



**MINISTRY OF HIGHER EDUCATION**  
**RANA UNIVERSTIY**  
**FACULTY OF ECONOMIC**



# **BFM Department Curriculum**

## **(2023-2026)**

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## FACULTY LICENCE



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وزارت تحصیلات عالی

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د لوړو و زده کړو وزارت



معینیت علمی  
ریاست انکشاف برنامه‌های علمی  
آمریت لیسانس خصوصی

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عادل  بی  بنام  نیمه

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 نگاهشته 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 ثارنوالی و اداره و دیپلوماسی
۴. پوهنځی اقتصاد شامل دیپارتمنت‌های اداره تجارت و مالی و مدیریت

موارد فوق جهت اجراءات بیدی و قانونی نگاهشته شد.

با احترام

پوهنوال صدیق الله بارکزی  
رئیس انکشاف برنامه‌های علمی



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## 1-1 PREFACE

Welcome to Rana University, a prestigious institution located in the vibrant city of Kabul, Afghanistan. This preface serves as an introduction to our esteemed university, its mission, and its commitment to providing high-quality education to students from diverse backgrounds.

Rana University stands as a beacon of knowledge and opportunity, nurturing the intellectual growth and personal development of our students. Our institution is dedicated to fostering a dynamic learning environment that prepares individuals to excel in their chosen fields, contribute to society, and become leaders in their communities.

At Rana University, we understand the transformative power of education. We believe in empowering our students with the skills, knowledge, and values necessary to face the challenges of the ever-changing global landscape. Through our rigorous academic programs, interdisciplinary research opportunities, and experiential learning initiatives, we aim to cultivate critical thinking, creativity, and a passion for lifelong learning among our students.

Our dedicated faculty members, renowned scholars, and experienced professionals bring a wealth of expertise and a commitment to excellence to our classrooms. They provide mentorship, guidance, and inspiration, fostering an engaging and supportive environment that encourages intellectual curiosity and innovation.

As an institution, we are deeply committed to upholding the highest standards of academic integrity, ethical conduct, and inclusivity. We celebrate diversity and embrace students from various cultural, ethnic, and socio-economic backgrounds, fostering an inclusive community that values mutual respect, dialogue, and collaboration.

Rana University takes pride in its state-of-the-art facilities, cutting-edge technology, and modern infrastructure that provide a conducive learning environment for our students. Our well-equipped libraries, research centers, and laboratories offer resources and opportunities for intellectual exploration and discovery.

Beyond academics, Rana University recognizes the importance of holistic development. We strive to instill a sense of social responsibility, leadership, and community engagement in our students. Through our extracurricular activities, clubs, and community outreach programs, we encourage students to develop their talents, broaden their horizons, and make a positive impact in society.

We are honored to welcome you to Rana University, where knowledge meets opportunity, and dreams find wings. We invite you to embark on an exciting educational journey with us, where you will be challenged, inspired, and prepared to make a meaningful difference in the world.





## 1-2 HISTORICAL BACKGROUND

Rana University, established in 2009, holds a rich historical background as a prominent institution in Kabul, Afghanistan. The university, registered with the Ministry of Higher Education, has played a vital role in providing quality education to students seeking academic excellence and professional development.

Since its inception, Rana University has witnessed remarkable growth and progress. With a total student enrollment of 2,100, it has become a hub of intellectual activity and knowledge dissemination. The university takes pride in its contribution to higher education by producing 5,646 graduates who have gone on to excel in various fields and make valuable contributions to society.

One of the key strengths of Rana University lies in its diverse and talented staff. The university boasts a team of national and international faculty members who bring a wealth of knowledge and expertise to their respective fields. This blend of local and global perspectives enriches the learning experience and fosters a multicultural environment on campus.

Rana University comprises four faculties, each dedicated to providing specialized education in their respective domains. The Faculty of Economics equips students with the knowledge and skills to navigate the complex world of business and finance. The Faculty of Computer Science offers cutting-edge programs that prepare students for the rapidly evolving technology industry. The Faculty of Law & Political Science provides a comprehensive understanding of legal and political systems, nurturing future leaders and advocates. Lastly, the Faculty of Journalism trains aspiring journalists to excel in the fast-paced world of media and communication.

The dedicated workforce at Rana University consists of 122 employees, comprising both academic and administrative staff. The university prides itself on maintaining a healthy balance between these two groups, with 50 academic staff members delivering quality education and 72 administrative staff members providing essential support services. This synergy ensures the smooth functioning of the institution and contributes to a conducive learning environment for students.

As Rana University continues to grow and evolve, it remains committed to its core mission of providing a transformative educational experience. With its focus on academic excellence, global perspectives, and holistic development, Rana University strives to empower students to become future leaders, innovators, and change-makers in Afghanistan and beyond.





### **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 BFM 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 BFM 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.

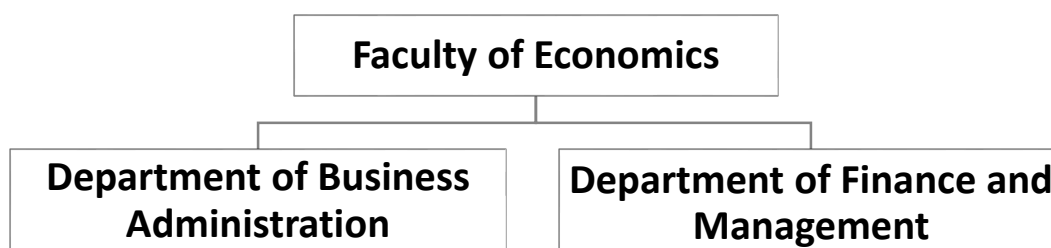
## 2-7 PROGRAM EDUCATIONAL OUTCOMES

After completion of the program (BFM, 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 of BBA	Nil
4.	Mr.Nasir Ahmad	Hamkar	Master	HOD of BFM	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

The Department of Bachelor of Financial Management (BFM) at Rana University, is an integral part of the esteemed Faculty of Economics. Our department is dedicated to delivering a comprehensive education that combines finance, management, and computer-related subjects, equipping our students with the necessary skills for success in today's dynamic business landscape.

The Bachelor of Finance and Management program at Rana University is meticulously designed to provide students with a strong foundation in finance, management, and technology, enabling them to thrive in the global marketplace. Recognizing the significance of staying up-to-date with industry trends, our curriculum is continuously updated to meet the evolving demands of the market.

We firmly believe in a balanced approach that combines theoretical knowledge with practical application. Our goal is to ensure that students not only grasp the fundamental concepts of finance, management, and computer science but also have ample opportunities to apply their learning through hands-on experiences. To facilitate this, our department incorporates a range of fieldwork activities and practical projects into the coursework, enabling students to develop real-world skills and gain valuable insights into the business environment.

In addition to the core courses in finance and management, our BFM department places great importance on the role of technology in today's business landscape. Therefore, we offer specialized subjects such as software engineering, database management, web designing and networking to equip our graduates with a strong foundation in computer science. This integration of technology with financial and managerial knowledge provides our students with a competitive advantage in the job market, as they are well-prepared to tackle the challenges of the digital era.

BFM department owns a dedicated team of experienced faculty members who are passionate about teaching and mentoring students. They bring a wealth of industry experience and academic expertise to the classroom, fostering an engaging and interactive learning environment. Our faculty members are committed to guiding students towards academic excellence, personal growth, and professional success.

The Department of Bachelor of Finance and Management at Rana University is dedicated to supporting your educational journey, whether your interests lie in finance, management, or technological advancement. You can join us for a transformative learning experience that will provide you with the skills and knowledge needed to excel in the business world.



### **3-2 DEPARTMENT VISION**

The Finance and Management Department persistently strives to grow into a distinguishable position in Finance and Management Studies to create Business Graduates to become future business leaders, entrepreneurs, socially responsible professionals who fit into the dynamic corporate world with a global outlook.

### **3-3 DEPARTMENT MISSION**

The primary mission of the Finance and Management Department is to provide a high-quality education in Finance and Management to future leaders of industry, government and civil society.

### **3-4 DEPARTMENT CORE VALUES**

The core values of the Bachelor of Finance and Management (BFM) department can be summarized as follows:

**Excellence:** Striving for academic and professional excellence in all areas of management, finance, economics, and related disciplines. Upholding high standards of education, research, and practical skills.

**Integrity:** Promoting honesty, transparency, and ethical behavior in decision-making, financial practices, and business operations. Fostering a culture of trust, reliability, and accountability among students and faculty members.

**Innovation:** Encouraging creative thinking, problem-solving, and adaptability to meet the evolving demands of the business world. Embracing new technologies, research advancements, and entrepreneurial approaches.

**Diversity and Inclusion:** Valuing and respecting the diverse backgrounds, perspectives, and experiences of students and faculty. Creating an inclusive learning environment that celebrates multiculturalism and promotes equal opportunities for all.

**Social Responsibility:** Recognizing the importance of sustainable and responsible business practices. Emphasizing the impact of management decisions on society, the environment, and stakeholders. Encouraging students to contribute positively to their communities and engage in ethical leadership.

**Collaboration:** Promoting teamwork, effective communication, and collaboration among students and faculty members. Encouraging interdisciplinary approaches and leveraging collective intelligence to solve complex business challenges.

**Continuous Learning:** Cultivating a lifelong learning mindset, encouraging curiosity, and promoting professional development. Nurturing a culture of research, critical thinking, and staying updated with emerging trends and best practices in the field of finance, management, and related disciplines.

These core values guide the BFM department in delivering a comprehensive education that prepares students for successful careers in finance, management, and related fields while instilling a sense of responsibility and ethical conduct in their professional lives.



### **3-5 DEPARTMENT LEARNING OBJECTIVES**

The main learning objectives of the Bachelor of Finance and Management (BFM) department, which encompasses various disciplines such as management, finance, economics, marketing, psychology, ethics, entrepreneurship, Islamic studies & Islamic culture, mathematics and statistics & research, computer courses, software engineering, database management, programming, networking, and information technology, may include the following:

**Understanding of Management Principles:** Develop a solid foundation in management theory and practice, including knowledge of organizational behavior, strategic planning, decision-making, and leadership skills.

**Financial Management Skills:** Gain a comprehensive understanding of financial concepts, tools, and techniques used in corporate finance, investment analysis, risk management, financial planning, and budgeting.

**Economic Analysis:** Acquire knowledge of economic principles and theories to analyze market dynamics, understand economic indicators, evaluate business environments, and make informed decisions.

**Marketing Strategies:** Develop an understanding of marketing principles, consumer behavior, market research, branding, and promotional strategies to effectively address market needs and create competitive advantage.

**Psychological Insights:** Recognize the psychological factors that influence human behavior in organizations and markets, enabling the application of behavioral theories and strategies in managing individuals and groups.

**Ethical Decision-making:** Cultivate an ethical mindset and an understanding of ethical theories, enabling the ability to analyze and address ethical dilemmas in business contexts.

**Entrepreneurship and Innovation:** Foster an entrepreneurial mindset and skills necessary for identifying business opportunities, creating new ventures, and driving innovation.

**Islamic Studies and Culture:** Promote an understanding of Islamic principles and values in business and management contexts, including the application of Islamic finance and ethical practices.

**Mathematics, Statistics & Research:** Develop proficiency in mathematical and statistical methods, research design, data analysis, and interpretation, enabling evidence-based decision-making and problem-solving.

**Computer Science and Information Technology:** Acquire fundamental knowledge of computer science, software engineering, database management, programming, networking, and information technology to leverage technological tools and solutions in business operations.

These learning objectives provide a broad overview of the areas of knowledge and skills that students in the BFM department can expect to gain during their studies. The specific curriculum and learning outcomes may vary depending on the educational institution offering the program.





### 3-6 DEPARTMENT PHYSICAL RESOURCES

Department BFM of Economics, 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

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3.	Mr.Nasir Ahmad	Saleemi	Master	HOD of BFM	Nil
4.	Mr. Jehanzeb	Khan	Master	Lecturer	Nil
5.	Mr. Khayal Nazar	Zakhil	Master	Lecturer	Nil
6.	Mr. Habibullah	Hamkar	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

### 3-8 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 Bachelor of Finance and Management (BFM) department offers a comprehensive curriculum that covers various disciplines related to management, finance, economics, marketing, psychology, ethics, entrepreneurship, Islamic studies and Islamic Culture, mathematics & statistics, research, computer courses, software engineering, database management, programming, networking, and information technology. The main learning outcomes of the BFM department are as follows:

**Management:** Graduates will acquire knowledge and skills in areas such as organizational behavior, strategic management, leadership, decision-making, and project management. They will be able to effectively manage people, resources, and operations within organizations.

**Finance:** Students will develop a strong understanding of financial management, investment analysis, risk management, financial markets, and corporate finance. They will be equipped with the skills to make informed financial decisions and manage financial resources effectively.

**Economics:** Students will gain a solid foundation in economic principles, macroeconomics, microeconomics, and international economics. They will be able to analyze economic trends, understand market dynamics, and make informed economic judgments.

**Marketing:** Graduates will learn about marketing principles, consumer behavior, market research, branding, advertising, and digital marketing strategies. They will be able to develop and implement effective marketing plans and strategies to meet organizational objectives.

**Psychology:** Students will study psychological theories and concepts related to human behavior, motivation, perception, and decision-making. This knowledge will help them understand and manage individuals and teams in organizational settings.

**Ethics:** Graduates will develop a strong ethical framework and an understanding of ethical issues and dilemmas in business and management. They will be able to make ethically sound decisions and promote responsible and sustainable business practices.

**Entrepreneurship:** Students will learn about entrepreneurial principles, innovation, business start-up, and opportunity recognition. They will be equipped with the skills to identify and pursue entrepreneurial opportunities and develop business plans.

**Islamic Studies and Islamic Culture:** Students will gain knowledge about Islamic principles, values, and ethics, and how they are integrated into business and management practices. They will develop an understanding of the cultural aspects that influence business in Islamic societies.

**Mathematics and Statistics & Research:** Graduates will possess a strong quantitative foundation, including knowledge of mathematical and statistical techniques for data analysis. They will also be familiar with research methodologies and be able to conduct research projects.

**Computer Courses, Software Engineering, Database Management, Programming, Networking, and Information Technology:** Students will acquire practical skills in computer applications, software development, database management, programming languages, networking, and information technology. They will be able to effectively use technology to support business operations and decision-making.

Overall, the BFM department aims to equip students with a broad set of skills and knowledge in management, finance, economics, marketing, psychology, ethics, entrepreneurship, Islamic studies and culture, mathematics and statistics, research, and information technology. This multidisciplinary approach prepares graduates for a wide range of career opportunities in various sectors of the business world.



### 3-10 DEPARTMENT ACADEMIC STRATEGY

The Bachelor of Finance and Management (BFM) department has designed an academic strategy that encompasses a comprehensive range of subjects and disciplines to provide students with a well-rounded education in finance and management. The key components of the academic strategy are as follows:

**Management:** The program emphasizes the principles and practices of management, covering topics such as organizational behavior, strategic management, project management, and leadership skills.

**Finance:** Students gain a strong foundation in finance, including financial analysis, investment management, risk assessment, and financial decision-making.

**Economics:** The study of economics equips students with a deeper understanding of macroeconomic and microeconomic principles, market dynamics, and economic policy analysis.

**Marketing:** Students learn about marketing strategies, consumer behavior, market research, brand management, and digital marketing to develop skills in promoting and positioning products and services.

**Psychology:** The inclusion of psychology provides insights into human behavior, motivation, and decision-making processes, which are essential for effective management and marketing.

**Ethics:** The program emphasizes ethical considerations in business and finance, helping students develop a strong sense of corporate social responsibility and ethical decision-making.

**Entrepreneurship:** Students are exposed to the principles of entrepreneurship, innovation, and business start-up processes, fostering an entrepreneurial mindset and skills necessary for venturing into new business opportunities.

**Islamic Studies & Islamic Culture:** The program incorporates the study of Islamic principles, values, and ethics relevant to finance and management within an Islamic context.

**Mathematics and Statistics & Research:** Strong quantitative skills are developed through courses in mathematics, statistics, and research methodologies, enabling students to analyze data, conduct research, and make informed decisions.

**Computer Courses, Software Engineering, Database Management, Programming, Networking, and Information Technology:** The program equips students with essential IT skills, including programming languages, database management, software engineering, and networking, to adapt to the rapidly evolving technological landscape.

This comprehensive academic strategy aims to provide BFM students with a multidisciplinary knowledge base, practical skills, and ethical awareness required to excel in finance and management roles, whether in corporate settings, financial institutions, entrepreneurship endeavors, or other related fields.



### 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 and finance management 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.FM.0105	Introduction to Business	3
2	EC.FM.0106	Principles of Management	3
3	EC.FM.0107	Algebra	3
4	EC.FM.0108	Principles of Accounting	3
5	EC.FM.0209	Microeconomics	3
6	EC.FM.0210	English II	2
7	EC.FM.0211	Computer Essentials II	2
8	EC.FM.0212	Principles of Marketing	2
9	EC.FM.0313	Fundamental of Finance	3
10	EC.FM.0314	Descriptive Statistics	3
11	EC.FM.0515	Business Law	3
12	EC.FM.0516	Business Ethics	3
<b>Total credits</b>			<b>33</b>
<b>Percentage</b>			<b>19.76%</b>



## 2. Professional Subjects:

S/N	Code	Subject	Credit Hours
1	EC.FM.0217	Financial Accounting	3
2	EC.FM.0218	Business Mathematics	3
3	EC.FM.0319	Cost Accounting	3
4	EC.FM.0320	Network and Data Communication	2
5	EC.FM.0321	Human Resource Management	3
6	EC.FM.0322	Macroeconomics	3
7	EC.FM.0423	Inferential Statistics	3
8	EC.FM.0424	Java	3
9	EC.FM.0425	Financial Management	3
10	EC.FM.0426	Compensation Management	3
11	EC.FM.0427	Strategic Marketing	3
12	EC.FM.0428	Industrial Psychology	3
13	EC.FM.0529	Managerial Economics	3
14	EC.FM.0530	International Business	3
15	EC.FM.0531	Advanced Java	2
16	EC.FM.0532	Database Application	3
17	EC.FM.0633	Financial Reporting and Analysis	3
18	EC.FM.0634	Change Management	2
19	EC.FM.0635	Strategic Management	3
20	EC.FM.0636	Organization Theory and Design	3
21	EC.FM.0637	Taxation	3
22	EC.FM.0638	Web Engineering I	3
23	EC.FM.0739	Business Research Methods	3
24	EC.FM.0740	Advanced Corporate Finance	3
25	EC.FM.0741	Multinational Financial Management	3
26	EC.FM.0742	Business Communication	3
27	EC.FM.0743	Web Engineering II	3
28	EC.FM.0744	Islamic Modes of Finance	3
29	EC.FM.0845	Advanced Auditing and Assurance	3
30	EC.FM.0846	Risk and Portfolio Management	3
31	EC.FM.0847	Training and Development	3
32	EC.FM.0848	Project Management	3
<b>Total credit</b>			<b>93</b>
<b>Percentage</b>			<b>55.69%</b>



### 3. Elective Subjects:

S/N	Code	Subject	Credit Hours
1	EC.FM.0649	Management Information System	2
2	EC.FM.0650	Performance Management	2
3	EC.FM.0651	Negotiation and Conflict Management	2
4	EC.FM.852	Python Programming	3
5	EC.FM.0853	Software Engineering	3
<b>Total credit</b>			<b>5</b>

### 4. Inclusive Subjects:

S/N	Code	Subject	Credit Hours
1	EC.FM.0171	نظام اعتقادی اسلام	2
2	EC.FM.0172	تلاوت و تجويد	1
3	EC.FM.0273	نظام عبادتی اسلام	2
4	EC.FM.0274	سيرت النبي ﷺ	2
5	EC.FM.0375	نظام اخلاقی اسلام	2
6	EC.FM.0376	نظام اجتماعی اسلام	2
7	EC.FM.0477	دانش فکری	2
8	EC.FM.0478	اديان و مذاهب	1
9	EC.FM.0579	نظام سیاسی اسلام	2
10	EC.FM.0580	نظام اداری اسلام	2
11	EC.FM.0681	نظام اقتصادی اسلام	2
12	EC.FM.0782	قران و علوم معاصر	2
13	EC.FM.0883	تمدن اسلامی	2
14	EC.FM.0101	محیط زیست	2
15	EC.FM.0202	تاریخ معاصر افغانستان	2
16	EC.FM.0103	English-I	2
17	EC.FM.0104	Computer Essentials I	2
<b>Total credit</b>			<b>32</b>
<b>Total percentage of elective and inclusive</b>			<b>22.15%</b>



## 5. MONOGRAPH

S/N	Code	Subject	Credit Hours
1	EC.FM.0849	Monograph	4
Total credit			<b>4</b>
Percentage			<b>2.4%</b>

## 6. General structure of the program

S/N	Category	Credit hours	Percentage
1	Basic subjects	33	19.76%
2	Professional subjects	93	55.69%
3	Elective subjects	5	2.99%
4	Inclusive subjects	32	19.16%
5	Monograph	4	2.40%
Total credit		<b>167</b>	<b>100%</b>

### 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 (FM) stand for Department of Finance and Management, 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 BFM 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 BFM 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:

<b>DESCRIPTION</b>	<b>Marks</b>
<b>Mid-Term</b>	30 Marks
<b>Class Participation &amp; Attendance</b>	10 Marks
<b>Assignments, Presentation &amp; Quiz</b>	10 Marks
<b>Final-Term</b>	50 Marks





## MINISTRY OF HIGHER EDUCATION

### RANA UNIVERSITY

### ECONOMICS FACULTY

### BFM DEPARTMENT

## 3. SEMESTER WISE CURRICULUM TABLE

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.FM.0103	Inclusive	2	1	2	0	3	Economics, BFM	Nil	Assignment & class activity	
2	Introduction to Business	EC.FM.0105	Basic	3	2	0	3	5	Economics, BFM	Nil	class activity & Field work	
3	Principles of Management	EC.FM.0106	Basic	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity	
4	Computer Essentials I	EC.FM.0104	Inclusive	2	1	2	0	3	Economics, BFM	Nil	Assignment & class activity	
5	نظام اعتقادی اسلام	EC.FM.0171	Inclusive	2	2	0	0	2	Islamic culture	Nil	Assignment	
6	تلاوت و تجويد	EC.FM.0172	Inclusive	1	1	0	0	1	Islamic culture	Nil	class activity	
7	محیط زیست	EC.FM.0101	Inclusive	2	2	0	0	2	Economics, BFM	Nil	Assignment	
8	Algebra	EC.FM.0107	Basic	3	2	2	0	4	Economics, BFM	Basic Mathematics	Assignment & class activity	
9	Principles of Accounting	EC.FM.0108	Basic	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity	
<b>Total</b>				<b>21</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>28</b>				



## 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.FM.0212	Basic	2	1	0	3	4	Economics, BFM	Nil	class activity & Field work
2	تاریخ معاصر افغانستان	EC.FM.0202	Inclusive	2	2	0	0	2	Economics, BFM	Nil	Assignment
3	English II	EC.FM.0210	Basic	2	1	2	0	3	Economics, BFM	English I	Assignment & class activity
4	Computer Essentials II	EC.FM.0211	Basic	2	1	1	0	2	Economics, BFM	Nil	Assignment & class activity
5	Micro Economics	EC.FM.0209	Basic	3	3	0	0	3	Economics, BFM	Nil	Assignment & class activity
6	Business Mathematics	EC.FM.0218	Professional	3	2	2	0	4	Economics, BFM	Algebra	Assignment & class activity
7	Financial Accounting	EC.FM.0217	Professional	3	2	2	0	4	Economics, BFM	Principles of Accounting	Assignment & class activity
8	نظام عبادتی اسلام	EC.FM.0273	Inclusive	2	2	0	0	2	Islamic culture	نظام اعتقادی اسلام	Assignment
9	سیرت النبی ﷺ	EC.FM.0274	Inclusive	2	2	0	0	2	Islamic culture	Nil	Assignment
<b>Total</b>				<b>21</b>	<b>16</b>	<b>7</b>	<b>3</b>	<b>26</b>			



## 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	Network and Data Communication	EC.FM.0320	Professional	2	1	2	0	3	Economics, BFM	Introduction to Information Technology	Assignment & class activity
2	Descriptive statistics	EC.FM.0314	Basic	3	2	2	0	4	Economics, BFM	Business Mathematics	Assignment & class activity
3	Cost Accounting	EC.FM.0319	Professional	3	2	2	0	4	Economics, BFM	Financial Accounting	Assignment & class activity
4	نظام اخلاقي اسلام	EC.FM.0375	Inclusive	2	2	0	0	2	Islamic culture	نظام اعتقادي اسلام	Assignment
5	نظام اجتماعي اسلام	EC.FM.0376	Inclusive	2	2	0	0	2	Islamic culture	نظام عبادتي اسلام	Assignment
6	Fundamental of Finance	EC.FM.0313	Basic	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity
7	Human Resource Management	EC.FM.0321	Professional	3	2	2	0	4	Economics, BFM	Principles of management	Assignment & class activity
8	Macroeconomics	EC.FM.0322	Professional	3	3	0	0	3	Economics, BFM	Microeconomics	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>26</b>			



## 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	دانش فکری	EC.FM.0477	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعی اسلام	Assignment
2	ادیان و مذاهب	EC.FM.0478	Inclusive	1	1	0	0	1	Islamic culture	نظام عبادتی اسلام	Assignment
3	Industrial Psychology	EC.FM.0428	Professional	3	3	0	0	3	Economics, BFM	Nil	Assignment & class activity
4	Java	EC.FM.0424	Professional	3	2	2	0	4	Economics, BFM		Assignment & class activity
5	Strategic Marketing	EC.FM.0427	Professional	3	2	2	3	7	Economics, BFM	Principles of Marketing	class activity & Field work
6	Compensation Management	EC.FM.0426	Professional	3	3	0	0	3	Economics, BFM	Principles of Management	Assignment & class activity
7	Financial Management	EC.FM.0425	Professional	3	2	0	3	5	Economics, BFM	Fundamentals of Finance	Assignment & class activity
8	Inferential Statistics	EC.FM.0423	Professional	3	2	2	0	4	Economics, BFM	Descriptive Statistics	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>17</b>	<b>6</b>	<b>6</b>	<b>29</b>			



## 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 سياسي اسلام	EC.FM.0579	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعي اسلام	Assignment
2	نظام اداري اسلام	EC.FM.0580	Inclusive	2	2	0	0	2	Islamic culture	اديان و مذاهب	Assignment
3	Database Application	EC.FM.0532	Professional	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity
4	Business Law	EC.FM.0515	Basic	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity
5	International Business	EC.FM.0530	Professional	3	2	0	3	5	Economics, BFM	OB & Principles of Management	class activity & Field work
6	Managerial Economics	EC.FM.0529	Professional	3	2	2	0	4	Economics, BFM	Microeconomics, Macroeconomics and Statistics	Assignment & class activity
7	Business Ethics	EC.FM.0516	Basic	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity
8	Advanced Java	EC.FM.0531	Professional	2	1	2	0	3	Economics, BFM	Introduction to programming, object oriented programming.	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>28</b>			



## 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 اقتصادي اسلام	EC.FM.0681	Inclusive	2	2	0	0	2	Islamic culture	نظام اداري اسلام	Assignment
2	Financial reporting and Analysis	EC.FM.0633	Professional	3	2	2	0	4	Economics, BFM	Business Finance	Assignment & class activity
3	Change Management	EC.FM.0634	Professional	2	2	0	0	2	Economics, BFM	Principles of Management & Ob	Assignment & class activity
4	Web Engineering I	EC.FM.0638	Professional	3	2	2	0	4	Economics, BFM	Nil	Assignment & class activity
5	Strategic Management	EC.FM.0635	Professional	3	3	0	0	3	Economics, BFM	Principles of Management	Assignment & class activity
6	Taxation	EC.FM.0637	Professional	3	1	2	0	3	Economics, BFM	Business Maths & Macroeconomics	Assignment & class activity
7	Organization theory and design	EC.FM.0636	Professional	3	3	0	0	3	Economics, BFM	Organizational behavior	Assignment & class activity
8	Management Information System	EC.FM.0649	Elective	2	1	2	0	3	Economics, BFM	Database Management System	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>24</b>			

## Elective Subjects

## Third year

## Sixth semester

S / N	Subject	Code	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
				Theoretical	Practical	Field	Total			
1	Management Information System	EC.FM.0649	2	1	2	0	3	Economics, BFM	Database Management System	Assignment & class activity
2	Performance Management	EC.FM.0650	2	2	0	0	2	Economics, BFM	Principles of Management and HRM	Assignment & class activity
3	Negotiation and Conflict Management	EC.FM.0651	2	1	2	0	3	Economics, BFM	Organizational behavior and change management	Assignment & class activity
<b>Total</b>			<b>2</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>8</b>			



## 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	قران و علوم معاصر	EC.FM.0782	Inclusive	2	2	0	0	2	Islamic culture	نظام اجتماعي اسلام	Assignment
2	Business Research Methods	EC.FM.0739	Professional	3	2	2	0	4	Economics, BFM	Statistics	Assignment & class activity
3	Advanced Corporate Finance	EC.FM.0740	Professional	3	2	2	0	4	Economics, BFM	Financial Management & Business Finance	Assignment & class activity
4	Multinational Financial Management	EC.FM.0741	Professional	3	2	2	0	4	Economics, BFM	Financial Management & Business Finance	Assignment & class activity
5	Business Communication	EC.FM.0742	Professional	3	2	2	0	4	Economics, BFM	English	Assignment & class activity
6	Web Engineering II	EC.FM.0743	Professional	3	2	2	0	4	Economics, BFM		Assignment & class activity
7	Islamic modes of Finance	EC.FM.0744	Professional	3	2	2	0	4	Economics, BFM	Money and Banking	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>14</b>	<b>12</b>	<b>0</b>	<b>26</b>			



### 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.FM.0883	Inclusive	2	2	0	0	2	Islamic culture	نظام اقتصادی اسلام	Assignment
2	Advanced Auditing and Assurance	EC.FM.0845	Professional	3	2	0	3	5	Economics, BFM	Nil	class activity & Field work
3	Risk and Portfolio Management	EC.FM.0846	Professional	3	2	2	0	4	Economics, BFM	Corporate Finance	Assignment & class activity
4	Training and development	EC.FM.0847	Professional	3	2	2	0	4	Economics, BFM	HRM & Change Management	Assignment & class activity
5	Python Programming	EC.FM.0852	Elective	3	2	2	0	4	Economics, BFM		Assignment & class activity
6	Project Management	EC.FM.0848	Professional	3	2	2	0	4	Economics, BFM		Assignment & class activity
7	Monograph	EC.FM.0849	Monograph	4	4	0	0	4	Economics, BFM	Business Research Management	Assignment & class activity
<b>Total</b>				<b>21</b>	<b>16</b>	<b>8</b>	<b>3</b>	<b>27</b>			

### Elective Subjects

### Fourth Year

### Eight semester

S / N	Subject	Code	Credits	Weekly Credit Hours				In charge department and faculty	Pre-Requisites	Remarks
				Theoretical	Practical	Field	Total			
1	Python Programming	EC.FM.0852	3	2	2	0	4	Economics, BFM	Introduction to programming & Object Oriented programming	Assignment & class activity
2	Software Engineering	EC.FM.0853	3	2	2	0	4	Economics, BFM	Computer Essentials I & Computer Essentials II	Assignment & class activity
<b>Total</b>			<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>8</b>			





## 1. Course syllabuses of basic subjects

### Syllabuses and course policy of (Introduction to Business)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0105
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Nil
<b>Semester</b>	1 <sup>st</sup>

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



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

**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)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0106
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Nil
<b>Semester</b>	1 <sup>st</sup>

### 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	<b>Introduction to management and organization</b> <ul style="list-style-type: none"> <li>• Who are managers</li> <li>• Classification of managers</li> </ul> What is management? <ul style="list-style-type: none"> <li>• Efficiency</li> <li>• Effectiveness</li> </ul>	3	3	0



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



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





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

**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)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0107
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Basic Mathematics
<b>Semester</b>	1 <sup>st</sup>

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



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



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



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

**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)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0108
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Nil
<b>Semester</b>	1 <sup>st</sup>

### 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	<b>Introduction to Accounting</b> <ul style="list-style-type: none"> <li>• Definition of Accounting in different methods</li> <li>• Who is an accountant and what are his responsibilities?</li> <li>• Types of account</li> <li>• Branches of accounting</li> <li>• Purpose of accounting</li> </ul>	3	3	0



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



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



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



### Syllabuses and course policy of (Microeconomics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0209
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	NIL
<b>Semester</b>	2 <sup>nd</sup>

### 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	<b>Introduction to Microeconomics</b> <ul style="list-style-type: none"> <li>• Definition of Micro. Economics               <ul style="list-style-type: none"> <li>○ Adam Smith Definition</li> <li>○ Marshall Definition</li> <li>○ Robbins Definition</li> </ul> </li> <li>• Importance of Microeconomics</li> <li>• Criticism on Definitions               <ul style="list-style-type: none"> <li>○ Modern Definition</li> <li>○ Subject scope of Micro. Economics</li> </ul> </li> <li>• Ten Principles of Economics</li> <li>• Economics Systems</li> </ul>	3	3	0



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



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





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



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



<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Average cost <ul style="list-style-type: none"> <li>○ Average total cost</li> <li>○ Average fixed cost</li> <li>○ Average variable cost</li> </ul> </li> <li>• Revenue <ul style="list-style-type: none"> <li>○ Average total Revenue</li> <li>○ Average fixed Revenue</li> <li>○ Average variable Revenue</li> <li>○ Marginal Revenue</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<p><b>Factor pricing</b></p> <ul style="list-style-type: none"> <li>• What is rent? kinds of rent</li> <li>• Ricardian theory of Rent</li> <li>• Wages, meaning and its types</li> <li>• Interest, meaning and its types</li> <li>• Profit, meaning and kinds</li> <li>• Difference between interest and profit</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>References:</b>				
<p><b>Main Reference:</b></p> <p>1. Samuelson, P. A., &amp; Nordhaus, W. D. (2001). <i>Microeconomics</i>. NY: McGraw Hill.</p>				
<p><b>Supportive Reference:</b></p> <p>1. Gans, J., King, S., Stonecash, R., &amp; Mankiw, N. G. (2011). <i>Principles of economics</i>. Cengage Learning.</p>				



## Syllabuses and course policy of (English II)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0210
<b>Credit Hours</b>	2
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	English I
<b>Semester</b>	2 <sup>nd</sup>

### COURSE DESCRIPTION

English 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 (English II)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>What is Composition?</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Process of composition</li> <li>• Pre-writing</li> <li>• Drafting</li> <li>• Post-writing</li> <li>• Editing</li> <li>• Publishing</li> </ul>	2	2	0



<b>Week 02</b>	<b>How to start writing?</b> <ul style="list-style-type: none"> <li>• Free-writing with an example</li> <li>• Brainstorming with an example</li> <li>• Clustering with an example</li> <li>• Practice writing technique</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 03</b>	<b>Application Writing I</b> <ul style="list-style-type: none"> <li>• Application Writing Techniques</li> <li>• Job Application</li> <li>• Motivation letter</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 04</b>	<b>Application Writing II</b> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Statement of Purpose</li> <li>• Application for Leave &amp; Fee Concession</li> <li>• Applications for different occasions</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 05</b>	<b>Memo Writing</b> <ul style="list-style-type: none"> <li>• Difference b/w memo &amp; letter</li> <li>• Purpose of a memo</li> <li>• How to write a memo?</li> <li>• Format of memo</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 06</b>	<b>Circular writing</b> <ul style="list-style-type: none"> <li>• Definition of circular</li> <li>• Objective of circular</li> <li>• Parts of circulars</li> <li>• Sample circular</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>



<b>Week 07</b>	<b>Notice Writing</b> <ul style="list-style-type: none"> <li>• Meaning &amp; importance of notice</li> <li>• Characteristics of a good Notice</li> <li>• Format/ Parts of Notice</li> <li>• Sample notices</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• <b>Presentations and Review before Mid-term Exams</b></li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 09</b>	<b>Letter Writing I</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Purpose of Letter</li> <li>• Types of letter</li> <li>• Samples</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<b>Letter Writing II</b> <ul style="list-style-type: none"> <li>• Personal letters</li> <li>• Format of personal letter</li> <li>• Types of personal letters</li> <li>• Samples</li> <li>• Practice</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<b>Letter Writing III</b> <ul style="list-style-type: none"> <li>• Business letter</li> <li>• Format of a business letter</li> <li>• Parts of a business letter</li> <li>• Samples</li> <li>• Practice</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<b>Resume Writing I</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Difference between Resume &amp; CV</li> <li>• How to build a Resume?</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<b>Week 13</b>	<b>Resume Writing II</b> <ul style="list-style-type: none"> <li>• Parts of Resume</li> <li>• Sample of CV</li> <li>• Practice</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<b>E-mail Writing I</b> <ul style="list-style-type: none"> <li>• Definition of email</li> <li>• Purpose of email</li> <li>• Formal &amp; informal emails</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<b>E-mail Writing II</b> <ul style="list-style-type: none"> <li>• Email etiquettes</li> <li>• 6 Steps to Improve Business Email Writing Skills</li> <li>• Formal &amp; informal phrases from Greeting to Closing</li> <li>• Samples</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• <b>Presentations &amp; Review before Final Exams.</b></li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>

**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 (Computer Essentials II)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0211
<b>Credit Hours</b>	2
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Computer Essentials I
<b>Semester</b>	2 <sup>nd</sup>

### COURSE DESCRIPTION

Computer Essentials II is a foundational course that introduces students to the fundamental concepts and skills related to computer literacy and usage. It covers topics such as computer hardware and software, operating systems, file management, and basic computer applications. The course aims to provide students with a solid understanding of computer essentials to enhance their digital literacy and productivity.

### COURSE LEARNING OBJECTIVE

1. Familiarize students with computer hardware components, including input/output devices, storage devices, and memory.
2. Introduce students to various operating systems, such as Windows, macOS, or Linux, and develop proficiency in navigating and using their features.
3. Provide hands-on experience with file management techniques, including creating, organizing, and managing files and folders.
4. Develop basic proficiency in using computer applications, such as word processing software, spreadsheets, and presentation tools, to enhance productivity and communication.
5. Promote digital citizenship by educating students about responsible computer use, online safety, and ethical and legal considerations in digital environments.



## COURSE LEARNING OUTCOME

Successful Computer essentials II students will be able to:

1. **Computer Literacy:** Students will develop a comprehensive understanding of computer hardware, software, and terminology, enabling them to effectively navigate and utilize computer systems.
2. **Operating System Proficiency:** Students will gain hands-on experience with popular operating systems, learning essential tasks such as managing files and folders, installing software, and customizing system settings.
3. **File Management Skills:** Students will learn how to organize, store, and retrieve files effectively, utilizing file management techniques such as folder organization, file naming conventions, and search functions.
4. **Basic Application Proficiency:** Students will acquire foundational skills in commonly used computer applications, such as word processing, spreadsheets, and presentation software, enabling them to create and edit documents, analyze data, and deliver presentations.
5. **Digital Citizenship and Security:** Students will understand the importance of responsible digital behavior and learn about online safety practices, including protecting personal information, avoiding malware, and practicing ethical and legal use of digital resources.

## 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 (Computer essentials II)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
<b>Week 01</b>	<ul style="list-style-type: none"> <li>▪ Introduction and objectives of the course</li> <li>▪ Web browser</li> <li>▪ Web page and web site</li> <li>▪ Internet browsing</li> <li>▪ Search engine</li> <li>▪ Search engine optimization</li> <li>▪ Advance google search</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 02</b>	<ul style="list-style-type: none"> <li>▪ Web browser setting               <ul style="list-style-type: none"> <li>○ Home page setting</li> <li>○ Create and deleting bookmarks</li> <li>○ Creating and deleting bookmark folders</li> </ul> </li> <li>▪ Checking browsing history</li> <li>▪ Erasing browser history</li> <li>▪ Private browsing</li> <li>▪ Cookie</li> <li>▪ Identification of secure web sites</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 03</b>	<ul style="list-style-type: none"> <li>▪ Data protection</li> <li>▪ VoIP</li> <li>▪ Secure communication</li> <li>▪ Encryption</li> <li>▪ Benefits of encryption</li> <li>▪ Digital certificates</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>▪ URL</li> <li>▪ URL structure</li> <li>▪ Online communication</li> <li>▪ Sharing contents publicly</li> <li>▪ Privacy and security</li> <li>▪ Email communication</li> <li>▪ Email structure</li> <li>▪ Benefits of email communication</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<p><b>Week 05</b></p>	<ul style="list-style-type: none"> <li>▪ Threats of online communication                             <ul style="list-style-type: none"> <li>○ Unwanted emails</li> <li>○ Spam and junk emails</li> <li>○ Phishing emails</li> </ul> </li> <li>▪ Social engineering</li> <li>▪ Methods of social engineering                             <ul style="list-style-type: none"> <li>○ Phone calls</li> <li>○ Phishing emails</li> </ul> </li> <li>▪ Shoulder surfing</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 06</b></p>	<ul style="list-style-type: none"> <li>▪ Cloud computing</li> <li>▪ Benefits of cloud computing</li> <li>▪ Risks associated with cloud computing</li> <li>▪ Online storage                             <ul style="list-style-type: none"> <li>○ Onedrive</li> <li>○ Google drive</li> </ul> </li> <li>▪ Dropbox</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 07</b></p>	<ul style="list-style-type: none"> <li>▪ Using google docs</li> <li>▪ Sharing google docs</li> <li>▪ Using google forms</li> <li>▪ Using google forms for survey</li> <li>▪ Using google forms for quiz</li> <li>▪ Uploading files and folders into google drive</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 08</b></p>	<ul style="list-style-type: none"> <li>▪ Using of Instant messaging applications</li> <li>▪ Use of online meeting applications                             <ul style="list-style-type: none"> <li>○ Zoom</li> <li>○ Google meet</li> <li>○ Skype</li> </ul> </li> <li>▪ Concept of online collaboration/remote work</li> <li>▪ Requirements of online collaboration</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>



<b>Week 09</b>	<ul style="list-style-type: none"> <li>▪ What is outlook</li> <li>▪ Usage and features of outlook</li> <li>▪ Opening outlook</li> <li>▪ Outlook interface                             <ul style="list-style-type: none"> <li>○ Ribbon</li> <li>○ Quick access toolbar</li> <li>○ Outlook help</li> </ul> </li> <li>▪ Navigation bar</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>▪ Configuration of gmail in outlook</li> <li>▪ Adding multiple accounts into outlook</li> <li>▪ Configuration of company official email in the outlook</li> <li>▪ Sending/ receiving/ replying and forwarding emails</li> <li>▪ Creating new emails</li> <li>▪ Creating email signature</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>▪ Working with outlook contacts</li> <li>▪ Creating new contacts</li> <li>▪ Editing contacts</li> <li>▪ Deleting contacts</li> <li>▪ Creating contact groups</li> <li>▪ Editing/Deleting contact groups</li> <li>▪ Forwarding contact groups</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>▪ Exporting contacts from gmail</li> <li>▪ Importing gmail contacts into outlook</li> <li>▪ Exporting contacts from outlook</li> <li>▪ Importing outlook contacts into gmail</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<b>Week 13</b>	<ul style="list-style-type: none"> <li>▪ Working with online calendar</li> <li>▪ Creating new appointments</li> <li>▪ Editing and deleting appointments</li> <li>▪ Accepting/rejecting and canceling appointments</li> <li>▪ Scheduling events</li> <li>▪ Sharing outlook calendar</li> <li>▪ Accessing others calendar</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>▪ Working with google calendar</li> <li>▪ Creating/editing and deleting events</li> <li>▪ Working with outlook task management feature</li> <li>▪ Tacking tasks</li> <li>▪ Working with outlook notes</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>▪ Outlook email attachments</li> <li>▪ Searching emails</li> <li>▪ Filtering emails</li> <li>▪ Sorting emails</li> <li>▪ Email importance and flag in outlook</li> <li>▪ Creating and deleting folders for emails in outlook</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>▪ Overall review</li> <li>▪ Q&amp;A session</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Shelly, G. B., Vermaat, M. E., & Quasney, J. J. (2021). Discovering Computers 2021: Digital Technology, Data, and Devices. Cengage Learning.				
<b>Supportive Reference:</b>				
1. Ruffolo, P. (2019). Computers: Understanding Technology, Comprehensive. Cengage Learning.				
2. Parson, O., & Oja, D. (2019). Computer Concepts. Cengage Learning.				



## Syllabuses and course policy of (Principles of Marketing)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0212
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Principles of Management
<b>Semester</b>	2 <sup>nd</sup>

### 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	<b>The field of Marketing</b> <ul style="list-style-type: none"> <li>• Definition of market.</li> <li>• Definitions of Marketing.</li> <li>• (The AMA managerial definition,</li> <li>• Philip Kotler's definition, Chartered Institute of Marketing definition)</li> <li>• What is Marketing, Definition and Explanation</li> </ul>	3	3	0
Week 02	<ul style="list-style-type: none"> <li>• Simple marketing system</li> <li>• Marketing Mix</li> </ul>	3	3	0





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



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



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



## Syllabuses and course policy of (Fundamental of Finance)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0313
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Financial Accounting, Fundamentals of Accounting
<b>Semester</b>	3 <sup>st</sup>

### 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 College Algebra 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 (Fundamental of Finance)

Number of Weeks	Course contents
Week 01	<ul style="list-style-type: none"> <li>• <b>Introduction to Business Finance</b></li> <li>• What is finance?</li> <li>• Types of finance</li> <li>• Business finance and the role of business finance</li> <li>• The nature of business finance</li> <li>• Forms of business organization</li> <li>• The role of finance manager</li> <li>• The risk in business finance</li> <li>• The relationship among finance, accounting and economics</li> <li>• Agency problem</li> </ul>



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



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



<b>Week 13</b>	<b>Types of financial market</b> <ul style="list-style-type: none"> <li>• Types of financial markets by sequence of transactions <ul style="list-style-type: none"> <li>○ Primary markets</li> <li>○ Secondary markets</li> </ul> </li> </ul>
<b>Week 14</b>	<b>Types of financial market</b> <ul style="list-style-type: none"> <li>• Types of financial markets based on the term of circulation of financial assets <ul style="list-style-type: none"> <li>○ Money markets</li> <li>○ Capital markets</li> </ul> </li> </ul>
<b>Week 15</b>	<b>Types of financial market</b> <ul style="list-style-type: none"> <li>• Types of financial markets from the perspectives of a given country <ul style="list-style-type: none"> <li>○ Internal market</li> <li>○ External market</li> </ul> </li> </ul>
<b>Week 16</b>	<b>Revision.</b>
<b>References</b> <ol style="list-style-type: none"> <li>1. McLaney, E. (2006). <i>Business finance: theory and practice</i>. Pearson Education.</li> <li>2. Gitman, L. J., Juchau, R., &amp; Flanagan, J. (2015). <i>Principles of managerial finance</i>. Pearson Higher Education AU.</li> </ol>	





### Syllabuses and course policy of (Descriptive Statistics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0314
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Nil
<b>Semester</b>	3 <sup>th</sup>

#### 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	<b>Introduction to statistics</b> <ul style="list-style-type: none"> <li>• Definition of statistics</li> <li>• Types of statistics</li> <li>• Importance of statistics</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Types of data</li> <li>• Qualitative data</li> <li>• Quantitative data</li> </ul> <b>Population</b> <ul style="list-style-type: none"> <li>• Parameter Sample</li> <li>• Statistic</li> <li>• Methods used for the collection of data</li> </ul>	3	2	2
Week 03	<b>Data summarization</b> <ul style="list-style-type: none"> <li>• Frequency distribution</li> <li>• Types of frequency Distribution</li> </ul>	3	2	2



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



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

**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 (Business Law)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0515
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Nil
<b>Semester</b>	5 <sup>th</sup>

### 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><b>Introduction to law</b></p> <ul style="list-style-type: none"> <li>• Definition of law</li> <li>• Kinds of law</li> <li>• Criminal law</li> <li>• Types of crimes</li> <li>• Human cover cases crimes</li> <li>• Property crimes</li> <li>• Inchoate crimes</li> <li>• Contingent crimes</li> <li>• Civil law</li> <li>• Contract law</li> <li>• Family law</li> <li>• Property law</li> <li>• Common law</li> <li>• Precedent</li> <li>• Statute law</li> <li>• Business law</li> </ul> <p><b>Law of Contract</b></p> <ul style="list-style-type: none"> <li>• Contract.</li> <li>• Agreement.</li> <li>• Enforceability</li> <li>• Promise. Promisor. Promisee</li> <li>• Offeror, offeree</li> <li>• Social agreement.</li> <li>• Legal agreement</li> <li>• Illegal agreement</li> </ul>	3	3	0



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





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



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



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



<b>Week 15</b>	<b>Contract of carriages of goods</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• definition of contract of carriages of goods</li> <li>• carrier kinds of carrier</li> <li>• Features of carrier</li> <li>• Difference between private and common carrier</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• rights of common carrier</li> <li>• Duties of common carrier</li> <li>• Liabilities of a common carrier</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>References:</b>				
<b>Main Reference:</b> <ol style="list-style-type: none"> <li>1. Naseh, W. M. (2017). Conflict of Laws—State Practice in Afghanistan. In <i>Private International Law</i> (pp. 63-87). Springer, Singapore.</li> </ol>				
<b>Supportive Reference:</b> <ol style="list-style-type: none"> <li>1. Fänge, A. (2010). The state of the Afghan state. <i>Afghanistan Analysts Network</i>, 8.</li> <li>2. Asol Nama e Tejarat Afghanistan.</li> <li>3. Sugarman, E. (2015). An introduction to commercial law of Afghanistan.</li> </ol>				



## Syllabuses and course policy of (Business Ethics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0515
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	OB & Principles of Management
<b>Semester</b>	5 <sup>th</sup>

### 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	<b>The Nature of Morality</b> <ul style="list-style-type: none"> <li>• Definition of Business Ethics</li> <li>• Importance of Business Ethics</li> <li>• Organizational and societal level of Business Ethics</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Moral v/s non moral standards</li> <li>• Etiquettes, law and religion</li> </ul>	3	2	2
Week 03	<ul style="list-style-type: none"> <li>• The theory of ethical relativism</li> <li>• Conscience and limits of conscience</li> <li>• Code of ethics</li> </ul>	3	2	2



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



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

**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.





## 2. Course syllabuses of professional subjects

### Syllabuses and course policy of (Financial Accounting)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0217
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Accounting
<b>Semester</b>	2 <sup>nd</sup>

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



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



<b>Week 13</b>	<b>Accounting Concepts</b> <ul style="list-style-type: none"> <li>• Accrual Concept</li> <li>• Matching Concept</li> <li>• Money Concept</li> <li>• Accounting Period Concept</li> <li>• Going Concern Concept</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<b>Introduction to LLC</b> <ul style="list-style-type: none"> <li>• What is an LLC</li> <li>• Legal position of LLC</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<b>Introduction to LLC</b> <ul style="list-style-type: none"> <li>• What is share                             <ul style="list-style-type: none"> <li>○ Ordinary shares</li> <li>○ Preference shares</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<b>Introduction to LLC</b> <ul style="list-style-type: none"> <li>• Format of Financial Statement for LLC</li> <li>• Preparing Accounts of LLC</li> <li>• Preparing Income Statement and Balance Sheet of the LLC</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>References:</b>				
<b>Main Reference:</b>				
1. Ghani, M. A. (2007). Part I and Part II for Intermediate: Principles of Accounting.				
<b>Supportive Reference:</b>				
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 (Business Mathematics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0218
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Algebra
<b>Semester</b>	2 <sup>nd</sup>

### 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 Equivalents

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



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

**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 (Cost Accounting)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0319
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Financial Accounting
<b>Semester</b>	3 <sup>rd</sup>

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



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



<b>Week 13</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>Difficulties in Costing By-Product and Joint Products, Joint Products and Cost defined, By-Products defined</li> <li>Nature of By-Products, Methods of Costing By-Products, Recognition of Gross Revenue,</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>Recognition of Net Revenue, Replacement Cost Method, Market Value Method.</li> <li>Characteristics of Joint Products and Cost, Methods of Allocating the Joint Production Cost.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>Market or Sales Value Method, Quantitative Unit Method, Average Unit Cost Method,</li> <li>Weighted average method</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>

**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 (Network and Data Communication)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0320
<b>Credit Hours</b>	2
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Introduction to Information Technology
<b>Semester</b>	3 <sup>rd</sup>

### COURSE DESCRIPTION

This course focuses on the fundamentals of data communication networks. One goal is to give some insight into the rationale of why networks are structured the way they are today and to understand the issues facing the designers of next-generation data networks.

Much of the course focuses on network algorithms and their performance. Students are expected to have a strong mathematical background and an understanding of probability theory.

### COURSE LEARNING OBJECTIVE

- 1. Efficient Data Transmission:** The objective of network and data communication is to ensure efficient and reliable transmission of data across different devices and networks. This involves optimizing data transfer rates, minimizing latency, and maximizing network performance.
- 2. Secure Data Exchange:** Another objective is to establish secure communication channels to protect data from unauthorized access, interception, or manipulation. This includes implementing encryption, authentication, and access control mechanisms to ensure data confidentiality and integrity.
- 3. Seamless Network Integration:** Network and data communication aims to seamlessly integrate different networks and devices, enabling them to communicate and share information efficiently. This involves configuring network protocols, addressing schemes, and routing strategies to ensure interoperability and smooth data flow.
- 4. Scalability and Flexibility:** Network and data communication objectives also focus on designing systems that can scale and adapt to changing requirements. This involves building networks that can handle increasing data traffic, support new technologies, and accommodate future expansion without compromising performance or security.
- 5. Effective Network Management:** Lastly, the objective is to facilitate effective network management and monitoring. This includes implementing network management tools, protocols, and practices to monitor network performance, troubleshoot issues, and ensure optimal utilization of network resources. Additionally, it involves maintaining documentation and implementing policies to govern network usage and administration.



## COURSE LEARNING OUTCOME

Successful Network & Data Communication students will be able to:

1. Learn about Computer Networks.
2. Will learn different Model for data communication.
3. Understand and implement concept for Local area network design.
4. Learn the basic requirement for the Network design.
5. Understand and analyse the different line coding schemes and implement the best one.

## 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 (Network & Data Communication)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Overview of computer networks</li> <li>• Network and its Advantages</li> <li>• Network Administration vs system administration</li> </ul>	2	1	2





<b>Week 02</b>	<b>Topologies</b> <ul style="list-style-type: none"> <li>• Mesh</li> <li>• Star</li> <li>• Tree</li> <li>• bus</li> <li>• Ring</li> <li>• Hybrid</li> <li>• Advantages and disadvantages</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 03</b>	<ul style="list-style-type: none"> <li>• Domain based and workgroup Network with Advantages and disadvantages.</li> <li>• Transmission modes</li> <li>• Categories of Networks</li> <li>• Key Terms &amp; Concepts</li> <li>• LAN, MAN AND WAN</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Transmission Media</li> <li>• Twisted pair cable</li> <li>• Coaxial cable</li> <li>• Fiber optic cable</li> <li>• Protocols</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 05</b>	<b>The OSI Model</b> <ul style="list-style-type: none"> <li>• Physical layer</li> <li>• Data link layer</li> <li>• Network layer</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 06</b>	<b>The OSI Model</b> <ul style="list-style-type: none"> <li>• Transport Layer</li> <li>• Session layer</li> <li>• Presentation layer</li> <li>• Application layer</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• TCP/IP Protocol suite.</li> <li>• Connecting (Networking) devices.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• IP addressing (ipv4)</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Data communication:</li> <li>• Definition and History</li> <li>• Data communication key terminology</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<b>Week 10</b>	<b>Signals</b> <b>Types of signal</b> <ul style="list-style-type: none"> <li>• ANALOG</li> <li>• DIGITAL</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Periodic and non-periodic signals</li> <li>• Sine Waves and its characteristics</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Amplitude, phase and period/Frequency</li> <li>• Bit rate and bit interval</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• NY Quest and Shannon Formulas and Examples</li> <li>• What is line coding?</li> <li>• Characteristics of line coding</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Pulse rate versus bit Rate</li> <li>• DC components</li> <li>• Self-Synchronization</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Unipolar Line Coding Scheme</li> <li>• Polar Line Coding Schemes:</li> <li>• NRZ, RZ, Manchester and differential Manchester Examples</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Bi-Polar Line Coding Scheme</li> <li>• AMI, Psuedoternary.</li> <li>• Examples</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Forouzan, B. A. (2013). Data Communications and Networking (5th ed.). McGraw Hill.				
<b>Supportive Reference:</b>				
1. Widjaja, A. L.-G. Communication Networks: Fundamental Concepts and Key Architectures (International Edition). Tata McGraw-Hill.				



## Syllabuses and course policy of (Human Resource Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0321
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Management
<b>Semester</b>	3 <sup>rd</sup>

### 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"> <li>• Introduction (General + Course)</li> <li>• Definitions of HRM</li> <li>• Historical background</li> <li>• Why do we need HRM (The need for HRM)?</li> <li>• Responsibilities of HR manager</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Four basic functions of HRM               <ul style="list-style-type: none"> <li>○ Staffing</li> <li>○ Training and development</li> <li>○ Motivation</li> </ul> </li> <li>• Maintenance</li> </ul>	3	2	2



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



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



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



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

**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 (Macroeconomics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0322
<b>Credit Hours</b>	3
<b>Subject category</b>	Basic
<b>Pre-requisite</b>	Microeconomics
<b>Semester</b>	3 <sup>rd</sup>

#### 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	<b>Introduction to Macroeconomics</b> <ul style="list-style-type: none"> <li>• What is Macroeconomics?</li> <li>• Nature of Macroeconomics</li> <li>• Importance of Macroeconomics</li> <li>• Difference between Microeconomics and Macroeconomics</li> <li>• Major economics issue of Macroeconomics</li> <li>• Scope of Macroeconomics</li> </ul>	3	3	0



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



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



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



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

**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 (Inferential Statistics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0423
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Descriptive statistics
<b>Semester</b>	5 <sup>th</sup>

### 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"> <li>Introduction to Inferential statistics</li> <li>Basic terminology in Probability</li> <li>types of Probability</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>Sampling</li> <li>Types of sampling</li> <li>Probability sampling</li> <li>Non probability sampling</li> </ul>	3	2	2





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



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

**References:****Main Reference:**

1. Business Statistics By C Beri, 3<sup>rd</sup> Edition.

**Supportive Reference:**

1. Business Statistics By C Beri, 3<sup>rd</sup> Edition.



## Syllabuses and course policy of (Java)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0424
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	
<b>Semester</b>	4 <sup>th</sup>

### COURSE DESCRIPTION

This course is an introduction to Java programming, covering core concepts and syntax. Students will learn to set up their development environment, work with variables and data types, utilize control structures, and understand object-oriented programming principles. Additionally, they will explore arrays, collections, exception handling, file manipulation, GUI programming, networking, and multithreading. Through hands-on exercises and assignments, students will develop practical skills and gain a solid foundation in Java programming, preparing them to create applications, comprehend Java code, and pursue further learning in advanced Java topics.

### COURSE LEARNING OBJECTIVE

1. Understand the basics of Java programming language and its syntax.
2. Learn to use Java's data types, variables, and operators effectively.
3. Gain proficiency in implementing control structures, loops, and decision-making constructs.
4. Develop an understanding of object-oriented programming principles in Java.
5. Learn to create and use classes, objects, and methods.
6. Gain knowledge of handling exceptions and error handling in Java.
7. Develop practical skills through hands-on programming exercises and assignments.



## COURSE LEARNING OUTCOME

Successful Java students will be able to:

1. **Understand Java Programming Fundamentals:** Students will gain a solid understanding of the core concepts and syntax of the Java programming language. They will be able to write and execute Java programs, demonstrating proficiency in variables, data types, operators, control structures, and object-oriented programming principles.
2. **Apply Object-Oriented Programming Principles:** Students will learn how to apply object-oriented programming (OOP) principles in Java, including encapsulation, inheritance, and polymorphism. They will be able to design and implement classes, create objects, define methods, and utilize inheritance to build modular and reusable code.
3. **Handle Exceptions and Errors:** Students will learn how to effectively handle exceptions and errors in Java programs. They will understand the try-catch block syntax, know different types of exceptions, and be able to handle and throw exceptions appropriately. They will also gain knowledge of handling file-related exceptions and implement error handling strategies in their code.
4. **Manipulate Data Structures:** Students will gain proficiency in working with data structures in Java, including arrays and collections. They will learn how to declare and manipulate arrays, use Array Lists and Linked Lists to store and manipulate data, and understand the concept of generics for type safety. They will be able to utilize these data structures effectively in their programs.
5. **Develop Graphical User Interfaces (GUI):** Students will learn the basics of GUI programming in Java using the Swing library. They will be able to create interactive GUI applications, understand the concept of event-driven programming, handle user input, and utilize components, containers, and layouts to design intuitive user interfaces.

## 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 (Java)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>• Introduction to Java programming language</li> <li>• Setting up the development environment (IDE, JDK)</li> <li>• Writing and running a simple Java program</li> <li>• Introduction to Java syntax and conventions</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Variables, data types, and operators</li> <li>• Primitive data types in Java (int, double, boolean, etc.)</li> <li>• Reference data types (String, arrays, etc.)</li> <li>• Operators in Java (arithmetic, relational, logical, etc.)</li> </ul>	3	2	2
Week 03	<ul style="list-style-type: none"> <li>• Control structures</li> <li>• Conditional statements (if, if-else, switch)</li> <li>• Looping constructs (for, while, do-while)</li> <li>• Nesting control structures</li> <li>• Break and continue statements</li> </ul>	3	2	2
Week 04	<ul style="list-style-type: none"> <li>• Object-Oriented Programming (OOP) Principles</li> <li>• Introduction to object-oriented programming</li> <li>• Classes and objects in Java</li> <li>• Encapsulation, inheritance, and polymorphism</li> <li>• Access modifiers (public, private, protected)</li> </ul>	3	2	2
Week 05	<ul style="list-style-type: none"> <li>• Constructors and methods</li> <li>• Method overloading and overriding</li> <li>• Using static and final keywords</li> <li>• Introduction to packages and import statements</li> </ul>	3	2	2



<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Arrays and Collections</li> <li>• Introduction to arrays in Java</li> <li>• Single-dimensional and multi-dimensional arrays</li> <li>• Array manipulation and traversal</li> <li>• Introduction to Java collections framework</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Working with ArrayList, LinkedList, and other collection classes</li> <li>• Collection manipulation and traversal</li> <li>• Iterators and enhanced for loop</li> <li>• Comparators and sorting collections</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Exception Handling</li> <li>• Understanding exceptions and error handling</li> <li>• Try-catch blocks and exception handling syntax</li> <li>• Exception types (checked, unchecked, custom)</li> <li>• Throwing and catching exceptions</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Finally block and resource management</li> <li>• Multi-catch and chained exceptions</li> <li>• Custom exception classes</li> <li>• Exception propagation and handling best practices</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• File Handling</li> <li>• Reading and writing files in Java</li> <li>• Working with input and output streams</li> <li>• File handling exceptions and error handling</li> <li>• File manipulation and directory operations</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Introduction to GUI Programming</li> <li>• Introduction to Graphical User Interfaces (GUI)</li> <li>• Java Swing library for creating GUI applications</li> <li>• Components, containers, and layouts</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Event-driven programming in Java</li> <li>• Handling GUI events</li> <li>• Implementing event listeners and handlers</li> <li>• Creating basic GUI applications</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Introduction to Networking</li> <li>• Networking concepts and protocols</li> <li>• Java networking classes (Socket, ServerSocket, etc.)</li> <li>• Client-server architecture</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Implementing simple client-server communication</li> <li>• Handling network exceptions</li> <li>• Working with input and output streams in networking</li> <li>• Sending and receiving data over a network</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Introduction to Multithreading</li> <li>• Basics of multithreading in Java</li> <li>• Creating and managing threads</li> <li>• Synchronization and thread safety</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Thread communication and coordination</li> <li>• Handling common multithreading issues</li> <li>• Overview of advanced topics (Java libraries, frameworks)</li> <li>• Course review and final assessment</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
<b>Supportive Reference:</b>				



## Syllabuses and course policy of (Financial Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0425
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Fundamentals of Finance
<b>Semester</b>	4 <sup>th</sup>

### 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><b>CHAPTER ONE: INTRODUCTION TO FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning of Finance</li> <li>• Definition of Finance</li> <li>• Types of Finance</li> <li>• Definition of Financial Management</li> <li>• Scope of Financial Management</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Objectives of Financial Management <ul style="list-style-type: none"> <li>○ Profit maximization</li> <li>○ Favourable arguments for profit maximization</li> <li>○ Unfavourable arguments for profit maximization</li> <li>○ Drawbacks of profit maximization</li> <li>○ Wealth maximization</li> </ul> </li> </ul>	3	2	2
Week 03	<ul style="list-style-type: none"> <li>○ Favourable arguments for wealth maximization</li> <li>○ Unfavourable arguments for wealth maximization</li> <li>• Functions of Finance Manager</li> <li>• Importance of Financial Management <ul style="list-style-type: none"> <li>○ Financial planning</li> <li>○ Acquisition of funds</li> <li>○ Proper use of funds</li> <li>○ Financial decision</li> <li>○ Improve profitability</li> <li>○ Increase the value of the firm</li> <li>○ Promoting savings</li> </ul> </li> </ul>	3	2	2



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



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



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



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



## Syllabuses and course policy of (Compensation Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0426
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principle of Management & HRM
<b>Semester</b>	4 <sup>th</sup>

### COURSE DESCRIPTION

The purpose of the course is to understand and address tangible and intangible aspects of compensation, as well as the use of compensation to motivate and reward employee performance. The course contents include job analysis, job description, and job evaluation on the basis of compensable factors, as well as designing an equitable pay structure and international compensation considerations. In addition, the class will introduce students to the Total Rewards approach, which will expand upon compensation to the areas of employee benefits, equity vehicles and non-cash rewards. Students will gain theoretical and practical experience through class lecture, guest speakers and the use of case studies.

### COURSE LEARNING OBJECTIVE

1. To understand the importance of compensation management in organizations.
2. To learn the principles of compensation and their application in designing effective compensation programs.
3. To develop skills in conducting job analysis and market analysis to determine appropriate compensation.
4. To explore different pay structures and benefits programs and their impact on employee motivation and retention.
5. To understand the legal and ethical issues related to compensation management.



## COURSE LEARNING OUTCOME

Successful Compensation students will be able to:

1. Students will be able to design and implement effective compensation programs that align with organizational goals and objectives.
2. Students will be able to conduct job analysis and market analysis to determine appropriate compensation for different positions.
3. Students will be able to develop pay structures and benefits programs that motivate and retain employees.
4. Students will be able to analyze the impact of compensation programs on employee motivation, retention, and performance.
5. Students will be able to identify legal and ethical issues related to compensation management and develop strategies to address them.

## 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 (Compensation Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>The Pay Model</b> <ul style="list-style-type: none"> <li>• Compensation definition</li> <li>• Incentive and Sorting Effects of Pay on Employer's</li> <li>• Forms of Pay</li> </ul>	3	0	0
Week 02	<ul style="list-style-type: none"> <li>• <b>A Pay Mode</b></li> <li>• Compensation Objectives</li> <li>• Four Policy Choices</li> <li>• Pay Techniques</li> </ul>	3	0	0
Week 03	<b>The Totality of Decisions</b> <ul style="list-style-type: none"> <li>• Similarities and Differences in Strategies</li> <li>• Strategic Choices</li> <li>• Support Business Strategy</li> <li>• Support HR Strategy</li> </ul>	3	0	0
Week 04	<ul style="list-style-type: none"> <li>• Developing a Total Compensation Strategy</li> <li>• <b>Four Steps</b></li> <li>• Step 1: Assess Total Compensation Implications</li> <li>• Step 2: Map a Total Compensation Strategy</li> <li>• Steps 3 and 4: Implement and Reassess</li> <li>• Source of Competitive Advantage</li> </ul>	3	0	0
Week 05	<b>Defining Internal Alignment</b> <ul style="list-style-type: none"> <li>• Jobs and Compensation</li> <li>• Compensation Strategy</li> <li>• Structures Vary among Organizations</li> <li>• What Shapes Internal Structures</li> <li>• Strategic Choices in Designing Internal Structures</li> <li>• Consequences of Structures</li> </ul>	3	0	0
Week 06	<b>Job analysis:</b> <ul style="list-style-type: none"> <li>• Job Analysis Procedures</li> <li>• What Information Should Be Collected</li> <li>• How Can the Information Be Collected?</li> <li>• Job Analysis and Globalization</li> <li>• Judging Job Analysis</li> </ul>	3	0	0



<b>Week 07</b>	<p><b>Job-Based Structures and Job Evaluation</b></p> <ul style="list-style-type: none"> <li>Defining Job Evaluation: Content, Value, and External Market Links</li> <li>Content and Value</li> <li>Linking Content with the External Market</li> <li>Job Evaluation Methods</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 08</b>	<p><b>Person-Based Structures</b></p> <ul style="list-style-type: none"> <li>Consideration in designing effective training</li> <li>Person-Based Structures: Skill Plans</li> <li>Skill Analysis</li> <li>Person-Based Structures: Competencies</li> <li>Competency Analysis</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 09</b>	<p><b>Defining Competitiveness</b></p> <ul style="list-style-type: none"> <li>Compensation Strategy: External Competitiveness</li> <li>What Shapes External Competitiveness</li> <li>Labor Market Factors</li> <li>How Labor Markets Work</li> <li>Labor Demand</li> <li>Marginal Product</li> <li>Marginal Revenue</li> <li>Labor Supply</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>Modifications to the Demand Side</li> <li>Modifications to the Supply Side</li> <li>Product Market Factors and Ability to Pay</li> <li>Organization Factors</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>Relevant Markets</li> <li>Competitive Pay Policy Alternatives</li> <li>Consequences of Pay-Level and -Mix Decisions:</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 12</b>	<p><b>Designing Pay Levels, Mix, and Pay Structures</b></p> <ul style="list-style-type: none"> <li>The Purpose of a Survey</li> <li>Select Relevant Market Competitor</li> <li>Design the Survey</li> <li>Interpret Survey Results and Construct a Market Line</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>



<b>Week 13</b>	<b>Pay-for-Performance</b> <ul style="list-style-type: none"> <li>• Linking Organization Strategy to Compensation and Performance Management</li> <li>• <b>Pay-for-Performance Plans</b></li> <li>• Short Term</li> <li>• Team Incentive Plans</li> <li>• Explosive interest in long term interest plans</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 14</b>	<b>The Benefit Determination Process</b> <ul style="list-style-type: none"> <li>• The Value of Employee Benefits</li> <li>• Components of a Benefit Plan</li> <li>• Benefit options</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 15</b>	<b>Compensation of Special Groups</b> <b>Union Role in Wage and Salary Administration</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 16</b>	<b>International Pay Systems</b> <ul style="list-style-type: none"> <li>• The Global Context</li> <li>• The Social Contract</li> <li>• Culture</li> <li>• Trade Unions and Employee Involvement</li> <li>• Ownership and Financial Markets</li> <li>• Managerial Autonomy</li> <li>• Comparing Costs</li> <li>• Comparing Systems</li> <li>• Expatriate Pay</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
<ol style="list-style-type: none"> <li>1. Milkovich, G. T., Newman, J. M., &amp; Milkovich, C. (2014). <i>Compensation</i>. Nova Iorque: McGraw-Hill/Irwin.</li> </ol>				
<b>Supportive Reference:</b>				



## Syllabuses and course policy of (Strategic Marketing)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0427
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Marketing
<b>Semester</b>	4 <sup>th</sup>

### COURSE DESCRIPTION

Strategic Marketing is a course that focuses on developing a comprehensive understanding of marketing strategies and their role in achieving business objectives. The course covers topics such as market analysis, segmentation, targeting, positioning, branding, pricing, promotion, and distribution. Students learn how to develop effective marketing plans, implement marketing campaigns, and evaluate their success using relevant metrics and analytics.

### COURSE LEARNING OBJECTIVE

By the end of the course,

1. Students should be able to understand the fundamental concepts and principles of strategic marketing.
2. Analyse market trends and consumer behavior using market research techniques.
3. Develop effective marketing plans that align with business goals and target audience.
4. Create a strong brand identity and value proposition, determine optimal pricing strategies based on market demand and competition.
5. Design promotional campaigns that reach the target audience through various channels. evaluate the effectiveness of marketing efforts using metrics and analytics.
6. Understand the impact of digital marketing and social media on marketing strategies.
7. Develop skills in teamwork, communication, and critical thinking in the context of marketing, and apply ethical principles and social responsibility in marketing practices.



## COURSE LEARNING OUTCOME

Upon completion of the course.

1. Students should be able to demonstrate a deep understanding of strategic marketing concepts and principles.
2. Analyse market trends and consumer behaviour using qualitative and quantitative data.
3. Develop a comprehensive marketing plan that addresses the 4 Ps (product, price, promotion, place).
4. Create a strong brand identity that resonates with the target audience.
5. Determine optimal pricing strategies that maximize revenue and profit.
6. Design and implement promotional campaigns that generate awareness and interest.
7. Evaluate the success of marketing efforts using relevant metrics and analytics.
8. Understand the impact of digital marketing and social media on marketing strategies.
9. Collaborate effectively with team members to develop and implement marketing plans, and apply ethical principles and social responsibility in marketing practices.

## 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 Marketing)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
<b>Week 01</b>	<ul style="list-style-type: none"> <li>• introduction and overview</li> <li>• Introduction</li> <li>• Market drivers</li> <li>• Impact of competition</li> <li>• Nature of competitive strategy</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 02</b>	<ul style="list-style-type: none"> <li>• The classic approach to the formulation of strategy</li> <li>• Process for formulating a competitive strategy</li> <li>• Strategy identification and selection</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 03</b>	<ul style="list-style-type: none"> <li>• Portfolio analysis</li> <li>• Introduction</li> <li>• The product life cycle</li> <li>• Product life cycle stages</li> <li>• The product/service portfolio</li> <li>• Portfolio models</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Market analysis</li> <li>• Introduction</li> <li>• Dimensions of market analysis</li> <li>• Actual and potential market size</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Market growth</li> <li>• Key success factors— bases of competition</li> <li>• Risks in high growth markets</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Analysing competition</li> <li>• Introduction</li> <li>• Nature of competition and identification of an organization</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>



<b>Week 07</b>	<ul style="list-style-type: none"> <li>• competitors</li> <li>• Understanding competitors’ strategies</li> <li>• Identifying competitors</li> <li>• Sources of information about competitors</li> <li>• Benchmarking</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Analysing the customer in the market place</li> <li>• Introduction</li> <li>• Models of consumer behaviour</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Psychological factors influencing the buying decision process</li> <li>• Social factors influencing the buying decision process</li> <li>• Role for market research</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Market Segmentation, Targeting and Positioning</li> <li>• The Nature and Purpose of Segmentation</li> <li>• Approaches to Segmenting Markets</li> <li>• Factors Affecting the Feasibility of Segmentation</li> <li>• Approaches to Segmentation</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• The Bases for Segmentation</li> <li>• Geographic and Geodemographic Techniques</li> <li>• Demographic Segmentation</li> <li>• Behavioural Segmentation</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Psychographic and Lifestyle Segmentation</li> <li>• Approaches to Segmenting Industrial Markets</li> <li>• Market Targeting</li> <li>• Deciding on the Breadth of Market Coverage</li> <li>Product Positioning: The Battle for the Mind</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Digital Marketing</li> <li>• Mobile market</li> <li>• Designing e-commerce solutions for mobile</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 14</b>	<ul style="list-style-type: none"> <li>• SEM</li> <li>• Referencement (SEO)</li> <li>• Advertising</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• SEA</li> <li>• Social media &amp; Curation</li> <li>• SMO</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Building a landing page and developing a viable ecosystem</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>

**Reference Book:**

**Main Reference:**

1. Strategic Marketing Planning, Second Edition, 2nd Edition by Colin Gilligan, Richard M.S. Wilson Strategic Marketing: An Introduction, Tony Proctor, Psychology Press, 2000

**Supportive Reference:**

1. The Oxford Textbook of Marketing, by Keith John Blois.
2. Strategic Marketing: Creating Competitive Advantage (Anglais) Broché – 9 avril 2015.
3. Douglas West (Auteur), John Ford (Auteur), Essam Ibrahim (Auteur).
4. HBR's 10 Must Reads on Strategic Marketing, Harvard Business Review (Auteur), Clayton M. Christensen.
5. Strategic Marketing Management, 15 juin 2014, de Alexander Chernev (Auteur), Philip Kotler.
6. Marketing Strategy: A Decision-Focused Approach, Orville C. Walker Jr. and John W. Mullins, McGraw-Hill Irwin, Eighth.





### Syllabuses and course policy of (Industrial Psychology)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0428
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Nil
<b>Semester</b>	4 <sup>th</sup>

### 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

## Syllabuses of (Industrial Psychology)

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



<b>Week 03</b>	<b>The Hawthorne studies</b> <ul style="list-style-type: none"> <li>○ Introduction</li> <li>○ Hawthorne research</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	Implication of Hawthorne <ul style="list-style-type: none"> <li>● Criticism on Hawthorne studies</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<b>Industrial Fatigue</b> <ul style="list-style-type: none"> <li>○ Introduction</li> <li>○ Concept and meaning</li> <li>○ Types of industrial fatigue</li> <li>○ Why do we get fatigue?</li> <li>○ Fatigue symptoms</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 06</b>	Industrial studies on fatigue <ul style="list-style-type: none"> <li>○ Causes and remedies of industrial fatigue</li> <li>○ Effects of industrial fatigue</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 07</b>	<b>Boredom and Monotony concepts</b> <ul style="list-style-type: none"> <li>● Causes of boredom</li> <li>● Effect of boredom</li> <li>● Relation between fatigue and boredom</li> <li>● Remedies for Boredom</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<b>Time and Motion study</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Meaning and concept of time study</li> <li>● Aim and objective of time study</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	Procedures of time study <ul style="list-style-type: none"> <li>○ Advantages and disadvantages of time study</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 10</b>	Meaning and concept of motion study <ul style="list-style-type: none"> <li>○ Advantages and disadvantages of motion study</li> <li>○ Relationship between time and motion study</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 11</b>	<b>Stress</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Definition of stress</li> <li>● The dynamics of stress</li> <li>● Signs of stress</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>



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

**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 (Managerial Economics)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0529
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Microeconomics, Macroeconomics and Statistics
<b>Semester</b>	5 <sup>th</sup>

### COURSE DESCRIPTION

This course provides an overview of economic tools and analytic approaches available to the manager for business decision making. It includes such topics as pricing, forecasting, demand analysis, production and cost analysis, and macroeconomic policy as it affects the business environment. The purpose of this course is to develop an economic perspective that is appropriate for students aspiring to manage business units or entire companies in a wide variety of industries.

### COURSE LEARNING OBJECTIVE

At the end of this course students would understand:

1. The applications of managerial economics.
2. Regression, its analysis, and its application in decision making
3. Optimization and utility of consumer behavior
4. The relationship between different costs.
5. Perfect and imperfect markets
6. Pricing and its impact upon total revenue

### COURSE LEARNING OUTCOME

Upon the completion of the course students would be able to:

1. Develop an understanding of the applications of managerial economics.
2. Interpret regression analysis and discuss why it's employed in decision-making.
3. Discuss optimization and utility including consumer behavior.
4. Assess the relationships between short-run and long-run costs.
5. Analyse perfectly competitive markets including substitution.
6. Explain uniform pricing and how it relates to price discrimination and total revenue.



## 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 (Managerial Economics)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction</b> <ul style="list-style-type: none"> <li>• The nature and scope of Managerial Economics.               <ul style="list-style-type: none"> <li>○ Effective Management.</li> <li>○ Theory of firm</li> <li>○ The objective of the Firm</li> <li>○ Constrains faced by a firm</li> <li>○ Business vs. Economic profit</li> <li>○ Theories of Economic profit</li> </ul> </li> </ul>	3	3	0



<b>Week 02</b>	<ul style="list-style-type: none"> <li>• Advanced Demand Analysis <ul style="list-style-type: none"> <li>○ The Market Demand Function</li> <li>○ Total and Marginal Revenue</li> <li>○ Sensitivity analysis</li> <li>○ Computation of Price, Income and Cross price Elasticity of Demand by two Methods,</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 03</b>	<ul style="list-style-type: none"> <li>○ Uses and Application of Price, Income and Cross-Price Elasticity of demand</li> <li>○ Some other Demand Elasticity</li> <li>○ Price elasticity, Marginal Revenue and Total Revenue</li> <li>○ Optimal Pricing Policy under given price elasticity</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Economic Optimization <ul style="list-style-type: none"> <li>○ Mathematical tools for derivatives</li> <li>○ Unconstrained vs. Constrained Optimization</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>○ The substitution vs. the Lagrange Methods of Optimization</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Demand Estimation by regression</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Analysis of the regression <ul style="list-style-type: none"> <li>○ Simple Linear and Multiple Linear Regression Models</li> <li>○ Significance of estimated coefficients and model</li> <li>○ Use of <math>R^2</math></li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Review</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Demand Forecasting <ul style="list-style-type: none"> <li>○ Quantitative Methods for Forecasting</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>○ Best Forecasts</li> <li>○ Forecasting power of a Regression Model</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>○ Production Analysis</li> <li>○ Production Function</li> <li>○ Total, Marginal and average Products in case of single and two variable inputs</li> <li>○ Marginal Revenue Product and Optimal Employment of Inputs</li> <li>○ Returns to scale vs. Returns to factor</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Cost Analysis                             <ul style="list-style-type: none"> <li>○ Explicit and Implicit Costs</li> <li>○ Incremental and Sunk Costs</li> <li>○ Short-Run vs. Long-Run Costs</li> <li>○ Economies of Scale and Economies of Scope</li> <li>○ Learning Curves</li> <li>○ Breakeven Analysis</li> <li>○ Degree of Operating Leverage</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Pricing Practices                             <ul style="list-style-type: none"> <li>○ Markup Pricing and profit maximization Mark up on costs and price</li> <li>○ Optimal markup on price and cost</li> <li>○ Price discrimination</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Risk Analysis                             <ul style="list-style-type: none"> <li>○ Economics Risk vs. Uncertainty</li> <li>○ Various types of risk</li> <li>○ Expected Profit of a Project</li> <li>○ Absolute vs. Relative Risk</li> <li>○ Beta as Measure of Risk</li> <li>○ Managerial Applications</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Economics of Strategy--the Quest to Slow Profit Erosion                             <ul style="list-style-type: none"> <li>○ Porter’s five forces and diamond framework</li> <li>○ Critical points of Product life cycle</li> <li>○ Corporate and Competitive Strategies</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Presentations</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>

**Reference Book:**

**Main Reference:**

1. Dominick Salvatore (2014). Managerial Economics in a global Economy, 7th Edition, Oxford University Press, USA.

**Supportive Reference:**

1. Michael R. Baye (2007). Managerial Economics and business strategy, 6th Edition, McGraw Hill.
2. Peter Cassimatis (1995). Introduction to Managerial Economics, Routledge.





## Syllabuses and course policy of (International Business)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0530
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Introduction to Business
<b>Semester</b>	5 <sup>th</sup>

### COURSE DESCRIPTION

Acquaint students with the internationalized firm and the structures, processes, and institutions defining its operations. Explore the distinctive nature of the business conducted beyond the boundaries of the firm's home nation. Examine how firms reach multinational scale while expose to the turbulence and complexity and international political and economic forces. Equip students with the context needed to assimilate advanced theories and concepts in international business, while addressing contents in sufficient depth to engage in academic and practical conversations within the field.

### COURSE LEARNING OBJECTIVE

1. Develop an understanding of the global business environment, including cultural, political, economic, and legal factors that impact international business operations.
2. Gain knowledge of international trade theories and frameworks, including comparative advantage, competitive analysis, and market entry strategies.
3. Explore the challenges and opportunities of conducting business across borders, such as foreign market analysis, global sourcing, and international marketing.
4. Learn about international business operations, including multinational corporations, global supply chain management, and international finance.



## COURSE LEARNING OUTCOME

Successful International Business students will be able to:

1. Develop cross-cultural communication and negotiation skills to effectively collaborate with international partners and stakeholders.
2. Analyze and evaluate global market opportunities and make informed decisions regarding market entry and expansion strategies.
3. Understand the legal and ethical considerations in international business, and apply ethical principles in decision-making.
4. Gain the ability to analyze and interpret international financial data, including foreign exchange rates, international investment, and risk management.
5. Develop critical thinking and problem-solving skills to address challenges and opportunities in the international business landscape.
6. Gain a global perspective and appreciation for diverse business practices, enhancing adaptability and flexibility in a multicultural business 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 Business)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to International Business:</b> <ul style="list-style-type: none"> <li>• What is international business, basic terminologies?</li> <li>• Globalization</li> <li>• MNE”</li> <li>• Free market</li> <li>• Free trade</li> <li>• FDI</li> <li>• Types of FDI</li> </ul>	3	3	0
Week 02	<b>Objectives and Causes of international Business</b> <ul style="list-style-type: none"> <li>• Access to many more markets,</li> <li>• Market capacity</li> <li>• Access to more population of world</li> <li>• Increase in productivity and sale</li> </ul>	3	3	0
Week 03	<ul style="list-style-type: none"> <li>• Access to resources</li> <li>• Access to cheaper labor</li> <li>• Increase in quality,</li> <li>• Increase in quantity</li> </ul>	3	3	0
Week 04	<b>Importing and Exporting</b> <ul style="list-style-type: none"> <li>• Export and exporting</li> <li>• Import and importing</li> <li>• Advantages and disadvantages of exporting and importing</li> <li>• Trade of balance</li> </ul>	3	3	0
Week 05	<ul style="list-style-type: none"> <li>• Direct and indirect export</li> <li>• Intermediaries</li> <li>• Trade deficit</li> <li>• Trade surplus</li> <li>• Causes of trade deficit and trade surplus</li> </ul>	3	3	0



<b>Week 06</b>	<b>Barriers to International Business</b> <ul style="list-style-type: none"> <li>• Purpose of barriers,</li> <li>• Tariff and non-tariff barriers,</li> <li>• Excise duties,</li> <li>• Custom duties, Specific duty,</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Compound duty,</li> <li>• Export, import and transit tariff,</li> <li>• Quota, VER,</li> <li>• Benefits of international trade barriers</li> <li>• Currency fluctuations,</li> <li>• Factors affect the exchange rate.</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<b>Entering Foreign Markets</b> <ul style="list-style-type: none"> <li>• Ways of entry</li> <li>• Its advantages and disadvantages</li> <li>• Time of entry</li> <li>• Licensing</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Franchising</li> <li>• Joint venture</li> <li>• Firm, scale of entry etc.</li> <li>• Advantages and disadvantages of different entry mode</li> <li>• Merits and demerits of earlier and later entrance</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 10</b>	<b>Theories of international trade</b> <ul style="list-style-type: none"> <li>• Mercantilism</li> <li>• Absolute Advantage</li> <li>• Comparative advantage</li> <li>• Pitfall of the theory</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Factor endowment or Heckscher and Ohlin theory</li> <li>• Leontief paradox statement</li> <li>• Product life cycle theory</li> <li>• New trade theory</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 12</b>	<b>Regional economic integration</b> <ul style="list-style-type: none"> <li>• Regional economic integration:</li> <li>• Level of economic integration</li> <li>• Free trade area</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>



<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Custom union</li> <li>• Political union</li> <li>• Economic union</li> <li>• Free market</li> <li>• EFTA, NAFTA, EU, SAFTA, APTTA WTO, GATT ETC</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 14</b>	<b>International Cartel Agreement</b> <ul style="list-style-type: none"> <li>• What is cartel?</li> <li>• Extensive definitions History</li> <li>• Member countries</li> <li>• Reasons for cartel</li> <li>• Objectives of international cartel</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Merits of cartel</li> <li>• Demerits of cartel</li> <li>• Conditions for success of cartel</li> <li>• OPEC</li> <li>• Advantages and disadvantages of cartels</li> <li>• Price output and profit determination by cartel</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<b>International Transportation</b> <ul style="list-style-type: none"> <li>• Definition and types of international transportation</li> <li>• Modes of transportation</li> <li>• Export documentations</li> <li>• Choices of transportation mode</li> <li>• Terms of shipment and sales</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>

**Reference Book:****Main Reference:**

1. Cavusgil, S. T., Knight, G., Riesenberger, J. R., Rammal, H. G., & Rose, E. L. (2014). *International business*. Pearson Australia.

**Supportive Reference:**

1. Peng, M. W., & Meyer, K. (2016). *International business*. Nelson Education.



## Syllabuses and course policy of (Advanced Java)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0531
<b>Credit Hours</b>	2
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Introduction to programming, object oriented programming.
<b>Semester</b>	5 <sup>th</sup>

### COURSE DESCRIPTION

Gain an in-depth understanding of GUI programming in Java, students will learn and will implement the concepts of object oriented programming which they have already studied in their pre-requisite course. They will learn the efficient use of GUI in the interface design of each and every sort of Application. Students will also learn the connectivity to a database and how to manipulate database from the java GUI, Students will work on some interface designing for database like a dictionary database or any other mid-level database.

### COURSE LEARNING OBJECTIVE

1. This course will provide advanced understanding of the methods and techniques of developing a simple to moderately complex standalone applications.
2. Using it's an end to end Java Application Project.
3. This application will have a GUI that talks to the database.
4. GUI forms will get user input and display the results retrieved from database or modify the database records.



## COURSE LEARNING OUTCOME

Successful Advanced Java students will be able to:

1. Understanding of the advanced features of the Java programming language such as multithreading, socket programming, and serialization.
2. Ability to develop complex desktop applications using advanced Java technologies like Swing, JavaFX, and AWT.
3. Knowledge of Java server-side technologies such as Servlets, JSP, and JDBC.
4. Ability to design and develop robust, scalable, and secure web applications using advanced Java frameworks such as Spring and Hibernate.
5. Understanding of software engineering principles and best practices for designing and developing high-quality Java applications.
6. Ability to use Integrated Development Environments (IDEs) such as Eclipse and NetBeans to develop Java applications.
7. Understanding of version control systems such as Git and SVN for managing source code.
8. Knowledge of how to test and debug Java applications using various tools and techniques.
9. Experience with developing real-world Java applications and solving programming challenges.

## 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 (Advanced Java)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>Event Listener Adapter Classes</li> <li>Nested and Inner Classes</li> <li>Nested and Inner Classes Cont...</li> <li>Look and feel</li> <li>Calculator Project</li> </ul>	2	1	2
Week 02	<ul style="list-style-type: none"> <li>Look and feel</li> <li>Calculator Project</li> </ul>	2	1	2
Week 03	<b>Java Database Connectivity</b> <ul style="list-style-type: none"> <li>Introduction to JDBC, JDBC Connectivity Model, Connecting to Database</li> <li>Creating SQL Queries, Getting the Result</li> </ul>	2	1	2
Week 04	<b>Data Manipulation</b> <ul style="list-style-type: none"> <li>Data Insertion</li> <li>Deletion</li> <li>updating record</li> <li>The Statement Interface</li> </ul>	2	1	2
Week 05	<ul style="list-style-type: none"> <li>Updateable Result Sets</li> <li>Result sets from stored procedure</li> </ul>	2	1	2
Week 06	<ul style="list-style-type: none"> <li>RowSets</li> <li>Dictionary project (DB and Interface)</li> </ul>	2	1	2
Week 07	<ul style="list-style-type: none"> <li>Login form authenticating from Database</li> <li>interface design for a database Comparison</li> </ul>	2	1	2





<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Interface design for a database Cont.</li> <li>• Interface design for a database Cont.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Event Listener Adapter Classes</li> <li>• Nested and Inner Classes</li> <li>• Nested and Inner Classes Cont...</li> <li>• Look and feel</li> <li>• Calculator Project</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Look and feel</li> <li>• Calculator Project</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<b>Java Database Connectivity</b> <ul style="list-style-type: none"> <li>• Introduction to JDBC, JDBC Connectivity Model, Connecting to Database</li> <li>• Creating SQL Queries, Getting the Result</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<b>Data Manipulation</b> <ul style="list-style-type: none"> <li>• Data Insertion</li> <li>• Deletion</li> <li>• updating record</li> <li>• The Statement Interface</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Updateable Result Sets</li> <li>• Result sets from stored procedure</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• RowSets</li> <li>• Dictionary project (DB and Interface)</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Login form authenticating from Database</li> <li>• interface design for a database Comparison</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Interface design for a database Cont.</li> <li>• Interface design for a database Cont.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Patrick Naughton, Herbert Schildt. (1999). Java 2: The Complete Reference (1st ed.). McGraw-Hill Education.				
<b>Supportive Reference:</b>				
1. Martin Osborne, Kenneth Lambert. (2007). Fundamentals of Java (3rd ed.). Cengage Learning.				
2. Core Java Volume-I-Fundamentals, Eighth Edition, Cay S. Horstmann, Gary Cornell, Prentice Hall, Sun Microsystems Press.				



## Syllabuses and course policy of (Database Application)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0532
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Database management system
<b>Semester</b>	5 <sup>th</sup>

### COURSE DESCRIPTION

In this semester you will learn basic function in the oracle single row function multiple row functions group Function string function concatenation function length function, all part of functions basic SQL Command DQL “Data Query Language”, DML” Data Manipulation Language”, DDL” Data Definition Language” DCL” Data Control Language, TCL “Transactional Language”, Role creation, assigning of privilege System privilege object privilege.

### COURSE LEARNING OBJECTIVE

**At end of this course the students will be able to:**

1. This course will provide a basic and advanced understanding of the methods and techniques of developing a simple to moderately simple database.
2. Using the current standard database system students will be instructed on creation.
3. Maintaining a simple and complex database for different class of devices.
4. Students will have the opportunity to plan and to build a personal or single database based upon following a logical process of information design.



## COURSE LEARNING OUTCOME

At end of this lecture students will be able to:

1. Understanding the fundamental concepts and principles of databases, including data modeling, normalization, and query languages.
2. Building proficiency with database management systems (DBMS) and related tools, such as SQL and database design software.
3. Developing skills in database administration, including tasks such as backup and recovery, security management, and performance tuning.
4. Learning how to design and develop effective database applications, including understanding of the software development life cycle.
5. Understanding the role of databases in modern organizations, including their use in data-driven decision-making and big data analytics.
6. Developing critical thinking skills in evaluating and improving existing database systems.
7. Understanding ethical considerations related to database applications, such as privacy and data security.

## 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 (Database Application)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to oracle database:</b> <ul style="list-style-type: none"> <li>• DDL (Data Definition Language)</li> <li>• Categories of SQL statements.</li> <li>• Oracle Data types.</li> <li>• The create statement.</li> <li>• The Alter command.</li> <li>• The Drop command.</li> </ul>	3	2	2
Week 02	<b>Introduction of Integrity constraints:</b> <ul style="list-style-type: none"> <li>• Entity integrity constraints.</li> <li>• Referential integrity constraints.</li> <li>• Modifying table to Use constraints</li> </ul>	3	2	2
Week 03	<b>DML (data manipulation language):</b> <ul style="list-style-type: none"> <li>• Insert statement.</li> <li>• Update statement.</li> <li>• Delete statement.</li> </ul>	3	2	2
Week 04	<b>Introduction of operators:</b> <ul style="list-style-type: none"> <li>• Arithmetic operator&amp; rule of precedence</li> <li>• Logical operator: AND, OR and NOT</li> <li>• Special operator</li> </ul>	3	2	2



<b>Week 05</b>	<b>Introduction of Comparison operator:</b> <ul style="list-style-type: none"> <li>• Comparison operator</li> <li>• IN and NOT IN operator</li> <li>• Between operator</li> <li>• The Like operator</li> <li>• IS NULL and IS NOT NULL</li> <li>• ANY operator</li> <li>• ALL operator</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 06</b>	<b>Introduction of functions:</b> <ul style="list-style-type: none"> <li>• The Distinct keyword</li> <li>• Aliases.</li> <li>• Function</li> <li>• Miscellaneous functions</li> <li>• Mathematical functions</li> <li>• String functions</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 07</b>	<b>Introduction of Aggregate Function:</b> <ul style="list-style-type: none"> <li>• Aggregate function</li> <li>• Date and time function</li> <li>• Numeric function</li> </ul> <b>Introduction of conversion function:</b> <ul style="list-style-type: none"> <li>• conversion function</li> <li>• Pseudo columns</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 08</b>	<b>Introduction of Union Relation:</b> <ul style="list-style-type: none"> <li>• Union</li> <li>• union ALL</li> <li>• Intersection</li> <li>• Minus</li> <li>• Syntax Alternatives</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 09</b>	<b>Introduction of joining:</b> <ul style="list-style-type: none"> <li>• Joining</li> <li>• Cross join</li> <li>• Equijoin</li> <li>• NON Equijoin</li> <li>• Self-join</li> <li>• Natural join</li> <li>• Outer join</li> <li>• Left outer join</li> <li>• Right outer join</li> <li>• Full outer join</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<b>Introduction of subquery:</b> <ul style="list-style-type: none"> <li>• Sub query</li> <li>• Creating table using subquery</li> <li>• Performing full DML operation using subquery</li> <li>• Creating table using subquery</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<b>Introduction of the Clauses:</b> <ul style="list-style-type: none"> <li>• Clauses</li> <li>• Where clauses</li> <li>• Having clauses</li> <li>• Order by clauses</li> <li>• Group by clauses</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<b>Introduction of View:</b> <ul style="list-style-type: none"> <li>• View</li> <li>• Creating view</li> <li>• Simple view</li> <li>• Complex view</li> <li>• Usage view</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<b>Introduction of sequences:</b> <ul style="list-style-type: none"> <li>• Creating sequence</li> <li>• Next values</li> <li>• Currant values</li> <li>• Creating synonym</li> <li>• Creating index</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 14</b>	<b>Creating of user:</b> <ul style="list-style-type: none"> <li>• Controlling user access</li> <li>• Create user</li> <li>• Create role</li> <li>• Grant statement</li> <li>• Revoke statement</li> <li>• System privilege</li> <li>• Object privilege</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<b>Controlling Transactions:</b> <ul style="list-style-type: none"> <li>• Evaluating Transaction</li> <li>• Concurrency control</li> <li>• Lost updates</li> <li>• Uncommitted data</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<b>Concurrency control with locking method:</b> <ul style="list-style-type: none"> <li>• Lock granularity</li> <li>• Lock types</li> <li>• Two phase locking to ensure serializability</li> <li>• Deadlocks</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b> <ol style="list-style-type: none"> <li>1. M. Tamer Özsu, Patrick Valduriez. (2020). Principles of Distributed Database Systems (4th ed.). Springer.</li> </ol>				
<b>Supportive Reference:</b> <ol style="list-style-type: none"> <li>1. Jeffrey Hoffer, Ramesh Venkataraman, Heikki Topi. (2015). Modern Database Management (12th ed.). Pearson.</li> <li>2. Thomas Connolly, Carolyn Begg. (2014). Database Systems: A Practical Approach to Design, Implementation, and Management (6th ed.). Pearson.</li> </ol>				



## Syllabuses and course policy of (Financial Reporting and Analysis)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0633
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Financial Accounting
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

After a review of basic accounting principles and terminology, this course provides the student with a clear understanding of concepts, standards and practices of financial reporting. The student learns to read, understand and analyze a balance sheet, income statement and statement of cash flows. Other topics include: concepts of cash, receivables, inventory, payables, assets, liabilities, equity, revenue and expense recognition and ratio analysis.

### COURSE LEARNING OBJECTIVE

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 OUTCOME

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 Reporting and Analysis)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Need for financial statements analysis</li> <li>• Focus on investment decisions</li> <li>• Classes of users</li> <li>• Financial information and capital markets</li> </ul>	3	3	0
Week 02	<ul style="list-style-type: none"> <li>• The financial reporting system</li> <li>• General principles and measurement rules</li> <li>• The U.S. financial reporting system</li> <li>• Securities and exchange commission</li> <li>• Financial accounting standard Board</li> <li>• International Accounting standards</li> <li>• International organization of securities commissions</li> <li>• International accounting standards board</li> <li>• European financial reporting standards</li> </ul>	3	3	0



<b>Week 03</b>	<b>Principal financial statements</b> <ul style="list-style-type: none"> <li>• The balance sheet</li> <li>• Elements of the balance sheet</li> <li>• The income statement</li> <li>• Elements of the income statement</li> <li>• Statement of comprehensive income</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Statement of cash flows</li> <li>• Statement of stockholder's equity</li> <li>• Footnotes</li> <li>• Contingencies</li> <li>• Supplementary schedules</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<b>Other sources of financial information</b> <ul style="list-style-type: none"> <li>• Management discussion and analysis</li> <li>• Other data sources</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 06</b>	<b>The accrual concept</b> <ul style="list-style-type: none"> <li>• Accounting income: Revenue and expense recognition</li> <li>• Percentage of completion and completed contract methods</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 07</b>	<b>Analysis of cash flows</b> <ul style="list-style-type: none"> <li>• Statement of cash flows</li> <li>• Preparation of statement of cash flows</li> <li>• Preparation of direct method statements of cash flows</li> <li>• Cash flows from operations</li> <li>• Investing cash flow</li> <li>• Financing cash flow</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 08</b>	<b>Preparation of Indirect method statements of cash flows</b> <ul style="list-style-type: none"> <li>• Analysis of cash flow information</li> <li>• Free cash flow and valuation</li> <li>• Relationship of income and cash flow</li> <li>• Income cash flow and the going concern Assumption</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 09</b>	<b>Foundations of ratio and financial analysis: currently teaching</b> <ul style="list-style-type: none"> <li>• Basic consideration for ratio analysis</li> <li>• Tools for financial statements analysis</li> <li>• Comparative financial statements</li> <li>• Trend analysis</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Horizontal analysis</li> <li>• Vertical analysis</li> <li>• Common-Size statements</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Discussion of ratios by category</li> <li>• Activity analysis <ul style="list-style-type: none"> <li>○ Short term (operating) activity ratios</li> <li>○ Long term (investment) activity ratios</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	1. Liquidity analysis <ul style="list-style-type: none"> <li>○ Length of cash cycle</li> <li>○ Working capital ratios and defensive interval</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	2. Long term debt and solvency analysis <ul style="list-style-type: none"> <li>○ Debt covenants</li> <li>○ Capitalization table and debt ratios</li> <li>○ Interest coverage ratios</li> <li>○ Capital expenditure and CFO-to-debt ratios</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 14</b>	<p>3. Profitability analysis</p> <ul style="list-style-type: none"> <li>○ Return on sales</li> <li>○ Return on investment</li> <li>○ Profitability and cash flows</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<p>4. Operating and financial leverage</p> <ul style="list-style-type: none"> <li>○ Operating leverage</li> <li>○ Financial leverage</li> </ul> <p>5. Ratios an integrated analysis</p> <ul style="list-style-type: none"> <li>○ Analysis of firm performance</li> <li>○ Disaggregation of ROA</li> <li>○ Disaggregation of ROE and its relationship to ROA</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<p>6. Earnings per share and other ratios used in valuation</p> <ul style="list-style-type: none"> <li>○ Earnings per share</li> <li>○ Cash flow per share</li> <li>○ EBIT per share</li> <li>○ Book value per share</li> <li>○ Price-to-Earnings and price to book value Ratios</li> <li>○ Dividend payout ratio</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>

**Reference Book:****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 (Change Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0634
<b>Credit Hours</b>	2
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	OB & Principles of Management
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

Change management is a course that focuses on the processes and techniques required to manage changes in organizations. The course covers the principles of change management, the roles of different stakeholders in the change process, and the tools and methods used to plan and implement change initiatives.

### COURSE LEARNING OBJECTIVE

1. Understand the basic principles of change management.
2. Identify the different types of changes that can occur in an organization.
3. Understand the roles and responsibilities of different stakeholders in the change process.
4. Learn to use tools and techniques to plan and implement change initiatives.
5. Understand the importance of communication and stakeholder engagement in change management.

### COURSE LEARNING OUTCOME

Successful Change Management students will be able to:

1. Students will be able to explain the basic principles of change management.
2. Students will be able to identify different types of changes that can occur in an organization.
3. Students will be able to describe the roles and responsibilities of different stakeholders in the change process.
4. Students will be able to use tools and techniques to plan and implement change initiatives.
5. Students will be able to communicate effectively and engage stakeholders in the change management 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 (Change Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to change management</b> <ul style="list-style-type: none"> <li>• Approaching change</li> <li>• Introduction</li> <li>• Types of change</li> <li>• Types of organizational change</li> <li>• Reasons/forces for change</li> <li>• Internal forces for change</li> <li>• External forces for change</li> </ul>	2	2	0
Week 02	<ul style="list-style-type: none"> <li>• Response to change</li> <li>• Panned change</li> <li>• Feature of planned change</li> <li>• Types of planned change</li> <li>• Management of change</li> </ul>	2	2	0



<b>Week 03</b>	<b>Employee Resistance</b> Economic reason <ul style="list-style-type: none"> <li>• Personal reason</li> <li>• Social reason</li> <li>• Organizational issues</li> <li>• Types of resistance</li> <li>• Passive and active resistance</li> <li>• Overcoming resistance to change</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 04</b>	<b>Approaches to managing organizational change</b> <ul style="list-style-type: none"> <li>• Lewin three step model</li> <li>• Assumption of lewin model</li> <li>• Implication of lewin model</li> <li>• Kotter eight step plan for implementing change</li> <li>• Action research</li> <li>• Organizational development</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 05</b>	<b>Creating culture for change</b> <ul style="list-style-type: none"> <li>• Stimulating a culture of innovation</li> <li>• Innovation</li> <li>• Sources of innovation</li> <li>• Creating a learning organization</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• What is learning organization</li> <li>• Learning organization(LO) vs organization learning(OL)</li> <li>• Traditional versus learning organization</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Managing a learning</li> <li>• Learning styles in individuals and organization</li> <li>• Models of learning</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 08</b>	<b>Theories of change in organization</b> <ul style="list-style-type: none"> <li>• Evolutionary theories</li> <li>• Life cycle theories</li> <li>• Teleological theories</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>



<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Dialectical theories</li> <li>• Evolutionary theories</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 10</b>	<b>ADKAR Model and Role.</b> <ol style="list-style-type: none"> <li>1. ADKAR model and perfect change,</li> <li>2. The five building blocks of successful change</li> <li>3. Awareness</li> <li>4. Desire</li> <li>5. Knowledge</li> </ol>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Ability and reinforcement</li> <li>• Absence of ADKAR, ADKAR assessment</li> <li>• ADKAR profile</li> <li>• Developing corrective action with ADKAR..</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 12</b>	<b>Change Management Strategies and Kotter's Change Model of Management</b> <ul style="list-style-type: none"> <li>• Change management strategies to ensure business success</li> <li>• Sales development strategy</li> <li>• New product development strategy</li> <li>• Business reorganization and process development strategy</li> <li>• People management strategy</li> <li>• Strategic partnership strategy</li> <li>• International development strategy</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Kotter's change model of management.</li> <li>• Eight steps Kotter 'change model</li> <li>• Initiate urgency</li> <li>• create urgency</li> <li>• Change team</li> <li>• Formation of powerful coalition.</li> <li>• Establish vision</li> <li>• Communicate vision</li> <li>• Empower others, remove obstacles</li> <li>• Easy goals. More goals</li> <li>• Embrace Culture: Anchor the Changes in Corporate Culture</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>





<b>Week 14</b>	<b>Change management process</b> <ul style="list-style-type: none"> <li>• Change management process</li> <li>• Four stages of change process</li> <li>• Prepare and communicate planning</li> <li>• Execution and transition</li> <li>• change management plans</li> <li>• Prepare.</li> <li>• Design</li> <li>• Execute and</li> <li>• Sustain</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Factors to understand and address in different phases.</li> <li>• Transtheoretical model</li> <li>• Different Stages of the model</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Pre-contemplation.</li> <li>• Contemplation</li> <li>• Action.</li> <li>• Decision.</li> <li>• Maintenance</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Robbins, S., Campbell, T., & Judge, T. (2010). <i>Organizational behaviour</i> .				
<b>Supportive Reference:</b>				
1. Buchanan, D. A., & Huczynski, A. A. (2019). <i>Organizational behaviour</i> . Pearson UK.				



## Syllabuses and course policy of (Strategic Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0635
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	OB & Principles of Management
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

Strategic management is a course that focuses on the formulation and implementation of strategies in organizations. The course covers topics such as strategic planning, analysis of the internal and external environment, strategy implementation, and evaluation and control of strategic initiatives.

### COURSE LEARNING OBJECTIVE

1. Understand the concept of strategic management and its importance in organizations.
2. Analyze the internal and external environment of an organization to identify opportunities and threats.
3. Develop strategies to capitalize on opportunities and mitigate threats.
4. Learn to implement strategies effectively through organizational structure, culture, and systems.
5. Evaluate and control strategic initiatives to ensure their success.

### COURSE LEARNING OUTCOME

Successful Strategic Management students will be able to:

1. Students will be able to explain the importance of strategic management in organizations.
2. Students will be able to analyze the internal and external environment of an organization to identify opportunities and threats.
3. Students will be able to develop strategies to capitalize on opportunities and mitigate threats.
4. Students will be able to implement strategies effectively through organizational structure, culture, and systems.
5. Students will be able to evaluate and control strategic initiatives to ensure their success.



## 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	<p><b>The nature of strategic management</b></p> <p>Strategic Management</p> <p>Stages of strategic management</p> <p>Key terms in strategic management</p> <ul style="list-style-type: none"> <li>• Competitive advantage</li> <li>• Strategies</li> <li>• Vision and mission statement</li> <li>• External opportunities and threats</li> <li>• Internal strength and weaknesses</li> <li>• Long term objectives</li> <li>• Strategies</li> <li>• Annual objectives</li> </ul>	3	0	0



<b>Week 02</b>	<ul style="list-style-type: none"> <li>• Benefits of strategic Management</li> <li>• Comparison Military &amp; Civil Strategy</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 03</b>	<p><b>The business vision and mission</b></p> <ul style="list-style-type: none"> <li>• Vision vs mission</li> <li>• Process of developing vision and mission statement</li> <li>• Importance of vision and mission statements</li> <li>• Characteristics of a mission statement</li> <li>• Writing and evaluating mission statement</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 04</b>	<p><b>The external assessment</b></p> <ul style="list-style-type: none"> <li>• Economic forces</li> <li>• Social, cultural, demographic and natural forces</li> <li>• Political, government, and legal forces</li> <li>• Technological forces</li> <li>• Competitive forces</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Competitive analysis (Porter’s Five Force Model)</li> <li>• The external factor evaluation (EFE) Matrix</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 06</b>	<p><b>The internal assessment</b></p> <p>The nature of internal audit</p> <ul style="list-style-type: none"> <li>• Key internal forces</li> <li>• The process of performing internal audit</li> <li>• The resource based view(RBV)</li> <li>• Integrating culture and strategy</li> <li>• Management</li> <li>• Planning</li> <li>• Organizing</li> <li>• Motivating</li> <li>• Staffing</li> <li>• Controlling</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>



<p><b>Week 07</b></p>	<p>Marketing</p> <ul style="list-style-type: none"> <li>• Customer analysis</li> <li>• Selling /product services</li> <li>• Product and service planning</li> <li>• Pricing</li> <li>• Distribution</li> <li>• Marketing research</li> <li>• Cost benefit analysis</li> <li>• Marketing audit check list of questions</li> <li>• Finance accounting</li> <li>• Production/operations</li> <li>• Research and development</li> <li>• Management information system (MIS)</li> <li>• Value chain analysis (VCA)</li> <li>• The internal factor evaluation (EFE) matrix</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>
<p><b>Week 08</b></p>	<ul style="list-style-type: none"> <li>• Strategies in action</li> <li>• Long term objectives</li> <li>• The nature of long term objectives</li> <li>• Financial vs strategic objectives</li> <li>• Not managing by objectives</li> <li>• The balanced scorecard</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>
<p><b>Week 09</b></p>	<p><b>Types of strategies</b></p> <ul style="list-style-type: none"> <li>• Integration strategies                         <ul style="list-style-type: none"> <li>○ Forward integration</li> <li>○ Backward integration</li> <li>○ Horizontal integration</li> </ul> </li> <li>• Intensive strategies                         <ul style="list-style-type: none"> <li>○ Market penetration</li> <li>○ Market development</li> <li>○ Product development</li> </ul> </li> <li>• Diversification strategies                         <ul style="list-style-type: none"> <li>○ Related diversification</li> <li>○ Unrelated diversification</li> </ul> </li> <li>• Defensive strategies                         <ul style="list-style-type: none"> <li>○ Retrenchment</li> <li>○ Divestiture</li> <li>○ Liquidation</li> </ul> </li> <li>• Michael porters five generic strategies</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>



<p><b>Week 10</b></p>	<p><b>Strategy analysis and choice</b></p> <ul style="list-style-type: none"> <li>• A comprehensive strategy formulation framework                             <ul style="list-style-type: none"> <li>○ SWOT Matrix</li> <li>○ SPACE Matrix</li> <li>○ BCG Matrix</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>
<p><b>Week 11</b></p>	<ul style="list-style-type: none"> <li>○ The Internal – External(IE) Matrix</li> <li>○ The Grand Strategy Matrix</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>
<p><b>Week 12</b></p>	<p><b>Implementing strategies (Management and operation issues)</b></p> <ul style="list-style-type: none"> <li>• Annual objectives</li> <li>• Policies</li> <li>• Resource allocations</li> <li>• Managing conflict</li> <li>• Matching structure with strategies                             <ul style="list-style-type: none"> <li>○ The functional structure</li> <li>○ The divisional structure</li> <li>○ The strategic business unit (SBU) structure</li> <li>○ The Matrix structure</li> </ul> </li> <li>• Restructuring, reengineering and E-Engineering</li> <li>• Human resource concerns when implementing strategies</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>
<p><b>Week 13</b></p>	<p><b>Implementing strategies</b></p> <ul style="list-style-type: none"> <li>• Marketing Issues</li> <li>• Finance / Accounting issues</li> </ul>	<p><b>3</b></p>	<p><b>0</b></p>	<p><b>0</b></p>



<b>Week 14</b>	<ul style="list-style-type: none"> <li>• MIS issues</li> <li>• R &amp; D</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 15</b>	<b>Strategy review, evaluation, and control</b> <ul style="list-style-type: none"> <li>• The nature of strategy evaluation</li> <li>• A strategy evaluation framework</li> <li>• The balanced score card</li> <li>• Characteristics of effective evaluation system</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Contingency planning</li> <li>• Auditing</li> <li>• R &amp; D</li> </ul>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. David, F. R., & David, F. R. (2013). <i>Strategic management: Concepts and cases: A competitive advantage approach</i> . Pearson.				
<b>Supportive Reference:</b>				
1. Wiseman, C. (1988). <i>Strategic information systems</i> . McGraw-Hill Professional.				



## Syllabuses and course policy of (Organization Theory and Design)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0636
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Management and Leadership
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

This course emphasizes the practical applications of organization theory in topics that are essential to organizational success, including strategy implementation, innovation, organizational structure and culture, change management, and power and influence. Throughout the course, we will also consider the lessons and implications that organization theory offers for individuals' careers. In short, this course is about ideas and practices that can make or break organizations and careers. Thus this course is relevant to students considering careers in a wide range of fields, including (but not limited to) corporate management, strategy and management consulting, HR, entrepreneurship, finance, and law.

### COURSE LEARNING OBJECTIVE

1. Demonstrate knowledge of the principles of organization structure and design.
2. Develop skills for understanding the impact of environment, strategy, technology, organizational culture, change, and organizational size on organizational and inter-organizational relationships.
3. Identify the building blocks of organizational culture.
4. Demonstrate analytical skills in linking design/structure to performance.
5. Demonstrate knowledge of various organization theories which enable managers to understand, predict, and influence organizational design/structure and development.
6. Demonstrate awareness of the complex issues faced by managers in the area of ethics and social responsibility in organizational development.





## COURSE LEARNING OUTCOME

Successful Organization Theory and Design students will be able to:

1. Explain principles of organization structure and design; environment, strategy, technology, organizational culture, change, organizational and inter-organizational relationships, decision making hierarchies, bureaucracy, power, and politics.
2. Explain various organization theories which enable managers to understand, predict, and influence organizational design/structure and development.
3. Illustrate how to create and manage organizational culture
4. Identify the complex issues faced by managers in the area of ethics and social responsibility in organizational development; link organizational design to global business strategies and practices.

## 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 (Organization Theory and Design)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Organizations and Organization Theory</b> <ul style="list-style-type: none"> <li>• What Is an Organization?               <ul style="list-style-type: none"> <li>○ Definition •</li> <li>○ From Multinationals to Nonprofits</li> <li>○ Importance of Organizations</li> </ul> </li> <li>• Dimensions of Organization Design               <ul style="list-style-type: none"> <li>○ Structural Dimensions</li> <li>○ Contextual Dimensions</li> <li>○ Performance and Effectiveness Outcomes</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
Week 02	<b>The Evolution of Organization Theory and Design</b> <ul style="list-style-type: none"> <li>○ Historical Perspectives</li> <li>○ the Environment Perspective</li> <li>• Organizational Configuration               <ul style="list-style-type: none"> <li>○ Mintzberg’s Organizational Types</li> <li>○ Contemporary Design Ideas</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
Week 03	<b>Strategy, Organization Design, and Effectiveness</b> <ul style="list-style-type: none"> <li>• The Role of Strategic Direction in Organization Design</li> <li>• Organizational Purpose               <ul style="list-style-type: none"> <li>○ Strategic Intent</li> <li>○ Operative Goals</li> <li>○ The Importance of Goals</li> </ul> </li> <li>• A Framework for Selecting Strategy and Design               <ul style="list-style-type: none"> <li>○ Porter’s Competitive Forces and Strategies</li> <li>○ Miles and Snow’s Strategy Typology</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>



<p><b>Week 04</b></p>	<p><b>How Strategies Affect Organization Design</b></p> <ul style="list-style-type: none"> <li>○ Other Factors Affecting Organization Design</li> <li>● Assessing Organizational Effectiveness</li> <li>● Traditional Effectiveness Approaches                             <ul style="list-style-type: none"> <li>○ Goal Indicators</li> <li>○ Resource-based Indicators</li> <li>○ Internal Process Indicators</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 05</b></p>	<p><b>Fundamentals of Organization Structure</b></p> <ul style="list-style-type: none"> <li>● Organization Structure</li> <li>● Information-Sharing Perspective on Structure                             <ul style="list-style-type: none"> <li>○ Vertical Information Sharing</li> <li>○ Horizontal Information Sharing</li> </ul> </li> <li>● Organization Design Alternatives                             <ul style="list-style-type: none"> <li>○ Required Work Activities</li> <li>○ Reporting Relationships</li> <li>○ Departmental Grouping Options</li> </ul> </li> <li>● Functional, Divisional, and Geographic Designs                             <ul style="list-style-type: none"> <li>○ Functional Structure</li> <li>○ Functional Structure with Horizontal Linkages</li> <li>○ Divisional Structure</li> <li>○ Geographic Structure</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 06</b></p>	<p><b>Matrix Structure</b></p> <ul style="list-style-type: none"> <li>○ Conditions for the Matrix</li> <li>○ Strengths and Weaknesses</li> <li>● Horizontal Structure                             <ul style="list-style-type: none"> <li>○ Characteristics</li> <li>○ Strengths and Weaknesses</li> </ul> </li> <li>● Virtual Networks and Outsourcing                             <ul style="list-style-type: none"> <li>○ How the Structure Works</li> <li>○ Strengths and Weaknesses</li> </ul> </li> <li>● Hybrid Structure</li> <li>● Applications of Structural Design                             <ul style="list-style-type: none"> <li>○ Structural Alignment</li> <li>○ Symptoms of Structural Deficiency</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>



<p><b>Week 07</b></p>	<p><b>The External Environment</b></p> <ul style="list-style-type: none"> <li>• The Organization’s Environment                             <ul style="list-style-type: none"> <li>○ Task Environment</li> <li>○ General Environment</li> <li>○ International Environment</li> </ul> </li> <li>• The Changing Environment                             <ul style="list-style-type: none"> <li>○ Simple–Complex Dimension</li> <li>○ Stable–Unstable Dimension</li> <li>○ Framework</li> </ul> </li> <li>• Adapting to a Changing Environment                             <ul style="list-style-type: none"> <li>○ Adding Positions and Departments</li> <li>○ Building Relationships</li> <li>○ Differentiation and integration</li> <li>○ Organic versus Mechanistic Management Processes</li> <li>○ Planning, Forecasting, and Responsiveness</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 08</b></p>	<p><b>Framework for Responses to Environmental Change</b></p> <ul style="list-style-type: none"> <li>• Dependence on External Resources</li> <li>• Influencing External Resources                             <ul style="list-style-type: none"> <li>○ Establishing Formal Relationships</li> <li>○ Influencing Key Sectors</li> <li>○ Organization Environment Integrative Framework</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 09</b></p>	<ul style="list-style-type: none"> <li>• Organization Size: Is Bigger Better?                             <ul style="list-style-type: none"> <li>○ Pressures for Growth</li> <li>○ Dilemmas of Large Size</li> </ul> </li> <li>• Organizational Life Cycle                             <ul style="list-style-type: none"> <li>○ Stages of Life Cycle Development</li> <li>○ Organizational Characteristics during the Life Cycle</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>



<p><b>Week 10</b></p>	<p><b>Organizational Size, Bureaucracy, and Control</b></p> <ul style="list-style-type: none"> <li>○ What Is Bureaucracy?</li> <li>○ Size and Structural Control</li> <li>● Bureaucracy in a Changing World                             <ul style="list-style-type: none"> <li>○ Organizing Temporary Systems</li> <li>○ Other Approaches to Busting Bureaucracy</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 11</b></p>	<p><b>Bureaucracy versus Other Forms of Control</b></p> <ul style="list-style-type: none"> <li>○ Bureaucratic Control</li> <li>○ Market Control •</li> <li>○ Clan Control</li> <li>● Organizational Decline and Downsizing                             <ul style="list-style-type: none"> <li>○ Definition and Causes</li> <li>○ A Model of Decline Stages</li> <li>○ Downsizing Implementation</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 12</b></p>	<p><b>Conflict, Power, and Politics</b></p> <ul style="list-style-type: none"> <li>● Intergroup Conflict in Organizations                             <ul style="list-style-type: none"> <li>○ Sources of Conflict</li> <li>○ Rational versus Political Model</li> </ul> </li> <li>● Power and Organizations                             <ul style="list-style-type: none"> <li>○ Individual versus Organizational Power</li> <li>○ Power versus Authority</li> <li>○ Vertical Sources of Power</li> <li>○ The Power of Empowerment</li> <li>○ Horizontal Sources of Power</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>
<p><b>Week 13</b></p>	<p><b>Political Processes in Organizations</b></p> <ul style="list-style-type: none"> <li>○ Definition</li> <li>○ When Is Political Activity Used?</li> <li>● Using Power, Politics, and Collaboration                             <ul style="list-style-type: none"> <li>○ Tactics for Increasing Power</li> <li>○ Political Tactics for Using Power</li> <li>○ Tactics for Enhancing Collaboration</li> </ul> </li> </ul>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>0</b></p>



<b>Week 14</b>	<p><b>Organizational Culture and Ethical Values</b></p> <ul style="list-style-type: none"> <li>• Organizational Culture                             <ul style="list-style-type: none"> <li>○ What Is Culture?</li> <li>○ Emergence and Purpose of Culture</li> <li>○ Interpreting Culture</li> </ul> </li> <li>• Organization Design and Culture                             <ul style="list-style-type: none"> <li>○ The Adaptability Culture •</li> <li>○ The Mission Culture</li> <li>○ The Clan Culture</li> <li>○ The Bureaucratic Culture</li> <li>○ Culture Strength and Organizational Subcultures</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 15</b>	<p><b>Organizational Culture, Learning, and Performance</b></p> <ul style="list-style-type: none"> <li>• Ethical Values and Social Responsibility                             <ul style="list-style-type: none"> <li>○ Sources of Individual Ethical Principles</li> <li>○ Managerial Ethics</li> <li>○ Corporate Social Responsibility</li> <li>○ Does It Pay to Be Good?</li> </ul> </li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<p><b>How Leaders Shape Culture and Ethics</b></p> <ul style="list-style-type: none"> <li>○ Values-Based Leadership</li> <li>○ Formal Structure and Systems</li> <li>• Corporate Culture and Ethics in a Global Environment</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Reference Book:</b>				
<p><b>Main Reference:</b></p> <ol style="list-style-type: none"> <li>1. Daft, R. L. (2008). Organization Theory and Design (10th ed.). (J. W. Calhoun, Ed.) 5191 Natorp BoulevardMason, OH 45040, USA: South-Western Cengage Learning.</li> </ol>				
<b>Supportive Reference:</b>				



## Syllabuses and course policy of (Taxation)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0637
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Business Maths & Macroeconomics
<b>Semester</b>	6 <sup>th</sup>

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



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



<p><b>Week 09</b></p>	<p><b>CHAPTER 5, RULES FOR ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>• Article 36, Maintenance and preservation of records</li> <li>• Article 37, Accrual method of accounting</li> <li>• Article 38, Cash method of accounting</li> <li>• Article 39, Form and content of records</li> <li>• Article 40, Inventory at the close of year</li> <li>• Article 41, Determination of taxable income of two or more businesses</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>Week 10</b></p>	<p><b>Chapter 6, Special Provisions for Corporations and Limited Liability Companies</b></p> <ul style="list-style-type: none"> <li>• Article 42, Deduction of operating loss</li> <li>• Article 43, Distribution of assets to shareholders</li> <li>• Article 44, Distribution of assets on liquidation of a company</li> <li>• Article 45, Distribution of money or other assets</li> <li>• Article 46, Withholding tax</li> <li>• Article 47, Deduction of depreciation and losses</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>Week 11</b></p>	<p><b>Chapter 7, Taxation of Banks, Loan and Investment Corporations</b></p> <ul style="list-style-type: none"> <li>• Article 54, Profits and gains subject to tax</li> <li>• Article 55, Deduction of necessary expenses</li> <li>• Article 56 Additions to reserves</li> <li>• Article 57 Increase or decrease in value of securities</li> </ul> <p><b>Chapter 8, Withholding Taxes On Sources of Income</b></p> <ul style="list-style-type: none"> <li>• Article 58, Withholding and payment of tax</li> <li>• Article 59 Rent withholding tax on buildings and houses</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>



<p><b>Week 12</b></p>	<ul style="list-style-type: none"> <li>• Article 60, Remittance of tax payments</li> <li>• Article 61, Preparation of statements</li> <li>• Article 62, Time for submission of statements</li> <li>• Article 63, Filing of returns</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>Week 13</b></p>	<p><b>Chapter 9, Business Receipts Tax</b></p> <ul style="list-style-type: none"> <li>• Article 64, Business receipts tax</li> <li>• Article 65, Business receipts tax exemptions</li> <li>• Article 66, Business receipts tax rates</li> <li>• Article 67, Application of business receipts tax</li> </ul> <p><b>Chapter 10, Fixed Taxes</b></p> <ul style="list-style-type: none"> <li>• Article 68, Business activities subject to fixed tax</li> <li>• Article 69, Payment of fixed tax</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>Week 14</b></p>	<ul style="list-style-type: none"> <li>• Article 70, Fixed tax on imports</li> <li>• Article 71, Fixed tax on transport</li> <li>• Article 72, Withholding tax on contractors</li> <li>• Article 73, Fixed tax of exhibition income</li> <li>• Article 74 Fixed tax on small business.</li> <li>• Article 75, Determining fixed tax on small business activities</li> <li>• Article 76, Amendments to exemptions</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>



<p><b>Week 15</b></p>	<p><b>Chapter 11, Enforcement Provisions</b></p> <ul style="list-style-type: none"> <li>• Article 92, Collection of unpaid tax from third parties</li> <li>• Article 93, Liability of directors, shareholders and other persons</li> <li>• Article 94, Persons not allowed to leave Afghanistan</li> <li>• Article 95, Business closure</li> <li>• Article 96 Restriction on disposal of property by a taxpayer</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>Week 16</b></p>	<ul style="list-style-type: none"> <li>• Assignments,</li> <li>• Presentations</li> <li>• Revision</li> </ul>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>2</b></p>
<p><b>References</b></p>				
<p><b>Main Reference:</b></p> <p>1. Thuronyi, M. V. (1998). <i>Tax Law Design and Drafting, Volume 2</i> (Vol. 2). International Monetary Fund.</p>				
<p><b>Supportive Reference:</b></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 (Web Engineering I)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0638
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Introduction to Programming
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

This course is designed to give students a firm foundation in basic Designing of static web site. In this class, students learn how to use HTML5, CSS3, Java script Students gain a conceptual understanding of the HTML5 structure and how its components work and interact with one another. Students learn how to create a static web site with all component and requirement of the official web site and design element through the CSS we use in this course HTML5(latest version of the HTML) CSS3(latest version of CSS) and advance java script also student at end of this will able to design an advance web site from the basic point up to high level point at java script student will how to valid and make more attractive our web site also student will know HTML5 new elements this course is made for beginners and professionals provides deep knowledge of HTML5 ,CSS3 ,java script scripting .

This *course* introduces students to the discipline of *Web Engineering* including the methods and techniques used in *web*-based system development.

### COURSE LEARNING OBJECTIVE

1. Software installation and software configuration (some text-editor).
2. An in-depth exploration of the HTML5 concept, including introduction of web technology web engineering fundamental, web technology protocol HTML5 introduction, History how to work in HTML5, HTML5 tags structure syntax HTML5, document structure, HTML5 elements and attribute, HTML5 basic tag, HTML5 block and inline level element, HTML5 document structure, iframe, meta, head, body, table, form video, audio, list, image, link...
3. Making and designing a complete web site with all functionality.
4. Layout management of the web site.
5. Describes how elements must be rendered on screen, on paper, or in other media.
6. Here we apply less code do more by CSS3 external CSS
7. All web site will be compatible with all device means (device independent)
8. Student will know and get concept about the programming



## COURSE LEARNING OUTCOME

Successful Web Engineering I students will be able to:

1. **Proficiency in HTML and CSS:** Students will be able to create well-structured and visually appealing web pages using HTML and CSS, applying proper syntax, tags, and styling techniques.
2. **Responsive Web Design:** Students will develop the ability to design and develop responsive web pages that adapt to different screen sizes and devices, ensuring optimal user experience across various platforms.
3. **Introduction to Client-side Scripting:** Students will gain a foundational understanding of client-side scripting languages, such as JavaScript, and learn how to incorporate interactivity and dynamic features into web pages.
4. **Web Accessibility:** Students will understand the importance of web accessibility and learn how to apply accessibility guidelines and best practices to create inclusive websites that can be accessed by individuals with disabilities.
5. **Introduction to Web Development Tools and Technologies:** Students will become familiar with popular web development tools, frameworks, and technologies, enabling them to efficiently build and maintain websites and leverage industry-standard practices.

Overall, upon completion of Web Engineering 1, students will have the skills and knowledge necessary to design and develop professional-quality websites, applying best practices in web design, usability, accessibility, and security. They will be equipped to create responsive and interactive web pages and manage web projects effectively.

## 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 (Web Engineering I)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
<b>Week 01</b>	<b>Introduction to HTML5</b>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 02</b>	<ul style="list-style-type: none"> <li>• Elements of HTML5</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 03</b>	<ul style="list-style-type: none"> <li>• Formatting Text using Tags</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Creating Hyperlinks and Anchors</li> <li>• Website Layout using HTML</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Creating Navigational Aids and Division-Based Layout</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• HTML Forms</li> <li>• HTML5 Audio and Video</li> <li>• Display</li> <li>• Float</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Dimensions</li> <li>• Position</li> <li>• Creating Tables</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Selectors</li> <li>• Text &amp; Fonts</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Text</li> <li>• Colors &amp; Backgrounds</li> <li>• Using External, Internal &amp; Embedded CSS File</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• The CSS Box Model</li> <li>• Align</li> <li>• Pseudo-elements</li> <li>• Navigation Bar</li> <li>• Dropdown</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>





<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Combinatory</li> <li>• Image Gallery</li> <li>• Image Opacity</li> <li>• Image Sprite</li> <li>• Attribute Selector</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Introduction to JavaScript</li> <li>• Data and variable</li> <li>• JS importance</li> <li>• How to use JS</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Operators and Statements</li> <li>• Loops in Java Script</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Arrays in Java Script</li> <li>• Functions in Java Script</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Objects</li> <li>• Java Script event</li> <li>• JavaScript DOM intro</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• JS Comments</li> <li>• Scope</li> <li>• Condition</li> <li>• And making complete web site</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Powell, T. A. HTML: The Complete Reference (3rd ed.). USA: McGraw Hill.				
<b>Supportive Reference:</b>				
1. Goodman, D. (1996). Danny Goodman's JavaScript Handbook. IDG Books Worldwide.				



### Syllabuses and course policy of (Business Research Method)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0739
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Statistics
<b>Semester</b>	7 <sup>th</sup>

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



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



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

**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 (Advanced Corporate Finance)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0740
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Financial Management & Business Finance
<b>Semester</b>	7 <sup>th</sup>

### 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 (Advanced Corporate Finance)

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





<b>Week 03</b>	<ul style="list-style-type: none"> <li>• An excel approach</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• An excel approach</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Bonds, Bonds valuation and interest rates</li> <li>• Bonds valuations</li> <li>• Bonds yields</li> <li>• Changes in bond values over time</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Bonds with semi-annual coupons</li> <li>• Determinants of market interest rates <ul style="list-style-type: none"> <li>○ Real risk free rate of interest <math>r^*</math></li> <li>○ The inflation premium</li> <li>○ Nominal risk free rate of interest</li> <li>○ The default risk premium</li> <li>○ The liquidity risk premium</li> <li>○ The maturity risk premium</li> </ul> </li> <li>• Term structure of interest rate</li> <li>• Junk bonds</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Legal Rights and Privileges of Common Stockholders (Control of the Firm, The Preemptive Right)</li> <li>• Types of Common Stock</li> <li>• The Market for Common Stock</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 08</b>	<p><b>Different Approaches for Common Stock valuation</b></p> <ul style="list-style-type: none"> <li>• Dividend growth model</li> <li>• Using the multiples of comparable firms</li> <li>• Free cash flow method</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Risk, Return and CAPM</li> <li>• Standalone risk and portfolio risk</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ol style="list-style-type: none"> <li>6. Calculating beta coefficient</li> <li>7. Relationship between risk and rates of return</li> </ol>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• The WACC</li> <li>• Cost of debt</li> <li>• Cost of preferred stock</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



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

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



### Syllabuses and course policy of (Multinational Financial Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0741
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Financial Management & Business Finance
<b>Semester</b>	7 <sup>th</sup>

#### 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 (Multinational Financial Management)

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



<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Types of Instruments</li> <li>• Statistics on International Bond Offerings</li> <li>• International Bond Market Credit Ratings</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 10</b>	<p><b>8. Eurobond Market Structure and Practices</b></p> <p><b>9. International Bond Market Indexes</b></p>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 11</b>	<p><b>International equity markets:</b></p> <ul style="list-style-type: none"> <li>• A Statistical Perspective of International Equity Markets</li> <li>• Market Structure, Trading Practices and Costs</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• International Equity Market Benchmarks</li> <li>• World Equity Benchmark Shares</li> <li>• Trading in International Equities</li> <li>• Factors Affecting International Equity Returns</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 13</b>	<p><b>Currency and interest rate swaps:</b></p> <ul style="list-style-type: none"> <li>• Size of the swap market</li> <li>• Interest Rate Swaps</li> <li>• Currency Swaps</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Swap Market Quotations</li> <li>• Swap Risks</li> <li>• Efficiency of Swap Markets</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 15</b>	<p><b>Management of transaction exposure:</b></p> <ul style="list-style-type: none"> <li>• Forward Market Hedge</li> <li>• Money Market Hedge</li> <li>• Options Market Hedge</li> <li>• Hedging Contingent Exposure</li> <li>• Hedging Recurrent Exposure</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Hedging through Invoice Currency</li> <li>• Hedging through Lead and Lag</li> <li>• Exposure Netting</li> <li>• When to Hedge</li> <li>• Usage of Risk Management Products</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>

**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 (Business Communication)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0742
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	English
<b>Semester</b>	7 <sup>th</sup>

### COURSE DESCRIPTION

English for Business 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 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 OUTCOME

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	<b>What is Composition?</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Process of composition</li> <li>• Pre-writing</li> <li>• Drafting</li> <li>• Post-writing</li> <li>• Editing</li> <li>• Publishing</li> </ul>	3	3	0
Week 02	<b>How to start writing?</b> <ul style="list-style-type: none"> <li>• Free-writing with an example</li> <li>• Brainstorming with an example</li> <li>• Clustering with an example</li> <li>• Practice writing technique</li> </ul>	3	3	0





<b>Week 03</b>	<b>Application Writing I</b> <ul style="list-style-type: none"> <li>• Application Writing Techniques</li> <li>• Job Application</li> <li>• Motivation letter</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	<b>Application Writing II</b> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Statement of Purpose</li> <li>• Application for Leave &amp; Fee Concession</li> <li>• Applications for different occasions</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<b>Memo Writing</b> <ul style="list-style-type: none"> <li>• Difference b/w memo &amp; letter</li> <li>• Purpose of a memo</li> <li>• How to write a memo?</li> <li>• Format of memo</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 06</b>	<b>Circular writing</b> <ul style="list-style-type: none"> <li>• Definition of circular</li> <li>• Objective of circular</li> <li>• Parts of circulars</li> <li>• Sample circular</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 07</b>	<b>Notice Writing</b> <ul style="list-style-type: none"> <li>• Meaning &amp; importance of notice</li> <li>• Characteristics of a good Notice</li> <li>• Format/ Parts of Notice</li> <li>• Sample notices</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<b>• Presentations and Review before Mid-term Exams</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	<b>Letter Writing I</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Purpose of Letter</li> <li>• Types of letter</li> <li>• Samples</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<b>Letter Writing II</b> <ul style="list-style-type: none"> <li>• Personal letters</li> <li>• Format of personal letter</li> <li>• Types of personal letters</li> <li>• Samples</li> <li>• Practice</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 11</b>	<b>Letter Writing III</b> <ul style="list-style-type: none"> <li>• Business letter</li> <li>• Format of a business letter</li> <li>• Parts of a business letter</li> <li>• Samples</li> <li>• Practice</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<b>Resume Writing I</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Difference between Resume &amp; CV</li> <li>• How to build a Resume?</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<b>Resume Writing II</b> <ul style="list-style-type: none"> <li>• Parts of Resume</li> <li>• Sample of CV</li> <li>• Practice</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<b>E-mail Writing I</b> <ul style="list-style-type: none"> <li>• Definition of email</li> <li>• Purpose of email</li> <li>• Formal &amp; informal emails</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<b>E-mail Writing II</b> <ul style="list-style-type: none"> <li>• Email etiquettes</li> <li>• 6 Steps to Improve Business Email Writing Skills</li> <li>• Formal &amp; informal phrases from Greeting to Closing</li> <li>• Samples</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• <b>Presentations &amp; Review before Final Exams.</b></li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Murphy, H. A., Hildebrandt, H. W., & Thomas, J. P. (1997). <i>Effective business communications</i> . New York: McGraw-Hill.				
<b>Supportive Reference:</b>				
1. Carter, R., & McCarthy, M. (1997). <i>Exploring spoken English. Book</i> . Ernst Klett Sprachen.				



### Syllabuses and course policy of (Web Engineering II)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0743
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Web Engineering-I (HTML,CSS,JAVASCRIPT)
<b>Semester</b>	7 <sup>th</sup>

### COURSE DESCRIPTION

This course is designed to give students a firm foundation in basic Developing of Dynamic web site. In this class, students learn how to install and use PHP MYSQL. Students gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students learn how to create an operational on database from PHP and properly manage the various structures in an effective and efficient manner including performance monitoring, web site security, user management, and techniques. The lesson topics are reinforced with structured hands-on practices.

PHP tutorial for beginners and professionals provides deep knowledge of PHP scripting language. Our PHP tutorial will help you to learn PHP scripting language easily. This PHP course covers all the topics of PHP such as introduction, control statements, functions, array, string, file handling, form handling, date and time, object-oriented programming in PHP, PHP MySQL, PHP make complete project with all requirement

### COURSE LEARNING OBJECTIVE

1. Advanced web development skills: Develop expertise in server-side scripting, database integration, and dynamic web application development.
2. Mastery of server-side scripting languages: Gain proficiency in languages like PHP, Python, or Ruby for building robust and interactive web applications.
3. Database integration: Learn to integrate databases using SQL or NoSQL technologies, understanding data modeling, querying, and manipulation.
4. Familiarity with web development frameworks and libraries: Explore popular frameworks like Django, Ruby on Rails, or Laravel to streamline development processes and improve code efficiency.
5. Web security and performance optimization: Understand and implement best practices for web security, authentication, authorization, input validation, and optimize web application performance for better user experience.



## COURSE LEARNING OUTCOME

at end of this course student will be able:

1. Software installation and software configuration.
2. An in-depth exploration of the PHP concept, including variable, data type constraint, operators, condition statement, loops, function, array, super global variable form handling making and using all this concept practically on project.
3. Management of database files.
4. Create back-end (PHP and MYSQL) and front-end (HTML5, CSS3, Bootstrap, java script)
5. To make compete Dynamic web site with high functionality, security and fast
6. Creating user and will give them right to do some specific task and authority

## 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 (Web Engineering II)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction of the course:</b> <ul style="list-style-type: none"> <li>• Introduction to the course</li> <li>• Introduction to PHP</li> <li>• Introduction to Features of PHP:</li> <li>• Tools used</li> <li>• How to manage site</li> <li>• Variable</li> </ul>	2	1	2
Week 02	<ul style="list-style-type: none"> <li>• What is loop operator</li> <li>• Condition statement</li> <li>• In PHP</li> </ul>	2	1	2
Week 03	<ul style="list-style-type: none"> <li>• What is Array, type of the array?</li> <li>• For each loop with array</li> </ul>	2	1	2
Week 04	<ul style="list-style-type: none"> <li>• Get and POST method</li> <li>• In PHP</li> <li>• Making login form</li> </ul>	2	1	2
Week 05	<ul style="list-style-type: none"> <li>• What is form and how to get data from client and process this data</li> </ul>	2	1	2
Week 06	<ul style="list-style-type: none"> <li>• What is function in PHP</li> <li>• Types of the function</li> <li>• Parameterize and non-parameterize function</li> <li>• In PHP what is die(),this and exit() keyword</li> </ul>	2	1	2
Week 07	<ul style="list-style-type: none"> <li>• What is MSQL</li> <li>• MYSQL feature</li> </ul>	2	1	2
Week 08	<ul style="list-style-type: none"> <li>• How can we create, drop database?</li> </ul>	2	1	2



<b>Week 09</b>	<ul style="list-style-type: none"> <li>• How to create user, grant to user revoke?</li> <li>• Command how login from specific user via graphic and command line</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• What is join, view, like</li> <li>• And alter command</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• What is deferent between include and require</li> <li>• Deferent between cookie and session</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• How can we make a complete login form with all requirement?</li> <li>• Using bootstrap</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• How can we select and delete data through the PHP in MYSQL.</li> <li>• For the design we use bootstrap</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• How can we update and insert data via PHP in MYSQL</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• How can we make user via PHP and how can we search specific record in MYSQL</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• How can we upload image and create report and display report from MYSQL into PHP</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Martin, M. (2019). PHP: The Complete Guide for Beginners, Intermediate and Advanced Detailed Approach to Master PHP Programming. Independently published.				
<b>Supportive Reference:</b>				
1. Holzner, S. (2007). PHP: The Complete Reference (1st ed.). McGraw-Hill Education.				



## Syllabuses and course policy of (Islamic Modes of Finance)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0744
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Money and banking
<b>Semester</b>	7 <sup>th</sup>

### 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 center 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 deserve. 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 Modes of Finance)

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





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



<b>Week 11</b>	<b>Murabaha</b> <ul style="list-style-type: none"> <li>• Meaning and definition</li> <li>• Difference between Murabaha and sale</li> <li>• Basic Rules for Murabaha</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Step by step Murabaha financing</li> <li>• Issues in Murabaha</li> <li>• Mistake in Murabaha</li> <li>• Application of Murabaha</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 13</b>	<b>Ijarah</b> <ul style="list-style-type: none"> <li>• What is leasing/ Ijarah?</li> <li>• Basic of leasing</li> <li>• Subject of lessee</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Period of period of lease</li> <li>• Determination of rent</li> <li>• Penalty for late payment of rent</li> <li>• Residual value of lease asset</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 15</b>	<b>Application of Islamic banking</b> <ul style="list-style-type: none"> <li>• Project financing</li> <li>• Import financing</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Working capital financing</li> <li>• Export financing</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Usmani, M. I. A., & Zubairi, Z. (2002). <i>Islamic Banking</i> . Karachi: Darul-Ishaat Urdu Bazar.				
<b>Supportive Reference:</b>				
1. Kettell, B. (2011). <i>Introduction to Islamic banking and finance</i> (Vol. 551). John Wiley & Sons.				



### Syllabuses and course policy of (Advanced Auditing and Assurance)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0845
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Accounting & Business Ethics
<b>Semester</b>	8 <sup>th</sup>

#### 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 (Advanced Auditing and Assurance)

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



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



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



<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Sampling</li> <li>• Sampling risks</li> <li>• Evaluating misstatements in a sample</li> <li>• Using the work of others</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• The effects of controls on the audit</li> <li>• The components of an internal control systems</li> <li>• Documenting client systems</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Testing the system                             <ul style="list-style-type: none"> <li>a. Sales system</li> <li>b. Purchase system</li> <li>c. Payroll system</li> <li>d. The inventory system</li> <li>e. Cash cycle</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Audit Opinion</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Qualified Report</li> <li>• Unqualified Report</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>References:</b>				
<b>Main Reference:</b>				
1. Louwers, T., Blay, A., Sinason, D., Strawser, J., & Thibodeau, J. (2017). Auditing & Assurance Services (Auditing and Assurance Services) (7 <sup>th</sup> ed.). McGraw-Hill Education.				
<b>Supportive Reference:</b>				
1. Gupta, K. (1987). <i>Contemporary auditing</i> . Tata McGraw-Hill Publishing Company.				





### Syllabuses and course policy of (Risk and Portfolio Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0846
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Corporate Finance & Financial Management
<b>Semester</b>	8 <sup>th</sup>

#### 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 (Risk and Portfolio Management)

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



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



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



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

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0847
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Human Resource Management
<b>Semester</b>	8 <sup>th</sup>

### COURSE DESCRIPTION

Training and Development is a course that focuses on the various methods and techniques used to develop employees' skills, knowledge, and abilities. The course covers the principles of adult learning, training design, delivery, and evaluation. It also explores the role of training and development in organizational performance and effectiveness.

### COURSE LEARNING OBJECTIVE

1. To understand the importance of training and development in organizations.
2. To learn the principles of adult learning and their application in training design and delivery.
3. To develop skills in designing, delivering, and evaluating effective training programs.
4. To explore the role of training and development in enhancing employee performance and organizational effectiveness.
5. To understand the legal and ethical issues related to training and development.

### COURSE LEARNING OUTCOME

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

1. Students will be able to identify the key principles of adult learning and apply them in designing and delivering effective training programs.
2. Students will be able to develop training materials, including lesson plans, handouts, and assessments.
3. Students will be able to evaluate the effectiveness of training programs using various methods such as surveys, interviews, and observations.
4. Students will be able to analyze the impact of training and development on employee performance and organizational effectiveness.
5. Students will be able to identify legal and ethical issues related to training and development and develop strategies to address them.



## 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 (Training and Development)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to employee training and development</b> <ul style="list-style-type: none"> <li>• Forces affecting the workplace make training a key ingredient for company success</li> <li>• Introduction</li> <li>• What is training</li> </ul>	3	3	0
Week 02	<ul style="list-style-type: none"> <li>• Designing effective training</li> <li>• The forces influencing working and learning</li> <li>• Snapshot of training practices</li> </ul>	3	3	0



<b>Week 03</b>	<b>Needs Assessment</b> <ul style="list-style-type: none"> <li>• Needs assessment at NetApp</li> <li>• Introduction</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Why is needs assessment necessary</li> <li>• Who should participate in needs assessment</li> <li>• Methods used in needs assessment</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• The need assessment process                             <ul style="list-style-type: none"> <li>○ Organizational analysis</li> <li>○ Person analysis</li> <li>○ Task analysis</li> </ul> </li> <li>• Scope of needs assessment</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 06</b>	<b>Learning: theories and programs</b> <ul style="list-style-type: none"> <li>• A positive learning environment energizes training</li> <li>• Introduction</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• What is learning and what is learned?</li> <li>• Learning theories                             <ul style="list-style-type: none"> <li>○ Reinforcement theory</li> <li>○ Need theories</li> <li>○ Expectancy theory</li> </ul> </li> <li>• Social learning theory</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• The learning process</li> <li>• Consideration in designing effective training</li> </ul>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Week 09</b>	<b>Transfer of training</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Training design                             <ul style="list-style-type: none"> <li>○ Applications of transfer of training theory</li> </ul> </li> <li>• Encourage trainee responsibility and self-management</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>





<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Work environment characteristics that influence transfer                             <ul style="list-style-type: none"> <li>○ Climate for transfer</li> <li>○ Manager support</li> <li>○ Peer support</li> <li>○ Opportunity to use learned capabilities</li> <li>○ Technological support</li> </ul> </li> <li>• Organizational environment that encourage transfer</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<p><b>Training evaluation</b></p> <ul style="list-style-type: none"> <li>• Reasons for evaluating training</li> <li>• Overview of the evaluation process</li> <li>• Outcomes used in the evaluation of training programs</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Determining whether outcomes are appropriate</li> <li>• Evaluation practices</li> <li>• Evaluation design determining return on investment</li> <li>• Measuring human capital and training</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<p><b>Training and development Methods</b></p> <ul style="list-style-type: none"> <li>• Traditional Training Method</li> <li>• Presentation Method                             <ul style="list-style-type: none"> <li>○ Lecture</li> <li>○ Audio-visual technique</li> </ul> </li> <li>• Hands on method                             <ul style="list-style-type: none"> <li>○ On the job training</li> <li>○ Simulations</li> <li>○ Case studies</li> <li>○ Business games</li> <li>○ Role plays</li> </ul> </li> <li>• Behavior modelling</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Group building methods                             <ul style="list-style-type: none"> <li>○ Adventure learning</li> <li>○ Team training</li> <li>○ Action learning</li> </ul> </li> <li>• Choosing a training method</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<p><b>Employee development</b></p> <ul style="list-style-type: none"> <li>• Approaches to employee development                             <ul style="list-style-type: none"> <li>○ Formal Education</li> <li>○ Assessment</li> <li>○ Job experiences</li> <li>○ Interpersonal relationship</li> </ul> </li> <li>• The development planning process</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Companies strategies for providing                             <ul style="list-style-type: none"> <li>○ E learning and employee development</li> </ul> </li> <li>• Intrinsic reward vs Extrinsic reward</li> <li>• Training issues resulting from the external environment</li> <li>• Managing the workforce diversity</li> <li>• Training issue related to internal needs of the company</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Noe, R. A. (1993). Employee training and development.				
<b>Supportive Reference:</b>				
1. Hossan, C. G. (2007). Employee Training and Development. <i>Management Research News</i> .				



### Syllabuses and course policy of (Project Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0848
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Management
<b>Semester</b>	8 <sup>th</sup>

### 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"> <li>• Project Definition</li> <li>• Project Characteristics</li> <li>• Project Parameter</li> </ul>	3	3	0
Week 02	Introduction to Project <ul style="list-style-type: none"> <li>• Scope Triangle</li> <li>• Project Creep</li> <li>• Project Classification</li> </ul>	3	3	0
Week 03	Project Management <ul style="list-style-type: none"> <li>• Project Management Definition</li> <li>• Project Management Life Cycle</li> <li>• Project Management life Cycle Pain Curve</li> </ul>	3	3	0



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



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

**References:**

**Main Reference:**

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

**Supportive Reference:**

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



### 3. Course syllabuses of Elective subjects

#### Syllabuses and course policy of (Management Information System)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0649
<b>Credit Hours</b>	2
<b>Subject category</b>	Elective
<b>Pre-requisite</b>	Database Management System
<b>Semester</b>	6 <sup>th</sup>

#### COURSE DESCRIPTION

In general terms, information systems encompass any interactions between organized data and people. MIS can be the means by which information is transmitted (such as the Internet), the software that displays the information (such as Microsoft Excel), or the systems that manage the data.

#### COURSE LEARNING OBJECTIVE

1. Management Information Systems Learning Outcomes.
2. The Management Information Systems department uses three learning objectives to assess student learning.
3. In MIS, students will Understand the leadership role of Management Information Systems in achieving business competitive advantage through informed decision making.
4. An effective Management Information System has the following Objectives: The objective of MIS is to provide information for decision making on planning, initiating, organizing, and controlling the operations of the subsystems of the firm and to provide a synergistic organization in the process.

#### COURSE LEARNING OUTCOME

Successful MIS students will be able to:

1. Understand the difference between information, data and knowledge.
2. Explain business intelligence.
3. Describe about the Management and information system.
4. Do better planning of resource for an organization.
5. Describe the customer and maintain the better relationship with customer through the database.
6. Do the decision make.
7. Describe the quality of knowledge, how to apply and use knowledge in precise way.
8. Describe the supply chain management concepts.
9. Discuss the role of MIS in HR departments.



## 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 (Management Information System)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Overview of information facts:</b> <ul style="list-style-type: none"> <li>Information Vs Data</li> <li>Information, knowledge, and business intelligence.</li> </ul>	2	1	2
Week 02	<ul style="list-style-type: none"> <li>Information/data collection techniques.</li> <li>Classification of information.</li> <li>Information needs and objectives.</li> </ul>	2	1	2





<b>Week 03</b>	<b>Management information system:</b> <ul style="list-style-type: none"> <li>• Management.</li> <li>• Information system.</li> <li>• Objectives of MIS.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Characteristics of MIS.</li> <li>• Characteristics of computerized MIS</li> <li>• Nature and scope of MIS</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 05</b>	<b>Enterprise resource planning:</b> <ul style="list-style-type: none"> <li>• Need of ERP.</li> <li>• Feature of ERP.</li> <li>• Scope of ERP</li> <li>• Advantages and disadvantages of ERP.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 06</b>	<b>Customer relationship management:</b> <ul style="list-style-type: none"> <li>• Need of CRM</li> <li>• Scope of CRM</li> <li>• Advantages and disadvantages of CRM.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 07</b>	<b>Decision support system:</b> <ul style="list-style-type: none"> <li>• Programmed and non-programmed decisions.</li> <li>• Attributes of DSS.</li> <li>• Characteristics of DSS.</li> <li>• Benefits of DSS.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Components of DSS.</li> <li>• Classification of DSS.</li> <li>• Types of DSS.</li> <li>• Implication of DSS.</li> <li>• Case study.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<b>Knowledge management system:</b> <ul style="list-style-type: none"> <li>• What is knowledge.</li> <li>• Sources of knowledge of an organization.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Definition of KMS.</li> <li>• Purpose of KMS.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Activity of knowledge management.</li> <li>• Level of knowledge management.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<b>Supply chain management.</b> <ul style="list-style-type: none"> <li>• Definition and meaning of SCM</li> <li>• SCM</li> <li>• Objectives of SCM</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Features of SCM</li> <li>• Scope of SCM</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• SCM processes</li> <li>• Advantages of SCM</li> <li>• Case study</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<b>Human resource information system.</b> <ul style="list-style-type: none"> <li>• Meaning and definition</li> <li>• Role of MIS on HR</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• System of HRIS.</li> <li>• subsystem of HRIS</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. McGraw-Hill, : The Basis for MIS by Robert F. Meigs and Walter B.Meigs:11 <sup>th</sup> Edition, 2002.				
<b>Supportive Reference:</b>				
1. Kenneth Laudon, Jane Laudon. (2020). <i>Management Information Systems: Managing the Digital Firm</i> (16th ed.). Pearson.				



## Syllabuses and course policy of (Performance Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0650
<b>Credit Hours</b>	2
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Principles of Management and HRM
<b>Semester</b>	6 <sup>th</sup>

### COURSE DESCRIPTION

Performance management is a course that focuses on managing employee performance to achieve organizational goals. The course covers topics such as performance measurement, feedback, coaching, goal setting, and performance appraisal.

### COURSE LEARNING OBJECTIVE

1. Understand the concept of performance management and its importance in organizations.
2. Learn to measure and evaluate employee performance using various methods and techniques.
3. Develop effective feedback and coaching strategies to improve employee performance.
4. Learn to set clear and achievable performance goals that align with organizational objectives.
5. Understand the process of performance appraisal and learn how to conduct it effectively.

### COURSE LEARNING OUTCOME

Successful Performance Management students will be able to:

1. Students will be able to explain the importance of performance management in organizations.
2. Students will be able to measure and evaluate employee performance using various methods and techniques.
3. Students will be able to develop effective feedback and coaching strategies to improve employee performance.
4. Students will be able to set clear and achievable performance goals that align with organizational objectives.
5. Students will be able to conduct performance appraisal effectively and provide constructive feedback to employees.



## 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 (Performance Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to Performance Management:</b> <ul style="list-style-type: none"> <li>• Definition of Performance Evaluation,</li> <li>• Evolution of Performance Management, Definitions and Differentiation of Terms Related to Performance Management.</li> </ul>	2	2	0



<b>Week 02</b>	<ul style="list-style-type: none"> <li>• What a Performance Management System Should Do?</li> <li>• Importance of Performance Management, Linkage of Performance Management to Other HR Processes</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 03</b>	<b>An Overview of Performance Management:</b> <ul style="list-style-type: none"> <li>• Aims of Performance Management, Purpose of Performance Management,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 04</b>	<ul style="list-style-type: none"> <li>• Employee Engagement and Performance Management, Principles of Performance Management,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Overview of Performance Management as a System, Dimensions of Performance Management</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 06</b>	<b>Process of Performance Management:</b> <ul style="list-style-type: none"> <li>• Overview of Performance Management Process, Performance Management Process,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Performance Management Planning Process,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 08</b>	<b>Performance Management Planning and Development:</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Performance Management Planning,</li> <li>• the Planning Process, Performance Agreement,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Drawing up the Plan, Evaluating the Performance Planning Process</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 10</b>	<b>Performance Appraisal:</b> <ul style="list-style-type: none"> <li>• Definitions and Dimensions of PA, Purpose of PA and Arguments against PA,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>



<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Necessity of Performance Appraisal and its Usage by Organizations,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Characteristics of Performance Appraisal, Performance Appraisal Process,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 13</b>	Performance Appraisal Process,	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 14</b>	<b>Performance Appraisal Methods:</b> <ul style="list-style-type: none"> <li>• Performance Appraisal Methods, Traditional Methods, Modern Methods,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 15</b>	<b>Performance Appraisal Feedback:</b> <ul style="list-style-type: none"> <li>• Feedback – Role,</li> <li>• Types and Principles, Situations Requiring Feedback and Pitfalls,</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Components of a Feedback and Steps in giving a Constructive Feedback, Levels of Performance Feedback</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>

**Reference Book:**

**Main Reference:**

1. Armstrong, M., & Baron, A. (1998). *Performance management: The new realities*. London: Institute of Personnel and Development.

**Supportive Reference:**

1. Aguinis, H. (2009). *Performance management*. Upper Saddle River, NJ: Pearson/Prentice Hall.



## Syllabuses and course policy of (Negotiation and Conflict Management)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0651
<b>Credit Hours</b>	2
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	OB and Change Management
<b>Semester</b>	6 <sup>st</sup>

### COURSE DESCRIPTION

Negotiation and conflict management is a course that focuses on the skills and strategies necessary to effectively manage conflicts and negotiate agreements in various settings. The course covers topics such as conflict resolution, communication, negotiation tactics, and problem-solving

### COURSE LEARNING OBJECTIVE

1. Understand the nature of conflict and the different approaches to conflict resolution.
2. Develop effective communication skills to manage conflicts and negotiate agreements.
3. Learn negotiation tactics and strategies to achieve desired outcomes.
4. Understand the importance of problem-solving in conflict management.
5. Learn how to manage difficult situations and emotions during negotiations and conflict resolution

### COURSE LEARNING OUTCOME

Successful Negotiation and Conflict Management:

1. Students will be able to identify the different types of conflicts and apply appropriate conflict resolution strategies.
2. Students will be able to effectively communicate with others during negotiations and conflict resolution.
3. Students will be able to use negotiation tactics and strategies to achieve desired outcomes.
4. Students will be able to apply problem-solving techniques to resolve conflicts.
5. Students will be able to manage difficult situations and emotions during negotiations and conflict resolution.



## 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 (Negotiation and Conflict Management)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>• Definitions of conflict</li> <li>• Organizational conflict</li> <li>• Competition vs conflict</li> <li>• Changing scenario of conflict</li> <li>• Transition in conflict thoughts               <ul style="list-style-type: none"> <li>○ Traditional view of conflict</li> <li>○ Human Relations view of</li> <li>○ Interactionist view of conflict</li> </ul> </li> <li>• Positive (functional)vs negative(dysfunctional) conflict</li> </ul>	2	1	2





<p><b>Week 02</b></p>	<ul style="list-style-type: none"> <li>• Stages of conflict episode                             <ul style="list-style-type: none"> <li>○ Latent conflict</li> <li>○ Manifest</li> <li>○ Conflict after math</li> </ul> </li> <li>• Conflict and organization performance</li> <li>• Levels of conflict                             <ul style="list-style-type: none"> <li>○ Individual conflict</li> <li>○ Group conflict</li> <li>○ Organizational conflict</li> </ul> </li> <li>• Types of conflict On the basis of functionality and dysfunctionality                             <ul style="list-style-type: none"> <li>○ Task conflict</li> <li>○ Relationship conflict</li> <li>○ Process conflict</li> </ul> </li> <li>• Distinction between constructive and destructive conflict</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 03</b></p>	<ul style="list-style-type: none"> <li>• Conflict stimulation</li> <li>• When to stimulate conflict</li> <li>• Conflict stimulating strategies</li> <li>• Conflict resolution styles</li> <li>• Conflict management strategies</li> <li>• Conflict stimulating strategies</li> <li>• Sources of conflict (Daniel Katz approach)</li> <li>• Parties to conflict</li> <li>• Dispute</li> <li>• Agent</li> <li>• Principal</li> <li>• Advocate</li> <li>• Constituent</li> <li>• Alternative dispute resolution</li> <li>Symptoms of conflict</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>



<p><b>Week 04</b></p>	<p><b>Conflict Process and Conflict management</b></p> <ul style="list-style-type: none"> <li>• Potential opposition of incompatibility                             <ul style="list-style-type: none"> <li>○ Communication</li> <li>○ Structure</li> <li>○ Personal variable</li> </ul> </li> <li>• Cognition and personalization                             <ul style="list-style-type: none"> <li>○ Perceived conflict</li> <li>○ Felt conflict</li> <li>○ Negative emotions</li> </ul> </li> </ul> <p>Positive feeling</p>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 05</b></p>	<ul style="list-style-type: none"> <li>• Intentions</li> <li>• Behavior                             <ul style="list-style-type: none"> <li>○ Visualizing conflict behavior</li> <li>○ Conflict-Intensity Continuum</li> </ul> </li> <li>• Outcomes                             <ul style="list-style-type: none"> <li>○ Functional outcomes from conflict</li> <li>○ Dysfunctional outcomes from conflict</li> </ul> </li> </ul> <p>Creating Functional Conflict</p>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 06</b></p>	<p><b>Negotiation</b></p> <ul style="list-style-type: none"> <li>• What is negotiation</li> <li>• Forms of negotiation v                             <ul style="list-style-type: none"> <li>○ Simple negotiation</li> <li>○ Assisted negotiation</li> </ul> </li> <li>• Personal nature of negotiation</li> <li>• Not everything is negotiable</li> <li>• Components of negotiation performance</li> </ul> <p>How to develop your effective personal negotiation power</p>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 07</b></p>	<ul style="list-style-type: none"> <li>• A general plan how to develop your effective personalized negotiation strategies</li> <li>• Bargaining strategies                             <ul style="list-style-type: none"> <li>○ Integrative bargaining</li> <li>○ Distributive bargaining</li> </ul> </li> <li>• Individual differences in negotiation</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>



<b>Week 08</b>	<b>Assessing the negotiation styles</b> <ul style="list-style-type: none"> <li>• The five negation styles</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<b>Assessing the negotiation styles</b> <ul style="list-style-type: none"> <li>• The five negation styles</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Dual concern model</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<b>Third party interventions</b> <ul style="list-style-type: none"> <li>• Conciliation</li> <li>• Mediation</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Arbitration</li> <li>• Adjudication/litigation</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<b>Trust and its significance</b> <ul style="list-style-type: none"> <li>• What is trust</li> <li>• What is mistrust</li> <li>• Trust and conflict</li> <li>• Three levels of trust                             <ul style="list-style-type: none"> <li>○ Knowledge based trust</li> <li>○ Calculus based trust</li> <li>○ Identification based trust</li> </ul> </li> </ul> <p>Advantages of high level trust</p>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Effects of trust</li> <li>• Building trust</li> <li>• Business relationship</li> <li>• Achieving business relationship through effective agreement drafting</li> <li>• Low trust situation</li> </ul> <p>Dealing with low trust situation</p>	<b>2</b>	<b>1</b>	<b>2</b>



<p><b>Week 15</b></p>	<p><b>Interest analysis</b></p> <ul style="list-style-type: none"> <li>• What is interest</li> <li>• What is interest analysis</li> <li>• Analyzing your interest</li> <li>• Positional bargaining</li> <li>• Purpose of interest analysis</li> <li>• Analysis of other disputant interest</li> <li>• Conflict union</li> </ul> <p>Interest and conflict union</p>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 16</b></p>	<p><b>Understanding the importance of perception in negotiation</b></p> <ul style="list-style-type: none"> <li>• What is perception</li> <li>• Complexity of perception</li> <li>• Attribution theory</li> <li>• Role of perception in attitude formation</li> </ul> <p>Role of perception in goals and decision</p>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Reference Book:</b></p>				
<p><b>Main Reference:</b></p> <p>1. Wilmot, W. W., &amp; Hocker, J. L. (2010). <i>Interpersonal conflict</i>. McGraw-Hill Higher Education.</p>				
<p><b>Supportive Reference:</b></p> <p>1. Sillars, A. L. (2010). Interpersonal conflict. <i>The handbook of communication science</i>, 273-290.</p>				



## Syllabuses and course policy of (Python Programming)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0852
<b>Credit Hours</b>	3
<b>Subject category</b>	Elective
<b>Pre-requisite</b>	Introduction to programming & Object Oriented programming
<b>Semester</b>	8 <sup>th</sup>

### COURSE DESCRIPTION

The course is designed to provide an introduction to the Python programming language. The focus of the course is to provide students with an introduction to programming, I/O, and visualization using the Python programming language.

### COURSE LEARNING OBJECTIVE

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

- Install and run the Python interpreter.
- Create and execute Python programs.
- Understand the concepts of file I/O.
- Be able to read data from a text file using Python.
- Plot data using appropriate Python visualization libraries.



## COURSE LEARNING OUTCOME

At the end of this subject student will be able to:

1. **Versatile Application Development:** Python's simplicity and readability make it an ideal language for developing a wide range of applications. It excels in web development, scientific computing, data analysis, artificial intelligence, and automation tasks.
2. **Rapid Prototyping:** Python's ease of use and extensive libraries allow developers to quickly prototype and iterate their ideas. Its concise syntax and rich ecosystem enable rapid development, reducing time-to-market and fostering innovation.
3. **Data Analysis and Machine Learning:** Python has become the go-to language for data analysis and machine learning due to its powerful libraries such as NumPy, Pandas, and scikit-learn. These libraries offer robust tools for data manipulation, statistical analysis, and building machine learning models.
4. **Automation and Scripting:** Python's simplicity and cross-platform compatibility make it an excellent choice for automation and scripting tasks. It can automate repetitive tasks, system administration, and file handling, boosting productivity and efficiency.
5. **Educational and Beginner-Friendly:** Python's clean and readable syntax, along with its extensive documentation and large community, makes it an excellent language for beginners and an essential tool in educational settings. Its emphasis on simplicity and readability allows newcomers to focus on learning programming concepts rather than getting bogged down in complex syntax.

## 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 (Python Programming)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>• Introduction to python environment</li> <li>• Installation and understanding of python language</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• python Identifiers</li> <li>• Variable</li> <li>• Data types</li> <li>• Operators</li> </ul>	3	2	2
Week 03	<ul style="list-style-type: none"> <li>• Conditional Statement</li> <li>• If else statement</li> <li>• If else if statement</li> <li>• Nest if statement</li> <li>• Switch statement</li> </ul>	3	2	2
Week 04	<ul style="list-style-type: none"> <li>• Loop statements</li> <li>• for loop statement</li> <li>• while loop statement</li> <li>• do while loop statement</li> <li>• continue and break</li> </ul>	3	2	2



<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Functions</li> <li>• Lambda function</li> <li>• Packages</li> <li>• Lists</li> <li>• Dictionary</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Python files operation</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Python oops (Object oriented programming)</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Oops concepts continue</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Regular Expression in python</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Regular Expressions in python continue</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Exceptions.</li> <li>• Exception handling in python programming language.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Python and database interaction</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Concurrent programming</li> <li>• Multithreading in python</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Connecting user through email in python</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• practical sessions and practice</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Programs and examples-</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b> Python for programmers, first edition Author Paul Detiel.				
<b>Supportive Reference:</b> Python for programmers, first edition Author Paul Detiel.				





## Syllabuses and course policy of (Software Engineering)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0853
<b>Credit Hours</b>	3
<b>Subject category</b>	Professional
<b>Pre-requisite</b>	Computer Essentials I & Computer Essentials II
<b>Semester</b>	8 <sup>th</sup>

### COURSE DESCRIPTION

This Course is aimed at helping students build up an understanding of how to develop a *software* system from scratch by guiding them thru the development process and giving them the fundamental principles of system development with object oriented technology using UML.

The course will initiate students to the different software process models, project management, software requirements engineering process, systems analysis and design as a problem-solving activity, key elements of analysis and design, and the place of the analysis and design phases within the system development life cycle.

### COURSE LEARNING OBJECTIVE

At the end of the lecture the students will be able to;

1. How to apply the software engineering lifecycle by demonstrating competence in communication, planning, analysis, design, construction, and deployment
2. Design applicable solutions in one or more application domains using software engineering approaches that integrate ethical, social, legal and economic concerns.
3. Apply new software models, techniques and technologies to bring out innovative and novelistic solutions for the growth of the society in all aspects and evolving into their continuous professional development.
4. Explain software quality control process
5. Describe and explain software risks.



## COURSE LEARNING OUTCOME

At the end of this subject student will be able to:

1. Understanding software engineering principles and practices: Gain a comprehensive understanding of software engineering concepts, methodologies, and best practices.
2. Proficiency in software development: Develop proficiency in designing, coding, testing, and debugging software applications using industry-standard programming languages and tools.
3. Effective project management: Acquire skills in project planning, scheduling, and teamwork to successfully manage software development projects.
4. Quality assurance and software testing: Learn techniques for ensuring software quality through effective testing, debugging, and maintenance processes.
5. Ethical and professional responsibility: Understand and adhere to ethical and professional standards in software engineering, including considerations for privacy, security, and intellectual property rights.

## 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 (Software Engineering)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<b>Introduction to the software engineering:</b> <ul style="list-style-type: none"> <li>• Software.</li> <li>• Software engineering.</li> <li>• Scope of software engineering.</li> </ul>	3	2	2
Week 02	<ul style="list-style-type: none"> <li>• Software characteristics.</li> <li>• Software applications.</li> </ul>	3	2	2
Week 03	<b>Software engineering: the process model:</b> <ul style="list-style-type: none"> <li>• A layered technology.</li> <li>• Process, methods, and tools.</li> </ul>	3	2	2
Week 04	<ul style="list-style-type: none"> <li>• Generic view of software engineering.</li> <li>• Software process models:               <ol style="list-style-type: none"> <li>a. The linear sequential model.</li> <li>b. The prototyping model.</li> <li>c. The RAD model.</li> </ol> </li> </ul>	3	2	2
Week 05	<ul style="list-style-type: none"> <li>• Evolutionary models:               <ol style="list-style-type: none"> <li>a. The incremental model.</li> <li>b. The spiral model.</li> </ol> </li> </ul>	3	2	2
Week 06	<b>Analysis modelling:</b> <ul style="list-style-type: none"> <li>• Overview of analysis modelling</li> <li>• Components of analysis modelling</li> </ul>	3	2	2
Week 07	<b>Data modelling:</b> <ul style="list-style-type: none"> <li>• Data objects, attributes, relationship.</li> <li>• Cardinality and modality.</li> </ul>	3	2	2



<b>Week 08</b>	<b>Functional modelling and information flow.</b> <ul style="list-style-type: none"> <li>• Overview of data flow diagram</li> <li>• Types of data flow diagrams</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 09</b>	<b>Behavioural modelling</b> <ul style="list-style-type: none"> <li>• Creating data flow model</li> <li>• Creating control flow model.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 10</b>	<b>Software analysis and design tools:</b> <ul style="list-style-type: none"> <li>• Components of data flow diagram.</li> <li>• Levels of data flow diagrams.</li> <li>• Structure charts.</li> <li>• Symbols used in structure charts.</li> <li>• Hierarchal input process output diagrams.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Structured English.</li> <li>• Pseudo code.</li> <li>• Entity relationship model.</li> <li>• Mapping cardinalities in entity relationship model.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Data dictionary and its contents.</li> <li>• Data elements.</li> <li>• Data processing.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 13</b>	<b>Object oriented software engineering:</b> <ul style="list-style-type: none"> <li>• Object oriented paradigm</li> <li>• Object oriented concepts.</li> <li>• Class and objects.</li> <li>• Operations, methods and services.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>



<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Attributes.</li> <li>• Identifying the elements of object model: <ul style="list-style-type: none"> <li>a. Identifying classes and object.</li> <li>b. Specifying attributes.</li> <li>c. Defining operations.</li> <li>d. Finalizing the object definition.</li> </ul> </li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 15</b>	<b>Rapid software development:</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Agile methods</li> <li>• Overview of extreme programming</li> <li>• Rapid application development</li> <li>• Software prototyping.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Week 16</b>	<b>Analysis concepts and principles:</b> <ul style="list-style-type: none"> <li>• Requirement analysis.</li> <li>• Requirement classification.</li> <li>• Requirement documentation.</li> <li>• Requirement elicitation techniques.</li> <li>• Software requirement specifications.</li> </ul>	<b>3</b>	<b>2</b>	<b>2</b>
<b>Reference Book:</b>				
<b>Main Reference:</b>				
1. Ivar Jacobson, Harold "Bud" Lawson, Pan-Wei Ng. (2019). The Essentials of Modern Software Engineering: Free the Practices from the Method Prisons. ACM Books.				
<b>Supportive Reference:</b>				
1. Sommerville, I. (2018). Software Engineering (10th ed.). Pearson India.				



## 4. Course syllabuses of Inclusive subjects

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

پوهنتون	رنا
پوهنځی	اقتصاد
دیپارتمنت	مالی و مدیریت
کود مضمون	EC.FM.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 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 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: خدانشناسی، 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)

پوهنتون	رنا
پوهنځی	اقتصاد
دیپارتمنت	مالی و مدیریت
کود مضمون	EC.FM.0172
تعداد کربدت	1
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ندارد
سمستر	اول

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 تعلیم 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 زلال	هفته هفتم



1	0	1	صفات عارضه و احكام آ احكام راء، تفخيم، ترفيق و احكام جواز الامرین، 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 الانشراحمشق و تمرين	هفته يازدهم
1	0	1	ادغام و تعريف آن. اقسام ادغام ( متماثلين، متقاربین 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 اصلي ( مدطبيعي، مداصلة، مدالعوض، مبادلو...) 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 ديپارتمنت ثقافت اسلامي				منابع اصلي
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 مكي				منابع كمكي



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

پوهنتون	رنا
پوهنځی	اقتصاد
دیپارتمنت	مالی و مدیریت
کود مضمون	EC.FM.0273
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام اعتقادی اسلام
سمستر	دوم

#### 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)

عملی	نظری	تعداد ساعات درسی در هفته	محتوا	هفته
0	2	2	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	هفته اول
0	2	2	فلسفه عبادت در اسلام، رابطه عبادت با ایمان، اخلاق و معاملات و همچنان مطابقت عبادت با زمان و مکان	هفته دوم
0	2	2	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	هفته سوم
0	2	2	ارکان اسلام و حکمت های آن، اهمیت، حکمت ها، مفهوم، فضیلت، مقصد، احکام، و تقاضای کلمه شهادت.	هفته چهارم
0	2	2	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.	هفته پنجم
0	2	2	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.	هفته ششم
0	2	2	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.	هفته هفتم



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





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



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



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

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنن	مالي و مدیریت
کود مضمون	EC.FM.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)

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



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
<b>فهرست منابع</b>				
1. کتاب تهیه شده از سوی دبیرانتمنت 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	مالي و مدیریت
کود مضمون	EC.FM.0376
تعداد کريدت	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"> <li>تعریف اهمیت، و ضرورت نظام اجتماعی.</li> <li>تعریف، اهمیت، و ضرورت نظام اجتماعی اسلام، اجتماعیت در عبادات جانی و مالی اسلام. نماز، زکات، روزه، حج، سیاست...</li> <li>منابع نظام اجتماعی اسلام، خصوصیات نظام اجتماعی اسلام.</li> <li>وحی الهی، عقیده و ایمان، اخلاق نیک، اخوت تعاون، ترحم، عدالت، امر به معروف، الزامیت قواعد، جهانی، کمال، شمول....</li> </ul>	2	2	0
هفته دوم	<ul style="list-style-type: none"> <li>اصول اساسی نظام اجتماعی اسلام</li> <li>جامعه شناسان:</li> <li>جامعه شناسان شرقی، جامعه شناسان مسلمان.</li> <li>اهداف نظام اجتماعی اسلام:</li> <li>ساختار فرد، خانواده، و جامعه.</li> <li>ساختار فرد و قسمت آن.</li> <li>داشتن ارتباط درست، عقیده و ایمان بر خدواند.</li> <li>تامین ارتباط اخلاق و آداب با خود.</li> <li>ارتباط با جامعه:</li> <li>صلت رحم، ترحم، همکاری، غم شریکی، و....</li> <li>اصول ساختار فردی در اسلام:</li> <li>مسلمان موحد، انسان عالم، انسان معلم، انسان متفکر.</li> </ul>	2	2	0



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





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



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



0	2	2	<ul style="list-style-type: none"> <li>• عوامل بی نظمی در جوامع اسلام</li> <li>• سیکولاریزم. لیبرالیسم. نیشنلیزم. تنصیر</li> </ul>	<p>هفته دوازدهم</p>
0	2	2	<ul style="list-style-type: none"> <li>• تعریف اهمیت حکمت و احکام حجاب اسلامی</li> <li>• اضرار و مفسد دینی و دنیوی بی حجابی</li> <li>• اضرار و مفسد بی حجابی و اختلاط در محیط تعلیمی و تحصیلی</li> <li>• زیان های دینی و دنیوی بی حجابی</li> <li>• اضرار و مفسد اخلاط زن و مرد در ادارات</li> </ul>	<p>هفته سیزدهم</p>
0	2	2	<ul style="list-style-type: none"> <li>• انحرافات اخلاقی</li> <li>• اختلاط و مفسد آن</li> <li>• فحشی و عریانی</li> <li>• خیانت و اقسام آن</li> <li>• دزدی حکم و ضرر های آن</li> <li>• راه های جلوگیری از رشوت و فساد اداری</li> </ul>	<p>هفته چهاردهم</p>
0	2	2	<ul style="list-style-type: none"> <li>• خرید و فروش مخدرات و مسکرات حکم اضرار آن</li> <li>• حکم و اضرار سود. غرر. قمار.</li> <li>• تعریف حکم و گناه غیبت و تهمت زدن</li> <li>• حرمت موسیقی و رقص و دلائل آن</li> <li>• فلسفه حرمت موسیقی و اضرار آن</li> <li>• اثرات ناگوار موسیقی در جامعه</li> </ul>	<p>هفته پانزدهم</p>
0	2	2	<ul style="list-style-type: none"> <li>• استفاده نادرست از وسائل معاصر (انترنیت. شبکه های اجتماعی. تلویزیون و موبایل).</li> </ul>	<p>هفته شانزدهم</p>
<b>فهرست منابع</b>				
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				<b>منابع اصلی</b>
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.				<b>منابع کمکی</b>



### مفردات و پلان درسی هفته وار مضمون (دانش فکری)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	مالي و مدیریت
کود مضمون	EC.FM.0477
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام اخلاقی اسلام
سمستر	چهارم

#### 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. آموختادن 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 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 (دانش فکری)

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



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



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



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





0	2	2	<p>وضعیت اقتصادی جهان اسلام:</p> <ul style="list-style-type: none"> <li>• قبضه کردن اقتصاد مسلمانان از طرف غربی ها.</li> <li>• در انحصار گرفتن تجارت بین المللی مسلمانان.</li> <li>• رایج ساختن سود و احتکار و فساد مالی بین مسلمانان</li> <li>• انحصار دارایی های مسلمانان به یک طایفه محدود.</li> </ul>	<p>هفته پانزدهم</p>
0	2	2	<p>وضعیت تعلیمی و تقنینی جهان اسلام:</p> <ul style="list-style-type: none"> <li>• جاگزین سازی نظام تعلیمی غربی به جای نظام تعلیمی اسلامی.</li> <li>• جاگزین سازی قوانین وضعی به جای قوانین شریعت اسلامی.</li> </ul>	<p>هفته شانزدهم</p>
فهرست منابع				
1. کتاب تهیه شده از سوی دیپارتمنت 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)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	مالي و مدیریت
کود مضمون	EC.FM.0478
تعداد کريدت	1
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام اجتماعی اسلام
سمستر	چهارم

#### 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 شعایر 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 شعایر 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 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 (ادیان و مذاهب)

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



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



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



0	1	1	<ul style="list-style-type: none"> <li>• سیکولاریزم</li> <li>• تاسیس و شخصیت های مهم آن</li> <li>• کتاب ها افکار و عقاید آنها</li> <li>• مراکز انتشار               <ul style="list-style-type: none"> <li>○ نواقص و دلایل بطلان آنها</li> <li>○ غرب گرایی</li> </ul> </li> <li>• مفهوم اهداف و میدان های غرب گرایی و راه های جلوگیری از آن</li> </ul>	<p>هفته چهاردهم</p>
0	1	1	<ul style="list-style-type: none"> <li>• جهانی شدن</li> <li>• مفهوم اقسام و صحنه های آن</li> <li>• سیاسی</li> <li>• اقتصادی</li> <li>• فرهنگی</li> <li>• اجتماعی</li> <li>• فتنه ضد بشریت و اسلام توحید و تقرب ادیان</li> </ul>	<p>هفته پانزدهم</p>
0	1	1	<ul style="list-style-type: none"> <li>• اسلام و جدیدیت</li> <li>• شناخت ضرورت اثرات و نواقص آن</li> </ul>	<p>هفته شانزدهم</p>
<b>فهرست منابع</b>				
				<b>منابع اصلی</b>
1. کتاب تهیه شده از سوی دیپارتمنت ثقافت اسلامی				
				<b>منابع کمکی</b>
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)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنت	مالي و مدیریت
کود مضمون	EC.FM.0579
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ادیان و مذاهب
سمستر	پنجم

#### 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 آوردند 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 آوردند 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 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 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 قضاييه	هفته دوازدهم
0	2	2	تعريف قاضي	هفته سیزدهم
0	2	2	رابطه جهاني	هفته چهاردهم
0	2	2	اسلام و جديديت	هفته پانزدهم
0	2	2	ارزيابي محصلين براي امتحان نهايي	هفته شانزدهم
				فهرست منابع
1. كتاب تهيه شده از سوي ديپارتمنت ثقافت اسلامي				منابع اصلي
1. نظام سياسي اسلام، مرتب ديپارتمنت ثقافت اسلامي پوهنتون كابل 2. الاركان الاربعه، السياسه الشرعيه، فقه سياسي 3. اساسات حقوق اسلام، خلافت و ملوكيت 4. الاركان الاربعه، السياسه الشرعيه، فقه سياسي				منابع كمكي



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

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنن	مالي و مدیریت
کود مضمون	EC.FM.0580
تعداد کریدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	ادیان و مذاهب
سمستر	پنجم

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 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 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"> <li>• تعیین مسؤولین بنا بر مصلحت مجتمع اسلامی</li> <li>• اداره امور از سنت های پیامبران علیهم السلام</li> <li>• اجر و ثواب مسؤولین نیک مرتبه و منزلت آنها نزد شریعت اسلامی</li> </ul>	هفته هشتم
0	2	2	<ul style="list-style-type: none"> <li>• شیوه ها و اصول انتخابات</li> <li>• فوائد تعیین مسؤولین بنا بر علمیت و قوت جسمی</li> <li>• مراقبت از مسؤولین</li> <li>• ترجیح در تعیین مسؤولین اصلح نسبت به صالح</li> </ul>	هفته نهم
0	2	2	<ul style="list-style-type: none"> <li>• پوره نمودن ضرورت های مسؤولین تعیین شده</li> <li>• مشوره ها رهنمائی ها و پیشنهادات امیر برای مسؤولین تعیین شده</li> </ul>	هفته دهم
0	2	2	<ul style="list-style-type: none"> <li>• پوره نمودن ضرورت های مسؤولین تعیین شده</li> <li>• مشوره ها رهنمائی ها و پیشنهادات امیر برای مسؤولین تعیین شده</li> </ul>	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> <li>• وجیبه و مسؤولیت های حکام</li> <li>• التزام به مشوره های عالمان دانا و متقی</li> </ul>	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> <li>• پابندی به وقت</li> <li>• حرمت سوء استفاده از وظیفه</li> <li>• شنیدن انتقادات مردم و آوردن اصلاحات لازم</li> </ul>	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> <li>• مراقبت از مسؤولین</li> <li>• حدود این مراقبت</li> <li>• آداب و طرز تعقیب مراقبت ها از مسؤولین</li> </ul>	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> <li>• جزا دادن به حاکم ظالم</li> <li>• اصل مکافات و مجازات در نظام اسلامی</li> </ul>	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> <li>• احکام و شروط عزل حکام و مسؤولین.</li> </ul>	هفته شانزدهم
<b>فهرست منابع</b>				
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. السیاسة الشرعیة. عبد الوهاب خلاف				
4. السیاسة والادارة فی الاسلام. شیخ عبدالباقی حقانی				



### مفردات و پلان درسی هفته وار مضمون (نظام اقتصادی اسلام)

پوهنتون	رنا
پوهنځی	اقتصاد
دپیار تمنن	مالی و مدیریت
کود مضمون	EC.FM.0681
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پیش نیاز	نظام سیاسی اسلام
سمستر	ششم

#### 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 آخیر 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 سهیم 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 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
دپيار تمنت	مالي و مدیریت
کود مضمون	EC.FM.0782
تعداد کريدت	2
نوعیت مضمون	همه شمول
مضمون پيش 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 چې څومره نوښتونه رامنځته کړي په حقیقت کې له هغه څه پرته بل څه نه دي چې څه باندې یو زر 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 ونو، مرحلو، حقوقو، او د اعجاز پر بېلابېلو اړخونو او له نويو ایجاداتو سره یې د تړاو په اړه، کلي علمي معلومات ترلاسه کوي او په پایله کې یې 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 یې 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"> <li>معنای لغوی و اصطلاحی قرآنکریم.</li> <li>وحی و اقسام آن</li> <li>وحی جلی (متلو)</li> <li>وحی خفی (غیر متل)</li> <li>حدیث نبوی و مقام آن</li> <li>نام های قرآن کریم</li> </ul>	2	2	0
هفته دوم	<ul style="list-style-type: none"> <li>مراحل نزول قرآن کریم</li> <li>نزول تدریجی قرآنکریم و حکمت های آن</li> <li>حکمت های نسخ در قرآن</li> <li>اسباب نزول و اختلاف و شناخت آن.</li> </ul>	2	2	0



0	2	2	<ul style="list-style-type: none"> <li>• کاتبان وحی</li> <li>• جمع آوری قرآم، بخشهای آن و خصوصیات هر بخش و روش های آن.</li> <li>• راه مثق که در جمع آوری آن کار گرفته شده است.</li> <li>• نسخه های قرآن کریم.</li> <li>• قرآیت و فرق روایات قرایت و اصول و شروط قرایت.</li> </ul>	هفته سوم
0	2	2	<ul style="list-style-type: none"> <li>• تعداد آیات و سوره های قرآن کریم.</li> <li>• انواع سوره های قرآن کریم.</li> <li>• خصوصیات سوره های مکی ومدنی.</li> <li>• انواع سوره ها از نظر اندازه.</li> </ul>	هفته چهارم
0	2	2	<ul style="list-style-type: none"> <li>• دلایل حقانیت و عدم تحریف قرآن کریم</li> <li>• دیدگاه دانشمندان غربی در مور قرآن کریم</li> <li>• علوم که قرآن بر ان مشتمل است.</li> <li>• موضوعات اساسی قرآن کریم.</li> <li>• دیدگاه علماء مختلف (غزالی، دهلوی، ابن عاشور و رشید رضاء)</li> </ul>	هفته پنجم
0	2	2	<ul style="list-style-type: none"> <li>• فضایل قرآن</li> <li>• صفات قرآن کریم.</li> <li>• اهمیت قرآن کریم در زندگی</li> <li>• حقوق قرآن کریم.</li> <li>• آداب تلاوت قرآن کریم</li> </ul>	هفته ششم
0	2	2	<ul style="list-style-type: none"> <li>• معجزه و اقسام آن.</li> <li>• شرط های معجزه.</li> <li>• معجزه نبی صلی الله علیه وسلم</li> <li>• اعجاز قرآن کریم.</li> <li>• اقسام اعجاز قرآن کریم</li> </ul>	هفته هفتم
0	2	2	<ul style="list-style-type: none"> <li>• اعجاز بیان و بلاغی قرآن کریم.</li> <li>• اعجاز تشریحی قرآن کریم.</li> <li>• اخبار قرآن کریم در مور غیب ها.</li> </ul>	هفته هشتم
0	2	2	<ul style="list-style-type: none"> <li>• اعجاز علمی قرآن کریم.</li> <li>• نظریات علماء پیرامون اعجاز علمی قرآن کریم.</li> <li>• فرق میان تفسیر علمی و اعجازی قرآن کریم.</li> </ul>	هفته نهم



0	2	2	<ul style="list-style-type: none"> <li>• نمونه های اعجاز علمی قرآن کریم.</li> <li>• آفرینش و انکشاف کاینات از نظر قرآن و علوم معاصر.</li> <li>• زوجیت در هر چیز.</li> <li>• شب و روز از نظر قرآن و علوم معاصر.</li> <li>• آسمان بیدون ستون.</li> <li>• جدایی آسمان و زمین.</li> <li>• مرکزیت زمین.</li> <li>• کرویت و حرکت زمین</li> </ul>	هفته دهم
0	2	2	<ul style="list-style-type: none"> <li>• اشکال کوه ها و وظایف آنها در قرآن کریم و علوم معاصر.</li> <li>• تلقیح درختان.</li> </ul>	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> <li>• خلقت انسان در قرآن کریم و علوم معاصر.</li> <li>• مراحل نمو جنین در قرآن</li> </ul>	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> <li>• نبات و نظریه آن در قرآن کریم و علوم معاصر.</li> <li>• حقایق علمی در مورد نباتات.</li> <li>• حفاظت محیط زیست از نظر قرآن کریم</li> </ul>	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> <li>• نظریات قرآن و علوم معاصر پیرامون اقیانوس ها.</li> <li>• حایل میان اقیانوس ها.</li> </ul>	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> <li>• اعجاز علمی در خورد غذای حرام.</li> </ul>	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> <li>• رهنمود قرآن کریم در مورد خبایث و تفصیل آن</li> </ul>	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
د پیاوړتیا	مالي و مدیریت
کود مضمون	EC.FM.0833
تعداد کړیدت	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 رغنده 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 رغنده 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 رغنده 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 رغنده 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"> <li>تعریف لغوی و اصطلاحی معنی</li> <li>عناصر تمدن</li> <li>(اعتقادات، باوردها اخلاقیات، سیاست و اقتصاد، علوم، فرهنگ و هنر)</li> <li>ارتباط بین تمدن مدنی و کلتور</li> <li>در رابطه به تمدن های قدیم قبل از اسلام معلومات کافی</li> <li>به خصوص در مورد تمدن های قرون وسطی در شرق و اروپا و غرب نظام اخلاقی، سیاسی، اقتصادی و اجتماعی حالات آنها.</li> </ul>	2	2	0



0	2	2	<ul style="list-style-type: none"> <li>• ایجاد تمدن اسلامی</li> <li>• تعریف تمدن اسلامی</li> <li>• تاریخ</li> <li>• عناصر و انواع آن</li> <li>• تمدن اسلامی و تمدن های غیر اسلامی فرق ها</li> <li>• موارد اتفاقی و اختلافی تمدن ها.</li> </ul>	هفته دوم
0	2	2	<ul style="list-style-type: none"> <li>• خصوصیات تمدن اسلامی</li> <li>• ارتباط تمدن با عقیده</li> <li>• ارتباط تمدن با عبادات</li> <li>• ارتباط تمدن با اخلاق</li> <li>• ارتباط تمدن با اعتدال و توازن</li> <li>• ارزشهای دینی، انسانی، و کلتوری</li> <li>• تعادل و تکامل</li> </ul>	هفته سوم
0	2	2	<ul style="list-style-type: none"> <li>• رسول الله صلی الله علیه وسلم و اسلامی تمدن</li> <li>• ایجاد تمدن اسلامی</li> <li>• قوانین و تطبیق آن عدالت اجتماعی</li> <li>• تشویق به علم و دانش</li> <li>• ایجاد اقتصاد اسلامی</li> <li>• اسباب تزلزل اقتصاد اسلامی و از بین بردن آنها مانند سود، غرر، قمار، احتکار و غیره</li> </ul>	هفته چهارم
0	2	2	<ul style="list-style-type: none"> <li>• پیش رفتهای تمدن در عصر خلفای راشد</li> <li>• در بخش استحکام مجتمع اسلامی</li> <li>• در بخش سیاست و اداره حکومت داری و شیوه های حکومت داری قوانین</li> <li>• در بخش اقتصاد</li> <li>• در بخش توسعه و اعمار</li> <li>• در بخش دفاع و ارتباطات و روابط بین الملل</li> </ul>	هفته پنجم



0	2	2	<ul style="list-style-type: none"> <li>• نگاهی به کارنامه ها و دست آوردهای مسلمان پیشینه</li> <li>• در بخش علوم</li> <li>• علماء مشهور</li> <li>• مراکز علمی</li> <li>• در فنون مختلف از قبیل خطاطی، نقاشی، معماری...</li> <li>• در بخش صنعت مانند کاغذ، قطب نما، ساعت، بارود. عینک و ...</li> <li>• در بخش زراعت.</li> </ul>	هفته ششم
0	2	2	<ul style="list-style-type: none"> <li>• دست آورد های مسلمانان در علوم شرعی (مانند تفسیر، اصول تفسیر، حدیث، اصول حدیث، فقه و اصول فقه، عقیده علم کلام و غیره).</li> </ul>	هفته هفتم
0	2	2	<ul style="list-style-type: none"> <li>• دست آوردهای تمدن در بخش علم اجتماعی</li> <li>• تاریخ، جغرافیه، زبان و ادبیات</li> </ul>	هفته هشتم
0	2	2	<ul style="list-style-type: none"> <li>• دست آوردهای مسلمانان یا تمدن اسلامی در بخش علوم ریاضی، هندسه و فزیک</li> </ul>	هفته نهم
0	2	2	<ul style="list-style-type: none"> <li>• دست آوردهای تمدن اسلامی در عرصه علوم ساینسی، تجربوی، کیمای و طبی</li> </ul>	هفته دهم
0	2	2	<ul style="list-style-type: none"> <li>• دست آوردهای مسلمانان و تمدن اسلامی در عرصه فلکیات، فلسفه، و حکمت</li> </ul>	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> <li>• منابع و مصادر تمدن اسلامی</li> <li>• قرآن کریم</li> <li>• سنت پیامبر اسلام</li> <li>• اجماع مسلمین</li> <li>• قیاس</li> <li>• مصالح مرسله</li> </ul>	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> <li>• مسلمانان تهداب گذار مجتمع متمدن هستند</li> <li>• وضع نمودن اصول مجتمع متمدن (کرامت انسانی، احترام متقابل، آزادی بیان، مساوات و حقوق و غیره).</li> <li>• ایجاد تصور اصلاح فرد و جامعه</li> <li>• تقدیم خدمات اجتماعی مانند (ایجاد سرکهای بزرگ، مسیرهای کاروان ها، سراپها و شفاخانه ها دار المجانین دار الایتام ها و زندانها و غیره).</li> </ul>	هفته سیزدهم



0	2	2	<ul style="list-style-type: none"> <li>• فعالیت افغانها در قسمت تمدن اسلامی</li> <li>• در قسمت علوم</li> <li>• در قسمت فنون</li> </ul>	هفته چهاردهم
0	2	2	<ul style="list-style-type: none"> <li>• در تمدن معاصر جهانی عوامل عقب مانی مسلمانان و راه های حل آن</li> <li>• عوامل درونی</li> <li>• عوامل بیرونی</li> </ul>	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> <li>• تمدن غربی مرهون تمدن اسلامی است</li> <li>• در روشنائی داده های مسلمانان و دست آوردهای آنها باید تحلیل گردد.</li> </ul>	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. لناصر 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
دپارتمنت	مالی و مدیریت
کود مضمون	EC.FM.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"> <li>معرفی با دانشجویان معرفی محتوای مضمون</li> <li>توضیح کورس پالیسی برای دانشجویان</li> </ul>	هفته اول
0	2	2	<ul style="list-style-type: none"> <li>تعریف و مفاهیم محیط زیست</li> <li>انواع محیط زیست</li> </ul>	هفته دوم
0	2	2	<ul style="list-style-type: none"> <li>هایدروسفر، لیتوسفر، بایوسفر</li> </ul>	هفته سوم
0	2	2	<ul style="list-style-type: none"> <li>تعریف ایکوسیستم، ساختار ایکوسیستم</li> </ul>	هفته چهارم
0	2	2	<ul style="list-style-type: none"> <li>خصوصیات ایکوسیستم، انواع ایکوسیستم</li> </ul>	هفته پنجم
0	2	2	<ul style="list-style-type: none"> <li>تعریف منابع طبیعی، انواع منابع طبیعی</li> </ul>	هفته ششم
0	2	2	<ul style="list-style-type: none"> <li>منرالها، عناصر نادر و تاثیرات آن بالای محیط زیست و صحت انسان منرالها</li> </ul>	هفته هفتم
0	2	2	<ul style="list-style-type: none"> <li>دوران انرژی در اکوسیستم زنجیر غذایی عملیه فوتوستنیز</li> </ul>	هفته هشتم
0	2	2	<ul style="list-style-type: none"> <li>دوران بیوجیوکیمیکل، دوران آب</li> </ul>	هفته نهم
0	2	2	<ul style="list-style-type: none"> <li>مقدمه، افزایش نفوس در طول تاریخ، عوامل افزایش نفوس</li> </ul>	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. <a href="http://www.ghbook.ir/index.php">http://www.ghbook.ir/index.php</a> .				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	رڼا
پوهنځی	اقتصاد
دیپارتمنت	مالي و مدیریت
کود مضمون	EC.FM.0102
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، برتانای 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 سردار محمد 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"> <li>تعارف با محصلان، معرفی مضمون</li> <li>انتخاب میتود تدریس استاد و توضیح دلایل انتخاب آن به محصلان</li> <li>فصل اول: مفهوم علم تاریخ</li> <li>تعریف تاریخ در لغت و در اصطلاح.</li> <li>اقسام علم تاریخ</li> </ul>	2	2	0



0	2	2	<ul style="list-style-type: none"> <li>• نام های تاریخی افغانستان</li> <li>• امپراطوری احمدشاه ابدالی</li> <li>• لشکرکشی های احمدشاه ابدالی به هند</li> <li>• میراث فرهنگی احمدشاه ابدالی</li> <li>• وفات احمدشاه ابدالی</li> </ul>	هفته دوم
0	2	2	<ul style="list-style-type: none"> <li>• آغاز حکومت تیمورشاه</li> <li>• چگونگی انتقال قدرت به تیمورشاه</li> <li>• انتقال پایتخت از قندهار به کابل</li> <li>• جنگ های زمان تیمورشاه و مرگ تیمورشاه</li> </ul>	هفته سوم
0	2	2	<ul style="list-style-type: none"> <li>• اعلان پادشاهی زمان شاه</li> <li>• جنگ های پسران تیمورشاه به سر قدرت</li> <li>• علل مرگ پاینده محمدخان و پیامد های آن</li> <li>• شورش برادران فتح خان علیه شاه زمان</li> <li>• پایان حکومت زمان شاه</li> </ul>	هفته چهارم
0	2	2	<ul style="list-style-type: none"> <li>• سلطنت شاه محمود</li> <li>• نابینا شدن شاه زمان توسط برادرش</li> <li>• چگونگی حکومت شاه محمود</li> <li>• شورش شاه شجاع و پایان حکومت شاه محمود</li> <li>• حمله فتح خان و پایان حکومت شاه شجاع</li> <li>• دور دوم شاهی شاه محمود</li> <li>• قتل فتح خان و شورش برادرانش</li> </ul>	هفته پنجم
0	2	2	<ul style="list-style-type: none"> <li>• دوره سیاه افغانستان بین سال های 1818م الی سال 1834م</li> <li>• سقوط ملتان، کشمیر و پشاور به نفع هندوها</li> <li>• اختلاف برادران فتح خان و تشکیل امارت توسط دوست محمد خان</li> <li>• توافق شاه شجاع با انگلیس و رنجیت سنگ و حمله شاه به افغانستان</li> <li>• اتحاد مردم افغانستان علیه هندوها</li> <li>• مقدمات حمله انگلیس به افغانستان</li> </ul>	هفته ششم



0	2	2	<ul style="list-style-type: none"> <li>• جنگ اول افغان و انگلیس</li> <li>• قیام 17 رمضان</li> <li>• قیام امین الله لوگری، میرمسجدی خان، وزیراکبر خان و دیگر فرماندهان مجاهدین</li> <li>• پیوستن دوست محمدخان با انگلیس</li> <li>• قتل شاه شجاع و مکانن</li> <li>• توافق امیر دوست محمد خان با انگلیس و برگشتش از هند</li> <li>• قتل وزیر اکبر خان</li> <li>• معاهده های اول و دوم جمرود؛ و تصرف قندهار و هرات</li> </ul>	هفته هفتم
0	2	2	<ul style="list-style-type: none"> <li>• سلطنت امیرشیرعلی خان</li> <li>• شورش های اعظم خان و افضل خان</li> <li>• اصلاحات امیر شیرعلی خان</li> <li>• خط سرحدی امیرشیر علی خان</li> <li>• کنفرانس شمله مرگ شیر علی خان</li> </ul>	هفته هشتم
0	2	2	<ul style="list-style-type: none"> <li>• جنگ دوم افغان و انگلیس</li> <li>• تشکیل جنبش های ضد انگلیس به رهبری ایوب خان، میرپچه خان کوهدامنی</li> <li>• ملامشک عالم و دیگر فرماندهان</li> <li>• حکومت یعقوب خان</li> <li>• امضای معاهده گندمک</li> <li>• جنگ میوند</li> </ul>	هفته نهم
0	2	2	<ul style="list-style-type: none"> <li>• توافق امیرعبدالرحمن خان با انگلیس و آغاز سلطنت وی</li> <li>• شیوه استبداد عبدالرحمن خان</li> <li>• سرکوب مردم یاغستان و مردم شینواری</li> <li>• تعیین خط سرحدی ریجوی</li> <li>• پامیر و دیورند</li> <li>• اصلاحات داخلی امیر عبدالرحمن خان</li> </ul>	هفته دهم



0	2	2	<ul style="list-style-type: none"> <li>• سلطنت امیر حبیب الله خان</li> <li>• اوضاع اداری و اقتصادی حکومت حبیب الله خان</li> <li>• نشر مجله سراج الاخبار</li> <li>• جنبش دور اول مشروطه خواهان</li> <li>• جنبش دور دوم مشروطه خواهان</li> <li>• چگونگی قتل امیر حبیب الله خان</li> </ul>	هفته یازدهم
0	2	2	<ul style="list-style-type: none"> <li>• اعلان پادشاهی امیر امان الله خان و ایجاد اتلافاتش با نایب کاکایش نصرالله خان</li> <li>• اعلان استقلال افغانستان</li> <li>• مذاکرات صلح راولپندی</li> <li>• صلح منصوری</li> <li>• صلح کابل</li> <li>• روابط با سایر کشورها</li> <li>• اصلاحات امانی قبل از سفر به اروپا</li> <li>• اصلاحات بعد از سفر با اروپا</li> <li>• شورش امیر حبیب الله کلکانی علیه سلطنت امان الله خان</li> </ul>	هفته دوازدهم
0	2	2	<ul style="list-style-type: none"> <li>• اعلان پادشاهی امیر حبیب الله کلکانی</li> <li>• تشکیل دولت امیر حبیب الله</li> <li>• حمله نادر خان و پایان حکومت حبیب الله</li> <li>• حکومت نادر خان، تشکیل حکومت نادر خان</li> <li>• قتل نادر خان و پادشاه شدن ظاهر شاه</li> </ul>	هفته سیزدهم
0	2	2	<ul style="list-style-type: none"> <li>• آغاز سلطنت ظاهر شاه</li> <li>• صدارات هاشم خان</li> <li>• صدارات شاه محمود</li> <li>• صدارات داوود خان</li> <li>• صدارات یوسف خان</li> <li>• صدارات نور محمد اعتمادی</li> <li>• صدارت موسی شفیق</li> <li>• کودتای داوود خان و پایان حکومت ظاهر شاه</li> </ul>	هفته چهاردهم





0	2	2	<ul style="list-style-type: none"> <li>• چیستی کپیتالیزم</li> <li>• چیستی سوسیالیزم و رقابت های آنها در افغانستان</li> <li>• آغاز ریاست جمهوری در افغانستان</li> <li>• قیام اسلامگراها علیه حکومت های کمونیستی</li> <li>• حکومت نورمحمد ترکی</li> <li>• حکومت حفیظ الله امین</li> <li>• اشغال افغانستان توسط ارتش جماهیر شوری (روسیه)</li> <li>• حکومت ببرک کارمل</li> <li>• حکومت داکتر نجیب الله</li> </ul>	هفته پانزدهم
0	2	2	<ul style="list-style-type: none"> <li>• شکست کمونیزم و عقب نشینی ارتش شوری از افغانستان</li> <li>• ظهور مجاهدین، آغاز جنگ های داخلی</li> <li>• ظهور طالبان</li> <li>• برگزاری اجلاس بن</li> <li>• ریاست جمهوری حامد کرزی</li> </ul>	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)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0103
<b>Credit Hours</b>	2
<b>Subject category</b>	Inclusive
<b>Pre-requisite</b>	Nil
<b>Semester</b>	1 <sup>st</sup>

### 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"> <li>Introduction</li> <li>Grammar &amp; Word &amp; phrase &amp; Clause</li> <li>Sentence (Subject &amp; Predicate &amp; Object)</li> </ul>	2	2	0
Week 02	<ul style="list-style-type: none"> <li>Parts of Speech &amp; Types</li> <li>Noun &amp; Gender &amp; Types</li> </ul>	2	2	0
Week 03	<ul style="list-style-type: none"> <li>Pronoun &amp; Types</li> <li>Present Continuous Tense</li> </ul>	2	2	0
Week 04	<ul style="list-style-type: none"> <li>Simple Present Tense</li> <li>Simple Future Tense</li> </ul>	2	2	0



<b>Week 05</b>	<ul style="list-style-type: none"> <li>• Adjective &amp; Comparison &amp; Classification</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 06</b>	<ul style="list-style-type: none"> <li>• Verb &amp; Main &amp; Auxiliary</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 07</b>	<ul style="list-style-type: none"> <li>• Simple Past Tense</li> <li>• Past Continuous Tense</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 08</b>	<ul style="list-style-type: none"> <li>• Adverb &amp; Types</li> </ul>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>• Preposition &amp; Interjection &amp; Conjunction</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Types of Conjunction</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Present Perfect Tense</li> <li>• Past Perfect Tense</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>• Active Voice Vs Passive Voice</li> <li>• Simple Present Tense</li> <li>• Simple Past Tense</li> <li>• Present Continuous Tense</li> <li>• Simple Future Tense</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>• Sentence &amp; Types Based on Structure</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>• Direct and Indirect Speech</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Direct and Indirect Speech</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• Paragraph &amp; Parts &amp; Sample</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>

**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 (Computer Essentials I)

<b>University</b>	Rana
<b>Faculty</b>	Economics
<b>Department</b>	BFM
<b>Course code</b>	EC.FM.0104
<b>Credit Hours</b>	2
<b>Subject category</b>	Inclusive
<b>Pre-requisite</b>	Nil
<b>Semester</b>	1 <sup>st</sup>

### COURSE DESCRIPTION

Computer Essentials 1 is a foundational course that introduces students to the fundamental concepts and skills related to computers and information technology. Through theoretical and practical instruction, students will gain a comprehensive understanding of computer hardware, software, operating systems, networks, and data management.

### COURSE LEARNING OBJECTIVE

1. Familiarize students with the basic components and architecture of a computer system.
2. Introduce students to essential software applications and their functionalities.
3. Provide an understanding of operating systems and their features.
4. Introduce students to computer networks and their importance in modern computing.
5. Develop skills in data management, including file organization and storage.

### COURSE LEARNING OUTCOME

Successful Essentials of Computer I students will be able to:

1. Students will have a solid understanding of computer hardware components, including the CPU, memory, storage devices, and peripherals.
2. Students will be able to utilize common software applications, such as word processors, spreadsheets, and presentation tools, for various tasks.
3. Students will gain familiarity with different operating systems and their features, enabling them to navigate and customize system settings.
4. Students will understand the basics of computer networks, including network topologies, protocols, and security principles.
5. Students will develop skills in data management, including file organization, storage, and backup strategies.

Overall, Computer Essentials 1 equips students with the essential knowledge and skills to effectively and confidently navigate the world of computers and information technology.



## 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 (Computer essentials I)

Number of Weeks	Course Contents	Number of credit per weeks	Theoretical	Practical
Week 01	<ul style="list-style-type: none"> <li>▪ Introduction and objectives of the course</li> <li>▪ Computer definition</li> <li>▪ Hardware</li> <li>▪ Software</li> <li>▪ Types of software               <ul style="list-style-type: none"> <li>○ System software</li> <li>○ Application software</li> </ul> </li> <li>▪ Programing software</li> </ul>	2	1	2



<p><b>Week 02</b></p>	<ul style="list-style-type: none"> <li>▪ History of computer</li> <li>▪ Computer generations                             <ul style="list-style-type: none"> <li>○ First generation</li> <li>○ Second generation</li> <li>○ Third generation</li> <li>○ Fourth generation</li> </ul> </li> <li>▪ Types of computer                             <ul style="list-style-type: none"> <li>○ Super computers</li> <li>○ Mainframe computers</li> <li>○ Mini computers</li> <li>○ Workstations</li> </ul> </li> <li>▪ Micro computers</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 03</b></p>	<ul style="list-style-type: none"> <li>▪ Input devices</li> <li>▪ Types of input devices                             <ul style="list-style-type: none"> <li>○ Keyboard</li> <li>○ Mouse</li> <li>○ Touch screen</li> <li>○ Scanner</li> <li>○ Microphone</li> </ul> </li> <li>▪ Output devices                             <ul style="list-style-type: none"> <li>○ Printers                                     <ul style="list-style-type: none"> <li>▪ Laser printers</li> <li>▪ Inkjet printers</li> </ul> </li> <li>○ Monitors and its types</li> </ul> </li> <li>▪ Speakers</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 04</b></p>	<ul style="list-style-type: none"> <li>▪ Main memory</li> <li>▪ DDR</li> <li>▪ Cache memory</li> <li>▪ Cache types                             <ul style="list-style-type: none"> <li>○ L1</li> <li>○ L2</li> <li>○ L3</li> </ul> </li> <li>▪ ROM</li> <li>▪ ROM contents</li> <li>▪ POST</li> <li>▪ BIOS</li> <li>▪ Volatile and none volatile memory</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>



<p><b>Week 05</b></p>	<ul style="list-style-type: none"> <li>▪ Storage</li> <li>▪ Types of storage                             <ul style="list-style-type: none"> <li>○ HDD                                     <ul style="list-style-type: none"> <li>▪ SSD</li> <li>▪ HDD</li> <li>▪ SATA</li> <li>▪ PATA</li> </ul> </li> <li>○ CD</li> <li>○ DVD</li> </ul> </li> <li>▪ Blu-Ray</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 06</b></p>	<ul style="list-style-type: none"> <li>▪ Formatting</li> <li>▪ Types of formatting                             <ul style="list-style-type: none"> <li>○ Low level formatting</li> <li>○ High level formatting</li> </ul> </li> <li>▪ HDD Partitions</li> <li>▪ Types of partitions                             <ul style="list-style-type: none"> <li>○ Logical partition</li> <li>○ Primary partition</li> </ul> </li> <li>Data backup</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 07</b></p>	<ul style="list-style-type: none"> <li>▪ Number system</li> <li>▪ Various number systems</li> <li>▪ Base of number system</li> <li>▪ Decimal number system</li> <li>▪ Binary number system</li> <li>▪ Octal number system</li> <li>▪ Hexa decimal number system</li> <li>▪ Conversion of binary to decimal</li> <li>▪ Conversion of binary to octal</li> <li>▪ Conversion of binary to hexadecimal</li> <li>▪ Conversion of decimal to binary</li> <li>▪ Conversion of decimal to octal</li> <li>▪ Conversion of decimal to hexadecimal</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>





<b>Week 08</b>	<ul style="list-style-type: none"> <li>▪ Conversion of octal to decimal</li> <li>▪ Conversion of octal to binary</li> <li>▪ Conversion of octal to hexadecimal</li> <li>▪ Conversion of hexadecimal to binary</li> <li>▪ Conversion of hexadecimal to octal</li> <li>▪ Conversion of hexadecimal to decimal</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 09</b>	<ul style="list-style-type: none"> <li>▪ OS installation</li> <li>▪ OS types                             <ul style="list-style-type: none"> <li>○ Client OS</li> <li>○ Server OS</li> <li>○ Open source OS</li> <li>○ None open source OS</li> </ul> </li> <li>▪ Types of installation                             <ul style="list-style-type: none"> <li>○ Clean installation</li> <li>○ Upgrade installation</li> <li>○ Multi-boot installation</li> </ul> </li> <li>▪ Virtual installation</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>▪ CPU</li> <li>▪ CPU generations</li> <li>▪ Motherboard</li> <li>▪ Types of mother board</li> <li>▪ Power supply</li> <li>▪ Types of power supply</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>▪ End-User License Agreement (EULA)</li> <li>▪ Types of EULA:                             <ul style="list-style-type: none"> <li>○ Proprietary</li> <li>○ Open source</li> <li>○ Trial version</li> <li>○ Shareware</li> <li>○ Freeware</li> </ul> </li> <li>▪ Copy right</li> <li>▪ Intellectual property</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>



<p><b>Week 12</b></p>	<ul style="list-style-type: none"> <li>▪ Database</li> <li>▪ RDBMS</li> <li>▪ Types of database</li> <li>▪ Network</li> <li>▪ Internetwork</li> <li>▪ Internet</li> <li>▪ VPN</li> <li>▪ Connecting to internet</li> <li>▪ Choosing ISP</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 13</b></p>	<ul style="list-style-type: none"> <li>▪ Firewall</li> <li>▪ Types of firewall</li> <li>▪ Malware</li> <li>▪ Types of malware                             <ul style="list-style-type: none"> <li>○ Virus</li> <li>○ Worms</li> <li>○ Trojans</li> <li>○ Spyware</li> <li>○ Ransomware</li> <li>○ Adware</li> </ul> </li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 14</b></p>	<ul style="list-style-type: none"> <li>▪ Anti-virus</li> <li>▪ Updating anti-virus</li> <li>▪ Data vs information</li> <li>▪ Ethical vs unethical hacking</li> <li>▪ Types of hackers                             <ul style="list-style-type: none"> <li>○ White hat hackers</li> <li>○ Black hat hackers</li> <li>○ Gray hat hackers</li> <li>○ Suicide hackers</li> </ul> </li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>



<p><b>Week 15</b></p>	<ul style="list-style-type: none"> <li>▪ Value of information                             <ul style="list-style-type: none"> <li>○ Confidentiality</li> <li>○ Integrity</li> <li>○ Availability</li> </ul> </li> <li>▪ Personal security</li> <li>▪ Access control                             <ul style="list-style-type: none"> <li>○ PIN</li> <li>○ OTP</li> <li>○ Password</li> </ul> </li> <li>▪ Biometric security</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Week 16</b></p>	<ul style="list-style-type: none"> <li>▪ Password policies</li> <li>▪ Characteristics of a strong password</li> <li>▪ Data privacy</li> <li>▪ ICT policy</li> <li>▪ Data theft</li> <li>▪ Data threats                             <ul style="list-style-type: none"> <li>○ Natural threats</li> <li>○ Intentional threats</li> </ul> </li> <li>▪ Unintentional threats</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>2</b></p>
<p><b>Reference Book:</b></p>				
<p><b>Main Reference:</b></p>				
<p><b>Supportive Reference:</b></p>				



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