

## **BBA Degree Program**

**Program Title:** BBA (2 -Years) Morning & Evening Programs

**College:** Hailey College of Banking & Finance

**Faculty:** Commerce

### **1. Department Mission**

To produce highly skilled Professional and Leaders for Financial and Corporate Sectors.

### **2. Introduction of the Department**

HCBF is, the fifth constituent College of the University of the Punjab, Offering business education under the faculty of Commerce.

### **3. Program Introduction**

BBA Program has 4 semesters. The program shall be completed in a period of 2 years. Internship of 2 credit hours is mandatory.

### **4. Program Objectives**

To Impart quality education to develop target and result oriented executives for the Financial and Corporate Sectors.

### **5. Market Needs / Rationale of the Program**

Changes in program are made due to revised Business Education road map of HEC. Further, the program intends to meet the HR needs of Financial and Corporate Sectors.

### **6. Admission Eligibility Criteria**

- **Years of Study completed**  
14 Years of Education
- **Study Program / Subject**  
B.A / B.Sc / B.Com or equivalent
- **Percentage / CGPA**  
2<sup>nd</sup> Division
- **Entry Test (if applicable) with minimum requirement**  
N/A
- **Any other (if applicable)**  
N/A

## 7. Duration of the Program

### Semester / Years / Credit Hours

Years: 02

Semsters: 04

Credity Hours: 78

## 8. Categorization of Courses as Per HEC Recommendaition and Difference

### BBA ( 2-Years)

Semester	Courses	Category (Credit Hours)		
		Compulsory	Core Courses/Internship	Semester Load
1	6	3	3	19
2	6	1	5	18
3	7	-	7	21
4	7 (6 + Internship)	1	6 (5+Internship)	20 (18+ Intersnhip)

### BBA (2-Years)

Semester	Courses	Category (Credit Hours)		
		Compulsory/ Internship	Core Courses	Semester Load
HEC Guidelines	25-26	5-6	20	-
PU	26	6	20	-
Difference between HEC & PU	Nil	Nil	Nil	-

## 9. Scheme of Studies / Semester –Wise Workload

## BBA – Morning / Evening Program

**Duration: 2 Years**

## Credit Hours: 78

Sr.	Code	Course Title	Course Category	Prerequisite	Cr. Hrs.		
<b>Semester -I</b>							
1	BHBF301	English Grammar & Composition	Compulsory	English Language Comprehension	3		
2	BHBF302	Islamic Culture & Ideology of Pakistan	Compulsory		4		
3	BHBF303	Fundamentals of IT and Computer Applications	Compulsory	Basic Computer Concepts	3		
4	BHBF311	Contemporary Business Studies	Core		3		
5	BHBF312	Principles of Accounting	Core	Working knowledge of Accounting	3		
6	BHBF313	Principles of Management	Core	Basic concepts of the management and their applicability in practice.	3		
<b>Total Credit Hours: 19</b>							
Sr.	Code	Course Title	Course Category	Prerequisite	Cr. Hrs.		
<b>Semeser-II</b>							
1	BHBF304	Business Correspondence & Report Writing	Compulsory		3		
2	BHBF314	Commercial Law	Core		3		
3	BHBF315	Cost & Managerial Accounting	Core	Basic knowledge & awareness of Accounting. Working knowledge of Arithmetic.	3		
4	BHBF316	Business & Corporate Finance	Core		3		
5	BHBF317	Economics	Core	Managerial Economics, Econometrics	3		
6	BHBF318	Banks and Financial Institutions	Core	A general information about banking business.	3		
<b>Total Credit Hours: 18</b>							

Sr.	Code	Course Title	Course Category	Prerequisite	Cr. Hrs.		
<b>Semester-III</b>							
1	BHBF419	Business Research	Core	Students attending this course should have basic knowledge about Arithmetic and Algebra.	3		
2	BHBF420	Financial Management	Core	Business Finance	3		
3	BHBF421	Principles of Marketing	Core		3		
4	BHBF422	Business Statistics	Core	Basic understanding of Mathematics	3		
5	BHBF423	Business Mathematics	Core		3		
6	BHBF424	Islamic Banking & Takaful	Core		3		
7	BHBF425	Principles of Insurance & Risk Management	Core		3		
<b>Total Credit Hours: 21</b>							
Sr.	Code	Course Title	Course Category	Prerequisite	Cr. Hrs.		
<b>Semester-IV</b>							
1	BHBF405	Academic and Report Writing	Compulsory		3		
2	BHBF426	Auditing	Core		3		
3	BHBF427	Business Taxation	Core		3		
4	BHBF429	Human Resource Management	Core		3		
5	BHBF430	Entrepreneurial Management	Core		3		
6	BHBF431	Foreign Exchange and Risk Management	Core		3		
<b>Total Credit Hours: 18</b>							
7		Internship			2		
<b>Grand Total: 78 Credit Hours</b>							

**10. Award of Degree**

**Degree awarded Criteria Stating**

**CGPA / Percentage equired to Quality**

2 CGPA

**Thesis / Project**

N/A

**Internship / Practicum** (if applicable)

2 Credit Hours

**Any other requirement, e.g Comprehensive examination** (if applicable)

N/A

**11. NOC from Professional Councils (if applicable)**

N/A

**14. Course Outlines**

# Hailey College of Banking and Finance

University of the Punjab

Lahore.

## COURSE OUTLINE

(Core Course/~~Auxiliary Course~~/~~Special Course~~)

Program	BBA (Hons) Banking & Finance	Course Code	BHBF301
Year/Semester		E-Mail	
Name of the Course	English Grammar & Composition		
Credit Hours	3		
Pre requisites	English Language Comprehension		
Follow up	Class Quizzes/Assignment		
Aims and Objectives	<p><b>Major Objectives</b></p> <p>The course has been designed with the basic aim of enabling students with low intermediate level of English to become independent learner of the language. It aims to teach and improve knowledge and abilities in English by focusing on the development of reading and writing through practice skills requires for academic work and building vocabulary through practice of standardized test in training students to use the dictionary as a tool for learning the language. We will be integrating the skills of reading, writing, vocabulary building, grammar and usage and also giving discrete lesson on these topics. The reading and writing lesson will incorporate vocabulary building along with description, narration, exposition and argument. Each reading lesson will take a written passage and examine it from the point of view of understanding the passage written in this style then also exploit the passage from the point of view of the student's being asked to write in that style. The students will be gradually taken from low to higher-level skills.</p> <p><b>Minor Objective</b></p> <ul style="list-style-type: none"><li>❖ To help students understand scientific and factual texts along with imaginative text.</li><li>❖ To help students identify the inherent patterns of organization in all kinds of texts</li><li>❖ To help students understand the rules of grammar and usage that apply to good writing</li><li>❖ To help student focus on accuracy by teaching them effective sentences and paragraphing</li><li>❖ To help students extend their vocabulary</li></ul>		

	❖ To help students communicate more meaningfully and at a deeper level
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## Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic	Activities
1 <sup>st</sup>	<b>Uses of a Language Dictionary:</b> How to Use a Dictionary Pronunciation Spelling, Meaning Phonetics & Phonology.	Assignment 1
2 <sup>nd</sup>	<b>Grammar:</b> Morphology, Focus on Vocabulary Word Formation, Suffixes, Prefixes Antonyms, Synonyms, Homonyms One word Substitute.	Quiz I
3 <sup>rd</sup>	<b>Reading:</b> Locating Topic Sentences Main Idea, Supporting Ideas Contextual References Information by Scanning and skimming.	
4 <sup>th</sup>	<b>Comprehension Summary and Directed Writing:</b> Figurative Language Answering vocabulary questions Obstacles to understand.	
5 <sup>th</sup>	<b>Comprehension Summary and Directed Writing:</b> Types of Comprehension questions Aids to better comprehension Understanding situations.	
6 <sup>th</sup>	<b>Practical Grammar:</b> Parts of Speech, Major Word Classes Noun-with Further Classification, Pronouns-with further Classification Verb-Emphasis on three form	Quiz 2

<b>7<sup>th</sup></b>	<b>Practical Grammar:</b> Parts of Speech, Adjectives-with further classification Adverbs-with further classification Prepositions inter-junctions, Conjunction, Gerund, Genitives	
<b>8<sup>th</sup></b>	<b>Reading:</b> Imaginative and Practical Text Making inferences, Assessing the Text, Distinguishing Facts from Opinions Comprehension Question Answers, Cloze Comprehension	Assignment 2

### Mid-Term Examination

### Syllabus (Weekly Scheme) Before Final-Term Examination

Week	Topic	Activities
<b>9<sup>th</sup></b>	<b>Reading:</b> Classifying, Flow Charts Cause and Effect Relationship Presenting Information Graphically	
<b>10<sup>th</sup></b>	<b>Vocabulary Development:</b> Words in Context Antonyms, synonymous, and homonyms Pair of Words	
<b>11<sup>th</sup></b>	<b>Vocabulary Development:</b> Phrasal verbs, Prefixes and meaning, Problem words and correct usage-1.	Quiz 3
<b>12<sup>th</sup></b>	<b>Vocabulary Development:</b> Problem words and correct usage	



	Idioms and common expressions Common errors.	
<b>13<sup>th</sup></b>	<b>Grammar:</b> Language forms and functions	Assignment 3
<b>14<sup>th</sup></b>	<b>Presentations</b>	Language Practice
<b>15<sup>th</sup></b>	<b>Presentations</b>	Language Practice
<b>16<sup>th</sup></b>	<b>Presentations</b>	Language Practice

#### Final Examination

<b>Text Book/s</b>	<b>1. A selection of English Prose</b> By Dr. Nousheen Khan & Prof. Ghulam Sarwar Qureshi <b>2. A selection of Modern English Essays</b> Edited by Prof. Sajjad Sheikh <b>3. “Skill Worker”</b> By Dr. Surriya Shafi, Prof. Sabiha Mansoor & Prof. Humaira Irfan
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<b>Reference Material</b>	(i) Further Comprehension and Precis Pieces for Overseas Students by L.A. Hill and R.D.S. Fielden (ii) Grammar in use by Raymond Marphy (iii) English Pronouncing Dictionary by Daniel Jones (iv) High School English Grammar & Composition by Wren & Martin (v) English for Business; A Functional Approach by J. Chilver (vi) Practical English Usage by Michal Swan (vii) A Practical English Grammar by A.J Thomson & A.v. Martinet (viii) Basic Business English by Robert E. Barry (ix) General Certificate by Alan Etherton				
<b>Assessment Criteria</b>	<b>Marks in %</b>	<b>Session</b>	<b>Mid</b>	<b>Final</b>	<b>Total %</b>
		<b>25</b>	<b>35</b>	<b>40</b>	<b>100</b>
		<b>Term Assignments/ Quizzes Presentations</b>			

	Result				
Course Requirements		<ul style="list-style-type: none"><li>➤ 75% Class Attendance is mandatory, failing which the student shall be dropped from the class.</li><li>➤ Come up with the feed back and full preparation for the next class</li><li>➤ Strictly follow the dead line regarding quizzes / assignments</li><li>➤ Late submission will be treated as non-submission</li><li>➤ Examination will be objective, short answer &amp; essay type</li><li>➤ Students at all times are expected to show high standards of disciplines and humanly qualities</li><li>➤ <b>Students are advised to keep the course outlines in record in their own interest for future reference and studies abroad.</b></li></ul>			
Teacher’s Role		<ul style="list-style-type: none"><li>➤ To help, encourage and motivate Students for the development of basic skills of Business Communication</li></ul>			
Student’s Role		<ul style="list-style-type: none"><li>➤ To exchange and polish the skills of language by continuous practice with the help of text book, reference books, assignments and quizzes. To write business messages and applications for job and follow-up.</li></ul>			
<b>Governing Rules</b> <ul style="list-style-type: none"><li>➤ Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus.</li><li>➤ Any violation thereof is punishable under the relevant rules.</li></ul>					

-----BEST OF LUCK-----

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Islamic Culture & Ideology of Pakistan		
Course No.	BBAH302		
Credit Hours	4		
Prerequisites	N/A		
Follow Up	--		
Category	Compulsory		
Course Description	The course covers the fundamentals of Islamic Culture. Furthermore, it focuses on study of idea behind the independence of Pakistan and the emergence of laws to shape Pakistan as a Muslim State.		
Learning Objectives	The course aims to  Emphasize the adoption of social Islamic practices.  Refresh the origin of Pakistan-Two nation theory.  Review the efforts that Muslims put for the independence  Review the emergence of laws from independence till now		
Syllabus Before Mid-Term Examinations			
WEEK 01	1. Pakistan Movement: Historical and Ideological Perspective  a. Muslim Revivalist Movements in India  b. The Two-Nation Theory: From Sir Syed Ahmed Khan to Allama Iqbal		
WEEK 02	c. Quaid-i-Azam Muhammad Ali Jinnah and the Struggle for Pakistan Creation of Pakistan: Early Challenges		
WEEK 03	2. Land and People of Pakistan  a. Physical features and Geo-Strategic Location of Pakistan  b. Culture and Traditions: Regional Dimensions  c. Social Issues and Challenges to Pakistan		

WEEK 04		3. History and Politics in Pakistan (1947-2008)				
		a. Early Parliamentary Phase				
		b. Ayub and Yahya’s Era				
		c. Democratic Era (1971-1977)				
WEEK 05		d. Zia Era (1977-88)				
		e. Civil Rule (1988-99)				
		f. Musharaf Era (1999-2008)				
WEEK 06		4. Contemporary Pakistan				
		a. The Constitution of 1973: Salient Features				
WEEK 07		b. Foreign Policy and Relations with neighboring countries				
WEEK 08		c. Salient Features of Economy. Agriculture and Industry. National Resources				
Syllabus After Mid-Term Examinations						
WEEK 09		Introduction to Subject Importance of Education in Islam				
WEEK 10		Objectives of Education Ijthihad, Ijmah and Qiaas				
WEEK 11		Islamic Civilization, Meaning and Sources of Tehzib, Elements of Islamic Civilization.				
WEEK 12		Articles of Islamic Civilization, (Tenants of Islam)				
WEEK 13 & 14		Moral Etiquettes- Quranic verses Sura Al furquan (Explanation)				
WEEK 15		Safety of Orphans, Justice, Right Path, Revelation of Torah & Its attributes Quranic Verses-Surah Al Anaam				
WEEK 16		Khutaba-e-Hijjat-ul-Widah.				
Text Books		. S. Qalb-i-Abid, Muslim Struggle for Independence (185 7-1947), Sang-c-Med Publications, Lahore, 1997  2. MR. Kazimi, A Concise History of Pakistan, Oxford University Press, 2009				
Reference Material		Will be provided				
Instructional Aids/Resources						
Teaching strategies		<ul style="list-style-type: none"><li>• Class Lectures</li><li>• Group Discussion</li><li>• Case Studies</li><li>• Field Surveys</li><li>• Assignments</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	

<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li> <li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li> </ul>
<b>Attendance Requirements</b>	<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> </ul> <p>It is strongly recommended that students attend every class session.</p>
<b>Classroom Behavior</b>	<p>In class all cell phones must be turned off or set on "silent mode." During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</p>
<b>Honesty Policy</b>	<p>A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</p>

# Hailey College of Banking & Finance

University of the Punjab

Lahore

## COURSE OUTLINE

Program	BBA(Hons) B&F	Course Instructor	
Year/Semester		E-Mail	
Code	<b>BHBF303</b>		
Title	<b>Fundamentals of IT</b>		
Rating	3 Hours		
Type	Compulsory		
Pre-requisites	Basic Computer Concepts		
Introduction	Data Processing and Data Communication (Information Technology) are the backbone in every Business. This course has been specially designed to develop knowledge and understanding about technical aspects of Information Technology		
Objectives	Data Processing and Data Communication (Information Technology) are the backbone in every Business. This course has been specially designed to develop knowledge and understanding about technical aspects of Information Technology		
Contents	<ol style="list-style-type: none"><li>1) Foundation Concepts: Data, Information, Computer, Hardware, Software, Information Technology</li><li>2) Data Communication, Computer Networks, Types of Network, Communication Protocols and Communication Devices.</li><li>3) Databases and DBMS Databases Models, Advantages of Database Approach, DBMS, Types of Databases</li><li>4) Information Systems, CBIS Components of CBIS. Role of Information Systems in Business. Major types of Information Systems. TPS, PCS, ECS,MRS,DSS,EIS, CRM, SCM, KMS, ERP,</li><li>5) E-Commerce Technologies</li><li>6) Enterprise Resource Planning, Enterprise Collaboration System</li><li>7) Micro Soft Office. Especially Spread Sheet Packages, Basic and Advance commands of Ms-Excel.</li></ol>		
Outcome	This course enable the students to comprehend the fundamental concepts of IT, Internet and application of IT in Business :		

Recommended Books/ References	<p>Study Text Book:- Management Information System by James A. O'Brien 10<sup>th</sup> Edition</p> <p><b>Additional Books:</b></p> <p>⇒ The Concept of Information Technology</p> <p>⇒ Imran saeed,Ahsan Raza, and Reviewed by "TASLEEM MUSTAFA"</p>
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### Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1st.	Introduction to IT and IS, Roles of IS in Business, Components and Types of IS
2nd	Computer, Types of Computers,. Input and Output Devices
3rd	Storage Devices, Memory and Processors, Machine Cycle
4th	Business Application Software ,Software Suites and Integrated Packages, Word Processing, Spreadsheet, Desktop Publishing ,Data Presentation Software
5th	Operating Systems, Other System Management Programs, Programming Languages, Web Languages and Services
6th	Database Management ,Fundamental Data Concepts, Database Structures Hierarchical, Network, Relational, Object Oriented Database, Database Development, Data Resource Management ,
7th	Types of Databases Data Warehouses and Data Mining, Traditional File Processing The Database Management Approach
8th	The Networked Enterprise, The Concept of a Network Trends in Telecommunications The Business Value of Telecommunications Networks The Internet Revolution The Role of Intranets The Role of Extranets

#### Mid-Term Examination

### Syllabus (Weekly Scheme) Before Final Term Examination

Week	Topic
9 <sup>th</sup>	Operation Support Systems
10 <sup>th</sup>	Decision Support Systems
11 <sup>th</sup>	CRM Software, SCM, ERP Software
12 <sup>th</sup>	Electronic Commerce
13 <sup>th</sup>	System Development Life Cycle
14 <sup>th</sup>	Information Security Controls
15 <sup>th</sup>	Basic Excel
16 <sup>th</sup>	Advanced MS Excel

#### Final Examination

Teaching Strategies		Participatory lectures, cases, workshop sessions, syndicates presentations, term papers			
Assessment	Marks	Session	Mid	Final	Total %
Criteria	%	25	35	40	100
Recommendations		All assignments must be completed and presented on time.			
Note: 75% Class Attendance is mandatory, failing which the student shall be dropped from the class. Students are advised to keep the course outlines in record in their own interest for future reference and studies abroad.					
Governing Rules					



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# HAILEY COLLEGE OF BANKING & FINANCE

## University of the Punjab, Lahore

### COURSE OUTLINE

<b>Program</b>		<b>Course Instructor</b>	
<b>Year / Semester</b>		<b>E-Mail</b>	
<b>Code</b>	BHBF311		
<b>Title</b>	Contemporary Business Studies		
<b>Credit hours</b>	3		
<b>Type</b>	Core course		
<b>Pre-requisites</b>	None		
<b>Introduction</b>	Overall business principles are used in both for-profit and non-profit institutions. This course provides an overview of these key principles. As you progress through your business education classes, you will discover that there are whole semester courses devoted to some of the topics that we will be discussed in this course.		
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Provide an introduction to fundamental business concepts</li> <li>• Define key terms, concepts and theories related to managing a business.</li> <li>• Develop a basic understanding of how business principles, practices, and processes apply to organizations.</li> </ul>		
<b>Outcome</b>	Students will get an understanding of the contemporary Business environment, organization, marketing and financing the organization.		
<b>Recommended Books / References</b>	<div>Introduction to Business</div> <div>How Companies Create Value for People</div> <div>By</div> <div>Gareth R. Jones</div> <div>Introduction to Business</div> <div>By</div> <div>Saeed M. Nasir</div>		

### Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1 <sup>st</sup>	What is Business?
2 <sup>nd</sup>	The Evolution of Business
3 <sup>rd</sup>	Entrepreneurs, Managers, Managers and Employees
4 <sup>th</sup>	Multinationals and the Global Environment of Business

Week	Topic
5 <sup>th</sup>	Business Ethics and the Legal Environment of Business
6 <sup>th</sup>	Leadership, Influence and Communication in Business
7 <sup>th</sup>	Motivating and Managing People and Groups in Business Organizations
8 <sup>th</sup>	The Structure and Culture of a Business Organization

### Mid Term Examination

### Syllabus (Weekly Scheme) Before Final-Term Examination

Week	Topic
9 <sup>th</sup>	Managing Information, Knowledge and Business Relationships Marketing and Product Development, Sales, Distribution and CRM
10 <sup>th</sup>	Operations and Material Management: Managing the production and flow of Goods and Services
11 <sup>th</sup>	Accounting: Measuring How Efficiently and Effectively Resources are creating Value and Profit Finance: Balancing Risk and Return to increase Profitability
12 <sup>th</sup>	HRM: Acquiring and Building Employees' Skills and Capabilities
13 <sup>th</sup>	Sole Proprietorship (Features, Importance, Merits & Demerits) Partnership (Features, Merits & Demerits, Classification, Duties & Liabilities & Dissolution)
14 <sup>th</sup>	Joint Stock Company (Features, Merits & Demerits, Formation, MOA, AOA, Prospectus, Capital, management, Meetings & Winding up)
15 <sup>th</sup>	Mergers, Acquisitions, Franchising.
16 <sup>th</sup>	Presentations

### Final Examination

Teaching Strategies		Participatory lectures, case studies, workshop sessions, presentations, term papers			
Assessment Criteria	Marks %	Session	Mid	Final	Total %
		25	35	40	100
	Result				
Recommendations	All assignments must be completed and presented on time.				
Note: <ul style="list-style-type: none"><li>➤ 75% Class Attendance is mandatory, failing which the student shall be dropped from the class. Students are advised to keep the course outlines in record in their own interest for future reference and studies abroad.</li></ul>					

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# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Principles of Accounting		
Course No.	BHBF312		
Credit Hours	3 Credit Hours		
Prerequisites	Working knowledge of Accounting		
Follow Up	--		
Category	Core Course		
Course Description	Principles of Accounting course provides students with the opportunity to explore basic accounting systems, processes, and the resulting financial statements. Additionally, the students will closely examine accounting rules, procedures, and controls that are applicable to cash, receivables, and inventory. Included in this program is accounting for investments in long-term productive assets. This curriculum provides a thorough introduction to financial accounting and the responsibilities one should be prepared for in the world of accounting		
Learning Objectives	After studying this course the student will be able to understand:  1. The language of Accounting. 2. Complete Accounting Cycle. 3. Preparation and the role of Journal, Ledger, Trial Balance and subsidiary books. 4. Preparation of financial statements like Trading & Profit & Loss Account alongwith Balance Sheet for Sole-Proprietorship and partnership businesses.		
Syllabus Before Mid-Term Examinations			
WEEK 01	<ul style="list-style-type: none"><li>➤ Need and importance of Accounting</li><li>➤ Important terms and concepts</li><li>➤ Book Keeping Vs. Accounting</li><li>➤ Branches of Accounting.</li></ul>		
WEEK 02	<ul style="list-style-type: none"><li>➤ Accounting Equation</li><li>➤ Exercises</li></ul>		
WEEK 03	<ul style="list-style-type: none"><li>➤ Steps involved in Accounting cycle.</li><li>➤ Identification of Accounts</li><li>➤ Classification of Accounts in five major heads</li><li>➤ Effects of Increase of increase/decrease</li><li>➤ Debit (Dr.) and Credit (Cr.) Rules</li></ul>		

WEEK 04		<ul style="list-style-type: none"><li>➤ Recording of business transactions in the Journal</li><li>➤ Positing of entries from Journal to Ledger</li><li>➤ Preparation of Trial Balance</li></ul>				
WEEK 05		<ul style="list-style-type: none"><li>➤ Comprehensive exercises</li></ul>				
WEEK 06		<ul style="list-style-type: none"><li>➤ Banking Transactions. Bank and its functions, how to open bank account, cheques. Recording of banking transactions.</li><li>➤ Exercises</li></ul>				
WEEK 07		<ul style="list-style-type: none"><li>➤ Bank Reconciliation Statement and its preparation.</li></ul>				
WEEK 08		<ul style="list-style-type: none"><li>➤ Comprehensive exercises</li></ul>				
Syllabus After Mid-Term Examinations						
WEEK 09		<ul style="list-style-type: none"><li>➤ Adjustments and their effect on the final accounts</li><li>➤ Exercises</li></ul>				
WEEK 10		<ul style="list-style-type: none"><li>➤ Preparation of Financial Statements e.g., Profit &amp; Loss Account and Balance Sheet of Sole Proprietorship / Partnership concerns.</li></ul>				
WEEK 11		<ul style="list-style-type: none"><li>➤ Problems and their solutions</li></ul>				
WEEK 12		<ul style="list-style-type: none"><li>➤ Capital and Revenue Expenditures / Receipts</li><li>➤ Capital and Revenue Profits/Losses</li><li>➤ Deferred Revenue Expenditures</li></ul>				
WEEK 13		<ul style="list-style-type: none"><li>➤ Exercises of Capital &amp; Revenue</li></ul>				
WEEK 14		<ul style="list-style-type: none"><li>➤ Rectification of Errors. (Book Keeping &amp; Trial Balance Errors).</li></ul>				
WEEK 15		<ul style="list-style-type: none"><li>➤ Problems and their solutions</li></ul>				
WEEK 16		<ul style="list-style-type: none"><li>➤ Revision &amp; review of the subject</li></ul>				
Text Books		Fundamentals of Accounting  By Hafiz Mohyuddin Tahir Mahmood FCCA, FCA				
Reference Material		Will be provided				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>➤ Participatory lectures, assignments, workshop sessions, presentations, term papers</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>➤ Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus.</li><li>➤ Any violation thereof is punishable under the relevant rules.</li></ul>				

<b>Attendance Requirements</b>	➤ 75% Class Attendance is mandatory, failing which the student shall be dropped from the class.
<b>Classroom Behavior</b>	In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed
<b>Honesty Policy</b>	A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project

# Hailey College of Banking and Finance

University of the Punjab, Lahore

## COURSE OUTLINE

Program		Course Instructor	
Year/Semester	-	E-Mail	
Name of the Course	<b>Principles of Management</b>		
Course Code	<b>BHBF313</b>		
Credit Hours	<b>3</b>		
Category	Core Course		
Pre requisites	Basic concepts of the management and their applicability in practice.		
Follow up	Class Quizzes / Assignment.		
Aims and Objectives	To make its participants aware of basic concepts of the management and their applicability in practice.		
Teaching Methodology	<p>May include all or some of the following:</p> <ul style="list-style-type: none"> <li>➤ Lectures</li> <li>➤ Discussions</li> <li>➤ Case Studies</li> <li>➤ Handouts</li> <li>➤ Projects &amp; Term Papers</li> <li>➤ Reading Assignments</li> <li>➤ Classroom Presentations.</li> </ul> <p>Active class participation is encouraged.</p>		

## Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1 <sup>st</sup>	<p>Introduction: Management</p> <ul style="list-style-type: none"> <li>- What is management?</li> <li>- What do managers do?</li> <li>- Functions of management</li> </ul>
2 <sup>nd</sup>	<p>Introduction: Management</p> <ul style="list-style-type: none"> <li>- Skills of a manager</li> <li>- Roles of a manager</li> <li>- What is an organization?</li> </ul>
3 <sup>rd</sup>	<p>Management History</p> <ul style="list-style-type: none"> <li>- Classical Approach <ul style="list-style-type: none"> <li>• Scientific Approach</li> <li>• General Administrative Theory</li> </ul> </li> <li>- Quantitative Approach</li> <li>- Research Article Discussion</li> </ul>
4 <sup>th</sup>	<p>Management History</p> <ul style="list-style-type: none"> <li>- Behavioral Approach</li> <li>- Contemporary Approach</li> </ul>
5 <sup>th</sup> & 6 <sup>th</sup>	Organizational Culture and Environment



	<ul style="list-style-type: none"> <li>- Organizational culture</li> <li>- Organizational Environment</li> <li>- Case Discussion</li> </ul>
7 <sup>th</sup>	Managers as Decision Makers <ul style="list-style-type: none"> <li>- Decision Making Process</li> <li>- Managers making decisions</li> <li>- Case discussion</li> </ul>
8 <sup>th</sup>	Managers as Decision Makers <ul style="list-style-type: none"> <li>- Types of decisions and decision making conditions</li> <li>- Decision making styles</li> <li>- Decision making biases and errors</li> </ul> <b>Revision</b>
<b>Mid-Term Examination</b>	

#### After Mid-Term Examination

Week	Topic
9 <sup>th</sup> & 10 <sup>th</sup>	Foundations of Planning <ul style="list-style-type: none"> <li>- What and why of planning</li> <li>- Goals and plans</li> <li>- Types of goals</li> <li>- Types of plans</li> </ul>
11 <sup>th</sup> & 12 <sup>th</sup>	Motivating Employees <ul style="list-style-type: none"> <li>- Early theories of Motivation <ul style="list-style-type: none"> <li>• Maslow's Hierarchy of needs theory</li> <li>• McGregor's Theory X and Theory Y</li> <li>• Herzberg's Two Factor Theory</li> <li>• McClelland's Three Needs Theory</li> </ul> </li> <li>- Case Discussion</li> </ul>
13 <sup>th</sup> & 14 <sup>th</sup>	Motivating Employees <ul style="list-style-type: none"> <li>- Contemporary Theories of Motivation <ul style="list-style-type: none"> <li>• Goal-Setting Theory</li> <li>• Reinforcement Theory</li> <li>• Job design Theory</li> <li>• Equity Theory</li> <li>• Expectancy Theory</li> </ul> </li> </ul>
15 <sup>th</sup>	Managers as Leaders <ul style="list-style-type: none"> <li>- Who are leaders?</li> <li>- What is leadership?</li> <li>- Early leadership theories <ul style="list-style-type: none"> <li>• Trait theories</li> <li>• Behavioral theories</li> </ul> </li> <li>- Article Discussion</li> </ul>

16 <sup>th</sup>	Introduction to Controlling <ul style="list-style-type: none"> <li>- Control process</li> <li>- Types of control             <ul style="list-style-type: none"> <li>• Feed forward</li> <li>• Concurrent</li> <li>• Feed back</li> </ul> </li> <li>- Case Discussion</li> </ul> <b>Revision</b>
<b>Final Examination</b>	

Text / Reference Books		Management by Stephen P Robbins & Mary Coulter			
Instructional Aids/Resources		Whiteboard, Research Articles, Multimedia, Real World examples			
<b>Assessment Criteria</b>	<b>Marks in %</b>	<b>Session</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>
		<b>25</b>	<b>35</b>	<b>40</b>	<b>100</b>
	<b>Result</b>				
<b>Recommendations</b>					
<b>Notes:</b> <ol style="list-style-type: none"> <li>75% Class Attendance is mandatory failing to which the student shall be dropped from the class</li> <li>Assignments must be completed and deposited on time.</li> </ol>					
<b>Governing Rules</b>  Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking roaming, general behavior, etc. on the Campus. Any violation thereof is punishable under the relevant rules.					

***Best of Luck***

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Business Correspondence & Report Writing		
Course No.	BHBF304		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description	<p>The course covers the contents from English writing &amp; reading that are more relevant to business communication. It particularly focuses on clear, logical and precise oral and written communication.</p> <p>Foreign exchange &amp; Risk Management</p>		
Learning Objectives	<p><b>The course provides in-depth working knowledge of the foreign exchange products and market environment.</b></p> <p><b>Students aim to understand the principal functions and characteristics of the foreign exchange market and its related instruments from both a hedging and trading point of view.</b></p>		
Syllabus Before Mid-Term Examinations			
WEEK 01	<p>➤ Language description; Use of dictionary for pronunciation spelling &amp; meaning</p> <p>➤ Fundamentals of Grammar &amp; Usage</p>		
WEEK 02	<p>➤ Understanding the Foundations of Business Communication</p> <p>➤ The seven C’s of Effective Business Communication</p>		

WEEK 03	<ul style="list-style-type: none"> <li>➤ Communication in Teams</li> <li>➤ Business Communication in Global, Ethical &amp; Technological context</li> </ul>
WEEK 04	<ul style="list-style-type: none"> <li>➤ Applying three steps writing process</li> <li>➤ Message Design: Planning, Writing &amp; Completing</li> </ul>
WEEK 05	<ul style="list-style-type: none"> <li>➤ Writing Letters, Memos, E-mail, and other Brief Messages</li> <li>➤ Writing Routine, Goods News and Goodwill Messages</li> </ul>
WEEK 06	<ul style="list-style-type: none"> <li>➤ Writing Bad-News Messages</li> <li>➤ Writing Persuasive Messages</li> </ul>
WEEK 07	<ul style="list-style-type: none"> <li>➤ Finding, Evaluating and Processing Information</li> <li>➤ Communicating Information Through Visuals</li> </ul>
WEEK 08	<ul style="list-style-type: none"> <li>➤ Short and Long Reports and Proposals</li> <li>➤ Planning Business Reports and Proposals</li> </ul>
<b>Syllabus After Mid-Term Examinations</b>	
WEEK 09	<ul style="list-style-type: none"> <li>➤ Writing Business Reports and Proposals</li> </ul> <b>Completing Business Reports and Proposals</b>
WEEK 10	<ul style="list-style-type: none"> <li>➤ Strategies for Oral Communication</li> <li>➤ Designing and Delivering Oral Presentations</li> <li>➤ Planning, Writing and completing Oral Presentations</li> </ul> <b>Enhance your oral presentations with electronic slide shows and overhead Transparencies</b>
WEEK 11	<ul style="list-style-type: none"> <li>➤ Searching for Employment: the job application process</li> <li>➤ Writing Resume and Application Letters</li> </ul> <b>Writing Employment Messages and Interviewing for jobs and following up.</b>

WEEK 12		Presentations				
WEEK 13		Presentations				
WEEK 14		Presentations				
WEEK 15		Presentations				
WEEK 16		Presentations				
Text Books		<div>4.      <b>Business Communication Today</b> by Bovee Thill Schatzman</div> <div>5.      <b>Effective Business Communication</b> by Murphy</div> <div>3.      <b>Advanced Grammar in USE.</b> <b>A self –study reference and Practice book</b>    </div>				

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon’s	Course Instructor	
Years/Semester		Email	
Name of the Course	Commercial Law		
Course No.	BHBF314		
Credit Hours	03		
Prerequisites	N.A		
Follow Up	--		
Category	Core Course		
Course Description	The course basically deals with the introduction of those commercial laws which are directly or indirectly related to Business. It includes a short study of contract law, partnership Act, companies“ ordinance and Negotiable instrument The emphasis in this course is to introduce the students with the basic concepts of conventional business law and its implementation in the contemporary financial institutions. The course is outlined in such a way to show the basic philosophy of conventional Business Law along with some example from case study		
Learning Objectives	After completion of this course, student will be able to:  1. To know about basic aspect of conventional Business Law 2. To explain that how such different aspects can be practically applied in the modern market 3. Can determine various hurdles in the way of implementation of such Laws in the modern market 4. Can put forward some suggestion that how such hurdles can be remove 5. Can describe easily advantages of conventional Business Law in the business activities 6. Can describe disadvantages of conventional Business Law 7. Can determine that how business can be made profitable in the eyes of philosophy of such Laws 8. Can compare the conventional Business Law with other conventional Business laws		
Syllabus Before Mid-Term Examinations			
WEEK 01	Introduction of law , Nature,Scope,Development		
WEEK 02	Contracts Essentials Nature and classes		
WEEK 03	Offer and Acceptance, Consideration & Object		
WEEK 04	Breach of Contract and Discharge of Contract		
WEEK 05	Free Consent		
WEEK 06	Capacity of Parties		
WEEK 07	Bailment and Pledge		
WEEK 08	Bailment and Pledge		

Syllabus After Mid-Term Examinations						
WEEK 09		Indemnity and Guarantee				
WEEK 10		Essential Elements of a partnership, Partnership deeds, rights and duties of partners				
WEEK 11		Partnership, Sole Proprietorship, Companies				
WEEK 12		Negotiable Instruments				
WEEK 13		Joint Stock Company (Nature and Formation, Ownership and Management of the Companies)				
WEEK 14		Company Meetings				
WEEK 15		Directors, Election, Rights,Duties and Removal				
WEEK 16		Contract of sale, Conditions and warranties				
Text Books		<ul style="list-style-type: none"><li>• Mercantile Law by Khawaja Amjad Saeed</li><li>• Business Law by Kahlid Mehmood Cheema</li><li>• Business Law By M C Kuchhal</li><li>• J Gooley and P Radan, Principles of Australian Contract Law (LexisNexis Butterworths)</li></ul>				
Reference Material		<ul style="list-style-type: none"><li>• Contract Act 1872</li><li>• Negotiable Instrument Act 1881</li><li>• Partnership Act 1932</li><li>• Companies Act 2017</li></ul>				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>• Class Lectures</li><li>• Group Discussion</li><li>• Presentations</li><li>• Case Studies</li><li>• Field Surveys</li><li>• Assignments</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				

<b>Attendance Requirements</b>	<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> <li>• It is strongly recommended that students attend every class session.</li> </ul>
<b>Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• In class all cell phones must be turned off or set on "silent mode." During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li> </ul>
<b>Honesty Policy</b>	<ul style="list-style-type: none"> <li>• A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</li> </ul>



# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Cost & Managerial Accounting		
Course No.	BHBF315		
Credit Hours	3 Credit Hours		
Prerequisites	Basic knowledge & awareness of Accounting. Working knowledge of Arithmetic.		
Follow Up	Application of knowledge in practical life		
Category	Core Course		
Course Description	Basically cost accounting is for internal management of accounting entity; however it also provides information for external reporting. The information provided for external reporting is quite different from information provided by financial accounting. Production planning and scheduling, inventory planning and management, labour time and labour cost budgets are some of the areas where management is assisted by cost accounting.		
Learning Objectives	Cost Accounting furnishes management with the necessary accounting tools for planning and control of activities. Specifically the collection, presentation, and analysis of cost data, help management to accomplish their tasks. This course focuses on the modern cost concepts and techniques and use of these techniques in planning and control.		
Syllabus Before Mid-Term Examinations			
WEEK 01	<ul style="list-style-type: none"><li>• Meaning, need and importance of cost accounting</li><li>• Distinction between cost and financial accounting</li></ul>		
WEEK 02	<ul style="list-style-type: none"><li>• Elements of cost</li><li>• Cost classification and costing systems</li><li>• Cost accounting cycle and costing techniques</li></ul>		
WEEK 03	<ul style="list-style-type: none"><li>• Income statement of a manufacturing concern</li><li>• Cost of Goods Manufactured and Sold Statement</li><li>• Exercises</li></ul>		
WEEK 04	<ul style="list-style-type: none"><li>• Other schedules in support of an Income Statement</li><li>• Adjustment for under or over applied Factory Overhead (FOH)</li><li>• Exercises</li></ul>		
WEEK 05	<ul style="list-style-type: none"><li>• Exercises continued -----Material</li></ul>		

WEEK 06		<ul style="list-style-type: none"><li>• The Process Costing and the situation where it is employed</li><li>• Difference between Process Costing and Job Costing</li><li>• Collection of data for Process Costing</li><li>• Exercises</li></ul>				
WEEK 07		<ul style="list-style-type: none"><li>• The Cost of Production Report</li><li>• Treatment of normal and abnormal losses</li><li>• Treatment when addition of materials increases number of units</li><li>• Exercises</li></ul>				
WEEK 08		<ul style="list-style-type: none"><li>• Exercises continued -----Process Costing</li></ul>				
Syllabus After Mid-Term Examinations						
WEEK 09		<ul style="list-style-type: none"><li>• Material costing and control methods as recommended by IAS-2</li><li>• Principles and Techniques of Inventory Control, and Stock levels</li><li>• Exercises</li></ul>				
WEEK 10		<ul style="list-style-type: none"><li>• Defective and Spoiled goods production</li><li>• Economic Order Quantity (EOQ)</li><li>• Exercises</li></ul>				
WEEK 11		<ul style="list-style-type: none"><li>• The term Labour and its classification</li><li>• Labour Cost Accounting and Incentive Wages Plans</li><li>• Collection &amp; Processing of labour cost data</li><li>• Exercises</li></ul>				
WEEK 12		<ul style="list-style-type: none"><li>• Exercises continued -----Labour</li></ul>				
WEEK 13		<ul style="list-style-type: none"><li>• Factory Overhead – costing, accumulation application and departmentalization and Factory overhead variance analysis</li><li>• Exercises</li></ul>				
WEEK 14		<ul style="list-style-type: none"><li>• Exercises continued -----Factory Overhead</li></ul>				
WEEK 15		<ul style="list-style-type: none"><li>• A comprehensive workshop on Cost Accounting Vs. Management Decision Making</li></ul>				
WEEK 16		<ul style="list-style-type: none"><li>• Revision &amp; review of the subject</li></ul>				
Text Books		Cost & Managerial Accounting  By Hafiz Mohyuddin Tahir Mahmood FCCA, FCA				
Reference Material		Latest article				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		➤ Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	

<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>➤ Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus.</li> <li>➤ Any violation thereof is punishable under the relevant rules.</li> </ul>
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# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon's	Course Instructor	
Years/Semester		Email	
Name of the Course	Business & Corporate Finance		
Course No.	BHBF316		
Credit Hours	03		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description	Business Finance course aims at imparting knowledge about the very basic concepts and tools of Business Finance. It deals with the finance function in an organization, the role of the finance manager and the financial environment in which the firm operates. The financial environment covers the understanding of financial and capital markets along with the broad orientation of macro-economic factors affecting the business.		
Learning Objectives	Through this course, Students will learn <ul style="list-style-type: none"><li>The basics of Business Finance including Time value of money and Financial Statement Analysis and also have knowledge of Stock and Bond valuation</li></ul>		
Syllabus Before Mid-Term Examinations			
WEEK 01	An Overview of Financial Management		
WEEK 02 & 03	Financial Markets and Institutions		
WEEK 04	Financial Statements, Cash Flows and taxes		
WEEK 05 & 06	Time Value of Money		
WEEK 07 & 08	Interest Rates		
Syllabus After Mid-Term Examinations			
WEEK 09 & 10	Bonds and Their Valuation		
WEEK 11 & 12	Stock and Their Valuation		
WEEK 13	Risk and Rates of Return		
WEEK 14	The Cost of Capital		
WEEK 15	Capital Budgeting		

WEEK 16		Revision				
Text Books		<ul style="list-style-type: none"><li>Birgham, E.F., and Houston, J.F. (2019), Fundamentals of Financial Management, 13<sup>th</sup> Edition, South-Western Cenage Learning, USA: OH.</li><li>Gitman, L.J., and Zutter, C.J. (2018), Principles of Managerial Finance, 14<sup>th</sup> Edition, Pearson Higher Education, USA: Washington DC.</li><li>Van Horne, J.C. and Wachowicz Jr. J. (2018), Fundamentals of Financial Management, 13<sup>th</sup> Edition, Pearson Higher Education, England: Essex</li></ul>				
Reference Material		<ul style="list-style-type: none"><li><a href="http://www.sbp.org.pk">www.sbp.org.pk</a></li><li><a href="http://www.secp.gov.pk/">www.secp.gov.pk/</a></li><li><a href="http://www.brecorder.com">www.brecorder.com</a></li><li><a href="http://www.pakistaneconomist.com/">http://www.pakistaneconomist.com/</a></li></ul>				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>Financial Calculator</li><li>Smart Projector</li><li>Video Lectures</li><li>Online Case Study Database Access (Harvard)</li><li>Turnitin</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>Class Lectures</li><li>Group Discussion</li><li>Case Studies</li><li>Field Surveys</li><li>Assignments</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				
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Classroom Behavior		<ul style="list-style-type: none"><li>In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li></ul>				

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# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Economics		
Course No.	BHBF317		
Credit Hours	3		
Prerequisites	None		
Follow Up	Managerial Economics, Econometrics		
Category	Core Course		
Course Description	The course will cover the concepts of demand and supply, the price determination in the market, firm behavior and the structure of the markets.		
Learning Objectives	This course aims at imparting knowledge of basic economic principles to the business students. After completing this course students will be able to understand the key elements involved in business, the economics factors influencing the consumer behavior and performance of firms and industry, the strategies of the firm and the nature of market, pricing strategies and the competitive environment. This course also aims at giving students knowledge about the working of a mixed economy at the aggregate level under pinning of aggregate output and income determination, key macro-economic problems and major policy debate. The basic themes are extended to find out how the disciplines of national income, macroeconomics in closed and open economy, macroeconomic stabilization policies, macro-economic components (consumption, saving, private investment, interest etc.), public finance, money and banking link up with conventional macroeconomics.		
Syllabus Before Mid-Term Examinations			
WEEK 01	The Nature and Scope of Economics: Definition of economics, Different Schools of Thoughts, Micro vs Macro Economics, Positive & Normative Economics, Scarcity and Choice, Trade Offs, efficiency and Equity, The Opportunity Cost, The Production Possibilities Frontier		

<b>WEEK 02 &amp; WEEK 03</b>	<p><b>Some Mathematical and Statistical Concept:</b> Variables and Constants, Different Types of Graphs, Curves &amp; Equation.</p> <p><b>Demand:</b> Demand, Law of Demand, Demand Schedule, Demand Curve, Individual Vs Market Demand, Determinants of Market Demand, Shift in Market Demand.</p> <p><b>Supply:</b> Supply, law Of Supply, Supply Schedule, Supply Curve, Individual Vs Market Supply, Determinants of Market Supply, Shifts in Market Supply</p> <p><b>Market Equilibrium:</b> Market Equilibrium, Effect of Changes in supply and demand on Equilibrium Price and Quantity</p>
<b>WEEK 04</b>	<p><b>Elasticity of Demand and Supply:</b> Price Elasticity of demand, Calculation of Price Elasticity, Determinants of Price elasticity of demand, Price Elasticity and Total Revenue, Income and Cross-Price Elasticity of Demand, Price Elasticity of Supply and Determinants of Price elasticity of Supply. Consumer surplus, Producer surplus and Economic Efficiency</p>
<b>WEEK 05 &amp; WEEK 06</b>	<p><b>Costs of Production:</b> Economics Costs, Economic Profit, Short Run and Long Run time period, short run Production relationships, short run production cost analysis, Long run production costs analysis, Concept of Revenue</p>
<b>WEEK 07</b>	<p><b>Market Models,</b></p> <p><b>Pure competition:</b> Characteristics, Profit Maximization in short run &amp; long run, the supply curve in the competitive market.</p>
<b>WEEK 08</b>	<p><b>Monopoly:</b> Features, Demand curve for the Monopolist, Profit Maximization and Equilibrium in Monopoly, Price Discrimination, Dumping</p>
<b>Syllabus After Mid-Term Examinations</b>	
<b>WEEK 09</b>	<p><b>Monopolistic Competition:</b> Features of the market, Short-run Equilibrium, Long-run equilibrium .</p> <p><b>Oligopoly:</b> Characteristics of Oligopoly, Behavior of a firm in an Oligopolistic market, Mutual Interdependence, Collusive and Non-collusive models of Oligopoly</p>
<b>WEEK 10</b>	<p><b>MACRO ECONOMICS</b></p> <p>Key Concepts of Macro Economics: History of Macro Economics, Objectives and Instruments of Macro Economics.</p>
<b>WEEK 11</b>	<p><b>Measuring Economics Activities:</b> Gross Domestic Product, Expenditure Approach, Income Approach and Other Social Accounts.</p>



WEEK 12		Concept of Real GDP, Index No's & their use in calculation of Real GDP. <b>Economic Growth:</b> Meaning, Sources, Factors that affect Economic growth Business Cycle: The Historical Record, Phases of the Cycle, Causation a First Glance, Non-Cycle Fluctuations, Cyclical Impact: Durables and Nondurable, Forecasting Business Cycles.			
WEEK 13		Unemployment: Types of Unemployment, Defining "Full Employment" Measuring Unemployment, Economics Cost of Unemployment, Non-Economic Cost of Unemployment			
WEEK 14		Inflation: Definition and Types of Inflation, Measuring Inflation and Its Causes, Effects of Inflation on Economy			
WEEK 15		<b>Consumption and Investment:</b> Consumption, Income and saving, Consumption Function, Saving Function, The Marginal Propensity to Consume and Average Propensity to consume, The Marginal Propensity to Save and Average Propensity to save, Determinants of Consumption, Determinants of Investment (Rate of interest, MEC) <b>Multiplier and accelerator:</b> Investment Multiplier, Tax multiplier, foreign trade multiplier and super multiplier.			
WEEK 16		Fiscal Policy: Expansionary Fiscal Policy, Concretionary Fiscal Policy, Financing Deficits and Disposing of Surpluses, Policy Options G or T. Monetary Policy: (a) Tools of Monetary Policy (b) Monetary Policy, Real GDP and Price Level			
Text Books		1. Brue, McConnel, <b>Economics</b> (International Edition). 2. Samuelson Nordhaus, <b>Economics</b> 3. Prof. Dr. Khawaja Amjad Saeed, <b>The Economy of Pakistan</b> 4. Campbell R. McConnel and Stanley L. Bruce. <b>Economics (Principles, Problems and Policies)</b>			
Reference Material		1. Quarterly Review Reports by the Board of Directors of State Bank of Pakistan 2. Annual Report of the State Bank of Pakistan 3. Pakistan Economic Survey Daily Business Recorder, Daily The Dawn,			
Instructional Aids/Resources		<ul style="list-style-type: none"> <li>• Smart Projector</li> <li>• Video Lectures</li> <li>• Online Case Study Database Access (Harvard)</li> <li>• Turnitin</li> </ul>			
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers			
Assessment	Marks in %	Sessional	Mid	Final	Total 100%

	Criteria	25	35	40	100	
<b>Governing Rules</b>	<ul style="list-style-type: none"><li>There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>					
<b>Attendance Requirements</b>	<ul style="list-style-type: none"><li>Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li></ul> <p>It is strongly recommended that students attend every class session.</p>					
<b>Classroom Behavior</b>	<p>In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</p>					
<b>Honesty Policy</b>	<p>A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</p>					

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program		Course Instructor	
Years/Semester		Email	
Name of the Course	Banks & Financial Institutions		
Course No.	BHBF318		
Credit Hours	3 Hours.		
Prerequisites	A general information about banking business.		
Follow Up	--		
Category	Core Course		
Course Description	Central Bank and Non-Bank finance campus. This subject will enable the participants to understand the financial sector of the students will understand functionary of commercial Banks.		
Learning Objectives	The course will desirable the function of Commercial Bank, NBFC and Standard Banks also role in economic development of the law.		
Syllabus Before Mid-Term Examinations			
WEEK 01	Introduction and Overview of Bank		
WEEK 02	Banker customer relationship		
WEEK 03	Banking Operations Deposits, Types difference		
WEEK 04	Banks Credit – Loan and Advance		
WEEK 05	Banks Credit – Loan and Advance		
WEEK 06	Trade Business – Letter of Credit		
WEEK 07	Trade Business – Negotiable Instruments		
WEEK 08	Review		
Syllabus After Mid-Term Examinations			
WEEK 09	Central bank – Overview		
WEEK 10	Functions of Central Banks		
WEEK 11	Monitor Policy		
WEEK 12	NBFC – Leasing and Investment Bank		
WEEK 13	Mutual Funds		
WEEK 14	Insurance Companies and Takaful		
WEEK 15	Insurance Companies and Takaful		

WEEK 16		Review				
Text Books		Money and Banking by Prof. Riaz Ahmed Mian				
Reference Material		Handouts – Articles				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules	<ul style="list-style-type: none"><li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>					
Attendance Requirements	<ul style="list-style-type: none"><li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li></ul> <p>It is strongly recommended that students attend every class session.</p>					
Classroom Behavior	In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed					
Honesty Policy	A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project					

# Hailey College of Banking and Finance

University of the Punjab

Lahore

## COURSE OUTLINE

Program	<b>BBA</b>	Course Instructor	
Year/Semester	-	E-Mail	
Name of the Course	<b>Business Research</b>		
Course Code	<b>BHBF419</b>		
Credit Hours	<b>3</b>		
Category	Core Course		
Pre requisites			
Follow up	Class Quizzes / Assignment.		
Aims and Objectives	To make its participants aware of basic concepts of the research and their applicability in practice.		
Teaching Methodology	<p>May include all or some of the following:</p> <ul style="list-style-type: none"> <li>➤ Lectures</li> <li>➤ Discussions</li> <li>➤ Research Articles Reading</li> <li>➤ Handouts</li> <li>➤ Projects &amp; Term Papers</li> <li>➤ Reading Assignments</li> <li>➤ Classroom Presentations.</li> </ul> <p>Active class participation is encouraged.</p>		

## Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1 <sup>st</sup>	<p>Introduction to Research</p> <ul style="list-style-type: none"> <li>- What is Research</li> <li>- Business Research</li> <li>- Types of Business Research</li> <li>- Managers and Research</li> <li>- Internal and External Researchers</li> </ul>
2 <sup>nd</sup>	<p>Scientific Investigation</p> <ul style="list-style-type: none"> <li>- Hallmarks of Scientific Research</li> <li>- Obstacles to Conduct Research</li> <li>- Hypothetico – Deductive Method</li> </ul>
3 <sup>rd</sup>	<p>The Research Process: Steps 1 to 3</p> <ul style="list-style-type: none"> <li>- The Broad Problem Area,</li> <li>- Preliminary Data Gathering,</li> <li>- Problem Definition</li> </ul>
4 <sup>th</sup>	<p>The Research Process: Steps 4 to 5</p> <ul style="list-style-type: none"> <li>- Theoretical Framework</li> <li>- Hypothesis Development</li> </ul>

	Practical Exposure: Distinguishing Good Journals from Bad Journals & Finding Relevant Good Quality Research Articles
5 <sup>th</sup> & 6 <sup>th</sup>	The Research Process: Step 6 - Elements of Research Design
7 <sup>th</sup>	Experimental Designs  Practical Exposure: Reading and Understanding the Research Articles & Developing Review from Research Articles
8 <sup>th</sup>	<b>Revision</b>
<b>Mid-Term Examination</b>	

#### After Mid-Term Examination

<b>Week</b>	<b>Topic</b>
9 <sup>th</sup>	Measurement of Variables: Operational Definition and Scales  Practical Exposure: Finding the Constructs to Operationalize the Variables
10 <sup>th</sup>	Measurement: Scaling, Reliability, Validity
11 <sup>th</sup>	Data Collection Methods  Practical Exposure: Data Collection & Data Presentation of Constructs
12 <sup>th</sup>	Sampling
13 <sup>th</sup> & 14 <sup>th</sup>	Data Analysis and Interpretation
15 <sup>th</sup>	The Research Report
16 <sup>th</sup>	Revision & Final Submission of the Project
<b>Final Examination</b>	

Text / Reference Books		Research Methods for Business – A Skill Building Approach by Uma Sekeran			
Instructional Aids/Resources		Whiteboard, Research Articles, Multimedia, Real World examples			
<b>Assessment</b>	<b>Marks in %</b>	<b>Session</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>
		<b>25</b>	<b>35</b>	<b>40</b>	<b>100</b>

Criteria	Result				
<b>Recommendations</b>					
<b>Notes:</b> <ol style="list-style-type: none"> <li>3. 75% Class Attendance is mandatory failing to which the student shall be dropped from the class</li> <li>4. Assignments must be completed and deposited on time.</li> </ol>					
<p style="text-align: center;"><b>Governing Rules</b></p> <p>Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking roaming, general behavior, etc. on the Campus.</p> <p>Any violation thereof is punishable under the relevant rules.</p>					

***Best of Luck***

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon's	Course Instructor	
Years/Semester		Email	
Name of the Course	Financial Management		
Course No.	BHBF420		
Credit Hours	03		
Prerequisites	Business Finance		
Follow Up	--		
Category	Core Course		
Course Description	Students develop a basic understanding of Financial Management which deals with how multiple aspects of organizations financial management.		
Learning Objectives	<div>Through this course, Students will learn</div> <ul style="list-style-type: none"><li>• The basics of Business Finance including Valuation, Derrivative</li><li>• Credit Analysis</li><li>• Market efficiency</li><li>• Company and industry Analysis</li></ul>		
Syllabus Before Mid-Term Examinations			
WEEK 01 & 02	Inventories and Their Valuation		
WEEK 03 & 04	Derivatives Market and Instruments		
WEEK 05 & 06	Forward Markets and Contracts		
WEEK 07 & 08	Future Markets and Contracts		
Syllabus After Mid-Term Examinations			
WEEK 09 & 10	Credit Analysis		
WEEK 11 & 12	Security Market Overview and Indices Calculations		
WEEK 13 & 14	Market Efficiency		
WEEK 15 & 16	Industry to Company Analysis		



<b>Text Books</b>		<ul style="list-style-type: none"> <li>• Birgham, E.F., and Houston, J.F. (2019), Fundamentals of Financial Management, 13<sup>th</sup> Edition, South-Western Cenage Learning, USA: OH.</li> <li>• Gitman, L.J., and Zutter, C.J. (2018), Principles of Managerial Finance, 14<sup>th</sup> Edition, Pearson Higher Education, USA: Washington DC.</li> <li>• CFA Relevant Readings</li> </ul>			
<b>Reference Material</b>		<ul style="list-style-type: none"> <li>• <a href="http://www.Bloomberg.com">www.Bloomberg.com</a></li> <li>• <a href="http://www.sbp.org.pk">www.sbp.org.pk</a></li> <li>• <a href="http://www.secp.gov.pk/">www.secp.gov.pk/</a></li> <li>• <a href="http://www.brecorder.com">www.brecorder.com</a></li> </ul>			
<b>Instructional Aids/Resources</b>		<ul style="list-style-type: none"> <li>• Financial Calculator</li> <li>• Smart Projector</li> <li>• Video Lectures</li> <li>• Online Case Study Database Access (Harvard)</li> <li>• Turnitin</li> </ul>			
<b>Teaching strategies</b>		<ul style="list-style-type: none"> <li>• Class Lectures</li> <li>• Group Discussion</li> <li>• Case Studies</li> <li>• Field Surveys</li> <li>• Assignments</li> </ul>			
<b>Assessment</b>	<b>Marks in %</b>	<b>Sessional</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>
	<b>Criteria</b>	25	35	40	100
<b>Governing Rules</b>		<ul style="list-style-type: none"> <li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li> <li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li> </ul>			
<b>Attendance Requirements</b>		<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> <li>• It is strongly recommended that students attend every class session.</li> </ul>			
<b>Classroom Behavior</b>		<ul style="list-style-type: none"> <li>• In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li> </ul>			
<b>Honesty Policy</b>		<ul style="list-style-type: none"> <li>• A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</li> </ul>			

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Principles of Marketing		
Course No.	BHBF421		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description & Learning Objectives	The objective of this course is to introduce the participants to the basic concepts and principles of marketing and to provide an understanding of the marketing environment. Students who attend this course will perceive the importance and role of marketing for firms and how marketing activities of businesses are formulated and implemented. The elements of the marketing mix and strategic marketing management topics will be examined. Classes will consist of lecturing, real life examples, case studies, discussions, and in-class exercises.		
Syllabus before Mid-Term Examinations			
WEEK 01	CH#1 Creating and Capturing Customer Value <ul style="list-style-type: none"><li>Understanding the Marketplace and Customer Needs</li><li>Designing a Customer-Driven Marketing Strategy</li><li>Preparing an Integrated Marketing Plan and Program</li></ul>		
WEEK 02	<ul style="list-style-type: none"><li>Building Customer Relationships</li><li>Capturing Value from Customers</li></ul>		
WEEK 03	Ch#2 Company and Marketing Strategy Partnering to Build Customer Relationships <ul style="list-style-type: none"><li>Companywide Strategic Planning: Defining Marketing’s Role</li><li>Designing the Business Portfolio</li><li>Planning Marketing: Partnering to Build Customer Relationships</li></ul>		

<b>WEEK 04</b>	<ul style="list-style-type: none"> <li>• Marketing Strategy and the Marketing Mix</li> <li>• Managing the Marketing Effort</li> </ul>
<b>WEEK 05</b>	<p>Ch#3 Analyzing the Marketing Environment</p> <ul style="list-style-type: none"> <li>• The Company's Microenvironment</li> <li>• The Company's Macroenvironment</li> </ul>
<b>WEEK 06</b>	<ul style="list-style-type: none"> <li>• The Company's Macroenvironment</li> <li>• Responding to the Marketing Environment</li> </ul>
<b>WEEK 07</b>	<p>Ch#4 Customer-Driven Marketing Strategy Creating Value for Target Customers</p> <ul style="list-style-type: none"> <li>• Customer-Driven Marketing Strategy</li> <li>• Market Segmentation</li> </ul>
<b>WEEK 08</b>	<ul style="list-style-type: none"> <li>• Market Targeting</li> <li>• Differentiation and Positioning</li> </ul>
<b>Syllabus After Mid-Term Examinations</b>	
<b>WEEK 09</b>	<p>Ch#5 New-Product Development and Product Life-Cycle Strategies</p> <ul style="list-style-type: none"> <li>• New-Product Development Strategy</li> <li>• The New-Product Development Process</li> <li>• Managing New-Product Development</li> </ul>
<b>WEEK 10</b>	<ul style="list-style-type: none"> <li>• Product Life-Cycle Strategies</li> <li>• Additional Product and Service Considerations</li> </ul>
<b>WEEK 11</b>	<p>Ch#6 Consumer Markets and Consumer Buyer Behavior</p> <ul style="list-style-type: none"> <li>• Model of Consumer Behavior</li> <li>• Characteristics Affecting Consumer Behavior</li> </ul>
<b>WEEK 12</b>	<ul style="list-style-type: none"> <li>• Types of Buying Decision Behavior</li> <li>• The Buyer Decision Process</li> <li>• The Buyer Decision Process for New Products</li> </ul>

<b>WEEK 13</b>		Ch#7 Pricing: Understanding and Capturing Customer Value				
		<ul style="list-style-type: none"> <li>• What Is a Price?</li> <li>• Customer Perceptions of Value</li> </ul>				
<b>WEEK 14</b>		<ul style="list-style-type: none"> <li>• Company and Product Costs</li> <li>• Other Internal and External Considerations Affecting Price Decisions</li> </ul>				
<b>WEEK 15</b>		Ch8# Pricing Strategies				
		<ul style="list-style-type: none"> <li>• New-Product Pricing Strategies</li> <li>• Product Mix Pricing Strategies</li> </ul>				
<b>WEEK 16</b>		<ul style="list-style-type: none"> <li>• Price Adjustment Strategies</li> <li>• Price Changes</li> </ul>				
<b>Text Books</b>		Kotler, Philip and Armstrong, Gary. Principles of Marketing. New Jersey: Prentice Hall, 16th ed., 2016. ISBN-13: 9780133795028.				
<b>Reference Material</b>		Provided by instructor				
<b>Instructional Aids/Resources</b>		<ul style="list-style-type: none"> <li>• Smart Projector</li> <li>• Video Lectures</li> <li>• Online Case Study Database Access (Harvard)</li> <li>• Turnitin</li> </ul>				
<b>Teaching strategies</b>		Participatory lectures, assignments, workshop sessions, presentations, term papers				
<b>Assessment</b>	<b>Marks in %</b>	<b>Sessional</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>	
	<b>Criteria</b>	25	35	40	100	

<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li> <li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li> </ul>
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**Hailey College of Banking and Finance  
University of the Punjab, Lahore**

**COURSE OUTLINE**

Program	<b>BBA</b>	Course Instructor	
Year/Semester		E-Mail	
Name of the Course	<b>Business Statistics</b>		
Course Code	<b>BHBF422</b>		
Rating	3 Credit hours		
Type	Core Course		
Follow up			
Pre requisites	Basic understanding of Mathematics		
Aims and Objectives	<ul style="list-style-type: none"> <li>The main objectives of the course are to enhance student's competency in application of statistics to solve business management problems and to improve their level of quantitative sophistication for practical and academic research.</li> </ul>		
Outcome	At the conclusion of this course, the student should be able to: <ul style="list-style-type: none"> <li>Apply Statistical Techniques in business decision making and research</li> </ul>		
Recommended Books	Richard I. Levin, David S. Rubin, Sanjay Rastogi and Masood Husain Siddiqui, Statistics for Management, Seventh Edition		
Reference Books	McClave, Statistics for Business & Economics, Latest Edition. David, S Moore et.al, Introduction to the Practice of Statistics, 6th Edition WH. Freeman. Michael J. Evans & Jeffrey S. Rosenthal, Probability and Statistics , WH Freeman Prof. Sher Muhammad Chaudry, Dr. Shahid Kamal: Introduction to Statistical Theory, Part 1 & 2(Degree classes).		

**Syllabus (Weekly Scheme) Before Mid-Term Examination**

1 <sup>st</sup>	Introduction to the Statistics: Basic concepts and definitions
2 <sup>nd</sup> & 3 <sup>rd</sup>	Presentation of Data <ul style="list-style-type: none"> <li>Qualitative Data</li> <li>Quantitative Data</li> </ul>
4 <sup>th</sup> , 5 <sup>th</sup>  & 6 <sup>th</sup>	Measures of Central Tendency  Ungrouped Data: <ul style="list-style-type: none"> <li>Arithmetic Mean</li> <li>Median</li> <li>Mode</li> </ul> Grouped Data: <ul style="list-style-type: none"> <li>Arithmetic Mean</li> <li>Median</li> <li>Mode</li> <li>Percentiles, Deciles and Quartiles</li> </ul> Quiz

7 <sup>th</sup> & 8 <sup>th</sup>	<p>Measures of Dispersion: calculation and Interpretation</p> <p>Absolute Measure of Dispersion</p> <ul style="list-style-type: none"> <li>• Range</li> <li>• Semi-Interquartile Range</li> <li>• Variance</li> <li>• Standard Deviation</li> </ul> <p>Relative Measure of Dispersion</p> <ul style="list-style-type: none"> <li>• Coefficient of Variation</li> </ul> <p>Use of Numerical measures to identify the shape</p>
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### Syllabus (Weekly Scheme) after Mid-Term Examination

9 <sup>th</sup>	<p>Index Numbers</p> <ul style="list-style-type: none"> <li>• Defining and Index Number</li> <li>• Un-weighted Aggregate Index</li> <li>• Price, Quantity and Value Indices</li> </ul>
10 <sup>th</sup> & 11 <sup>th</sup>	<p>Probability</p> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Laws of probability</li> <li>• Conditional probability</li> <li>• Quiz 2</li> </ul>
12 <sup>th</sup> & 13 <sup>th</sup>	<p>Probability Distributions</p> <ul style="list-style-type: none"> <li>• Basic concept</li> <li>• Types of Probability Distribution.</li> <li>• Random variables</li> <li>• Binomial Distribution</li> <li>• Normal Distribution</li> </ul>
14 & 15 <sup>th</sup>	Regression and correlation
16 <sup>th</sup>	Review & Discussion

Teaching Strategies		Lecture, Discussion, Assignment, Term Papers & Quizzes, Use of SPSS			
Assessment Criteria	Marks	Session	Mid	Final	Total %
	in %	25	35	40	100
	Result				
Recommendations		All assignments must be completed and submitted on time.			

#### Notes:

5. 75% Class Attendance is mandatory failing to which the student shall be dropped from the class
6. Students are advised to keep the course outlines in their record in their own interest for future reference and studies abroad.

#### Governing Rules

Students are advised to go through the rules and regulations governing their class attendance, display of

**College ID Card, use of mobile phones, eating/smoking roaming, general behavior, etc. on the Campus.  
Any violation thereof is punishable under the relevant rules.**



**Hailey College of Banking and Finance**  
University of the Punjab, Lahore.

**COURSE OUTLINE**

(Core Course/~~Auxiliary Course~~/~~Special Course~~)

Program	<b>BBA</b>	<b>Course Instructor</b>	
Year/Semester		E-Mail	
Code	<b>BBAH104</b>		
Name of the Course	<b>Business Mathematics</b>		
Credit Hours	3		
Type	Compulsory		
Pre requisites	Students attending this course should have basic knowledge about Arithmetic and Algebra.		
Introduction			
Objectives	To acquaint the students with the techniques of Mathematics that helps in making business related decision After attending this course the students will be able to apply their knowledge of Mathematics in future: (i) Courses of Banking and Finance (ii) Business dealings.		
Contents	--		
Outcome	--		
Teaching Methodology	Lectures and Discussions		
Recommended Books	Applied Mathematics for Business and Economics and the social sciences: Frank S Budnuick		

## Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1 <sup>st</sup>	<b>Introduction to the Mathematics</b> History, Natural Numbers, Whole Numbers, Integers, Real Numbers, Rational and Irrational Numbers Variables, constants, algebraic expression, equation, roots, rectangular coordinate system
2 <sup>nd</sup> & 3 <sup>rd</sup>	<b>Linear equations:</b> Linear equations in single variable, Types of equations in single variable Graphical presentation Linear Equations involving two variables Characteristics of Linear equations Graphical characteristics, Writing the linear equation in slope-intercept form, slope and point formula and two point formula, Determining the equation of a straight line <b>Quadratic Equations</b> Solution of Quadratic Equations different method
4 <sup>th</sup>	<b>Systems of linear equations and their applications</b> Introduction Two variables Systems of Equations Elimination method, slope intercept relation & mapping Three variable system of Equations Elimination method & its graphical presentation Application
5 <sup>th</sup>	<b>Linear Inequalities</b> Introduction, types, interval notations Solution & graphical presentation Practical application
6 <sup>th</sup>	<b>Quadratic Inequalities</b> Solution of Quadratic inequalities & its mapping Applications of quadratic inequality
7 <sup>th</sup>	<b>Functions</b> Concept Simple function, solution Multivariate function, solution <b>Types of function and application</b> Constant, linear, quadratic, cubic, polynomial, rational, combination of functions, composite function, solution, application and graphical presentation
8 <sup>th</sup>	<b>Application of Linear and quadratic functions:</b> Cost and revenue function, profit function, depreciation equation, demand and supply function, equilibrium, tax function and break-even analysis

Mid-Term Examination

### Syllabus (Weekly Scheme) After Mid-Term Examination

Week	Topic
9 <sup>th</sup> and 10 <sup>th</sup>	<b>Basic calculus</b> Introduction to Basic calculus Introduction to limits & continuity Average rate of change & slope Instantaneous rate of change- an introduction to derivatives
11 <sup>th</sup>	<b>Differentiation</b> Basic differentiation rules Solution, interpretation and application
12 <sup>th</sup> and 13 <sup>th</sup>	<b>Optimization methodology</b> Higher order derivatives Additional interpretation of derivatives Concavity & inflection Maxima & minima; concept & identification Critical points; 1 <sup>st</sup> & 2 <sup>nd</sup> derivative test
14 <sup>th</sup>	<b>Application of Optimization methodology</b> Revenue, cost, profit and other applications
15 <sup>th</sup> and 16 <sup>th</sup>	<b>Problems and discussion</b>

### Final Examination

Instructional Aids/Resources		<ul style="list-style-type: none"><li>Financial Calculator</li><li>Smart Projector</li><li>Video Lectures</li><li>Online Case Study Database Access</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>Class Lectures</li><li>Group Discussion</li><li>Case Studies</li><li>Field Surveys<ul style="list-style-type: none"><li>Assignments</li></ul></li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				

<b>Attendance Requirements</b>	<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> <li>• It is strongly recommended that students attend every class session.</li> </ul>
<b>Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li> </ul>
<b>Honesty Policy</b>	<ul style="list-style-type: none"> <li>• A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</li> </ul>

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Islamic Banking & Takaful		
Course No.	BHBF424		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description and Learning Objectives	The students will be able to understand the needs, procedures and working of Interest free banking system. They will also be able to comprehend the concepts and products of Islamic banking.		
Syllabus Before Mid-Term Examinations			
WEEK 01	An Overview of Islamic Shariah Concepts regarding Business Transactions.		
WEEK 02	Different Economic Systems and Factors of Production. Factors of Production in Islamic Economic System Characteristics of Islamic Economic System Main Differences among Different Economic Systems Comparison of Economic Systems on the Basis of Factor of Production		
WEEK 03	Need, Importance and Sources of Financing Overview of Financial Institutions Development of Islamic Banking in World and in Pakistan – Historical Review		
WEEK 04	Islamic Finance & Fiqh Al Muamalat Components of Shariah Sources of Shariah Shariah Compliance in Financial Activities Quiz 1		
WEEK 05	General Principles of Mu’amlat Elements Not Approved Under Islam		
WEEK 06	Prohibition of Riba Stages of Riba in Quran Forms of Riba Riba Al Quran Riba Al Hadith		

<b>WEEK 07</b>	Gharar Types of Gharar Maysir Quiz 2
<b>WEEK 08</b>	Sale / Trade in Islam Classification of Sale Types of Sale Bai Sahih, Bai Batil, Bai Fasid, Bai Makrooh, Contracts other than Sale Wakalah Zamanat Types of Aqd Conditions of Contracts
<b>Syllabus After Mid-Term Examinations</b>	
<b>WEEK 09</b>	Classifications of Islamic Commercial Contracts Common Shariah Contracts
<b>WEEK 10</b>	Musharakah The Basic Rules and Features Of Musharakah Diminishing Musharikah Musharakah Mutanaqisah
<b>WEEK 11</b>	Mudarbah Types of Mudarbah Difference between Musharikah & Mudarabah Banking Murabaha Scope of Murabaha Stages of Murabaha
<b>WEEK 12</b>	Ijara Basic Rules of Ijara Ijara and Conventional Lease Quiz 3
<b>WEEK 13</b>	Salam Purpose of Salam Benefit of Salam Conditions of Salam Difference between Salam & Murabaha Delivery of Salam Goods Agency Agreement Penalty for Late Delivery

<b>WEEK 14</b>		Istisna Conditions of Istisna Price of Istisna Revoking of Istisna Difference between Istisna' & Salam Difference between Istisna' & Ijarah Parallel Istisna and its Applications Conditions for Parallel Istisna Application of Different Contracts Islamic vs. Conventional Banking Assignment (Products/Services offered by Islamic Banks in Pakistan)				
<b>WEEK 15</b>		Takaful and Insurance How Takaful is Different from Insurance Nature of Contract Involvement of Riba & Gharar				
<b>WEEK 16</b>		Characteristics of Takaful The Modus Operandi of Takaful Condition of Waqf The Role of the Company in Takaful System Assignment Submission and Viva				
<b>Text Books</b>		An Introduction to Islamic Finance ( <a href="#">Muhammad Taqī 'Usmānī</a> )  Concepts of Islamic Banking & Finance in the Light of Quran & Sunnah ( <a href="#">Mufti Fahad Ahmed Qureshi</a> )  Modern Islamic Banking: Products and Processes in Practice ( <a href="#">Natalie Schoon</a> )  Introduction to Islamic Banking and Finance ( <a href="#">Brian Kettell</a> )  Islamic Banking Bulletin, Research Papers on Islamic Banking, IBP Journal.				
<b>Reference Material</b>		Provided by instructor				
<b>Instructional Aids/Resources</b>		<ul style="list-style-type: none"> <li>• Smart Projector</li> <li>• Video Lectures</li> <li>• Online Case Study Database Access (Harvard)</li> <li>• Turnitin</li> </ul>				
<b>Teaching strategies</b>		Participatory lectures, assignments, workshop sessions, presentations, term papers				
<b>Assessment</b>	<b>Marks in %</b>	<b>Sessional</b>	<b>Mid</b>	<b>Final</b>	<b>Total 100%</b>	
	<b>Criteria</b>	25	35	40	100	

<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li> <li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li> </ul>
<b>Attendance Requirements</b>	<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> </ul> <p>It is strongly recommended that students attend every class session.</p>
<b>Classroom Behavior</b>	<p>In class all cell phones must be turned off or set on "silent mode." During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</p>
<b>Honesty Policy</b>	<p>A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</p>



# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA (Hons)	Course Instructor	
Years/Semester		Email	
Name of the Course	Principles of Insurance and Risk Management		
Course No.	BHBF425		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	----		
Category	Core Course		
Course Description	This subject provides knowledge and understanding regarding the essential terminologies and principles used in insurance and risk management contracts and industry.		
Learning Objectives	<div>This course will enable the students to</div> <div><div>➤ Understand the importance of insurance cover for the protection of individuals, groups, organizations, factories warehouses etc.</div><div>➤ Recognize the principles of insurance and risk management contracts</div><div>➤ Learn insurance concepts and terminologies used for life and non-life insurance.</div><div>➤ Learn various types of risks and risk management procedure.</div><div>➤ In addition, providing practical exposure to students of insurance and risk management industry in Pakistan through project presentations and assignments.</div></div>		
Syllabus before Mid-Term Examinations			
WEEK 01	Introduction to insurance: Insurance as a contract, parties involved in insurance contract, premium, modes of payment, sum-insured etc		
WEEK 02	Legal and financial nature of insurance, how insurance system operates, difference between loss, hazard and peril		
WEEK 03	Various terms used in insurance: Loss adjuster, adverse selection, function of actuary in insurance, Actual cash value		
WEEK 04	Basic Components of insurance: Utmost Good Faith, Insurable interest, Rule of indemnity, Subrogation, contribution		
WEEK 05	Insurable loss exposures, Accidental and catastrophic losses, Terrorism Insurance		
WEEK 06	Branches of insurance such as life and non-life categories		
WEEK 07	Advantages/Merits of insurance to individuals, society and economy		

WEEK 08		Risk Classification and concept of risk pooling				
Syllabus After Mid-Term Examinations						
WEEK 09		The Nature of risk, Forms of risks, change in classification, physical hazards				
WEEK 10		The probability theory, Relative frequency of risk, Chance, Moral hazards				
WEEK 11		The Risk Management Process				
WEEK 12		Identifying and perceiving risk in different scenarios				
WEEK 13		The market place, Insurance as a service industry				
WEEK 14		Principles of underwriting and claims management procedure				
WEEK 15		Regulatory bodies and Insurance organizations in Pakistan				
WEEK 16		Market based project presentations and assignments				
Text Books		Insurance and Risk Management  ACII Tuition Service.				
Reference Material		Handouts and Articles				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	

<b>Governing Rules</b>	<p>Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus.</p> <p><b>Any violation thereof is punishable under the relevant rules.</b></p>
<b>Attendance Requirements</b>	<p><b>75% Class Attendance is mandatory, failing which the student shall be dropped from the class.</b></p>
<b>Classroom Behavior</b>	<p>Students are highly encouraged to participate during class lectures and presentations.</p> <p>Violation of the class discipline is not acceptable.</p>
<b>Honesty Policy</b>	<p>A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</p>

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon's	Course Instructor	
Years/Semester		Email	
Name of the Course	Academic & Report Writing		
Course No.	BHBF405		
Credit Hours	03		
Prerequisites	N/A		
Follow Up	--		
Category	Compulsory		
Course Description	The course covers the nature of academic writing. It examines purpose and structure of academic texts: articles, thesis, books and conference papers. It provides guidance for writing the academic texts.		
Learning Objectives	Develop understanding of academic writing		
Syllabus Before Mid-Term Examinations			
WEEK 01	Introduction to course  Importance of academic writing  Importance of literature  Language in academic writing  Difference between academic and general writing		
WEEK 02	Types of academic texts  Sources for academic texts  Quality indicators		
WEEK 03 & 04	Understanding Composition and Purpose of writing  Important components in writing  The Role of Grammar and Usage		
WEEK 05	Managing literature  Annotated bibliography		

<b>WEEK 06</b>	Types of Plagiarism Plagiarism policy of HEC
<b>WEEK 07</b>	Acknowledging Academic Debts  Citation and referencing styles  APA-6 : University's adopted style
<b>WEEK 08</b>	Review and Discussion
Syllabus After Mid-Term Examinations	
<b>WEEK 09</b>	Writing strategies  Creating an Outline  Fleshing Out the Outline  Polishing the write up
<b>WEEK 10</b>	Mastering the Paragraph: Development and structure  Essential and desirable qualities in paragraph
<b>WEEK 11</b>	Narrowing the problem space  How to write problem statement, significance of study  How to write research gap
<b>WEEK 12</b>	Critical discussion of literature  Importance of construction of arguments
<b>WEEK 13</b>	Proof reading: Importance  What are different ways of doing proof reading: effective use of software
<b>WEEK 14 &amp; 15</b>	Differences in types of academic writing: structure, contents  Similarities in types of academic writing  How to meet demands of different academic writings
<b>WEEK 16</b>	Revision
<b>Text Books</b>	Hartley, J., (2008). <i>Academic Writing and Publishing</i> . Taylor & Francis  Monippally, M. M., Pawar, S. B., (2010). <i>Academic Writing- A Guide for Management Students and Researchers</i>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>Will be provided</li> </ul>

Instructional Aids/Resources		<ul style="list-style-type: none"><li>Financial Calculator</li><li>Smart Projector</li><li>Video Lectures</li><li>Online Case Study Database Access (Harvard)</li><li>Turnitin</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>Class Lectures</li><li>Group Discussion</li><li>Case Studies</li><li>Field Surveys</li><li>Assignments</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				
Attendance Requirements		<ul style="list-style-type: none"><li>Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li><li>It is strongly recommended that students attend every class session.</li></ul>				
Classroom Behavior		<ul style="list-style-type: none"><li>In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li></ul>				
Honesty Policy		<ul style="list-style-type: none"><li>A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</li></ul>				

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon's	Course Instructor	
Years/Semester		Email	
Name of the Course	Auditing		
Course No.	BBAH426		
Credit Hours	03		
Prerequisites	N/A		
Follow Up	--		
Category	Specialization		
Course Description	Audit comprises a fundamental component of the recurrent and strategic activities of nearly all professional occupations. While a small group of jobs focus exclusively on internal and external audit tasks, the majority of commerce graduates will utilise the principles and practices of risk assessment, internal control, systems evaluation and forensic accountability in their professional lives.		
Learning Objectives	<p>On successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"><li>• Articulate knowledge of fundamental audit concepts.</li><li>• Apply critical thinking skills and solve auditing problems through the use of case studies.</li><li>• Demonstrate the use of the Auditing, Assurance and Ethics Handbook.</li><li>• Demonstrate the ability to undertake research on significant auditing issues and to keep up to date with developments in auditing theory and practice.</li><li>• Outline the role of auditing in society.</li></ul>		
Syllabus Before Mid-Term Examinations			
WEEK 01 & 02	Auditing-Introduction, Definition  Nature and Scope, Glossary Objects on an Audit Difference between Accounting and Auditing		

WEEK 03 & 04		Advantages of Auditing  Qualities and Qualifications of an Auditor  Continues Audit – features, advantages and disadvantages Final Audit – features, , advantages and disadvantages			
WEEK 05 to 07		Interims Audit – features, advantages and disadvantages  Auditor Qualification: Appointment Removal - Power & obligations in light of C.O. 2017			
WEEK 07 & 08		Difference between Internal Audit and External Audit			
Syllabus After Mid-Term Examinations					
WEEK 09		Audit Documentation			
WEEK 10		Materiality & Audit Assurance			
WEEK 11		Over view of Audit Techniques, Audit Planning.			
WEEK 12		Audit evidence			
WEEK 13		Auditor’s liability for negligence, misfeasance, criminal, libel to third parties			
WEEK 14		Different Type of Audit report.			
WEEK 15		Events subsequent to Audit Report			
WEEK 16		Code of Corporate Governance ; provisions regarding audit			
Text Books		<ul style="list-style-type: none"><li>• Auditing by Khawaja Amjad Saeed</li><li>• International Standard on Auditing (ISA) issued by ICAP</li></ul>			
Reference Material		<ul style="list-style-type: none"><li>• <a href="http://www.secp.gov.pk/">www.secp.gov.pk/</a></li><li>• <a href="http://www.brecorder.com">www.brecorder.com</a></li><li>• <a href="http://www.pakistaneconomist.com/">http://www.pakistaneconomist.com/</a></li></ul>			
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Financial Calculator</li><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>			
Teaching strategies		<ul style="list-style-type: none"><li>• Class Lectures</li><li>• Group Discussion</li><li>• Case Studies</li><li>• Field Surveys</li><li>• Assignments</li></ul>			
Assessment	Marks in %	Sessional	Mid	Final	Total 100%
	Criteria	25	35	40	100



<b>Governing Rules</b>	<ul style="list-style-type: none"> <li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li> <li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li> </ul>
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# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA Hon's	Course Instructor	
Years/Semester		Email	
Name of the Course	Business Taxation		
Course No.	BHBF427		
Credit Hours	03		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description	This course provides concentrates on income tax law in Pakistan, and also provides an introduction to fringe benefits tax and goods and services tax. The technical legal rules relating to the taxes discussed are examined against a background of the policy reasons underpinning the rules.		
Learning Objectives	<ul style="list-style-type: none"><li>• To provide students basic knowledge of Income Tax &amp; Sales tax law.</li><li>• To enable them to differentiate between tax evasion and tax fraud.</li><li>• To enable them to handle the practical day to day matters of a business according to legal provisions of income tax &amp; sales tax law.</li><li>• To provide practical training regarding bookkeeping, assessment of tax and filling of returns.</li><li>• To enable them to assist the higher management regarding calculation and payment of tax liability or refund of tax</li></ul>		
Syllabus Before Mid-Term Examinations			
WEEK 01 & 02	Introduction To Income Tax Law.		
WEEK 03 & 04	Definitions.		
WEEK 05 & 06	Capital & Revenue Receipt / Expenditure		
	Categories Of Income Tax Be Taxed As Separate Block Of Income needs		
	Income From Salary.		

WEEK 07 & 08		Numerical				
Syllabus After Mid-Term Examinations						
WEEK 09		Income From Property				
WEEK 10		Income From Business				
WEEK 11		Capital Gains				
WEEK 12		Income From Other Sources				
WEEK 13		Speculative Business				
WEEK 14		Administration & Appeals				
WEEK 15		Income Exempt Under 2 <sup>nd</sup> , Schedule Of IT Ordinance 2001				
WEEK 16		Revision				
Text Books		Income Tax Law by Prof. Dr. Dr. Khawaja Amjad Saeed Income Tax Law by Mozam Mughal				
Reference Material		<ul style="list-style-type: none"><li>• <a href="http://www.fbr.gov.pk">www.fbr.gov.pk</a></li><li>• <a href="http://www.sbp.org.pk">www.sbp.org.pk</a></li><li>• <a href="http://www.secp.gov.pk">www.secp.gov.pk</a></li><li>• <a href="http://www.brecorder.com">www.brecorder.com</a></li><li>• <a href="http://www.pakistaneconomist.com/">http://www.pakistaneconomist.com/</a></li></ul>				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Financial Calculator</li><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		<ul style="list-style-type: none"><li>• Class Lectures</li><li>• Group Discussion</li><li>• Case Studies</li><li>• Field Surveys</li><li>• Assignments</li></ul>				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				

<b>Attendance Requirements</b>	<ul style="list-style-type: none"> <li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li> <li>• It is strongly recommended that students attend every class session.</li> </ul>
<b>Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• In class all cell phones must be turned off or set on “silent mode.” During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed</li> </ul>
<b>Honesty Policy</b>	<ul style="list-style-type: none"> <li>• A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project</li> </ul>

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Human Resource Management		
Course No.	BHBF429		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description and Learning Objectives	The main objective of this course is to provide complete and relevant knowledge about Human Resource Management and its application. It will cover the areas like effective recruitment, Orientation, Training, Appraisal, Pay determination and handling human resource for small scale businesses.		
Syllabus Before Mid-Term Examinations			
WEEK 01	Introduction to Human Resource, Importance of Human Capital for Organizations, Human Resource Management Process, Line & staff aspects of HRM, HR Managers' Responsibilities & Functions		
WEEK 02	Changing Environment of HR Management, Strategy Metrics & HR Scorecard, Use of HR Scorecard Assignment 1 (Responsibilities of HR Department of a Bank and an Insurance Company – Comparative Analysis)		
WEEK 03	HR's Strategic challenges & role, Strategic management process, Strategy oriented HR system,		
WEEK 04	Job Analysis, Uses of Job Analysis Information, Steps in Job Analysis, Qualitative & Quantitative Job Analysis Techniques, Methods of Collecting Job Analysis Information.		
WEEK 05	Writing Job Description & Job Specification, Concepts of job enlargement, job rotation, job enrichment & Dejobbing, Assignment 2 (Identify and Write a Job Description and Job Specification of a Branch Manager of a Bank/Insurance Company)		
WEEK 06	Employment Planning & Forecasting, Recruiting, Internal/Outside Sources of Employees, Developing & using application Forms		
WEEK 07	Basic Testing Concepts, Types of Tests, Selection Process		
WEEK 08	Steps in Recruitment, Selection Techniques		
Syllabus After Mid-Term Examinations			
WEEK 09	Interview & its Types, Tips for Designing & Conducting effective Interview		

WEEK 10		Employee Orientation, Training Process & its Types, Training Methods for the Development of Employees, Evaluation of Training Effort				
WEEK 11		Performance Management, Appraisal Process, Methods & Role, Appraisal interviews				
WEEK 12		Establishing Competitive Pay Plans & Pay Rates, Competency-based Pay, Contemporary Compensation Trends Assignment 3 (Comparative Study of Pay Plans of Banks and Insurance Companies for Fresh Graduates)				
WEEK 13		Performance and Pay, Performance and Incentives, Types of incentive plans, Short/Long term incentives				
WEEK 14		Presentations on Assignment 3				
WEEK 15		Importance of Effective HR Strategies for Small Scale Businesses, HR Practices for SMEs', Presentations on Assignment 3				
WEEK 16		Managing Global Human Resources, HR challenges of international businesses				
Text Books		Gary Dessler: <b><i>Human Resource Management</i></b>				
Reference Material		Provided by instructor				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
	Criteria	25	35	40	100	
Governing Rules		<ul style="list-style-type: none"><li>• There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>• Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>				
Attendance Requirements		<ul style="list-style-type: none"><li>• Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams</li></ul> It is strongly recommended that students attend every class session.				

<b>Classroom Behavior</b>	In class all cell phones must be turned off or set on "silent mode." During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed
<b>Honesty Policy</b>	A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project

# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Entrepreneurial Management		
Course No.	BHBF430		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description	This course will provide complete and relevant knowledge about Entrepreneurship and its importance for person, society and economy. It will cover the concepts like: entrepreneurial personality and traits, creativity and innovation, business plans, marketing and financial aspects of entrepreneurial ventures, and importance of human, financial and psychological capitals for small and large scale entrepreneurial ventures.		
Learning Objectives	This course will enable students to understand the prospect to become self-employed and also to become able to generate employment. The main emphasis will be on ability to develop effective business plan and be able to execute such plans.		
Syllabus Before Mid-Term Examinations			
WEEK 01	Foundations of entrepreneurship; Entrepreneurial traits; Entrepreneurial profile; Advantages and disadvantages of entrepreneurship for person, society and economy.		
WEEK 02	Corporate entrepreneurs; Entrepreneurs vs. intrapreneurs, Cultural diversity of entrepreneurship, Successful and unsuccessful entrepreneurs, Entrepreneurial mistakes and failure, Myths about entrepreneurship. Assignment 1 (Importance of Entrepreneurship for Pakistan)		
WEEK 03	Ideas to Reality - Concepts related to creativity; Innovation and Entrepreneurship; The creative process and ways to enhance creativity. (Case studies of Prominent Pakistani Entrepreneurs)		
WEEK 04	Stress and its causes. How to deal with the dark side of entrepreneurship; Models of entrepreneurial motivation. (Quiz 1)		
WEEK 05	Building a powerful Entrepreneurial plan; Importance of crafting a Winning Business Plan; Pitfalls to avoid in planning; Important elements of an entrepreneurial plan.		



WEEK 06		Marketing and Feasibility plan outline. Marketing plan; Integrated marketing communications and pricing strategies. Assignment (Development of a Business Plan).			
WEEK 07		Financial considerations and search for an entrepreneurial capital; Sources of financing.			
WEEK 08		Discussion on Business Plans (Assignment 1); Revision;  Mid-term exam.			
Syllabus After Mid-Term Examinations					
WEEK 09		Business Location; Importance of suitable location; Choosing the right location and layout for entrepreneurial businesses.			
WEEK 10		Forms of business ownership; Buying an existing business; Franchising and entrepreneurship.			
WEEK 11		E-Commerce and entrepreneur; Selling on web and through mobile technologies; Myths of e-commerce. (Caser studies of E-commerce entrepreneurial ventures)			
WEEK 12		What really matters in becoming a successful entrepreneur. (Quiz 2)			
WEEK 13		Global aspects of entrepreneurship; Conversion from local to international organizations; Strategies for going global; International trade agreements.			
WEEK 14		Strategic perspectives of entrepreneurship; Leading the enterprise; Building competitive entrepreneurial teams. (Discussion on business plans of students)			
WEEK 15		Leadership styles and change management; Psychological capital and entrepreneurship. (Assignment Submission)			
WEEK 16		Project Viva; Revision of the course			
Text Books		<ul style="list-style-type: none"><li>Zimmerer, T. and Scarborough, N. M.. <i>Essentials of entrepreneurship and small business management</i>. PHI Learning.</li><li>Kuratko, D. F. and T.V.Rao. <i>Entrepreneurship: A South Asian Perspective</i>. <b>CENGAGE Learning</b>.</li></ul> Baron, R. A.. <i>Essentials of entrepreneurship: evidence and practice</i> . Edward Elgar Publishing.			
Reference Material		Will be provided			
Instructional Aids/Resources		<ul style="list-style-type: none"><li>Smart Projector</li><li>Video Lectures</li><li>Online Case Study Database Access (Harvard)</li><li>Turnitin</li></ul>			
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers			
Assessment	Marks in %	Sessional	Mid	Final	Total 100%

	Criteria	25	35	40	100	
Governing Rules	<ul style="list-style-type: none"><li>There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned.</li><li>Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions.</li></ul>					
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# University of the Punjab, Lahore

Hailey College of Banking & Finance

## Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Foreign Exchange & Risk Management		
Course No.	BHBF431		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description	The course provides in-depth working knowledge of the foreign exchange products and market environment.		
Learning Objectives	Students aim to understand the principal functions and characteristics of the foreign exchange market and its related instruments from both a hedging and trading point of view.		
Syllabus Before Mid-Term Examinations			
WEEK 01	Anatomy of Risk		
WEEK 02	Risk Organizational Set-up and Rationale		
WEEK 03	-----Do-----		
WEEK 04	Types of Risk		
WEEK 05	-----Do-----		
WEEK 06	Nature and Scope of Credit Risk.		
WEEK 07	-----Do-----		
WEEK 08	-----Do-----		
Syllabus After Mid-Term Examinations			
WEEK 09	Credit Rating Mechanism		
WEEK 10	-----Do-----		
WEEK 11	-----Do-----		
WEEK 12	Credit risk Model		
WEEK 13	Credit Risk Portfolio Management		

WEEK 14		-----Do-----				
WEEK 15		-----Do-----				
WEEK 16		Accounting Ratios for Risk Evaluation				
Text Books		Credit Risk Management by S.K. Bagchi				
Reference Material		Provided by instructor				
Instructional Aids/Resources		<ul style="list-style-type: none"><li>• Smart Projector</li><li>• Video Lectures</li><li>• Online Case Study Database Access (Harvard)</li><li>• Turnitin</li></ul>				
Teaching strategies		Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%	
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