

**INSTITUTE OF MANAGEMENT SCIENCES**  
Bahauddin Zakariya University Multan

**Scheme of Studies for BBA (Hons) Program as per HEC Guidelines**

**SEMESTER 1**

1. Freshman English – 1
2. Introduction to Computing
3. Islamic Studies
4. Pakistan Studies
5. Contemporary World
6. Business Mathematics

**SEMESTER 2**

1. Freshman English – 2
2. Business Statistics
3. Financial Accounting 1
4. Human Psychology
5. Micro Economics
6. Introduction to Management

**SEMESTER 3**

1. Oral Communication
2. Logic
3. Foreign Language (Arabic)
4. Introduction to HRM
5. Macro Economics
6. Financial Accounting 2

**SEMESTER 4**

1. Business Communication
2. Pakistan Economics
3. Principles of Marketing
4. Business Finance
5. Sociology
6. Environmental Sciences

**SEMESTER 5**

1. Managerial Accounting
2. Marketing Management
3. Business & Corporate Law
4. Financial Management
5. Elective – 1

**SEMESTER 6**

1. Organizational Behaviour
2. Consumer Behaviour
3. Management Information System
4. Business Ethics
5. Elective - 2

**SEMESTER 7**

1. Business Research & Report Writing
2. Operations Management
3. Money & Banking
4. Project Management
5. Elective – 3

**SEMESTER 8**

1. Total Quality Management
2. International Business
3. Knowledge Management
4. Entrepreneurship
5. Elective – 4

# **COURSE OUTLINES (Compulsory Courses)**

## Freshman English – 1

### Course Introduction/Objectives

The objective of this course is to teach English language skills to the business students by introducing various new concepts related to their field of knowledge, and reinforcing the ones they have already learned, because proper communication through *English* is the essential requirement of the present times.

### Learning Outcomes

In specific, the students are expected to learn:

- Grammar Principles
- Active and Passive Voice
- Direct and Indirect Narration
- Writing Paragraphs and Letters
- How to use Dictionary
- How to read for better comprehension
- How to make and deliver effective business presentations

### Course Contents

#### WRITTEN COMPOSITION

- Paragraph Writing
- Letter Writing
- Picture Description
- Picture Story
- Comprehension

#### GRAMMAR

- Introduction to Sentence
  - What is a sentence?
  - Subject & Predicate
  - Types of sentences
    - Simple, Compound, Complex
    - Interrogative, Imperatives, Exclamatory
- Introduction to Phrase & Clause
  - What is a phrase?
  - Types of phrases
  - What is a clause?
  - Types of clauses
- Parts of Speech
  - Introduction & Classification of:
    - Noun, Pronoun, Verb, Adverb, Adjective,
    - Preposition, Conjunction & Interjection
- Verb
  - Active & Passive voice; Mood; Tense
  - Infinitive; Participle; Gerund; Auxiliaries
- Past Tense
  - Simple past

- Past continuous
- Past perfect
- Past perfect continuous
- Present Tense
  - Simple present
  - Present continuous
  - Present perfect
  - Present perfect continuous
- Future Tense
  - Simple future
  - Future continuous
  - Future perfect
  - Future perfect continuous

DIRECT & INDIRECT NARRATION

ACTIVE & PASSIVE VOICE

PUNCTUATION

IDIOMS

DICTIONARY SKILLS

- Pronunciation
- Syllabication
- Etymology
- Usage
- Meaning
- Synonyms/Antonyms

VOCABULARY DEVELOPMENT

- Word formation (prefixes, affixes, suffixes)

READING COMPREHENSION

- Reasons for poor comprehension
- Techniques for good comprehension

BUSINESS PRESENTATIONS & PUBLIC SPEAKING

- Introduction & importance
- Strategies to improve

### **Recommended Books/Reading Material**

1. High School English Grammar & Composition by Wren & Martin, 2015.

### **Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes, Presentations, and Class Participation)

Total: 100 marks

## **Introduction to Computing**

### **Course Introduction/Objectives**

This is a basic course in context of computers and computing. The objectives of this course are to develop awareness of computers' hardware and peripherals, concepts regarding software-its types, basic operations, basic OS concepts, OS installation; develop advanced user level skills in various Application Packages like MS Word, MS Access, MS Excel, MS PowerPoint; set up a computer for World Wide Web connection; and train students regarding use of e-mail to send/receive messages and file attachments as well as to provide concepts of on-line discussion groups.

### **Learning Outcomes**

- After completion of this course, the students are expected to:
- Develop awareness about basic computer hardware and software.
- Know about the concept of operation system and install operating systems.
- Have skills in using MS Word, MS Excel, and MS PowerPoint.
- Know how to set up computer for internet connection as well as use of emails, and technology behind on-line discussion groups.

### **Course Contents**

#### **INTRODUCTION TO COMPUTERS**

- Computer, its characteristics, history, generations of computers
- Use of computer; its advantages and importance
- Computer Hardware and its peripherals. New hardware and peripheral's installation. (Hands-On)
- Basic Architecture of Computer System
- Software – its types, basic operations. General installation guidelines.
- Concepts on Computer Virus, Worms, Hacking, Spam

#### **INTRODUCTION TO OS (MICROSOFT WINDOWS)**

- Basic concepts regarding System Software and OS
- OS (Windows) Installation and Repair
- Using Windows Environment. (Hands-On)
  - Windows XP Features, Desktop, Start Menu, Task Bar, System Tray
  - Control Panel, its basic Icons, Date and Time Settings, Printing
  - Managing Files and Folders, Windows Explorer, Customizing Tool Bars
- Opening Documents/Files, Copying and Moving Files
  - Deleting Files and Folders, Controlling the View Detail Level

#### **WORD PROCESSING BASICS**

- Types of Documents created with a word processing program (MS Word)
- An overview of the menus in MS Word
- Principal features of a word processing program (Hands-On)
- Create and format a business letter
- Create and format a schedule containing a table
- Select and use style features to create new documents
- Use the Help system to answer questions and troubleshoot problems

- Use important Add-on features like Mail Merge, Spell Check, Thesaurus Select and use style features to create new documents

#### SPREADSHEET APPLICATIONS

- Spreadsheet basics, its vocabulary, principles
- Usage of functions, macros, sorting, formatting, generating charts, pivot tables.
- Financial Management related formula's Implementation.
- Statistics related Formula's Implementation
- Cell Formatting, print previewing/printing of selected data
- Insert and name worksheets
- Import spreadsheet reports and charts into word processing documents
- Set up and analyse itemized lists of numbers e.g. various types of budgets/financial statements
- Advance Features, Pivotal Table: Macros etc.

#### PRESENTATIONS – MS POWERPOINT

- Slides shows, types of slides show; Creating simple slide show
- Layout, Designs
- Animations and Transitions
- Playing Slide Show

#### DATABASE APPLICATIONS

- Define the purpose, components of a database.
- Plan a simple two-table database, Tables, Forms, Reports etc.

#### PRESENTATIONS THROUGH POWERPOINT

- Examine purpose, examples of a presentation; explain components of a presentation
- Outline a presentation and apply good design principles
- Apply and modify a design template
- Add clip art, charts, sound to a presentation
- Formatting a slide show; Applying slide background, color, style, transitions – visual, text
- Running a slide show

#### NETWORKS & NETWORKING BASICS

- Use of Networks; Its common types
- Networks and Internet; Security on the Internet – Tools & Tips
- Internet Services
- IT Issues
- Privacy
- Ethics

#### **Recommended Books/Reading Material**

1. Kinkoph, Shery (2013). How to use Microsoft Office. Sams Publishing
2. Grauer, Robert T. & Barber, Maryam (2000). Exploring Office XP, Volume 1. Prentice Hall Publishers.
3. Capron, H. L. (2014). Computers, Tools For An Information Age, Prentice Hall Publishers, 8<sup>th</sup> edition.
4. Discovering Computer (2012); Shelly, G.B. Vermat, M.E, Book Media.
5. MS Office (2003); Shelly, G.B; Cashman: McGraw Hill.

**Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 5 marks, Class Participation: 5 marks, Computer project:  
10 marks)

Total: 100 marks



## **Islamic Studies**

### **Course Introduction/Objectives**

This course is aimed at providing basic information about Islamic studies, enhancing understanding of the students regarding Islamic Civilization, improving students' skill to perform prayers and other worships, and enhancing students' knowledge regarding understanding of issues related to faith and religious life.

### **Learning Outcomes**

After successful completion of this course the students are expected to have knowledge about:

- Basic concepts of Quran and meaning of selected verses from various surah of Holy Quran.
- Life of Holy Prophet (SAW) in Makkah and Madina
- Concepts and history of Sunnah
- Islamic law, culture, and civilization
- Islamic economic, political, and social system

### **Course Contents**

#### INTRODUCTION TO QURANIC STUDIES

- Basic Concepts of Quran
- History of Quran
- Uloom-ul -Quran

#### STUDY OF SELECTED TEXT OF HOLLY QURAN

- Verses of Surah Al-Baqra Related to Faith (Verse No-284-286)
- Verses of Surah Al-Hujrat Related to Adab Al-Nabi (Verse No-1-18)
- Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No-1-11)
- Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)
- Verses of Surah Al-Inam Related to Ihkam (Verse No-152-154)

#### STUDY OF SELLECTED TEXT OF HOLLY QURAN

- Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6,21,40,56,57,58.)
- Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
- Verses of Surah Al-Saf Related to Tafakar,Tadabar (Verse No-1,14)

#### SEERAT OF HOLY PROPHET (SAW) I

- Life of Muhammad Bin Abdullah (Before Prophet Hood)
- Life of Holy Prophet (SAW) in Makkah
- Important Lessons Derived from the life of Holy Prophet in Makkah

#### SEERAT OF HOLY PROPHET (SAW) II

- Life of Holy Prophet (SAW) in Madina
- Important Events of Life Holy Prophet in Madina
- Important Lessons Derived from the life of Holy Prophet in Madina

#### INTRODUCTION TO SUNNAH

- Basic Concepts of Hadith
- History of Hadith
- Kinds of Hadith
- Uloom –ul-Hadith
- Sunnah & Hadith
- Legal Position of Sunnah

#### SELECTED STUDY FROM TEXT OF HADITH

#### INTRODUCTION TO ISLAMIC LAW & JURISPRUDENCE

- Basic Concepts of Islamic Law & Jurisprudence
- History & Importance of Islamic Law & Jurisprudence
- Sources of Islamic Law & Jurisprudence
- Nature of Differences in Islamic Law
- Islam and Sectarianism

#### ISLAMIC CULTURE & CIVILIZATION

- Basic Concepts of Islamic Culture & Civilization
- Historical Development of Islamic Culture & Civilization
- Characteristics of Islamic Culture & Civilization
- Islamic Culture & Civilization and Contemporary Issues

#### ISLAM & SCIENCE

- Basic Concepts of Islam & Science
- Contributions of Muslims in the Development of Science
- Quranic & Science

#### ISLAMIC ECONOMIC SYSTEM

- Basic Concepts of Islamic Economic System
- Means of Distribution of wealth in Islamic Economics
- Islamic Concept of Riba
- Islamic Ways of Trade & Commerce

#### POLITICAL SYSTEM OF ISLAM

- Basic Concepts of Islamic Political System
- Islamic Concept of Sovereignty
- Basic Institutions of Govt. in Islam

#### ISLAMIC HISTORY

- Period of Khlaft-e-Rashida
- Period of Ummayyads
- Period of Abbasids

#### SOCIAL SYSTEM OF ISLAM

- Basic Concepts Of Social System Of Islam
- Elements Of Family
- Ethical Values Of Islam

**Recommended Books/Reading Material**

1. Hameed ullah Muhammad, “Emergence of Islam” , IRI, Islamabad.
2. Hameed ullah Muhammad, “Muslim Conduct of State”.
3. Hameed ullah Muhammad, „Introduction to Islam.
4. Mulana Muhammad Yousaf Islahi,”.
5. Hussain Hamid Hassan, “An Introduction to the Study of Islamic Law” leaf Publication Islamabad, Pakistan.
6. Ahmad Hasan, “Principles of Islamic Jurisprudence” Islamic Research Institute, International Islamic University, Islamabad (1993).
7. Mir Waliullah, “Muslim Jrisprudence and the Quranic Law of Crimes” Islamic Book Service (1982).
8. H. S. Bhatia, “Studies in Islamic Law, Religion and Society” Deep & Deep, Publications, New Delhi (1989).
9. Dr. Muhammad Zia-ul-Haq, “Introduction to Al Sharia Al Islamia” Allama Iqbal Open University, Islamabad (2001).

**Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes/Tests: 10 marks, Assignments: 05 marks, Class Participation: 05 marks)

Total: 100 marks

## **Pakistan Studies**

### **Course Introduction/Objective**

In this course, an introduction to the history of Pakistan is provided with reference to the history of pre independence period. Further, information is provided about the reforms after the independence of Pakistan. This subject also discusses the different presidential eras and what contributions were made by different rulers in various fields of nation's development. The course refreshes students' information regarding Pakistan Studies obtained in previous degrees as well as delivers latest information on current issues facing Pakistan as well.

### **Learning Outcomes**

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

- Develop vision of historical perspective, government, politics, contemporary Pakistan, ideological background of Pakistan.
- Study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan.
- Know current issues / challenges facing Pakistan

### **Course Contents**

#### HISTORICAL PERSPECTIVE

- Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.
- Factors leading to Muslim separatism
- People and Land
  - Indus Civilization
  - Muslim advent
  - Location and geo-physical features

#### GOVERNMENT AND POLITICS IN PAKISTAN

- Political and constitutional phases:
  - 1947-56
  - 1958-71
  - 1971-77
  - 1977-88
  - 1988-99
  - 1999 onward

#### CONTEMPORARY PAKISTAN

- Economic institutions and issues
- Society and social structure
- Ethnicity
- Foreign policy of Pakistan and challenges
- Futuristic outlook of Pakistan

#### CURRENT ISSUES REGARDING PAKISTAN ECONOMY & POLITICAL ENVIRONMENT

### **Recommended Books/Reading Material**

1. Burki, Shahid Javed. State & Society in Pakistan, The Macmillan Press Ltd. 1980
2. Akbar, S. Zaidi. Issue in Pakistan's Economy. Karachi: Oxford University Press. 2000
3. S.M. Burke and Lawrence Ziring. Pakistan's Foreign Policy: A Historical Analysis. Karachi: Oxford University Press, 1993.
4. Mehmood, Safdar. Pakistan Political Roots & Development. Lahore, 1994.
5. Wilcox, Wayne. The Emergence of Bangladesh, Washington: American Enterprise, Institute of Public Policy Research, 1972.
6. Pakistan Current Issues (newspaper articles, latest periodicals/books)

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes/Tests: 10 marks, Assignments: 05 marks, Class Participation: 05 marks)
Total:	100 marks

## Contemporary World

### Course Introduction/Objective

Contemporary business is basically a new course added to BBA program after analysing a need for introductory course about business. The main purpose of developing course is about understanding of business, international trade, agreements and trade of business and major forces shaping business world. The main objectives of course are to provide a comprehensive introduction to key element of business organizations, and providing recent prospective on the main functional area of management; build a foundation of knowledge on current issues regarding business, management and marketing; and merging main concept like management, human resource and finance to clarify understanding about changing trend in business world.

### Learning Outcomes

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

- Have developed about basic concepts in organizations, management, marketing, finance and other business related areas.
- Have gained knowledge about contemporary issues in business functions like corporate social responsibility, business ethics, Islamic work practices, Islamic banking and finance.
- Have developed concepts and gained knowledge regarding international trade, global marketing, integrated marketing communications, e-business, and entrepreneurship.

### Course Contents

#### INTRODUCTION OF CONTEMPORARY BUSINESS

- What is business all about?
- Main department of business
- Ultimate purpose of business
- Profit versus non-profit organizations.
- History of business

#### CURRENT ISSUES IN CONTEMPORARY BUSINESS

- Types of business input.
- Societal business and need for green products
- Case study of (Snuggie Blankets)

#### INTRODUCTION TO MARKETING

- Commodity versus product versus brand
- 4P'S vs. 4
- Making 1<sup>st</sup> P of product mix perfect.
- Selling concept versus marketing concepts
- Purpose of effective marketing
- Case study: L.L Beans

#### INTRODUCTION TO MARKETING STRATEGIES

- Developing a Marketing Strategy.
- Market Segmentation.
- Market targeting

- Market positioning
- Market research
- Case study of Unilever

#### INTRODUCTION TO SERVICE SECTOR IN BUSINESS

- History of services
- Difference between product and service
- Characteristics of services
- Main challenges in services
- Changing trends in services
- Case study of 'United Airlines'

#### INTRODUCTION TO COMPLAINTS IN BUSINESS WORLD

- What is complaint
- How to convert complaint in compliments
- Why Customer complaint?
- How the organization should response to complaints.
- Effective complaint handling can be a source of building relationship with customer
- Case study of 'Pizza Hut'

#### INTRODUCTION OF PRODUCTS

- What is a product
- Types of product
- What is marketing myopia
- Product line decisions
- Line stretching
- Line filling
- Levels of product
- Product life cycle
- Culture blenders while doing international business
- Company case (Unilever)

#### INTRODUCTION TO DISTRIBUTION CHANNELS

- What are the distribution channels?
- Why there is a need of distribution channel?
- Level of distribution
- Channel grouping
- Defining sales territory

#### INTRODUCTION OF HUMAN RESOURCE MANAGEMENT

- Motivating people and labour Relation.
- Recruitment & selecting.
- Orientation, Training & evaluation Relation.
- Compensation.
- Motivating employees.
- Labour management.
- Company case

#### INTRODUCTION TO TEAMS

- Collaboration through Team work and communication.
- Team characteristics.
- Team Cohesiveness.
- Team conflict.

- Form of Communicator.
- Crisis management.

#### INTRODUCTION TO MANAGEMENT

- What is management?
- Importance of planning.
- Vision, mission goals and objective.
- Manages as decision maker.
- Culture of organization.
- Case of Ford Cars.

#### DIRECT AND ONLINE MARKETING

- What is Direct Marketing?
- Form of Direct Marketing.
- Benefit & growth of direct Marketing.
- Customer Database.
- Electronic commerce.
- Online marketing channel.

#### MANAGING BUSINESS IN GLOBAL ENVIRONMENT

- What is global prospective of a company
- Understanding global environment
- How organization go global
- Hofstede's model for assessing culture

#### SOCIAL RESPONSIBILITY AND MANAGERIAL ETHICS

- What is social responsibility?
- Social responsibly and economic performance
- The greening of management
- Value based management
- Managerial ethics

#### ROLE OF INTERNATIONAL TRADE

- Why international trade?
- International trade barriers
- Trade agreement, alliances and organizations
- International business strategies

#### E BUSINESS AND BUSINESS ORGANIZATION

- What is e-business and nature of e-business?
- Sole proprietorship
- Partnership
- Corporation and other types of ownership
- Merger and acquisitions

#### WHAT IS ENTREPRENEURSHIP

- The nature of entrepreneurship and small business
- Why business fails?
- Advantages of entrepreneurship
- Traits needed to succeed in entrepreneurship
- Famous entrepreneur of Pakistan

#### INTRODUCTION TO MONEY BANKING AND FINANCIAL INSTITUTIONS

- Money in financial institutions
- Banking institutions
- Electronic banking



- The securities markets
- Discussing about ‘State Bank of Pakistan’

#### INTEGRATED MARKETING COMMUNICATION STRATEGY

- Steps in developing effective communication
- Setting promotional budget and mix
- The changing face of marketing communication

#### USING TECHNOLOGY, INFORMATION AND ACCOUNTING TOOLS

- Components and types of information system
- Computer networks
- Security and ethical issue affecting information system

#### BEST FINANCIAL PRACTICES

- Uses of accounting information
- The foundation of accounting
- The accounting cycle
- Financial statements

#### OPERATIONAL AND PRODUCTION ASPECTS OF CONTEMPORARY BUSINESS

- The strategic importance of production
- The location decision
- The job of production manager
- Controlling the production process
- Importance of quality
- Case study of ‘Wall Mart’ and ‘Apple’

#### THE GLOBAL MARKETING

- Global marketing in 21 century
- International trade system
- Deciding whether to go international
- Deciding how to enter international market
- Concluding whole semester

#### **Recommended Books/Reading Material**

1. Contemporary Business by David L. Kurtz & Louis E. Boone (latest edition)
2. Principles of marketing by Philip Kotler & Gary Armstrong (latest edition)
3. Management by Stephen P. Robbins and Mary Coulter, 13<sup>th</sup> Edition.

#### **Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Assignments: 5, Quizzes: 5, Final Project: 10)

Total: 100 marks

## **Business Mathematics**

### **Course Introduction/Objective**

This course is designed to acquaint the students with Business Mathematics emphasizing a range of mathematical calculations used in business for making strong business decisions. Students will be introduced to linear equations, mathematical functions, linear, quadratic, exponential function and their application, system of linear equations, matrix operations, simple interest, compound interest, annuities and their present & future value, cost benefit analysis, Practical applications will be emphasized in the course. Learning from this course will be of great help for courses in coming semesters.

### **Learning Outcomes**

After completion of this course, the students are expected to have developed understanding of:

- Basic mathematics, linear equations, Gaussian elimination methods, mathematical functions.
- Quadratic Functions, Polynomial Functions, Exponential and Logarithmic Functions, and Graphing Functions
- Matrix algebra and counting techniques, and mathematics of finance.

### **Course Contents**

#### **BASIC MATHEMATICAL CONCEPTS**

- Expression, Equality and Inequality Concepts
- Business Application and Exercises
- Basic Algebra and Set Theory,
- Linear Equation and their characteristics

#### **LINEAR EQUATIONS WITH 2-VARIABLES**

- Graphical characteristics of linear equations
- Slope Intercept form of linear equations
- The equation of a straight line, Linear Equations with  $n$ -variables

#### **SYSTEM OF LINEAR EQUATIONS**

- Simultaneous Equations
- Simple Elimination Method for 2 variable equations

#### **GAUSSIAN ELIMINATION METHOD-I**

- Solving 2-variable equations

#### **GAUSSIAN ELIMINATION METHOD-II**

- Solving more than two-variable equations

#### **GAUSSIAN ELIMINATION METHOD-III**

- Solving Statement question using *Simple Elimination* and *Gaussian Elimination* method

#### **MATHEMATICAL FUNCTIONS AND TYPES OF FUNCTIONS-I**

- Functions Definition, Nature and Notation of Functions
- Domain and Range, Restricted Domain and Range

#### **MATHEMATICAL FUNCTIONS AND TYPES OF FUNCTIONS-II**

- Types of Functions
- (Linear, Quadratic Cubic, Polynomials, rational Function)

## MATHEMATICAL FUNCTIONS AND TYPES OF FUNCTIONS-III

- Combination of Functions and Composite Functions

## MATHEMATICAL FUNCTIONS AND TYPES OF FUNCTIONS-IV

- Graphing Functions in two dimensions, Vertical line test

## LINEAR FUNCTIONS (APPLICATIONS)-I

- General form and assumptions
- Linear Cost Functions, Linear Revenue Function

## LINEAR FUNCTIONS (APPLICATIONS)-II

- Linear Profit Function

## LINEAR FUNCTIONS (APPLICATIONS)-III

- Break-Even Models and its assumptions

## QUADRATIC, FUNCTIONS-I

- Quadratic Functions and Application

## QUADRATIC FUNCTIONS-II

- Quadratic Revenue, profit and Cost functions

## POLYNOMIAL FUNCTIONS

- Polynomials and Rational Functions
- Characteristic of Exponential and Logarithmic Functions

## EXPONENTIAL AND LOGARITHMIC FUNCTIONS

- Characteristic of Exponential and Logarithmic Functions

## GRAPHING FUNCTIONS

- Quadratic, Polynomial, Logarithmic and Exponential functions

## MATRIX ALGEBRA

- Introduction to matrix, Need in Business, Basic Operation

## MATRIX ALGEBRA-II

- Determinant, Inverse of Matrix

## MATRIX ALGEBRA-III

- Cramer's Rule, Application of matrix in Real life

## COUNTING TECHNIQUES

- Multiplication Principal, Permutation and Combination

## MATHEMATICS OF FINANCE-I

- Simple & Compounding interest, The Power of Compound Growth

## MATHEMATICS OF FINANCE-II

- Single Payment Computations, Compound Amount

## MATHEMATICS OF FINANCE-III

- Present Value, Effective Interest Rates

## MATHEMATICS OF FINANCE-IV

- Annuities and their present value, Size of Annuity, Mortgages

## MATHEMATICS OF FINANCE-V

- Annuities and their present value, Sum of Annuity, Size of Annuity

## MATHEMATICS OF FINANCE-VI

- Cost-Benefit Analysis, Discounted Cash Flow

**Recommended Books/Reading Material**

1. Budnick F.S. (1993). *Applied Mathematics for Business, Economics and Social Sciences* (4<sup>th</sup> edition). McGraw Hill Higher Education.
2. Ernest F. Haeussler. Jr. & Richard S. Paul. (1999). *Introductory Mathematical Analysis for Business, Economics and life & Social Science* (9<sup>th</sup> Edition).

3. Steven T. Karris. 2<sup>nd</sup> edition. Mathematics for business, science, and technology with MATLAB and spreadsheet applications. Orchard Publication.

**Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 10 marks, Assignments: 7 marks, and Class Participation: 3 marks)

Total: 100 marks

## **Freshman English – 2**

### **Course Introduction/Objective**

This course is introduced to students after they have studied Freshman English – 1 course in the previous semester. This course aims at helping the students develop a positive, constructive and practical approach to effective written and oral communication in business and professional settings. This course will teach English language skills to the business students by introducing various new concepts related to their field of knowledge, and reinforcing the ones they have already learned, because proper communication through *English* is the essential requirement of the present times.

### **Learning Outcomes**

After successful completion of this course, the students will learn:

- Precis Writing
- Letter Writing
- Concept of Semantics & Semiotics
- Writing article and book reviews
- How to be an effective listener

### **Course Contents**

#### PRECIS WRITING

- Introduction
- Importance of précis writing (linguistic structure)
- How to arrange thoughts in logical order
- Selection of words (lexicographical impact)
- Exercises

#### LETTERS TO EDITORS

- Usage of letters (Creative & Critical Thinking)
- Developing thought provoking process
- How they can help in policy making

#### THE CONCEPT OF SEMANTICS AND SEMIOTICS WITH SPECIAL REFERENCE TO THE LANGUAGE OF ADVERTISING

- Introduction to language and linguistics
- Branches of linguistics
- How to create effective advertisement
- Impact of cultural norms on the selection of words in advertisement

#### HOW TO WRITE ARTICLE/BOOK REVIEWS

- Introduction
- Importance of reviews
- How to create effective review?

#### HOW TO BE AN EFFECTIVE LISTENER?

- Familiarization with regional dialects and accent
- How to follow different intonation pattern while listening
- How to derive actual content

**Recommended Books/Reading Material**

1. Encyclopedia of linguistics by David Crystal
2. Encyclopedia of Language by David Crystal
3. IELTS. Cambridge University Press.

**Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 5 marks, Assignments: 5 marks, Presentations: 5 marks,  
and Class Participation: 5 marks)

Total: 100 marks

## **Business Statistics**

### **Course Introduction/Objective**

The main task of the course is to develop student's capability in application of statistics to solve business management problems to improve their level of quantitative sophistication for further advanced business analysis.

### **Learning Outcomes**

After successful completion of the course, the students are expected to have learnt:

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.
5. Basic probability concepts and probability distributions as an aid to business decision making.
6. Basic concept of sampling.
7. Simple Regression and Correlation.

### **Course Contents**

#### INTRODUCTION

- Definition of statistics
- Descriptive statistics & inferential statistics
- Statistics application in business

#### DATA CONDENSATION AND PRESENTATION (TABULATION AND GRAPHICAL)

- Data
- The data array and frequency distribution
- Relative frequency distribution
- Cumulative frequency distribution
- Graphical representation
- Pie chart
- Frequency bar chart
- Histogram
- Frequency polygon
- Ogive

#### MEASURE OF CENTRAL TENDENCY FOR UNGROUPED AND GROUPED DATA

- Mean
- Arithmetic mean
- Geometric mean
- Harmonic mean
- Median
- Mode

#### MEASURE OF DISPERSION FOR UNGROUPED AND GROUPED DATA

- Range
- Mean absolute deviation
- Variance

- Standard deviation
- Coefficient of variation

#### INDEX NUMBERS

- Defining an index number
- Un-weighted aggregates index
- Weighted aggregates index

#### PERMUTATION AND COMBINATION

#### PROBABILITY

- Basic concepts
- Additional rules of probability
- Conditional probability
- Multiplication rule of probability

#### MATHEMATICAL EXPECTATION

- Expected value
- Expected monetary value
- Decision criterion & expected utility

#### PROBABILITY DISTRIBUTION

- Basic concept
- Types of probability distribution
- Random variables
- The Binomial distribution
- The Poisson distribution
- The Hyper-geometric distribution
- The Normal distribution

#### SAMPLING AND SAMPLING DISTRIBUTIONS

- Introduction to sampling
- Random sampling
- Simple random sampling
- Systematic sampling
- Stratified sampling
- Cluster sampling
- Sampling distribution for means and proportions

#### SIMPLE REGRESSION AND CORRELATION

### **Recommended Books/Reading Material**

1. Levin I. Richard. (2008). Statistics for Management, 7<sup>th</sup> Edition; McGraw Hill.
2. Wenger Trevor (2013). Applied Business Statistics: Methods and Excel-Based Applications (3<sup>rd</sup> Edition). Juta Legal and Academic Publishers
3. David, S. Moore & George McCabe (1998). Introduction to the Practice of Statistics (3<sup>rd</sup> edition). W. H. Freeman.

### **Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 10 marks, Assignments: 7 marks, Class Participation: 3 marks)

Total: 100 marks



## **Financial Accounting 1**

### **Course Introduction/Objective**

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

### **Learning Outcomes**

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

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

### **Course Contents**

- Introduction to Business, Commerce, Trading, Finance and Financial Institutions. Concept of account, assets, liabilities, revenues, expenses, capital etc. history of accounting
- Introduction to accounting and accounting equation
- The IASB, and financial reporting IFRS-1
- Accounting concepts and conventions: IAS-1
- Recording the business transaction: sources, records and books of original entry journal, ledger
- Accounting & trial balance
- Adjusting entries: contra accounts, accruals and prepayments, adjusting trial balance, financial statements
- Completing the accounting cycle, closing entries: temporary and permanent accounts, post close trial balance, reversing entries and Worksheet, income statement, balance sheet, and statement of owner's equity.
- Special journals for repetitive transaction, their types and formats Subsidiary ledgers and control accounts. for sales, purchases, transactions etc.

### **Recommended Books / Reading Material**

1. Larson, K. D., Wild, J. J., & Chiappetta, B. (2005), "Fundamentals of Financial Accounting", 17th edition, McGraw Hill Irwin.
2. Meigs, B. Walter., Johnson, E. Charles. & Meigs, F. Robert (2003), "Accounting: the basis of Business decisions", 11th edition McGraw Hill.
3. International Accounting Standards Committee Foundation (IASCF) 2005,

- International Financial Reporting Standards (IFRSs), London, United Kingdom.
4. Hall A. James., (2009), Accounting Information System, 6th edition, Thomson South-Western.
  5. Partnership Act-1932
  6. Meigs, B. Walter., Johnson, E. Charles. & Meigs, F. Robert (2003), “Accounting: the basis of Business decisions”, 11th edition McGraw Hill.
  7. ICAP (2004), “Introduction to Financial Accounting”, Module-B, 17 editions, .PBP professional education,
  8. ICMAP (2006), “Fundamentals of Financial Accounting and Taxation”, Stage-1 2nd edition. PBP professional education,

### **Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class Participation: 5 marks)

Total: 100 marks

## Human Psychology

### Course Introduction/Objective

This is a life orientated course of psychology, designed to give the student the factual foundation in techniques and the vocabulary of psychology and general understanding of human behaviour, surveys research and application of psychology in areas of learning, intelligence, motivation, emotion, personality, behaviour disorders, mental health and therapy. Upon completion of this class, the student should be able to demonstrate knowledge concerning the definition of psychology, brain function and how it affects behaviour, learning and memory, and growth and development principals.

### Learning Outcomes

1. To understand some of the main theories of Human Behaviour.
2. To be able to analyse how these theories and empirical evidence can help to understand contemporary Psychological issues.
3. To apply theories to practical problems in organizations in a critical manner.

### Course Contents

#### INTRODUCTION TO PSYCHOLOGY

- The Subfields of Psychology
- A Science Evolves
- Psychology's Key Issues and Controversies

#### PSYCHOLOGICAL RESEARCH

- Conducting Psychological Research
- Critical Research Issues

#### NEUROSCIENCE AND BEHAVIOUR

- Neuron: The basic elements of Behaviour
- Structure of Brain

#### SENSATION AND PERCEPTION

- Thresholds and sensory Adaptions
- Perceptual Organization
- Gestalt Laws of Organization

#### LEARNING

- The basics of Classical Conditioning
- Operant Conditioning and Cognitive Learning

#### MEMORY

- The foundations of memory
- Recalling Long Term Memory
- Forgetting: When Memory Fails
- Diseases related to Memory
- How to improve your Memory

#### COGNITION AND LANGUAGE

- Thinking and Reasoning
- Problem solving: Using Artificial Intelligence.
- Case Studies

#### LANGUAGE, THINKING, AND REASONING

INTELLIGENCE AND IQ TESTING

HUMAN DEVELOPMENT

MOTIVATION AND REWARDS

- Why do individuals work?

MOTIVATION & EMOTIONS

- What are the effects of different reward systems on individual motivation?

STRESS, COPING, AND HEALTH

- Case studies

THEORIES OF PERSONALITY

- Personality Trait

SOCIAL PSYCHOLOGY

- Social Influence and Attitude
- Social Psychology
- Impression Formation and Attribution
- Starbucks Corporation: Case Study in Motivation

PSYCHOLOGICAL DISORDERS

PSYCHOLOGICAL AND BIOLOGICAL TREATMENTS

- Case studies

**Recommended Books/Reading Material**

1. Lilienfeld, S.O. et al. (2014). *Psychology: From Inquiry to Understanding, Third Edition*.
2. Saundra K. Ciccarelli & Glenn E. Meyer (2006). *Psychology (South Asian Edition, 1<sup>st</sup> edition)*, Pearson Education.
3. Robert S. Feldman. (2014). *Understanding Psychology (11<sup>th</sup> Edition)*. McGraw-Hill Education

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Case Study: 5 marks, Class behaviour/participation: 5 marks, Term Report and Presentations: 10 marks)
Total:	100 marks

## Micro Economics

### Course Introduction/Objective

The word micro means the millionth part. When we speak of micro economics or micro approach, what we mean is that it is the small part or component of the whole economy that we are analysing. So micro economics studies the flow of economic resources or factors of production from the resources owners to business firms and flow of goods and services from business firms to households. So micro economics explores how decisions are made and how households and firms interact in the market.

### Learning Outcomes

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

- About the economics of a unit, firm, an industry or even a household.
- How rational decisions are made by firms or industries in order to satisfy their objectives.
- Positive and normative relationships of the economic variables and be able to analyse the effects of a change in one variable on the others.

### Course Contents

- Definitions of economics
- Difference between macro and micro economics
- Scope of economics (positive versus normative economics)
- The basics of supply and demand, law of demand and law of supply, shift in demand and supply, the market mechanism
- Elasticity of supply and demand, short-run versus long-run elasticity, price elasticity of demand, income elasticity of demand, cross elasticity, factors determining elasticity of demand, practical importance of elasticity of demand.
- Theory of consumer behaviour utility, cardinal utility, law of diminishing marginal utility, law of equi-marginal utility, ordinal utility, indifference curve, budget constraints, consumer equilibrium, taste effect, income effect, price effect, consumer surplus
- Theory of production, classical production function, production with two variable inputs. Return to scale. Increasing, decreasing and constant return to scale.
- The cost of production in short-run & long-run. Total cost, total fixed cost, total variable cost, marginal cost, average cost, average variable cost, and average fixed cost. Total revenue, average revenue, marginal revenue. Opportunity cost, explicit cost and implicit cost
- Market structure, concept of firm and industry
- Perfect competition, equilibrium in short-run and long-run of firm and industry, supply curve of firm and industry. Impact of tax or subsidy, imposition of a lump-sum tax, imposition of a specific sales tax. Producer surplus.
- Monopoly, causes of a monopoly, equilibrium of monopolist in short-run and long-run. Imposition of tax A lump sum tax, a profit tax, a specific sales tax. Bilateral monopoly.
- Imperfect competition, duopoly, oligopoly and monopolistic competition
- Price discrimination, economies and diseconomies of scale.

### **Recommended Books/Reading Material**

1. Micro economics by Robert S. Pindyckt
2. Modern Micro Economics by A. Koutsayiannis
3. Modern Economic Theory by K. K. Dewett
4. Intermediate Micro Economics by James P. Quirk
5. Micro Economics by Charles L. Cole
6. Micro Economic Analysis by R. R. Barthal
7. Micro Economics by Paul A. & Samuelson
8. Micro Economics by Campbell & McConnell
9. Basic Economics by James A. Dyal
10. Micro Economics by R. J. Bilas
11. Economics by Stonier & Hague
12. The Economy Today by Bradley R. Schiller

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Term Report and Presentation: 10 marks)
Total:	100 marks

## **Introduction to Management**

### **Course Introduction/Objective**

It is a basic management course with the goal to introduce the students to fundamentals of management. The text books and other accompanying material will give students a broad base of understanding of various types of organizational problems, cultures, structures and the like. Students will learn how to analyse and anticipate the ethical dilemmas that they will face in practical life. The aim of the course is to train the character as well as the professional capabilities of students. The course will cover the fundamental concepts of management planning, organizing, leading and controlling. Specific focus will be on management issues in modern organizations. Case studies will examine actual business situations.

### **Learning Outcomes**

Upon completion of the course, students will be able to:

- Demonstrate an understanding of various management issues in organizations.
- Successfully suggest various planning methodologies as according to nature of an organization.
- Develop analytical and conceptual framework of how people are managed in different organizations
- Learn classical and contemporary motivation theories and leadership concepts and challenges
- Develop effective and efficient management control systems as according to nature of an organization.

### **Course Contents**

#### **INTRODUCTION TO MANAGEMENT & ORGANIZATIONS**

- Basic Concepts: Organization, Management, Managers
- What do Managers Do?
  - Management Functions: Planning, Organizing, Leading, Controlling
  - Managerial Roles
  - Managerial Skills
- Manager & Entrepreneur
- Importance of Management

#### **HISTORY & EVALUATION OF MANAGEMENT**

- Scientific Management
  - Concepts, Contributions and Implications
- General Administrative Approach
  - Concepts, Contributions and Implications
- Human Resource Approach to Management
  - Concepts, Contributions and Implications
- Quantitative Approach
- Systems Approach
- Contingency Approach
- Current Trends & Issues

#### **ORGANIZATION CULTURE & THE ENVIRONMENT**

- The Manager – Omnipotent or Symbolic?

- The Organizational Culture
  - Types and Sources of Organization Culture
  - How an Organization's culture continues?
  - How employees learn culture?
  - How culture affects managers?
- Current Organization Culture Issues facing managers
- The Environment: How does it affect the organization culture?

#### DECISION MAKING

- The Traditional Decision Making Process
- Decision making under rationality/bounded rationality
- Intuitive decision making
- Types of Problems & Decisions
- Decision making styles
- Decision making conditions
- Decision making biases and errors

#### FOUNDATIONS OF PLANNING

- Basics of Planning
- Purposes of Planning
- Planning & Performance
- Types of Goals
- How to develop good plans?
- SMART objectives
- Contemporary issues in planning
- Case Study 1

#### STRATEGIC MANAGEMENT (AN INTRODUCTION)

- Basics about Strategic Management
- Strategic Management Process
- Types of Strategies
- Strategic Management in Today's Environment
- Articles' Presentations/Discussion

#### PLANNING TOOLS & TECHNIQUES

- Techniques for assessing the environment
- Techniques for allocating resources
- Tools for allocating resources
- Contemporary Planning techniques (overview)
  - Overview of Project Management
  - Scenario Planning

#### ORGANIZATION STRUCTURE & DESIGN

- Defining Organizational Structure
  - Work Specialization
  - Departmentalization
  - Chain of Command
  - Span of Control
  - Centralization and Decentralization
  - Formalization
- Organizational Design Decisions
  - Mechanistic and Organic Organizations
  - Contingency Factors



- Common Organizational Designs
  - Traditional Organizational Designs
  - Contemporary Organizational Designs
  - Today's Organizational Design Challenges

#### COMMUNICATION AND IT

- Basics of Communication
- Interpersonal Communication
- Organizational Communication
- Understanding Information Technology(IT)
- How IT affects organizations?
- Communication issues in today's organizations
- Case Study 2

#### HUMAN RESOURCE MANAGEMENT

- Overview of HRM
- Importance of HRM
- The HRM Process
- HR activities and Plans
- Human Resource Planning (HRP)
- Recruitment & Decruitment
- Selection
- Orientation & Training
- Employee Performance Management
- Compensation and Benefits
- Career Development
- Current Issues in HRM

#### UNDERSTANDING GROUPS & TEAMS

- What is a Group?
- Stages of Group Development
- Explaining Work Group Behaviour
- Explaining Work Group Behaviour
- Turning Groups into Effective Teams
- Current Challenges

#### MOTIVATION

- What is Motivation?
- Early Theories of Motivation
  - Maslow's Hierarchy of Needs Theory
  - McGregor's Theory X and Theory Y
  - Herzberg's Two-Factor Theory
- Contemporary theories of Motivation
  - Three Needs theory
  - Goal setting theory
  - Reinforcement theory
  - Equity Theory
- Contemporary theories of motivation
  - Expectancy Theory
  - Designing Motivating jobs
- Current issues in Motivation

#### LEADERSHIP

- What is Leadership?
- Manager & Leader
- Early Leadership Theories
  - Trait Theories
  - Behavioural Theories
- Contingency Theories of Leadership
  - The Fiedler Model
  - Situational Leadership Theory
  - Leader Participation Model
  - Path-Goal Model
- Contemporary Views on Leadership
  - Transformational-Transactional Leadership
  - Charismatic-Visionary Leadership
  - Team Leadership
- Leadership Issues in the 21st century
- Articles' Presentations/Discussion
- Foundations of Control
  - What is Control?/Importance of Control
  - The Control Process
  - Controlling for Organizational Performance
  - Tools for Controlling Organizational Performance
  - Contemporary Issues in Control
- Articles' Presentations/Discussion

### **Recommended Books/Reading Material**

1. Management by Stephen P. Robbins and Mary Coulter, 13<sup>th</sup> Edition.
2. Management: A global, innovative and entrepreneurial perspective, 14<sup>th</sup> edition by Heinz Wehrich, Mark V Cannice, and Harold Koontz.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Presentation: 7 marks, Class Participation: 3 marks)
Total:	100 marks

## Oral Communication

### Course Introduction/Objective

This course belongs to business communication area of management sciences specializing in oral communication. The objectives of this course are to encourage the learners to enjoy the wider range of reading, to orientate the learners to the tradition of writings in English, to display substantial proficiency in oral communication, to enhance their employability in various fields not only in business market but also in fields, such as media, communication, teaching, competition exams, and other relevant fields.

### Learning Outcomes

In specific, the learners would also be able to:

- Develop confidence, independence, and ability to reflect and speak persuasively.
- Express ability to respond and interpret effectively.
- Become dynamic speakers and presenters
- Improve pronunciation and developing neutral accent as compared to regional accent.
- Develop and maintain the sense of confidence and self-worth.
- Objective participation in meetings, seminars, debates and discussion panels.

### Course Contents

- Introduction of course and grammar in context
- Tense, use of articles, preposition and different sentence patterns
- Introduction to Oral Communication, barriers and their solutions.
- Oral Communication Skills (Listening and Speaking)
- Formal, semi-formal and informal communication.
- Situational Exercises in expressing ideas/opinions on topics related to students' lives and experiences.
- Non-traditional grammar
- Confidence building and removing stage fright
- Minutes of Meeting
- Paragraph writing (topic sentence and supporting details)
- Vocabulary building skills ( Prefixes, suffixes and stem words)
- Dynamic Presentation Skill
- How to make presentation/control of stage fright, general guidance and allocation of topics to students.
- Comprehend and use of English inside and outside the classroom for social and academic purposes
- Aspirated Sounds
- British and American English and their usage in business environment
- Recognizing and interpreting the tone and attitude of the speaker and content writer (You attitude)
- Developing an outline for an essay and writing different kinds of essay (descriptive and narrative)
- Preparing for interviews (scholarship, job, placement for internship, etc.)
- Writing formal letters.

- Writing different kinds of applications (leave, job, complaint, etc.)
- Preparing a Curriculum Vitae (CV)
- Persuasive Speaking and Visual Aids. Oral communication in e-mail and on internet, Group discussion /panel discussion /role of moderator
- Communication and Ethical Issues
- Communication in personal selling.
- Verbal and Non Verbal Communication
- Accent, strategies to overcome regional accent and developing neutral accent
- Pronunciation, strategies to improve pronunciation
- Picture talk and debates
- Panel discussion and Role Play

### **Recommended Books/Reading Material**

1. Effective Business Communication by Herta A. Murphy (latest edition)
2. Effective Communication by Ron Ludlow/Fergus Panton (latest edition)
3. English Survival Kit (British University College)

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 4 marks, Assignments: 4 marks, Presentation: 7 marks, Class Participation/Discussion: 5 marks)
Total:	100 marks

## Logic

### **Course Introduction/Objective**

The objective of this course is to sharpen the intellect of the students, develop their reasoning ability, strengthen their understanding, and promote clear thinking.

### **Learning Outcomes**

Students in this course will develop the ability to:

- Analyse arguments critically. This entails both the recognition of good arguments and the identification of fallacies (logical errors)
- Use classical propositional logic as the simplest tool for analysis of arguments
- Identify alternatives to classical propositional logic from the philosophical literature and from applications to reasoning tasks
- Apply analytical tools to reasoning in a variety of real life contexts.

Additionally, students are expected to learn forms of argument, forms of common argumentative fallacies, formal deductive systems (classical logic, its extensions and its alternatives), characteristics of inductive and scientific reasoning (in contrast to deductive reasoning).

### **Course Contents**

- Introduction to Logic
- Science of problem Solving
- Logical and Illogical thinking
- Argument and Non Argument
- Use and Importance of Induction
- Critical thinking
- Logic and Language
- Confirmation, Induction and Science
- Deductive and Inductive Arguments
- Argument Forms
- Critical Vs. Creative Thought
- Critical thinking
  - Critical thinking and Validity of thought
- Basic logical concepts
  - Proposition and Sentence
  - Proposition and its Analysis
  - What is an Argument
  - Argument forms
- Argument and Non Argument
  - Well-crafted Argument
  - Premises
  - Deduction and Validity
  - Induction and Probability
- Validity, truth, soundness, strength, cogency and reasoning.
  - Three basic functions of language
  - Forms of discourse

- Introduction to Symbolic Logic
  - Translating Statement and punctuation Negation, Conjunction and Disjunction
- Argument Forms
  - Some common Valid Argument forms
  - Some common invalid Argument forms
  - Categorical proposition and Classes
  - Quality, quantity and Distribution
- Paradox, dilemma and fallacy
  - General schema of standard form
  - Categorical proposition
  - Standard form Categorical Syllogisms
  - Major, minor and middle terms
  - Mood
  - figure
- Method of Deduction
  - Formal proof of Validity
- Nature of Inductive argument
  - Science and induction
- Short Definitions related to Logic
- Proof of invalidity
  - Introduction to quantification theory
  - Quantification
  - Traditional subject-predicate proposition
- Argument by Analogy
- Refutation by Analogy

**Recommended Books/Reading Material**

1. Logic by Rstall, G., Hurley P.J., Copi I.M., Vaughul L. (latest edition)
2. Introduction to Logic by M. Sulman Khan.
3. Introduction to Logic by Irving M. Copi, Carl Cohen, & Kenneth McMahan (14<sup>th</sup> edition).

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional marks	20 (Quizzes: 5 marks, Assignments: 5 marks, Term Report and Presentations: 10 marks)
Total:	100 marks

## Foreign Language (Arabic)

## اغراض ومقاصد

- ۱- عربی زبان کی تاریخی اور دینی اہمیت سے واقفیت حاصل کرنا۔
- ۲- عربی زبان پڑھنے سے قرآن وحدیث اور ادعیہ کے معنی اور مفہوم کو سمجھنا۔ عربی حروف کی صحیح ادائیگی کرنا۔
- ۳- چاروں لغوی مہارتوں یعنی پڑھنے، لکھنے، سننے اور بولنے پر عبور حاصل ہونا، یہاں تک کہ وہ روزمرہ زندگی کی ضروریات کو پورا کرنا۔
- ۴- عرب ممالک، عرب اقوام، ان کے رسم و رواج، آداب، عادات و اطوار، ثقافت اور فنون کے بارے میں عام معلومات حاصل کرنا۔
- ۵- طار۔ ممالک، عرب اقوام، ان کے رسم و رواج، آداب، عادات و اطوار، ثقافت اور فنون کے بارے میں عام معلومات حاصل کرنا۔

## حصہ اول: عربی زبان کی تاریخ، انشاء و قواعد

## عربی زبان کی تاریخ

- زبان کی تعریف، عربی زبان کی تاریخ و اہمیت - فہم قرآن اور علوم اسلامیہ کے حوالہ سے عربی کی اہمیت
- اردو کے حوالہ سے عربی کی اہمیت - عرب ممالک کا تعارف - عربی لغت (ڈکشنری) کا تعارف اور اس کا استعمال

القراءة: ۱- حجرة الدراسة ۲- الأعداد ۳- العلامة محمد اقبال  
الحوارات:

- ۱- التعارف بين الطالبين ۲- التعارف بين الطالبين
  - ۳- الحوار حول باكستان ۴- الحوار في المطار
  - ۵- الحوار عند الطبيب ۶- الحوار في السوق عند الخضري
- درخواستیں:
- ۱- طلب الاجازة الى مدير الكلية (پرپل کے نام بوجہ بیماری/ضروری کام چھٹی کی درخواست)
  - ۲- طلب التعيين كمدرس (بطور ٹیچر تعیناتی کے لئے درخواست)
- عربی گرائمر:
- حروف تہجی، حروف سنی حروف قمری، حروف استفہام، حروف جارہ، جملہ اسمیہ و فعلیہ، مرکب اضافی، مرکب توصیفی، گنتی، ضمائر مرفوعہ منفصلہ (هو، هما، هم)، اسم اشارہ قریب و بعید، اسم معرفہ و نکرہ، مذکر و مؤنث، مفرد،ثنیہ، جمع، فعل ماضی، فعل مضارع (معروف و مجهول)، فعل امر، فعل نہی، حروف مشبہ بالفعل، چھ ابواب ثلاثی مجرد کا تعارف۔
- حصہ دوم: نشرو نظم

منتخب سورتیں: سورة الفاتحة، سورة الاخلاص، سورة الفلق، سورة الناس  
منتخب احادیث:

- ۱- عن ابن عمر رضي الله عنهما قال قال رسول الله صلى الله عليه وسلم: "بني الإسلام على خمس شهادة أن لا إله إلا الله وأن محمداً رسول الله وإقام الصلاة وإيتاء الزكاة والحج وصوم رمضان". (مشكاة)
- ۲- عن أبي هريرة رضي الله تعالى عنه قال قال رسول الله صلى الله عليه وسلم: "حق المسلم على المسلم خمس: رد السلام، عيادة المريض، اتباع الجنائز، إجابة الدعوة، تسميت العاطس". (متفق عليه)

منتخب دعائیں:

- (۱) أَعُوذُ بِاللَّهِ مِنْ دُعَاءٍ لَا يُسْمَعُ وَمِنْ قَلْبٍ لَا يَخْشَعُ وَمِنْ عِلْمٍ لَا يَنْفَعُ
- (۲) ربنا اتنا في الدنيا حسنة ---- (۳) رب زدني علما

- |      |   |      |                               |
|------|---|------|-------------------------------|
| (١)  | أُوتِيَتْ جَوَامِعَ الْكَلِمِ   | (٢)  | الْمَرْءُ مَعَ مَنْ أَحَبَّ   |
| (٣)  | مَا هَلَكَ امْرُؤٌ عَرَفَ قَدْرَهُ  | (٣)  | الْمُسْتَشَارُ مُؤْتَمَنٌ     |
| (٥)  | خَيْرُ النَّاسِ مَنْ يَنْفَعُ النَّاسَ  | (٦)  | خَيْرُ الْأُمُورِ أَوْسَطُهَا |
| (٤)  | الظُّلْمُ ظُلُمَاتٌ يَوْمَ الْقِيَامَةِ   | (٨)  | الصلاة عماد الدين             |
| (٩)  | الدين النصيحة   | (١٠) | مآعال من اقتصد                |
| (١٠) | أَعُوذُ بِاللَّهِ مِنْ دُعَاءٍ لَا يُسْمَعُ وَمِنْ قَلْبٍ لَا يَخْشَعُ وَمِنْ عِلْمٍ لَا يَنْفَعُ |      |                               |

الحكم العامة (عام حكمت و دانش کی باتیں)

- |    |                             |    |                             |
|----|-----------------------------|----|-----------------------------|
| ١. | هل جزاء الاحسان الا الاحسان | ٢. | خيرا الكلام ما قل ودل       |
| ٣. | الاتحاد قوة                 | ٣. | لا يكلف الله نفسا الا وسعها |
| ٥. | من صبر ظفر                  | ٦. | قل الحق ولو كان مرا         |
| ٤. | علم بلا عمل كشجرة بلا ثمر   | ٨. | لكل عمل ثواب ولكل كلام جواب |

نظم:

١- قال سيدنا حسان بن ثابت في مدح الرسول ﷺ:

وَأَحْسَنَ مِنْكَ لَمْ تَرَ قَطُّ عَيْنِي      وَأَجْمَلَ مِنْكَ لَمْ تَلِدِ النَّسَاءُ  
خَلَقْتَ مُبْرَأً مِنْ كُلِّ عَيْبٍ      كَانَتْ قَدْ خَلَقْتَ كَمَا تَشَاءُ

## 2- العربية لغة القرآن

العربية هاهي أجمل اللغات  
كيف لا! وهى لغة القرآن  
حياة حلوة خالدة صالحة  
صوت العالم في كل زمان  
المسلم فخور بها وبمعاليمها  
قد أنزل الله بها القرآن  
ذات رسالة عالية خالدة  
لجميع في كل زمان ومكان  
مرصعة بالعلوم والفنون والقواعد  
وهاهى لغة القرآن  
لغة الوحي المنزل بروح  
القدس الأمين بأعلى مكان



وَهَاهِي أَرْوَعٌ وَأَحْلَى اللُّغَاتِ  
وَكَمْ مِنْ عَظْمَةٍ! هِيَ لُغَةُ الْفِرْقَانِ  
حَافِلَةٌ بِالْمَعَارِفِ وَالْمَخَازِنِ وَالْكُنُوزِ  
مُزَيَّنَةٌ بِاللُّؤْلُؤِ وَالْيَاقُوتِ وَالْمَرْجَانِ

### 3. الصين لنا من شعر محمد اقبال

الصَّيْنُ لَنَا، وَالْعَرَبُ لَنَا وَالْهِنْدُ لَنَا، وَالْكُلُّ لَنَا  
أَضْحَى الْإِسْلَامُ لَنَا دِينًا وَجَمِيعُ الْكُونِ لَنَا وَطْنَا  
تَوْحِيدُ اللَّهِ لَنَا نُورٌ أَعَدَدْنَا الرُّوحَ لَهُ سَكْنَا  
الْكُونُ يُزُولُ وَلَا تُمَحَى فِي الدَّهْرِ صَحَائِفُ سُودَدِنَا  
بُنِيَتْ فِي الْأَرْضِ مَعَابِدُنَا وَالْبَيْتُ الْأَوَّلُ كَعَبْتُنَا  
هُوَ أَوَّلُ بَيْتٍ نَحْفَظُهُ بِحَيَاةِ الرُّوحِ وَ يَحْفَظُنَا  
فِي ظِلِّ الدِّينِ تَرَبَّيْنَا وَبَنَيْنَا الْعِزَّ لِذَوَلَّتِنَا  
عَلَّمَ الْإِسْلَامَ عَلَى الْأَيَّامِ شِعَارُ الْمَجْدِ لِمَلَّتِنَا

مروجہ علوم، مشہور پھلوں، سبزیوں، رنگوں، مہینوں، پھلوں، موسموں، رشتہ داروں اور دیگر اہم و ضروری اشیاء کے عربی نام

مجوزہ کتب:

العربية بين يديك: مصورة مطبوع آزاد بك ڈپو، لاہور  
جامع القواعد العربية: الدكتور الحافظ عبدالرحيم، جناح بك سنٹر، ملتان  
عربی کا معلم مولوی عبدالستار چارحصہ  
الطريقة العصرية الدكتور عبدالرزاق سائدر  
فتنشنل عربی الدكتور الحافظ عبدالرحيم، مكتبه قاسميه، ملتان

#### Course Evaluation

Midterm exam:	30 marks
Final exam:	50 marks
Sessional marks	20 marks (Quizzes: 5 marks, Assignments: 8 marks, Class Participation/Oral quizzes & Exercises: 7 marks)
Total:	100 marks

## **Introduction to HRM**

### **Course Introduction/Objective**

Human Resource Management (HRM) provides a comprehensive overview of the Human Resource function within organizations. The course offers an optimum blend of theory and practice to effectively prepare students for careers in both private and public sectors. The course begins with topics that provide the groundwork for an appreciation of all managerial functions within an organization. The human resource function is examined in detail before studying advanced subjects that offer a more strategic perspective to help shape an organization through staff planning, job analysis and design, appraisal of staff performance and assessment of training needs. These are complemented by other subjects that relate to the human resource function such as industrial relations, and legal and ethical issues in management.

### **Learning Outcomes**

Organizations succeed through efficient and effective use of resources; central to the resources is human resources. It is therefore imperative to know how organization maintain & retain its human resources. The course is designed to give students insight of theoretical perspective, concepts, issues and practices in human resource management. Through this course, the students are expected to learn:

- The basic principles behind major HR functions
- HR Practices; their planning, execution, and control.
- Trends and challenges facing managers in Pakistan
- How HRM is related to the success of the business

### **Course Contents**

- Introduction to HRM
- Human Resource Planning
- Job Design and Analysis
- Recruitment & Selection
- Motivation & Reward System
- Career Planning & Development
- Training & Development
- Performance Appraisal
- Compensation Management
- Employee Relations
- Employee Health and Safety
- Ethical issues in HRM

### **Recommended Books/Reading Material**

1. Garry Dessler (2012). Human Resource Management (13<sup>th</sup> edition). Prentice Hall.
2. Dale S. Beach (1991). Personnel: The Management of people at work (5<sup>th</sup> edition). Macmillan Publishing
3. William B. Werther & Keith Davis Human Resource & Personnel, (latest edition).

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional marks	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report and Presentations: 10 marks)
Total:	100 marks

## Macro Economics

### Course Introduction/Objective

Macroeconomics is the study of overall behaviour of the consumers, businesses, and government. It is particularly concerned with the problem of unemployment, inflation and increasing economic growth.

### Learning Outcomes

Many exciting research developments occurred in the macroeconomics in the past 20 to 30 years. Their influence is everywhere in this discipline. The traditional macroeconomics still is important but ideas like models of expectations have given a new direction to research in this discipline. Modern economists have given no place to Keynesian and monetarists. The students after having a thorough study of the Macroeconomics may make up their mind about the pace of traditional economic theory in the modern sector.

### Course Contents

- Macroeconomics and its key concepts
- National income accounting, gross domestic product, gross national product, net national product
- National income, personal income, personal disposable income
- Measurement of national income
- Case Study 1 (The Quality of Life)
- Foundation of Classical Macro System Say's Law
- The quantity theory of money
- The Cambridge cash balance equation
- Commodities market & income; the consumption function, the saving function
- Relationship of MPS & MPC
- The investment function, basic Keynesian model (2 sector economy)
- The multiplier concept. Leakage & Injection
- Keynesian three sector model
- Complete Keynesian model
- Article 1 (Overview of Household energy consumption trends in Asian and Pacific Region)
- Production possibility curve
- Using production possibility curve to explain basic concepts
- Unemployment, inefficiency, and innovation
- An increase in labour, education, and training (as a source of economic growth)
- Types of unemployment
- Full employment, the nature of business cycle
- Article 2 (Nonstandard forms and measures of employment and unemployment in transition: A comparative study of Estonia, Romania, and Russia)
- The aggregate supply/aggregate demand model
- Equilibrium of aggregate supply/aggregate demand model
- Inflation: types of inflation
- Stagflation, Philips curve

- Money, interest & I.S.-LM approach to aggregate expenditure
- Construction of I.S., L.M. Curve
- Equilibrium of I.S., L.M. Curve
- Consumption behaviour: Theories of consumption. The absolute income hypothesis
- The permanent income hypothesis
- The life cycle hypothesis
- Case Study 2 (Role of SMEs in the Economy of Pakistan: A critical Analysis)
- International trade & macroeconomics
- Foreign market: flexible exchange rate, fixed exchange rate
- Balance of trade
- Balance of payment
- Acceleration principle
- Article 3 (The impact of domestic credit deficit and changing exchange rate regime on foreign reserves of Pakistan)
- Money & Banks
- Creation of money, the money multiplier
- The federal reserve system
- Article 4 (Changes in payments markets, past, present, and future: A comparison between Australia and the UK)
- Monetary Policy
- Fiscal Policy

### **Recommended Books/Reading Material**

1. Macroeconomics by Charles D. DeLorme
2. The Economy Today by Bradley R. Schiller
3. Basics Economics by James A. Dyal
4. Economics by Paul A. Samuelson
5. Modern Economics Theory by K. K. Devit
6. Macro Economics by Branson and Litvick
7. Macro Economics Theory by Gordon Brunchild & Roberty H. Burton
8. Macro Economics: Analysis & Policy by Lioyd G. Reynolds
9. Macro Economics by M. J. Artists
10. Current Economics Issues in Pakistan

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional marks	20 (Quizzes: 10 marks, Term Report and Presentations: 10 marks)
Total:	100 marks

## **Financial Accounting 2**

### **Course Introduction/Objective**

This course is offered as an extension of Financial Accounting 1 course and for the students who have prior accounting knowledge. Therefore, this course deals with comparatively advance topics in accounting. The objectives are to familiarise students with advance accounting practices and standards in contemporary business world.

### **Learning Outcomes**

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

1. To understand plant asset and natural asset management in accounting.
2. To understand the partnership, corporation related accounting.
3. To understand the application of accounting electronically.
4. To understand the management of inventory in accounting records and so as per contents.

### **Course Contents**

- Accounting for merchandising concerns: purchase, sales, discounts, returns and allowances, FOB destination and shipping point, cost of goods sold, completing the accounting cycle, financial statement formats.
- IAS-2 Inventories, types and its evaluation.
- Inventories and its types, inventory costing under perpetual and periodic systems, financial statement effects of costing methods, inventory errors and decision analysis.
- Internal control, its types, purpose and limitations, control of cash, banking activities as controls, bank statement, bank reconciliation, Cash book.
- Accounting for accounts receivables, notes receivables, its recognition and disposition, bad debts, direct and allowance approach, provision and reserve
- Accounting for fixed assets; property plant and equipment, cost determination of fixed assets, accounts for assets acquired in non-monetary exchanges, disposal of fixed assets.
- Depreciation; purpose, process and calculation of depreciation, depletion and amortization, impairment of assets and revision of depreciation. Natural resources & intangibles
- Current liabilities
- Partnership accounts with reference to Partnership Act-1932 Formation, admission, retirement, death, profit distribution and dissolution.
- Companies' accounts
- Corporation, Companies' formation, recording of issue of shares.

### **Recommended Books/Reading Material**

1. Larson, K. D., Wild, J. J., & Chiappetta, B. (2005), "Fundamentals of Financial Accounting", 17th edition, McGraw Hill Irwin.
2. Meigs, B. Walter., Johnson, E. Charles. & Meigs, F. Robert (2003), "Accounting: the basis of Business decisions", 11th edition McGraw Hill.
3. International Accounting Standards Committee Foundation (IASCF) 2005,

International Financial Reporting Standards (IFRSs), London United Kingdom.

4. Hall A. James., (2009), Accounting Information System, 6th edition, Thomson South-Western.
5. Partnership Act-1932
6. Meigs, B. Walter., Johnson, E. Charles. & Meigs, F. Robert (2003), “Accounting: the basis of Business decisions”, 11th edition McGraw Hill.
7. ICAP (2004), “Introduction to Financial Accounting”, Module-B, 17 editions, .PBP professional education,
8. ICMAP (2006), “Fundamentals of Financial Accounting and Taxation”, Stage-1 2nd edition. PBP professional education.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional marks	20 (Quizzes: 10 marks, Assignments: 10 marks)
Total:	100 marks

## **Business Communication**

### **Course Introduction/Objective**

This course focuses on techniques of successful communication in the business world. It introduces strategies for various business situations including memos, letters, meetings, presentations, reports, electronic correspondence, creative business writing, and the job application process and negotiation skills. The course also examines methods of organizing and presenting information and of developing a professional communication style.

### **Learning Outcomes**

This course is designed to develop students' professional communication skills. As a result of this course, students are expected to:

- Understand the importance of effective communication in a business setting.
- Understand and utilize the basic forms (e-mail, memos, letters, informal and formal reports, and informal and formal presentations) that are used in effective business communication.
- Write well-organized and effective business memos, letters, and reports.
- Reinforce and further develop presentation skills in order to deliver professional presentations.
- Understand and use computer-aided communication including e-mails and presentation software.
- Work effectively in a team to improve communication skills and to prepare and present group projects.
- Polish standard English skills used in writing and speaking to enhance professional communication.

### **Course Contents**

- Effective Communications in Business
  - Importance & Benefits of Effective Organizational Communication
  - Components of Communication- Communication Model
  - ( internal, external, vertical, horizontal and lateral communication)
  - The Language of Business
- The Seven C's of Effective Communication in Business Writing
  - Completeness, Conciseness, Consideration,
  - Concreteness, Clarity, Courtesy, Correctness
  - You-Attitude
  - Exercises
- Business Communication and the Technology Context.
  - Email and other technologies being used in businesses.
  - Managing information outside organizations.
- The Process of Preparing Effective Business Messages



- Five Planning Steps
- Beginnings & Endings
- Composing the Message
- The Appearance and Design of Business Messages.
  - Business Letters, Memos, Special Timesaving Message, Media
- Good News and Neutral Messages
  - Organizational Plan
- Favourable Replies
  - Answering Queries/Granting Requests/Approving Credit
  - Neutral Messages
  - Announcements
  - Transmittals
- Bad News messages
  - The Right Attitude
  - Plans for Bad News Messages, Negative Replies to Requests
  - Unfavourable, Unsolicited Messages, Refusing Claims and Adjustments. Non Conformity to Rules
- Persuasive Written Messages
  - Organization of Persuasive Messages
  - Persuasive Requests
  - Persuasive Sales Letters
- Strategies for Successful Speaking and Successful Listening
- Strategies for Successful Informative and Persuasive Speaking
- Strategies for Business & Group Meetings
  - Background Information on Groups
  - Purposes & Kinds of Meetings
  - Writing Agendas and Minutes of Meetings
  - Solving Problems in Meetings or Groups
  - Leadership Responsibilities in Meetings
  - Participant Responsibilities in Meetings
  - Exercise (meetings conducted in a group of 4-5 students on any business related topic)

### **Recommended Books/Reading Material**

1. Effective Business Communication, Herta Murphy, Jane P. Thomas, (latest Edition).
2. Court Bovee, John Thill, Business Communications Essentials, Prentice Hall, (latest Edition).
3. The course will also comprise of readings and articles from other sources, such as Business Journals. The material will be made available from the instructor.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Class Participation/Discussions/Performance in class exercises: 10 marks)
Total:	100 marks

## **Pakistan Economics**

### **Course Introduction/Objective**

The objective of the course is to teach the concept of agricultural, industrial banking and different sector of Pakistan economy and the impacts of these sectors on economic development process. The course offers understanding about Pakistan foreign economic relations, contribution of trade in GDP of Pakistan, Pakistan imports and exports in the content of current economic survey, capital market of Pakistan instruments and ways of their working. Further, information is provided about the role of state bank of Pakistan, nationalization and privatization of banks and their challenges, monetary policy and monetary management of Pakistan, qualitative and quantitative tools of monetary policy, inflation and their causes, the tools of fiscal policy to overcome the inflationary and deflationary gap, The course also covers contents regarding population welfare and family planning programme, the evaluation of population welfare, and the effects of education on economic developments.

### **Learning Outcomes**

- After successful completion of this course, students are expected:
- To develop understanding about key sectors of the economy of Pakistan and contemporary issues in agriculture, industry financial and social sector.
- To understand current policies in trade, commerce, fiscal and monetary policy.
- To have comprehensive knowledge about current statistics of various aspect of economy.

### **Course Contents**

#### INTRODUCTION OF PAISTAN ECNOMY

- What is economy of Pakistan, how does it relate with production, consumption and exchange of goods and services.

#### CHALLENGES OF PAKISTAN ECONOMY

- What are the challenges face to Pakistan economy which relate to economy saving, consumption exports, imports government spending and expenditure, world trade social indicators, political stability water and energy shortages crisis of governance

#### PROSPECTUS SOLUTIONS IMPROVE ECONOMY

- How can we improve our economy main focus on human capital, modern technology, young labour force, decentralization?

#### AGRICULTURE SECTOR

- Major crops irrigated and un-irrigated area agriculture inputs

#### IMPORTANCE OF AGRICULTURA SECTOR IN ECONOMY DEVELOPMENT OF PAKISTAN

- What is important of agriculture sector? The eight steps given in importance of agriculture which are income, employment indirect employment foreign exchange raw material supply of food supply of workers market for manufacture.

#### PROBLEMS AND SOLUTIONS OF PAKISTAN AGRICULTURE SECTOR

- What are the problems? What are the solutions of Pakistan agriculture sector?

#### INFLATION

- What is inflation measurement and consequences of inflation
- Types, effects of inflation unemployment and Philips

## GROSS DOMESTIC PRODUCT

- What is GDP, composition of GDP, growth rate of GDP per capita, GDP economic indicator, consumption, investments government expenditure net exports?

## FISCAL POLICY

- What is fiscal policy? Instruments of fiscal policy?

## MONETARY POLICY

- What is monetary policy tool of monetary policy role of state bank of Pakistan in money supply, open market operation, bank rate and required reserve ratio

## INDUSTRIAL SECTOR

- What is the importance of industrial sector in Pakistan economy? Causes of industrial backwardness

## INDUSTRIAL DEVELOPMENT

- Small, medium and large scale industries, major industries, employment, capital output ratio industrial policy and prospectus

## POPULATION

- Population trend, what is birth rate, fertility rate, infant mortality rate? Rural urban migration make female ratio. Life expectancy and population payment

## EDUCATION

- What is the importance of education in Pakistan economy what are the effects of education in economic development
- Number of male/female education institutions, student enrolment? Teacher's student ratio, literacy ratio, education policy.

## HEALTH

- Number of hospital, number of medical colleges, major disease access to clean water and sanitation

## SERVICES INDUSTRY

- Major services, hotels and motels, tourism and transpiration

## FOREIGN TRADE

- What is trade? What is the importance of trade?
- Which are the benefits of foreign trade. Major imports and exports commercial policy, what is the difference between tariffs and quota. What is exports subsidies ad rebate?

## BANKING

- What is the importance of banking system in economic development?
- Commercial banking non-banking financial institutions, insurance companies, Multan funds investment banks, consumer banking and interest free banking

## LABOUR FORCE

- What is labour force? Why labour force important for production process?
- Male, female participation skilled/unskilled workers rural/urban, self-employed persons, manpower planning

## CAPITAL MARKET

- What is the importance of capital? What is the major role of capital market in the economy
- Store exchange and their functioning role of security, exchange commission of Pakistan, stock index, foreign portfolio investment
- What is the role of capital market in production process

## INFRASTRUCTURE

- What is the role of capital market in production process
- What is the importance of infrastructure in development of country
- Importance of roads and railways in development of country

- Importance of airplanes merchants ships, telephone radio, T.V. print media and internet

**Recommended Books/Reading Material**

1. Dr. Muhammad Hussain Chaudhry, Economic Theory V.2
2. Kh. Amjad Saeed, Pakistan Economics

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes/Assignments/Class Participation: 10 marks, Presentation/Discussion on current issues: 10 marks)
Total:	100 marks

## **Principles of Marketing**

### **Course Introduction/Objective**

This course provides an introduction to all aspects of marketing, including strategic marketing planning, marketing research, product planning and development, promotion planning, distribution and pricing. It provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle processes of research, planning, organization, implementation and control. The latter part of the program examines the process of marketing management in different sectors of Pakistan's economy.

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge about:

- Fundamental marketing concepts and marketing strategies
- Various types of markets and customer purchase behaviours
- Marketing mix elements
- Marketing channels and their types
- Social responsibility and ethics in marketing

### **Course Contents**

#### INTRODUCTION TO MARKETING

- The Concept of Marketing
- The Marketing Manager's Job
- The basics of marketing: what it is, why it is important, the importance of a customer/competitor orientation

#### CREATING & CAPTURING COSTUMER VALUE

- Understanding how and why consumers (individuals) make purchasing decisions

#### THE CHANGING MARKETING LANDSACPE

- Market segmentation
- Secondary sources of information useful for segmentation

#### COMPANY & MARKETING STRATEGY

- A Strategic Framework
- Marketing Research
- Consumer Behaviour and Analysis

#### MARKETING MIX

- Communications and Advertising Strategy
- Channels of Distribution
- The Personal Sales Channel
- Pricing
- Sales Promotion

#### DESIGNING BUSINESS PORTFOLIO

- Organizational Buying Behaviour

#### CONSUMER AND MARKET BUYING

- The differences between consumer and organizational (business-to-business) buying behaviour

#### ANALYSING THE MARKETING ENVIRONMENT: THE MACRO ENVIRONMENT

GLOBAL MARKETING, SUSTAINABLE MARKETING RELATIONSHIP MARKETING

- Customer Relationship Management
- Strategies for Service Markets

MASS CUSTOMIZATION

- Global Marketing Strategies
- New Product Development

SOCIAL RESPONSIBILITY & ETHICS, MARKETING STRATEGIES, GROWTH STRATEGIES

NEW PRODUCT DEVELOPMENT & PLC STRATEGIES, PRICING STRATEGIES

- The product life cycle, and product line management

MARKETING CHANNELS, RETAILING & WHOLE SELLING AND PERSONAL SELLING

- Channel structure and management.
- Using the Internet as a channel, multi-level marketing, direct marketing, and current issues in supermarket retailing

EVOLUTION MARKETING, GE MULTI FACTORIAL ANALYSIS, GREY MARKETING

- Communications and Advertising Strategy
- It covers the basic communications model and emphasizes how it is changing due to the Internet and the Web

OFFENSIVE DEFENSIVE FLANKING, COUNTER ATTACK MARKETING, GUERRILLA MARKETING

SALES PROMOTION CREATING COMPETITIVE ADVANTAGE

- The Personal Sales Channel
- Personal selling as a mixture of communications and distribution

**Recommended Books/Reading Material**

Philip T. Kotler & Gary Armstrong (2016). Principles of Marketing, 16<sup>th</sup> edition, Pearson Education Inc.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes/Assignments/Class Participation: 05 marks, Project Report and Oral Presentation: 15 marks)
Total:	100 marks

## **Business Finance**

### **Course Introduction/Objective**

This course introduces basic finance and financial management concepts. It helps in developing an understanding of financial statements, their analysis, time value concepts, tools and techniques of financial planning and sources of finance for an organization. It also aims to enhance insights into the planning, organizing, managing & controlling of financial resources. The objectives of this course are to: develop an understanding of basic financial concepts, introduce students to tasks and duties of finance managers, build planning, analysing and organizing abilities in the field of finance, give an overview of economic and financial activities of a firm, present an overview of working capital management, develop an insight into Islamic concepts of finance and financial management

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge about:

- Define finance and its major areas
- Distinguish between different types of business organizations
- Understand the importance of financial management
- Understand the relationship between financial institutions and markets
- Describe the formats and components of different types of financial statements
- Use ratio analysis to analyse the financial position of an organization
- Understand the concepts of time value and its use
- Understand working capital management and different sources of funds for the firm
- Describe the emerging concepts of Islamic finance

### **Course Contents**

#### INTRODUCTION

- Introduction: Business Environment, forms of Business Organization
- An overview of financial management , The financial environment

#### FINANCIAL STATEMENTS

- Types of financial statements, their components, advantages and limitations

#### FINANCIAL STATEMENTS AND THEIR ANALYSIS

- Interpretation of different financial statement items and industry comparisons
- Ratio analysis: introduction to different types of ratios
- Classification of ratios, numerical, Du-Pont System of analysis, industry comparisons, long term financial planning, numeric problems

#### FINANCIAL FORECASTING

- Introduction, reasons, importance
- Forecasting sales, projecting assets
- Effects of planning on ratios

#### TIME VALUE OF MONEY

- Role of time value
- Future value of a single amount and an annuity, numeric problems
- Present value, rates of return

#### VALUATION CONCEPTS

- Bond and stocks: sources of finance

- Bonds: features and valuation
- Stocks( preferred and common): features and valuation

#### SHORT TERM FINANCIAL DECISIONS

- Financial Planning
- Cash budget
- Net working capital

#### ISLAMIC FINANCE

- Basic concepts: introduction
- Islamic contracts, Ijarah, Bai salam, Bai muajal, riba
- Murabaha, Musharika, Mudarbah
- Difference between Islamic and Secular perspective

#### **Recommended Books/Reading Material**

1. Stanely B. Block, Melicher & Norton, Peirson & Graham: Business Finance 1<sup>st</sup> edition
2. Eddie McLaney: Business Finance; Theory and Practice 8<sup>th</sup> edition
3. Lawrence J. Gitman: Principles of Managerial Finance, 11<sup>th</sup> edition
4. Muhammad Ayub: Understanding Islamic finance
5. Eugene F. Brigham: Fundamental of Financial Management
6. Relevant articles/research papers/ case studies will also be included during course

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes: 10 marks, Assignments/Presentations: 10 marks)
Total:	100 marks



## **Sociology**

### **Course Introduction/Objective**

This is a first course in a discipline that aspires to understand human behaviour and society through scientific research and analysis. As we examine society and important social issues in this course, students will begin to sharpen your “sociological imagination” to see the world in more complex ways and, perhaps, to see yourself in a new way as well.

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge how to:

- use the sociological imagination as a key to critical thinking.
- Become comfortable with the language of sociology.
- Learn the basics of the “sociology tool kit,” that is, theory and research, and apply these concepts and ideas to important issues.
- Improve communication skills (including speaking, reading, and writing) and the ability to use diverse sources of information technology.

### **Course Contents**

#### INTRODUCTION TO SOCIOLOGY

##### WHY SOCIOLOGY IS SCIENCE

- Philosophy of Science
- Science, Scientific Methods and August Comte
- Science and Scientific Methods
- The Structure of Scientific Revolution

##### SOCIOLOGY AND KARL MARX

- Introduction
- Capitalism and Labour value
- Capitalism, Commodification, Fetishism of commodity
- Capitalism, Socialism and Reification
- Theory of History

##### SOCIOLOGY AND FUNCTIONALISM

- Introduction and Emile Durkheim

##### SOCIOLOGY AND SYMBOLIC INTERACTIONISM:

- Introduction and Ethno-methodology

##### CULTURE

##### SOCIALIZATION

- Introduction
- Socialization and Self: Historical background
- Socialization, Self, Spotlight transparency and Bourdieu’s Cultural Capital

##### THEORIES OF SELF-1

- C.H. Cooley’s Looking glass self
- Sigmund Freud

##### STRUCTURE AND AGENCY

- An introductory debate
- Modern and traditional structure

- Components of Structure

#### DEVIANCE AND CRIME

- Introduction
- Theories of Deviance
- Theories of Crime

#### STRATIFICATION AND INEQUALITY

- Basics and Theories
- Resembling Sociological concepts and Pakistan

#### **Recommended Books/Reading Material**

1. The Structure of Scientific Revolution by Thomas Kuhn (latest edition).
2. Principles of Sociology by Kendall (latest edition).
3. Principles of Sociology by Macionis (latest edition).

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes & Assignments: 7 marks, Project Reports/Case Study: 7 marks, Class Discussion/Presentation: 6)
Total:	100 marks

## **Environmental Sciences**

### **Course Introduction/Objective**

Environment is becoming a matter of concern for one and all today. There is a tremendous increase in the developmental activities all around the world and their impact on the environment. The last few decades have been very alarming. A need for conservation of the environment is being raised at all national and international forums. Every citizen needs to be educated about the environmental issues. Every curriculum, be it the school education or higher education, gives due emphasis on environmental aspects. The future belongs to each of us, we can remain apathetic and permit to become dirty, limited and dirty or we can make it clean, full of opportunity and richly rewarding. The choice is ours!

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge how to:

- Stimulate interest in the environment.
- Develop an understanding of the interdisciplinary and holistic nature of the environment.
- Develop knowledge and understanding of environmental issues and principles and the ability to apply these to environmental management, particularly in a Caribbean context.
- Provide an understanding of interactions between people and the environment.
- Foster positive attitudes, values and commitment to identifying, solving and preventing environmental problems.

### **Course Contents**

#### INTRODUCTION TO ENVIRONMENTAL SCIENCE

- What is Environment? What is Environmental Science?
- Why to study Environmental sciences?
- What is sustainable development? Difference between natural and anthropogenic activities? What are pollutants? Causes of pollution? Sources of pollution?

#### ENVIRONMENT LAW

- Definitions used in Environmental Sciences and Environment law?
- National Environmental Protection Act? What is EPA? Structure of EPA?
- What are IEE and EIA and Concept of IEE and EIA? What are NEQ's?
- Environment law, Implementation of this law and penalties?

#### EMP (ENVIRONMENTAL MANAGEMENT PLAN)

- What is EMP? What is the concept of EMP and its steps?

#### PLANT AND WILDLIFE

- What causes extinction, alteration of habitat? Why save endangered species? How can we save endangered species? Integrated species Management?

#### WATER RESOURCES

- What is hydrological cycle? Water shortages, flooding, global picture, and solution of water shortages? Desalination, Ground Water Management, conservation, recycling, cultural and legal controls.

#### WET LANDS, ESTUARIES

- What are wet lands and types? What are estuaries? And Human Effects.

## ENERGY AND FOSSIL FUELS

- Exploration, Mining, Coal, Transportation, Combustion, Waste disposal Petroleum and Natural gases, oil spills, energy demands and energy supplies.

## FUTURE ENERGY RENEWABLE RESOURCES

- Solar powered future, wind energy, tidal energy

## RISK ASSESSMENT

- Risk Assessment, Decision making
- Safely v/s relative risk
- Risk acceptability

## SOIL AND ENVIRONMENT

- What is soil? Types of soil? What is salinity?
- Types of soil? What is salinity

## AIR POLLUTION SOURCES, EFFECTS AND CONTROLS

- Nature and Anthropogenic air pollution, Sources of air pollution
- Primary and Secondary sources
- Effects on climate, Factors effecting air pollution, Effects on health Acute and chronic
- Effects on other organism
- Effects on materials
- The green house effects
- Effects of particulates on climate
- Air pollution controls
- Technologies, Acts and Techniques

## THE OZONE CONTROVERSY

- Activities that may deplete the ozone layer
- Extent and Effect of depletion
- Preventing ozone depletion

## WATER POLLUTION

- What is water pollution?
- Point and non-point sources
- Types of water pollution

## HAZARDOUS WASTE

- What are the problems?
- Improper waste disposal
- Illegal dumping

## SOLID WASTE

- What is solid waste?
- Ocean dumping
- Composting
- EARTH AND ENVIRONMENT
- Earth orbital movement and seasons

## BIODIVERSITY

- What is biodiversity, Importance of biodiversity
- Threatened biodiversity Conservation of biodiversity

## ENVIRONMENT

- Segments of environment
- All spheres of atmosphere

**Recommended Books/Reading Material**

1. Daniel D. Chiras (2014). Environmental Science (10<sup>th</sup> edition). Jones & Bartlett Learning

**Course Evaluation**

Midterm exam:	30 marks		
Final exam:	50 marks		
Sessional	20 marks (Quizzes, Assignments, & Class participation	5	Marks
	Project & Oral Presentation 15 Marks)		
Total:	100 marks		

## **Managerial Accounting**

### **Course Introduction/Objective**

Managerial Accounting tools are intended to be used by students after they have completed a basic course in Financial Accounting. It emphasizes on uses of accounting data internally by managers in directing the affairs of business and non-business organization. This course is designed to equip the business graduates with the fundamentals of managerial accounting. The objective of this course is to highlight types of information needed, sources of information and how this information is used by managers to assist them in planning, control and decision making responsibilities. Management accounting is an effective tool for achieving organizational excellence by improving the management and operational aspects of an organization and has presently become a widely accepted business practice. As it gains global popularity, organizations in Pakistan too need to adopt and practice these concepts in their drive towards attaining world class status.

### **Learning Outcomes**

After completion of this course, students will be able to explore the nature and use of management accounting as a tool for strengthening the process of decision-making in their organizations. The successful completion of this course should enable them to:

- Understand the concepts of management accounting.
- Undertake analysis, using appropriate management accounting concepts, in formulation of business proposals.
- Apply those concepts and techniques to make the process of decision making more effective.
- Formulate plans for achieving efficiency and effectiveness in the operations of their organizations.

### **Course Contents**

#### **MANAGERIAL ACCOUNTING – AN OVERVIEW**

- Managerial accounting – Definition.
- Difference between managerial & cost accounting.
- Functions of managerial accounting.
- Objectives of managerial accounting.
- Major differences and similarities between financial & managerial accounting.
- Managerial accounting as a tool of managerial planning and controlling.
- Scope of managerial accounting in manufacturing, services and non-trading concerns.

#### **MANAGERIAL ACCOUNTING AND COST CONCEPTS & CLASSIFICATIONS**

- Cost classifications on the basis of:
  - Variability/Behavioral classifications (variable and fixed costs).
  - Responsibility (controllable and uncontrollable costs).
  - Identifiably (direct and indirect costs).
  - Accounting period (product versus period costs).
  - Relevance to decision making (relevant and irrelevant costs).
- Other cost concepts:
  - Shut down cost, research cost, development cost and joint cost.

- Elements of total cost (Materials, labor, manufacturing overheads) prime cost, conversion cost, and manufacturing costs.
- Cost of goods manufactured statement.
- Cost of goods sold statement.
- Calculation of per unit cost & Total units sold.
- Calculation of per unit cost & Total units sold.
- Calculation of missing values of W.I.P & F.G inventories.

#### SYSTEM DESIGN – JOB ORDER COSTING

- Job Order Costing – An overview:
  - Definition of Costing & types of costing methods.
  - Job order costing-Definition.
  - Difference between Job & Department.
  - Measuring direct material cost, direct labor costs and application of manufacturing overhead.
  - Choice of an allocation base for overhead cost.
  - Computation of unit cost.
- Job Order Costing – The Flow of Costs:
  - Purchase and issue of materials, labor cost, application of manufacturing cost, non-manufacturing cost.
- Cost of goods manufactured & Cost of goods sold.
  - The concept of under applied and over applied overhead.
  - Disposition methods of under or over applied overheads.
  - Passing journal entries to record each cost incurred on a specific job.
  - Preparation of relevant ledger.

#### SYSTEM DESIGN – PROCESS COSTING

- Process costing – An overview.
- Comparison of job order costing and process costing (similarities and differences).
- Cost Flow in process costing.
- Journal entries of material, labor & FOH.
- Methods: Weighted average method and First in
- First out method.
- Cost of Production Report:
  - Component: Quantity schedule, cost charged to department (equivalent units of production, and cost reconciliation), cost of finished goods, work in process ending inventory.
  - Adjustment of lost units and adjustment of additional units.
  - Comparison of weighted average and first in first out methods.

#### COST BEHAVIOR- ANALYSIS & USE

- Types of cost behavior (variable, fixed and mixed costs).
- Analysis of cost behaviors.
- Formation of Income statement (Contribution format).

#### COST VOLUME PROFIT RELATIONSHIPS

- The Basics of Cost Volume Profit (CVP) Analysis: Contribution margin, contribution margin ratio.
- Applications of CVP Concepts.
- Importance of contribution margin approach.
- Break Even Analysis.
- CVP considerations in choosing a cost structure & operating leverage

#### PROFIT PLANNING

- Budgeting – Definition.
- Advantages of budgeting.
- The Master Budget:
- Sales budget, production budget, direct material budget, direct labor budget, manufacturing overhead budget, ending finished goods inventory budget, selling & admin expenses budget.
- The concept of zero base budgeting
- Budgeted income statement and balance sheet.

#### STANDARD COSTS AND OPERATING PERFORMANCE MEASURES

- Standard Costs.
- Ideal versus practical standards.
- Setting direct material, direct labor and variable overhead's standards.
- Preparing performance report by comparing actual cost with standard cost
- A General Model for Variance Analysis:
  - Direct Material Variances – Price and Quantity Variance.
  - Direct Labor Variances – Labor Rate and Efficiency Variance.
  - Variable Overhead Variances – Overhead Spending and Efficiency Variance.

#### ACTIVITY BASED FORECASTING- A TOOL TO AID DECISION MAKING

- Overview and Cost treatment under activity based costing (Non-manufacturing cost and activity based costing: manufacturing costs and activity based costing).
- Designing an activity based costing system.
- Comparison of traditional of ABC product cost.
- Activity based costing and external reports.
- Limitations of activity based costing.

#### CAPITAL BUDGETING

- Definition and Overview.
- Types of Cash flows.
- Methods of Capital Budgeting

#### VARIABLE COSTING

- Overview of absorption costing and variable costing (unit cost computations).
- Inventory valuation under:
  - Variable costing (Direct costing or Marginal costing).
  - Absorption Costing (Full cost approach).
  - Comparison of Absorption and Direct Costing and Advantage of Contribution Approach.
  - Selection of costing method.

#### **Recommended Books/Reading Material**

1. Managerial Accounting by Ray H. Garrison / Noreen (13th Edition).
2. Accounting (A Managerial perspective) by Keith & Keith (Latest Edition).
3. Managerial Accounting by Corine T. Norgaald (Latest edition).
4. Managerial Accounting by Moore & Jaedickle (Latest Edition).
5. Managerial Accounting by Calvin Engler (Latest Edition).
6. Introduction to Management Accounting by Charles T. Horngren (Latest Edition).
7. Managerial Accounting by M.N. Arora (Latest Edition).



**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes/Assignments: 10 marks, Class-Participation: 4 marks, case studies: 6 marks)
Total:	100 marks

## Marketing Management

### Course Introduction/Objective

The objective of this course is to introduce the students with the problems and practices in marketing management. It tries to give the students an understanding and feel for the marketing manager's job and the world in which the must be performed. The course refreshes concepts of principles of marketing course as well as builds skills amongst students as to how they could deal with business problems and situations concerning marketing problems and decision making.

### Learning Outcomes

After completion of this course, students will be able to:

- Explore, define, explain, and describe the common terminology, theories, and concepts associated with marketing management.
- Critically analyze marketing management issues and develop practical solutions to problems.
- Identify and explain the various forces in the macro-environment and how these affect marketing management.
- Describe the marketing research process.
- Compare and contrast the various brand positioning strategies.
- Design an integrated marketing channel for a hypothetical company.
- Identify and explain the elements of an integrated marketing communications program.

### Course Contents

#### INTRODUCTION

- Introduction to marketing: marketing and society
- Marketing role within the firm
- Marketing information system and marketing research

#### TARGET MARKETS

- Selecting target markets; demographic environment
- Cultural and social group influence on buyer behaviour
- Industrial markets
- Product planning

#### PRODUCTS PLANNING

- Product planning and development
- Product mix strategies
- Branding, packing and other product features

#### PRICING

- Setting prices
- Pricing strategies

#### DISTRIBUTION

- Marketing channel decisions
- The retail market & retailing institutions
- The wholesale market and wholesaling middlemen

- Management of physical distribution

PROMOTION

- Promotional programme
- Personal selling
- Advertising and sales promotion
- Marketing of services

CASE STUDIES CONCERNING MARKETING MIX DECISIONS

CASE STUDIES CONCERNING PROMOTION MIX DECISIONS

**Recommended Books/Reading Material**

1. Stanton, W.J. (2007). Marketing (14<sup>th</sup> edition). Irwin/McGraw-Hill
2. William D., & E. Jerome, McCarthy, Basic Marketing: a Global-Managerial Approach (15<sup>th</sup> edition). McGraw-Hill/Irwin Series in Marketing
3. Kotler, Philip, & Kevin Lane Keller (2016). Marketing Management (15<sup>th</sup> edition). Pearson.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes/Assignments: 7 marks, Class Participation: 3 marks, Term Report/Presentation: 10 marks)
Total:	100 marks

## **Business & Corporate Law**

### **Course Introduction/Objective**

This course is designed to equip the students of business a basic and through knowledge of business and corporate law. The basic knowledge includes the corporate laws practices globally and specifically in Pakistan. Moreover, risks faced by business enterprises due to ignorance of law and risk mitigating method/models are taught in detail. This course also includes practical handling of some of the case studies and example of conflict of interest and law

### **Learning Outcomes**

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

- The business law & practices prevailing in Pakistan. They will be familiar with the corporate laws and corporate crimes.
- They will be able to go through the entire business enterprises and may be able to evaluate different types of business structures. Students will learn these methodologies through class activities.

### **Course Contents**

#### ENTREPRENEUR OPTIONS

- General studies of kind of sole proprietors, firms, companies, association, NGOs, trust etc.
- Partnership
  - Law, meaning and definition
  - Characteristic
- Nature Of Firms
  - Partnership at will (without time frame)
  - Particular partnership (for certain purpose or completion of a certain project)
  - Types of partnership
  - Kinds of partnership
  - Rights and duties of partners
  - Authority of partners
  - Implied or customary authority of individual partner
  - Dissolution or termination of partnership
  - Insolvency
  - Distribution of assets

#### NEGOTIABLE INSTRUMENT (ACT 1881)

- Definition
- Kinds (DP Note, bill of exchange, cheque)
- Parties of negotiable instruments. (maker or drawer, drawee or banker, payee or beneficiary)
- Difference between DP Note, bill of exchange and cheques
  - Characteristics of cheques
  - Kinds of cheques
  - Holder in due course
  - Payment in due course

- Cheques and types of crossings
- Dishonouring of bill of exchange or cheques
- Noting and protesting
- Drawee in case of need & alongee in negotiation
- Banker and Customer
  - Banker customer relationship
  - Rights & duties of a customer, general relationship, specific relations
  - Mortgages and pledge

#### LAW OF CONTRACT

- Definition
- Kinds of contract
- Offer and acceptance
- Consideration
- Conditions, free consent, without coercion and undue influence
- Void, valid, and voidable contracts agreement performance and discharge of agreement
- Indemnity
- Guarantee
- Bailment and pledge
- Agency contract
- Different type of agents
- Agent duties and rights

#### COMPANY'S LAW

- Definition
- Kinds
- Characteristics
- Legal person
- Comparison with other business modals
  - Formation
  - Memorandum of association
  - Article of association
  - Prospectus
  - Promoters
- Kinds of company
- Types of meeting
- Capital, shares, debentures
- Directors, managers, and officers

#### WINDING UP AND INSOLVENCY OF BUSINESS

- Definition
- Corporate insolvency
- Mode of winding up (through court, voluntary and by supervision of court)
- Priority of the winding up money

#### LAW OF SALE OF GOODS

- Contract of sale
- Documents title of goods
- Characteristics
  - Bilateral contract
  - Transfer of ownership

- Money Considerations (Price)
- Auction sale
- Sale & agreement to sale
- Completion of formalities

**FRAUDS EMBEZZLEMENTS, LAWS & PREVENTIVE MEASURES:**

- Corporate Crimes
- Money laundering
- Fraudulent training
- How you recognize the culprit through his change behaviour & conduct
- Dealing with the culprit with reference to law of land

**CORPORATE GOVERNANCE AND LAW OF EQUITY**

- Introduction of corporate culture with social reference to law of land. (law of equity the mother of all laws)
- Transparency trough board of director's accounts and audit
- Need of corporate governance in Pakistan with special reference to code of ethics

**Recommended Books/Reading Material**

1. Partnership, Contrast, Sale of Goods, Negotiable acts, Business Law by Khalid Mehmood Chema, Business and Corporate law by Mirza Muhammad Waheed Baig

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Discussion/Participation: 6 marks)
Total:	100 marks

## **Financial Management**

### **Course Introduction/Objective**

The objective of this course is to provide students with a broad understanding of all the important financial principles, concepts, and analytical tools. It is essential for all undergraduates to have a good understanding of the various financial issues faced by a firm. This requires the understanding and analysis of financial statements, fundamental concepts such as the time value of money, risk and return, corporate financing choices and investment analysis. For students, it is important that they have a good grounding in this course in order to better prepare themselves for other advanced courses such as Advanced Corporate Finance, Investment, Equity Securities, Fixed Income Securities, and Derivatives Securities.

### **Learning Outcomes**

By the end of the course, students will be able to understand;

- Time value of money
- Concepts of bonds and stocks and their valuation
- Financial statement analysis and use of financial ratios
- The concept of cost of capital
- Capital budgeting techniques
- Contemporary financial management issues and concepts

### **Course Contents**

#### INTRODUCTION

- Scope of financial management
- Business organizations
- Finance management vs. other managerial functions
- The finance manager and the financial environment
- Financial markets
- Financial institutions
- The roles of the finance manager
- Goals of the firm
- Agency problems and their mitigation

#### TIME VALUE OF MONEY

- The role and perspectives of the TVM concept
- Future values
- Present values
- The relationship between future and present values
- Annuities
- Future and present values of cash flows under high compounding frequency
- Impact of higher compounding frequency
- Inflation and the Time Value of Money
- Selected applications

#### BOND AND THEIR VALUATION

- Definition, types and features of bonds
- Valuation of bonds (the basic process)

- Basic relationship in bond valuation
- Bondholder's expected rate of return
- Risks associated with bond return

#### STOCKS AND THEIR VALUATION

##### SHARES AND THEIR BASIC FEATURES

- Benefits from a share investments
- Price of ordinary shares
- Behavior of expected dividend growth and share price
- Price of shares based on earnings
- Expected rate of return
- Preferred shares and their characteristics
- Price of preferred shares and the expected rate of return
- Valuing the entire business

##### RISK AND RETURN

- Expected returns and risk defined
- Calculating expected return
- Calculating risk (variance and standard deviation)
- Portfolio expected returns
- Portfolio variance and standard deviation
- Systematic and unsystematic risk
- Diversification and portfolio risk
- The principle of diversification and beta
- Measuring systematic risk
- portfolio beta
- beta and the risk premium'
- Security market line
- Capital asset pricing model

##### ANALYSIS OF FINANCIAL STATEMENTS

- Ratio analysis
- Liquidity ratios asset management ratios
- Asset management ratios
- Debt management ratios
- Profitability ratios market value ratios
- Trend Analysis
- Comparative Ratios and? Benchmarking?
- Uses and Limitations of Ratio Analysis

##### THE COST OF CAPITAL

- The cost of capital concepts
- Individual and weighted average costs of capital
- Costs of capital and valuation
- Capital structure/ leverage Analysis
- Capital structure decision (No taxes or other capital market imperfections)
- Taxation and capital structure decision
- Debt equity ratio, cost of capital and the value of the firm ( The MM Propositions)
- Optimal capital structure 169
- Costs of financial distress and bankruptcy
- The static trade off-theory



- The pecking order theory
- Personal taxes
- Evidence on capital structure determinants

#### WORKING CAPITAL AN MANAGEMENT SHORT-TERM PLANNING

- Working capital defined
- Working capital management policy options
- Working capital cycle and other cash flows
- Working capital dynamics
- Cash management
- Inventory management

#### CAPITAL BUDGETING TECHNIQUES

- Computation of initial investment
- Computation of operating cash flows
- Computations of terminal cash flows
- Capital budgeting process
- Capital budgeting motives
- Capital budgeting rational
- Independent Vs. Mutually Exclusive Projects
- Computations of payback period, net present value, internal rate of return, profitability index, annualized net present value.
- Capital budgeting under risk: probability decision tree, probability distribution, sensitivity analysis, scenario analysis, simulation (Monticorlo simulation), coefficient of variation, certainty equivalents.

#### CONTEMPORARY FINANCIAL MANANGENT SYSTEMS

- Islamic Finance
- Difference between traditional and Islamic finance
- Islamic modes of financing
- Other financial systems

#### **Recommended Books/Reading Material**

1. Principles of Managerial Finance by Lawrence J. Gittman & Chad J. Zutter (14<sup>th</sup> edition). Pearson
2. Fundamentals of Financial Management by James, C. Van Horne & John M Wachowicz (13<sup>th</sup> Edition). Pearson
3. Basic Financial Management by Martin & Petty (8<sup>th</sup> edition). Prentice Hall College Div.

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessional	20 marks (Quizzes: 10 marks, Assignments/Presentations: 10 marks)
Total:	100 marks

## **Organizational Behaviour**

### **Course Introduction/Objective**

Objective of this course is to introduce students to psychology theories and research at individual, group and organizational levels. It helps students understand organizational behaviour and management practices by examining psychological principles. It facilitates a critical evaluation of organizational practices and their impact on work behaviours, attitudes and performance.

### **Learning Outcomes**

After successful completion of this course, students are expected:

- To understand main theories of organizational behaviour.
- To be able to analyse how these theories and empirical evidence can help to understand contemporary organizational issues
- To apply theories to practical problems in organizations in a critical manner.

### **Course Contents**

#### WHAT IS ORGANIZATIONAL BEHAVIOR

- What managers do?
- Developing an Organization Behaviour (OB) model
- Complementing intuitions with systematic study

#### DIVERSITY IN ORGANIZATIONS

- Biographical characteristics and Ability
- Implementing diversity management Strategies

#### ATTITUDES AND JOB SATISFACTION

- Attitudes related to OB
- Different ways to achieve job satisfaction in organizations

#### EMOTIONS AND MOODS

- What are emotions and moods?
- Emotional labour
- Effective events theory
- Emotional intelligence
- OB applications of emotions and moods

#### PERCEPTION AND INDIVIDUAL DECISION MAKING

- Personal perceptions and perceptual errors
- Linking perception and individual decision making

#### LEADERSHIP

- Leadership theories and contingencies theories
- Leader member exchange theory
- Charismatic and transformational theories
- Challenges to leadership construct

#### ORGANIZATIONAL CULTURE

- What is cultural intelligence?
- How does organizational culture develop? How does organizational culture influence behaviour in organizations and organizational performance?

## MOTIVATION AND REWARDS

- Why do individuals work?
- What are the effects of different reward systems on individual motivation?

## MOTIVATION: CONCEPTS TO APPLICATIONS

- Motivation by Job design
- Employee Involvement
- Self-Assessment Library

## FOUNDATIONS OF GROUP BEHAVIOR

- Defining and Classifying Groups
- Stages of Group Development
- Group Properties: Roles, Norms, Status, Size etc
- Group Decision Making

## UNDERSTANDING WORK TEAMS

- Difference between Teams and Groups
- Types of Teams
- Creating Effective Teams
- Turning Individuals into Team players

## COMMUNICATION

- Functions of Communications
- The Communication Process
- Direction of communication
- Interpersonal and Organizational communication
- Barriers to effective communication
- Global implications

## CONFLICT AND NEGOTIATIONS

- The Conflict Process
- Negotiation

## HUMAN RESOURCE POLICIES AND PRACTICES

- Selection Process
- Training and development
- Performance evaluation
- Managing Work- Life conflicts

## CHANGE

- Forces of change
- Planned change
- Resistance to change
- Managing organizational change
- Create a culture for change

## **Recommended Books/Reading Material**

1. Organization Behavior by Stephen P. Robbins and Timothy A. Judge (16<sup>th</sup> edition). Pearson.

**Course Evaluation**

Midterm exam: 30 marks

Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 5 marks, Class behaviour: 5 marks, Term Report and Presentations: 10 marks)

Total: 100 marks

## **Consumer Behaviour**

### **Course Introduction/Objective**

The objective of the course is to teach the concept of consumer behaviour applied in different organizations and markets. To make students understand what actually consumer behaviour is and why 'Consumer Behaviour' is important to understand prior to devising a marketing strategy.

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge about:

- Understand the underlying physiological, psychological, and sociological factors affecting consumer behaviour, and how these are useful for market segmentation, targeting, and predicting consumer responses.
- Identify the key terms, concepts, and theories of consumer behaviour
- Apply consumer behaviour concepts to real world marketing problems and develop better marketing programs and strategies to influence those behaviours
- Recognize the complexity of consumer decision-making, and how decision-making is affected by context and environmental factors.
- Gain awareness of various trends and ethical issues affecting society, companies, and consumers.
- Critically evaluate the effectiveness of various advertising and promotional campaigns, specifically in terms of attitude formation and change.
- Refine oral presentation abilities and hone critical thinking and essay writing skills.

### **Course Contents**

#### **TECHNOLOGY-DRIVEN CONSUMER BEHAVIOR**

- The Marketing Concept, Technology Enriches the Exchange between Consumers and Marketers
- Customer Value, Satisfaction and Retention, Consumer Decision Making

#### **SEGMENTATION, TARGETING AND POSITIONING**

- Market Segmentation and Effective Targeting, Bases for Segmentation
- Behavioural Targeting, Positioning and Repositioning

#### **CONSUMER MOTIVATION AND PERSONALITY**

- The Dynamics of Motivation, System of Needs, A Trio of Needs, The Measurement of Motives,
- The Nature and Theories of Personality, Personality Traits and Consumer Behaviour, Product and Brand Personification, The Self and Self-Image

#### **CONSUMER PERCEPTION**

- Elements of Perception, Perceptual Selection, Perceptual Organization
- Perceptual Interpretation: Stereotyping, Consumer Imagery, Perceived Quality, Perceived Risk

#### **CONSUMER LEARNING**

- The Elements Of Consumer Learning, Classical Conditioning, Instrumental Conditioning

- Observational Learning, Informational Processing, Cognitive Learning, Consumer Involvement and Hemispheric Lateralization, Outcomes and Measures of Consumer Learning

#### CONSUMER ATTITUDE FORMATION AND CHANGE

- Attitudes and their Formation, The Tri-Component Attitude Model, Multi Attribute Attitude Models, Changing the Motivational Functions of Attitudes
- The Elaboration Likelihood Model, Cognitive Dissonance and Resolving Conflicting Attitudes, Assigning Causality and Attribution Theory

#### PERSUADING CONSUMERS

- Communication Process, Broadcasting vs Narrowcasting, Designing Persuasive Messages, Persuasive Advertising Appeals, Measures of Message Effectiveness
- The Challenge for Brand Managers, Brand Communication, Brand Relationships, and Lifestyle Appeals

#### FROM PRINT AND BROADCAST ADVERTISING TO SOCIAL AND MOBILE MEDIA

- Targeting Segments vs. Eyeballs, Google's Consumer Tracking and Targeting, Consumer and Social Media,
- Consumers and Mobile Advertising, Measuring Media's Advertising Effectiveness, Traditional Media's Electronic Evolution

#### REFERENCE GROUPS AND WORD-OF-MOUTH

- Source Credibility and Reference Group, Credibility of Spokesperson, Endorsers, and Other Formal Resources
- Word-of-Mouth and Opinion Leadership, Strategic Applications of Word-of-Mouth, Diffusion Innovations

#### THE FAMILY AND ITS SOCIAL STANDING

- The Family as a Socializing Agent, Family Decision-making and Consumption-Related Roles, The Family Life Cycle, Non-traditional Families and Non-family Households,
- Social Standing and Consumer Behaviour, Measuring Social Class, Social Classes' Characteristics and Consumer Behaviour, Geo-Demography and Social Class

#### CULTURE'S INFLUENCE ON CONSUMER BEHAVIOR

- Culture's Roles and Dynamics, Learning Culture Values, Measuring Culture Values
- Indian Core Values, Cultural Aspects of Emerging Markets

#### CROSS-CULTURAL CONSUMER BEHAVIOR

- Cross Culture Analysis and Acculturation, Localization vs Standardization,
- Global Marketing Opportunities, Cross Culture Segmentation

#### CONSUMER DECISION-MAKING AND DIFFUSION OF INNOVATION

- Consumer Decision-Making Model, Consumer Gifting Behavior, Diffusion and Adaptation of Innovation

#### MARKETING ETHICS AND SOCIAL RESPONSIBILITY

- The Social Marketing Concept, Exploitive Marketing, Crafty Promotional Messages and Techniques
- Provocative Marketing, Abusing Consumer's Privacy, Promoting Social Causes

#### CONSUMER RESEARCH

- Developing Research Objectives, Collecting Secondary Data
- Designing Primary Research, Qualitative Research, The Scope of Quantitative Research, Quantitative Research Data Collection Instruments
- Combining Qualitative and Quantitative Research, Data Analysis and Reporting Research Findings

**Recommended Books/Reading Material**

1. Leon G. Schiffman, Consumer Behavior, 11th edition.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes / Assignments, Class participation: 10 marks, Oral Presentations: 10 marks)
Total:	100 marks

## **Management Information System**

### **Course Introduction/Objective**

This course explains the role of information system in an organization. The area of study includes information system contents, functionality, integrations, issues and problems related with it. The strategic importance of information system and MIS Manager's capabilities and challenges are an important aspect to study.

### **Learning Outcomes**

After successful completion of this course, students are expected to have knowledge about:

- Basic concepts about IT/IS systems, functions and important.
- Organizational, business and strategic issues related with IT/IS Management.
- Analysing and evaluate the IT/IS management practices and future potential.

### **Course Contents**

#### INTRODUCTION TO MIS

- Competitive Advantages
- System users and developers
- MIS, types, contents
- Business operations and information, its importance,
- Roles, functions, advantages

#### INFORMATION SYSTEM STRUCTURE

- DBMS, Information

#### IS DEVELOPMENT AND IMPROVEMNET

- Development Process, Tools, CMMI
- Change Management, HR Issues, Skill and capacity building

#### IFORMATION SYSTEMS AND GLOALIZATION

- Globalization, Internet, Communication, Marketing

#### INFORMATION ROLE AND BUSINESS PROCESS

- Information flow, role in decision making

#### IS SECURITY

- Security, security issues, measures
- IS Security Issues
  - Integration, Hackers, Firewall, Encryption

#### E-COMMERCE

- New channel, E marketing, E projects, prospects
- Opportunities and limitations

#### E-BANKING

- Banking, embanking, future transactions

#### ENTERPRISE SYSTEMS

- IS, Requirements, Limitations

#### MIS APPLICATIONS

- Working with application

#### IS FUTURE



**Recommended Books/Reading Material**

1. Kallman, E. A., & Reinharth, L. (1984). *Information system for planning and decision making*. New York: van Nostrand Reinhold Company.
2. Mcleod, R., & Pchell, K. G. (2011). *Management information system*. New Dehli: Pearson Education Incorporation
3. Post, J. V.; (2009). Management Information System. <http://jerrypost.com/books>

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes and Assignments, class participation: 05 marks Project written reports and oral Presentations: 15 marks)
Total:	100 marks

## **Business Ethics**

### **Course Introduction/Objective**

This course introduces ethical dilemmas and issues concerning various aspects of business and management, and provides a foundation of ethical concepts and a wide range of perspectives that are relevant to resolving and preventing such problems. It also aims to enhance insights into the planning, organizing, influencing & controlling of corporate social responsibility activities.

### **Learning Outcomes**

On completion of this course, student will be able to:

- Identify the moral questions that business activity specifically creates.
- Distinguish between ethical and other types of values.
- Recognize ethical considerations and values relevant to business activity.
- Evaluate common beliefs about ethics—especially common beliefs about the role of ethics in business.
- Reflect on the nature of business, realize alternatives models for conducting business.
- Apply moral reasoning to specific situations and defend the conclusions of that reasoning.
- Evaluate the ethics of particular business decisions and general practices in business.
- Appreciate the role of ethics in business and social life.
- Understand what is CSR and how it correlates with Ethical Concepts

### **Course Contents**

#### INTRODUCTION TO BUSINESS ETHICS

#### MORAL PHILOSOPHIES

- utilitarianism
- Altruism
- Egoism

#### ETHICAL ISSUES

- institutionalization of business ethics
- Emerging business ethics issues
- Ethical issues and dilemmas in business
- Role Of Ethical Cultures And Relationships
- Managing ethical risk through mandated and voluntary programs
- Defining purpose, mission and values, failures of ethical leadership, ethical dimensions of leadership styles
- Leading & managing strategy and structure, challenges and issues
- Impact of Ethical issues on stakeholders
- Difference between ethics and morality, Framework for studying business ethics, Myths about business ethics
- Theory of Rights, and Justice
- How to create an Ethical Culture: an introduction
- Six steps to create an ethical workplace

- The workforce in the Twenty-First Century, Issues & Implications of Workforce Changes, Generational value differences in the workplace, Moral Foundations of Employee rights
- Defining purpose, mission and values, failures of ethical leadership, ethical dimensions of leadership styles
- The principle of balance in the Employee and employer social contract, Rights & Responsibilities between employees & employers
- Whistle blowing versus organizational loyalty, Managerial steps to prevent external whistle blowing
- The nature of corporate social responsibility, approaches to social responsibility, areas of social responsibility, the social responsibility of managers
- Explain the relationship between business ethics and corporate social responsibility.
- Real life case study
- Globalization & the forces of change, issues with globalization
- Multinational enterprises as stakeholders, power of multinational enterprises, host country perspectives
- Ethics in the global environment
- Cross-cultural ethical decision making & negotiation methods
- Olympic Athlete drug testing: creating an anti-doping culture and fair competition: Real life case study
- The responsibility of a corporation as a Moral agent
- Globalization of ethical decision making

### **Recommended Books/Reading Material**

1. Joseph W. Weiss “Business Ethics.. A stakeholders & issues management approach”, 4<sup>th</sup> Edition.
2. Manual G. Velasquez, “business ethics.. concepts & cases”, 6<sup>th</sup> Edition.
3. David R. Hampton: Contemporary Management.
4. John Fraedrich: business ethics, ethical decision making and cases.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes/Assignments: 6 marks: Class Presentations: 5 marks, Class Participation: 3 marks, Case Study Analysis: 6 marks)
Total:	100 marks

## **Business Research & Report Writing**

### **Course Introduction/Objective**

Quality of business decisions depends on the availability of accurate and timely information. Today, without appropriate information, managers are just like searching in the dark. Information provides a strong basis for decision-making and confidence that managers use while arguing for their decisions. The course of Business Research Methods aims to develop research skills in students through acquiring a comprehensive knowledge of research process and its considerations.

### **Learning Outcomes**

At the end of the semester, students are supposed to have learned:

- Importance of Business Research and logical sequence of Business Research Process.
- How to prepare good Business Research Proposals
- How to decide for Research Design based on particular management dilemma, hypotheses, research questions, nature of information/respondents and any limitations.
- Various measurement devices and research instruments and data collection methodologies.
- What Sampling Methodology to adopt in various situations having different information requirements, nature of respondents and purpose of research.
- Effective ways to analyse and interpret the data.

### **Course Contents**

#### INTRODUCTION TO BUSINESS RESEARCH

- Emergence/Importance of Research in Business
- Planning Drives Business Research
- Types of Research
- Levels of Research
- Characteristics of Good Research
- Value of Acquiring Research Skills
- Relationship between Manager and Researcher

#### THINKING LIKE A RESEARCHER

- The Thought Process: Reasoning
- Induction and Deduction

#### UNDERSTANDING RESEARCH TERMS

- Concepts & Constructs
- Definitions
- Variables
- Propositions and Hypothesis
- Theory and Models

#### THE RESEARCH PROCESS

- Sequence and phases of a good Research Process

#### CLARIFYING THE RESEARCH QUESTION THROUGH SECONDARY DATA AND EXPLORATION

- A search strategy for exploration
- Mining internal sources

- Evolution of data mining
- Data-mining process
- The Question Hierarchy: How ambiguous Question become actionable research
  - The management question
  - The research question
  - Investigative questions
  - Measurement questions

#### RESEARCH DESIGN STRATEGIES

- Factors affecting research design
- Exploratory Studies
- Descriptive Studies
- Causal Studies

#### QUALITATIVE RESEARCH

- What is qualitative research? Qualitative vs. Quantitative research
- The process of qualitative research
- Qualitative Research Methodologies
  - Sampling
  - Interviews
  - In-depth Interviews
  - Group Interviews

#### OBSERVATIONAL STUDIES

- What is observation?
- Types of Observation
  - Non-behavioural observation
  - Behavioural observation
- The Observer Participant relationship
- Conducting an observation study
- Unobtrusive measures

#### SURVEYS

- Characteristics of the Communication Approach
- Self-Administered Surveys
- Telephone Interviewing
- Personal Interviewing
- Selecting an Optimal Method

#### MEASUREMENT

- The Nature of Measurement
- Measurement Scales (Nominal, Ordinal, Interval & Ratio)
- Sources of Measurement Differences
- Characteristics of good measurement (validity, reliability, practicality)

#### MEASUREMENT SCALES

- Rating Scales
- Ranking Scales

#### QUESTIONNAIRES AND INSTRUMENTS

- Revisiting the research question hierarchy
- Constructing and refining the measurement questions
- Drafting and Refining the Instrument
- *Exercises for questionnaires*

### SAMPLING DESIGN

- The nature of sampling
- Sampling Techniques
  - Probability Sampling
  - Complex Probability Sampling
  - Non-Probability Sampling
- Sampling design and its steps

### DETERMINING SAMPLE SIZE

### ANALYSING AND INTERPRETING DATA USING SPSS

- Calculating Mean, Mode, Median
- Making Frequency Distributions, Cross Tabulations, charts/graphs etc.

### HYPOTHESES TESTING

- Introduction
- Tests of Significance
- Selecting test using choice criteria
- Types of tests
  - One sample tests
  - Two independent sample tests
  - Two related sample tests
  - k-Independent sample tests
  - k-related sample tests
  - Exercises

### RESEARCH REPORT WRITING

- Short Reports
- Long Reports

### RESEARCH REPORT COMPONENTS

- Abstract and keywords
- Introduction
- Literature Review
- Research Methodology
- Findings and Conclusions
- Recommendations
- Limitations and Future Research
- Bibliography / References
- Appendices

### **Recommended Books/Reading Material**

1. Business Research Methods By Donald R. Cooper, Pamela S. Schindler (latest edition)
2. Business Research Methods By William Emory & Donald R. Cooper International Edition
3. Business Research Methods By William G. Zikmund, Latest Edition

### **Course Evaluation**

Midterm exam: 30 marks  
Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 5 marks, Assignments: 5 marks, Research project/presentation/viva: 10 marks)  
Total: 100 marks

## **Operations Management**

### **Course Introduction/Objective**

The main objective of the course is to introduce the field of production/operations management. Topics to be covered represent a blend of concepts from industrial engineering, cost accounting, general management, quantitative methods, and statistics. This will include some operations as well as strategic issues such as: applied forecasting, aggregate planning, scheduling, shop floor control, total quality management, inventory management, facility layout, and project management

### **Learning Outcomes**

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

- Analyse business operations using appropriate performance measures, such as flow time, throughput rate and capacity
- Analyse business operations using appropriate performance measures, such as flow time, throughput rate and capacity
- Identify inefficiency and ineffectiveness in business operations and propose adequate minor changes or major redesigns to improve the process
- Understand the theory and implementations of quality control activities for different industries
- Use computing software to determine optimal capacity under various situations in a process
- Practice team skills to organize a functioning team to analyse and improve business process

### **Course Contents**

#### **COMPETING WITH OPERATIONS**

- Operations and supply chain across organization, a process view (how processes work, nested processes), services and manufacturing processes, score processes, support processes
- Operational innovation as a competitive as a competitive weapon, order winners order qualifiers, productivity improvements, global competition, ethical workforce diversity, environmental issues.

#### **PROJECT MANAGEMENT**

- Project management across organization scope and objectives of a project, selecting manager and team, defining work breakdown structure, diagramming network, developing schedule, analysing cost time trades offs assessing risk, monitoring project status, project resources, controlling projects.

#### **PROCESS STRATEGY**

- Process strategy across organization, process strategy decision, process structure in services, customer contact matrix, manufacturing process structuring, production and inventory strategy, customer involvement, resources flexibility, capital intensity

#### **CAPACITY PLANNING**

- Planning capacity across organization, planning long term capacity economies of scale diseconomies of scale capacity timing and sizing strategies, timing and sizing expansion, systematic approach to long term capacity decision.



### CONSTRAINT MANAGEMENT

- Managing constraints across organization theory of constraints, identification and management of bottlenecks, line balancing managerial considerations, internet resources

### SUPPLY CHAIN DESIGN

- SC across organization, SC for services and manufacturing, inventory & SC (Pressure for small inventories, for large inventories, types of inventories, inventory reduction tactics, inventory placement), measuring SC performance (inventory and financial measures), competitive advantage, mass customization, outsourcing processing (vertical integration) efficient vs, responsive supply chain

### SUPPLY CHAIN INTEGRATION

- Integration across organization supplier relationship process (Sourcing, Design collaboration, Negotiation, Buying, information exchange), order fulfilment process, (customer demand planning, supply planning & production, logistics,) customer relationship process (Marketing order placement, customer service) SC and environment (Sustainability reverse logistics)

### FORECASTING

- Forecasting across organization, key decisions in making forecasts, forecasting processes, forecasting and supply chain management

### OPERATION PLANNING AND SCHEDULING

- Managing domain, sales and operations plan (information input, supply option)

### RESOURCE PLANNING

- Enterprise resource planning (ERP), Material requirement planning

### LEADING & MANAGING CHANGE

- Overview of change activities, motivating change, creating vision, developing political support, managing transition, sustaining momentum.

### INDIVIDUAL, INTERPERSONAL, NAD GROUP PROCESS APPROACH

- Training and development, process consultation , third party intervention, conflict management, team building

### RESTRUCTURING ORGANIZATIONS, ORGANIZATION TRANSFORMATION

- Characteristics of transformational change, culture change, self-designing, organization

### **Recommended Books/Reading Material**

1. Operation Management Processes and Supple Chains 9<sup>th</sup> Edition by Larry P. Ritzman, Manoj K. Malhotra
2. Thory of Organizational Development and Change by Thomas G. Cumings and Christopher G. Worley

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/viva: 10 marks)
Total:	100 marks

## **Money & Banking**

### **Course Introduction/Objective**

In the wake of recent financial crisis, monetary system has grown out of historical circumstances. Economic analysis convinces us that to some extent our institutions cannot be other than what they are. For example, we may not have to use paper currency, but clearly some kind of medium of exchange is essential to run any economic system. Once conventions establish themselves as institutions, they dictate what purposes in fact can be served. Therefore, an important objective of 'money & banking' course is to investigate the principal financial institutions involved in our macro economy. This course provides an overall perspective on the monetary and financial institutions. Monetary institutions can only be understood if one knows the magnitudes of the economic variables associated with them.

### **Learning Outcomes**

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

- The concept of the money, money demand & supply.
- Monetary theories and the impact of monetary variables on real variables.
- The role of central bank and Instruments of monetary policy.
- The concept of trade deficit, exchange rates, and the impact of capital inflows (and capital outflows).
- The Islamic perspective on money and banking.

### **Course Contents**

#### INTRODUCING MONEY AND FINANCIAL SYSTEMS

- Key components of the financial system, financial assets and financial institutions,
- The Federal Reserve and Other Financial Regulators, What Does the Financial System Do?
- The financial crisis of 2007-2009 and key issues and questions from these crisis.

#### MONEY AND PAYMENT SYSTEMS

- Do we need money? The barter and invention of Money, The key functions of Money.
- The payment Systems, Measuring the money supply. Measuring the monetary aggregates
- The quantity theory of Money. A first look at the link between the money and prices

#### CENTRAL BANKING

- Introduction and functions of central bank.
- The central reserve system
- Monetary policy and central bank, goals of the monetary policy
- Types of reserve systems
- Control of Credit & money by the Central Bank and the instruments used for it
- Modern banking and creation of money

#### COMMERCIAL BANKING

- The banking system, banking operations functions
- Types of customer accounts, BBA, Current a/c, saving account.
- Corporate a/c, partnership a/c, photo a/c, minor a/c
- Opening of a bank account
- Products of the banks, cheque clearing system

- Remittances
- Main methods of payment used in international trade
- Demand draft and pay order

ANTI-MONEY LAUNDERING

ISLAMIC BANKING

MODES OF FINANCING

SHORT-TERM FUNDING PRODUCTS

- Asset-based lines (ABL) of credit, Cash flow shortfalls

MEDIUM-TERM FUNDING PRODUCTS

- Bridge loans

LONG-TERM FUNDING PRODUCTS

- Structured finance, Syndicated loans, Leveraged Finance, Project Finance

### **Recommended Books/Reading Material**

- Mishkin, Frederic. S, The Economics of Money and Banking and Financial Markets, 7th edition, Pearson Education.
- R.Glenn Hubbard and Anthony Patrick o. Brien “Money, banking and financial systems, International Edition, Pearson Education.
- Peter L. BernStein, A Premier on Money, banking and Gold, (latest edition).John Wiley and Sons Inc.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class Presentation/Participation: 5 marks)
Total:	100 marks

## **Project Management**

### **Course Introduction/Objective**

Businesses regularly use project management to accomplish unique outcomes with limited resources under critical time constraints. In the service sector of the economy, the use of project management to achieve an organization's goals is even more common. Advertising campaigns, voter registration drives, political campaigns, a family's annual summer vacation, and even seminars on the subject of project management are organized as projects. A relatively new growth area in the use of project management is the use of project as a way of accomplishing organizational reorganization and change. Indeed, there is a rapid increase in the number of firms that use projects as the preferred way of accomplishing almost everything they undertake. Not even the most optimistic prognosticators foresaw the explosive growth that has occurred in the field.

The aim of this course is to equip students with the knowledge of project management and skills that a successful project manager uses for effective initiation, implementation and termination of a project. Students get knowledge of different players involved in projects as well as an in depth information regarding organizational structure and communication etc. for project. Students are also taught how to prepare project feasibility study which is the core outcome of this subject.

### **Learning Outcomes**

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

- Use a step-by-step process for successful projects
- Improve estimation of project costs, resources, and time
- Improve your overall project management tracking
- Control projects through special methods, tools, and techniques
- Assess and improve your current project management system
- Immediately apply project management principles back at work
- Effectively initiate, plan, execute, control, and close out projects

### **Course Contents**

#### **INTRODUCTION TO PROJECT MANAGEMENT**

- What is a Project?
- Characteristics of a Project
- Importance of Project Management
- Project Life Cycles
- Types of Projects

#### **PROJECT INITIATION: PROJECT SELECTION**

- Project Selection Models (Criteria, Nature, Types)
- Project Portfolio Management
- Project Proposals

#### **PROJECT MANAGER**

- Who is a Project Manager?
- Special demands on PM, Challenges for PM
- PM and related parties (Project Manager's relationships with Boss/Client, Project Team, Functional Managers, Contractors/Sub-Contractors)

**PROJECT ORGANIZATION**

- What is a Project Organization?
- Types of Project Organizations:
  - Project as part of Functional Organization
  - Pure Project Organization
  - The Matrix Organization
  - Mixed Organizational Systems
  - Choosing an Organization Form for a Project
- The Project Team

**PROJECT PLANNING**

- Initial Project Coordination
- Systems Integration
- The Action Plan
- The Work Breakdown Structure (WBS) & Linear Responsibility Charts
- Statement of Work, Project Specifications, Milestone Schedules
- Interface Coordination through Integration Management (an Introduction)

**PROJECT IMPLEMENTATION: PROJECT COSTS AND BUDGETS**

- Approaches to Budgeting (Top-Down & Bottom-Up Budgeting)
- Work Element Costing
- Iteration in Budgeting Process
- Category/Activity Budgeting vs. Programme Budgeting
- Role of Learning Curves in Cost Estimation
- Identifying Budgeting/Costing Errors, Making Better Estimates

**PROJECT ACTIVITY SCHEDULING**

- Scheduling Techniques (PERT, CPM)
- Drawing and using Gantt Charts
- Precedence Diagramming
- Graphical Evaluation and Review Technique (GERT)

**PROJECT FEASIBILITY STUDY**

- How to prepare Project Feasibility Study?
- How to Prepare Feasibility Study using PC Forms.
- Difference between PC1, PC2, PC3, PC4, PC5 Forms

**RESOURCE ALLOCATION**

- Resource Loading & Resource Levelling
- Crashing a Project Through CPM

**MS PROJECT**

- How to draw Gantt chart on MS Project?
- How to draw PERT Network
- Resource Management on MS Project
- Other reporting on MS Project

**MONITORING AND INFORMATION SYSTEMS**

- The Planning-Monitoring-Controlling Cycle, Information Needs & Reporting Process (Report Types, meetings)
- The Earned Value Chart, Cost/Schedule Control System Criteria (C/SCSC)
- Milestone Reporting

**PROJECT CONTROL**

- Fundamental Purposes of Control
- Three Types of Control Processes

- Design of Control Systems
- Control as a function of Management
- Balance in a Control System
- Control of Creative Activities
- Control of Change & Scope Creep

#### PROJECT TERMINATION: PROJECT AUDITING

- Purposes of Evaluation
- Understanding nature of Project Audit. Project Audit vs. Financial Audit
- Construction and use of the Audit Report
- The Project Audit Life Cycle
- Essentials of an Audit/Evaluation Measurement

#### RISK MANAGEMENT IN PROJECT

- How to evaluate Risk?
- How to make risk management strategy?
- How to implement risk management strategy?
- Miscellaneous issues in Project Risk Management

#### PROJECT TERMINATION

- Varieties of Project Termination
- When to terminate a project?
- Process of Project Termination
- Final report on Project Termination

#### **Recommended Books/Reading Material**

1. Project Management – A Managerial Approach, 8<sup>th</sup> edition by Jack R. Meredith & Samuel J. Mantel, Jr. Local Publication.
2. Project Management – A Systems Approach to Planning, Scheduling and Controlling – 7<sup>th</sup> edition (2003) by Harold Kerzner National Book Foundation,
3. Project Management by Larson, 6<sup>th</sup> Edition (2016).
4. Project Management by David Iceland, 4<sup>th</sup> Edition

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Project Feasibility Study/VIVA: 10 marks)
Total:	100 marks

## **Total Quality Management**

### **Course Introduction/Objective**

The objective of the course is to teach the concept of Total Quality Management applied in different organizations, Quality and Quality Standards followed by such entities and the implications of applying the statistical Process Control Techniques to measures Quality products and services.

### **Learning Outcomes**

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

- Know business excellence models and be able assess organization's performance making reference to their criteria
- Know the principles of total quality management and peculiarities of their implementation
- Use quality management methods; analyse and solve organizational problems.
- Know prerequisites of evolution of total quality management and significance of quality gurus' works to the management of modern organizations.

### **Course Contents**

#### INTRODUCTION TO QUALITY AND TOTAL QUALITY MANAGEMENT

##### INNOVATORS OF MODERN QUALITY THINKING

- What is quality? How does it differ from TQM?
- Basic Approaches of TQM. TQM Philosophy'
- US and Japanese Quality Innovators, Shewhart; Deming, Juran; Ishikawa; Taguchi and others

##### TQM FRAMEWORK, QUALITY DIMENSION

- Guru's Contribution; Tools and Techniques; Principles and Practices Obstacles in TQM Systems; Benefits

##### LEADERSHIP QUALITY COUNCIL

- Leadership concepts and implementation, Role of senior management; Core Values, Concepts and Framework; shared values and Ethics, Strategic Planning, Characteristics of Leader, Leadership Survey, Quality statements.

##### LEADERSHIP STRATEGIC PLANNING

- Communication, Decision Making, The 7 habits of highly effective people. Goals and objectives; Seven Steps
- Strategic Planning; Annual Quality Improvement Program;
- Communication; Decision Making

##### CUSTOMER SATISFACTION

- Who is customer? Customer perception of Quality and Feedback.
- Using customer Complains to enhance quality.
- Service quality
- Using Customers Complains; Service Quality; Translating
- Needs into Requirements; Customer Retention;

##### EMPLOYEES INVOLVEMENT

- Motivation; Empowerment; Teams; Training; Suggestion
- Systems; Gain sharing

- Performance Appraisal; Unions; Benefits of Employees
- Involvement
- The PDCA Cycle; Problem Solving Method; Kaizen;
- Reengineering; Six Sigma

#### SUPPLIER PARTNERSHIP

- Principles of Customer/Supplier Relations; Sourcing;
- Supplier selections
- Supplier Certifications; Ratings; Relationship Development

#### PERFORMANCE MEASURES

- Basic Concepts; Performance Measure Presentation; Cost of Quality; Categories of Quality Costs;

#### BENCHMARKING

- Introduction; Reasons to benchmark; What to benchmark;
- Benchmarking Process; Criticism of Benchmarking

#### INFORMATION TECHNOLOGY

- Computers and Quality Functions; Internet and Electronic
- Communication
- Information Quality Issues; Technologies of future

#### QUALITY MANAGEMENT SYSTEMS

- Introduction; Benefits of ISO Registration; ISO standards Series
- Implementation; Documentation and Registration

#### ENVIRONMENTAL MANAGEMENT SYSTEM

- Introduction; ISO 14000 Requirements
- Benefits of EMS; Health and Safety;

#### QUALITY FUNCTION DEVELOPMENT

- Introduction; Benefits; QDF Teams; Voice of Customers
- Organizations of Information; House of Quality; QDF Process

#### QUALITY BY DESIGN

- Introduction; Benefits; Design of Six Sigma;
- Communication Models; Tools; Misconceptions and Pitfalls

#### FAILURE MODE AND EFFECTS ANALYSIS

- Introduction; Reliability; Requirement; Intent of FMEA;
- Stages of FMEA; Diagram; Process FMEA Documents

#### STATISTICAL PROCESS CONTROL

- Introduction; Pareto Diagram; Cause and effects Diagram; Histogram; Statistical Fundamentals
- Introduction to control charts; Variable Control Charts;
- Measurement System Analysis (MSE);
- Importance; Where to use; Tools

#### **Recommended Books/Reading Material**

1. Besterfield, Dale H. et al., Total Quality Management, Revised (3<sup>rd</sup> edition).
2. Ross, Joed E., Total Quality Management, Text, Cases and Readings (latest edition).

#### **Course Evaluation**

Midterm exam: 30 marks



Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments; 6 marks, Class Presentations/Participation: 7 marks)
Total:	100 marks

## **International Business**

### **Course Introduction/Objective**

The aim of this unit is to focus on the implementation of corporate international business strategy and policy for global success in large multinational companies and in small and medium sized enterprise. As one of the capstone units in the International Business major, it is designed to build upon the knowledge base of previous units, introducing students to the international business and management strategies taken by firms, and to expose students to the strategic choices with which international business manager's face in the international environment.

### **Learning Outcomes**

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

- How to analyse markets and international markets
- Understanding the practices related to exports and imports
- How political and socio-cultural forces effect the business environment
- Understanding about the international monetary system and economic developments

### **Course Contents**

#### **INTRODUCTION & HISTORY, GLOBALIZATION FORCES**

- Trade Volume & Direction of Trade
- FDI & Flow of PDI
- Reasons to enter in International Business
- Ways to enter to International Business

#### **ECONOMIC THEORIES OF INTERNATIONAL BUSINESS**

- Merchalism
- Theory of Absolute Advance
- Theory of Comparative Advance
- International PLC
- International Investment Theories

#### **TRADE RESTRICTIONS**

- Reasons for Trade Restrictions
- Tariff & Non-Tariff Business

#### **ECONOMIC DEVELOPMENT**

- Measurement of Economic Development Level

#### **INTERNATIONAL ORGANIZATIONS**

- UNO
- IBRD
- IMF
- OPEL
- EU
- Regional Grouping

#### **INTERNATIONAL MONETARY SYSTEM**

- Gold Standard History
- BOP

- Equilibrium & Dis-Equilibrium

#### FINANCIAL FORCES INFLUENCING INTERNATIONAL BUSINESS

- Forex Valuation
- Currency Exchange Control
- Tariff or Duties
- Taxation
- Inflation

#### PHYSICAL & ENVIRONMENTAL FORCES

- Location
- Topography
- Climate
- Natural Resources

#### SOCIO-CULTURAL FORCES

- Cultural
- Components of Culture
- Understanding national Culture

#### POLITICAL FORCES

- Ideological Forces (Communication, Capitalism, Socialism)
- Government Ownership of Business
- Privatization
- Government Stability
- Country --- Asset

#### ASSESSING & ANALYZING MARKETS

- Marketing Screening
- International Management Information System

#### INTERNATIONAL MARKETING

- Marketing Strategies
- The Marketing Mix

#### EXPORT & IMPORT PRACTICES

- Export Locating Foreign Markets
- Payments & Financing Procedures
- Export Procedures
- Export Shipments

#### **Recommended Books/Reading Material**

- Ball Don, International Business, Wendell McCullough, (latest Edition), 2002.
- Charles Hill W., International Business Competing in the Global Marketing Place. McGraw Hill, Printed in Singapore, (3<sup>rd</sup> edition), 2002.
- Richard Hodgetts M., International Business A Strategic Management Approach, International Edition, McGraw Hill, 1995.
- Kakoti Bork, International Trade Causes and Consequences, Macmillan Publishers.

#### **Course Evaluation**

Midterm exam: 30 marks  
Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 7 marks, Assignments; 6 marks, Class  
Presentations/Participation: 7 marks  
Total: 100 marks

## **Knowledge Management**

### **Course Introduction/Objective**

This course aims to develop students' knowledge and understanding of contemporary theories and practices of knowledge management (KM) by examining the relationship between a theoretical understanding of knowledge management and real-life situations and by integrating different dimensions of knowledge management arising from human resource management, information systems and strategic management. The course will explain the concept of 'intellectual capital' and how it is managed and exploited in organisations. The course will demonstrate a critical understanding of knowledge management policies and strategies in organisations that enhance effectiveness. Students will be able to apply a range of transferable skills including literature search, analytical skills, application of theory to real-life situations, teamwork, motivation and interpersonal skills.

### **Learning Outcomes**

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

- Explain the diversity of disciplines and content that constitute the field of knowledge management
- Explain common theories on how we learn as individuals; distinguish between different tools for evaluating knowledge
- Explain the nature of systems thinking
- Explain different schools of thought in strategic management
- Explain the nature of organizational culture
- the nature of organizational change and the role of leadership in change processes
- the differences between organizational learning and the learning organization
- Describe the development of the concept of intellectual capital from a historic perspective

### **Course Contents**

#### INTRODUCTION TO KNOWLEDGE MANAGEMENT

- What is Knowledge Management?
- Different perspectives on knowledge management
- What is the difference between data, information and knowledge?
- Managing knowledge from ancient times to today

#### PHILOSOPHICAL PERSPECTIVES ON KNOWLEDGE

- What is knowledge?
- Burrell and Morgan's framework on philosophical paradigms
- Competing philosophical positions in knowledge management
- Contemporary notions of 'knowledge' in knowledge management

#### ORGANIZATIONAL LEARNING

- How do we learn as individuals?
- How do teams learn?
- How do organizations learn?
- The role of politics in organizational learning

#### KNOWLEDGE MANAGEMENT TOOLS

- Tools for organising knowledge

- Tools for capturing knowledge
- Tools for evaluating knowledge
- Tools for sharing knowledge
- Tools for storing and presenting knowledge

#### KNOWLEDGE MANAGEMENT SYSTEMS

- Systems Thinking
- Drivers of Knowledge Management Systems
- Knowledge Management Systems

#### STRATEGIC MANAGEMENT PERSPECTIVES

- Strategic management: schools of thought
- Resource-based and knowledge-based view of the firm
- Information systems and knowledge management strategy

#### KNOWLEDGE MANAGEMENT AND CULTURE

- The nature of organizational culture
- The role of culture in knowledge conversion and creation processes
- Communities of practice and the role of storytelling

#### CHANGE MANAGEMENT

- Leadership and change
- Change management strategies
- Human Resource Interventions in change management

#### KNOWLEDGE MANAGEMENT AND THE LEARNING ORGANIZATION

- Organizational learning and the learning organization
- Dominant models of the learning organization
- Power, politics and the learning organization

#### INTELLECTUAL CAPITAL

- Emergence of intellectual capital from a historic perspective
- Commonality among intellectual capital frameworks
- Intellectual capital as a narrative

### **Recommended Books/Reading Material**

1. Knowledge Management in Theory and Practice by Kimiz Dalkir (2<sup>nd</sup> edition). The MIT Press.
2. Knowledge Management in Organizations: A Critical Introduction by Donald Hislop (3<sup>rd</sup> edition). Oxford University Press.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments; 6 marks, Class Presentations/Participation: 7 marks)
Total:	100 marks

## **Entrepreneurship**

### **Course Introduction/Objective**

The Course imparts knowledge about entrepreneurial and entrepreneurial process business cycle and general guideline for establishing a new business enterprise at a small or large level in a dynamic business environment. The purpose of this course is to acquaint the students with the virtues of entrepreneurship for the society so as to enable them to consider it as one of the early or late career options, as well as to appreciate the role of entrepreneurship in economic growth and thereby by personal career growth of business managers

### **Learning Outcomes**

After taking this course students will be able to:

1. Realize their unique aptitude for entrepreneurship or intrapreneurship.
2. Have the competency to leverage their personal skills and characteristics in business as an entrepreneur or an intrapreneur,
3. Recognize opportunities in life and how one might apply those opportunities to business.
4. Identify and grow their business idea.
5. Explain what is meant by an entrepreneurial mind-set and give examples of behaviours that may result from such a mind-set.
6. Explain the business planning process.
7. Utilize their increased self-knowledge in their lives as students, employees and business owners.
8. Discuss notable entrepreneurs and the ways that they have contributed to global society and economy.

### **Course Contents**

- The Entrepreneurial Process Evolution of the concept of entrepreneur.
- Evolution of the concept of entrepreneur (Continued) characteristics of Entrepreneurship.
- Why become an entrepreneur, Distinction between Entrepreneur and Manager.
- Types and functions of entrepreneurs. Role of Entrepreneurship in business development.
- Developing Ideas and Business Opportunities. Entrepreneurial Profile Tim and Nina Zagat of Zagat.com
- Translating ideas into business opportunities.
- Opportunity analysis
- Five steps to success in Entrepreneurship.
- Knowing how to protect your idea. Preparing a cash flow forecast.
- Entrepreneurial Profile: Starion Surgical Instruments
- How do entrepreneurs market their vision? Formulating a successful marketing plan.
- Defining market segmentation, identifying customers. Industry Analysis.
- Conducting competitive analysis and preparing pricing strategy. Getting your product out.
- Preparing the winning business plan. Establishing the scope of the business plan.
- The steps of writing the business plan. 8 section of the business plan.

- Location investors and presenting the business plan.
- Setting up the company. Determine the form of ownership for your venture.
- Determine the form of ownership of your firm (cont.), Establishing Employer-Employee Contracts.
- Early- stage Financing. Preparing loan Proposal
- Getting financing from government schemes. Family and friends investments.
- Discovering the value in intellectual property: the competitive edge. Identify the value of trademarks and patents.
- The patent application copyrights, Licensing.
- Preparing the organization for growth. Building the entrepreneurial team.
- The organizational plan. The role of directors and advisors
- Developing E- Business Strategy

### **Recommended Books/Reading Material**

1. Patterns of Entrepreneurship Management by Jack M. Kaplan & Anthony C. Warren (4<sup>th</sup> edition). Wiley
2. Entrepreneurship by Robert Hisrich, Michael Peters, & Dean Shepherd (9<sup>th</sup> edition). McGraw-Hill Education

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes/Class Participation: 10 marks Project: 10 marks)
Total:	100 marks





## **Business Policy & Strategic Management**

### **Course Introduction/Objectives**

The purpose of this course is to provide students, knowledge of strategic management including the concept of strategic management process, levels of strategies, strategy making and change along with many others. The students are to be oriented with the process of strategy formulation, implementation, and evaluation in the dynamic and competitive environment of business and industry. The subject will also talk about various issues relating to strategy implementation at middle and higher management level along with new concepts and thoughts in management.

### **Learning Outcomes**

- After having studied the course the students should be able to develop a strategic thinking and apply strategic approach in management
- Students should be familiar with the new trends in management
- They should be able to integrate their knowledge in other disciplines like marketing, finance, organization behaviour etc to analyse various management issues and develop workable solutions
- Develop entrepreneurial thinking among the students who can use their initiative and ideas in all kinds of managerial problems

### **Course Contents**

#### INTRODUCTION TO STRATEGY AND STRATEGIC MANAGEMENT

- What is Strategy?
- What are strategic decisions and why are they important?
- The Strategic Management Model
- Levels of Strategies (An introduction)

#### THE STRATEGY LENSES

- Design Lens
- Experience Lens
- Ideas Lens

*Case Study: Honda Motor Corporation*

#### THE ENVIRONMENT

- The Macro Environment

- Michael Porter's Five Forces Model
  - *(Porter's Structural Analysis of Industries)*
  - *The dynamics of Industry structure*
- Competitors and Markets
- Opportunities and Threats

## STRATEGIC CAPABILITY

- Foundations of Strategic Capability
- Resources and competences
- Threshold capabilities
- Unique resources and core competences
- Achieving Cost Efficiency and Differentiation
- Capabilities for achieving & sustainable competitive advantage
- Role of organizational knowledge in Strategic capabilities
- Diagnosing strategic capability
  - The Value Chain and Value Network
  - Activity Maps
  - Benchmarking and SWOT analysis
- Managing strategic capability

*Articles Presentation/Discussion*

## STRATEGIC PURPOSE

- Corporate Governance
- Business Ethics and CSR
- Stakeholder Expectations
- Organizational Purposes

*Articles Presentation/Discussion*

## CULTURE AND STRATEGY

- Strategic Drift
- Influence of different types of cultures on strategy

## BUSINESS LEVEL STRATEGY

- Introduction
- Identifying Strategic Business Units
- Michael Porter's Generic Strategies
  - Cost / Price Leadership
  - Broad based Differentiation
  - Focused Differentiation
- Bases of Competitive Advantage: The "Strategy Clock"
  - Case of Japanese Auto makers
- How to sustain Competitive Advantage?
- Competitive Strategy in Hyper-Competitive Conditions

- Competition and Collaboration
- Game theory
  - Sequential Games
  - Simultaneous Games
  - Repeated Games

*Articles Presentation/Discussion*

## CORPORATE STRATEGY AND STRATEGIC DIRECTIONS

- Introduction
- Strategic Directions (using Ansoff's Product Market Matrix)
  - Consolidation & Market Penetration Strategy
  - Product Development Strategy
  - Market Development Strategy
  - Diversification Strategies (Related and Unrelated)
- Reasons and Outcomes for Corporate Diversification
- Corporate Parenting and Corporate Parenting Roles
  - Corporate Parenting Roles by Goold, Campbell, and Alexander
    - Strategic Planning
    - Financial Control
    - Strategic Control
  - Corporate Parenting Roles by Johnson et al.
    - The Portfolio Manager
    - The Synergy Manager
    - The Parental Developer
- Portfolio Matrices
  - BCG Matrix
  - The Directional Policy Matrix
  - The Parenting Matrix
  - The "Strategic Position and Action Evaluation Matrix" (SPACE)

*Articles Presentation/Discussion*

## INNOVATION AND ENTREPRENEURSHIP

- Innovation Dilemmas
- Innovation Diffusion
- Innovators and Followers
- Entrepreneurship and Relationships

## METHODS TO PURSUE STRATEGY & STRATEGY EVALUATION

- Methods to Pursue Strategy
  - Organic Development
  - Mergers/Acquisitions
  - Strategic Alliances
- *Articles Presentation/Discussion*

## EVALUATING STRATEGIES

- Criteria for strategy evaluation (Suitability, Acceptability, and Feasibility of Strategy)

## ORGANIZING FOR SUCCESS

- Types of Organizational Structures
- Organizational Processes/Controls
- Internal and External organizational relationships
- Making organizational configurations (matching structures, controls, and relationships)

## STRATEGIC CHANGE

- Change management roles
- Change Levers
- Managing strategic change programmes

### *Case Study*

### **Recommended Books/Reading Material**

1. “Exploring Strategy” by Gerry Johnson, Richard Whittington, Kevan Scholes, Duncan Angwin, & Patrick Regnér, 10<sup>th</sup> edition.
2. Strategic Management: Concepts & Cases, 14<sup>th</sup> Edition by Fred R. David
3. Strategic Management: Theory and Policy by Wheelen and Hunger, 13<sup>th</sup> Edition
4. Strategic Management: Concepts & Cases by Thompson and Strickland (latest edition)
5. Strategic Management: Theory & Cases: An Integrated Approach, 12th Edition by Hill, Schilling, & Jones
6. Drucker, “Management: Tasks, Responsibilities, Practices”, Heinemann Professional Publishing, 1990
7. Peter and Waterman, “In Search of Excellence” – Harper and Row, 1982
8. Porter, “Competitive Advantage”, the Free Press, 1985

### **Course Evaluation**

Midterm Examination	30
Final Examination	50
Sessionals	20 marks (Quizzes: 4 marks, Assignments: 4 marks, Article Discussions/ Presentations: 5 marks, Case Study Analysis: 7 marks)

## **Specialization Areas Offered**

Following is the list of courses offered in specialization areas of Finance, Marketing, Management, and Human Resource Management

### **Finance**

1. Analysis of Financial Statements
2. International Finance
3. Investment & Portfolio Management
4. Financial Institutions
5. Credit Management
6. Seminar in Finance
7. Insurance Management
8. Risk Management
9. Treasury Management
10. Islamic Banking & Finance
11. Auditing
12. Corporate Finance
13. Corporate Governance
14. Dissertation

### **Marketing**

1. Retailing
2. Distribution Management
3. Industrial Marketing
4. Brand Management
5. Global/International Marketing
6. Export Marketing
7. Sales Management
8. Marketing Research
9. Service Marketing
10. Integrated Marketing Communications (IMC)
11. Personal Selling
12. Cyber/Internet Marketing
13. Marketing of IT Products
14. Seminar in Marketing
15. Dissertation

### **Management**

1. NGO Management
2. Hotel Management
3. International Management
4. Seminar in Management
5. Knowledge Management
6. Change Management
7. Project Management
8. Organizational Development

9. Organizational Theory
10. Crisis Management
11. Logistics Management
12. Comparative Management
13. Health care Services Management
14. Environmental Management
15. Hospital Management
16. Micro, Small & Medium Enterprises Management
17. Dissertation

### **HRM**

1. Strategic Human Resource Management
2. Cross-Cultural Resource Management
3. Training Interventions and Job Skills
4. Labour Laws in Pakistan
5. Incentives & Compensation Management
6. Recruitment and Selection
7. Leadership and Team Management
8. Micro Organizational Dynamics
9. Dissertation

**COURSE OUTLINES  
(Specialization Courses)**



# **FINANCE**

## **Analysis of Financial Statements**

### **Course Introduction/Objective**

The objective of this course is to offer students advanced knowledge necessary to understand the financial statements in a very detailed manner. It makes students to utilize the published data for analysis purposes. It helps them to understand and analyze financial data for various types of organizational decision making and problem solving.

### **Learning Outcomes**

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

- Analyze and exploit information and therefore prepare forecasting information in corporate financial statements and to use financial statement information for firm valuation and other economic decisions.
- Enhance their abilities to assess accounting quality, and detect and undo earnings management.
- Understand the fundamental concepts and knowledge related to business practices and financial reporting, based on which they are able to appreciate interactions among the process of business analysis, the use of information sets (accounting and non-accounting), financial forecasting, the workings of the capital markets and valuation.

### **Course Contents**

#### **INTRODUCTION TO FINANCIAL REPORTING**

- Development of Generally Accepted Accounting Principles (GAAP)
- Additional Input: American Institute of Certified Public Accountants (AICPA)
- Traditional Assumptions of the Accounting Model
- Using the Internet

#### **INTRODUCTION TO FINANCIAL STATEMENTS**

- Forms of Business Entities
- The Financial Statements
- The Accounting Cycle
- Auditor's Report
- Summary Annual Report

#### **OTHER FINANCIAL REPORTING TOPICS**

- The Efficient Market Hypothesis
- Ethics
- Harmonization of International Accounting Standards
- Consolidated Statements
- Accounting for Business Combination

#### **BALANCE SHEET**

- Basic Elements of the Balance Sheet
- Statement of Stockholder's Equity
- Problems in Balance Sheet Preparation/Presentation

#### **INCOME STATEMENT**

- Basic Elements of the Income Statement
- Special Income Statement Items

- Earnings Per Share
- Retain Earnings
- Dividends and Stock Splits
- Legality of Distribution to Stock Holder
- Comprehensive Income

#### STATEMENT OF CASH FLOWS

- Basic Elements of Statement of Cash Flows
- Financial Ratios and Statement of Cash Flows
- Alternative Cash Flows
- Procedures for Development of the Statement of Cash Flows

#### BASICS OF ANALYSIS

- Ratio Analysis
- Common Size Analysis (Vertical and Horizontal)
- Year-to-Year Change Analysis
- Financial Statement Variation by Type of Industry
- Review of Descriptive Information
- Comparisons
- Relative Size of Firm
- Other Library Sources
- The uses of Financial Statements

#### LIQUIDITY OF SHORT TERM ASSETS

- Current Assets, Current Liabilities, and The Operating Cycle
- Current Assets Compare with Current Liabilities
- Other Liquidity Consideration

#### LONG TERM DEBT PAYING ABILITY

- Income Statement Consideration when Determining Long-term Debt Paying Ability
- Balance Sheet Consideration when Determining Long-term Debt Paying Ability
- Special Items that Influence a Firms Long-term Debt Paying Ability

#### INTRODUCTION TO PROFITABILITY AND RISK ANALYSIS

- Learning Objectives
- Profitability Analysis
- Risk Analysis
- Interpreting Financial Statements Ratios

#### FOR THE INVESTOR

- Leverages and its Effects on Earnings
- Earnings Per Common Share
- Price/Earnings Ratio
- Percentage of Earnings Retained
- Dividend Payout
- Dividend Yield
- Book Value Per Share
- Stock Options
- Stock Appreciation Rights

#### EXPANDED ANALYSIS

- Financial Ratios as Perceived by Loan Departments
- Financial Ratios as Perceived by Corporate Controllers
- Financial Ratios as Perceived by Certified Public Accountants
- Financial Ratios as Perceived by Chartered Financial Analysts

- Financial Ratios used in Annual Reports
- Degree of Conservatism and Quality of Earnings
- Forecasting Financial Failure
- Analytical review Procedures
- Management's use of Analysis
- Use of LIFO Reserves
- Graphing Financial Information
- Management of Earnings

#### FORECASTING FINANCIAL STATEMENTS

- A typical one Year Projection
- Sensitivity Analysis with Projected Financial Statements
- Projecting Financial Flexibility
- Pro forma Financial Statements
- Multiyear Projections

#### PRO FORMA FINANCIAL STATEMENTS

- Learning Objectives
- Preparing Pro Forma Financial Statements
- Analyzing Pro Forma Financial Statements

#### STATEMENT ANALYSIS FOR SPECIAL INDUSTRIES

- Banks
- Utilities
- Oil and Gas
- Transportation
- Insurance
- Real Estate Companies

#### **Recommended Books/Reading Material**

1. Gibson, H.C, Financial Reporting & Analysis, South-Western College Publishing (latest edition).
2. Stinckney, C.P. Financial Reporting and Statement Analysis, A Strategic Perspective, The Drydan Press. (latest edition).
3. Fridson M.S. Financial Statement Analysis, A Practitioner's Guide, John Wiley & Sons, Inc. (latest edition).

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Project/Case Study: 10 marks)
Total:	100 marks

## International Finance

### Course Introduction/Objective

International Finance is the branch of financial economics broadly concerned with monetary and macroeconomic inter relations between two or more countries. It examines the dynamics of the global system, International monetary system, balance of Payments, Exchange rate, Foreign direct Investment, and how these topics relates to international trade. The students of International Finance are oriented about financial operations of business firms in an environment of open and integrated financial markets. These operations include arbitrages, financing hedging, investment and speculation. The Foreign Exchange market, Balance of Payment, Exchange Rate determination and international monetary system are part of this course.

### Learning Outcomes

At the end of this course the students will be able to understand concepts such as:

- Phenomena of exchange rate and how it can be analyzed in context of Globalizations/International Markets
- Assess the strengths and weaknesses of the monetary approach
- Relate the traditional arguments for and against fixed and floating exchange rates

### Course Contents

- The importance of International Finance
- International Finance and the role of the financial manager
- Indicators of the international relation of finance
- Post-War Economics, Financial and institutional developments
- The global financial crisis
- Characteristics of the Foreign Exchange Market
- Market participants
- The size and composition of the foreign exchange market
- The spot exchange rate
- The bid and offer rate
- Cross exchange rate
- The forward exchange rate
- Balance of payments
- The balance of payments and the foreign exchange market
- Factors affecting the balance of payment position
- The real effective exchange rate
- The multilateral (effective) exchange rate
- Exchange rate changes and domestic inflation
- The real effective exchange rate and trade balance
- Exchange rate bubbles, crashes, volatility and cycles
- Factors affecting supply and demand in the foreign exchange market
- Exchange rate and the budget deficit
- Speculation in the spot foreign exchange market
- Purchasing power parity

- Determination of the bid offer spread and the forward spread
- Factors affecting the exchange rate
- Economic theory and foreign exchange trading
- The International monetary system and exchange rate arrangements
- Flexibility of exchange rate as a criterion for classification, crawling peg, dual exchange rates, managed floating target zones
- The classical gold standard
- The Bretton Woods System
- The Present System
- The European Monetary System
- De Facto and DE Jure exchange rate regimes
- The international monetary system
- International banking regulation and the Barel Accord
- Why banks are important
- The kinds of risk facing banks
- Operational risk
- The pros and cons of banking regulation
- The meaning of capital and capital ratio
- The risk adjusted rate of return on capital
- The Barel Committee
- The Barel I Accord
- The Barel II Accord
- Exchange rate forecasting, technical analysis and trading rules
- Why do we need exchange rate forecasting?
- Market based forecasting
- Judgmental forecasting
- Composite forecasting
- Internal or external forecasting
- Technical analysis
- Trading rules
- Using trading rules to test efficiency
- Currency futures and swaps
- Futures and the problematic properties of forward contracts
- A comparison of forward and futures markets
- Currency and interest rate swaps
- Cross-currency interest rate swaps
- Swap terminology
- Currency options
- Origin and basic concepts
- Description of currency options contracts
- Determinants of option premiums
- Exotic options
- International Arbitrage
- The point arbitrage
- Three point or multipoint arbitrage
- Commodity arbitrage
- Covered interest arbitrage

- Uncovered interest arbitrage
- Foreign exchange risk and exposure
- Definition of risk
- Value at risk
- Definition of exposure
- Economic exposure
- Translation exposure
- Foreign exchange risk
- Hedging short-term transaction exposure with forward and future contracts
- Money market hedging of short-term transaction exposure
- Option hedging of short-term transaction exposure
- Hedging a contingent exposure
- Hedging long-term transaction exposure
- Managing economic exposure
- Foreign direct investment and international capital budgeting

### **Recommended Books/Reading Material**

1. Levi, M. D. (2009). International Finance (5<sup>th</sup> edition). Routledge.
2. Pilbeam, K. (2013). International Finance (4<sup>th</sup> edition). Palgrave Macmillan

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class participation/discussion/presentation: 7 marks)
Total:	100 marks

## **Investment & Portfolio Management**

### **Course Introduction/Objective**

The objective of the course is to study theory and empirical evidence relevant for portfolio management. An emphasis is placed on understanding how an investment professional would allocate funds in a hypothetical portfolio. Major topics include estimation of capital market parameters, trade-off between risk and return, optimal portfolio selection, equilibrium asset pricing models, and delegated portfolio management. Emphasis will be put on development of techniques that should be part of the tool kit of those interested in becoming professional investors and/or researchers in finance. The course material is tilted heavily towards equity markets since there are separate courses that cover fixed income markets and derivative securities.

### **Learning Outcomes**

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

- Understand the operations of financial markets.
- To analyze the various types of assets including equities, fixed income securities, and derivatives to perform risk analysis.
- Enhance the skills required for corporate finance, trading, and investment banking positions.

### **Course Contents**

- Investment Settings
- Organization And Functioning Of Securities Market
- Security market indicator series
- Introduction to efficient market hypothesis
- An introduction to portfolio management
- An introduction to asset pricing models
- Analysis of financial statements
- Security valuation
- Stock market analysis
- Industry analysis
- Company analysis and stock valuation
- Technical analysis
- Introduction to behavioral finance
- Introduction to financial derivatives
- Forwards, Futures, Options & Swaps

### **Recommended Books/Reading Material**

1. Gitman, L.J. and Joehnk, M.D. (2008). Fundamentals of Investing. 10<sup>th</sup> ed. Pearson Education, Inc., Prentice Hall.



**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quiz : 10 marks Project: 10 marks)
Total:	100 marks

## **Financial Institutions**

### **Course Introduction/Objective**

Financial institutions is an essential course for students who will be engaging in or seeking a career in the banking and financial service industry. An understanding of the application of modern banking and finance theory to managing performance and risks of banking and other financial institutions effectively, as well as maximizing shareholders wealth, is a central part of banking operations management in developing a strategic approach, and making optional and informed financial decisions. Hence, the objective of this course is to build understanding about the basic skills and knowledge needed for the operation of financial institutions.

### **Learning Outcomes**

- On completion of the course the students shall be able to demonstrate an understanding of the subject matter and financial environments, not only in Pakistan but in the outside developed financial world.
- The students should also have developed an analytical framework, basic skills and knowledge needed for the operation of financial institutions.

### **Course Contents**

- Introduction to financial service industry: Other financial institutions
  - Financial statements of Banks.
  - Commercial banks; statements and regulations
  - Regulations of Non-banking Financial institutions
  - Analyzing Bank Performance
  - Off-Balance Sheet Activities
  - Other lending Institutions
- Insurance Companies
- Security Firms and Investments Banks
- Mutual Funds and Hedge Funds
- Hedge Funds and Pension Funds
- Types of Risks Incurred by Financial Institutions
- Interest Rate Risk Management
- Using derivatives to manage interest rate risk
- Liabilities and Liquidity Management
- Capital management

### **Recommended Books/Reading Material**

1. Frederic S. Mishkin & Stanley G. Eakins, Financial Markets and Institutions, 7<sup>th</sup> edition.
2. Robert O. Edmister, Financial Institutions; Markets and Management, 2<sup>nd</sup> edition.
3. Anthony Saunders & Marcia Millon Cornett, Financial Institutions Management Risk Management Approach, 6th edition.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quiz: 10 marks, Assignments: 5 marks, Class Discussion/Participation: 5 marks)
Total:	100 marks

## Credit Management

### Course Introduction/Objective

Credit management covers a diverse field of credit-related areas from granting consumer credit requests to managing the credit options of large corporations and collecting delinquent debts. Credit managers oversee the credit lending process for banks, credit card companies and other financial institutions that deal with credit. Managers may develop credit rating criteria, define credit ceilings and oversee credit collection accounts. Both small and large financial institutions utilize credit management specialists, and those who work for smaller institutions are usually also responsible for assisting customers in filling out credit applications, responding to complaints made by customers and determining the company's credit regulations. Hence, this course covers all such areas of credit management.

### Learning Outcomes

- The students will develop a foundation of financial management concepts. This will enable them understand what credit management is, what the lending objectives are, and how to measure credit risk.
- The course also lays a foundation for more complex credit management topics that arise in additional elective courses in finance.
- This course also describes the credit rating systems.

### Course Contents

- Introduction to Credit Management; the role of credit in economy and for business.
- Account receivable and payable management
  - Credit selection
  - Credit ratings, PACRA
  - Credit standards, terms and conditions
  - Collection policy
  - Cash management
- Sources of financing for the firms
  - Short-term vs. long-term
  - Secured vs. unsecured
  - Credit management in Banks
  - The bankers funds
  - Control of bank credit in Pakistan
  - Instruments of credit control
  - Priority sector financing
- Banks' credit policy
- Different types of loans and advances
- Different types of borrowers
- Appraisal of loan requests
  - Financial statements
  - Ratio analysis
  - Funds flow and cash flow analysis
- Loans and advances against various types of securities
  - Types of securities

- Characteristics of securities
- Types of charges
- Islamic banking

### **Recommended Books/Reading Material**

1. Lawrence J. Gitman: Principles of Managerial Finance (latest edition)
2. G.S. Popli & S.K. Puri: Strategic Credit Management in Banks. Eastern economy edition
3. Dr. Asrar H. Siddiqi: Practice and Law of Banking in Pakistan. 8<sup>th</sup> edition.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quiz: 10 marks, Assignments: 5 marks, Class Discussion/Participation: 5 marks)
Total:	100 marks

## Seminar in Finance

### Course Introduction/Objective

The core objective of Strategic Finance is to make the students familiarize with investment, financing and dividend decisions.

### Learning Outcomes

After successful completion of this course, students will be able to understand issues, theories and relevant research in following topics such as:

- Time value of money
- Cash management
- Inventory Management
- Short-term Financing
- Working Capital Management
- Valuing Bonds and Stocks
- Dividend Policy

### Course Contents

#### THE FIRM AND THE FINANCIAL MANAGER

- What is finance?
- The role of financial manager
- Legal forms of business organization
- Goals of the corporation
- Agency problem (principal-agent problem). How agency costs can be mitigated?
- Role of financial institutions and financial markets

#### TIME VALUE OF MONEY

- The concept of future value and present value
- Multiple cash flows (future value and present value of multiple cash flows)
- Level cash flows (How to value perpetuities? How to value annuities?)
- Inflation and time value money
- Applications of time value money.

#### CASH MANAGEMENT

- Why firms hold cash?
- Baumol Model/Inventory model for cash management
- Miller-ORR model/Stochastic model for cash management
- Strategies to manage the operating cycle and cash conversion cycle

#### MARKETABLE SECURITIES

- The role of money market
- Instruments of money market
- Features of marketable securities
- How to select a marketable security for investment?

### ACCOUNTS RECEIVABLES MANAGEMENT

- Why firms sell products on credit basis?
- Credit policy (credit selection, credit standards, and credit term)
- Effects of credit standards on receivable management
- Effects of credit term on receivable management
- Credit scoring and credit monitoring
- Collection Policy: popular collection methods

### INVENTORY MANAGEMENT

- Why to hold inventory? How much to hold inventory?
- Opinion of different managers regarding the level of inventory
- Determine an optimal level of inventory using economic order quantity
- The concept of re-order point, if usage of inventory during the lead time is certain and variable
- ABC inventory management system, Two-bin method, material requirements planning and Just in time inventory method

### SHORT-TERM FINANCING

- Spontaneous versus discretionary sources of finance
- Unsecured sources of finance (Single payment note, line of credit, revolving credit, commercial papers etc.)
- Secured sources of finance (pledge of accounts receivables and inventory, factoring etc.)

### WORKING CAPITAL MANAGEMENT

- What is working capital? What does it mean by positive, negative and zero net working capital?
- The trade-off between risk and return
- Working capital financing policies (Aggressive, moderate and conservative)
- Which one financing policy is the best?

### TERM STRUCTURE OF INTEREST RATE

- Why short-term loans are cheaper than the long-term loans?
- The concept of yield to maturity.
- Different types of yield curve
- Expectation hypothesis
- The liquidity preference theory
- The market segmentation theory

### VALUING BONDS

- Bond characteristics
- Valuation mechanism of different types of bonds (e.g., coupon rate bond, zero coupon bond and perpetual bond).
- Rate of return (i.e. current yield, yield to maturity and yield to call)
- The interest rate risk and its impact on bond prices

### VALUING STOCKS

- Stocks and the stock markets

- Book value, liquidation value, and market value
- Valuing common stock
- Estimating expected rates of returns
- Growth stocks and income stocks
- Other approaches valuing common stocks
- Valuing preferred stocks

#### PRINCIPLES OF CASH FLOW AND CAPITAL BUDGETING

- What is capital budgeting? Steps involved in capital budgeting process.
- Terminology relevant to capital budgeting
- How to compute initial investment, operating cash inflow and terminal cash flow
- The concept of relevant cash flow
- Precautions while computing relevant cash flow.

#### CAPITAL BUDGETING PROCESS AND TECHNIQUES

- Payback analysis (The payback decision rule, pros and cons of payback method, discounted payback method, pros and cons of payback method)
- Accounting based methods (Accounting rate of returns)
- Net present value (The NPV decision rule, pros and cons of NPV)
- Internal rate of return (How to determine the project's IRR, pros and cons of IRR)
- IRR, NPV and mutually exclusive projects
- The concept of Profitability index – Benefit cost ratio
- The profitability index and capital rationing

#### CAPITAL STRUCTURE THEORY – AN OVERVIEW

- Modigliani and Miller capital structure irrelevance propositions (Assumptions of the M&M capital structure model, Proposition I, and Proposition II)
- Modigliani and Miller capital structure model with corporate and personal taxes
- The trade-off model of capital structure
- The pecking order hypothesis
- Agency costs and capital structure
- The signaling model of capital structure
- Capital structure patterns observed worldwide
- Relevant research articles

#### DIVIDEND POLICY

- Dividend fundamentals (dividend payment procedures)
- Types of dividend policies
- Factors affecting the dividend policy
- Other forms of dividends
- Payout policy in a world with perfect capital markets (Miller and Modigliani dividend irrelevance theorem)
- The effects of market imperfections on payout policy
- The free cash flow hypothesis: dividend payments a solution to agency problems

#### **Recommended Books/Reading Material**

1. Principles of Managerial Finance by Lawrence J. Gitman (Latest edition)



2. Principles of corporate finance by Richard A. Brealey, Stewart C. Myers, 8<sup>th</sup> edition, McGraw-Hill Inc., New York.
3. Fundamentals of Corporate Finance by Richard A. Brealey, Stewart C. Myers and Alan J. Marcus, International Edition, McGraw-Hill Inc., New York.
4. Corporate Finance by Scott B. Smart, William L. Megginson and Lawrence J. Gitman, Thompson (South-Western) USA.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes, 7 marks, Assignments: 7 marks, Class Participation/Presentation: 6 marks)
Total:	100 marks

## **Insurance Management**

### **Course Introduction/Objective**

The purpose of this course is to teach risk management and insurance decisions in personal financial planning, with applications to insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care.

### **Learning Outcomes**

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

- Explain key insurance terminology and contract features
- Evaluate client insurance and risk management needs
- Identify and explain features of private and public insurance available to meet each identified need
- Demonstrate the ability to appropriately select from available products to meet clients' needs.
- Integrate the tax implications into insurance decisions.
- Incorporate employee benefits into financial planning recommendations.
- Develop the analytical skills necessary to make optimal decisions relatively to insurance products and alternative strategies
- Process information effectively from realistic insurance documents
- Use spreadsheets to project products illustrations

### **Course Contents**

#### **FUNCTIONS OF INSURANCE**

- Definition of insurance.
- Basic characteristics of insurance.
- Insurable and uninsurable risks.
- Social costs and benefits of insurance.
- Law of Large Numbers and nature of insurance

#### **ECONOMIC THEORY OF INSURANCE**

- Expected utility and decision making under uncertainty.
- Information economics.
- Insurance demand under adverse selection and moral hazard.
- Insurance supply.

#### **LEGAL PRINCIPLES OF INSURANCE**

- Principle of indemnity.
- Principle of insurable interest.
- Principle of utmost good faith.
- Principle of Subrogation

#### **ELEMENTS IN AN INSURANCE CONTRACT**

- Basic parts of an insurance contract.
- Endorsements and riders.
- Deductibles, coinsurance, and limits.
- Warranties, exclusions and cancellation.
- Other-insurance provisions and clauses

## TYPES OF INSURANCE AND MARKETING SYSTEMS

- Insurance classification schemes in Pakistan
- General and casualty insurance.
- Liability insurance.
- Life insurance.
- Pension and annuity insurance.
- Reinsurance.
- Insurance agency and marketing systems.

## INSURANCE COMPANY OPERATIONS

- Mutual vs. stock insurers.
- Overview of insurance organization (rate making, underwriting, claim, adjusting, actuary, accounting, information technology).
- Factors affecting rating premium rates.
- Reserves and solvency margin.

## INSURANCE REGULATION AND CODE OF CONDUCT

- Overview of insurance regulations in Pakistan.
- Basics of contract law and insurance.
- Insurance authorities and insurer associations.
- Agents vs. brokers.
- Regulations of insurance brokers and agents.
- Code of conduct and related regulations with respect to insurance in Pakistan

## SOCIAL INSURANCE AND SOCIAL WELFARE

- Social Insurance vs. Private Insurance.
- Social security programs in Pakistan compared to other countries.

### **Recommended Books/Reading Material**

1. Principles of Risk Management and Insurance (12th Edition) by George E. Rejda & Michael McNamara. Pearson
2. Risk Management and Insurance (2nd Edition) by Scott Harrington & Gregory Niehaus. McGraw-Hill/Irwin

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks

## **Risk Management**

### **Course Introduction/Objective**

Risk is costly. This statement is absolutely agreed by businessmen and professionals, particularly those facing inherent risk in their professional lives. Minimizing the cost of risk to an optimum level unanimously means that we are increasing the value of a firm. However, the cost of risk minimization, albeit its ease to say or learn conceptually is very much difficult to implement, either by self-managed method or by risk-transfer approach. If a business executive decides to manage the cost of risk herself, she has to estimate direct and indirect costs pertaining to the possibly risky events or occurrences. On the other hand, if executive transfers the risk to a third party, she has to load in insurance premium as the compensation for the insurer, comprising administrative fees and the insurer's business return. Therefore, the purpose of this course is to familiarize and teach students the concept of financial risk and its management so that they could effectively take business decisions and weight risk in their managerial thinking.

### **Learning Outcomes**

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

- Get a comprehensive perspective on risk management, its tools, and techniques.
- Develop analytical and integrative thinking in understanding and implementing the risk management practices.
- Arouse the sense of business through an experiential approach, especially in the completion of assignments.
- Practice communication skills intertwined with risk management topics.

### **Course Contents**

#### INTRODUCTION TO RISK MANAGEMENT

- The motivation for risk management
- Causes of financial risk
- A short story of financial losses and risk management

#### BASICS PROBABILITY, FINANCE AND STATISTICS

- A short review (Mean, standard deviation, correlation, skewness & kurtosis, Estimating parameters of distributions, Linear regression and correlation, Monte Carlo analysis, ...) and an introduction to terms, concepts, principles and governing ideas essential for understanding of risk and its management.

#### TYPE OF RISKS

- Business Risk, Operational Risk, Financial Risk (market risk, credit risk, liquidity risk), Legal Risk

#### MARKET RISK MANAGEMENT

- Sources of Risks: interest rate, foreign exchange, equity, and commodity risks

#### HOW FINANCIAL RISKS ARE MANAGED?

- Hedging, concept and terminology.
- Ltd derivatives, derivatives markets

#### FINANCIAL RISK MANAGEMENT INSTRUMENT

- Forwards, Valuations and risk analysis of forwards.
- Options, Valuations and risk analysis of forwards.

- Future, Valuations and risk analysis of forwards.

CREDIT RISK

FX RISK, INTEREST RISK, COMMODITY RISK

OPERATIONAL RISK

REGULATORY ENVIRONMENT, SAFETY CONCERN OVERALL FINANCIAL SYSTEM, BASEL I, II AND BASEL III

FINANCIAL ENGINEERING AND RISK MANAGEMENT

### **Recommended Books/Reading Material**

1. Essentials of Financial Risk Management by Karen A. Horcher (latest edition)
2. An introduction to Risk Management and Derivatives by Don Chance & Robert, (latest edition)
3. The essentials of risk management by Robert Mark, (latest edition)
4. An introduction to options, futures and other derivatives by John Hull, (latest edition)

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks

## Treasury Management

### Course Introduction/Objective

The aim of the course is to develop understanding of roles & activities of treasury manager & impact a range of treasury management techniques & tools. The objective is to provide insight into the techniques of treasury management & explain how they may be used to treasury manager.

### Learning Outcomes

After successful completion of this course, the students will be able to develop understanding about:

- Concept, role, and importance of treasury
- Roles of treasury manager and decision areas of a treasurer.
- Techniques and methods for treasury management

### Course Contents

- Introduction to Treasury Manager
- Sources of Finance 1
- Sources of Finance 2
- Management of Interest rate risk
- Currency risk
- Exchange risk Relationship
- Currency Risk management

### Recommended Books/Reading Material

1. Treasury Management, Tools & Techniques for Countering Financial Risk, By John Ogilvie (latest edition).

### Course Evaluation

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks

## **Islamic Banking & Finance**

### **Course Introduction/Objective**

This course has been designed to introduce the students with the nature and operations of Islamic Banking. It includes at the outset the interpretation and analysis of the true meaning and nature of Riba, usury and interest; and an attempt has been made to examine the practicability, viability and possible constraints of interest free banking. The contours and profile of interest free banking within the framework of Islamic Economic System are discussed. Unbiased conclusions are drawn, and recommendations submitted for enhancing the operational effectiveness of Islamic Banking System.

### **Learning Outcomes**

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

- Get a comprehensive overview of the Islamic Banking and Finance Industry
- Recognize the fundamental instruments and concepts available and used in the Industry.
- Understand the differences between Islamic and Conventional based financing.
- Conceptualize current state of Islamic Banking in Pakistan and its future.

### **Course Contents**

#### A BRIEF OVERVIEW OF ECONOMIC SYSTEMS

- Capitalism
- Communism
- Islamic Economic System

#### THE ISLAMIC ECONOMIC SYSTEM

- Factors of Production in Islam
- The Objectives of the Distribution of Wealth in Islam

#### RIBA, USURY, INTEREST

- Introduction
- Historical Background
- Nature & Meaning

#### PROHIBITION OF RIBA

- Riba in the Quran
- Riba in Hadith
- Riba in Fiqha
- Rationale of Prohibition of Riba
- Arguments in Favor of Interest
- Arguments against Interest
- Analysis of the Arguments in Favor of & Against Interest
- Interest free Banking System
- Objections, Reservations
- Evaluation of the Objections & Reservations

#### ISLAMIC BANKING

- Philosophy, Development
- Areas of Operations

- None Fund Based Transactions
- Investment Activities
- Social Activities
- Financing under Profit and Loss Sharing System
- Potential of Islamic Banks

#### ISLAMIC MODES OF FINANCING

- Musharakah
- Definition of Musharakah
- The Basic Rules of Musharakah
- The Management of Musharakah
- Basic Rules of Distribution of Profit and Loss
- Powers and Rights of Partners and Musharakah
- Termination of Musharakah
- Termination of Musharakah without Closing the Business
- Distinction between Interest Based Financing and Musharakah

#### MUDARABAH

- Definition
- Types of Mudarabah
- Difference between Mudarabah and Musharakah
- Investment
- Mudarabah Expenses
- Distribution of Profit and Loss
- Roles of Mudarib
- Termination of Mudarabah

#### DIMINISHING MUSHARAKAH

##### MEANING AND CONCEPT

##### USES OF DIMINISHING MUSHARAKAH

#### MURABAHA

- Definition
- Difference between Murabaha and Sale
- Issues in Murabaha
- Basic Mistakes in Murabaha Financing
- Bai' Muajjal

#### SALAM AND ISTISNA

- Salam
- Purpose of Use
- Conditions of Salam
- Parallel Salam
- Istisna
- Concept of Istisna
- Difference between Istisna and Salam
- Istisna as a Mode of Financing
- Ijarah (Leasing)
- Basic Rules
- Lease as a Mode of financing
- Difference between Murabaha and Leasing
- Expenses Consequent to Ownership
- Lessee as Ameen



- Ijarah Wa Iqtina

#### APPLICATIONS OF ISLAMIC FINANCING

- Project Financing
- Working Capital Financing
- Import Financing
- Export Financing

#### ISLAMIC INVESTMENT

- Securitization
- Securitization of Musharakah
- Securitization of Murabaha
- Securitization of Ijarah

#### **Recommended Books/Reading Material**

1. Islamic Banking, Shahid Hassan Siddiqui, Royal Book Company Karachi. (1994).
2. An Introduction to Islamic Finance, Muhammad Taqi Usmani, Idaratul Marris Karachi. (1999).
3. Islamic Banking, Dr. Muhammad Imran Ashraf Usmani, Darul Ishaat Karachi Edition (2002).

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks

## **Auditing**

### **Course Introduction/Objective**

This course provides students a detailed overview of auditing and professional practice. It commences with an introduction to assurance and auditing including changes in the audit profession and professional and regulatory organizations. Next, there is discussion of professional ethics and legal liability issues for auditors. The remainder of the course focuses on the major issues associated with financial statement audits, including audit planning, audit evidence, tests of controls and substantive testing. Students are provided with limited 'hands-on' experience by means of audit case studies.

### **Learning Outcomes**

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

- Describe the key issues and regulations related to auditing
- Evaluate ethical and legal dilemmas facing auditors in the context of the code of ethics, as well as statutory and common law.
- Understand and apply the various concepts and phases of financial statement auditing
- Explain the key audit completion steps and the different types of audit reports

### **Course Contents**

- Auditing definition and introduction, nature and scope, glossary objects of an audit
- Difference between accounting and auditing
- Advantages of auditing, qualities and qualification of an auditor
- Continuous audit-features, advantages and disadvantages, final audit-features, advantages and disadvantages
- Interim audit- features, advantages and disadvantages
- Definitions, objectives and principles of systems of internal control systems, internal check and control
- Difference between internal and external audit
- Audit documentation and engagement letter
- Materiality and audit assurance, management presentation
- Overview of audit techniques and audit planning
- Audit evidence
- Liabilities of auditor
- Different types of audit reports
- Events subsequent to audit report
- International auditing practice statement- Audit of financial statements of banks/ insurance companies and other entities

### **Recommended Books/Reading Material**

1. Principles of Auditing by Prof. Dr. Khawaja Amjad Saeed (Latest Edition), Lahore: Khawaja Publications
2. Companies ordinance 1984
3. International Auditing standards

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks

## Corporate Finance

### Course Introduction/Objective

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.

### Learning Outcomes

At the end of the course students will be able to understand;

- The concept of time value of money
- Bonds and Stocks Valuation
- Risk and Return Principles
- Capital Budgeting
- Financing
- Capital Structure and Dividend Policy essentials
- Financial Planning

### Course Contents

#### THE FIRM AND THE FINANCIAL MANAGER

- What is corporate finance?
- The role of financial manager
- Legal forms of business organization
- Goals of the corporation
- Financial institutions and Markets
- Agency problem (principal-agent problems). How agency costs can be controlled in corporate finance?
- Research articles (Ten ways to create shareholders wealth)

#### THE TIME VALUE OF MONEY

- The concept of future value and present value
- Multiple cash flows (future value and present value of multiple cash flows)
- Level cash flows (How to value perpetuities? How to value annuities?)
- Inflation and time value money
- Applications of time value money.
- Research articles

#### VALUING BONDS

- Bond characteristics
- Bond prices and yields
- Rate of return
- The interest rate risk
- The yield curve
- Nominal and real rates of interest
- Default risk

- Research articles

#### VALUING STOCKS

- Stocks and the stock markets
- Book value, liquidation value, and market value
- Valuing common stock
- Estimating expected rates of returns
- Growth stocks and income stocks
- Other approaches valuing common stocks
- Valuing preferred stocks
- Research articles

#### RISK

- Risk and return fundamentals
- Measuring risk (variance and standard deviation)
- Risk and diversification (Diversification, asset versus portfolio risk, market risk versus unique risk)
- The concept of risk-free borrowing and lending (Portfolios of risky and risk free assets, Determining the optimal portfolio,
- The market portfolio (the capital market line)
- The capital asset pricing model (CAPM) (The concept of securing market line, estimation of betas)
- Alternatives to the CAPM (The Arbitrage Pricing Theory, the Fama-French (F-F) model)

#### THE COST OF CAPITAL - RETURN

- Determining weighted average cost of capital
- Measuring capital structure
- Computing required rates of returns (The expected returns on corporate bond, common stock, and preferred stock)
- How to interpret the weighted average cost of capital?
- Flotation costs and the cost of capital

#### CAPITAL BUDGETING PROCESS AND TECHNIQUES

- Payback analysis (The payback decision rule, pros and cons of back method, discounted payback method, pros and cons of back method)
- Accounting based methods (Accounting rate of returns)
- Net present value (The NPV decision rule, pros and cons of NPV)
- Internal rate of return (How to determine the project's IRR, pros and cons of IRR)
- IRR, NPV and mutually exclusive projects
- The concept of Profitability index – Benefit cost ratio
- The profitability index and capital rationing

#### CASH FLOW AND CAPITAL BUDGETING

- Discount cash flows not profits
- Discount incremental cash flows (the concept of indirect effects, sunk cost, and opportunity costs)
- Discount nominal cash flows by the nominal cost of capital

- Separate investment and financing decisions
- Computing cash flow for investment decisions (e.g., initial investment, cash flows from operations, and terminal cash flow)

#### PROJECT ANALYSIS

- How firms organize the investment process (The capital budget, Project authorizations)
- Sensitivity analysis and scenario analysis
- Breakeven analysis (Accounting breakeven analysis Vs. NPV breakeven analysis)
- Flexibility in capital budgeting (Decision trees, the option to expand, Abandonment options, flexible production facilities, investment timing options)

#### AN OVERVIEW OF CORPORATE FINANCING

- Differences between investment and financing decisions
- The concept of an efficient market
- Three forms of the efficient market theory (Weak form efficiency, semi-strong form efficiency, and strong form efficiency)
- Common stock
- Preferred stocks
- Corporate Debt
- Convertibles Securities

#### HOW CORPORATIONS ISSUE SECURITIES?

- Venture capital
- The initial public offering
- The underwriters and the procedures of underwriting
- General cash offers by public companies
- Market reactions to stock issues
- The private placement

#### CAPITAL STRUCTURE THEORY – AN OVERVIEW

- Modigliani and Miller capital structure irrelevance propositions (Assumptions of the M&M capital structure model, Proposition I, and Proposition II)
- Modigliani and Miller capital structure model with corporate and personal taxes
- The trade-off model of capital structure
- The pecking order hypothesis
- Agency costs and capital structure
- The signaling model of capital structure
- Capital structure patterns observed worldwide

#### DIVIDEND POLICY

- Dividend fundamentals (dividend payment procedures)
- Types of dividend policies
- Factors affecting the dividend policy
- Other forms of dividends
- Payout policy in a world with perfect capital markets (Modigliani and Miller irrelevance proposition)
- The effects of market imperfections on payout policy

- The free cash flow hypothesis: dividend payments a solution to agency problems

#### FINANCIAL STATEMENT ANALYSIS

- Principal financial statements (Balance sheet, income statement, statement of retained earnings, cash flow statement)
- Financial ratios (Liquidity ratios, activity/asset management ratios, gearing/ leverage ratios, profitability ratios, and market value ratios)
- The DuPont system
- Measuring company performance
- The role of financial ratios

#### FINANCIAL PLANNING

- What is financial planning?
- Financial planning models (Components of a financial planning model)
- Pitfalls in model design
- The assumptions in percentage of sales model
- The role of financing planning models
- The concept of external financing and growth

#### WORKING CAPITAL MANAGEMENT AND SHORT-TERM PLANNING

- Working capital (the components of working capital, working capital and cash conversion cycle, the working capital trade-off / strategies)
- Links between long-term and short-term financing
- Cash budgeting (forecast sources and uses of cash)
- Sources of short-term financing (bank loans, commercial papers, secured loans)

#### **Recommended Books/Reading Material**

1. Fundamentals of Corporate Finance by Richard A. Brealey, Stewart C. Myers and Alan J. Marcus, International Edition, McGraw-Hill Inc., New York.
2. Corporate Finance by Scott B. Smart, William L. Megginson and Lawrence J. Gitman, Thompson (South-Western) USA.
3. Principles of corporate finance by Richard A. Brealey, Stewart C. Myers, 7<sup>th</sup> edition, McGraw-Hill Inc., New York.

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes, 7 marks, Assignments: 7 marks, Class Participation/Presentation: 6 marks)
Total:	100 marks

## **Corporate Governance**

### **Course Introduction/Objective**

Corporate governance has become a well-discussed topic in both the popular and business press. Newspapers produce detailed accounts of corporate fraud, accounting scandals, insider trading, excessive compensation, and other perceived organizational failures, many of which culminate in lawsuits, resignations, and bankruptcy. Central to these stories is the assumption that somehow corporate governance is to blame, that is, the system of checks and balances meant to prevent abuse by executives failed. Therefore, this course is designed from an organizational perspective with the aim to examine the choices that organizations can make in designing governance systems and the impact those choices have on executive decision making and organization's performance.

### **Learning Outcomes**

- On completion of the course the students shall be able to demonstrate an understanding of the subject matter and business environments, not only in Pakistan but in the outside developed corporate world.
- The students should also have developed an analytical framework, basic skills and knowledge needed for the regulatory and decision making processes in the organizations.

### **Course Contents**

- Introduction to Corporate governance
  - Historical and Theoretical basis
- The shareholders
- The Board of Directors
- Various Categories and Types Directors
- Committees of a Board
- Financial reporting
- Business ethics and corporate social responsibility in Corporate Governance

### **Recommended Books/Reading Material**

1. Safdar A. Butt: Corporate Governance for Pakistan. 4<sup>th</sup> edition
2. A.C. Fernando: Corporate Governance; Principles, Policies and Practice. 2<sup>nd</sup> edition.
3. David Larcker & Brian Tayan: Corporate Governance Matters; A closer look at organizational choices and their consequences. (2011)
4. Relevant articles/research papers/ case studies will also be included during course

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 10 marks, Assignments: 5 marks, Class discussion/participation: 5 marks)
Total:	100 marks



# **MARKETING**

## **Retailing**

### **Course Introduction/Objective**

The objective of the course is to introduce the concept of Retail Management to students and to teach how decisions should be made regarding retailing. The course will introduce the student to the world of retailing from a managerial viewpoint. Consequently, it focuses on the elements that comprise the retail mix, including types of retailers, multichannel retailing, consumer buying behavior, retail marketing strategies, selecting retail site locations, supply chain management, merchandising, pricing, store management, store layout & design and customer service.

### **Learning Outcomes**

Upon successful completion of this course, the student will have reliably demonstrated the ability to:

- Evaluate current retailing trends based on consumer, legal and competitive environments.
- Identify various retail opportunities and evaluate the strategies associated with each type of opportunity.
- Distinguish and characterize the factors and management tools that retailers consider and use when developing their merchandise mix.
- Assess current retail practices in their ability to respond to environmental trends.

### **Course Contents**

#### AN INTRODUCTION TO RETAILING

- Framework of Retailing, Importance of developing and applying a Retail Strategy

#### BUILDING AND SUSTAINING RELATIONSHIPS IN RETAILING

- Value and Value Chain, Retail Relationships, Ethical Performance and Relationships in Retailing

#### STRATEGIC PLANNING IN RETAILING

- Situation Analysis, Identification of Consumer Characteristics,

#### RETAIL INSTITUTES BY OWNERSHIP

- Independent, Chain , Franchising
- Leased Departments, Vertical Marketing System, Consumer Cooperative

#### RETAIL INSTITUTIONS BY STORE BASED STRATEGY MIX

- Considerations in a Retail Strategy Mix, How retail institutions are evolving
- Retail Institutions categorized by store based strategy mix, Food Oriented Retailers, General Merchandise Retailers

#### WEB, NON-STORE BASED AND OTHERS FORMS OF NON-TRADITIONAL RETAILING

- Direct Marketing, Direct Selling, Vending Machines, Electronic Retailing,
- Other Non- Traditional Forms of Retailing, Developing a Well Integrated Multi Channel, Special Challenges

#### IDENTIFYING AND UNDERSTANDING CUSTOMERS

- Demographics and Lifestyles, Needs and Desires, Shopping Attitudes and Behavior, Retail Actions, Environmental factors affecting consumers

#### INFORMATION GATHERING AND PROCESSING IN RETAILING

- Information flow in Retail Distribution Channel, Avoiding retail strategy based on inadequate information, Retail Information System, Marketing Research Process

#### TRADING AREA ANALYSIS

- Importance of Location, Trading Area Analysis
- Characteristics of Trading Areas
- Site Selection
- Types of Location, Choice of General Location

#### MANAGING A RETAIL BUSINESS

- Location and Site Evaluation
- Setting up a retail organization, organizational patterns in retailing
- Human Resource Management in Retailing

#### OPERATIONS MANAGEMENT: FINANCIAL DIMENSIONS

- Profit Planning, Assets Management, Budgeting, Resource Allocation
- Operating A retail business

#### DEVELOPING MERCHANDISE PLANS

- Buying organizations formats and processes, Devising Merchandise Plans
- Category Management, Merchandising Software

#### IMPLEMENTING MERCHANDISE PLANS

- Implementing Merchandise Plans, Logistics, Inventory Management

#### FINANCIAL MERCHANDISE MANAGEMENT

- Inventory Evaluation, Merchandise Budgeting and Forecasting
- Unit Control System, Financial Inventory Control

#### PRICING IN RETAILING

- External factors effecting a Retail Price Strategy, Developing a Retail Price Strategy

#### ESTABLISHING AND MAINTAINING A RETAIL IMAGE

- Significance Of Retail Image, Atmosphere
- Encouraging customers to spend more time on shopping, Community Relations

#### PROMOTIONAL STRATEGY

- Elements of Retail Promotional Mix
- Planning a Retail Promotional Strategy

#### INTEGRATING AND CONTROLLING A RETAIL STRATEGY

- Integrating Retail Strategy, Control: Using Retail Audit

### **Recommended Books/Reading Material**

1. Barry Berman, Joel R. Evans et al., Retail Management, Text, Cases and Readings, (10<sup>th</sup> edition).

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/Case Analysis & VIVA: 10 marks)
Total:	100 marks

## **Distribution Management**

### **Course Introduction/Objective**

Distribution Analysis – A specialized course offered in the field of marketing to equip the student with the latest knowledge of “Placement/Distribution”, its different dimensions including channel design, channel motivation, channel evaluation, transportation, inventory management & warehousing and customer services. This course gives knowledge about how to design, develop, and maintain effective relationships among the different channels members which will lead towards organizational sustainable competitive advantages.

### **Learning Outcomes**

At the end of this course, student will be capable to understand:

- The distribution structures of national and multinational organizations.
- They will be equipped with the latest techniques of designing the new distribution structures and maintaining the existing ones.
- To evaluate the distribution structure of the companies and suggest the best structural techniques which will help them to be most competitive.
- To Understand the distribution structures (including channel networks) of the companies working in Pakistan (local and multinational) and capable of analyzing them critically.

### **Course Contents**

- Introduction to Distribution Management, its objectives and market application – An overview
- Emergence of the Marketing Channels Structure
- Marketing Channel and Marketing Management, Channel Flows
- Channel Structure, strategies and Formulation
- Channel Participants – Retailers (General Classification and trends of Retailers)
- Channel Participants – Wholesalers (General Classification and trends of Wholesalers)
- Marketing Channel and Environment (economic, competitive, socio-cultural, technological, and legal environment and its impact on channel design)
- Integration Approach (A competitive tool) – A general discussion.
- Behavioral issues in marketing channels
- Marketing Channel Strategy (relationship of channel strategy with corporate and marketing mix) an integrated Approach
- Marketing Channel Design – Phases and strategies
- Criteria's for the Selection of Channel Members; both Suppliers to Manufacturers and manufacture to Wholesaler and Retailers
- Framework for Market Analysis
- Channel Motivation – problems and the role of Channel Leaders
- Product Issues in Channel Management - Product Life Cycle and the role of Channel Members – Strategies and Tactics
- Pricing Issues in Channel Management
- Promotion Strategies and Role of Distribution Management

**Recommended Books/Reading Material**

1. Rosenbloom, Bert (1999), “Marketing Channels – A Management View”, Harcourt Brace Collage Publication.
2. Coughlan, A.T., Anderson, E., Stern, L.W., and El-Ansary, A.I. (2009). “Marketing Channels”, Seventh Edition, Pearson publication.
3. David Simchi-Levi and Philip Kaminsky, (2000). “Designing and Managing the Supply Chain, Concepts, Strategies, and Case Studies”, McGraw Hill Publication.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quiz : 07 marks Assignment (Research Report) and Presentation: 13 marks)
Total:	100 marks

## **Industrial Marketing**

### **Course Introduction/Objective**

The aim of the course is to develop a deeper understanding of the industrial Marketing. The student will learn to critically analyze the firm specific industrial marketing issues, industrial marketing environment, technological impact on industrial selling etc.

### **Learning Outcomes**

The student who completes the course successfully will be able to:

- Outline and list the factors affecting marketing strategies in a typical B-2-B scenario
- Identify the strategies to stay relevant in the market place
- Recognize the impact of traditional consumer behavior theories and decision making processes in a B-2-B organization as compared to a B-2-C organization, in better way

### **Course Contents**

#### **INDUSTRIAL MARKETING: INTRODUCTION INDUSTRIAL PRODUCTS**

- Industrial Marketing
- Differences between Industrial and consumer Marketing, Raw Material; Components and part, Capital Items, Nontraditional Items

#### **INDUSTRIAL CUSTOMER AND INDUSTRIAL DEMAND**

- Manufacture, User, OEM, Overlapping Categories, Derived Demand, Joint Demand,

#### **INDUSTRIAL ENVIRONMENT**

- Internal and External Environment Forces
- Internal Environment Impact

#### **NATURE OF INDUSTRIAL BUYING**

- Organizational Buying Activities
- Objectives in Organizational Buying
- The Buying Model, Buying Centre and Multiple Buying Influences
- Model for Composition of Industrial Buying Centre
- Product Analysis for Information Need for Key Influences
- Buying behavior Models; Influences

#### **SUPPLIER BUYER**

- Organizational Buying Activities

#### **RELATIONSHIP AND INTERACTION**

- Organizational Buying
- The Buying Model
- Buying Centre and Multiple Buying Influences
- Model for Composition of Industrial Buying Centre
- Product Analysis for Information Need for Key Influences

#### **PAKISTANI INDUSTRIES**

- Major Pakistani Industries, Textiles; Sports, Pharmaceuticals, Sugar etc.
- Industrial Portfolios
- Characteristics of Industrial Clusters
- Opportunities for Pakistani Industries

#### **ASSESSING MARKETING OPPORTUNITY**

- Marketing Information System
- Difference between Industrial and Consumer Research
- Components of Marketing Intelligence System
- Research Process
- Data Collection
- Analytics

#### INDUSTRIAL MARKETING STRATEGY

- Vision, Mission, Objectives
- Tactics Focus Area for Strategy
- Buying Situation/Phase Based Strategies Environment Based Strategies
- Customer Based Strategies
- Market Based Strategies
- Strategy Document

#### INDUSTRIAL MARKET SEGMENTATION, TARGET MARKETING AND POSITION

- Segmentation
- Benefits Macro factors
- Micro factor
- Evaluation of Potential Segments
- Decision Support System

#### MARKET POSITIONING AND TARGETING

- Target Marketing
- Undifferentiated
- Differentiated Concentrated
- Niche Positioning
- Marketing Program
- Industrial Marketing Control

#### PRODUCT STRATEGY

- Industrial Product, Core, Enhanced, Augmented
- PLC position and Strategies

#### NEW PRODUCT

- New Product Development Process
- Innovation Management
- New Product Needs Champion
- Consumer Product Managers vs. Industrial Product Managers

#### INDUSTRIAL PROMOTION

- Promotion
- Difference between Industrial and Consumer Promotion
- Types of Industrial Promotion
- Advertising
- Publicity
- Sales Promotion
- Personal Selling
- Personal Selling Process
- Trade Shows
- Catalogues
- Use of IT for Promotion
- Sale Force Management

## INDUSTRIAL PRICING

- Pricing
- Importance of Pricing in Industrial Product Management
- Pricing Methods
- Cost based pricing
- Demand based
- Competitive
- Geographical

## PRICING STRATEGIES

- Price Discrimination
- Price Lease Flexible Pricing System
- List or Net Pricing
- Rebates; Allowances; Discounts
- Pricing Licensing
- BE Analysis; If...then analysis

## INDUSTRIAL CHANNEL MANAGEMENT

- Difference between Consumer and Industrial Channel
- Types of Channel Members
- Role and Responsibilities of Industrial Channel members
- Channel Agreement
- Channel Conflicts
- Channel Repercussions

## NATIONAL POLICIES AND INDUSTRIALIZATION AND INTERNATIONALIZATION

- National Policy about industrialization
- Policies affecting industrialization
- Impact of industrialization on an economy
- Strategy of a Country
- Strategy of an Industry
- Strategy of an Organization

## NATIONAL POLICY

- National Industrialization Strategy for Next 20 Years

## INDUSTRIAL COLLABORATION STRATEGY

- Collaboration; Reasons for going Solo
- Advantage of Collaboration
- Types of Collaboration
- Collaboration Process

## **Recommended Books/Reading Material**

1. Reeder, R. R. (2003). Industrial Marketing: Analysis, Planning and Control. PHI
2. Zimerman, A. and Blythe, J. (2013). Business to Business Marketing: A Global Perspective; Routledge,
3. Glynn, M. S., Woodside, A. G. (2012). Business to Business Marketing Management: Strategies, Cases and Solutions. Emerald Group Publishing Limited, UK
4. Hutt D. M., Speh, T. W. (2006). Business Marketing Management: B2B .



**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes and Assignments: 10 marks, Term Report : 10 marks)
Total:	100 marks

## **Brand Management**

### **Course Introduction/Objective**

Brands are gaining momentum and this is reflected from the fact that in 2014 the total value of the 100 most valuable companies in the Brandz ranking reached \$2.9 trillion. The sky-high growth in the wealth and the culture influence of multinational corporations over the last 40 years can arguably be traced back to a single, seemingly innocuous idea developed by management theorist in the mid-80s': that successful companies must produce brands, as opposed to products. Too often brands are examined through their components: the brand name, its logo, design or its packaging, advertising or sponsorship, the level of image and brand awareness, or most recently, in terms of financial valuation. Real brand management, however, begins much earlier, with a strategy and a consistent, integrated vision. Its central concept is brand identity. This identity must be defined and managed and is at the heart of brand management. Brand management is still at its early stages in Pakistan. At present, in many cases, the tendency is to manage products which happen to have a name. In part, Brand is a set of promises. It implies trust, consistency and a set of expectations. The strongest brands in the world own a place in the mind of consumers' mind and when they are mentioned almost everyone thinks of the same thing. The basic objective of building powerful brands is primarily influencing purchasing behavior through creating an identity in the mind of consumers. And this requires a full program. This is what we'll learn in this course.

### **Learning Outcomes**

At the end of this course, student will be capable:

- To understand the process involved in building a brand and why it is an important and powerful part of the guiding philosophy for most organizations and an important element in a cohesive and sustainable business strategy.
- To develop the knowledge and perspective necessary to facilitate the development of strong brands and businesses.
- To become familiar with the opportunities and boundaries presented by brand management tasks and decisions in a wide cross section of industries.
- To develop an understanding of how to manage brands for continued growth and profitability.

### **Course Contents**

#### **BRANDS AND BRAND MANAGEMENT**

- What are brands and why do they matter?
- Can anything be branded?
- Branding challenges and opportunities
- Strategic Brand Management Process

#### **CUSTOMER BASED BRAND EQUITY**

- Making the brand strong through knowledge
- The steps of brand building
- Implications for brand building
- Article: *If brands are built over years, why are they managed over quarters*-HBR-08?

#### **BRAND POSITIONING AND BRAND VALUES**

- Identifying and establishing brand positioning
- Guidelines on how to position your brand
- Defining and establishing brand values
- Article: *Mapping your competitive positioning*-HBR-Nov.2007
- *Brand Jam. Emotional Branding by Marc Gobe*

#### THE BRAND CALLED YOU-PETER MONTOYA

- Choosing Brand Elements to Build Equity
- How do you choose a brand name, logo, color, personality, URL, etc?
- How do you put all the elements together?

#### DESIGNING MARKETING PROGRAMS TO BUILD BRAND EQUITY

- The role of value and quality perception
- The influence of product, price and channel strategies on brand management

#### BRAND LEVERAGING

#### BUILDING A BRAND EQUITY MEASUREMENT & MANAGEMENT SYSTEM

#### MEASURING SOURCES & OUTCOMES OF BRAND EQUITY

#### DESIGNING & IMPLEMENTING BRANDING STRATEGIES

#### MANAGING BRANDS OVER TIME

- How do we reinforce a brand over time?
- How do we revitalize a maturing brand?
- What adjustments should we consider to the brand portfolio?

#### GLOBAL BRANDING

- Advantages and disadvantages of global marketing programs
- Global brand strategies

#### BUILDING GLOBAL CUSTOMER-BASED BRAND EQUITY

#### LAWS OF BRANDING

### **Recommended Books/Reading Material**

1. Strategic Brand Management: Building, Measuring, and Managing Brand Equity,” by Kevin Lane Keller (3<sup>rd</sup> Edition)
2. The 22 immutable laws of Branding by Al Ries & Laura Ries
3. Brand Failures-The truth about the 100 biggest branding Mistakes by Matt Haig
4. Strategic Brand Management: New approaches to creating and evaluating brand equity by Jean-Noel Kapferer (1994). Free Press
5. No Logo by Naomi Klien
6. Building strong brands and Brand Leadership by David A. Aaker

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/Presentation: 10 marks)
Total:	100 marks

## **Global/International Marketing**

### **Course Introduction/Objective**

In this course, students explore all aspects of marketing from a global perspective to better respond to international opportunities and competitive situations. Topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning. Hence, the objective of the course is to teach the concept of International Marketing applied in different organizations and markets in order to make students understand what actually International Marketing is and how it affects business strategy of a firm.

### **Learning Outcomes**

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

- Apply the key terms, definitions, and concepts used in marketing with an international perspective. Compare the value of developing global awareness vs. a local perspective in marketing.
- Explain the impact of global and regional influences on products and services for consumers and businesses. Apply basic internationally oriented marketing strategies (total product concept, pricing, place, and promotion).
- Understand the importance of the Internet for global business.
- Explain the differences in negotiating with marketing partners from different countries and the implications for the marketing strategies (4Ps).
- Develop an effective international marketing plan for use in a foreign market.

### **Course Contents**

#### **OVERVIEW OF WORLD BUSINESS**

- Nature of international marketing: challenges and opportunities, Marketing strategy: the sound of "global" entertainment, Process of international marketing, International dimensions of marketing, Domestic marketing vs. international marketing, The applicability of marketing, Multinational corporations (MNCs), Characteristics of MNCs, The process of internationalization

#### **TRADE THEORIES AND ECONOMIC COOPERATION**

- Marketing strategy: Botswana - the world's fastest growing economy, Basis for international trade, Exchange ratios, trade, and gain, Factor endowment theory, The competitive advantage of nations, The validity of trade theories, Limitations of trade theories and suggested refinements, Economic cooperation

#### **TRADE DISTORTIONS AND MARKETING BARRIERS**

- Marketing strategy: the best things in life are (not] free, Protection of local industries, Marketing barriers: tariffs, Marketing barriers: nontariff barriers, Private barriers, World Trade Organization (WTO), Generalized System of Preferences (GSP), Some remarks on protectionism

#### **POLITICAL ENVIRONMENT**

- Marketing strategy: the Indian Bengals of information services, Multiplicity of political environments, Types of government: political systems, Types of government: economic systems, Political risks
- Privatization, Indicators of political instability, Analysis of political risk or country risk, Management of political risk, Measures to minimize political risk, Political insurance

#### LEGAL ENVIRONMENT

- Marketing strategy: the long arm of the law, Multiplicity of legal environments, Legal systems, Jurisdiction and extraterritoriality, Legal form of organization, Branch vs. subsidiary
- Litigation vs. arbitration, Bribery, Intellectual property, Counterfeiting

#### CULTURE

- Marketing strategy: fish story, Culture and its characteristics, Influence of culture on consumption, Influence of culture on thinking processes
- Influence of culture on communication processes, Cultural universals, Cultural similarities: an illusion, Communication through verbal language, Communication through nonverbal language, Subculture

#### CONSUMER BEHAVIOR IN THE INTERNATIONAL CONTEXT

- Marketing strategy: the samurai and luxury cars, Perspectives on consumer behavior, Motivation, Learning, Personality, Psychographics, Perception
- Attitude, Social class, Group, Family, Opinion leadership, Diffusion process of innovation

#### MARKETING RESEARCH AND INFORMATION SYSTEMS

- Marketing strategy: phones as companions, Nature of marketing research, Marketing information sources, Secondary research
- Primary research, Sampling, Basic methods of data collection, Measurement, Marketing information system

#### FOREIGN MARKET ENTRY STRATEGIES

- Marketing strategy: Raging Bull, Foreign direct investment (FDI), Exporting, Licensing, Management contract, Joint venture, Manufacturing
- Assembly operations, Turnkey operation, Acquisition, Strategic alliances, Analysis of entry strategies, Free trade zones (FTZs)

#### PRODUCT STRATEGIES

- Marketing strategy: East is East and West is West, What is a product?, New product development, Market segmentation, Product adoption
- Theory of international product life cycle, Product standardization vs. product adaptation, A move toward world product: international or national product? Marketing of services

#### PRODUCT STRATEGIES: BRANDING AND PACKAGING DECISIONS

- Marketing strategy: global brands and mega brands, Branding decisions, Branding levels and alternatives, Brand consolidation, Brand origin and selection, Brand characteristics
- Brand protection, Packaging: functions and criteria, Mandatory package modification, Optional package modification

#### CHANNELS OF DISTRIBUTION

- Marketing strategy: blood diamonds and De Beers (Part 1), Direct and indirect selling channels, Types of intermediaries: direct channel, Types of intermediaries: indirect channel, Channel development, Channel adaptation, Channel decisions

- Determinants of channel types, Selection of channel members, Representation agreement and termination, Black market, Gray market, Distribution of services

**PHYSICAL DISTRIBUTION AND DOCUMENTATION**

- Marketing strategy: booming economies and headaches, Modes of transportation, Cargo or transportation insurance, Packing, Containers, Freight forwarder and customs broker, Contract logistics, Documentation

**PROMOTION STRATEGIES: PERSONAL SELLING, PUBLICITY, AND SALES PROMOTION**

- Marketing strategy: book worms. Promotion and communication, Promotion mix, Personal selling, Publicity, Sales promotion, Overseas product exhibitions

**PROMOTION STRATEGIES: ADVERTISING**

- Marketing strategy: soft and not-so-soft drinks, The role of advertising, Patterns of advertising expenditures, Advertising and regulations
- Advertising media, Standardized international advertising, Global advertising: true geocentricity

**PRICING STRATEGIES: BASIC DECISIONS**

- Marketing illustration: the price is right, The role of price, Price standardization, Pricing decisions, Alternative pricing strategies
- Dumping, Price distortion, Price fixing, Inflation, Transfer pricing

**PRICING STRATEGIES: COUNTERTRADE AND TERMS OF SALE/PAYMENT**

- Marketing strategy: noncash trade, Countertrade, Price quotation, Terms of sale, Methods of financing and means of payment

**FINANCIAL STRATEGIES: FINANCING AND CURRENCIES**

- Marketing strategy: the Big Mac Index, Trade finance, Nonfinancial institutions, Financial institutions, Government agencies, International financial institutions/development banks, International Monetary Fund (IMF)
- Money, Foreign exchange, Foreign exchange market, Foreign exchange rate, Exchange rate systems, Official classification of exchange rate regimes, Evaluation of floating rates, Financial implications and strategies

**Recommended Books/Reading Material**

1. John J Shaw, International Marketing, (5<sup>th</sup> edition).
2. Cateora, P. Papadopoulos, N. Gilly, M. Graham, J. International Marketing, (3<sup>rd</sup> Canadian edition). Toronto, ON: McGraw-Hill Ryerson, 2011.
3. Cateora, Philip Gilly, Mary and Graham, John (2013), International Marketing, (16<sup>th</sup> edition), Sydney, Australia: McGraw Hill.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)
Total:	100 marks

## **Export Marketing**

### **Course Introduction/Objective**

The course covers the conceptual framework for the conduct of international trade, and focuses on exporting as a basic foreign market entry strategy. It provides the student the tools for assessing and analyzing the export potential of products and services as well as the screening and selection of foreign target markets. It presents the interplay of dynamic forces influencing the global business environment: economic and socio-cultural, physical and environmental, political and legal, competitive and distributive, and how they impact on formulating export marketing strategies. It comprehensively covers the export marketing mix and provides working knowledge of the procedures, documentation, as well as the conduct of business according to generally accepted international trade and banking practices.

### **Learning Outcomes**

At the end of the course, the student will:

- Develop a broader understanding of each component of the export marketing mix and the drivers of international business, and synthesize knowledge gained into instruments of action as presented in an Export Business Plan.
- Demonstrate a working knowledge of the export processes, the international business environment, and the required attitudes and skills needed to deal effectively in foreign target markets.
- Cultivate a deeper appreciation of exports as an important component of national economic development.

### **Course Contents**

#### **EXPORT MARKETING DEFINITION AND STRATEGIES**

- Market Definition and Segmentation
- Market Expansion/selection process, procedure and strategy
- Foreign Market Portfolio: Techniques and Analysis

#### **INFORMATION FOR INTERNATIONAL MARKETING DECISIONS**

- Sources of Information
- Assessing Market Potential
- Export Marketing Research
- Using the Internet and E-mail for Data Collection

#### **MARKET ENTRY STRATEGIES**

- Entry as a Channel Decision
- Entry as a Strategy
- Factors Influencing Choice of Entry Mode
- Managing the Channel
- Selecting the Entry Mode
- Using Free Areas

#### **EXPORT ENTRY MODES**

- Indirect Export
- Direct Export
- The Internet and E-Commerce
- Gray Market Exporting

#### NON-EXPORT ENTRY MODES

- Alternative Modes of Entry
- Manufacturing Facilities
- Assembly Operations
- Strategic Alliances
- Choosing between alternatives

#### PRODUCT DECISIONS

- Product Policy
- Product Planning and Development
- Product Mix Decisions
- Standardization vs. Adaptation
- Packing
- Banding Issues

#### PRICING DECISIONS

- Determinants of an Export Price
- Fundamental Export Pricing strategy
- Relation of Export to Domestic Price Policies
- Currency Issues
- The Price Quotation
- Transfer Pricing

#### FINANCING AND METHODS OF PAYMENT

- Export Financing Methods and Terms of Payment
- Payment/Financing Procedures
- Export Credit Insurance
- Countertrade

#### PROMOTION AND MARKETING COMMUNICATION

- Export marketing Promotion and Communication Decision
- Alternative Techniques of Promotion
- Standardization or Adaptation?
- Advertising Transference
- Management Issues

#### THE EXPORT ORDER AND PHYSICAL DISTRIBUTION

- Handling the Export Order
- Physical Distribution
- Structure of International Physical
- A Concluding Comment

#### ORGANIZATION OF INTERNATIONAL MARKETING ACTIVITIES

- Main Consideration of Being Organized Internationally
- Organizational Structures

#### **Recommended Books/Reading Material**

1. Gerald Albaum. Edwin Duerr. Jesper Strandskov. International Marketing and Export Management, (5<sup>th</sup> edition), Prentice Hall.
2. L.F. Walls. K.B. Dulat, Exporting: From Start to Finance (3<sup>rd</sup> edition), McGraw Hill.
3. Stanley J. Paliwoda, The Essence of International Marketing, Prentice Hall Trade.



**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)
Total:	100 marks

## **Sales Management**

### **Course Introduction/Objective**

The objective of the course is to teach the concept of Sales Management applied in different organizations and markets. The goal of the Sales Management course is to examine the elements of an effective sales force as a key component of the organization's total marketing effort. The course will extend student's understanding of marketing's reach and potential impact in achieving its overarching goals. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), use of technology to improve sales force effectiveness, and issues in recruiting, selecting, training, motivating, compensating and retaining salespeople. Students learn to apply the discussion topics through an interactive project worked on throughout the course.

### **Learning Outcomes**

Upon completing this course, students will be able to:

- Explain how sales management fits into the changing environment. Describe customer relationship management.
- Assess selling as a career choice. Illustrate how to effectively organize a sales force.
- Forecast sales and prepare sales budgets.
- Evaluate salespeople's performance. Develop motivation strategies for the sales force.
- Understand the characteristics of effective salespeople. Explain how to recruit and select salespeople.
- Apply different sales training methods and techniques and prepare a compensation plan for a sales force.

### **Course Contents**

#### **DEVELOPMENT AND ROLE OF SELLING IN MARKETING**

- Background, The nature and role of selling, Characteristics of modern selling, Success factors for professional salespeople, Types of selling
- Image of selling, The nature and role of sales management, The marketing concept, Implementing the marketing concept, The relationship between sales and marketing

#### **SALES STRATEGY**

- Sales and marketing planning, The planning process, Establishing marketing plans, The place of selling in the marketing plan

#### **CONSUMER AND ORGANISATIONAL BUYER BEHAVIOUR**

- Differences between consumer and organizational buying, Consumer buyer behavior, Factors affecting the consumer decision-making process,
- Organizational buyer behaviour, Factors affecting organizational buyer behaviour, Developments in purchasing practice, Relationship management

#### **SALES SETTINGS**

- Environmental and managerial forces that impact on sales, Sales channels, Industrial/commercial/public authority selling, Selling for resale, Selling services, Sales promotions, Exhibitions, Public relations

#### **INTERNATIONAL SELLING**

- Economic aspects, International selling at company level, Cultural factors in international selling, Organization for international selling, Pricing, Japan – a study in international selling

#### LAW AND ETHICAL ISSUES

- The contract, Terms and conditions, Terms of trade, Business practices and legal controls, Ethical issues

#### SALES RESPONSIBILITIES AND PREPARATION

- Sales responsibilities, Preparation

#### PERSONAL SELLING SKILLS

- The opening, Need and problem identification, The presentation and demonstration
- Dealing with objections, Negotiation, Closing the sale

#### KEY ACCOUNT MANAGEMENT

- What is key account management?, Advantages and dangers of key account management to sellers, Advantages and dangers of key account management to customers,
- Key account management relational development model, Deciding whether to use key account management, Criteria for selecting key accounts, The tasks and skills of key account management
- Global account management, Building relationships with key accounts, Key account information and planning system, Key success factors for key account management

#### RELATIONSHIP SELLING

- From total quality management to customer care, From JIT to relationship marketing, Reverse marketing
- From relationship marketing to relationship selling, Tactics of relationship selling

#### DIRECT MARKETING

- What is direct marketing?, Database marketing
- Managing a direct marketing campaign, Conclusions

#### INTERNET AND IT APPLICATIONS IN SELLING AND SALES

#### MANAGEMENT

- The changing nature of the sales force, Electronic commerce and electronic procurement
- Using technology to support sales activities, Using technology to improve sales management

#### RECRUITMENT AND SELECTION

- The importance of selection, Preparation of the job description and Specification, Identification of sources of recruitment and methods of communication
- Designing an effective application form and preparing a shortlist, The interview, Supplementary selection aids

#### MOTIVATION AND TRAINING

- Motivation, Leadership
- Training

#### ORGANISATION AND COMPENSATION

- Organizational structure, Determining the number of salespeople
- Establishing sales territories, Compensation

#### SALES FORECASTING AND BUDGETING

- Purpose, Planning, Levels of forecasting, Qualitative techniques, Quantitative techniques
- Budgeting – purposes, Budget determination, The sales budget, Budget allocation

#### SALESFORCE EVALUATION

- The sales force evaluation process, The purpose of evaluation, Setting standards of performance
- Gathering information, Measures of performance, Appraisal interviewing

### **Recommended Books/Reading Material**

1. M. Johnston and G. Marshall, Sales Force Management, Leadership, Innovation, Technology, (11<sup>th</sup> Edition), Routledge, 2013.
2. Sales Management: Analysis and Decision Making, (6<sup>th</sup> edition) by Thomas N. Ingram, Raymond W. LaForge, Ramon A. Avila, Charles H. Schwepker Jr., and Michael R. Williams

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)
Total:	100 marks

## Marketing Research

### Course Introduction/Objective

In this course, the fundamental concepts and stages of marketing research are provided within an overall structural framework, including: how to integrate stages, carry out research in a scientific manner, read and analyze research reports, apply research skills. The course focuses on marketing decision making process with a deeper inside of market mechanism and characteristics along with an understanding of the research methodologies to be used for this purpose. It aims to provide students with a background in research methods, issues related to conducting marketing research, data analysis, and methods of evaluation related to marketing. Knowledge of these topics will enable students to both implement and evaluate marketing research during their professional careers. It is assumed that students enrolled in this course have a basic understanding of marketing terminology and concepts.

### Learning Outcomes

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

- Display problem analysis skills and an ability to translate a management problem into a feasible research question.
- Demonstrate a working knowledge of the concepts and methods of marketing research.
- Recognize with an increased sensitivity the biases and limitations of marketing data.
- Show an understanding of questionnaire design and sampling theory.
- Demonstrate competency with the SPSS statistical software package and the ability to use SPSS to enter marketing data, conduct various types of statistical analyses and interpret their outputs.
- Exhibit an understanding of qualitative and quantitative research methods and their application to marketing research.

### Course Contents

#### THE MARKETING RESEARCH SYSTEM

- Examples of Marketing Research
- The Marketing System
- The Marketing Management Process
- What Organization Do
- Marketing Research Defined
- Basic and Applied Research
- The Research Process
- Errors in Marketing Research

#### THE DECISION TO UNDERTAKE RESEARCH

- Types of Research
- Preliminary Steps in the Decision Making Process
- Preliminary considerations for conducting conclusive research
- The Management-Research Relationship

#### RESEARCH DESIGN AND DATA SOURCES

- Research Design
- Data Sources

- Marketing Decision Support System

#### SECONDARY DATA

- Role of Secondary Data
- Library Sources of Secondary Data

#### THE BASICS OF SAMPLING

- Sampling: An Introduction
- Sampling Procedures

#### SIMPLE RANDOM SAMPLING AND SAMPLE SIZE

- Simple Random Sampling
- The Determination of Sample Size

#### MORE COMPLEX SAMPLING PROCEDURES

- Stratified Sampling
- Cluster Sampling
- Systematic Sampling
- Area Sampling
- Random-Digit Dialing
- Sample size
- Managerial Summary of Sampling

#### THE MEASUREMENT PROCESS

- Measurement in marketing
- Difficulty of measurement
- Concepts of Validity and Reliability

#### ATTITUDE MEASUREMENT

- Importance of Attitudes in Marketing
- Nature of Attitudes
- Attitude-Scaling Procedures

#### DESIGNING DATA COLLECTION FORMS

- Importance of Questionnaire
- Questionnaire Components
- Questionnaire Design
- Observational Forms

#### DATA PROCESSING

- Some Basic Concepts
- Data Processing Flow
- Alternative Processing Flow

#### UNIVARIATE DATA ANALYSIS

- Overview of Data Analysis Procedures
- Overview of Univariate Data Analysis Procedures
- Descriptive Statistics
- Hypothesis Testing
- Inferential Statistics

#### USING SPSS TO CONDUCT MARKETING RESEARCH ANALYSIS.

#### **Recommended Books/Reading Material**

1. Thomas C. Kinnear, James R. Taylor; *MARKETING RESEARCH, An Applied Approach*; McGraw-Hill International Editions, (Latest Edition).

2. Malhotra, Naresh K. (2015). *Essentials of Marketing Research*, Global edition (4th edition). Harlow, Essex, England. Pearson.
3. Coakes, Sheridan (2013), *SPSS Version 20.0 for Windows: Analysis Without Anguish*, John Wiley & Sons, Inc.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/Presentation/VIVA: 10 marks)
Total:	100 marks

## Service Marketing

### Course Introduction/Objective

The foundation of this course is the recognition that services present special challenges that must be identified and addressed. Problems commonly encountered in service organizations not faced by goods businesses—the inability to inventory, difficulty in synchronizing demand and supply, and challenges in controlling the performance quality of human interactions need to be articulated and tackled by managers. The attraction, retention, and building of strong customer relationships through quality service (and services) are at the heart of this course. Most of the topics in this course are equally applicable to organizations whose core product is service (such as banks, transportation companies, hotel, hospitals, educational institutions, professional services and telecommunication) and to organizations' that depend on service excellence for competitive advantage (high-technology manufacturers, automotive and industrial products etc.)

This course in Service Marketing is intended to broaden students' view on marketing, to give an understanding of how marketing is practiced in service organizations, and how it will be managed in the future. The course will examine marketing in industries that deal primarily in services but also from the perspective of all organizations, in recognition of the fact that service is an integral part of the offering of every company and organization, regardless of the sector in which it operates. The course is designed to help gain a comprehensive understanding of services and how they are marketed.

### Learning Outcomes

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

- Demonstrate an understanding of the key concepts and principles of services marketing.
- Demonstrate and explain how the characteristics of service products differ from tangible goods, and how this impacts on design and execution of marketing strategies for services.
- Distinguish different service types that make up the services industry and draw implications for marketing strategy development.
- Plan and execute a project as part of a team and employ effective and efficient group work strategies.
- Understand how different elements of the services marketing mix can be used to address a range of marketing issues facing services organizations.
- Develop better oral and written communication skills.

### Course Contents

#### NEW PERSPECTIVES ON MARKETING IN THE SERVICE ECONOMY

- Why Study Services?
- What are Services?
- The Marketing Challenges Posed by Services
- The Expanded Marketing Mix Required for Services

#### CUSTOMER BEHAVIOR IN SERVICE ENCOUNTERS

- How differences among services affect Customer Behavior
- Customer Decision Making: The Three Stage Model of Service Consumption



#### POSITIONING SERVICES IN COMPETITIVE MARKETS

- Search for Competitive Advantage
- Segmentation
- Positioning

#### DEVELOPING SERVICE CONCEPTS: CORE AND SUPPLEMENTARY ELEMENTS

- Planning and Creating Services
- Planning and Branding Service Products
- Development of New Services

#### DISTRIBUTING SERVICES THROUGH PHYSICAL AND ELECTRONIC CHANNELS

- Distribution in a Services Context
- Determining Type of Contact: Options for Service Delivery
- Place and Time Decisions
- Delivering Services in Cyberspace
- The Role of Intermediaries
- The Challenge of Distribution in Large Domestic Markets
- Distributing Services Internationally

#### EXPLORING BUSINESS MODELS: PRICING AND REVENUE MANAGEMENT

- Effective Pricing
- Pricing Strategy
- Revenue Management
- Ethical Concerns

#### EDUCATING CUSTOMERS AND PROMOTING THE VALUE PROPOSITION

- Role of Marketing Communications
- The Marketing Communications Mix
- Role of Corporate Design
- Marketing Communications and the Internet

#### DESIGNING AND MANAGING SERVICE PROCESSES

- Blueprinting Services to Create Valued Experiences and Productive Operations
- Service Process Redesign

#### BALANCING DEMAND AGAINST PRODUCTIVE CAPACITY

- Fluctuations in Demand
- Patterns and Determinant of Demand
- Inventory Demand through Waiting Lines and Reservations
- Minimize Perceptions of Waiting Time

#### CRAFTING THE SERVICE ENVIRONMENT

- What is the purpose of Service Environments?
- Understanding Consumer Responses to Service Environments
- Dimensions of the Service Environment

#### MANAGING SERVICE EMPLOYEES FOR COMPETITIVE ADVANTAGE

- Service Employees
- Frontline Work
- Cycles of Failure, Mediocrity, and Success
- Human Resources Management: How to Get It Right?
- Service Leadership and Culture

#### CREATING RELATIONSHIPS AND BUILDING CUSTOMER LOYALTY

- The Search for Customer Loyalty
- Understanding the Customer-Firm Relationship
- Creating Loyalty Bonds
- Strategies for Reducing Customers Defections
- CRM: Customer Relationship Management

### COMPLIANT HANDLING & SERVICE RECOVERY

- Customer Complaining Behavior
- Principles of Effective Service Recovery Systems
- Discouraging Abuse and Opportunistic Behavior
- Learning from Customer Feedback

### IMPROVING SERVICE QUALITY AND PRODUCTIVITY

- What is service quality?
- Integrating service quality and productivity strategies
- The Gaps Model—a conceptual tool to identify and correct service quality problems
- Measuring and improving service quality

### NEW ISSUES IN SERVICE MARKETING

- Service-dominant logic of marketing

### **Recommended Books/Reading Material**

1. Services Marketing by Christopher Lovelock, Jochen Wirtz and Jayanta Chatterjee (Latest Edition)
2. Service Marketing & Management by Audrey Gilmore (1<sup>st</sup> edition). SAGE Publications Ltd.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)
Total:	100 marks

## **Integrated Marketing Communication (IMC)**

### **Course Introduction/Objective**

Average person thinks of marketing communications (not to mention the marketing function in general) as advertisements. This popular, narrow conception of marketing is not surprising given that these are the most common marketing activities with which mostly an interaction takes place. The scope of this course, however, will reflect the full breadth of the integrated marketing communications discipline. The major objectives of the course are to introduce students to the principle and basic concept of marketing communication process in a streamlined integrated marketing strategy, to provide an understanding of integrated marketing communications (IMC) and its influences on other marketing functions and other promotional activities, to analyze and evaluate the fast-changing field of advertising and promotion which affects global marketing, society and economy, to develop positive communication skills by extending the marketing communication approaches and techniques into effective marketing strategy and programs which are necessary to communicating to target audiences?

### **Learning Outcomes**

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

- Understand the components & considerations involved in marketing communications strategy decisions.
- Understand the customer's perspective, including information processing and how marketing communications can influence this process.
- Understand the individual elements of the marketing communications mix & how they are combined into an integrated promotional campaign.

### **Course Contents**

- Introduction to Marketing Communications Strategy
- Integrated Marketing Communications (IMC)
- Integrated Brand Promotion (IBP)
- Communications Process and the Structure of the Advertising Industry

#### ADVERTISING IN BUSINESS AND SOCIETY

- The evaluation of advertising
- Social, ethical, and Regulatory aspects of advertising and marketing communications.

#### ADVERTISING, IBP, AND CONSUMER BEHAVIOUR

- Consumer buyer behaviour
- The purchase decision
- Marketing segmentation and positioning
- Advertising planning (international) and cultural barriers
- Advertising plan and its context
- Communications vs. Sales objectives

#### MARKET SEGMENTATION, POSITIONING, AND THE VALUE PROPOSITION

- Identifying market segments
- The positioning & repositioning strategy
- The value proposition

#### THE ADVERTISING PLAN

- The basic component
- Setting advertising objectives
- Setting advertising budgets
- The role of advertising agency

#### MESSAGE STRATEGY

- A review of information processing process
- Categories of message strategy
- Brand Strategy
- Verbal vs. visual messages
- Types of advertising appeal

#### MEDIA PLANNING STRATEGY

- Objective setting and strategy for advertising and promoting the brand
- Media planning process
- Media types: print, TV, and radio
- The internet (Digital Marketing)

#### SALES PROMOTION

- Sales promotion defined
- Consumer sales promotion
- Trade sales promotion
- The risks of sales promotion
- Support media and promotional aids
- Point-of-Purchase advertising
- Event sponsorship

#### DIRECT MARKETING

- The evolution of direct marketing
- Database marketing
- Media applications in direct marketing

#### PUBLIC RELATION AND CORPORATE ADVERTISING

- Public relation
- Corporate advertising
- Integrated brand promotion

#### BUILDING THE BRAND AND GROWING THE BUSINESS

#### ETHICS & IMC IN PAKISTAN

### **Recommended Books/Reading Material**

1. Advertising and Promotion: An Integrated Marketing Communications Perspective, (9th Edition), by George E. Belch & Michael A. Belch. McGraw-Hill Education
2. Advertising & IMC: Principles and Practice by Sandra Moriarty, Nancy Mitchell, William D. Wells, (9th edition), Prentice Hall
3. Made to Stick: Why Some Ideas Survive and Others Die by Chip Heath and Dan Heath
4. Why bad ads happen to good causes: And how to ensure they won't happen to yours by Andy Goodman
5. The 22 immutable laws of Branding by Al Ries & Laura Ries

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)
Total:	100 marks

## Personal Selling

### Course Introduction/Objective

This is a course that examines the role of personal selling in the business process and how salespeople carry out their duties. It will review the different aspects of the sales task and how to accomplish these jobs effectively and efficiently. The course will require considerable interaction.

### Learning Outcomes

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

- Realize what opportunities exist in the field and utilize effective self-management techniques
- Identify the importance of long-term, win-win relationships and the means to achieve them
- Work with the appropriate product, customer and presentation strategies
- Demonstrate effective negotiation techniques

### Course Contents

- Overview of Personal Selling
- Building Trust and Sales Ethics
- Understanding Buyers
- Communication Skills
- Strategic Prospecting and Preparing for Sales Dialogue
- The Personal Selling Process, AIDCA Process
- Planning Sales Dialogues and Presentations
- Sales Dialogue: Creating and Communicating Value
- Expanding Customer Relationships
- Adding Value: Self-Leadership and Teamwork

### Recommended Books/Reading Material

1. Selling: SELL, 2011, Ingram, LaForge, Avila, Schwepker, and Williams

### Course Evaluation

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Role Modeling/Class Exercises: 10 marks)
Total:	100 marks

## **Cyber/Internet Marketing**

### **Course Introduction/Objective**

The internet and other information technologies have created many interesting and innovative ways to provide customer value since its inception in 1969. Web sites for marketing communication and customer support; one-to-one communication to many different receiving devices; consumer behavior insights based on offline and online data combination; inventory optimization through CRM-SCM integration; a single-minded focus on ROI and associated performance metrics are all important strategies. The social media provide perfect platforms for connecting with today's consumer: High readership blogs, social networks (such as facebook and LinkedIn), and online communities (such as YouTube, Twitter and Second Life), gave consumers the opportunity to be heard in large numbers, and smart marketers have learned how to tap into these "citizen journalists" for improving products and marketing communication. Students will learn all about these strategies and more in this course. The course uses a mix of lecture/discussion, interesting individual and group projects, outside speakers, and exams. Prepare for an exciting and dynamic learning experience.

### **Learning Outcomes**

The overall objectives are to understand internet users and to identify profitable E-Marketing strategies.

In addition, this course will help students master the following:

- Understand the E-Marketing context: e-business models, performance metrics, and role of strategic planning.
- Describe marketing strategies of segmenting, targeting, positioning, and differentiation.
- Know how to use marketing functions of product, pricing, distribution, and marketing communication for a firm's E-Marketing strategy.
- Evaluate several customer relationship management (CRM) strategies using internet technology.

### **Course Contents**

#### INTRODUCTION TO IT

- Business Application
- Organization and Organizational Units
- Challenges
- Management

#### COMMUNICATIONS AND NETWORKS

- Communication Equipment
- Software and Protocols
- Communication in Business
- Management Challenges

#### ELECTRONIC DATA INTERCHANGE (EDI)

- EDI Technology
- EDI as a Re-engineering Tool
- EDI Development

## THE INTERNET

- Intro to Internet
- Internet: Applications in Business
- Internet, Intranet, Extranet
- Internet: Ethics, Standards and Society
- Challenges

## E-COMMERCE TECHNOLOGY

- Web Applications and Uses
- Information Retrieval
- Entertainment
- Transactions Processing System (TPS)
- E-Com Support System: E-Com Servers and Services
- Net Components and Technologies
- Electronic Mail
- Accessing Files with FTP

## E-COMMERCE SYSTEM CONFIGURATIONS

- P2P Systems P – People
- P2S2P Systems S – System

## S2S E-COMMERCE APPLICATIONS MODELS Systems

- B2C B – Business
- B2B C – Consumer
- C2C G – Government
- B2E S – Society
- G2S E – Employee

## B2C – BUSINESS TO CONSUMER APPLICATION (CORPORATION'S INTERFACE WITH ITS CUSTOMERS)

- Electronic Commerce Growth and Structure
- EFTS (Electronics Funds Transfer System)
- Online Payments: PIN Payments
- e-cash

## E-MARKETING PROCESS MODELS

- Direct Marketing versus Indirect Marketing
- Full Cyber Marketing versus Partial Cyber Marketing
- Electronic Store versus Electronic Shopping Mall
- Electronic Distributor vs. Electronic Broker
- Generalized e-Malls/Stores vs. Specialized e-Malls/Stores
- Proactive vs. Reactive Strategic Posture Toward Cyber Marketing
- Global vs. Regional Marketing
- Sales vs. Customer Services

## CONSUMER ONLINE SHOPPING

- Procedure for Internet Shopping
- Search for Available Items
- Order Placement
- Delivered Items Receiving
- Preliminary Requirement Determination
- Items Comparison
- Payment for Goods



#### OTHER ONLINE APPLICATIONS

- Online Catalogues
- Online Banking
- Online Auctions
- Virtual Storefront
- Online Education
- Online Security
- Online Investment
- Stock Trading

#### B2B – BUSINESS TO BUSINESS APPLICATIONS

- Business Information System
- Value Chains
- Competition Among Traditional Companies in E–Commerce
- Acquisitions 11.5 Supply Chain
- Entities of B2B EC 11.7 Alliances
- Global Strategy

#### MODELS OF B2B E–COMMERCE

- Supplier Oriented Marketplace
- Electronic Bidding Process
- Intermediary Oriented Marketplace
- Networking Between HQ and subsidiaries
- Buyer’s Internal Market Place
- B2B Auctions
- B2B Services
- Vertical B2B
- Buyer – Oriented Marketplace
- Benefits to Buyer and Seller
- Virtual Corporations
- e–Procurement (Vendor B2B)
- Issues in Procurement Management
- Managed Interactive Bidding
- Brokering B2B

#### B2E – BUSINESS TO EMPLOYEE APPLICATIONS (INTER-ENTERPRISE COMMERCE)

- Intra Business E–Commerce
- Intranet
- Effective Management Control
- ERP Systems and Their Extension to Inter – Enterprise Commerce

#### G2S – GOVERNMENT TO SOCIETY APPLICATIONS

- Govt. Involvement in Electronic Commerce
- Provincial Govt. and E–Commerce
- Federal Govt. and E–Commerce
- Local Govt. and E–Commerce

#### THE DRIVING FORCES OF E–COMMERCE

- Change Management (CM)
- New World of Business
- Organization Responses
- Business Process Reengineering (BPR)

- Business Pressures

#### ESTABLISHING YOUR PRESENCE IN E-COMMERCE

- Types of Web Sites
- Web Page Design and Tools
- Publishing and Promoting Your Web Site
- Maintaining a Web Site: Structuring a Traditional Company's "Dot Com"

#### LIMITATIONS, ISSUES AND PROBLEMS IN E-COMMERCE

- Technical Issues
- Legal Issues
- Social Issues
- Security Issues
- Remedies

#### OVERALL IMPACT OF E-COMMERCE

- Improved Direct Marketing
- Redefining Organizations
- Impact on Manufacturing
- Sales and Distribution
- Disintermediation and Reintermediation
- Matter of Logistics
- Shopping Cart
- Branding and Pricing
- Managerial Issues
- Change in a Traditional Company
- Transforming Organizations
- Impact on Finance and Accounting
- HR Management
- Quality Control and Management
- Impact on Manufacture's Distribution Strategy
- Intelligent Agents
- Portals
- Managing Channel Conflict
- Leveraging a Traditional Business on the Web

#### PRESENT AND EMERGING TRENDS IN E-COMMERCE

- Future of E-Commerce
- Mobile Commerce
- Business on Internet

#### **Recommended Books/Reading Material**

1. Turban, Lee, King, Chung, Electronic Commerce : A Managerial Perspective, Prentice Hall, (Latest Edition)
2. Kalakota and Robinson, e-Business, Addison-Wesley, (Latest Edition)
3. Rayport, Jaworski and Whitely, Introduction to e-Business, McGraw Hill, (Latest Edition)
4. Gerald V. Poste, David L. Anderson, Management Information System (MIS), Irwin/McGraw Hill, (Latest Edition).

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes and Assignments, Class participation: 10 Marks, Term Report: 10 Marks)
Total:	100 marks

## **Marketing of IT Products**

### **Course Introduction/Objective**

This course introduces the development of special marketing skills to be used in managing the marketing of IT products and services. The purpose of *Marketing IT Products* is to enable IT students understand the roles, responsibilities, and management techniques of those who are involved in marketing activities. Special emphasis is placed on the uniqueness of marketing issues that involve technology, because technology markets are characterized by a high degree of innovation, market uncertainty, abrupt technological shifts, and increasingly shortening product/technology life cycles. An understanding of the unique features of these markets is critical in developing successful marketing strategies.

### **Learning Outcomes**

After the completion of this course students will be able to understand the following topics:

- Strategic market planning, targeting markets (segmentation and evaluation).
- The market research process, understanding the competition, developing a market and product strategy, developing and managing products.
- Crafting the distribution and sales strategy, understanding the nuances of global markets and international marketing.
- Developing a marketing budget. Determining price dynamics, and implementation of marketing plan.

### **Course Contents**

#### INTRODUCTION TO STRATEGIC MARKETING MANAGEMENT

- The Micro-Marketing Level
- The Macro-Marketing Level

#### STRATEGY AND IMPLEMENTATION

- Strategic Planning
- Strategy Implementation
- Implementation Problems

#### UNDERSTANDING THE HIGH-TECH CUSTOMER

- The Customer Satisfaction Survey
- Using Force Field Analysis to Listen to Customers
- The Customer Economy

#### THE EXPANDING MARKET

- Global Markets and International Marketing
- Strategic Dimensions of Technology

#### MARKET RESEARCH

- The Marketing Research Process

#### PRODUCT STRATEGY

- The Product Life Cycle
- Product Life-Cycle Management (PLM)
- The Product Development Process
- Branding

#### INNOVATION MANAGEMENT

- Encouraging Innovation

- The R&D Process
- Measuring Innovation
- The Six Steps for Increasing Creativity

#### THE IT PRODUCT DEVELOPMENT CYCLE

- New Product or Service Introduction
- The IT Product Development Process
- Pricing IT Products
- Factors Affecting Pricing Decisions
- Pricing Strategy of IT products
- The Internet's Effect on Pricing
- The Ethics of Pricing

#### COMMUNICATIONS STRATEGIES

- Developing an Integrated Marketing Communications Program
- Promotion
- Traditional Marketing Strategies versus Digital Marketing

#### DISTRIBUTION STRATEGIES

- Channels of Distribution
- Selling Intermediaries
- The Supply Chain
- Multichannel Distribution
- Packaging Process

#### MARKETING IMPLEMENTATION AND CONTROL

- Marketing Control
- Marketing Cost Analysis Balanced Scorecard
- Marketing Financial Analysis

#### SOCIAL NETWORKING AND THE SALES STRATEGY

- Why Social Network
- Brand Advertising on Social Networks
- Moving from Traditional to Social

#### E-COMMERCE AS A SALES MEDIUM

- Advantages of E-Commerce Disadvantages of E-Commerce
- Value Chains in E-Commerce
- The E-Commerce Model
- Niche Models

#### **Recommended Books/Reading Material**

1. Marketing IT Products and Services by Jessica Keyes, 2010 by Taylor and Francis Group, LLC.
2. The Handbook of Internet Management, Auerbach, 1999
3. The Handbook of eBusiness, Warren, Gorham & Lamont, 2000
4. The Ultimate Internet Sourcebook, Amacom, 2001
5. Infotrends: The Competitive Use of Information, McGraw-Hill, 1992

#### **Course Evaluation**

Midterm exam: 30 marks  
Final exam: 50 marks

Sessionals: 20 marks (Quizzes: 7 marks, Assignments: 8 marks, Class participation/discussion: 5 marks)  
Total: 100 marks

## **Seminar in Marketing**

### **Course Introduction/Objective**

The “Seminar in Marketing” is an advance level course designed to enhance the marketing skills & capabilities of the students. Blend with class lectures, article discussion and presentation on the emerging trends in marketing will shape the marketing skills of the students according to market requirements.

### **Learning Outcomes**

The students after completion of this course will be capable to understand and evaluate:

- The emerging markets requirements of the National and Multinational Organizations.
- Devise strategies according to market requirements.
- Understand the latest trends in Marketing and suggest most appropriate competitive strategies to avail market opportunities.

### **Course Contents**

#### FUNDAMENTAL UNDERSTANDING OF MARKETING: ANGLES VS DEVILS

- Göran Svensson, (2001) "Re-evaluating the marketing concept", European Business Review, Vol. 13 (02), pp.95 - 101.
- Tony Woodall, (2007) "New marketing, improved marketing, and apocryphal marketing: Is one marketing concept enough?" European Journal of Marketing, Vol. 41 (11/12), pp.1284 – 1296.
- Göran Svensson, (2005) "The spherical marketing concept: A revitalization of the marketing concept", European Journal of Marketing, Vol. 39 (1/2), pp.5 – 15.
- Gordon Pearson, Tony Proctor, (1994) "The Modern Framework for Marketing Planning", Marketing Intelligence & Planning, Vol. 12 (04), pp.22 – 26.

#### PRODUCT/MARKET POSITIONING – STRATEGIC SIGNIFICANCE

- Class Discussion
- Donelda S. McKechnie, Jim Grant, Marios Katsioloudes, (2008) "Positions and positioning: strategy simply stated", Business Strategy Series, Vol. 9 (05), pp.224 - 230.
- Chiranjeev S. Kohli, Lance Leuthesser, (1993) "Product Positioning: A Comparison of Perceptual Mapping Techniques", Journal of Product & Brand Management, Vol. 2 (04), pp.10 - 19.
- Raj Arora, (2006) "Product positioning based on search, experience and credence attributes using conjoint analysis", Journal of Product & Brand Management, Vol. 15 (05), pp.285 – 292.
- Roger Brooksbank, (1994) "The Anatomy of Marketing Positioning Strategy", Marketing Intelligence & Planning, Vol. 12 (04), pp.10 - 14

#### PRODUCT, PRODUCT DEVELOPMENT AND PRODUCT LIFE CYCLE

- Nessim Hanna, Douglas J. Ayers, Rick E. Ridnour, Geoffrey L. Gordon, (1995) "New product development practices in consumer versus business products organizations", Journal of Product & Brand Management, Vol. 4 (01), pp.33 – 55.

- Xiaoyu Yang, Philip R. Moore, Chi-Biu Wong, Jun-Sheng Pu, Seng Kwong Chong, (2007) "Product lifecycle information acquisition and management for consumer products", *Industrial Management & Data Systems*, Vol. 107 (07), pp.936 – 953.

#### BRANDING – A CUTTING EDGE COMPETITIVE MARKETING WEAPON

- Class Discussion
- Colin Jevons, (2005) "Names, brands, branding: beyond the signs, symbols, products and services", *Journal of Product & Brand Management*, Vol. 14 (02), pp.117 – 118.
- Andreas Strebinger, (2014) "Rethinking brand architecture: a study on industry, company- and product-level drivers of branding strategy: ", *European Journal of Marketing*, Vol. 48 (9/10), pp.1782 - 1804.
- John Murphy, (1988) "BRANDING", *Marketing Intelligence & Planning*, Vol. 6 (04), pp.04 – 08.
- Mark J. Kay, (2006) "Strong brands and corporate brands", *European Journal of Marketing*, Vol. 40 (7/8), pp.742 – 760.
- Fiona Harris, Leslie de Chernatony, (2001) "Corporate branding and corporate brand performance", *European Journal of Marketing*, Vol. 35 (3/4), pp.441 – 456.

#### GREEN MARKETING – EMERGING PARADIGM

- Class Discussion
- Ken Peattie, Andrew Crane, (2005) "Green marketing: legend, myth, farce or prophesy?" *Qualitative Market Research: An International Journal*, Vol. 8 (04), pp.357 – 370.
- Prashant Kumar, (2016) "State of green marketing research over 25 years (1990-2014): Literature survey and classification", *Marketing Intelligence & Planning*, Vol. 34 (01), pp.137 – 158.
- Thomas J. Dean, Desiree F. Pacheco, (2014) "Green marketing: a strategic balancing act for creating value", *Journal of Business Strategy*, Vol. 35 (05), pp.14 – 22.

#### CASE STUDY DISCUSSION, DEBATE, STRATEGY FORMULATION AND CRITICAL OUTCOMES.

#### ISLAMIC MARKETING – TARGETING THE NEED OF MUSLIM CONSUMERS

- Class Discussion
- Aliakbar Jafari, (2012) "Islamic marketing: insights from a critical perspective", *Journal of Islamic Marketing*, Vol. 3 (01), pp.22 – 34.
- Jonathan A.J. Wilson, John Grant, (2013) "Islamic marketing – a challenger to the classical marketing canon?" *Journal of Islamic Marketing*, Vol. 4 (01), pp.7 – 21.
- Özlem Sandıkcı, (2011) "Researching Islamic marketing: past and future perspectives", *Journal of Islamic Marketing*, Vol. 2 (03), pp.246 – 25.
- Paul Sergius Koku , Osman Jusoh , (2014) "Where do we go from here? Towards a theory in Islamic marketing", *Journal of Islamic Marketing*, Vol. 5 Iss: 3, pp.366 – 378.
- Aliakbar Jafari, (2013) "The Principles of Islamic Marketing", *European Journal of Marketing*, Vol. 47 (10), pp.1774 – 1776.

#### SOCIAL MEDIA MARKETING – AGE OF DIGITAL ECONOMY

- Class Discussion



- Luo Lili , Wang Yuan , Han Lifeng , (2013) "Marketing via social media: a case study", Library Hi Tech, Vol. 31 (03), pp.455 - 466.
- Anthony Patino, Dennis A. Pitta, Ralph Quinones, (2012) "Social media's emerging importance in market research", Journal of Consumer Marketing, Vol. 29 (03), pp.233 – 237.
- Katrin Weller , (2015) "Accepting the challenges of social media research", Online Information Review, Vol. 39 (03), pp.281 - 289

#### POLITICAL MARKETING – EMERGING TRENDS

- Class Discussion
- Patrick Butler, Neil Collins, (1994) "Political Marketing: Structure and Process", European Journal of Marketing, Vol. 28 (01), pp.19 – 34.
- Nicholas O'Shaughnessy, (2001) "The marketing of political marketing", European Journal of Marketing, Vol. 35 (9/10), pp.1047 – 1057.
- Gareth Smith, Andy Hirst, (2001) "Strategic political segmentation: A new approach for a new era of political marketing", European Journal of Marketing, Vol. 35 (9/10), pp.1058 – 1073.
- Linus Osuagwu, (2008) "Political marketing: conceptualization, dimensions and research agenda", Marketing Intelligence & Planning, Vol. 26 (07), pp.793 – 810.

#### DISTRIBUTION CHANNELS IN PAKISTAN – CHANGING STRUCTURE

- Class Discussion
- Asad Aman, Gillian Hopkinson, (2010) "The changing structure of distribution channels in Pakistan", International Journal of Retail & Distribution Management, Vol. 38 (05), pp.341 - 359.

#### CASE STUDY DISCUSSION, DEBATE, STRATEGY FORMULATION AND CRITICAL OUTCOMES.

#### POST-MODERN MARKETING

- Class Discussion
- A. Fuat Firat, Nihilesh Dholakia, Alladi Venkatesh, (1995) "Marketing in a postmodern world", European Journal of Marketing, Vol. 29 (01), pp.40 – 56.
- Philip J. Kitchen , Tony Proctor , (2015) "Marketing communications in a post-modern world", Journal of Business Strategy, Vol. 36 (05), pp.34 – 42.
- J. Tomás Gómez Arias, Laurentino Bello Acebrón, (2001) "Postmodern approaches in business-to-business marketing and marketing research", Journal of Business & Industrial Marketing, Vol. 16 (01), pp.7 – 20.

#### **Recommended Books/Reading Material**

Articles mentioned above in the course contents.

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes, Assignments: 10 marks, Report/Presentation: 10 marks)
Total:	100 marks

# **MANAGEMENT**

## **NGO Management**

### **Course Introduction/Objective**

The objective of this course is to make students able to assess NGO management structures and procedures for efficiency and effectiveness. The focus is on building capabilities to solve management problems with NGO staff, volunteers, and board members. Also, objective is to discuss funding strategies that respond to NGO needs and funder requirements, identify NGO performance issues and appropriate improvement measures. Lectures are also delivered about analyzing current and future challenges facing NGOs in Pakistan and in settings. This course introduces the management functions and types of planning, organizing processes in NGOs. It is devoted to human resources management, leadership and NGO control functions

### **Learning Outcomes**

By the end of this course it is expected that the student will be able to understand and will be able to answer the following questions:

- How are NGOs formed?
- Why do some NGOs fail, and what are limitations of NGOs?
- How do NGOs affect public policy?
- What encourages and/or prevents the development of an NGO sector in Pakistan?
- What is the role of business models and an NGO?
- How does a grassroots movement affect an NGO?

### **Course Contents**

- The international system (financial, Geo-political, Governance and Development)
- Survey of Human Development
- Evolution of NGO/Non-Profit Sector and role in the Economy
- Introduction to Citizen Sector/Social Sector in the Context of South Asia and Pakistan
- Non-Profit Sector and External Environment (Donours, NGOs, Governments, Global Situation)
- Managing Development by Public-Private Partnership
- Case Studies: OPP-RTI, AKRSP, Khushali Bank, Grameen Bank Bangladesh
- Financial Sustainability for NGOs/Non-Profit Sector
- Managers for Change
  - Participatory Management
  - Social Entrepreneurship & Social Marketing
  - Communication for Change
  - Introduction to Projects and Project Management
  - Role of the project manager
- Project Development
  - Defining project objectives and strategies
  - Overview of planning and estimating
  - Preparing a detailed project plan
  - Dealing with risk and uncertainty
- Project Management
  - Identifying and supporting team members
  - Monitoring the project

- Communication and documentation
- Relations with stakeholders
- Project Evaluation
- Concluding a Project
- Learning skills i.e. Community Development, Social Mobilization, Community Organization, Fund Raising
- Presentation on Making a Difference – innovative models in NGO Sector
- Management functions and Roles of NGO Managers
  - The concepts, principles, management functions and roles
  - Strategy development, project planning in NGOs
  - Strategic planning and the logical Framework analysis (LFA) tool; Organizational Structures
- Key concepts and principles in structuring an NGO
  - Recruitment and Staff Management
  - Staff recruitment principles, process and application of policies
  - Leadership in NGO Context
  - Leadership and Management of self and others
  - Monitoring and controlling NGO performance
  - Key issues in NGO control functions
- Core Issues for Managers for Change and Non-Profit
  - Grant guideline resources
  - Customized grant research
  - Grant writing training
  - Fundraising Strategies
  - Grant proposal writing
  - Incorporation information
  - Strategic plan facilitation
  - Marketing plan facilitation
  - Management audits
  - Board of director training
  - Information/Training/Referral on non-profit issues
  - Workshops and seminars on general or customized non-profit topics
  - Media/PR/Marketing Assistance
  - Guiding Non-profit to critical information
  - Developing non-profit leadership and management skills
  - Counseling organizations through change
  - Building human capital: finding and keeping the right people
  - Promoting collaboration and communication
- Social Research
  - Relate hypotheses, variables and indicators to theoretical concepts
  - Apply the methods of social science research to specific research problems in their organizational setting and
  - Describe the key dos and don'ts of research
- Enhancing Board Effectiveness
- Monitoring and Evaluation
- Instructional Design Using Outcome-based Learning
- Human Resource Management for NGOs
- Finance for Non-profits
- Resource Mobilization from Businesses

**Recommended Books/Reading Material**

1. Alan Fowler (editor) & Chiku Malunga (editor). (2010). NGO Management: The Earthscan Companion (Earthscan Reader Series) (1st edition). Routledge
2. Edwards, M. and Gaventa, J. (2001) Global citizen action: Perspectives and challenges
3. Edwards, M. (2000) NGO rights and responsibilities: A new Deal for Global Governance. London:
4. Edwards, M. (1997) NGOs, states and donors: too close for comfort. Basing stoke/New York: MacMillan/St. Martin’s Press
5. Edwards, M. and Hulme, D. (eds) (1995) Non-Governmental Organizations: Performance and Accountability: Beyond the Magic Bullet. London/West Hartford: Earthscan/Kumarian.
6. Gosling, L. and Edwards, M. (1995) Toolkits: A practical guide to non-profit monitoring and evaluation, Save the Children Fund
7. Edwards, M. and Hulme, D. (eds) (1992) Making a Difference – NGOs and development in a changing world. London: Earthscan.
8. Baqir, Fayyaz. “Development of Grass-Roots Institutions: Experience of LIFE in Pakistan (‘1993-98).” In New Regions: Concepts, Issues, and Practices; vol 3, edited by David W. Edgington, Antonio L. Fernandez and Claudia P. Hoshino, 191-211. Westport, CT: Greenwood Press, 2001

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Hotel Management**

### **Course Introduction/Objective**

This course provides an overview of the hotel and tourism industry, its growth and development, industry segments and their distinguishing characteristics, trends and current concerns. Students are introduced to career opportunities and the employability skills needed to succeed in specific hotel fields. The course teaches various management skills and capabilities necessary for hotel administration.

### **Learning Outcomes**

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

- Discuss and analyze the key factors responsible for the growth and development of hotel and tourism.
- Describe the current trends and challenges faced by the hotel and tourism industry, in the context of global economic, environmental, health and other social concerns.
- Discuss hotel classifications and describe the different types of hotel ownership and development, i.e. franchising and management contracts.
- Understand necessary skills for hotel administration and management
- Discuss the importance of effective leadership and management, and the characteristics of effective leaders in the hospitality industry.

### **Course Contents**

- Introduction to hotel industry (International and Pakistan context)
- Defining target market & explaining intangibility of service.
- Classification of Hotels
- Advantages & disadvantages of different types of hotel ownerships & affiliations
- Defining mission and creating organization charts
- Classify the Hotel's functional areas and departmentalization/teamwork in hotel management
- The nature and uses of job description/specification
- Describing and discussing hotel management (including structure, departments, responsibilities) with reference to large, medium sized and small hotels.
- Types of Rooms
- Tariff structure & plans
- Sections of front office and their Importance
- Front Office Operations
  - Reservations
  - Registration
  - Front Office Responsibilities
  - Front Office Accounting
  - Check-out and Settlement
- Management/Organization of functions in hotels.
- Field Trips
- Planning & Evaluating Operations
- Hotel Revenue Management

- Managing Human Resources in Hotels

### **Recommended Books/Reading Material**

1. O'Fallon, M. J., & Rutherford, D. G. (2010). Hotel management and operations (5<sup>th</sup> edition). Wiley
2. Hayes, D. K., & Ninemeier, J. D. (2006). Hotel operations management (2<sup>nd</sup> edition). Pearson.
3. Knowles, T. (1998). Hospitality management: An introduction. Financial Times/Prentice Hall.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **International Management**

### **Course Introduction/Objective**

Companies are no longer competing just within their own country's boundaries, but globally. Corporations, in their quest for competitive advantage, are either forced or enticed to consider global opportunities that reduce cost and/or differentiate their services and products. The task is paramount when business negotiations, needs for coordination of products and services, needs for local responsiveness, research and development, human resources management (including recruitment) and so forth take place in different countries, continents, socio-political and cultural backgrounds. As an introductory course, we aim at understanding some of the issues managers face when working in a multinational enterprise.

### **Learning Outcomes**

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

- To provide conceptual and theoretical frameworks for developing an understanding of managing multinational enterprises (MNEs).
- Learn about environmental and social problems related to economic development.
- Develop a clear understanding of main topics behind international management.
- Understand the nature of non-business issues that challenge corporations' business models on an international scale.

### **Course Contents**

- Introduction
- The challenges of business on an international scale
- Evolving economic systems and competition
- Multinational management in a changing world
- The global market place and Government roles
- Culture and Multinational management
- Managing ethical and social responsibility in multinational companies
- International strategy: The four P's
- Strategic management in the multinational company: Content and formulation
- Multinational and participation strategies: Content and formulation
- Organizational design for multinational companies

### **Recommended Books/Reading Material**

1. Deresky, H. (2013). International management: Managing across borders and cultures; text and cases (8<sup>th</sup> edition). Pearson
2. Mead, R., & Andrews, T. G. (2009). International management (4<sup>th</sup> edition). Wiley-Blackwell.

### **Course Evaluation**

Midterm exam: 30 marks  
Final exam: 50 marks



Sessionals: 20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class  
Discussion/Participation: 7)  
Total: 100 marks

## **Seminar in Management**

### **Course Introduction/Objective**

This course is intended to be a challenging and exciting course that discusses a series of influential “recent” perspective in management. The discussion will focus on different (an in many cases, conflicting) schools of thought, approaches, and techniques, each of which can be useful in various managerial contexts. The course focuses on the most recent (state of the art) development in the management field. The course structure is built around managerial issues, providing students with a richer understanding of the concepts in management, which are discussed from many angles. By discussing alternative management perspective, it is expected that the course can broaden and sharpen students’ managerial frame of mind.

### **Learning Outcomes**

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

- Various schools of thoughts in management
- Contemporary management issues
- Traditional and contemporary research in management
- The development of the field of management
- Management issues in Pakistani business organizations

### **Course Contents**

- Introduction
- New Competitive Landscape and Strategic Leadership
- Organizational Purpose
- Management Innovation
- Value Innovation
- Organizational Knowledge
- Decision Making
- Competition & Competitive Advantage
- Globalization
- Sustainable Management
- Strategic Alliances
- Managing Change
- Organizational Performance Management
- Learning Organizations
- Learning Change
- Management School of thoughts
- A revisit to classical research on management
- Contemporary management issues and management research
- Case studies of Pakistani organizations highlighting management problems

**Recommended Books/Reading Material**

Reading materials contain a number of recently published articles and classic articles; as well as different types of cases which are selected from respected, practical oriented journals in the field of business or management.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Knowledge Management**

*Refer to Knowledge Management course outline among core courses*

## **Change Management**

### **Course Introduction/Objective**

This course focuses on conceptual, theoretical and practical perspectives on change management, examining the change agent's role and issues associated with change management in the contemporary context. Additional focus is on individual, group and organizational strategies for change and the role of human resource management in the effective management of change.

### **Learning Outcomes**

By the end of this course it is expected that the student will have had opportunity to:

- Explore conceptual, theoretical and practical perspectives on change management.
- Develop critical appreciation of theories and practices in the management of change and apply this understanding to participants' professional roles as change Leaders and for planning organizational change.

### **Course Contents**

- Introduction
- Understanding change
- Levels of change
- Leadership and the role of the change agent/practitioner
- Managing resistance and organisational culture
- The process of organisational change
- Organisational development and change
- Organisation transformation and change
- Controlling Change Process
- Resource Management for Change
- Change in a chaotic and unpredictable environment
- Future directions: Change in a global setting
- Case Studies

### **Recommended Books/Reading Material**

1. Waddell, D.M., Cummings, T.G. & Worley, C.G. (2011) Organisational Change
2. Relevant articles and case studies (classical and recent).

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Project Management**

*Refer to Project Management course outline among core courses*

## **Organizational Development**

### **Course Introduction/Objective**

In this day and age of “globalization,” which has been spurred by quantum leaps in the field of Information and Communication Technology, companies have been faced with a situation of rapid changes. The rapid changes are usually major changes that changes the way of thinking and doing, and corporate leaders are often caught in a quandary over how to implement the changes. The alternative is to fall by the wayside. Company employees are likewise deeply affected since the brunt of implementing changes falls on their shoulders. Thus, Organizational Development (OD) efforts are managed in the formal organization structure by either the Corporate Planning Department or the Human Resources Department or both working in tandem. This is rightly so because OD is a discipline that marries the fields of Social Sciences and Management Science. In OD, students will learn about change – its meaning and concept, who or what causes it, who manages it, who or what is managed and how to manage it. OD is also presented as a process that is complex, not being linear or even cyclical in nature.

### **Learning Outcomes**

By the end of this course, students shall have been able:

- To articulate and discuss the history, main concepts, and theories of the field of Organization Development
- To experience the emotions and dynamics of change, resistance to change and articulate the reasons behind such dynamics
- To articulate and discuss the process of Change Management with particular attention to the logic behind the stages of the process
- To interact with, analyze, and report on an organization that is currently managing a change process in the workplace

### **Course Contents**

#### **BASIC CONCEPTUAL FRAMEWORK ON CHANGE**

- EEE
- Kurt Lewin

#### **CHANGE LEADERSHIP**

- The Concept of an Entity

#### **CHANGE LEADERSHIP**

- Personal Clarity
- Content and Behavior of the Individual Entity
- Change Leader Qualities and Behavior

#### **THE CHANGE TARGET**

- Organizational Frameworks
- Culture and the Primacy of the Mission Statement
- Structured vs. Processual Behavior
- The Black Box Framework
- The Value Chain Framework

#### **THE CHANGE TARGET: ORGANIZATIONAL DIAGNOSIS**

#### **Diagnostic Tools**

- McKinsey 7S
- Weisbord

THE CHANGE TARGET: ORGANIZATIONAL CULTURE

- Readiness for Organizational Change

THE CHANGE PROCESS

- The Change Cycle

CHANGE ACTION PLANNING

- The Change Objective Setting
- Mission Re-Definition, Behavioral, Technical and Structural

CHANGE INTERVENTIONS

THE CHANGE PROCESS

- Managing Resistance to Change

MONITORING AND EVALUATION

**Recommended Books/Reading Material**

1. French, Wendell, Cecil Bell and Robert A. Zawacki. Organization Development and Transformation: Managing Effective Change, 6th Ed., McGraw Hill. 2005

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks



## Organizational Theory

### Course Introduction/Objective

This course introduces the macro theories of organization. It focuses on the organization as a whole and its relationship with the environment. Special topics include organizational effectiveness, technology, structure, processes, management, power, politics, and culture. Both theoretical underpinnings and practical applications are equally emphasized in this course.

### Learning Outcomes

By the end of this course, students shall have been able:

- Define different organizational structures
- Explain the challenges of organizational design
- Apply critical thinking skills to develop structural recommendations
- Describe the interaction of organizational designs and competitive strategies
- Explain how organizations both affect and are affected by their environments
- Critically evaluate the effects of changing technology on organizational structures
- Work as a team to complete a research project, cases, and exercises

### Course Contents

- Managers and Ethics
- Managing in Changing Environment
- Organizational Design
- Organizational Structure
  - Control
  - Coordination
- Organizational Culture
- Organizational Strategy
- Organizational Technology
- Organizational Change
- Transformation
- Decision-Making
- Innovation
- Managing Conflict and Power

### Recommended Books/Reading Material

1. Organizational Theory, Design, and Change, 6th Edition, Gareth Jones.

### Course Evaluation

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Crisis Management**

### **Course Introduction/Objective**

You must deal rapidly, correctly, comprehensively, and objectively with a disaster or crisis. Yet, many organizations are so preoccupied with day-to-day operations that they fail to allocate the appropriate time and resources to crisis planning. This course provides students with the tools to identify potential vulnerabilities and to develop comprehensive protection, management, and communication plans for crisis management.

### **Learning Outcomes**

By the end of this course students will be able to understand;

- Nature of the crisis
- Crisis analysis
- How to make a plan
- Creating sources
- How to recover for long term or short term

### **Course Contents**

#### INTRODUCTION

- Introduction: Crises are in the News Every Day
  - Before, During, and After
  - How to Handle Crises Correctly...and Incorrectly
- Outcomes from this Class
  - Preparing for a Crisis
  - Implementing a Crisis Audit
  - Creating, Simulating, Revising a Crisis Plan
  - Managing a Crisis
- Current Crises
  - BP Oil
  - Japanese Earthquake/Tsunami
  - Lindsay Lohan/Charlie Sheen/Mel Gibson
  - Hurricane Sandy
  - Technology Attacks: Bradley Manning, Edward Snowden
- The Changing Media Landscape

#### DEFINING 'CRISIS'

- Types of Crises
  - Natural
  - Man-made
  - Combination
  - Technologic
- B. What is and is Not a Crisis; Why the Distinction is Important

#### WHY CRISIS PLANNING NOT IMPLEMENTED

- It Can't Happen to Us (Ostrich Theory)
- Cost of Preparation
- Lack of Time or Know-How
- Low Priority

- Lack of Vision
- Lack of Agreement

#### BEFORE THE CRISIS: LONG-RANGE PREPARATION

- Reputation Management
- Issues Identification

#### THE CRISIS AUDIT

- Ten Questions to Ask Yourself About Your Organization
- Your Own Organization; Gaining Organizational Support for Crisis Planning
- Creating the Internal Team
- External Sources for Assistance

#### CREATING YOUR OWN PLAN

- Current Assessment
- Crisis Management Team
- Legal/Financial Considerations
- Rehearsals and Simulations
- Establishing the Crisis Center
- Using Outside Counsel
- Dealing with the Media
- The Role of Senior Management
- Post-Crisis Evaluation

#### DURING THE CRISIS: WHEN CRISIS STRIKES – IMPLEMENTING THE PLAN

- Conduct Situation Analysis
- Who Needs to Know What, When
- Prioritize Actions
- Move Quickly, But Thoughtfully
- Document in Writing
- Dos and Don'ts in Dealing with Media
- Human Issues in Crisis Situations

#### AFTER THE CRISIS: RECOVERY: SHORT-TERM AND LONG-TERM

- Immediate Organizational Resumption
- Long-Term Recovery
- Updating the Plan – Lessons Learned

### **Recommended Books/Reading Material**

1. Cooper, M. M. (2013). *Coping with Crisis in a Complex World: Expecting the Unexpected*. International Council of Shopping Centers

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Logistics Management**

### **Course Introduction/Objective**

Business Logistics is the set of activities involved in the flow of materials and products through an organization and through the supply chain to the market. More specifically, business logistics is the subject that manages efficient, effective flow and storage goods, services, and related information in a supply chain. The key elements of business logistics covered in this course include logistics planning and strategy, customer service, procurement, transport, inventory, warehousing, and handling. This course addresses questions about logistics planning, transport modes selection, vehicle routing, inventory policies, purchasing quantity and timing, and storage selection.

### **Learning Outcomes**

Upon successful completion, students should be able to:

- Analyze how logistical decisions (e.g., facilities, inventory, and transportation) impact the performance of the firm as well as the entire supply chain.
- Analyze the strengths and weaknesses of various transportation modes and perform cost analysis.
- Develop the strategies that can be taken to find the best paths to route vehicles to deliver and collect goods at multiple stops.
- Develop the strategies that can be taken to manage inventories, including deciding the timing and quantity for replenishments without hurting the level of product availability.
- Know basic characteristics and costs of warehousing and materials handling activities.
- Use computing software to solve various logistics decision-making problems, including inventory policies and vehicle routing.

### **Course Contents**

- Introduction to Business Logistics/Supply Chain
- Logistics Strategy & Planning
- Logistics Products
- Logistics Customer Service
- Order Processing & Information Systems
- Transport Fundamentals
- Transport Decisions
- Inventory Policy Decisions
- Purchasing Decisions
- Storage & Handling System
- Warehouse Management
- Reverse Logistics Management

### **Recommended Books/Reading Material**

1. Ronald H. Ballou, Business Logistics/Supply Chain Management, 5th ed. Pearson Prentice Hall, 2005

2. Grant, D. B. (2012). Logistics Management (1<sup>st</sup> edition). Trans-Atlantic Publications, Inc
3. Strategic Logistics Management by James Stock & Douglas Lambard (2014).

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/VIVA/Presentation: 10)
Total:	100 marks

## **Comparative Management**

### **Course Introduction/Objective**

This is to learn various approaches, aspects and issues of Cross Culture Management focusing on the similarities and differences amongst business, managerial and HRM practices across the world. Pre-requisite course are Principles of Management and Human Resources Management and this will also be dealing with the related disciplines like Organization Behavior, Organization Theory and Development.

### **Learning Outcomes**

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

- Foundation for understanding, managing, and successfully interacting in today's complex, multinational and multicultural organizations.
- An understanding of the key issues and challenges facing multinational enterprises in the management of their cross-border operations, particularly those of an intercultural nature
- Insights into the historical, institutional, and cultural factors influencing management practices around the globe
- An enhanced ability to work effectively with people from various cultures.
- Insight regarding in-depth country comparisons and skills for successfully working overseas.

### **Course Contents**

#### THEORETICAL FRAMEWORK

- Conceptual underpinnings and various approaches to Comparative Management.
  - Hofstede Model
  - Trompenaars Model
  - Schein Approach
  - Adler Approach
  - Farmer & Richman
  - Kluckhohn & Stodtbeck
- Management Practices and Issues in developed and developing countries
  - Control
  - Decision making
  - Planning
  - Cross Culture Negotiation
- Cross Culture management paradigms

#### CORE ATTENTION

- Japanese Management
- American Management
- Management in Middle East and South Asia

#### PERIPHERAL FOCUS

- Europe - Anglo-phones, Franco-phones, East Central Europeans
- China and East Asian countries
- Africa and Latin America

## ISLAMIC CONCEPTS OF MANAGEMENT AND CULTURAL CONTEXTS

PAKISTANI MANAGEMENT AND ITS COMPARATIVE STUDY VIZ. JAPANESE AND WESTERN MANAGEMENT SYSTEM.

### **Recommended Books/Reading Material**

1. Luthans, F. and Doh, J. (2014). International Management: Culture, Strategy, and Behavior (9<sup>th</sup> edition). McGraw-Hill.
2. Management World Wide: The impact of societal culture on organizations around the world by David J. Hichson & Derak S. Pugh, Penguin Books London.
3. Comparative Management by Raghu Nath
4. Organization Culture and Leadership by Edger Schein

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Health care Services Management**

### **Course Introduction/Objective**

Health Care Management provides you with an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.

### **Learning Outcomes**

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

- Learn concepts and theories in health care management.
- Develop skills in using materials tools and/or technology central to health care management.
- Learn to understand perspectives and values of health care management.
- Develop the basic management skills and ability to work productively with others.
- Learn to select, use, and critically analyze current research and literature on the subject.
- Integrate health care management theory with real world situations.
- Develop the ability to work productively with others in diverse teams.

### **Course Contents**

- An Overview of Health Care Management
- Leadership for Health Care Management
- Management and Motivation for Health Care Management
- Organizational Behavior (OB) and Management Thinking for Health Care Management
- Strategic Planning for Health Care Management
- Health Care Marketing
- Quality Improvement Basics
- Information Technology in Health Care Management
- Financing Health Care and Health Insurance
- Managing Costs and Revenues
- Managing Healthcare Professionals
- The Strategic Management of Human Resources
- Teamwork in Health Care Management
- Addressing Health Disparities: Cultural Proficiency
- Ethics and Law in context of Health Care Management
- Fraud and Abuse in Health Care Management
- The Merger of Competing Hospitals

### **Recommended Books/Reading Material**

1. Buchbinder, S.B., & Shanks, N.H. (2012). Introduction to Health Care Management. Jones & Bartlett, Publishers, 2nd Edition



**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 6 marks, Class Discussion/Participation: 7)
Total:	100 marks

## **Environmental Management**

*Course outline of environmental science is available among core courses.*

## Hospital Management

### Course Introduction/Objective

This course offers students opportunities to learn about health administration management and careers, skills and competences required for various health care jobs, healthcare financial management and related issues.

### Learning Outcomes

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

- Identify the basic service and program elements in the continuum of health care.
- Define the major health care professions and the role of health care administrators within them.
- Differentiate the roles of clinicians and managers in a variety of health care organizations.
- Identify skills and competencies required for various health administration jobs.
- Know about interactions amongst health care administrators.

### Course Contents

- Introduction to Hospital Management
- Hospital and Health System Administration (public and private)
- Healthcare Financial Management
- Understanding Healthcare Reform Issues
- Health Promotion, Education, Outreach, Program Development and Evaluation
- Ambulatory Care and Medical Group Practice Management
- Healthcare Business Development, Marketing and Public Relations
- Pharmaceutical and Medical Device Industry Opportunities
- Nonprofit Community Health Organization Management
- Veterans Administration and Military Health System
- Mental Health and Substance Abuse Program Administration
- Long-term Care
- Health Care Administration Code of Ethics, Future Professional Challenges

### Recommended Books/Reading Material

1. Damp, D.V. (2006). Health care job explosion! High growth health care careers and job locator. Moon Township, PA: Bookhaven Press.
2. Donaldson RM, Lundgren KS & Spiro HM (2003). The Yale guide to careers in medicine and the health professions. New Haven: Yale University Press
3. Kovner, A. R. (2000). Health care management in mind: Eight careers. New York: Springer Publishing Co.
4. Linney, B. J. (2000). A career guide for physician executives. Tampa, FL: American College of Physician Executives.
5. Rodenhauer, P. (2000). Mental health administration: A guide for practitioners. Ann Arbor, MI: University of Michigan Press.
6. Swanson BM. (2005). Careers in health care (5<sup>th</sup> ed.). New York: McGraw-Hill.

7. Wetfeet, I. (2005). *The Wetfeet insider guide to careers in biotech and pharmaceuticals*. San Francisco: Wetfeet, Inc.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/VIVA/Presentation: 10 marks)
Total:	100 marks

## **Micro, Small & Medium Enterprises Management**

### **Course Introduction/Objective**

The objective of this course is to create understanding about the reality of small and medium enterprises in different cultural and socio-economic settings from a managerial and organizational perspective. It will also demonstrate the role and importance of the small and medium enterprises in economic development and in the creation of value.

### **Learning Outcomes**

After successful completion of the course the student should be able to understand:

- The concept of type of SMEs
- To have an understanding about general managerial issues related to SME operations
- To know how to analyze SME performance
- To understand how value for different stakeholders is created by SMEs

### **Course Contents**

- Definition of SMEs
- Target market and Product/Service selection for SMEs
- Competitive advantage in SMEs
- Strategic management for SMEs
- Competitors and Location Selection
- Corporate governance for competitive advantage in SMEs
- Financial Management in SMEs
- Managing people in SMEs
- Innovation in SMEs
- Diagnosing SME performance
- Networking among SMEs
- SME's and added value generation and the role of the SME sector in economic development
- Cultural aspects on SMEs;

### **Recommended Books/Reading Material**

1. SME Management Practices (1991). Guangdong
2. Entrepreneurship and SME Management (2nd Edition) by Chen Xiao Hong, Zhou Wen Hui, & Wu Yun Di. 2014. Tsinghua University Press.
3. Design Management for SMEs by Alessandro Barison (2015). lulu.com

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 5 marks, Assignments: 5 marks, Term Report/VIVA/Presentation: 10 marks)
Total:	100 marks

# **HUMAN RESOURCE MANAGEMENT**

## **Strategic Human Resource Management**

### **Course Introduction/Objective**

Given globalization, the growing integration of the world economy in to one marketplace, Pakistani corporations are subject to unprecedented levels of competition. The critical source of competitive advantage for these corporations is not their physical assets, but their people. It is people, not companies, who innovate, create new products, make decisions, develop and implement business plans, penetrate new markets, and serve clients and customers. While developing effective business strategy is important to organizational success, the capacity to implement any given business strategy is completely dependent on a corporation's people. Thus this course adopts a theoretical and practical approach to the concepts and practice of SHRM, and as well as providing a set of skills and tools for students to take with them into the workforce, it also provides ample scope for students to experience HRM and benefit from the experiences of practitioners currently working within the HRM profession.

### **Learning Outcomes**

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

- Identify the nature and theoretical underpinnings of SHRM.
- Develop knowledge of competing theoretical models of SHRM.
- Develop an understanding of the theoretical perspectives in organizational strategy and strategic management theory.
- Understand the relationship between theories of strategic and strategic management, and models of strategic HRM.
- Understand the role of formal HRM under SHRM.
- Understand the implications of HRM for different organizational strategies
- Analyze the strategic planning and implementation considerations associated with key areas of HRM strategy.
- Assess the importance of human resource management in enhancing organizational performance.

### **Course Contents**

- The fundamental issue of what does it means to be Strategic about HRM?
- Contemporary issues in HRM
- Models of Strategic Human resource Management
- Managing SHRM in a complex and uncertain organizational, social and economic context
- Measuring and evaluating HRM
- Contribution of HRM to business strategy
- Perspectives of HRM as the strategic, operational and functional levels of the organization;
- International Strategic Human resource Management
- Industrial relations, changing the dynamic enviornment
- HR accounting and human value management
- HR Planning and information of systems
- Internal and external fit in SHRM systems

- Strategic renewal: Downsizing, mergers and acquisitions, and restructuring

### **Recommended Books/Reading Material**

1. Strategic HRM; Jeffrey A. Mello
2. Handbook of Strategic HRM; Armstrong
3. John Storey, Patrick M. WrightDavid Ulrich, (2009). The Routledge Companion to  
. (Human Resource Management Strategy (1st Edition

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks



## **Cross-Cultural Resource Management**

### **Course Introduction/Objective**

In the 21st century, Cross-cultural Human Resource Management becomes “must” for national and international organizations. The market globalization is bringing the multinational enterprises much more opportunities and profit, but also bringing them much fierce competition. The aim of this course is to get a clear understanding of cross-cultural human resource management and therefore knowing how to managing the harmonious working relationship between expatriates and local employees by analyzing problems consist of the concept of cross-cultural human resource management. Problems exist between expatriates and local employees, and how to manage cross-cultural human resource management.

### **Learning Outcomes**

Upon successful completion of the requirements for this course, students will be able to:

- Understand the implications of changes in the global organization of firms and the international workforce for HRM policy choices
- Demonstrate a detailed understanding of the key analytical concepts and models in Culture and HRM
- Assess the principal comparisons and contrasts of the Culture and human resource systems in Major economies.
- Evaluate the different approaches to and strategies for HRM in international business activities, and their impact on employees
- Evaluate the problems of transferring HRM practices from one country to another and the role of MNCs as agents of knowledge transfer.

### **Course Contents**

#### **CROSS CULTURAL HRM**

- Overview
- HRM/CCRM
- Models of HRM & relevance in cross cultural context
- Case Study.. NCR in Scotland

#### **INSTITUTIONAL CONTEXT OF HRM.. GLOBAL BUSINESS ENVIRONMENT AND HUMAN AND CULTURAL VARIABLES**

- Labor Laws
- International organizations.. Parent company/Subsidiary Perspectives
- Trade Unions

#### **CULTURE.. MODELS**

- Hofstede model and its implications for HRM
- 7D Cultural dimensions Model
- Research article.....

#### **INTEGRATION AND DIFFERENTIATION**

- HR practices for integration
- HR practices for differentiation
- Reverse Differentiation

#### **RECRUITMENT & SELECTION IN CROSS CULTURAL CONTEXT.. REPATRIATION**

- Expatriates
- In patriates
- Challenges
- Short term Assignments and HR strategies

#### TRAINING & DEVELOPMENT IN CROSS CULTURAL CONTEXT

- Pre-departure training
- Designing effective training for expatriates
- Research Article
- Development Approaches in cross cultural context
- Performance management

#### COMPENSATION MANAGEMENT FOR INTERNATIONAL EMPLOYEES

- Approaches to international compensation
- Taxation issues
- Challenges for expatriates and TCN'S

#### ETHICAL ISSUES IN CROSS CULTURAL CONTEXT

### **Recommended Books/Reading Material**

1. International HRM: A Cross cultural approach by Terence Jackson
2. International HRM: Monir H. Tayebfourth edition: P.J.Dowling
3. Managing people in multinational context;

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Training Interventions and Job Skills**

### **Course Introduction/Objective**

Organizations are made up of people: their knowledge, skills, attitudes and interconnections. Without people there is nothing except a legal fiction frozen in time. In order to survive and thrive, organizations need to facilitate the growth of all of these as part of a knowledge management strategy. Training and development is a key activity that systematically leads to the development (often self-development) of people in organizations, and makes organizations more effective. The course will focus on the role of training staff and on line management in designing and implementing appropriate strategies in line with the business goals of their organization.

### **Learning Outcomes**

Upon successful completion of the requirements for this course, the students will be able to:

- To understand the role and function of training and development in organizations.
- To understand learning theories and principles and their implications for the effectiveness of training programs.
- To be able to identify training needs and objectives prior to the undertaking of training programs and to determine if training is a solution to performance problems.
- To understand the issues and steps involved in designing and implementing a training program.
- To understand the difficulties of transfer of training, how to overcome them and facilitate transfer of training.
- To understand how to evaluate the effectiveness of training programs in terms of training criteria and evaluation designs.
- To be knowledgeable about the various types of training programs and management development.

### **Course Contents**

- Overview of Training and Development--- The Training and Development Process, Organization Challenges and Training and Development
- The Context and Environment of Training and Development Organizing Training and Development The Role of the Trainer Marketing the Training Function
- Learning, Motivation and performance---Employee Behaviour & Performance Motivation Theories & Training Learning and the Conditioning Perspective Cognitive Theories of Learning
- TNA: The Needs Analysis Process Levels of Needs Analysis Solutions to Performance Problems Training Objectives
- Designing the Training Program: The Lesson Plan Maximizing Learning Implementing the Training Program
- Traditional Training Methods Experiential Training Methods Technology-Based Training Methods
- Transfer of Training: Barriers to Transfer of Training Transfer of Training Model Improving Transfer of Training
- Training Evaluation? Training Evaluation Criteria Overcoming Evaluation Obstacles

- Organization Development--- challenges in 21<sup>st</sup> century.

**Recommended Books/Reading Material**

- Effective training by P.NICK BLANCHARD and JAMES W. THACKER 3<sup>rd</sup> edition.
- Delahaye, B.L.(2011)Human Resource Development: Managing Learning and Development. (3rd Ed.) Australia: Tilde University Press.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Labor Laws in Pakistan**

### **Course Introduction/Objective**

This course focuses on various business and labour laws prevailing in Pakistan by first introducing the legal system of Pakistan and then describing various laws. It covers various business laws like Law of Contract, Law of Partnership, Law relating to companies, Law of negotiable instruments, Law relating to transfer of property, Law relating to sales of goods and carriage of goods, Law of trust, Law of insurance; and other labour laws like Industrial relations, Factories Act, Workmen's compensation and social security. This course will enable students not only to manage legal requirements of business but also to handle affairs relating to labour, their employment and working conditions.

### **Learning Outcomes**

After the end of course, students are expected to:

- Recognize and interpret prevalent business and labour laws in Pakistan
- Possess professional skills to apply these laws in real life situations
- Discuss how to manage legal requirements of business and also affairs relating to labor, their employment and working conditions
- Advise on business and labor matters
- Illustrate the capacity of managing, employment and organizational business interests.

### **Course Contents**

- Introduction to Business and Labour laws & Legal system of Pakistan
- Concepts and Definitions of Law
- Classification and Sources of Law
- Contract act- Scope & Significance
- Consideration and Essentials of Contract
- Kinds of Contract
- Companies Ordinance, 1984
- Law relating to companies
- Securities & exchange Commission of Pakistan
- Negotiable Instruments
- Law relating to sales of goods
- Industrial Relation Ordinance
- Workers participation and Dispute Resolution
- Labour Laws

### **Recommended Books/Reading Material**

1. Khalid Mehmood Cheema, Revised edition (2010) Business Law. Syed Mobin Mahmud & Co. Lahore Publishing
2. Luqman Baig (4<sup>th</sup> edition) Business Law.
3. Shaukat Mahmood (7<sup>th</sup> edition) The Contract Act, 1872.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Incentives & Compensation Management**

### **Course Introduction/Objective**

The objective of this course is to highlight the importance of incentives and compensation management in HRM and to familiarize students with nature and types of incentives along with other important topics. Students are required to develop understanding about design, administration and control of compensation management systems to support business and corporate strategies.

### **Learning Outcomes**

- After successful completion of this course, students are expected to have developed an understanding about:
- Different types of incentives and rewards
- How to plan compensation management programmes and administer rewards for different types of strategies.
- How to plan compensation management programmes and administer rewards for different nature of jobs.
- How to control performance of compensation management systems.

### **Course Contents**

- Introduction
- Objectives and Targets for Compensation Systems
- Various types of Incentives
- Alignment of Incentives with nature of jobs and Business Strategies
- Alignment of Compensation Systems with Strategic Planning
- Administering Incentives and Compensation Systems
- Functional Challenges and Issues for Compensation Systems
- Best Practices in Incentives and Compensation Management

### **Recommended Books/Reading Material**

1. McCoy, T. J. (2012). Compensation and Motivation: Maximizing Employee Performance With Behavior-Based Incentive Plans. CreateSpace Independent Publishing Platform.
2. Kelly, D. (2014). The Book on Incentive Compensation Management. Compensation Architect.

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Recruitment and Selection**

### **Course Introduction/Objective**

Effective recruitment and employee selection ensures that the right people are placed in the right job, but it is not always an easy process. Having a well-designed recruitment process helps to increase job satisfaction, reduce wastage of resources, achieve better retention of employees and improves productivity. This course provides an introduction to the current issues and procedures that are used in recruitment, selection and appraisal of employees in organizations.

### **Learning Outcomes**

Upon successful completion of the requirements for this course, students will be able to:

- Describe the importance and relevance of recruitment and selection to Pakistani Organizations.
- Identify the major legal issues affecting recruitment and selection, and discuss recruitment and selection systems that meet legal requirements.
- Explain and apply the requirements for measures used in staff selection and recruitment to evaluate applicants fairly and in an unbiased fashion.
- Illustrate the role of competencies and performance management in recruitment and selection.
- Evaluate the role that human resources planning, organizational and job analysis have in selection.
- Develop a recruiting and staffing strategy

### **Course Contents**

- Introduction, recruiting as a part of the HR function-- overview, evaluating staffing needs.
- How to develop recruiting plans, approval process, diversity & affirmation action.
- Internal recruiting methods--effective referral systems, hiring within the law, negligent-hiring, good PR for applicants
- External recruiting methods--executive search firms (retained vs. contingency), agencies, internet, outplacement firms, ads, other sources, fee negotiations, reporting
- Methods to Screen resumes and applications, correspondence, resume formats, forms, implementation and management record keeping, defining the interview process, types of interview.
- Applicant testing, validation issues, assessment centers, physical examinations and drug testing, managing the complaint process.
- The hiring decision, extending offers and counter offers, reference checks, employment contracts,
- Recruiting strategy--Performance evaluation Theory and practice, 360 degree feedback, orientation training, exit interviews, turnover costs,



**Recommended Books/Reading Material**

1. Heneman, H. G. and Judge, T.A. (2008). *Staffing Organizations*. New York: Irwin/McGraw-Hill. ISBN: 0073530271.
2. *Hiring the Best*, Martin Yate; Adams Media, 5th edition.

**Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Leadership and Team Management**

### **Course Introduction/Objective**

The basic objective of this course is to develop students' leadership and team development abilities through evidence-based management, readings, and laboratory application.

### **Learning Outcomes**

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

- Exhibit effective leader behaviors
- Act in ways that are perceived as effective and fair by others
- Enhance other people's motivation via intrinsic and extrinsic incentives
- Facilitate successful organizational change efforts

### **Course Contents**

#### **LEADERSHIP & EVIDENCE-BASED MANAGEMENT**

- Leadership as a Social Process
- Lecture: Leading vs. Managing
- Introduction to Evidence-Based Management
- How Leader Emergence Occurs
- Research on Implicit Leadership Theory
- Sources of Power
- Power and Social Influence

#### **EMPLOYEE MOTIVATION**

- Human Needs and Intrinsic Motivation
- Need for Autonomy
- Satisfying Autonomy
- Need for Competence
- Goal Orientation
- Need for Relatedness
- Importance of Leader-Follower Relations
- Importance of Person-Environment Fit

#### **CREATING ENRICHED & FAIR WORKPLACES**

- Motivating via Job Design
- Evidence for Job Design
- Ensuring Outcome Fairness
- Evidence for Outcome Fairness
- Ensuring Procedural Fairness
- Evidence in Support of Procedural Fairness
- Ensuring Interactional Fairness
- Evidence for Interactional Fairness

#### **BASIC LEADERSHIP BEHAVIOR**

- Being a Directive Leader
- Evidence for Directive Leadership
- Setting Goals
- Feedback that Motivates

- Being a Supportive Leader
- Evidence for Supportive Leader Behavior
- Being a Transactional Leader
- Rewarding and Punishing Followers

#### EXEMPLARY LEADERSHIP BEHAVIOR

- Being a Transformational Leader
- Evidence for Transformational Leader Behavior
- Being Charismatic via Emotional Contagion
- Managing Your Emotions
- Being Charismatic in Communication
- Importance of Expressing Confidence in Your Followers
- Importance of Activating Followers' Group Identities
- Managing Resistance to Change
- Planning for Change
- Leading the Change Process

#### **Recommended Books/Reading Material**

1. Rath, T., & Conchie, B. (2009). Strengths based leadership: Great leaders, teams, and why people follow. Gallup Press.
2. Margerison, C. J. (2002). Team Leadership: A guide to success with team management systems. Cengage Learning EMEA.

#### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks

## **Micro Organizational Dynamics**

### **Course Introduction/Objective**

Organisational Dynamics teaches an integrated way of thinking about the short term dynamics and complexities faced by contemporary organisations. The emphasis is on the organisational system as a coordinated social entity and as such the course is concerned with how the organisation integrates its social capital, competencies and resources, strategic capabilities and operational assets in a way that minimises disruption and challenges and maximises opportunities that may arise. This course will enable students to understand the organisation's contingencies and dynamics and how structure and design can moderate these as well as how they can leverage knowledge, technology and innovation to maximize effectiveness.

### **Learning Outcomes**

- To introduce students to the principles of organizational theory as they contribute to the interpretation and analysis of organizational dynamics.
- To facilitate understanding of an organization's dynamic influences in relation to other areas of management study such as organizational behavior, human resource management and strategic management.
- To present theories of organizational dynamics from the approach of holistic enterprise analysis.
- To enable students to have an informed perspective on the influences and implications of dynamic change in organizational sustainability and survival.

### **Course Contents**

- Organizational change management
- Conflict management
- Building dynamic teams
- Stress and resilience of both individuals and organizations among others
- Power and politics of organizations
- Management of difficult teams

### **Recommended Books/Reading Material**

1. Naveen C.J (2008) organizational change and intervention strategies.
2. Mullins L. J.( 2007 ) management and Organizational behavior
3. Newstrom J.W. and Keith D (2002) Organizational Behavior and Human Behavior at Work

### **Course Evaluation**

Midterm exam:	30 marks
Final exam:	50 marks
Sessionals:	20 marks (Quizzes: 7 marks, Assignments: 7 marks, Class Presentation/Participation: 6 marks)
Total:	100 marks