive Right) • Types of Common Stock • The Market for Common Stock 	3	2	2
Week 08	<p>Different Approaches for Common Stock valuation</p> <ul style="list-style-type: none"> • Dividend growth model • Using the multiples of comparable firms • Free cash flow method 	3	2	2
Week 09	<ul style="list-style-type: none"> • Risk, Return and CAPM • Standalone risk and portfolio risk 	3	2	2
Week 10	<ol style="list-style-type: none"> 1. Calculating beta coefficient 2. Relationship between risk and rates of return 	3	2	2
Week 11	<ul style="list-style-type: none"> • The WACC • Cost of debt • Cost of preferred stock 	3	2	2



Week 12	<ul style="list-style-type: none"> • Cost of common stock • The CAPM approach • Dividend yield plus growth rate or discounted cash flow(DCF) approach 	3	2	2
Week 13	<ul style="list-style-type: none"> • Comparison of CAPM, DCF and bond yield plus risk premium method • Factors affecting WACC 	3	2	2
Week 14	<ul style="list-style-type: none"> • Introduction • Meaning of capital structure • Definition of capital structure • Financial structure • Calculation of capitalization 	3	2	2
Week 15	<ul style="list-style-type: none"> • Calculation of capital structure • Calculation of financial structure • Optimum capital structure • Forms of capital structure • Factors determining capital structure • Capital structure theories • Traditional approach • Modigliani and miller approach 	3	2	2
Week 16	<ul style="list-style-type: none"> • Capital structure theory: proofs of Modigliani-Miller Models • Introducing personal taxes: The Miller model • Criticisms of the MM and Miller Models • Extension of MM Model 	3	2	2

References:**Main Reference:**

1. Ehrhardt, M. C., & Brigham, E. F. (2011). *Corporate finance: A focused approach*. Mason, OH: South-Western Cengage Learning.

Supportive Reference:

1. Brealey, R. A., Myers, S. C., & Allen, F. (2020). *Principles of corporate finance*. New York: McGraw-Hill Education.

2. Vernimmen, P., Quiry, P., Dallochio, M., Fur, Y. L., & Salvi, A. (2018). *Corporate finance theory and practice*. Chichester, West Sussex, and United Kingdom: Wiley.



Syllabuses and course policy of (International Financial Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0737
Credit Hours	3
Subject category	Professional
Pre-requisite	Financial Management & Business Finance
Semester	7 th

COURSE DESCRIPTION

This course introduces the student to the environment of international finance and its management. The topics covered include the foreign exchange market, foreign exchange risk management, international parity conditions, currency forecasting, international financing, international finance markets, multinational working capital management, international investment management, political and country risk analysis, multinational capital budgeting, currency future and options and financial innovations.

COURSE LEARNING OBJECTIVES

1. Explain the foreign exchange markets and the global monetary system.
2. Analyse the statistics from the Balance of Payments (BOP) and assess what it means for global competition.
3. Determine the fundamental principles that direct business conduct globally.
4. Describe translation, transactions, and the economic impact of currency rate fluctuations.
5. Describe how interest rate risk affects financial decision making in the international business arena.
6. Use your understanding of derivatives to control risk on global financial markets.



COURSE LEARNING OUTCOMES

After completion of course successfully students will be able to understand:

1. Use the right technologies and formats for financial communication.
2. To solve issues and make wise decisions, analyse, apply, and evaluate information in the global financial environment of foreign exchange.
3. Examine the issues with dealing in foreign currencies and the benefits and drawbacks of receiving funds from abroad.
4. Determine forward exchange rates using spot rates.
5. Identify market conventions on exchange rate quotation and correctly calculate those quotations.
6. Describe how futures and option contracts are used to reduce foreign exchange risk.
7. Have a thorough understanding of the various hedging techniques, such as contingent and forward rate hedging.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (International Financial Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Globalization and the multinational firm: <ul style="list-style-type: none"> The Major Dimensions of International Finance Goals for International Financial Management 	3	3	0
Week 02	<ul style="list-style-type: none"> Globalization: Recent Trends The Multinational Corporation 	3	3	0
Week 03	The international monetary system: <ul style="list-style-type: none"> Bimetallism Classic Gold Standard Interwar period Bretton Woods System 	3	3	0
Week 04	<ul style="list-style-type: none"> The Flexible Exchange Rate Regime Existing Exchange Rate Arrangements European Monetary Union The Mexican Peso Crisis The Asian Currency Crisis Fixed versus Flexible Exchange- Rate Regimes 	3	3	0
Week 05	The market for foreign exchange <ul style="list-style-type: none"> Function and Structure of the Forex Market The Spot Market The Forward Market 	3	3	0
Week 06	International parity relationships & forecasting foreign exchange rates: <ul style="list-style-type: none"> Interest Rate Parity Purchasing Power Parity 	3	3	0
Week 07	<ul style="list-style-type: none"> The Fisher Effects Forecasting Exchange Rates 	3	3	0
Week 08	International bond market: <ul style="list-style-type: none"> The World Bond Markets- A Statistical Perspective Foreign Bonds and Eurobonds 	3	3	0



Week 09	<ul style="list-style-type: none"> • Types of Instruments • Statistics on International Bond Offerings • International Bond Market Credit Ratings 	3	3	0
Week 10	<ol style="list-style-type: none"> 3. Eurobond Market Structure and Practices 4. International Bond Market Indexes 	3	3	0
Week 11	International equity markets: <ul style="list-style-type: none"> • A Statistical Perspective of International Equity Markets • Market Structure, Trading Practices and Costs 	3	3	0
Week 12	<ul style="list-style-type: none"> • International Equity Market Benchmarks • World Equity Benchmark Shares • Trading in International Equities • Factors Affecting International Equity Returns 	3	3	0
Week 13	Currency and interest rate swaps: <ul style="list-style-type: none"> • Size of the swap market • Interest Rate Swaps • Currency Swaps 	3	3	0
Week 14	<ul style="list-style-type: none"> • Swap Market Quotations • Swap Risks • Efficiency of Swap Markets 	3	3	0
Week 15	Management of transaction exposure: <ul style="list-style-type: none"> • Forward Market Hedge • Money Market Hedge • Options Market Hedge • Hedging Contingent Exposure • Hedging Recurrent Exposure 	3	3	0
Week 16	<ul style="list-style-type: none"> • Hedging through Invoice Currency • Hedging through Lead and Lag • Exposure Netting • When to Hedge • Usage of Risk Management Products 	3	3	0

References:**Main Reference:**

1. Sharan, V. (2012). *International financial management*. PHI Learning Pvt. Ltd..

Supportive Reference:

1. Sharan, V. (2012). *International financial management*. PHI Learning Pvt. Ltd..



Syllabuses and course policy of (International Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0738
Credit Hours	3
Subject category	Professional
Pre-requisite	Principles of Management
Semester	7 th

COURSE DESCRIPTION

This course has been designed to equip the students of management specialization to provide them the knowledge and tools for management in international organization and understand the institutional and cultural context in which forms the operate. This program gives them insight in – tools to manage Int. organizations during the course of program. They will require skills that they need to work in another context.

COURSE LEARNING OBJECTIVES

By the completion of this course students will be able to understand the basic ideas about international management

1. The students will be able to understand international management and Multinational corporations MNC, s.
2. The students will be able to get more information about Political systems.
3. By the completion of this course students will learn more about culture and Elements of culture.
4. In international management students will be able to get more information about Motivations.

COURSE LEARNING OUTCOMES

1. Describe cultural dimensions based on cultural frameworks and apply them to global business settings.
2. Develop cultural intelligence to interact and manage people from different Cultures.
3. Discuss ethical issues faced by businesses in a global environment.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (International Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> Introduction to International Management. What is MNC'S Reasons and criticisms of MNC'S. Criticism of MNC'S 	3	3	0



Week 02	<ul style="list-style-type: none"> • Globalization vs Internationalization • Pros and Cons of Globalization. • Global Economic System. 	3	3	0
Week 03	<ul style="list-style-type: none"> • Defining different political ideologies. 	3	3	0
Week 04	Knowledge about different political in the world	3	2	2
Week 05	Global foundations of law.	3	2	2
Week 06	<ul style="list-style-type: none"> • What is culture? • Elements of culture. 	3	2	2
Week 07	<ul style="list-style-type: none"> • Cultural diversity. • Impacts of Culture on managerial Approaches • Hofstede Theory of Culture. 	3	2	2
Week 08	<ul style="list-style-type: none"> • Social Class Measurement and Categorization • Social Class and Consumer Behavior 	3	2	2
Week 09	<ul style="list-style-type: none"> • Types of Multiculturalism • Potential problems associated with diversity. 	3	3	0
Week 10	<ul style="list-style-type: none"> • Motivations. • The nature of motivation. • Basic process of Motivation 	3	3	0
Week 11	<ul style="list-style-type: none"> • Motivation across the culture • Assumption of content process. • Hierarchy of needs • International Findings 	3	3	0
Week 12	<ul style="list-style-type: none"> • Two factors theory • International Findings. • Achievement motivation theory • International findings of the theory 	3	3	0



Week 13	HR selection and development across culture. <ul style="list-style-type: none"> • Importance of IHR • Basic sources for MNC'S • Expatriates • Reasons for expats failure in Japan firms. • Reasons for US expats failure. • Motivation of US expats. • Key expats success factors. 	3	3	0
Week 14	<ul style="list-style-type: none"> • Staffing Policies for MNC'S • Ethnocentric approach • Polycentric approach • Geocentric approach. 	3	3	0
Week 15	<ul style="list-style-type: none"> • Types of training programs. • Global leadership programs. • Selection criteria for international assignment. • Common elements of compensation packages. 	3	3	0
Week 16	<ul style="list-style-type: none"> • Final presentations and quiz 	3	3	0

References:**Main Reference:**

1. Robertson, N., Clow, K., Solomon, M., Schiffman, L., & Fill, C. (2010). Advertising and Consumer Behavior.

Supportive Reference:

1. Robertson, N., Clow, K., Solomon, M., Schiffman, L., & Fill, C. (2010). Advertising and Consumer Behavior.



Syllabuses and course policy of (Leadership)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0739
Credit Hours	3
Subject category	Professional
Pre-requisite	OB & Principles of Management
Semester	7 th

COURSE DESCRIPTION

Leadership is one of the most salient aspects of the organization context. The course is designed to discuss several important aspects of leadership including a description of what leadership is and a description of several popular theories and styles of leadership. The primary purpose of the course is to make students familiar with the role of emotions and vision, as well leadership effectiveness and performance.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. Develop a fundamental understanding of leadership and the skills manifest in effective leaders.
2. Explain the underlying theories and current research findings for effective leadership behaviors in the workplace.
3. Transformational Leadership Frameworks.
4. Transactional Leadership Frame Work.
5. Charismatic leadership style framework.
6. Analysis of Contingency and Situational Leadership.
7. Influence Tactics of Leaders.



COURSE LEARNING OUTCOME

After studying this course the students should be able to:

1. Explain the concepts of Leadership and its important components: -Leader, Followers, and Situation
2. Discuss the important traits of good leaders and how to learn these traits
3. Explain the underlying theories and current research findings for effective leadership behaviors in the workplace.
4. Apply different leadership styles to lead effectively in their personal and professional settings.
5. Explore, articulate and synthesis leadership choices in making business decisions and ethical judgments.
6. Evaluate others as well as their own leadership and managerial potential.
7. Identify the individual & situational characteristics that affect leadership effectiveness.
8. Develop effective leaders and followership.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Leadership)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	The Nature and Importance of Leadership <ul style="list-style-type: none"> • Introduction (General + Course) • Meaning of Leadership • Definitions of Leadership • Leadership as a Partnership 	3	3	0
Week 02	<ul style="list-style-type: none"> • leadership roles • The satisfaction of being a leader • The frustration of being a leader 	3	3	0
Week 03	Traits, Motives and Characteristics of Leadership <ul style="list-style-type: none"> • Universal Theory of Leadership • Personality Traits of Effective Leaders <ul style="list-style-type: none"> ○ General personality traits ○ Task related personality traits 	3	3	0
Week 04	<ul style="list-style-type: none"> • Leadership Motives • Cognitive Factors and Leadership • Influence of heredity and environment on leadership • Strength and limitation of trait approach 	3	3	0
Week 05	Charismatic and Transformational Leadership <ul style="list-style-type: none"> • Meanings of Charisma • Effects of Charisma • Types of Charismatic Leaders 	3	3	0
Week 06	<ul style="list-style-type: none"> • Characteristics of Charismatic Leaders • The Vision Component of Charismatic Leaders • Communication Style of Charismatic Leaders • Development of charisma 	3	3	0
Week 07	<ul style="list-style-type: none"> • Transactional VS Transformational Leadership • How Transformation Takes Place • Attributes of Transformational Leaders 	3	3	0



Week 08	Leadership Behavior, Attitude, and Styles <ul style="list-style-type: none"> • The Great Man Theory • Trait Theories • Background of behavioral theories • The Ohio State University Studies • Some Research Findings & Implications 	3	3	0
Week 09	<ul style="list-style-type: none"> • The University of Michigan Studies • Task-Related Attitudes and Behaviors • Relationship-Oriented Attitudes and behaviors • Blake and Mouton's Managerial/Leadership Grid • Leadership Grid Styles 	3	3	0
Week 10	Leadership Styles <ul style="list-style-type: none"> • Leadership styles • Autocratic Leadership Style • Democratic leadership Style • Free-rein Leadership Style 	3	3	0
Week 11	<ul style="list-style-type: none"> • Entrepreneurial Leadership 	3	3	0
Week 12	Contingency and Situational Leadership <ul style="list-style-type: none"> • Situational influence on effective leadership behavior • Fiedler's Contingency Theory 	3	3	0
Week 13	<ul style="list-style-type: none"> • The Path – Goal Theory of leadership effectiveness 	3	3	0
Week 14	Influence Tactics of Leaders <ul style="list-style-type: none"> • A Model of Power and Influence 	3	2	2
Week 15	<ul style="list-style-type: none"> • Influence Tactics (Ethical & Unethical) 	3	2	2
Week 16	<ul style="list-style-type: none"> • Sequencing of Influence Tactics 	3	2	2

References:**Main Reference:**

1. DuBrin, A. J. (2015). *Leadership: Research findings, practice, and skills*. Nelson Education.

Supportive Reference:

1. Keating, C. J. (1982). *The leadership book*. Paulist Press.



Syllabuses and course policy of (Islamic Banking and Finance)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0740
Credit Hours	3
Subject category	Professional
Pre-requisite	Money Banking & Finance
Semester	7 th

COURSE DESCRIPTION

The recent financial crises at world level have drawn global attention to alternative system of financial intermediation Islamic banking and finance. Although the concept of Islamic banking and finance trace back to 1400 years, its recent history can be dated to the 1970s when Islamic bank in Saudi Arabia and UAE launched. Bahrain and Malaysia emerged as centre of excellence in 1990s. It's now a days manage almost 1 trillion assets worldwide under the Islamic finance. Estimated growth rate up to 20% per year, the need for human capital to bring Islamic finance to the position at which where it deserves. Hundreds of employees need within country for different banks, some of conventional banks in the process of transforming to Islamic banking. This course gives comprehensive introduction to Islamic banking and finance with the analysis of Afghanistan market demand.

COURSE LEARNING OBJECTIVES

1. To enable the students to understand the Islamic banking concepts at various levels in general.
2. To help the students focus on and analyses the issues related to different economic system.
3. To develop the application of Islamic modes of finance
4. To enable the students to integrate the understanding of factors of production in islam.

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able

1. To describe the subject of Islamic banking and finance
2. To understand Islamic modes of finance
3. To Know the Islamic economic system
4. To understand the logic behind the prohibition of Riba in Islam
5. To know the concept of factors of production from Islamic point of view



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Islamic Banking and Finance)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Islamic economics system <ul style="list-style-type: none"> • Introduction • Economic philosophy of Islam • Distribution of wealth 	3	3	0
Week 02	<ul style="list-style-type: none"> • Difference between Islamic economy, socialism and capitalism • Factors of production in Islamic economic system 	3	3	0
Week 03	Riba <ul style="list-style-type: none"> • What is Riba? • Types of Riba • Riba an Nasiyah 	3	3	0



Week 04	<ul style="list-style-type: none"> • Rabi an Fadle • Current implication of Riba • Simple and compound interest 	3	3	0
Week 05	Contract in Islam <ul style="list-style-type: none"> • What is contract? • Rights, obligation and responsibilities in contract • Valid contract condition • Sale and types of sale • Valid sale elements 	3	3	0
Week 06	Islamic modes of finance <ul style="list-style-type: none"> • Musharakah, definition and classification of Musharakah • Musharakah types • Shirkatul Aqd • Shirkatula Amwal • Shirkatulmaal • ShirkatwajooH 	3	3	0
Week 07	<ul style="list-style-type: none"> • Rules and regulation for ShirkatulAqd • Rules capital • Rules for profit and loss • Power and rights in Musharakah • Termination of Musharakah 	3	3	0
Week 08	Mudarabah <ul style="list-style-type: none"> • Meaning and definition of Mudarabah • Types of Mudarabah • Mudarabah Al Muqayyadah 	3	3	0
Week 09	<ul style="list-style-type: none"> • Mudarabah Al Mutalaqah • Difference between Mudarabah and Musharakah 	3	3	0
Week 10	<ul style="list-style-type: none"> • Mudarabah expenses • Distribution of profit and loss • Rules for Mudarib • Termination of Mudarabah • Application of Mudarabah 	3	3	0



Week 11	Murabaha <ul style="list-style-type: none"> • Meaning and definition • Difference between Murabaha and sale • Basic Rules for Murabaha 	3	3	0
Week 12	<ul style="list-style-type: none"> • Step by step Murabaha financing • Issues in Murabaha • Mistake in Murabaha • Application of Murabaha 	3	3	0
Week 13	Ijarah <ul style="list-style-type: none"> • What is leasing/ Ijarah? • Basic of leasing • Subject of lessee 	3	3	0
Week 14	<ul style="list-style-type: none"> • Period of period of lease • Determination of rent • Penalty for late payment of rent • Residual value of lease asset 	3	3	0
Week 15	Application of Islamic banking <ul style="list-style-type: none"> • Project financing • Import financing 	3	3	0
Week 16	<ul style="list-style-type: none"> • Working capital financing • Export financing 	3	3	0

References:**Main Reference:**

1. Usmani, M. I. A., & Zubairi, Z. (2002). *Islamic Banking*. Karachi: Darul-Ishaat Urdu Bazar.

Supportive Reference:

1. Kettell, B. (2011). *Introduction to Islamic banking and finance* (Vol. 551). John Wiley & Sons.



Syllabuses and course policy of (Auditing and Assurance)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0841
Credit Hours	3
Subject category	Professional
Pre-requisite	Accounting & Business Ethics
Semester	8 th

COURSE DESCRIPTION

This subject is specially designed for making the students aware of different techniques involved in auditing and preparing the taxations of the organization. This subject is dividing into two main purposes of audit and assurance. Throughout the course of the study, the students will read, understand and will be fully able to apply the basic techniques, planning, and conducting the audit tasks and ensure the transparency of the accounting system and the financial statements of the entity.

COURSE LEARNING OBJECTIVES

The specific objectives for student learning under this broad goal are:

1. Students will able to explain the meaning, concept and types of auditing and assurance.
2. Students will able to know the auditing and accounting standard and concepts.
3. To discuss the concept of internal control system, objective and principles of internal control system.
4. To learn audit planning and audit risk
5. To learn about audit report and how to distinguish different types of audit reports.



COURSE LEARNING OUTCOMES

At the end of the course and having completed the essential reading and activities students should be able to:

1. Explain why external audits and other types of assurance services are conducted
2. Discuss the duties of auditors and other assurance providers and how these have changed over time
3. Explain the meaning of concepts that are fundamental to auditing and assurance services, such as 'independence', 'evidence', 'risk', 'materiality'
4. Describe, in general terms, the processes involved in auditing and other assurance services
5. Distinguish between compliance and substantive testing and describe various audit tests
6. Discuss the form, content and importance of the reports provided at the end of the audit or assurance service
7. Discuss the issue of legal liability arising from audits and other assurance services
8. Discuss current developments in auditing and assurance services.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Auditing and Assurance)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • What is Assurance? • Elements of an audit engagement. • Types of assurance engagement <ul style="list-style-type: none"> a. Reasonable assurance b. Limited assurance. • External audit engagement • Need for external audit • Benefits of an audit • Expectation gap 	3	2	2
Week 02	<ul style="list-style-type: none"> • Limitation of an audit • Review engagement • Key terminologies <ul style="list-style-type: none"> ○ Accountability ○ Agency ○ Stewardship ○ Fiduciary relationship ○ True and fair • Stakeholder groups 	3	2	2
Week 03	<ul style="list-style-type: none"> • The need for regulation <ul style="list-style-type: none"> a. Harmonization b. Audit quality c. Ethical code of conduct • Auditing standards <ul style="list-style-type: none"> a. IFAC b. Codes of Ethics c. IAASB d. IASs 	3	2	2



<p>Week 04</p>	<ul style="list-style-type: none"> • Who needs an audit and why? • Reasons for exempting small companies from audit • Who may act as an auditor? • Who may not act as auditor? • How auditors are appointed and removed? • Auditors rights and duties 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 05</p>	<ul style="list-style-type: none"> • The need for professional ethics • The IFAC and ACCA codes and the conceptual framework <ul style="list-style-type: none"> a. The fundamental principles b. Objectivity c. Professional behavior d. Confidentiality e. Integrity f. Professional competence and due care 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • Identifying the threats and its steps • Threats and safeguards <ul style="list-style-type: none"> a. Self-interest threats and its safeguards b. Self-review threats and its safeguards c. Familiarity threats and its safeguards d. Intimidation threats and its safeguards e. Advocacy threats and its safeguards • Accepting new audit engagement <ul style="list-style-type: none"> a. Direct client request b. Advertising c. Tendering • Engagement letter 	<p>3</p>	<p>2</p>	<p>2</p>



<p>Week 07</p>	<ul style="list-style-type: none"> • The importance of risk assessment • What is misstatement? • Types of misstatements <ul style="list-style-type: none"> f. Factual misstatements g. Judgmental misstatements h. Projected misstatement 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 08</p>	<ul style="list-style-type: none"> • What is materiality? • What is the significance of materiality? • How is materiality determined? • Audit Risk <ul style="list-style-type: none"> a. Inherent risk b. Control risk c. Detection risk • Auditor’s response to risk assessment 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 09</p>	<ul style="list-style-type: none"> • Purpose of planning • The planning process • The audit strategy • The relationship between the audit strategy and the audit plan • Interim audits • Impact of interim audit work on the final audit 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 10</p>	<ul style="list-style-type: none"> • The impact of fraud • The external auditor’s responsibility • Reporting of fraud • The director’s responsibility • Audit Documentation 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 11</p>	<ul style="list-style-type: none"> • Audit evidence • Appropriate evidence • Financial statements assertions • Sources of audit evidence • Types of audit procedures 	<p>3</p>	<p>2</p>	<p>2</p>



Week 12	<ul style="list-style-type: none"> • Sampling • Sampling risks • Evaluating misstatements in a sample • Using the work of others 	3	2	2
Week 13	<ul style="list-style-type: none"> • The effects of controls on the audit • The components of an internal control systems • Documenting client systems 	3	2	2
Week 14	<ul style="list-style-type: none"> • Testing the system <ul style="list-style-type: none"> a. Sales system b. Purchase system c. Payroll system d. The inventory system e. Cash cycle 	3	2	2
Week 15	<ul style="list-style-type: none"> • Reporting • Audit Opinion 	3	2	2
Week 16	<ul style="list-style-type: none"> • Qualified Report • Unqualified Report 	3	2	2

References:**Main Reference:**

1. Louwers, T., Blay, A., Sinason, D., Strawser, J., & Thibodeau, J. (2017). Auditing & Assurance Services (Auditing and Assurance Services) (7th ed.). McGraw-Hill Education.

Supportive Reference:

1. Gupta, K. (1987). *Contemporary auditing*. Tata McGraw-Hill Publishing Company.



Syllabuses and course policy of (Investment analysis and Portfolio Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0842
Credit Hours	3
Subject category	Professional
Pre-requisite	Corporate Finance & Financial Management
Semester	8 th

COURSE DESCRIPTION

This course will familiar the students with the basic concepts and practices of investment. And it covers the types of investment, investment alternatives, securities markets, measures of risk and return, assets allocation decision, portfolio risk and return, CAPM and APT from investment viewpoint.

COURSE LEARNING OBJECTIVES

1. To enable the students to understand the Concepts of investment, speculation and gambling.
2. To help the students focus on and analyses the steps of investment process.
3. To develop relevant skills necessary for investment alternatives.
4. To enable the students to integrate the understanding of various sources of risk.

COURSE LEARNING OUTCOMES

On completion of this course, the students will be able:

1. To describe the subject of investment.
2. To understand the types of investment and different investment alternatives.
3. To measure the risk and return for individual assets.
4. To measure the risk and return for a portfolio of assets.
5. To know the concept of CAPM and APT from investment viewpoint.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Investment analysis and portfolio management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Investments and Introduction <ul style="list-style-type: none"> • Definition • Investment vs. Speculating & Gambling. • Importance of investments • The Basis of Investment Decisions. 	3	3	0



<p>Week 02</p>	<p>Investment Alternatives</p> <ul style="list-style-type: none"> • Organizing financial assets. • Non-marketable financial assets. • Money market securities. • Fixed Income Securities <ul style="list-style-type: none"> ○ Bonds ○ Types of Bonds • Equity Securities <ul style="list-style-type: none"> ○ Preferred Stock ○ Common Stock. <p>Derivative Securities</p> <ul style="list-style-type: none"> • Forward • Options • Futures Contracts • Swap 	<p>3</p>	<p>3</p>	<p>0</p>
<p>Week 03</p>	<p>Types of investment</p> <ul style="list-style-type: none"> • Direct investing and Indirect Investing • Investment Company • Unit Investment Trusts • Closed –End Investment Companies • Open – End Investment Companies 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 04</p>	<p>Securities Markets</p> <ul style="list-style-type: none"> • Primary Markets • Investment Banker • Global Investment Banking • Private Placemats • Secondary Markets • Auction Markets • Negotiated Markets • In-House Trading 	<p>3</p>	<p>2</p>	<p>2</p>



Week 05	Measures of return and risk <ul style="list-style-type: none"> • Measure of historical rate of return • Computing mean historical return 	3	2	2
Week 06	<ul style="list-style-type: none"> • Calculating expected rates of return • Measuring the risk of expected rates of return • Risk measure for historical return 	3	2	2
Week 07	Determinants of required rates of return <ul style="list-style-type: none"> • The real risk free rate • Factors influencing the nominal risk free rate • Risk premium and portfolio theory • Fundamental versus systematic risk 	3	2	2
Week 08	An introduction to portfolio management <ul style="list-style-type: none"> • Background • Risk aversion • Definition of risk • Markowitz portfolio theory 	3	2	2
Week 09	<ul style="list-style-type: none"> • Expected rate of return, Variance & S.D for an individual investment • Expected rate of return, variance & S.D for a portfolio 	3	2	2
Week 10	<ul style="list-style-type: none"> • A three asset portfolio 	3	2	2
Week 11	An introduction to asset pricing model <ul style="list-style-type: none"> • Background for capital market theory • Risk free asset • The market portfolio 	3	2	2
Week 12	The capital asset pricing model expected return and risk <ul style="list-style-type: none"> • The security market line (SML) • Relationship between systematic risk and return 	3	2	2



Week 13	Multi factor models of risk and return <ul style="list-style-type: none"> • Arbitrage pricing theory • Using the APT • Security valuation with APT 	3	2	2
Week 14	<ul style="list-style-type: none"> • Empirical test of APT • Multi factor models and risk estimation 	3	2	2
Week 15	<ul style="list-style-type: none"> • The asset allocation decision • Individual investor life cycle • Life cycle net worth and investment strategies • Life cycle investment goals 	3	2	2
Week 16	<ul style="list-style-type: none"> • The portfolio management process • Investment objectives • Investment constraints • The importance of asset allocation 	3	2	2
References:				
Main Reference:				
1. Reilly, F. K., & Brown, K. C. (2003). <i>Investment analysis and portfolio management</i> . Mason, Ohio: South-Western/Thomson Learning.				
Supportive Reference:				
1. Levišauskait, K. (2010). <i>Investment analysis and portfolio management</i> . Leonardo da Vinci program project, Vytautas Magnus University Kaunas, Lithuania.				



Syllabuses and course policy of (Organizational Development)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0843
Credit Hours	3
Subject category	Professional
Pre-requisite	HRM & Change Management
Semester	8 th

COURSE DESCRIPTION

In this day and age of globalization which has been spurred by quantum leaps in the field of information and communication technology, companies have been faced with a situation of rapid changes. The rapid changes are usually major changes that changes the way of thinking and doing, corporate are often caught in quandary over how to implement the changes. The alternative is to fall the wayside. Company employees are likewise deeply affected since the burnt of implementing changes falls on their shoulders. Thus, OD efforts are managing in the formal organization by either the corporate planning department of the human resources department or both working in tandem.

COURSE LEARNING OBJECTIVES

1. Understand the process of organizational change as led by an OD practitioner.
2. Examine the types of OD interventions and identify when and why they are applied.
3. Be able to structure and propose an OD intervention.
4. Apply OD principles and concepts to specified case studies.



COURSE LEARNING OUTCOMES

At the completion of this course, students will have been presented concepts and resources that should give you the tools to:

1. Define various terms relating to organizational development & change
2. Identify and describe the historical and contemporary transformations impacting the workplace and how those factors impact organizations and their work
3. Recognize ethical principles in organization development
4. Apply principles of systems thinking and relevant theories that are foundational to organizational change current research concerning individuals, groups, and organizations to the process of change.
5. Recognize common symptoms and reactions to change in the workplace and recommended interventions to address the reactions/resistance
6. Describe the main principles and characteristics of the multiple models for managing organizational change and apply those models in analyzing organizational change initiatives.
7. Evaluate and assess an organizational change program
8. Develop an awareness of influencing and facilitating change
9. Design and plan the implementation of multiple OD interventions
10. Enact human relations principles in the change process

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Organizational Development)

Number of weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Organization Development Introduction. <ul style="list-style-type: none"> • The Challenge for Organizations • The Growth and Relevance of OD • Globalization • Information technology, • Managerial innovation. 	3	2	2
Week 02	<ul style="list-style-type: none"> • Definition of O.D • Explanation of all the terms used in definition. • The Organization of the Future • Successful firms sharing certain common traits 	3	2	2
Week 03	Unique Change Strategy <ul style="list-style-type: none"> • Purchase of Expertise Model • Doctor-patient Model • Process Consultation Model 	3	2	2
Week 04	Hallmarks of change process/ the most distinguishing features of development process. <ul style="list-style-type: none"> • Change • Collaborate • Performance • Humanistic • Systems • Scientific Phases in Change/development Process <ul style="list-style-type: none"> • Shock and Surprise • Denial and Refusal • Rational Understanding • Emotional Acceptance • Exercising and Learning • Realization. • Integration 	3	2	2



Week 05	A Model for Organizational Development <ul style="list-style-type: none"> • Anticipate a Need for Change • Develop the Practitioner-Client Relationship • The Diagnostic Phase • Action Plans, Strategies, and Techniques • Self-Renewal, Monitor, and Stabilize 	3	2	2
Week 06	The Organization Culture <ul style="list-style-type: none"> • The Organization Culture • Visible Manifestations of Culture • Invisible Manifestations of Culture 	3	2	2
Week 07	Norms <ul style="list-style-type: none"> • Pivotal norms • Peripheral norms The socialization process <ul style="list-style-type: none"> • New Employee Expectations • Encounter Organization's Culture • Adjustment to organization • Results 	3	2	2
Week 08	Models & Theories of Planned Change. <ul style="list-style-type: none"> • Lewin's change model, 	3	2	2
Week 09	<ul style="list-style-type: none"> • The action research model, 	3	2	2
Week 10	<ul style="list-style-type: none"> • Burke – Litwin Model of Organizational Change 	3	2	2
Week 11	Creating a Climate for Change. <ul style="list-style-type: none"> • OD Practitioner Styles • The Stabilizer Style • The Cheerleader Style 	3	2	2
Week 12	<ul style="list-style-type: none"> • The Analyzer Style • The Persuader Style • The Pathfinder Style 	3	2	2



<p>Week 13</p>	<p>Practitioner-Client Relationship Modes</p> <ul style="list-style-type: none"> • The apathetic mode • The gamesmanship mode • The charismatic mode • The consensus mode 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 14</p>	<p>Organizational Transformation</p> <ul style="list-style-type: none"> • What is organizational transformation • Why transform the organization • Organizational transformational process 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 15</p>	<ul style="list-style-type: none"> • Direction and support • Translating strategies into action plans • Realignment 	<p>3</p>	<p>2</p>	<p>2</p>
<p>Week 16</p>	<ul style="list-style-type: none"> • Initiating cultural change in the organization • Transformation during merger and acquisition 	<p>3</p>	<p>2</p>	<p>2</p>
<p>References:</p>				
<p>Main Reference:</p> <p>1. Cummings, L. L., & Schwab, D. P. (1973). <i>Performance in organizations: Determinants & appraisal</i>. Good Year Books.</p>				
<p>Supportive Reference:</p> <p>1. Lawler, E. E., & Lawler III, E. E. (1981). <i>Pay and organization development</i> (Vol. 3990). Prentice Hall.</p>				



Syllabuses and course policy of (Conflict Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0844
Credit Hours	4
Subject category	Professional
Pre-requisite	OB and Change Management
Semester	8 th

COURSE DESCRIPTION

Conflict situations are an important aspect of the workplace. A conflict is a situation when the interests, needs, goals or values of involved parties interfere with one another. A conflict is a common phenomenon in the workplace. Different stakeholders may have different priorities: conflict may involve team members, departments, projects, organization and client, boss and subordinate, organization needs vs. personal needs. Often a conflict is the result of perception. Is conflict a bad thing? Not necessarily. Often a conflict presents opportunities for improvements. Therefore, it is important to understand and apply various conflict resolution techniques.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. The basic concept of conflict management, transitions in conflict thoughts, types and levels of conflict and functional and dysfunctional outcomes
2. Understanding conflict process
3. Understanding negotiation, evaluation of bargaining strategies and evaluating and implementing five negotiation strategies
4. Make the students understand third party interventions and to know when and how to apply different interventions
5. Understanding trust and interest and how to create trust worthy environment in an organization
6. understanding perception and the role of perception in attitude formation and decision making.



COURSE LEARNING OUTCOME

Successful these course students will be able to:

1. Describe and explain the importance of Conflict Management
2. Learn, practice and follow a process of resolving conflict
3. Become more confident in handling interpersonal and common workplace conflict situations
4. Find out their own preferred style of resolving conflict and become aware of the different styles of resolving conflict
5. Follow a step-by-step process of successfully mediating conflict between two parties.
6. Understand the processes of negotiation, mediation, and arbitration
7. Apply course concepts and theory in a practical context.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Conflict Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> • Definitions of conflict • Organizational conflict • Competition vs conflict • Changing scenario of conflict • Transition in conflict thoughts 	4	4	0
Week 02	<ul style="list-style-type: none"> • Stages of conflict episode <ul style="list-style-type: none"> ○ Latent conflict ○ Manifest ○ Conflict after math • Conflict and organization performance • Levels of conflict <ul style="list-style-type: none"> ○ Individual conflict ○ Group conflict ○ Organizational conflict • Types of conflict On the basis of functionality and dysfunctionality <ul style="list-style-type: none"> ○ Task conflict ○ Relationship conflict ○ Process conflict • Distinction between constructive and destructive conflict 	4	4	0



<p>Week 03</p>	<ul style="list-style-type: none"> • Conflict stimulation • When to stimulate conflict • Conflict stimulating strategies • Conflict resolution styles • Conflict management strategies • Conflict stimulating strategies • Sources of conflict (Daniel Katz approach) • Parties to conflict • Dispute • Agent • Principal • Advocate • Constituent • Alternative dispute resolution • Symptoms of conflict 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 04</p>	<p>Conflict Process and Conflict management</p> <ul style="list-style-type: none"> • Potential opposition of incompatibility <ul style="list-style-type: none"> ○ Communication ○ Structure ○ Personal variable • Cognition and personalization <ul style="list-style-type: none"> ○ Perceived conflict ○ Felt conflict ○ Negative emotions ○ Positive feeling 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 05</p>	<ul style="list-style-type: none"> • Intentions • Behavior <ul style="list-style-type: none"> ○ Visualizing conflict behavior ○ Conflict-Intensity Continuum • Outcomes <ul style="list-style-type: none"> ○ Functional outcomes from conflict ○ Dysfunctional outcomes from conflict ○ Creating Functional Conflict 	<p>4</p>	<p>4</p>	<p>0</p>



<p>Week 06</p>	<p>Negotiation</p> <ul style="list-style-type: none"> • What is negotiation • Forms of negotiation v <ul style="list-style-type: none"> ○ Simple negotiation ○ Assisted negotiation • Personal nature of negotiation • Not everything is negotiable • Components of negotiation performance • How to develop your effective personal negotiation power 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 07</p>	<ul style="list-style-type: none"> • A general plan how to develop your effective personalized negotiation strategies • Bargaining strategies <ul style="list-style-type: none"> ○ Integrative bargaining ○ Distributive bargaining • Individual differences in negotiation 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 08</p>	<p>Assessing the negotiation styles</p> <ul style="list-style-type: none"> • The five negation styles 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 09</p>	<p>Assessing the negotiation styles</p> <ul style="list-style-type: none"> • The five negation styles 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 10</p>	<ul style="list-style-type: none"> • Dual concern model 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 11</p>	<p>Third party interventions</p> <ul style="list-style-type: none"> • Conciliation • Mediation 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 12</p>	<ul style="list-style-type: none"> • Arbitration • Adjudication/litigation 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 13</p>	<p>Trust and its significance</p> <ul style="list-style-type: none"> • What is trust • What is mistrust • Trust and conflict • Three levels of trust <ul style="list-style-type: none"> ○ Knowledge based trust ○ Calculus based trust ○ Identification based trust • Advantages of high level trust 	<p>4</p>	<p>4</p>	<p>0</p>



<p>Week 14</p>	<ul style="list-style-type: none"> • Effects of trust • Building trust • Business relationship • Achieving business relationship through effective agreement drafting • Low trust situation • Dealing with low trust situation 	<p>4</p>	<p>4</p>	<p>0</p>
<p>Week 15</p>	<p>Interest analysis</p> <ul style="list-style-type: none"> • What is interest • What is interest analysis • Analyzing your interest • Positional bargaining • Purpose of interest analysis • Analysis of other disputant interest • Conflict union • Interest and conflict union 	<p>4</p>	<p>3</p>	<p>2</p>
<p>Week 16</p>	<p>Understanding the importance of perception in negotiation</p> <ul style="list-style-type: none"> • What is perception • Complexity of perception • Attribution theory • Role of perception in attitude formation • Role of perception in goals and decision 	<p>4</p>	<p>3</p>	<p>2</p>

References:

Main Reference:
 1. Wilmot, W. W., & Hocker, J. L. (2010). *Interpersonal conflict*. McGraw-Hill Higher Education.

Supportive Reference:
 1. Sillars, A. L. (2010). Interpersonal conflict. *The handbook of communication science*, 273-290.



3. Course syllabuses of Elective subjects

Syllabuses and course policy of (Taxation)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0845
Credit Hours	2
Subject category	Elective
Pre-requisite	Business Math & Macroeconomics
Semester	8 th

COURSE DESCRIPTION

This course is designed to give an overview of Afghanistan's Taxation system and Law. This course will cover Afghanistan income Tax Law, Customs Law & Enterprise Law to some extent. The income tax Law consists of Seventeen chapters (113 Articles). Each chapter covers different topic regarding Afghanistan Income Tax Law.

This course is designed to improve the students' knowledge about Afghanistan taxation system, Tax calculation on the income of natural and legal persons who are residents of Afghanistan, Taxable income of different people, Tax on business receipt, Tax on Exports & Imports, Fixed Tax which is imposed upon some people and many more. The course will also help the students in understanding the importance and effects of Afghanistan's location on national and regional economies

COURSE LEARNING OBJECTIVE

1. To enable the students to identify the basic concepts, definitions and terms related to Income Tax.
2. To enable the students to determine the residential status of an individual and scope of total income.
3. To enable the students to compute income under various heads namely wage withholding tax, rent withholding tax, contractor withholding tax, dividend/interest/royalty withholding tax, Business Receipt Tax (BRT), business/profession, capital gains and income from other sources, annual income tax.
4. To enable the students to compute the net total taxable income of an individual.
5. To enable the students for filing annual tax return.



COURSE LEARNING OUTCOME

1. Students would identify the technical terms related to Income Tax.
2. Students would determine the residential status of an individual and scope of total income.
3. Students would compute income under various heads namely wage withholding tax, rent withholding tax, contractor withholding tax, dividend/interest/royalty withholding tax, Business Receipt Tax (BRT), business/profession, capital gains and income from other sources, annual income tax.
4. Students would compute the net total income of an individual.
5. Students would learn filing annual tax return.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Taxation)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	General Introduction to Tax <ul style="list-style-type: none"> • Tax Definition • Different Types of Tax • Economic Effects of Tax • Advantages & Disadvantages of Tax 	2	2	0
Week 02	Chapter 1, General Provisions <ul style="list-style-type: none"> • Article 1, Authority • Article 2, Tax implementation • Article 3, Tax (fiscal) year • Article 4, Tax calculation 	2	2	0
Week 03	<ul style="list-style-type: none"> • Article 5, Tax on residents • Article 6 Non-residents tax exemptions • Article 7, Non-residents payment of tax and allowable deductions • Article 8, Tax on business activities 	2	2	0
Week 04	<ul style="list-style-type: none"> • Article 9, Tax on foreign governments and international organization • Article 10, Tax exempt organizations • Article 11, Tax exemptions of government CHAPTER 2 <ul style="list-style-type: none"> • Article 12, Definitions of some terminologies • Article 13, Receipts subject to tax 	2	1	2



<p>Week 05</p>	<ul style="list-style-type: none"> • Article 14, Non-taxable income • Article 15, Food and fuel tax exemption • Article 16, Taxes on rent or lease of immovable properties • Article 17, Liability to withholding tax from salary and wages 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 06</p>	<ul style="list-style-type: none"> • Article 18, Deductible expenses • Article 19, Non-deductible expenses • Article 20, Income from sources within Afghanistan 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 07</p>	<p>Chapter 3, Gain or Loss from The Sale, Exchange or Transfer of Assets</p> <ul style="list-style-type: none"> • Article 21, Gains subject to income tax • Article 22, Taxable gain of tax year • Article 23, Tax on transfer of property • Article 24, Deduction of expenses from taxable income • Article 25 Tax determination based on market value • Article 26, Form of transfer not to affect tax liability • Article 27, Deduction of loss incurred from taxable income • Article 28 Non-deduction of additional loss from taxable income 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 08</p>	<ul style="list-style-type: none"> • Article 29, Calculation of tax on capital gain • Article 30, Tax on sale of movable or immovable property <p>CHAPTER 4</p> <ul style="list-style-type: none"> • Article 31, Definitions • Article 32, Limited liability companies and special partnerships • Article 33, General partnerships • Article 34, Determination of net income • Article 35 Distribution of receipts 	<p>2</p>	<p>1</p>	<p>2</p>



Week 09	<p>CHAPTER 5, RULES FOR ACCOUNTING</p> <ul style="list-style-type: none"> • Article 36, Maintenance and preservation of records • Article 37, Accrual method of accounting • Article 38, Cash method of accounting • Article 39, Form and content of records • Article 40, Inventory at the close of year • Article 41, Determination of taxable income of two or more businesses 	2	1	2
Week 10	<p>Chapter 6, Special Provisions for Corporations and Limited Liability Companies</p> <ul style="list-style-type: none"> • Article 42, Deduction of operating loss • Article 43, Distribution of assets to shareholders • Article 44, Distribution of assets on liquidation of a company • Article 45, Distribution of money or other assets • Article 46, Withholding tax • Article 47, Deduction of depreciation and losses 	2	1	2
Week 11	<p>Chapter 7, Taxation of Banks, Loan and Investment Corporations</p> <ul style="list-style-type: none"> • Article 54, Profits and gains subject to tax • Article 55, Deduction of necessary expenses • Article 56 Additions to reserves • Article 57 Increase or decrease in value of securities <p>Chapter 8, Withholding Taxes On Sources of Income</p> <ul style="list-style-type: none"> • Article 58, Withholding and payment of tax • Article 59 Rent withholding tax on buildings and houses 	2	1	2



<p>Week 12</p>	<ul style="list-style-type: none"> • Article 60, Remittance of tax payments • Article 61, Preparation of statements • Article 62, Time for submission of statements • Article 63, Filing of returns 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 13</p>	<p>Chapter 9, Business Receipts Tax</p> <ul style="list-style-type: none"> • Article 64, Business receipts tax • Article 65, Business receipts tax exemptions • Article 66, Business receipts tax rates • Article 67, Application of business receipts tax <p>Chapter 10, Fixed Taxes</p> <ul style="list-style-type: none"> • Article 68, Business activities subject to fixed tax • Article 69, Payment of fixed tax 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 14</p>	<ul style="list-style-type: none"> • Article 70, Fixed tax on imports • Article 71, Fixed tax on transport • Article 72, Withholding tax on contractors • Article 73, Fixed tax of exhibition income • Article 74 Fixed tax on small business. • Article 75, Determining fixed tax on small business activities • Article 76, Amendments to exemptions 	<p>2</p>	<p>1</p>	<p>2</p>



Week 15	<p>Chapter 11, Enforcement Provisions</p> <ul style="list-style-type: none"> • Article 92, Collection of unpaid tax from third parties • Article 93, Liability of directors, shareholders and other persons • Article 94, Persons not allowed to leave Afghanistan • Article 95, Business closure • Article 96 Restriction on disposal of property by a taxpayer 	2	1	2
Week 16	<ul style="list-style-type: none"> • Assignments, • Presentations • Revision 	2	1	2
References				
<p>Main Reference:</p> <p>1. Thuronyi, M. V. (1998). <i>Tax Law Design and Drafting, Volume 2</i> (Vol. 2). International Monetary Fund.</p>				
<p>Supportive Reference:</p> <p>1. Mason, W. (Ed.). (2011). <i>The rule of law in Afghanistan: missing in inaction</i>. Cambridge University Press.</p>				



Syllabuses and course policy of (Strategic Management)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0846
Credit Hours	2
Subject category	Elective
Pre-requisite	OB & Principles of Management
Semester	8 th

COURSE DESCRIPTION

The course emphasizes the value and process of strategic management. In addition to familiarizing students with new subject matter, students are expected to integrate and apply their prior learning to strategic decision making in organizations. The Strategic Management course is designed to explore an organization's vision, mission, examine principles, techniques and models of organizational and environmental analysis, and discuss the theory and practice of strategy formulation, implementation and evaluation.

COURSE LEARNING OBJECTIVE

Students will be able to understand and demonstrate after completing this course.

1. Learn the basic concepts and frameworks of strategic management, and understand the role that strategic management has to play in effective business administration
2. To know the concept and importance of business mission and vision statements
3. To make the students understand basic concept of internal and external environment and how to analyze external and external environment
4. Assess different strategies and how to design a good business strategy
5. Understanding of strategy implementation and how to evaluate strategy.



COURSE LEARNING OUTCOME

On successful completion of this course students will be able to:

1. Effectively use the strategic models, evaluate and synthesize the dynamics of strategic decision making including current strategic thinking and philosophy.
2. Develop suitable missions, set key objectives, propose and evaluate alternative strategies.
3. Apply the strategic process to a range of organizations and industries including situations of growth, decline, turnaround and consolidation in a national and international context.
4. Design the policies for implementation through key functional areas.
5. Identify and synthesize change factors including the cultural and leadership aspects of strategy.
6. Discuss the nature of strategic control within the integration process throughout the organization.
7. Evaluate the issues and nature of corporate governance and the relationship of the organization with its stakeholders.
8. Develop coherent and persuasive arguments for the adoption of innovative strategies for a range of business and organizational situations including the development and evaluation of strategic leadership and business team dynamics.
9. Describe the strategic management process.
10. Explain the need for integrating analysis and intuition in strategic management.
11. Define and give examples of key terms in strategic management.
12. Discuss the nature of strategy formulation, implementation, and evaluation activities.
13. Describe the benefits of good strategic management.
14. Discuss how a firm may achieve sustained competitive advantage.
15. Importance of strategic management in 21st century.
16. Discuss why the process of developing a mission statement is as important as the resulting document.
17. Describe how to conduct an external strategic-management audit.
18. Explain how to develop an EFE Matrix.
19. Develop an Internal Factor Evaluation (IFE) Matrix.
20. Explain how to develop a SWOT Matrix, SPACE Matrix, BCG Matrix, IE Matrix, and QSPM.
21. Explain how to develop a Competitive Profile Matrix.



22. Describe how to perform an internal strategic-management audit.
23. Identify the basic functions or activities that make up management, marketing, finance/accounting, production/ operations, research and development, and management information systems.
24. Discuss Porter's five generic strategies.
25. Explain market segmentation and product positioning as strategy-implementation tools.
26. Discuss the nature and role of research and development in strategy implementation.

TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks



Syllabuses of (Strategic Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	The nature of strategic management Strategic Management Stages of strategic management Key terms in strategic management <ul style="list-style-type: none"> • Competitive advantage • Strategies • Vision and mission statement • External opportunities and threats • Internal strength and weaknesses • Long term objectives • Strategies • Annual objectives 	2	2	0
Week 02	<ul style="list-style-type: none"> • Benefits of strategic Management • Comparison Military & Civil Strategy 	2	2	0
Week 03	The business vision and mission <ul style="list-style-type: none"> • Vision vs mission • Process of developing vision and mission statement • Importance of vision and mission statements • Characteristics of a mission statement • Writing and evaluating mission statement 	2	2	0
Week 04	The external assessment <ul style="list-style-type: none"> • Economic forces • Social, cultural, demographic and natural forces • Political, government, and legal forces • Technological forces • Competitive forces 	2	2	0



Week 05	<ul style="list-style-type: none"> • Competitive analysis (Porter’s Five Force Model) • The external factor evaluation (EFE) Matrix 	2	2	0
Week 06	<p>The internal assessment</p> <p>The nature of internal audit</p> <ul style="list-style-type: none"> • Key internal forces • The process of performing internal audit <p>The resource based view(RBV)</p> <p>Integrating culture and strategy</p> <p>Management</p> <ul style="list-style-type: none"> • Planning • Organising • Motivating • Staffing • Controlling 	2	2	0
Week 07	<p>Marketing</p> <ul style="list-style-type: none"> • Customer analysis • Selling /product services • Product and service planning • Pricing • Distribution • Marketing research • Cost benefit analysis • Marketing audit check list of questions <p>Finance accounting</p> <p>Production/operations</p> <p>Research and development</p> <p>Management information system (MIS)</p> <p>Value chain analysis (VCA)</p> <p>The internal factor evaluation (EFE) matrix</p>	2	2	0



Week 08	<ul style="list-style-type: none"> • Strategies in action • Long term objectives • The nature of long term objectives • Financial vs strategic objectives • Not managing by objectives • The balanced scorecard 	2	2	0
Week 09	<p>Types of strategies</p> <ul style="list-style-type: none"> • Integration strategies <ul style="list-style-type: none"> a. Forward integration b. Backward integration c. Horizontal integration • Intensive strategies <ul style="list-style-type: none"> a. Market penetration b. Market development c. Product development • Diversification strategies <ul style="list-style-type: none"> a. Related diversification b. Unrelated diversification • Defensive strategies <ul style="list-style-type: none"> a. Retrenchment b. Divestiture c. Liquidation • Michael porters five generic strategies 	2	1	2
Week 10	<p>Strategy analysis and choice</p> <ul style="list-style-type: none"> ○ A comprehensive strategy formulation framework <ul style="list-style-type: none"> ○ SWOT Matrix ○ SPACE Matrix ○ BCG Matrix 	2	1	2
Week 11	<ul style="list-style-type: none"> ○ The Internal – External(1E) Matrix ○ The Grand Strategy Matrix 	2	1	2



Week 12	Implementing strategies (Management and operation issues) <ul style="list-style-type: none"> • Annual objectives • Policies • Resource allocations • Managing conflict • Matching structure with strategies <ul style="list-style-type: none"> ○ The functional structure ○ The divisional structure ○ The strategic business unit (SBU) structure ○ The Matrix structure • Restructuring, reengineering and E-Engineering • Human resource concerns when implementing strategies 	2	1	2
Week 13	Implementing strategies <ul style="list-style-type: none"> • Marketing Issues • Finance / Accounting issues 	2	1	2
Week 14	<ul style="list-style-type: none"> • MIS issues • R & D 	2	1	2
Week 15	Strategy review, evaluation, and control <ul style="list-style-type: none"> • The nature of strategy evaluation • A strategy evaluation framework • The balanced score card • Characteristics of effective evaluation system 	2	1	2
Week 16	<ul style="list-style-type: none"> • Contingency planning • Auditing • R & D 	2	1	2

References:

Main Reference:

1. David, F. R., & David, F. R. (2013). *Strategic management: Concepts and cases: A competitive advantage approach*. Pearson.

Supportive Reference:

1. Wiseman, C. (1988). *Strategic information systems*. McGraw-Hill Professional.



4. Course syllabuses of inclusive subjects

مفردات و پلان درسی هفته وار مضمون (نظام اعتقادی اسلام)

پوهنتون	رنا
پوهنځی	اقتصاد
دیپارتمنت	اداره تجارت
کود مضمون	EC.BA.0171
تعداد کرایدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ندارد
سمستر	اول

شرح مختصر مضمون:

نظام اعتقادی اسلام در کاریکولم تحصیلی ثقافت اسلامی اولین و مهمترین مضمون از مضامین پوهنتون شمول ثقافت اسلامی است که محصلان را بعد از آشنایی به مفهوم ثقافت اسلامی به گونه علمی و مستدل آگاه می سازد. قرار گرفتن مضمون نظام اعتقادی اسلام به عنوان نخستین مضمون ثقافت اسلامی در کاریکولم تحصیلی ثقافت اسلامی بر حسب رعایت تسلسل منطقی و علمی صورت گرفته است، زیرا با توجه به اینکه عقاید و باور ها، اساس و بستر احکام تکلیفی به شمار می روند، این مضمون بنیادین، مناسبترین مدخلی برای سایر مضامین ثقافت به شمار می رود. محصلان در ختم سمستر با مطالعه و آگاهی از این مضمون توانایی خواهند داشت تا پیرامون موضوعات اساسی نظام اعتقادی اسلام که عبارت از شناخت: خدا، انسان و هستی می باشد، همراه با براهین و به گونه آکادمیکی، شناخت کلی حاصل نموده و در نتیجه می توانند به تنظیم رابطه درست و شایان یک انسان آگاه و خردمند، با پروردگار هستی، انسان با انسان و چگونگی بهره گیری از نعمت عالم هستی اقدام نمایند.

اهداف آموزشی:

نظام اعتقادی اسلام در جمع مضامین همه شمول ثقافت اسلامی در پوهنتون ها و موسسات تحصیلات عالی رسمی و خصوصی تدریس میگردد که در میان همه مضامین از مضامین خیلی مهم و اساسی شناخته میشود.

نتایج متوقعه:

این مضمون براساس تسلسل منطقی در سمستر اول تعیین گردیده است زیرا که عقیده اساس مسولیت های تکالیفی شناخته میشود. در نتیجه فراگیری این مضمون محصلین میتوانند به اعتقادات دینی مانند اعتقاد به یگانگی الله...



شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوایننت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.

شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام اعتقادی اسلام)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	مباحث مقدماتی و عمومی پیرامون ثقافت اسلامی و ویژگی آن	2	2	0
هفته دوم	تعریف، اهمیت، اقسام، منابع، موضوع نظام اعتقادی ثقافت اسلامی	2	2	0
هفته سوم	تعریف، اهمیت و ضرورت جهان بینی و تعریف، اهداف، و اهمیت جهان بینی اسلامی.	2	2	0
هفته چهارم	اجزاء نظام اعتقادی اسلام: خداشناسی، انسان شناسی و طبیعت شناسی. ضرورت ها: جسمی، عقلی و روحی و مکلفیت های انسان	2	2	0



0	2	2	طبیعت و کاینات: حقیقت طبیعت، تصور دینی و غیر دینی در مورد آن نها.	هفته پنجم
0	2	2	ایمان: تعریف، اهمیت، ارکان و اصول، قوت و ضعف آن، ودلائل ضعف ایمان.	هفته ششم
0	2	2	توحید: معنی لغوی واصطلاحی، ارکان واقسام توحید	هفته هفتم
0	2	2	تعریف انواع اسماء وصفات الله متعال مانند: ذاتی، ایجابی و سلبی.	هفته هشتم
0	2	2	امتحان 20٪ و قسمت از درس بقیمانده قضا و قدر	هفته نهم
0	2	2	نقش ایمان در زندگی انسانها. نواقض ایمان، تعریف مرتد، شرک وانواع آن	هفته دهم
0	2	2	مفاهیم نواقض ایمان، بحث روی واژه های ولاء وبراء، کف شناسی	هفته یازدهم
0	2	2	ایمان به پیغمبران: تعریف نبوت، ضرورت وهدف بعثت، صفات ومعجزه پیغمبران، صفات و نبوت محدرسول الله (ص) عقیده ختم نبوت و شناخت صحابه وعقیده اهل سنته والجماعه	هفته دوازدهم
0	2	2	ایمان به آخرت، اقسام قیامت، حقیقت روح، حشر، حساب، حوض، پل صراط وشفاعت	هفته سیزدهم
0	2	2	قضاء وقدر: تعریف ایمان به قدر، انواع قدر، فایده ایمان به قدر و..	هفته چهاردهم
0	2	2	طبیعت از دیدگاه اسلام، خلقت طبیعت و استفاده آن.	هفته پانزدهم
0	2	2	دلیل بودن برای اثبات وجود خالق، حل مشکلات محصلان و راهنمایی امتحان.	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1- شرح کتاب الفقه الأكبر للإمام الملا علی قاری. 2- شرح العقیده الطحاویه للامام عبدالغنی الغنیمی المیدانی. 3- شرح العقائد النسفیة للامام التفتازانی.				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (تلاوت و تجوید)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دیپارتمنت
EC.BA.0172	کود مضمون
1	تعداد کريدت
همه شمول	نوعیت مضمون
ندارد	مضمون پیش نیاز
اول	سمستر

شرح مختصر مضمون:

تلاوت درست قرآن کریم

تقویت ایمان و بار به عظمت قرآن کریم

اهداف آموزشی مضمون:

آراسته نمودن محصل به اخلاق قرآنی و تبدیل عادات آنها در روشنایی قرآن

آشنایی با مخارج حروف و احکام، شناخت صفات حروف

نتایج متوقعه مضمون:

تجوید قرآن کریم یکی از مضامین مهم و اساسی است که هیچ مسلمانی جز خواندن آن دیگر چاره ندارد زیرا که تجوید آموختن و با قواعد آن آشنایی پیدا نمودن و در زندگی خویش به عمل نمودن ضروری حتمی است. و طور واضح تعلیمات اسلامی را در مورد آن ضرورت میداند زیرا که تنکالوژی جدیدی برخی از جوانان مسلمان را که از تعالیم قرآن کریم بی خبر اند، با شبهه و شکوک خطرناک مواجه ساخته است.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (تلاوت و تجوید)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	1	1	معنای لغوی و اصطلاحی، حکم علم تجوید، موضوع، غرض آداب تلاوت و حفظ سوره الفلق، الناس و الاخلاص	هفته اول
1	0	1	تعریف لحن، لحن جلی و خفی حفظ سوره های لهب، نصر و کافرون.	هفته دوم
0	1	1	شروع تلاوت و اختتام و صورت های آن (جزیات سوره های قرآن کریم) تلاوت از شروع سوره	هفته سوم
1	0	1	نام های دندان ها و انواع آن (انیاب، اضراس، ضواحک، طواحن و نواجذ. و تلاوت سوره های فیل، همزه و عصر	هفته چهارم
0	1	1	تعریف، مخارج و اساس مخارج حروف و تلاوه سوره های تکاثر. القارعة	هفته پنجم
1	0	1	تعریف حرف. مخارج اساسی (جوف، دهن، زبان، لب و خیشوم)	هفته ششم
0	1	1	صفات، صفات حروف، صفات متضاده و صفات لازمه و حفظ سوره های عادیات و زلزال	هفته هفتم



1	0	1	صفات عارضه و احكام آ احكام راء، تفخيم، ترفيق و احكام جواز الامرين، حفظ سوره قدر و علق	هفته هشتم
0	1	1	غنه، تعريف غنه، احكام نون ساكن و تنوين (اظهار و ادغام).	هفته نهم
1	0	1	احكام نون ساكن و تنوين (اخفاء و اقلاب) حفظ سوره الانشراح، مشق	هفته دهم
0	1	1	احكام (ميم ساكن) ادغام، اخفاء و اظهار حفظ سوره الانشراح مشق و تمرين	هفته يازدهم
1	0	1	ادغام و تعريف آن. اقسام ادغام (متماثلين، متقاربين و متجانسين حفظ سوره والليل مشق و تمرين	هفته دوازدهم
0	1	1	تعريف مد. حكم مد حروف مد، اسباب و مقدار مد، و اقسام آن. (مداصلی و فرعی)	هفته سیزدهم
1	0	1	انواع مد اصلی (مدطبیعی، مداصله، مدالعوض، مبادلوه...) انواع مد فرعی. مدات به سبب همزه. سبب سکون.	هفته چهاردهم
0	1	1	سکته و احكام آن	هفته پانزدهم
1	0	1	سکته و احكام آن مواضع سکته، حفظ سوره فجر 17	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1- المقدمه الجزريه، للامام محمد بن محمد الجزري 2- التجويد المصور، للشيخ د. ايمن رشدی سوير. 3- فن تجويد، عزه عبيد اعاس. 4- فوايد مثيه، مولانا عبدالرحمن مکی				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (نظام عبادتی اسلام)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دیپارتمنت
EC.BA.0273	کود مضمون
2	تعداد کريدت
همه شمول	نوعیت مضمون
نظام اعتقادی اسلام	مضمون پیش نیاز
دوم	سمستر

شرح مختصر مضمون:

نظام عبادتی اسلام از جمله مضامین مهم در بعد اسلامی بوده و آموزش آن در نهادهای تحصیلات عالی به عنوان یک مبحث ضروری در خصوص ذهنیت سازی و افزایش معلومات محصلان در راستای روشهای عبادی دانسته می شود.

اهداف آموزشی مضمون:

در ختم سمستر به مفهوم عبادت، اقسام و احکام، شروط و تاثیرات آن طور کامل معلومات حاصل نمایند. و همچنان به:

شناخت مکمل عبادات، احکام، انواع، شروط و حکمت های آن.

شناخت فرق میان عبادات اسلامی و عبادات خود ساخته انسان ها.

تفسیر میان عبادات خاص و عام طور علمی و اکادمیک و زینهای ترک عبادات در روشنایی دلایل دینی

نتایج متوقعه مضمون:

نظام عبادتی اسلام در نصاب ثقافت اسلامی دومین مضمون همه شمول است که محصلین طور علمی و مستند از اهداف اساسی آن که همانا هدف خلقت انسان است، آگاهی پیدا می کند. در حقیقت عبادت انتهای ایمان است و شناخت الله متعال به یگانگی از مقاصد مادی و معنوی آفرینش انسان محسوب میگردد، با خواندن این مضمون محصلین میتوانند.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام عبادتی اسلام)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	معنی لغوی و اصطلاحی عبادت، فرق عبادت و طاعت، مصادر، اهمیت و اهداف عبادت، فواید مادی و معنوی عبادت و خصوصیات، ارکان و شروط عبادت	2	2	0
هفته دوم	فلسفه عبادت در اسلام، رابطه عبادت با ایمان، اخلاق و معاملات و همچنان مطابقت عبادت با زمان و مکان	2	2	0
هفته سوم	وسعت سطح عبادت در اسلام، انواع (قلبی، بدنی، مالی و مالی و بدنی) عبادت، مراتب (واجب، فرض، سنت و نفل، حرام، مکروه تحریمی و تنزیهی و خلاف اولی) عبادت	2	2	0
هفته چهارم	ارکان اسلام و حکمت های آن، اهمیت، حکمت ها، مفهوم، فضیلت، مقصد، احکام، و تقاضای کلمه شهادت.	2	2	0
هفته پنجم	تعریف، فضیلت، حکمتها و مرتبه نماز. دلایل فرضیت نماز، تاثیر نماز بر اخلاق، ارکان، شروط، آداب نماز. همچنان بیان مفسدات و مکروهات نماز و فضیلت و اهمیت نماز جمعه المبارک.	2	2	0
هفته ششم	اقسام نماز: بیان پنج وقت نماز، و حکمت های تکرار آن، اهمیت، حکم، خصوصیات نماز های عیدین، جمعه مبارک، جنازه، استسقاء، خوف، کسوف و خسوف.	2	2	0
هفته هفتم	تعریف زکات: فضیلت، مرتبه و واحکام آن. حکم، دلایل فرضیت، ارکان، شرط ها، آداب، نصاب و مسایل مربوط آن. اقسام زکات: (زکات الاموال و زکات الفطر) 1- طلا، نقره و پول حالی. 2- حیوانات. 3- اموال تجارت. 4- حاصلات زمینی و مسایل واحکام ویژه زکات اموال مختلف.	2	2	0



0	2	2	مستحقین زکات در جامعه: حکم ترک زکات، صدقه الفطر، تعریف، اهمیت، شروط محکمت های آن، نصاب و مسایل مربوط به صدقه الفطر. توجه و نیازمندی به زکات و عشر در اسلام و توجه به بیت المال در آن خطبه حج و مراسم، مریضی، وفات تجهیز و تکفین مبارک میراث و ترکه مبارک و خصیای و شمایل آنحضرت صلی الله علیه وسلم درس ها و اندرز ها از این درس	هفته هشتم
0	2	2	تعریف روزه: فضیلت، مرتبه و واحکام آن. حکم، دلایل فرضیت، ارکان، شرط ها، آداب. مکروهات و مفسدات روزه و فضیلت ماه رمضان مبارک	هفته نهم
0	2	2	اقسام روزه از نظر حکم: (فرض، واجب، سنت، مستحب، مکروه، روا و نا روا. احکام روزه نگرفتن و عذرهای آن، حکم شکننده روزه بدون عذر، (پنهان و یا در محضر عام) احکام، اهمیت، فضیلت و شرط های اعتکاف، اعمال واحکام خاص اعتکاف.	هفته دهم
0	2	2	تعریف حج: فضیلت، مرتبه و واحکام آن. حکم، دلایل فرضیت، ارکان، شرط ها، واجبات و آداب آن.	هفته یازدهم
0	2	2	اقسام حج، (قرآن، تمتع. افراد) مکروهات و مفسدات حج، جنایات و انواع آن: حرم و جنایات احرام وانواع جزای آن و حکم ترک حج در اسلام.	هفته دوازدهم
0	2	2	تعریف عمره: فضیلت، ثواب، وحکمت های آن، حکم عمره (فراض، واجبات و سنن). وقت و طریقه عمره زیارت و آداب مدینه منوره	هفته سیزدهم
0	2	2	تعریف قربانی: فضیلت، ثواب، وحکمت های آن، وجوب، شروط و حکمتهای قربانی، حیوانات قربانی، آداب و مسایل مربوط آن	هفته چهاردهم
0	2	2	تعریف جهاد فضیلت، پاداش، حمت ها، اهداف، آداب، مشروعیت . ودلایل مشروعیت اقسام جهاد: (اقدامی - دفاعی) جهاد بالنفس و جهاد بالمال	هفته پانزدهم
0	2	2	تعریف هجرت: فضیلت، ثواب، وحکمت های آن، حکم سفرهای مختلف به کشور های کفری.	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دبیراتمنت ثقافت اسلامی				
منابع اصلی				
منابع کمکی				
1- الأركان الأربعة، أبو الحسن علي الندوي. 2- الفقه الميسر، شفيق الرحمن الندوي. 3- حجة الله البالغة، شاه ولي الله الدهلوي. 4- نور الايضاح، حسن بن عمار بن علي الشرنبلالي الحنفي. 5- مختصر القدوري، ابو الحسن بن محمد القدوري.				



مفردات و پلان درسی هفته وار مضمون (سیرت النبی ﷺ)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0274
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام عبادتی اسلام
سمستر	دوم

شرح مختصر مضمون:

سیرت النبی (ص) به عنوان یکی از ارزشهای اخلاقی و رفتاری پیامبر بزرگ اسلام دانسته شده و الگو برداری از رفتار پیامبر (ص) در ابعاد مختلف زندگی خصوصاً بعد تخصصی برای محصلان از ارزش و اهمیت به خصوصی برخوردار است.

اهداف آموزشی مضمون:

1. شناخت همه بخشهای زندگی سیرت معطر نبی کریم ﷺ.
2. آشنا سازی محصلان با کتابهای گوناگون سیرت النبی ﷺ و آشنا ساختن استفاده از آنها.
3. با تدریس سیرت النبی ﷺ تشویق محصلان به پیروی و الگو گیری جناب محمد ﷺ.
4. تغییر در زندگی فردی و اجتماعی با فراگیری دروس سیرت النبی ﷺ.

نتایج متوقعه مضمون:

با مطالعه سیرت النبی ﷺ و تاریخ اسلامی و وقعات تاریخی راه یابی راه های حل مشکلات امت اسلامی میباشد.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (سیرت النبی ﷺ)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	<ul style="list-style-type: none"> شناخت مفهوم سیرت و تاریخ اسلامی تعریف و اهمیت سیرت النبی ﷺ مصادر و خصوصیات سیرت مطهر صلی الله علیه وسلم چگونه گی اوضاع احوال جزیره العرب عرب جاهلیت قبل از بعثت، دینی، اخلاقی، علمی، اجتماعی، سیاسی و اقتصادی. وقایع قبل از ولادت آنحضرت واقعه آب زم زم و واقعه فیل ابرهه درس ها و عبرت ها از این درس 	هفته اول
0	2	2	<ul style="list-style-type: none"> از ولادت آنحضرت تا بعثت نسب، ولادت و رضاعت طفولیت، تربیت، جوانی سفرها قبل از بعثت حرب الفجار حلف الفضول بناء کعبه درسهها و اندرزها از این درس 	هفته دوم



0	2	2	<ul style="list-style-type: none"> از بعثت آنحضرت تا به هجرت مبارک نخست وحی و نبوت دور مکی، دعوت و آشکار نمودن دعوت هجرت به حبشه مقاطعه با مسلمان در شعب نبی طالب و ظلم آشکار بر علیه مسلمانان عام الحزن اسراء و معراج بیعت عقبه اول و دوم درس ها و اندرزها از این درس 	هفته سوم
0	2	2	<ul style="list-style-type: none"> هجرت به مدینه منوره تاسیس مسجد اخوت میان مسلمانان قراردادها میان قبایل مدینه تأسیس حکومت اسلامی و قانون اساسی دولت اسلامی درس ها و اندرزها از این درس 	هفته چهارم
0	2	2	<ul style="list-style-type: none"> غزوات غزوه بدر غزوه احد غزوه بنی نضیر درسها و عبرت ها از این درس 	هفته پنجم
0	2	2	<ul style="list-style-type: none"> ادامه غزوات غزوه احزاب، غزوه نبی قریضه، صلح حدیبیه، غزوه خیبر، غزوه مؤته درسها و اندرزها از این درس 	هفته ششم
0	2	2	<ul style="list-style-type: none"> فتح مکه، غزوه حنین، غزوه تبوک درس ها و اندرزها از این درس 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> حجۃ الوداع خطبه حج و مراسم، مریضی، وفات تجهیز و تکفین مبارک میراث و ترکه مبارک و خصیای و شمایل آنحضرت صلی الله علیه وسلم درس ها و اندرزها از این درس 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> امهات المؤمنین و اولاد های پیامبر اسلام تعدد زوجات النبوی و اهداف آن زندگی با امهات المؤمنین و اولادها درس ها و عبرت ها از این درس 	هفته نهم
0	2	2	<ul style="list-style-type: none"> خلافت ابو بکر الصدیق و عمر رضی الله عنهما نام نسب و صفات و فضایل و طریقه انتخاب ابو بکر فعالیت ها و کار های مهم و شهادت ابو بکر الصدیق عمر فاروق نام و نسب صفات و فضایل و طریقه انتخاب وی فعالیت های مهم و کارنامه های عمر ابن الخطاب رضی الله عنه. و شهادت وی 	هفته دهم



0	2	2	<ul style="list-style-type: none"> • خلافت عثمان، علی و حسن رضی الله عنهم • نام نسب و صفات و فضائل و طریقه انتخاب فعالیت ها و شهادت حضرت عثمان رضی الله عنه. • نام نسب و صفات و فضایل حضرت علی کرم الله وجهه فعالیت ها و شهادت • نام نسب و صفات و فضایل طریقه انتخاب امام حسن رضی الله عنه فعالیت ها و شهادت مبارک 	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> • خلافت بنو امیه، شخصیت های بارز، فتوحات، حالات دینی، اخلاقی، علمی و اجتماعی سیاسی، اقتصادی و نظام عسکری دوران خلافت اموی ها و اسباب زوال اموی ها 	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> • خلافت عباسی شخصیت های بارز، فتوحات حالات دینی، اخلاقی، علمی و اجتماعی و سیاسی و اقتصادی و نظام عسکری آنها • اسباب زوال عباسی ها 	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> • حکومت فاطمی ها، اشخاص بارز و فتوحات • اوضاع سیاسی دینی اخلاقی علمی و اجتماعی و اقتصادی و عسکری دوران حکومت فاطمیها • اسباب زوال فاطمی ها 	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> • حکومت سلجوقی ها و زنگیها و جنگهای صلیبی، شخصیت های بارز، فتوحات و حالات و اوضاع دینی اخلاقی، علمی و اجتماعی سیاسی و اقتصادی و عسکری دوران سلجوقی ها. 	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> • خلافت عثمانی، شخصیت های مشهور فتوحات، و احوال و اوضاع دینی، سیاسی اجتماعی، علمی و اقتصادی و عسکری دوران خلافت عثمانی ها، اسباب زوال خلافت عثمانی و علت ها • حالت مسلمان ها بعد از سقوط خلافت عثمانی. 	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دبیراتمنت ثقافت اسلامی				منابع اصلی
1- سیرت ابن هشام. 2- الرحیق المختوم للمبارکفوری. 3- السیره النبویه للشیخ ابو الحسن الندوی. 4- تاریخ الخلفاء للسيوطی. 5- السیره النبویه لمصطفی السباعی				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (نظام اخلاقی اسلام)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0375
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	سیرت النبی ﷺ
سمستر	سوم

شرح مختصر مضمون:

شناخت کامل دانشجویان با اساسات و مفاهیم: 1_ علم اخلاق 2- مفهوم نظام اخلاقی اسلام. منابع اساسات و اصول. 4- خصوصیات و فضایل آنرا، و ارتباط آن با عقیده عبادات و معاملات درک خواهد نمود.

اهداف آموزشی مضمون:

با درک منابع اخلاقی اسلام شناخت مسؤولیت های اخلاقی مسلمان، در راستای دعوت و نشر سهم فعال داشته باشند. پیشکش دلایل عقلی و نقلی برای ارزش و تاثیرات اخلاق اسلامی، و عواقب اخلاق بد غیر اسلامی.

نتایج متوقعه مضمون:

شناخت عوامل بد مبتلا شدن با اخلاق بد، و معالجه آن در روشنائی اخلاق اسلامی در جریان تدریس این مضمون علاوه از کتاب و تخته، از پاورپاینت نیز استفاده می گردد.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پواینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام اخلاقی اسلام)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته اول
0	2	2	ارتباط اخلاق با ایمان، عبادات و معاملات، ارتباط فضایل اخلاقی با ایمان و عقیده، ارتباط فضایل اخلاقی با عبادات، ارتباط فضایل اخلاقی با معاملات.	هفته دوم
0	2	2	نفس و غرایز آن مفهوم نفس و مرتب آن، غرایز و قوه های نفس، تزکیه نفس، مجاهدت و محاسبه نفس.	هفته سوم
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته چهارم
0	2	2	ارتباط اخلاق با ایمان، عبادات و معاملات، ارتباط فضایل اخلاقی با ایمان و عقیده، ارتباط فضایل اخلاقی با عبادات، ارتباط فضایل اخلاقی با معاملات.	هفته پنجم
0	2	2	نفس و غرایز آن مفهوم نفس و مرتب آن، غرایز و قوه های نفس، تزکیه نفس، مجاهدت و محاسبه نفس.	هفته ششم
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته هفتم



0	2	2	ارتباط اخلاق با ایمان، عبادات و معاملات، ارتباط فضایل اخلاقی با ایمان و عقیده، ارتباط فضایل اخلاقی با عبادات، ارتباط فضایل اخلاقی با معاملات.	هفته هشتم
0	2	2	نفس و غرایز آن مفهوم نفس و مرتب آن، غرایز و قوه های نفس، تزکیه نفس، مجاهدت و محاسبه نفس.	هفته نهم
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته دهم
0	2	2	ارتباط اخلاق با ایمان، عبادات و معاملات، ارتباط فضایل اخلاقی با ایمان و عقیده، ارتباط فضایل اخلاقی با عبادات، ارتباط فضایل اخلاقی با معاملات.	هفته یازدهم
0	2	2	نفس و غرایز آن مفهوم نفس و مرتب آن، غرایز و قوه های نفس، تزکیه نفس، مجاهدت و محاسبه نفس.	هفته دوازدهم
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته سیزدهم
0	2	2	ارتباط اخلاق با ایمان، عبادات و معاملات، ارتباط فضایل اخلاقی با ایمان و عقیده، ارتباط فضایل اخلاقی با عبادات، ارتباط فضایل اخلاقی با معاملات.	هفته چهاردهم
0	2	2	نفس و غرایز آن مفهوم نفس و مرتب آن، غرایز و قوه های نفس، تزکیه نفس، مجاهدت و محاسبه نفس.	هفته پانزدهم
0	2	2	تعریف اخلاق و اهمیت آن، مصادر و منابع اخلاق، اهمیت و هدف روش های اخلاقی	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1- احیاء علوم الدین، امام غزالی. 2- اخلاق المسلم، للشیخ وهبه الزحیلی. 3- خلق المسلم للشیخ محمد الغزالی.				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (نظام اجتماعی اسلام)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0376
تعداد کربدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام عبادتی اسلام
سمستر	سوم

شرح مختصر مضمون:

نظام اجتماعی اسلام یکی از مهم ترین دساتیر اسلام در خصوص شکل دهی جوامع انسانی با توجه به رهنمودهای اخلاقی و اسلامی جهت زندگی باهمی بوده و شناخت رهنمودهای اجتماعی اسلام برای رفاه و آسایش در جوامع انسانی مهم و ارزش مند دانسته می شود.

اهداف آموزشی مضمون:

به دست آوردن معلومات در رابطه به اساسات نظام اجتماعی اسلام، و حفظ آیات و احادیث که رابطه با جامعه و اجتماع وارد شده است.

ساختار نظام فرد، خانواده و جامعه طبق اصول نظام اجتماعی اسلام.

شناخت هدایات و دلایل حاکم و تفکیک عادات، رسم، و رواج ها.

نتایج متوقعه مضمون:

شناخت و حل عوامل که باعث نزاع خانواده ها می گردد و حل آن. به دست آوردن قابلیت ها دفاع از نظام اجتماعی اسلام در صحنه ها علمی و اکادمیک.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پواینٹ با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام اجتماعی اسلام)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	<ul style="list-style-type: none"> تعریف اهمیت، و ضرورت نظام اجتماعی. تعریف، اهمیت، و ضرورت نظام اجتماعی اسلام، اجتماعیت در عبادات جانی و مالی اسلام. نماز، زکات، روزه، حج، سیاست... منابع نظام اجتماعی اسلام، خصوصیات نظام اجتماعی اسلام. وحی الهی، عقیده و ایمان، اخلاق نیک، اخوت تعاون، ترحم، عدالت، امر به معروف، الزامیت قواعد، جهانی، کمال، شمول.... 	2	2	0
هفته دوم	<ul style="list-style-type: none"> اصول اساسی نظام اجتماعی اسلام جامعه شناسان: جامعه شناسان شرقی، جامعه شناسان مسلمان. اهداف نظام اجتماعی اسلام: ساختار فرد، خانواده، و جامعه. ساختار فرد و قسمت آن. داشتن ارتباط درست، عقیده و ایمان بر خدواند. تامین ارتباط اخلاق و آداب با خود. ارتباط با جامعه: صلت رحم، ترحم، همکاری، غم شریکی، و.... اصول ساختار فردی در اسلام: مسلمان موحد، انسان عالم، انسان معلم، انسان متفکر. 	2	2	0



0	2	2	<ul style="list-style-type: none"> • هفته سوم • ساختار خانواده: • مفهوم خانواده در جامعه ای اسلامی و اقسام آن: 1- خانواده خرد. 2- خانواده متوسط. 3- خانواده بزرگ. • مفهوم خانواده در جامعه های غیر اسلامی. • خصوصیات خانواده مسلمان. • اصول تربیتی خانواده اسلامی. • چالش های ساختار خانواده ای اسلامی.
0	2	2	<ul style="list-style-type: none"> • هفته چهارم • تعریف، مشروعیت، حکم، اقسام، ارکان، و شروط نکاح. • اهلیت زوجین، رضایت عاقدین، موجودیت و اجازه ولی • آداب، حکمت ها، و اهداف نکاح.
0	2	2	<ul style="list-style-type: none"> • هفته پنجم • محرمات نکاح و اقسام آن: 1- نسبی، و سببی 2- دائمی و مؤقت. • معنا و مفهوم خطبه • آداب و اصول شرعی خطبه • معیار های انتخاب یک دیگر زوجین. • حکم تامین ارتباط با مخطوبه بعد از خطبه و قبل از نکاح.
0	2	2	<ul style="list-style-type: none"> • هفته ششم • تعدد زوجات • حکمت های تعدد زوجات پیامبر صلی الله علیه وسلم • گونه های مختلف نکاح (موقت، متعه، تحلیل، شغار، مسیار، نکاح پنهان). • حقوق زوجین • حقوق شوهر، حقوق همسر، حقوق مشترک



0	2	2	<ul style="list-style-type: none"> • حقوق فرزندان بیش • بیدایش انتخاب مادر خوب دادن حق زندگی حق سلامتی • بعد از بیدایش اذان و اقامت. انتخاب نام خوب. عقیقه. خطنه. نفقه. تربیت خوب و عروسی یا نکاح دادن. • حقوق والدین: احترام. خدمت. اطاعت. دادن نفقه در وقت ضرورت. دعا کردن در حق شان. و غیره. 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> • آداب خانواده: • عوامل از بین رفتن خانواده و حل مشکلات آن • اسباب از بین رفتن نکاح • طلاق. (تعریف مشروعیت احکام و انواع آن). عوامل طلاق. عدم قناعت. عدم تفاهم. عدم تحمل و صبر در مقابل یک دیگر. • راههای جلوگیری از وقوع طلاق: 1- نصیحت و سفارشات. 2- جدا ساختن خوابگاه. 3- تأدیب شرعی. 4- تحکیم. 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> • اقسام و احکام طلاق: رجعی. بائن و مغلظ. • (طلاق سنی و بدعی. حسن و احسن). • خلع : تعریف مشروعیت حکمت شرطها. انتها و بدل خلع. • تفریق: تعریف عوامل و احکام تفریق (ایلاء. تعریف ایلاء. ظهار و لعان و احکام آن. عدت: تعریف مشروعیت حکمت عدت و اقسام و احکام مربوط. تحدید نسل شرطها و احکام آن از دیدگاه اسلام. 	هفته نهم



0	2	2	<ul style="list-style-type: none"> • ساختار اجتماع در نظام اجتماعی اسلام • راه و روش های ساختار نظام اجتماعی در نظام اجتماعی اسلام 1- دعوت به سوی توحید. 2- تشویق به عبادات اجتماعی 3- حاکمت دین در تمام بخشها 4- مشارکت در کارهای اجتماعی 5- مسوولیت متقابل 6- توجه به مشکلات اجتماعی 7- تعاملات وضع قوانین جزائی • راه های تأمین وحدت در نظام اجتماعی اسلام 1- گمان نیک به مردم 2- گفت و شنود و اخلاق نیک با مردم 3- رفتار خوب و عدالت عفو و بخشش صله رحمی دید و ادید با یک دیگر همکاری با همسایه گان. 	هفته دهم
0	2	2	<ul style="list-style-type: none"> • مسوولیت فرد در اصلاح مجتمع 1- رعایت کرامت انسانی 2- آداب اجتماعی 3- آداب دید و وادید 4- آداب سلام 5- آداب مجلس 6- آداب گفت و شنود 7- آداب معاشرت 8- آداب مسجد 9- آداب مجلس علم 10- آداب خوردن و نوشیدن 11- آداب خواب 12- آداب لباس بوشی. 13- آداب مهمانی 14- آداب عیادت مریض 15- آداب سفر و راه رفتن 	هفته یازدهم



0	2	2	<ul style="list-style-type: none"> عوامل بی نظمی در جوامع اسلام سیکولاریزم. لیبرالیزم. نیشنلیزم. تنصیر 	<p>هفته دوازدهم</p>
0	2	2	<ul style="list-style-type: none"> تعریف اهمیت حکمت و احکام حجاب اسلامی اضرار و مفسد دینی و دنیوی بی حجایی اضرار و مفسد بی حجایی و اختلاط در محیط تعلیمی و تحصیلی زیان های دینی و دنیوی بی حجایی اضرار و مفسد اخلاط زن و مرد در ادارات 	<p>هفته سیزدهم</p>
0	2	2	<ul style="list-style-type: none"> انحرافات اخلاقی اختلاط و مفسد آن فحشی و عریانی خیانت و اقسام آن دزدی حکم و ضرر های آن راه های جلوگیری از رشوت و فساد اداری 	<p>هفته چهاردهم</p>
0	2	2	<ul style="list-style-type: none"> خرید و فروش مخدرات و مسکرات حکم اضرار آن حکم و اضرار سود. غرر. قمار. تعریف حکم و گناه غیبت و تهمت زدن حرمت موسیقی و رقص و دلائل آن فلسفه حرمت موسیقی و اضرار آن اثرات ناگوار موسیقی در جامعه 	<p>هفته پانزدهم</p>
0	2	2	<ul style="list-style-type: none"> استفاده نادرست از وسائل معاصر (انترنیت. شبکه های اجتماعی. تلویزیون و موبایل). 	<p>هفته شانزدهم</p>
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1- الهدایه، للإمام ابی الحسن علی بن ابی بکر المرغینانی. 2- فقه الاسره، للشیخ وهبه الزحیلی. 3- التكافل الاجتماعی، للشیخ مصطفی السباعی. 4- تربیه الاولاد فی الاسلام، لعبدالله ناصح العلوان.				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (تربیه فکری)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دیار تمنت
EC.BA.0477	کود مضمون
2	تعداد کربدت
همه شمول	نوعیت مضمون
نظام اخلاقی اسلام	مضمون پیش نیاز
چهارم	سمستر

شرح مختصر مضمون:

مضمون تربیه فکری یک از مضامین در طول تاریخ موضوعات مهم سپری شده را به بحث می گیرد، موضوعات تفاوت میان جنگ فکری و نظامی، منابع جنگ فکری، خصوصیات جنگ فکری، و سایل جنگ فکری، و اهداف جنگ های صلیبی، اشتراق و انواع اش، ورود سیکولاریزم بر سر زمین های اسلامی، مدعیان سیکولاریزم و اهداف آنها، همچنان تنصیر، حقیقت تنصیر، و اهداف آن، و راه های جلوگیری از تنصیر، و دیگر موضوعات و مسایل مهمی مانند جهانی شدن، و انواع جهانی شدن.

اهداف آموزشی مضمون:

1. در روشنایی آیات قرآنی و احادیث نبوی در مورد فکر اسلامی به دانشجویان معلومات کامل ارایه شود.
2. آموختن شیوه های دفاع از معتقدات خویش با دلایل منطقی و اکادمیک.
3. فهمیدن تفاوت میان جنگ نظامی و فکری برای محصلان

نتایج متوقعه مضمون:

که در نتیجه دانشجویان بر اساسات و منابع اندیشه ای اسلامی، و دست آورد های مسلمانان، و نقایص دشمن را بیان می دارد، با مطالعه ای تربیه فکری دانشجویان توانائی درک جنگ فکری، و دسایس بر علیه مسلمانان و راه های جلوگیری از آن آگاهی پیدا می کنند.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوایننت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (تربیه فکری)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	معرفی مفردات درسی جنگ فکری برای دانشجویان: <ul style="list-style-type: none"> تعریف جنگ فکری. اهمیت جنگ فکری. موضوع و غرض جنگ فکری. اهداف جنگ فکری. مصادر و خصوصیات جنگ فکری. 	هفته اول
0	2	2	اهداف جنگ فکری: <ul style="list-style-type: none"> بد نام ساختن اسلام. بد نام سازی مسلمانان. مشکوک ساختن مسلمانان به آینده شان. صدمه وارد نمودن به اسلام و مسلمانان به سطح بین المللی. بد نام سازی علمای اسلام. 	هفته دوم



0	2	2	<p>وسایل جنگ فکری:</p> <ul style="list-style-type: none"> • ترویج فرهنگ غربی. • ترویج سیکولاریزم. • ترویج فیمینیزم. • به میان آوردن قیادت های خاین و جاسوس برای مسلمانان. • دور سازی علوم شرعی از نصاب تعلیمی و تحصیلی. • تسلط بر رسانه ها. 	هفته سوم
0	2	2	<p>شناخت جهان اسلام:</p> <ul style="list-style-type: none"> • اهمیت استراتیژیک جهان اسلام. • موقعیت جهان اسلام. • جغرافیای جهان اسلام. 	هفته چهارم
0	2	2	<p>دارایی های جهان اسلام:</p> <ul style="list-style-type: none"> • ثروت زراعتی جهان اسلام. • ثروت معدنی جهان اسلام. • ثروت حیوانی جهان اسلام. • ثروت معدنی جهان اسلام. • ثروت صنعتی جهان اسلام. • ثروت اقلیمی و بحری جهان اسلام. 	هفته پنجم
0	2	2	<p>عوامل عقب ماندگی مسلمانان:</p> <ul style="list-style-type: none"> • هدف از ماندگی. • عوامل و اسباب داخلی. • اختلافات داخلی مسلمانان. • سقوط خلافت. • عقب ماندگی از اجتهاد. • عقب ماندگی در جهاد. 	هفته ششم



0	2	2	<p>عوامل خارجی عقب ماندگی مسلمانان:</p> <p>عوامل خارجی:</p> <ul style="list-style-type: none"> • هجوم مغول ها. • جنگ های صلیبی. • استعمار اروپائی ها. • تحریک صهیونیزم. • هجوم کمونیزم. 	هفته هفتم
0	2	2	<p>پیامد های شوم مداخلات داخلی و خارجی بر جهان اسلام:</p> <p>پیامد های شوم مداخلات:</p> <ul style="list-style-type: none"> • عدم تطبیق شریعت اسلامی. • سقوط خلافت عثمانی ها. • تقسیم و اشغال سرزمین های اسلامی. 	هفته هشتم
0	2	2	<p>کشور های تحت استعمار انگلیس:</p> <ul style="list-style-type: none"> • هندوستان 1857م. • مصر 1882م. • عراق 1914م. • فلسطین و اردن 1918م. • سودان 1898م. • نیجیریا 1851م. 	هفته نهم
0	2	2	<p>کشور های تحت استعمار ایتالیا، و جماهیر شوروی:</p> <p>کشور های تحت استعمار ایتالیا:</p> <ul style="list-style-type: none"> • صومالیا و اریتریا 1887م. • لیبیا 1911م. <p>کشور های تحت استعمار جماهیر شوروی:</p> <ul style="list-style-type: none"> • کشور های آسیایی میانه. • کشور های شرق اروپا. 	هفته دهم



0	2	2	<p>وضعیت کنونی جهان اسلام:</p> <ul style="list-style-type: none"> • وضعیت فکری جهان اسلام معاصر: • مرحله اول: جنگ های صلیبی. • مرحله دوم: استعمار جهان اسلام. 	هفته یازدهم
0	2	2	<p>استشراق و تنصیر:</p> <ul style="list-style-type: none"> • تعریف استشراق. • تاریخ استشراق. • اهداف استشراق. • تعریف تنصیر. • تاریخ تنصیر. • اهداف تنصیر. 	هفته دوازدهم
0	2	2	<p>جنگ علیه زندگی اجتماعی مسلمانان و تمرکز بر قضیه آزادی زن:</p> <ul style="list-style-type: none"> • آزادی غرب سیکولار برای زنان • از بین بردن حجاب اسلامی • از بین بردن تعدد زوجات. • ترویج اختلاط میان زنان و مردان. • تیرج زنان به بهانه آزادی و مساوات دروغین آنها با مردان. • از بین بردن بنیان خانواده مسلمانان. 	هفته سیزدهم
0	2	2	<p>وضعیت سیاسی مسلمانان:</p> <ul style="list-style-type: none"> • از دست دادن قیادت جهان. • سیکولاریزم جدائی دین از دولت. • دامن زدن تفرقه های قومی نژادی و حزبی توسط دشمنان اسلام. • ترویج نظریات الحادی میان مسلمانان. 	هفته چهاردهم



0	2	2	<p>وضعیت اقتصادی جهان اسلام:</p> <ul style="list-style-type: none"> • قبضه کردن اقتصاد مسلمانان از طرف غربی ها. • در انحصار گرفتن تجارت بین المللی مسلمانان. • رایج ساختن سود و احتکار و فساد مالی بین مسلمانان • انحصار دارایی های مسلمانان به یک طایفه محدود. 	<p>هفته پانزدهم</p>
0	2	2	<p>وضعیت تعلیمی و تقنینی جهان اسلام:</p> <ul style="list-style-type: none"> • جاگزین سازی نظام تعلیمی غربی به جای نظام تعلیمی اسلامی. • جاگزین سازی قوانین وضعی به جای قوانین شریعت اسلامی. 	<p>هفته شانزدهم</p>
فهرست منابع				
1. کتاب تهیه شده از سوی دبیرتمنت ثقافت اسلامی				منابع اصلی
<p>1. الاتجاهات الفكرية المعاصرة علی محمد جریشه</p> <p>2. اسالیب الغزو الفکری، علی محمد جریشه دار الوفاء</p> <p>3. الحکرة الفکریة ضد الاسلام برکات عبدالفتاح دويدار</p> <p>4. مفتریات علی الاسلام احمد محمد جمال</p>				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (ادیان و مذاهب)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دپارتمنت
EC.BA.0478	کود مضمون
1	تعداد کريدت
همه شمول	نوعیت مضمون
نظام اجتماعی اسلام	مضمون پیش نیاز
چهارم	سمستر

شرح مختصر مضمون:

ادیان و مذاهب به سلسله مضامین همه شمول در پوهنتون ها و موسسات تحصیلات عالی یک مضمون مهم است که در آن پیرامون ادیان الهی و وضعی همه جانبه معلومات در حال تقدیم کرده میشود که در مورد اعتقادات مختلف به اساس چشم انداز هر دین وصول بیان می گردد. همچنان در مراسم دینی و شاعیر و نیکی و بدی بحث می گردد. در مضمون متذکره مسلک های مختلف حق و باطل بیان گردیده و پیرامون اصول کلی اساسات و منابع آنها معلومات داده میشود.

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند: اهداف ادیان و مذاهب. آگاهی بر خطر و پیامد های عدم آشنایی با ادیان و مذاهب. شناخت ادیان بالاخص ادیان منسوخ شده آسمانی. توانائی دفاع از اسلام.

نتایج متوقعه مضمون:

ادیان و مذاهب به سلسله مضامین همه شمول در پوهنتون ها و موسسات تحصیلات عالی یک مضمون مهم است که در آن پیرامون ادیان الهی و وضعی همه جانبه معلومات در حال تقدیم کرده میشود که در مورد اعتقادات مختلف به اساس چشم انداز هر دین وصول بیان می گردد. همچنان در مراسم دینی و شاعیر و نیکی و بدی بحث می گردد. در مضمون متذکره مسلک های مختلف حق و باطل بیان گردیده و پیرامون اصول کلی اساسات و منابع آنها معلومات داده میشود.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پواینٹ با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (ادیان و مذاهب)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	<ul style="list-style-type: none"> معنای لغوی اصطلاحی اهمیت و ضرورت دین ادیان آسمانی ادیان غیر آسمانی و فرق میان دین مسلک و مذهب و منهج. 	1	1	0
هفته دوم	<ul style="list-style-type: none"> ادیان الهی و آسمانی اسلام به عنوان آخرین دین الهی <ul style="list-style-type: none"> تعریف، حقانیت، کمال و شمولیت اسلام و دلایل آن. خصوصیات دین مقدس اسلام ارتباط میان شریعت، طریقت، و مذهب 	1	1	0
هفته سوم	<ul style="list-style-type: none"> ادیان تحریف شده و منسوخ سابقه و معاصر آسمانی یهودیت تأسیس شخصیت های مهم و فرقه های معاصر آن کتاب ها افکار و عقاید آنها دلایل تحریف منسوخیت و بطلان دین یهودیت مراکز انتشار دین یهودیت 	1	1	0



0	1	1	<ul style="list-style-type: none"> • ادیان تحریف شده و منسوخ سابقه و معاصر آسمانی • نصرانیت • تأسیس شخصیت های مهم و فرقه های معاصر آن • کتاب ها افکار و عقاید آنها • دلایل تحریف منسوخیت و بطلان دین نصرانیت • مراکز انتشار دین نصرانیت 	هفته چهارم
0	1	1	<ul style="list-style-type: none"> • ادیان تحریف شده و منسوخ سابقه و معاصر آسمانی • الصابئه • تأسیس شخصیت های مهم و فرقه های معاصر آن • کتاب ها افکار و عقاید آنها • دلایل تحریف منسوخیت و بطلان دین الصابئه • مراکز انتشار دین الصابئه 	هفته پنجم
0	1	1	<ul style="list-style-type: none"> • تعریف ادیان غیر آسمانی شرقی • تعریف زردشتیت • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته ششم
0	1	1	<ul style="list-style-type: none"> • تعریف ادیان غیر آسمانی شرقی • تعریف هندویزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته هفتم
0	1	1	<ul style="list-style-type: none"> • تعریف ادیان غیر آسمانی شرقی • تعریف بودایزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته هشتم



0	1	1	<ul style="list-style-type: none"> • تعریف ادیان غیر آسمانی شرقی • تعریف کنفوشیزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار • تعریف شننوایزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته نهم
0	1	1	<ul style="list-style-type: none"> • بعض فرقه های باطل (شبه ادیان) • قرامطه • اسماعیله • نصیریه • دروز و آغا خانیه • تعریف، تأسیس و شخصیت های مهم افکار و عقاید و مراکز پخش و تأثیر آنها 	هفته دهم
0	1	1	<ul style="list-style-type: none"> • فرقه های قادیانت بهائیت و پرویزیت • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته یازدهم
0	1	1	<ul style="list-style-type: none"> • برخی از نظام های معاصر فکری، اقتصادی، سیاسی و اجتماعی • کمونیزم و سوشیالیزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته دوازدهم
0	1	1	<ul style="list-style-type: none"> • کپتالیزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار 	هفته سیزدهم



0	1	1	<ul style="list-style-type: none"> • سیکولاریزم • تاسیس و شخصیت های مهم آن • کتاب ها افکار و عقاید آنها • مراکز انتشار <ul style="list-style-type: none"> ○ نواقص و دلائل بطلان آنها ○ غرب گرائی • مفهوم اهداف و میدان های غرب گرائی و راه های جلوگیری از آن 	<p>هفته چهاردهم</p>
0	1	1	<ul style="list-style-type: none"> • جهانی شدن • مفهوم اقسام و صحنه های آن • سیاسی • اقتصادی • فرهنگی • اجتماعی • فتنه ضد بشریت و اسلام توحید و تقریب ادیان 	<p>هفته پانزدهم</p>
0	1	1	<ul style="list-style-type: none"> • اسلام و جدیدیت • شناخت ضرورت اثرات و نواقص آن 	<p>هفته شانزدهم</p>
فهرست منابع				
				منابع اصلی
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				
				منابع کمکی
1. الملل و النحل محمد ابن عبدالکریم شهرستانی				
2. اظهار الحق شیخ محمد رحمت الله الکرانوی				
3. ماهیه النصرانیة مفتی محمد تقی عثمانی.				



مفردات و پلان درسی هفته وار مضمون (نظام سیاسی اسلام)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دپارتمنت
EC.BA.0579	کود مضمون
2	تعداد کريدت
همه شمول	نوعیت مضمون
ادیان و مذاهب	مضمون پیش نیاز
پنجم	سمستر

شرح مختصر مضمون:

محصلین با خواندن این مضمون به نظام سیاسی اسلام آگاهی پیدا می کنند و در مورد ضرورت های سیاست شرعی و شیوه های تعیین حکام و خلیفه مسلمانان معلومات کافی بدست می آورند و همچنان در مورد تعیین و صلاحیت های حکام و مسؤولین آگاهی کامل پیدا می کنند. درک موضوعات نظام سیاسی اسلام و همچنان در مورد شیوه های حکومت داری در اسلام را میتوانند بکنند و همچنان در مورد نظام سیاسی بیعت شورا و موضوعات مهم دیگر مانند قضاء و حکومت و شیوه های نظام سیاسی اسلامی معلومات کامل بدست می آورند.

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند: پیرامون اصطلاحات مهم نظام سیاسی اسلام، اهمیت، موضوع تاریخ، و هدف آن، تعریف، موضوع، غرض، اهمیت، تاریخ و حکم سیاست شرعی.

نتایج متوقعه مضمون:

محصلین با خواندن این مضمون به نظام سیاسی اسلام آگاهی پیدا می کنند و در مورد ضرورت های سیاست شرعی و شیوه های تعیین حکام و خلیفه مسلمانان معلومات کافی بدست می آورند و همچنان در مورد تعیین و صلاحیت های حکام و مسؤولین آگاهی کامل پیدا می کنند. درک موضوعات نظام سیاسی اسلام و همچنان در مورد شیوه های حکومت داری در اسلام را میتوانند بکنند و همچنان در مورد نظام سیاسی بیعت شورا و موضوعات مهم دیگر مانند قضاء و حکومت و شیوه های نظام سیاسی اسلامی معلومات کامل بدست می آورند.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام سیاسی اسلام)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	مباحث کلی نظام سیاسی اسلام	2	2	0
هفته دوم	چشم انداز افکار سیاسی	2	2	0
هفته سوم	نظام های مهم سیاسی جهان	2	2	0
هفته چهارم	جمهوریت و دیموکراسی	2	2	0
هفته پنجم	منابع نظام سیاسی اسلام	2	2	0
هفته ششم	بقیه نظام سیاسی اسلام	2	2	0
هفته هفتم	تعریف دولت	2	2	0
هفته هشتم	ریس دولت اسلامی حقوق امام و رعیت در نظام اسلامی	2	2	0
هفته نهم	شناخت وزراء و والیان	2	2	0
هفته دهم	قوه مقننه	2	2	0
هفته یازدهم	شورای در اسلام	2	2	0



0	2	2	قوه قضاییه	هفته دوازدهم
0	2	2	تعریف قاضی	هفته سیزدهم
0	2	2	رابطه جهانی	هفته چهاردهم
0	2	2	اسلام و جدیدیت	هفته پانزدهم
0	2	2	ارزیابی محصلین برای امتحان نهایی	هفته شانزدهم
				فهرست منابع
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1. نظام سیاسی اسلام، مرتب دیپارتمنت ثقافت اسلامی پوهنتون کابل 2. الارکان الاربعه، السیاسه الشرعیه، فقه سیاسی 3. اساسات حقوق اسلام، خلافت و ملوکیت 4. الارکان الاربعه، السیاسه الشرعیه، فقه سیاسی				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (نظام اداری اسلام)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دپارتمنت
EC.BA.0580	کود مضمون
2	تعداد کريدت
همه شمول	نوعیت مضمون
ادیان و مذاهب	مضمون پیش نیاز
پنجم	سمستر

شرح مختصر مضمون:

اداره در اسلام یکی از موضوعات مهم اساسی بوده که روی هم رفته اسلام برای تقویه و ساختار آن در چوکات هدایات دینی تاکید کرده است. تا در روشنایی هدایات اسلام برای ساختار آن طور عمل شود که باعث خیر و فلاح فردی و اجتماعی جامعه گردد

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند: تعریف، موضوع، غرض، اهمیت، تاریخ و حکم اداره و موضوعات متفرقه دیگر.

نتایج متوقعه مضمون:

اداره در اسلام یکی از موضوعات مهم اساسی بوده که روی هم رفته اسلام برای تقویه و ساختار آن در چوکات هدایات دینی تاکید کرده است.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام اداری اسلام)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	• تعریف لغوی و اصطلاحی اداره، اقسام اداره تاریخ و اهمیت اداره	2	2	0
هفته دوم	• اداره در عصر پیامبران علیهم السلام • اداره در عصر نبوت و خلفاء راشدین	2	2	0
هفته سوم	• منابع و مصادر استخراج احکام اداری • اهداف و مقاصد از احکام اداره • خصوصیات نظام اداری اسلام	2	2	0
هفته چهارم	• ضرورت ساختن نظام اداری در اسلام و ضرورت تعیین حکام و مسؤولین در نظام اداره اسلامی • تعیین حکام و مسؤولین در نظام اسلامی	2	2	0
هفته پنجم	• صلاحیت تعیین حکام و مسؤولین • اصول تعیین حکام و مسؤولین	2	2	0
هفته ششم	• مشوره در تعیین مقامات بلند رتبه • خصوصیات و صفات حکام و مسؤولین • امانت داری، اهلیت و صفات غیره.	2	2	0
هفته هفتم	• حکم خواستن منصب و مقام دولتی • حکم خواستن منصب و مقام بدون از منفعت های اجتماعی • خواستن مقام و منصب با منفعت های اجتماعی	2	2	0



0	2	2	<ul style="list-style-type: none"> • تعیین مسؤولین بنا بر مصلحت مجتمع اسلامی • اداره امور از سنت های پیامبران علیهم السلام • اجر و ثواب مسؤولین نیک مرتبه و منزلت آنها نزد شریعت اسلامی 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> • شیوه ها و اصول انتخابات • فوائد تعیین مسؤولین بنا بر علمیت و قوت جسمی • مراقبت از مسؤولین • ترجیح در تعیین مسؤولین اصلح نسبت به صالح 	هفته نهم
0	2	2	<ul style="list-style-type: none"> • پوره نمودن ضرورت های مسؤولین تعیین شده • مشوره ها رهنمائی ها و پیشنهادات امیر برای مسؤولین تعیین شده 	هفته دهم
0	2	2	<ul style="list-style-type: none"> • پوره نمودن ضرورت های مسؤولین تعیین شده • مشوره ها رهنمائی ها و پیشنهادات امیر برای مسؤولین تعیین شده 	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> • وجیبه و مسؤولیت های حکام • التزام به مشوره های عالمان دانا و متقی 	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> • پابندی به وقت • حرمت سوء استفاده از وظیفه • شنیدن انتقادات مردم و آوردن اصلاحات لازم 	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> • مراقبت از مسؤولین • حدود این مراقبت • آداب و طرز تعقیب مراقبت ها از مسؤولین 	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> • جزا دادن به حاکم ظالم • اصل مکافات و مجازات در نظام اسلامی 	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> • احکام و شروط عزل حکام و مسؤولین. 	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1. نظام سیاسی اسلام، مرتب دیپارتمنت ثقافت اسلامی پوهنتون کابل				منابع کمکی
2. الاحکام السلطانیة، للماوردی				
3. السياسة الشرعية، عبد الوهاب خلاف				
4. السياسة والادارة فی الاسلام، شیخ عبدالباقی حقانی				



مفردات و پلان درسی هفته وار مضمون (نظام اقتصادی اسلام)

رنا	پوهنتون
اقتصاد	پوهنځی
اداره تجارت	دیار تمت
EC.BA.0681	کود مضمون
2	تعداد کربدت
همه شمول	نوعیت مضمون
نظام سیاسی اسلام	مضمون پیش نیاز
ششم	سمستر

شرح مختصر مضمون:

مضمون نظام اقتصادی اسلام یکی از مضامین همه شمول بوده که در آن موضوعات اقتصادی از دید اسلام بحث می شود. این مضمون محوه مدیریت امور را در بعد اقتصادی توزیع داده و روشن میسازد که نظام اقتصادی اسلام بهترین نظام اقتصادی در جهان بوده که باعث شگوفایی و رفاه جوامع در بعد اقتصادی می شود.

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند: تعریف نظام و اقتصاد، اهمیت و خصوصیات اقتصاد اسلامی، مصادر و خصوصیات اقتصاد اسلامی، خصوصیات مکاتب اقتصادی اسلام و موضوعات متفرقه دیگر.

نتایج متوقعه مضمون:

در آخر سمستر محصلان توانائی شناخت مکاتب اقتصادی را پیدا خواهند نمود، شناخت زکات عبادات مالی منحصیث مثال برای در این سمستر خوانده میشود. درک و شناخت مکاتب اقتصادی جهان شناخت مال و اهمیت آن ارزش و هدف مال انواع ملکیت، عواید مصارف و راه های کسب مال حلال و در نهایت امر با درک موضوعات مهم اقتصادی را درک می کنند و عملی می نمایند.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوایننت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
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۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (نظام اقتصادی اسلام)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	• معرفی مفردات درسی نظام اقتصادی برای دانشجویان.	هفته اول
0	2	2	• برنامه، اقتصادی قرآن کریم و سوالات مربوط	هفته دوم
0	2	2	• پیامبران و نقش آنان در اقتصاد اسلامی	هفته سوم
0	2	2	• خلفای راشدین و برنامه های اقتصادی	هفته چهارم
0	2	2	• برنامه مالکیت در مکتب اقتصادی اسلام	هفته پنجم
0	2	2	• برنامه عایدات در مکتب اقتصادی اسلام	هفته ششم
0	2	2	• برنامه مصارف و نفقات در نظام اقتصادی اسلام	هفته هفتم
0	2	2	• برنامه رشد و توسعه در مکتب اقتصادی اسلام	هفته هشتم
0	2	2	• ارزیابی دروس گذشته محصلین	هفته نهم
0	2	2	• شرکت ها در نظام اقتصادی اسلام	هفته دهم



0	2	2	• عناصر تولید و حم آن در مکتب اقتصادی اسلام	هفته یازدهم
0	2	2	• منفعت و توزیع آن در مکاتب اقتصادی	هفته دوازدهم
0	2	2	• خرید و فروش و یا تجارت	هفته سیزدهم
0	2	2	• مقابله و مبارزه علیه فساد اقتصادی	هفته چهاردهم
0	2	2	• مقایسه بین مکاتب اقتصادی سه گانه	هفته پانزدهم
0	2	2	• مرور و ارزیابی دروس گذشته‌ی محصلین جهت آمادگی برای امتحان نیمه نهایی	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دبیرتمنت ثقافت اسلامی				منابع اصلی
1. صیغهٔ مقترحهٔ لقانون البیع السلامی، الشیخ تقی العثماني. 2. اسلام او نوی تجارت، مفتی محمد تقی عثمانی. 3. د اسلامی بانکوالی بنستونه، مفتی محمد تقی عثمانی. 4. النظام الاقتصادي فی الاسلام. مجموعه من العلماء. 5. اسلامی اقتصاد او بانکوالی، مفتی عبدالحق حقانی.				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (قرآن و علوم معاصر)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0782
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام اقتصادی اسلام
سمستر	هفتم

شرح مختصر مضمون:

قرآن کریم و علوم معاصر یکی از مضامین مهم ثقافت اسلامی بوده که در چوکات نصاب تحصیلات عالی و در سمستر هفتم تدریس میگردد. و این مضمون در کل ارتباط قرآن کریم را با علوم دیگر بیان میدارد. و طور واضح تعلیمات اسلامی را در مورد آن ضرورت میداند زیرا که تکنالوژی جدیدی برخی از جوانان مسلمان را که از تعلیم قرآن کریم بی خبر اند، با شبهه و شکوک خطرناک مواجه ساخته است. مانند اینکه میگویند در عصر پیشرفت های تکنالوژی، قرآن و تعلیم آن چندان کاربرد با زندگی انسان ها ندارد.

در حالیکه هر قدر معلومات بیشتر و تکنالوژی ترقی می کند در واقع بخش از تعلیم قرآن است که برای بشریت عرضه میگردد.

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند: تعریف اصطلاحی قرآن، وحی و انواع وی، جلی و خفی، نامه های قرآن کریم و دیگر موضوعات اساسی که نشان دهنده رابطه قرآن و علوم معاصر می باشد.

نتایج متوقعه مضمون:

خو معاصرو علومو چي څومره نوښتونه رامنځته کړي په حقيقت کې له هغه څه پرته بل څه نه دي چې څه باندې يوزر او څلور سوه کاله مخکې د قرآن کریم او نبوي سنتونو په علمي اشارو کې راغلي دي.

د دې مضمون په لوستلو د سمستر په پای کې محصلان د قرآن کریم د نزول صورت و نو، مرحلو، حقوقو، او د اعجاز پر بېلابېلو اړخونو او له نويو ايجاداتو سره يې د تړاو په اړه، کلي علمي معلومات ترلاسه کوي او په پایله کې يې د قرآن کریم د علمي اعجاز له عظمت او لويي سره لا ښه اشنا کيږي او په انفرادي او ټولنيز ژوند کې د قرآن کریم د لارښوونو په پلي کولو کې يې درېغه هڅې او کوښښونه کوي او د ژوند په هره برخه کې اغېزمن گامونه پورته کوي.



شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.

شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (قرآن و علوم معاصر)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	<ul style="list-style-type: none"> معنای لغوی و اصطلاحی قرآنکریم. وحی و اقسام آن وحی جلی (متلو) وحی خفی (غیر متل) حدیث نبوی و مقام آن نام های قرآن کریم 	2	2	0
هفته دوم	<ul style="list-style-type: none"> مراحل نزول قرآن کریم نزول تدریجی قرآنکریم و حکمت های آن حکمت های نسخ در قرآن اسباب نزول و اختلاف و شناخت آن. 	2	2	0



0	2	2	<ul style="list-style-type: none"> • کاتبان وحی • جمع آوری قرآن، بخشهای آن و خصوصیات هر بخش و روش های آن. • راه مثنی که در جمع آوری آن کار گرفته شده است. • نسخه های قرآن کریم. • قرآیت و فرق روایات قرآیت و اصول و شروط قرآیت. 	هفته سوم
0	2	2	<ul style="list-style-type: none"> • تعداد آیات و سوره های قرآن کریم. • انواع سوره های قرآن کریم. • خصوصیات سوره های مکی ومدنی. • انواع سوره ها از نظر اندازه. 	هفته چهارم
0	2	2	<ul style="list-style-type: none"> • دلایل حقانیت و عدم تحریف قرآن کریم • دیدگاه دانشمندان غربی در مور قرآن کریم • علوم که قرآن بر ان مشتمل است. • موضوعات اساسی قرآن کریم. • دیدگاه علماء مختلف (غزالی، دهلوی، ابن عاشور و رشید رضاء) 	هفته پنجم
0	2	2	<ul style="list-style-type: none"> • فضایل قرآن • صفات قرآن کریم. • اهمیت قرآن کریم در زندگی • حقوق قرآن کریم. • آداب تلاوت قرآن کریم 	هفته ششم
0	2	2	<ul style="list-style-type: none"> • معجزه و اقسام آن. • شرط های معجزه. • معجزه نبی صلی الله علیه وسلم • اعجاز قرآن کریم. • اقسام اعجاز قرآن کریم 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> • اعجاز بیان و بلاغی قرآن کریم. • اعجاز تشریحی قرآن کریم. • اخبار قرآن کریم در مور غیب ها. 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> • اعجاز علمی قرآن کریم. • نظریات علماء پیرامون اعجاز علمی قرآن کریم. • فرق میان تفسیر علمی و اعجازی قرآن کریم. 	هفته نهم



0	2	2	<ul style="list-style-type: none"> • نمونه های اعجاز علمی قرآن کریم. • آفرینش و انکشاف کاینات از نظر قرآن و علوم معاصر. • زوجیت در هر چیز. • شب و روز از نظر قرآن و علوم معاصر. • آسمان بیدون ستون. • جدایی آسمان و زمین. • مرکزیت زمین. • کرویت و حرکت زمین 	هفته دهم
0	2	2	<ul style="list-style-type: none"> • اشکال کوه ها و وظایف آنها در قرآن کریم و علوم معاصر. • تلقیح درختان. 	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> • خلقت انسان در قرآن کریم و علوم معاصر. • مراحل نمو جنین در قرآن 	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> • نبات و نظریه آن در قرآن کریم و علوم معاصر. • حقایق علمی در مورد نباتات. • حفاظت محیط زیست از نظر قرآن کریم 	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> • نظریات قرآن و علوم معاصر پیرامون اقیانوس ها. • حایل میان اقیانوس ها. 	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> • اعجاز علمی در خورد غذای حرام. 	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> • رهنمود قرآن کریم در مورد خبایث و تفصیل آن 	هفته شانزدهم
فهرست منابع				
1- کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				
1- الاتقان فی علوم القرآن. لامام السیوطی. 2- مناهل العرفان. للامام زرقانی. 3- علوم القرآن. للشیخ شمس الحق الافغانی. 4- علوم القرآن. للشیخ تقی العثماني. 5- التبیان فی علوم القرآن. للشیخ محمد علی الصابونی. 6- الاعجاز العمی فی القرآن الکریم. للدکتور زغلول النجار 7- الاعجاز العلمی فی القرآن والسنة. للدکتور عبدالله بن عبد العزیز المصلح				



مفردات و پلان درسی هفته وار مضمون (تمدن اسلامی)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0833
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	قرآن و علوم معاصر
سمستر	هشتم

شرح مختصر مضمون:

د اسلامي تمدن مضمون چې د اسلامي ثقافت د تحصيلي نصاب په چوکاټ يو مهم مضمون دی، چې په حقيقت کې د اسلامي تاريخ هغه برخه ده چې اوسنيو مسلمانانو او په ځانگړې توگه ځوان قشر- هېر کړی دی چې پرې خبرېدل او په سمه توگه يې پېژندل د محصلانو بنسټيزه اړتيا ده. د سمستر په پای کې محصلان د تمدن پر مفهوم، د تمدنونو د رامنځته کېدو پر عواملو، د تمدنونو رڼنده عناصرو، په ځانگړې توگه د اسلامي تمدن پر عناصرو، د تمدن د لاسته راوړنو په لاره کې د سمون او مثبت تغيير په اړه د اسلام د رول، په اړه کلي معلومات ترلاسه کوي. او په پایله کې يې محصل کولای شي چې د تمدن د اساساتو ترڅنگ د تمدن په مختلفو برخو او په بېلابېلو علومو کې لکه: کيميا، فزيک، رياضي، طب، فارمسي، انجينري، همداراز تاريخ، فلسفه، فلکيات او د شرعي علومو سربيره، د مسلمانانو له لاسته راوړنو دفاع وکړي او په خپراوي کې يې رڼنده هڅې وکړي.

اهداف آموزشی مضمون:

در این مضمون از شاگردان انتظار می رود تا موارد ذیل را بدانند:

1. شناخت کامل با تمدن اسلامی.
2. شناخت عناصر تشکیل دهنده تمدن اسلامی از منافع اساسی و اصلی آن
3. درک و شناخت موضوعات مهم از عناصر و تشکیلات تمدنی که رسول الله ﷺ در تمدن ها ایجاد کرد.
4. محصل با خوانش این مضمون کار نامه های مهم و فعالیت ها و دست آورد های خلفای راشدین و غیره را در ک خواهد نمود.

نتایج متوقعه مضمون:

د سمستر په پای کې محصلان د تمدن پر مفهوم، د تمدنونو د رامنځته کېدو پر عواملو، د تمدنونو رڼنده عناصرو، په ځانگړې توگه د اسلامي تمدن پر عناصرو، د تمدن د لاسته راوړنو په لاره کې د سمون او مثبت تغيير په اړه د اسلام د رول، په اړه کلي معلومات ترلاسه کوي. او په پایله کې يې محصل کولای شي چې د تمدن د اساساتو ترڅنگ د تمدن په مختلفو برخو او په بېلابېلو علومو کې لکه: کيميا، فزيک، رياضي، طب، فارمسي، انجينري، همداراز تاريخ، فلسفه، فلکيات او د شرعي علومو سربيره، د مسلمانانو له لاسته راوړنو دفاع وکړي او په خپراوي کې يې رڼنده هڅې وکړي.



شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.

شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (تمدن اسلامی)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	<ul style="list-style-type: none"> تعریف لغوی و اصطلاحی معنی عناصر تمدن (اعتقادات، باوردها اخلاقیات، سیاست و اقتصاد، علوم، فرهنگ و هنر) ارتباط بین تمدن مدنی و کلتور در رابطه به تمدن های قدیم قبل از اسلام معلومات کافی به خصوص در مورد تمدن های قرون وسطی در شرق و اروپا و غرب نظام اخلاقی، سیاسی، اقتصادی و اجتماعی حالات آنها. 	2	2	0



0	2	2	<ul style="list-style-type: none"> • ایجاد تمدن اسلامی • تعریف تمدن اسلامی • تاریخ • عناصر و انواع آن • تمدن اسلامی و تمدن های غیر اسلامی فرق ها • موارد اتفاقی و اختلافی تمدن ها. 	هفته دوم
0	2	2	<ul style="list-style-type: none"> • خصوصیات تمدن اسلامی • ارتباط تمدن با عقیده • ارتباط تمدن با عبادات • ارتباط تمدن با اخلاق • ارتباط تمدن با اعتدال و توازن • ارزشهای دینی، انسانی، و کلتوری • تعادل و تکامل 	هفته سوم
0	2	2	<ul style="list-style-type: none"> • رسول الله صلی الله علیه وسلم و اسلامی تمدن • ایجاد تمدن اسلامی • قوانین و تطبیق آن عدالت اجتماعی • تشویق به علم و دانش • ایجاد اقتصاد اسلامی • اسباب تزلزل اقتصاد اسلامی و از بین بردن آنها مانند سود، غرر، قمار، احتکار و غیره 	هفته چهارم
0	2	2	<ul style="list-style-type: none"> • پیش رفتهای تمدن در عصر خلفای راشد • در بخش استحکام مجتمع اسلامی • در بخش سیاست و اداره حکومت داری و شیوه های حکومت داری قوانین • در بخش اقتصاد • در بخش توسعه و اعمار • در بخش دفاع و ارتباطات و روابط بین الملل 	هفته پنجم



0	2	2	<ul style="list-style-type: none"> • نگاهی به کارنامه ها و دست آوردهای مسلمان پیشینه • در بخش علوم • علماء مشهور • مراکز علمی • در فنون مختلف از قبیل خطاطی، نقاشی، معماری... • در بخش صنعت مانند کاغذ، قطب نما، ساعت، بارود. عینک و ... • در بخش زراعت. 	هفته ششم
0	2	2	<ul style="list-style-type: none"> • دست آورد های مسلمانان در علوم شرعی (مانند تفسیر، اصول تفسیر، حدیث، اصول حدیث، فقه و اصول فقه، عقیده علم کلام و غیره). 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> • دست آوردهای تمدن در بخش علم اجتماعی • تاریخ، جغرافیه، زبان و ادبیات 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> • دست آوردهای مسلمانان یا تمدن اسلامی در بخش علوم ریاضی، هندسه و فزیک 	هفته نهم
0	2	2	<ul style="list-style-type: none"> • دست آوردهای تمدن اسلامی در عرصه علوم ساینسی، تجربوی، کیمای و طبی 	هفته دهم
0	2	2	<ul style="list-style-type: none"> • دست آوردهای مسلمانان و تمدن اسلامی در عرصه فلکیات، فلسفه، و حکمت 	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> • منابع و مصادر تمدن اسلامی • قرآن کریم • سنت پیامبر اسلام • اجماع مسلمین • قیاس • مصالح مرسله 	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> • مسلمانان تهداب گذار مجتمع متمدن هستند • وضع نمودن اصول مجتمع متمدن (کرامت انسانی، احترام متقابل، آزادی بیان، مساوات و حقوق و غیره). • ایجاد تصور اصلاح فرد و جامعه • تقدیم خدمات اجتماعی مانند(ایجاد سرکهای بزرگ، مسیرهای کاروان ها، سراپها و شفاخانه ها دار المجانین دار الایتام ها و زندانها و غیره). 	هفته سیزدهم



0	2	2	<ul style="list-style-type: none"> • فعالیت افغانها در قسمت تمدن اسلامی • در قسمت علوم • در قسمت فنون 	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> • در تمدن معاصر جهانی عوامل عقب مانی مسلمانان و راه های حل آن • عوامل درونی • عوامل بیرونی 	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> • تمدن غربی مرهون تمدن اسلامی است • در روشنائی داده های مسلمانان و دست آوردهای آنها باید تحلیل گردد. 	هفته شانزدهم
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				منابع اصلی
1. ماذا خسر العاک بانحطاط المسلمین، لابی الحسن علی الندوی. 2. معالم الحضارة فی الاسلام. لناصح علوان. 3. الحضارة الاسلامیة مقارنة بالحضارة الغربیة، لتوفیق یوسف الواعی.				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (محیط زیست)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	اداره تجارت
کود مضمون	EC.BA.0101
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ندارد
سمستر	اول

شرح مختصر مضمون:

محیط زیست یکی از جمله مضامین مسلکی بوده که جهت آگاهی محصلین توانایی شرح عوامل، تاثیرات و پیامدهای چالش های محیط زیستی کشور را داشته باشند. همچنان محصلین توانایی کاربرد روشهای مدیریت محیط زیست داشته باشند.

اهداف آموزشی مضمون:

کردن مهارت های لازم در سلوک عملکرد و مسوولیت پذیری در قبال محیط زیست داشته باشند. محصلین توانایی توضیح موضوعات (اکوسیستم، اکولوژی، آلوده گی ها و منابع طبیعی) را داشته باشند. محصلین توانایی شناخت چالش های محیط زیستی (افزایش نفوس، تغییرات اقلیمی، گرمایش جهانی، تخریب لایه آوزون، تخریب منابع طبیعی و آلوده گی های محیط زیست) را داشته باشند.

نتایج متوقعه مضمون:

محصلان به عنوان افراد آگاه در جهت جلوگیری از آلودگی محیط زیست نقش تاثیر گزار داشته و در جهت ترویج فرهنگ حفاظت از محیط زیست نقش اساسی ایفا کنند.

شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.



شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (محیط زیست)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	<ul style="list-style-type: none"> معرفی با دانشجویان معرفی محتوای مضمون توضیح کورس پالیسی برای دانشجویان 	هفته اول
0	2	2	<ul style="list-style-type: none"> تعریف و مفاهیم محیط زیست انواع محیط زیست 	هفته دوم
0	2	2	<ul style="list-style-type: none"> هایدروسفیر، لیتوسفیر، بایوسفیر 	هفته سوم
0	2	2	<ul style="list-style-type: none"> تعریف ایکوسیستم، ساختار ایکوسیستم 	هفته چهارم
0	2	2	<ul style="list-style-type: none"> خصوصیات ایکوسیستم، انواع ایکوسیستم 	هفته پنجم
0	2	2	<ul style="list-style-type: none"> تعریف منابع طبیعی، انواع منابع طبیعی 	هفته ششم
0	2	2	<ul style="list-style-type: none"> منرالها، عناصر نادر و تاثیرات آن بالای محیط زیست و صحت انسان منرالها 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> دوران انرژی در اکوسیستم زنجیر غذایی عملیه فوتوستتیز 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> دوران بیوجیوکیمیکل، دوران آب 	هفته نهم
0	2	2	<ul style="list-style-type: none"> مقدمه، افزایش نفوس در طول تاریخ، عوامل افزایش نفوس 	هفته دهم



0	2	2	• تعریف آلوده گی، انواع آلوده گی ها	هفته یازدهم
0	2	2	• مفهوم انکشاف پایدار ابعاد انکشاف پایدار	هفته دوازدهم
0	2	2	• مقدمه تعریف، گازات گلخانه ئی و کرمایش زمین	هفته سیزدهم
0	2	2	• راه های حل تغییر اقلیم اورون چیست، عوامل تخریب لایه اوزون	هفته چهاردهم
0	2	2	• زلزله سیلاب ها	هفته پانزدهم
0	2	2	• نگاهی به محیط زیست کشور چالش های عمده محیط زیستی	هفته شانزدهم
				فهرست منابع
1. Jazib, J. (2018). <i>Basic of Environmental Science</i> (1st ed., Issue March). Iqra Publishers, Jammu, J&K. 2. wali, Mohan, K, Everendilek, Fatih & Fennessy, M, S. (2010). <i>The Environment Science, Issues, and Solutions</i> (1st ed.). CRC Press Taylor & Francis Group, Boca Raton London New York. http://www.ghbook.ir/index.php .				منابع اصلی
1. Ardakani. M, 2007, ecology, 9thedition, ISBN: 964-039-242-1 2. Bothkin, D, Keller, E., 2003, Environmental Science, Earth as living planet, ISBN: 964-324-068-1, Fourth edition 3. Saigo,B,1999,Environmental Science:A Global Concern,Fifth edition,copy right of McGraw-Hill Company Inc,ISBN:0-697-36023-7 United state of America				منابع کمکی



مفردات و پلان درسی هفته وار مضمون (تاریخ معاصر افغانستان)

پوهنتون	رنا
پوهنځی	اقتصاد
دیپارتمنت	اداره تجارت
کود مضمون	EC.BA.0202
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ندارد
سمستر	اول

شرح مختصر مضمون:

افغانستان کشوریست تاریخی که بیش از پنج هزار سال قدامت تاریخی دارد، درین مدت زمان زور آزمایشی قدرت های زیادی را تجربه کرده است، امپراطوری های زیادی خواستند تا افغانستان فعلی را نابود و مستعمره خویش سازند اما مردم صلح شور و آزاده این خاک و بوم پیوسته از ارزش های شان در برابر متجاوزین مبارزه کردند تا کشور مان افغانستان را از چنگال خون آشام غول های قدرت و ثروت از جمله اسکندر مقدونی، چنگیزخان، تیمور لنگ، برتانایای کبیر و در جماهیر شوروی نجات بخشیدند، امروزه هرچه داریم از جانفشانی های بی دریغ گذشته گان است که در مقابل متجاوز سینه سپر کردند و آزادی را به ارمغان آوردند.

درین درسنامه به طور مختصر مهمترین حوادث تاریخ معاصر افغانستان را از زمان ظهور احمدشاه ابدالی الی تبدیلی نظام حکومتی افغانستان از شاهی به جمهوری توسط سردارمحمد داوودخان و ضما وقایع بعد سردار محمد داوود خان نیز مورد بحث قرار میدهم تا دانشجویان با تاریخ کشور خویش آشنا شده و همچنان بتوانند مشکلات کنونی افغانستان را ریشه یابی و به حل آن اقدام نمایند تا زمینه ملت شدن به مفهوم واقعی آن در افغانستان شکل بگیرد، با نظر داشت گذشته چنین برداشت میشود که مردم افغانستان در طول تاریخ معاصرش برای داشتن صلح و ثبات دایمی قربانی های زیادی را به علت دخالت بیگانگان و بی اتفاقی داخلی پرداخته اند که با این وضع بارها ثابت شده است تنها راه حل ثبات دایمی در افغانستان حس همدیگر پذیری و ترک تعصبات قومی و لسانی و مذهبی و سمتی است، تا باشد مردم افغانستان همه باهم دست به دست هم داده افغانستان را ازین وضعیت ناهنجار برای همیشه نجات دهند.

اهداف آموزشی مضمون:

با تدریس مضمون تاریخ معاصر افغانستان محصلان در خصوص فراز و نشیب های تاریخ افغانستان از تشکیل افغانستان نوین تا امروز آگاهی حاصل نموده و جریان سپری شده در مسیر تاریخ را به عنوان یک درس تاریخی فرا می گیرند.

نتایج متوقعه مضمون:

محصلان بعد از ختم جلسه اول آشنایی با مفردات مضمون، استاد و اهمیت مضمون خواهند کرد، در جلسه دوم شکل گیری امپراطوری ابدالی را خواهند دانست، در جلسه سوم نقش قدرت های بزرگ و سیاست احمد شاه را خواهند دانست، در جلسه چهارم به علت های تضعیف امپراطوری احمد شاه پی خواند برد در جلسه پنجم از انتقال قدرت از قبیله سدوزی به بارکزی و مداخلی خارجی ها در امورات کشوری پی خواهند برد، در جلسه ششم به علت های تجاوز اول انگلیس به افغانستان پی خواهند برد، در جلسه هفتم به اقدامات شیرعی خان و جنگ دوم انگلیس و افغانستان پرداخته خواهد شد، در جلسه هشتم از اقدامات و عملکرد عبدالرحمن خواهند دانست، در جلسه نهم از اقدامات حکومت امانیه خواهند دانست، در جلسه دهم زمامداری حبیب الله کلکانی، نادر و ظاهر شاه خواهند دانست، در جلسه یازدهم از کارکرد محمد داود خان خبر دار خواهند گردید، در جلسه دوازدهم حکومت های چپی را خواهند شناخت، در جلسه سیزدهم حکومت مجاهدین را خواهند شناخت، در جلسه چهاردهم به امارت طالبان و عملکرد آنها پی خواهند برد در جلسه پانزدهم دوره زمامداری حامد کرزی توضیح داده می شود و در جلسه شانزدهم حکومت وحدت ملی را توضیح و جمبندی کلی از تمامی جلسات سمستر صورت می گیرد در ضمن رهنمای های لازم نیز در مورد امتحانات به دانشجویان ارایه می گردد.



شیوه های تدریس و آموزش:

دو روش استفاده می شود:

اول: مطالب درسی از قبل به دانش آموزان ارائه می شود. این به شکل کتاب و/یا چپتر است. در همین حال؛ سلايدهای پاور پوینت با استفاده از ال سی دی ارائه شده و با جزئیات بر روی تخته سفید توضیح داده میشود.

دوم: از دانش آموزان خواسته می شود که به بحث مرتبط با موضوع سهم بگیرند و دانش و تجربه خود را در مورد موضوع به اشتراک بگذارند. در همین حال، دانش آموزان مجاز به سؤال و بحث هستند. هدف از این تمرین بالا بردن سطح اعتماد به نفس دانش آموزان است. مطالعات موردی شرکت ها با سرعت های متفاوت دوره اختصاص داده می شود.

شیوه های ارزیابی محصلان:

دانش آموزان متقاعد میشوند که فعالانه در بحث صنف درسی شرکت کنند. آنها روی تعدادی سهمگیری در صنف درسی، حضور در صنف، ارائه، سیمینارها، امتحان صنفی، پروژه، امتحان نیمه نهایی و یک امتحان نهایی کار خواهند کرد. در نتیجه، دانش آموزان بر اساس معیارهای ذکر شده مورد ارزیابی قرار می گیرند و درصد توزیع نمرات به شرح زیر خواهد بود:

نمره	شرح
۳۰ نمره	امتحان نیمه نهایی
۱۰ نمره	فعالیت صنفی و حاضری
۱۰ نمره	پروژه، سیمینار و امتحان صنفی
۵۰ نمره	امتحان نهایی

پلان درسی هفته وار مضمون (تاریخ معاصر افغانستان)

هفته	محتوا	تعداد ساعات درسی در هفته	نظری	عملی
هفته اول	<ul style="list-style-type: none"> تعارف با محصلان، معرفی مضمون انتخاب میتود تدریس استاد و توضیح دلایل انتخاب آن به محصلان فصل اول: مفهوم علم تاریخ تعریف تاریخ در لغت و در اصطلاح. اقسام علم تاریخ 	2	2	0



0	2	2	<ul style="list-style-type: none"> • نام های تاریخی افغانستان • امپراطوری احمدشاه ابدالی • لشکرکشی های احمدشاه ابدالی به هند • میراث فرهنگی احمدشاه ابدالی • وفات احمدشاه ابدالی 	هفته دوم
0	2	2	<ul style="list-style-type: none"> • آغاز حکومت تیمورشاه • چگونگی انتقال قدرت به تیمورشاه • انتقال پایتخت از قندهار به کابل • جنگ های زمان تیمورشاه و مرگ تیمورشاه 	هفته سوم
0	2	2	<ul style="list-style-type: none"> • اعلان پادشاهی زمان شاه • جنگ های پسران تیمورشاه به سر قدرت • علل مرگ پاینده محمدخان و پیامد های آن • شورش برادران فتح خان علیه شاه زمان • پایان حکومت زمان شاه 	هفته چهارم
0	2	2	<ul style="list-style-type: none"> • سلطنت شاه محمود • نابینا شدن شاه زمان توسط برادرش • چگونگی حکومت شاه محمود • شورش شاه شجاع و پایان حکومت شاه محمود • حمله فتح خان و پایان حکومت شاه شجاع • دور دوم شاهی شاه محمود • قتل فتح خان و شورش برادرانش 	هفته پنجم
0	2	2	<ul style="list-style-type: none"> • دوره سیاه افغانستان بین سال های 1818م الی سال 1834م • سقوط ملتان، کشمیر و پشاور به نفع هندوها • اختلاف برادران فتح خان و تشکیل امارت توسط دوست محمد خان • توافق شاه شجاع با انگلیس و رنجیت سنگ و حمله شاه به افغانستان • اتحاد مردم افغانستان علیه هندوها • مقدمات حمله انگلیس به افغانستان 	هفته ششم



0	2	2	<ul style="list-style-type: none"> • جنگ اول افغان و انگلیس • قیام 17 رمضان • قیام امین الله لوگری، میرمسجدی خان، وزیراکبر خان و دیگر فرماندهان مجاهدین • پیوستن دوست محمدخان با انگلیس • قتل شاه شجاع و مکاتن • توافق امیر دوست محمد خان با انگلیس و برگشتش از هند • قتل وزیر اکبر خان • معاهده های اول و دوم جمروود؛ و تصرف قندهار و هرات 	هفته هفتم
0	2	2	<ul style="list-style-type: none"> • سلطنت امیرشیرعلی خان • شورش های اعظم خان و افضل خان • اصلاحات امیر شیرعلی خان • خط سرحدی امیرشیر علی خان • کنفرانس شمله مرگ شیر علی خان 	هفته هشتم
0	2	2	<ul style="list-style-type: none"> • جنگ دوم افغان و انگلیس • تشکیل جنبش های ضد انگلیس به رهبری ایوب خان، میریچه خان کوهدامنی • ملامشک عالم و دیگر فرماندهان • حکومت یعقوب خان • امضای معاهده گندمک • جنگ میوند 	هفته نهم
0	2	2	<ul style="list-style-type: none"> • توافق امیرعبدالرحمن خان با انگلیس و آغاز سلطنت وی • شیوه استبداد عبدالرحمن خان • سرکوب مردم یاغستان و مردم شینواری • تعیین خط سرحدی ریجوی • پامیر و دیورند • اصلاحات داخلی امیر عبدالرحمن خان 	هفته دهم



0	2	2	<ul style="list-style-type: none"> • سلطنت امیر حبیب الله خان • اوضاع اداری و اقتصادی حکومت حبیب الله خان • نشر مجله سراج الاخبار • جنبش دور اول مشروطه خواهان • جنبش دور دوم مشروطه خواهان • چگونگی قتل امیر حبیب الله خان 	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> • اعلان پادشاهی امیرامان الله خان و ایجاد اتلافاتش با نایب کاکایش نصرالله خان • اعلان استقلال افغانستان • مذاکرات صلح راولپندی • صلح منصوری • صلح کابل • روابط با سایر کشورها • اصلاحات امانی قبل از سفر به اروپا • اصلاحات بعد از سفر با اروپا • شورش امیر حبیب الله کلکانی علیه سلطنت امان الله خان 	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> • اعلان پادشاهی امیر حبیب الله کلکانی • تشکیل دولت امیر حبیب الله • حمله نادر خان و پایان حکومت حبیب الله • حکومت نادر خان، تشکیل حکومت نادر خان • قتل نادر خان و پادشاه شدن ظاهر شاه 	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> • آغاز سلطنت ظاهر شاه • صدارات هاشم خان • صدارات شاه محمود • صدارات داوود خان • صدارات یوسف خان • صدارات نور محمد اعتمادی • صدارت موسی شفیق • کودتای داوود خان و پایان حکومت ظاهر شاه 	هفته چهاردهم



0	2	2	<ul style="list-style-type: none"> • چیستی کپیتالیزم • چیستی سوسیالیزم و رقابت های آنها در افغانستان • آغاز ریاست جمهوری در افغانستان • قیام اسلامگراها علیه حکومت های کمونیستی • حکومت نورمحمد ترکی • حکومت حفیظ الله امین • اشغال افغانستان توسط ارتش جماهیر شوری (روسیه) • حکومت ببرک کارمل • حکومت داکتر نجیب الله 	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> • شکست کمونیسم و عقب نشینی ارتش شوری از افغانستان • ظهور مجاهدین، آغاز جنگ های داخلی • ظهور طالبان • برگزاری اجلاس بن • ریاست جمهوری حامد کرزی 	هفته شانزدهم
فهرست منابع				
1. سراج التواریخ- ملا فیض محمد کاتب				منابع اصلی
1. افغانستان در پنج قرن اخیر، غلام محمد غبار. 2. افغانستان در پنج قرن اخیر- محمد صدیق فرهنگ 3. تاریخ مختصر افغانستان- عبدالحی حبیبی.				منابع کمکی



Syllabuses and course policy of (English I)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0103
Credit Hours	2
Subject category	Inclusive
Pre-requisite	Nil
Semester	1 st

COURSE DESCRIPTION

The course is designed to help you start from basics and enhance your knowledge of English Language. In this semester, we will cover various crucial titles including sentence structure, parts of speech, some common tenses, passive voice, direct and indirect speech, types of sentence based on structure and paragraph. Since these are all significant to learning English, you should eagerly study and practice whatever you are taught. Moreover, we will also concentrate on business vocabulary.

Active and fully-prepared engagement is appreciated in every session. You should complete the required activities and assignments before the class. In case you have any problems, do not hesitate to share with me. Throughout the course, you should fully practice whatever you study in order to benefit from it.

COURSE LEARNING OBJECTIVE

1. Getting to know parts of speech
2. Understanding tenses of English language
3. Using all parts of speech accurately
4. Understanding parts of paragraph
5. Knowing all parts of paragraph and practicing practically
6. Getting to know passive voice and direct and indirect speech

COURSE LEARNING OUTCOME

On completion of this course, the students will be able

1. The students will understand the concept of all parts of speech.
2. The students will get to know how tenses are used.
3. The students will get to know how an accurate paragraph is written.
4. The students will understand using all parts of speech in a practical way.
5. The students will get to know some business terminologies.
6. The Students will get to know passive voice and direct and indirect speech.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (English I)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> Introduction Grammar & Word & phrase & Clause Sentence (Subject & Predicate & Object) 	2	2	0
Week 02	<ul style="list-style-type: none"> Parts of Speech & Types Noun & Gender & Types 	2	2	0
Week 03	<ul style="list-style-type: none"> Pronoun & Types Present Continuous Tense 	2	2	0
Week 04	<ul style="list-style-type: none"> Simple Present Tense Simple Future Tense 	2	2	0



Week 05	<ul style="list-style-type: none"> • Adjective & Comparison & Classification 	2	2	0
Week 06	<ul style="list-style-type: none"> • Verb & Main & Auxiliary 	2	2	0
Week 07	<ul style="list-style-type: none"> • Simple Past Tense • Past Continuous Tense 	2	2	0
Week 08	<ul style="list-style-type: none"> • Adverb & Types 	2	2	0
Week 09	<ul style="list-style-type: none"> • Preposition & Interjection & Conjunction 	2	1	2
Week 10	<ul style="list-style-type: none"> • Types of Conjunction 	2	1	2
Week 11	<ul style="list-style-type: none"> • Present Perfect Tense • Past Perfect Tense 	2	1	2
Week 12	<ul style="list-style-type: none"> • Active Voice Vs Passive Voice • Simple Present Tense • Simple Past Tense • Present Continuous Tense • Simple Future Tense 	2	1	2
Week 13	<ul style="list-style-type: none"> • Sentence & Types Based on Structure 	2	1	2
Week 14	<ul style="list-style-type: none"> • Direct and Indirect Speech 	2	1	2
Week 15	<ul style="list-style-type: none"> • Direct and Indirect Speech 	2	1	2
Week 16	<ul style="list-style-type: none"> • Paragraph & Parts & Sample 	2	1	2

References:**Main Reference:**

1. Wren, P. C., & Martin, W. (2005). *High school English grammar and composition*. S Chand.

Supportive Reference:

1. Gelderen, E. V. (2010). *An introduction to the grammar of English*.



Syllabuses and course policy of (English II)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0204
Credit Hours	2
Subject category	Inclusive
Pre-requisite	English I
Semester	2 nd

COURSE DESCRIPTION

English II II Course focuses on improving business writing skills in students used in business environment like memo, notice, business letter, topic development, email and proposal writing. Writing well is one of the most important skills students need to learn for success in the business world. They will understand how to deliver their ideas with power they deserve. Good writing also conveys a sense of professional excellence to the world around you.

COURSE LEARNING OBJECTIVE

1. Understanding the process of business writing
2. Understanding 7 c's of business letters
3. Understanding all about the business letters
4. Understanding about the essay writing
5. Knowing about the resume and CV writing

COURSE LEARNING OUTCOME

Successful English II students will be able to:

1. The students will understand all 7 c's practically
2. The students will come know how business writing works in the business environment
3. The students will come know how business letters are being written practically
4. The students will understand practically how to write essay samples in their life career
5. The students will be able to write CV and Resume samples while applying to different positions.



TEACHING METHODOLOGY

There are two methods used:

First: The students are provided the course materials well in advance. It takes the form of book and/or chapters. Meanwhile; power point slides are presented using LCD and explained in details on white board.

Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Fundamentals of computer)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	What is Composition? <ul style="list-style-type: none"> • Introduction • Process of composition • Pre-writing • Drafting • Post-writing • Editing • Publishing 	2	2	0



Week 02	How to start writing? <ul style="list-style-type: none"> • Free-writing with an example • Brainstorming with an example • Clustering with an example • Practice writing technique 	2	2	0
Week 03	Application Writing I <ul style="list-style-type: none"> • Application Writing Techniques • Job Application • Motivation letter 	2	2	0
Week 04	Application Writing II <ul style="list-style-type: none"> • Cover letter • Statement of Purpose • Application for Leave & Fee Concession • Applications for different occasions 	2	2	0
Week 05	Memo Writing <ul style="list-style-type: none"> • Difference b/w memo & letter • Purpose of a memo • How to write a memo? • Format of memo 	2	2	0
Week 06	Circular writing <ul style="list-style-type: none"> • Definition of circular • Objective of circular • Parts of circulars • Sample circular 	2	2	0



Week 07	Notice Writing <ul style="list-style-type: none"> • Meaning & importance of notice • Characteristics of a good Notice • Format/ Parts of Notice • Sample notices 	2	2	0
Week 08	<ul style="list-style-type: none"> • Presentations and Review before Mid-term Exams 	2	2	0
Week 09	Letter Writing I <ul style="list-style-type: none"> • Definition • Purpose of Letter • Types of letter • Samples 	2	1	2
Week 10	Letter Writing II <ul style="list-style-type: none"> • Personal letters • Format of personal letter • Types of personal letters • Samples • Practice 	2	1	2
Week 11	Letter Writing III <ul style="list-style-type: none"> • Business letter • Format of a business letter • Parts of a business letter • Samples • Practice 	2	1	2
Week 12	Resume Writing I <ul style="list-style-type: none"> • Definition • Difference between Resume & CV • How to build a Resume? 	2	1	2



Week 13	Resume Writing II <ul style="list-style-type: none"> • Parts of Resume • Sample of CV • Practice 	2	1	2
Week 14	E-mail Writing I <ul style="list-style-type: none"> • Definition of email • Purpose of email • Formal & informal emails 	2	1	2
Week 15	E-mail Writing II <ul style="list-style-type: none"> • Email etiquettes • 6 Steps to Improve Business Email Writing Skills • Formal & informal phrases from Greeting to Closing • Samples 	2	1	2
Week 16	<ul style="list-style-type: none"> • Presentations & Review before Final Exams. 	2	1	2

References:**Main Reference:**

1. Murphy, H. A., Hildebrandt, H. W., & Thomas, J. P. (1997). *Effective business communications*. New York: McGraw-Hill.

Supportive Reference:

1. Carter, R., & McCarthy, M. (1997). *Exploring spoken English. Book*. Ernst Klett Sprachen.



Syllabuses and course policy of (Fundamentals of computer)

University	Rana
Faculty	Economics
Department	BBA
Course code	EC.BA.0505
Credit Hours	2
Subject category	Inclusive
Pre-requisite	Fundamentals of Computer
Semester	5 th

COURSE DESCRIPTION

This is a fundamental course for the students of business administration. The course is designed to give concept of information systems and their importance for business success. Different information technology applications in business to manage better and how it will provide support to decision makers for strategic business decisions will be discussed. Different applications like hospital information systems, corporate information systems, city information systems, crime information and control systems, Transaction process system etc. will be discussed.

COURSE LEARNING OBJECTIVE

1. Have command upon the business software in order to analyse all business transaction.
2. Analyze and model the flow of information through business processes.
3. Document, monitor and assess the effectiveness of IT controls.
4. Create strategies and designs for the collection, archival, and recovery of data.

COURSE LEARNING OUTCOME

Successful Fundamentals of computer students will be able to:

1. Use QuickBooks software and analyze all business transactions.
2. Implement excel functions and formulas.
3. Have commend on MS Access and will be able to make a database in MS access.
4. Familiar with the history of Computer.
5. Have enough information about inside units in computer



TEACHING METHODOLOGY

There are two methods used:

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Second: Students are asked to join the topic related discussion and share their knowledge and experience about the topic. Meanwhile, students are allowed to ask and argue. The aim of this exercise is improving the confidence level of the students. Case studies of companies will be assigned at difference paces of the course.

STUDENTS' EVALUATION METHODS

Students are convinced to actively participate in class discussion. They will work on a number of Class participation, attendance, Presentation, assignments, a mid-term exam and a final exam. Consequently, students are evaluated on the bases of above mentioned criteria and the percentage wise distribution of marks will be as follows:

DESCRIPTION	Marks
Mid-Term	30 Marks
Class Participation & Attendance	10 Marks
Assignments, Presentation & Quiz	10 Marks
Final-Term	50 Marks

Syllabuses of (Fundamentals of computer)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	Introduction to Computing <ul style="list-style-type: none"> • What is Computer? • Purpose of Computer. • Computer Fundamental. • Hardware • Software 	2	2	0
Week 02	Types of Computer <ul style="list-style-type: none"> • Supercomputers • Mainframe Computers • Minicomputers • Workstations • Microcomputers, or Personal Computers 	2	2	0



Week 03	<ul style="list-style-type: none"> • Input and Output Devices 	2	1	2
Week 04	<ul style="list-style-type: none"> • Inside the Unit System 	2	1	2
Week 05	<p>Advanced Feature in MS WORD</p> <ul style="list-style-type: none"> • Tables in MS Word • Typing and Moving within Tables • Selecting Tables • Resizing Tables • Inserting and Deleting Rows and Columns • Drawing Toolbars • Hyperlinks 	2	1	2
Week 06	<p>Understanding Excel</p> <ul style="list-style-type: none"> • Microsoft Excel • Excel Interface • Managing Worksheets • Moving and Copying Sheets • Selection in Excel • Deleting Sheets • Entering Data in cell 	2	1	2
Week 07	<p>Excel Formulas</p> <ul style="list-style-type: none"> • Using Formulas • Entering Formulas • Using Auto Fill with Formulas • Using the SUM Function 	2	1	2
Week 08	<p>Excel Formulas</p> <ul style="list-style-type: none"> • Summing Columns or Rows Automatically • Using Statistical Functions • Working with the Range Finder • Using Formula Error Checking 	2	1	2



<p>Week 09</p>	<p>Formulas, Functions and Charts</p> <ul style="list-style-type: none"> • Formulas in Excel • Cell References • Formula Errors in Excel • Functions • Important functions in excel • Nested Functions • Charts 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 10</p>	<p>QuickBooks SETUP</p> <ul style="list-style-type: none"> • Create a new company using the interview process • QuickBooks Window and Navigators 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 11</p>	<p>COMPANY</p> <ul style="list-style-type: none"> • Set/Change company preferences • Backup • Chart of Accounts • Generating Customer Letters • Profit and Loss Statement • Balance Sheet 	<p>2</p>	<p>1</p>	<p>2</p>
<p>Week 12</p>	<p>CUSTOMERS</p> <ul style="list-style-type: none"> • Customer List • Generate Invoice • Receive payments/credits • Make deposits • Generate Statements • Account Receivable Reports • Open Balances 	<p>2</p>	<p>1</p>	<p>2</p>



Week 13	VENDORS <ul style="list-style-type: none"> • Vendor List • Enter bills • Pay bills • Create Purchase Orders • Update Inventory • Account Payable Reports 	2	1	2
Week 14	EMPLOYEES <ul style="list-style-type: none"> • Employee List • Payroll Forms REPORTS <ul style="list-style-type: none"> • Generating Reports • Customizing Reports • Memorizing Reports 	2	1	2
Week 15	<ul style="list-style-type: none"> • Access Menus 	2	1	2
Week 16	<ul style="list-style-type: none"> • Access Project 	2	1	2
References:				
Main Reference:				
1. Laudon, K. C., & Laudon, J. P. (2011). <i>Essentials of management information systems</i> . Upper Saddle River: Pearson.				
Supportive Reference:				
1. O'brien, J. A., & Marakas, G. M. (2011). <i>Management information systems (Vol. 9)</i> . New York: McGraw-Hill/Irwin.				



فورم تایید نصاب تحصیلی پوهنځی اقتصاد، دیپارتمنت اداره تجارت، پوهنتون رنا

فیصله جلسه دیپارتمنت (اداره تجارت)	شماره پروتوکول: ()	مورخ: (/ /)
اسم و امضای آمر دیپارتمنت		
فیصله شورای علمی پوهنځی	شماره پروتوکول: ()	مورخ: (/ /)
اسم، امضاً و مهر ریاست پوهنځی		
فیصله کمیته نصاب تحصیلی پوهنتون	شماره پروتوکول: ()	مورخ: (/ /)
اسم و امضای آمر کمیته نصاب تحصیلی پوهنتون		
فیصله شورای علمی پوهنتون / موسسه	شماره پروتوکول: ()	مورخ: (/ /)
اسم، امضاً و مهر ریاست پوهنتون / موسسه		
فیصله کمیسیون ملی نصاب تحصیلی	شماره پروتوکول: ()	مورخ: (/ /)
اسم، امضاً و مهر ریاست نصاب تحصیلی		

متن حکم، شماره: () مورخ: (/ /)	منظوری مقام محترم وزارت