



## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: <b>Business and Economics</b>	Department: <b>Business Administration</b>
Degree Program: <b>BBA /BBIS</b>	Course Name: <b>Functional English</b>
Course Code:	Course Category: <b>General</b>
Credit Value: <b>03</b>	Course Level/Semester: <b>03</b>
Nature of Course (Theory/Lab): <b>Theory</b>	Course Specific Requirement (If any): <b>No</b>
Contact Hour: <b>03</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member: <b>Dr. Noor ul Ain</b>	Designation: <b>Assistant Professor</b>
Contact Details: <b>0322-7094737</b>	Email: <b>noorulain@uosahiwal.edu.pk</b>
Office No:	Office Visiting Hour: <b>11:00-02:00 (Mon-Wed)</b>
Course Level/Semester: <b>3</b>	Additional Information (If any):

### C. Course Description and Objectives

This course is designed to familiarize students with the essential language skills for effective communication in diverse real world scenarios. It focuses on developing proficiency in English language and usage: word choices, grammar and sentence structure. In addition, the course is intended to enable students to grasp subtle messages and tailor their communication effectively through the application of comprehension and analytical skills in listening, reading, and the writing process. The course covers different types of language tools (i.e. clauses, phrases, capitalization, punctuation, modifiers, conjunctions etc.) to develop students' understanding and appreciation of English language and its use in effective communication and literature. Moreover, the course encompasses a range of practical communication aspects including professional writing, public speaking and everyday conversation, ensuring that students are equipped for both academic and professional spheres.

### D. Course Learning Outcomes

This course intends a student to:

- Develop students' skills in reading, writing, speaking, and thinking.
- Enable the students independently in their speaking as well as writing process, designing business documents, writing business correspondence, preparing reports, proposals, manuals, and preparing employment and administrative messages.
- Develop students' understanding and appreciation of essay writing, short stories, and paragraphs.

- Develop students' ability to evaluate and understand written material.
- Enable them to write letters, cover letters, and CVs.
- Enhance students' presentation skills and enable to well-prepare and well-execute their presentations.

## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

**PO3: Enhance Communication and Teamwork:** Communication and teamwork are the essential skills for success in an organizational setting that is why the department is focused on the students' written and oral communication and team work. Thus, students will learn to effectively communicate business ideas and strategies to diverse audiences.

### Program Learning Outcomes:

**PLO3:** Effectively communicate business ideas, plan, and strategies to diverse audiences, in both orally and written form

## F. Course Contents / Topics to be Covered.

This module will cover the following contents:

- Parts of speech
- Sentence parts and sentence structures
- Most popular sentence formats and relevant examples
- Short story and essay writing
- Writing letters, cover letter, and Resume
- Effective reading skills development
- Presentation slides and group presentations

## G. Course Schedule / Weekly Course Outline

Topic Description	Week
1.1 Parts of Speech 1.2 Parts of Sentences	Week 1

2.1 Clauses 2.2 Phrases 2.3 Capitalization 2.4 Punctuation usage 2.5 Modifiers	<b>Week 2</b>
3.1 Conjunctions 3.2 Figures of Speech 3.3 Proofreading	<b>Week 3</b>
4.1 Reflective Essays 4.2 Persuasive Essays	<b>Week 4</b>
5.1 Compare-Contrast Essays	<b>Week 5</b>
6.1 Literary Analysis 6.2 Library Skills 6.3 Reference Book Skills	<b>Week 6</b>
7.1 Creative Writing 7.2 Letter Writing	<b>Week 7</b>
8.1 Writing Resume	<b>Week 8</b>
<b>Mid Term Examination</b>	
9.1 Short story writing	<b>Week 9</b>
10.1 writing emails and applications	<b>Week 10</b>
11.1 Effective reading skills development 11.2 Book reading 11.3 Research paper reading	<b>Week 11</b>
12.1 Case study 12.2 News-paper/ article	<b>Week 12</b>
13.1 Effective Oral Presentation and PowerPoint Presentation 13.2 Strategies to build confidence 13.3 Purpose in oral presentation 13.4 Techniques to make Power Point Presentation Planning strategies for your presentation	<b>Week 13</b>
Final project & presentation	<b>Week 14</b>
Final project & presentation	<b>Week 15</b>
<b>Final Term Examination</b>	

## H. Schedule of Assignments/ Quiz / Academic/Research Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Individual Assignments (Practice exercises with every above-mentioned aspect of reading)	Written	5, 8 & 11	Improved thinking and writing capability by demonstrating the application of learned concepts
2	Individual Quiz	Written	7	Students' assessment of understanding and learning of discussed topics
3	Case study/Research Paper reading	Discussion	13	Class discussions (Students will apply and evaluate the theoretical concepts to enhance their thinking, communicating, and listening skills)
4.	Group Presentation	Presentation	14 & 15	Enhanced presentation and communication skills

### I. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	45					45
Credit	45					45

### J. Teaching-Learning Strategies

A combination of different teaching techniques including; class room lectures, case based teaching, interactive classes and applied projects will be used to improve the students learning. The students will be provided by continues feedback on each class activity.

### J. Learning Resources / Recommended Books / Research Papers /Web-Links / Software

#### **Books**

1. P. C. Wren, H. Martin, English grammar and composition, Latest Edition
2. Murphy, Effective Business Communication, 7th edition.
3. Court Bovee, John Thill, Business Communications Essentials, Prentice Hall, Latest Edition
4. *Writing Academic English*, by Alice Oshima and Ann Hogue. White Plains: Addison, Wesley, Longman.

#### **Web-links**



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<https://www.thoughtco.com/main-clause-grammar-term-1691584>  
<https://www.thoughtco.com/sentence-parts-and-sentence-structures-1689671>  
<https://www.thoughtco.com/part-of-speech-english-grammar-1691590>  
[https://www.talkenglish.com/speaking/basics/speaking\\_basics\\_i.aspx](https://www.talkenglish.com/speaking/basics/speaking_basics_i.aspx)  
[https://www.talkenglish.com/speaking/basics/speaking\\_basics\\_ii.aspx](https://www.talkenglish.com/speaking/basics/speaking_basics_ii.aspx)  
[https://www.talkenglish.com/speaking/basics/speaking\\_basics\\_iii.aspx](https://www.talkenglish.com/speaking/basics/speaking_basics_iii.aspx)

## K. Facilities Required (If any)

**Multimedia Projector and Audio-Video Equipment**

## L. Additional Information (If any)

The students need to ensure their presence in the class. Further, they need to participate in all the class activities.

Name of Course Instructor: Dr. Noor ul Ain

Signature: \_\_\_\_\_ Date: 22-01-2024

Cluster Head (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Departmental Committee Review:

\_\_\_\_\_  
Dr. Shaheera Amin

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Dr. Muhammad Husnain

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Dr. Bilal Anwar

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Dr. Saira Aziz

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Dr. Atif Ali Gill

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Dr. Ammara Saleem

Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024



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## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: <b>Business and Economics</b>	Department: <b>Business Administration</b>
Degree Program: <b>BBA/BBIS</b>	Course Name: <b>Quantitative Reasoning-1</b>
Course Code:	Course Category: <b>General</b>
Credit Value: <b>03</b>	Course Level/Semester: <b>03</b>
Nature of Course (Theory/Lab): <b>Theory</b>	Course Specific Requirement (If any): <b>No</b>
Contact Hour: <b>03</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member: <b>Alia Manzoor</b>	Designation: <b>Lecturer</b>
Contact Details: <b>0300-0024482</b>	Email: <b>aliamanzoor@uosahiwal.edu.pk</b>
Office No:	Office Visiting Hour: <b>12:00-01:00 (Wed-Thr)</b>
Course Level/Semester: <b>3</b>	Additional Information (If any):

### C. Course Description and Objectives

Since ancient times, numbers, quantification, and mathematics has played a central role in scientific and technological development. In the 21<sup>st</sup> century Quantitative Reasoning (QR) skills are essential for life as they help to better understand socio-economic, political, health, education, and many other issues an individual now faces in daily life. The skills acquired by taking this course will help the students to apply QR methods in their daily life and professional activities. This course will also change student's attitude about mathematics. It will not only polish their QR skills, but also enhance their abilities to apply these skills. The following objectives are affiliated with QR-1

- Students will be introduced to the above concepts, and they will be prepared to apply these concepts to analyze and interpret information in different walks of life.
- Students will get familiarized with the importance of quantitative reasoning skills in the modern age.
- This course will improve their ability to deal with scenarios involving numbers related issues in a logical manner.
- It will provide students an opportunity to appreciate the intellectual beauty of quantitative reasoning skills.
- It will prepare students to apply the quantitative reasoning skills in solving quantitative problems which they will experience in their practical lives.

## D. Course Learning Outcomes

After completing this course successfully, students will be able to:

- create and develop quantitative reasoning skills and apply to daily life challenges involving social and economic issues
- apply the learned principles of quantitative reasoning skills in other disciplines
- acquire and use the quantitative reasoning skills in different disciplines
- make decisions in a logical manner
- apply geometrical models to solve real life problems
- apply the quantitative reasoning skills in any real-world situation

## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

#### 1. Develop a Knowledge Foundation of Business and its Functions:

Students will gain a solid foundation in Accounting, Finance, Marketing, Management and Operations that will enable them to understand and response to business situations. This knowledge enables them to make ethically and informed decisions at both national and international level.

#### 2. Develop Critical Thinking, Problem-Solving and Decision-Making Skills:

The program focuses on skill development of students particularly critical thinking, problem-solving and decision-making skills to enable students to analyze complex business situations and make effective decisions.

#### 3. Application of Data Analysis, Quantitative and Qualitative methods:

The curriculum integrates quantitative and qualitative research methods throughout the scheme of study. This practice will equip students with research applications and using the data insights for effective decision-making across all business functions. Further, student will get familiar with all the business research tools and techniques.

### Program Learning Outcomes:

**PLO1.** Apply the business principles and specialized knowledge in ethical and sustainable manner

**PLO2.** Analyze and solve the complex business problems in various functional areas

**PLO5.** Utilize data analytics and tools for better assessment and effective business



## F. Course Contents / Topics to be Covered.

<p>A. Numerical Literacy B. Introduction to Mathematical Concepts C. Introduction to Statistical Concepts</p>
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## D. Course Schedule / Weekly Course Outline

TOPICS DESCRIPTION	No. of Weeks
<p><b>Exploring importance of quantitative reasoning skills</b></p> <ul style="list-style-type: none"> <li>• What is quantitative reasoning?</li> <li>• Overview of history of mathematics and contributions of Muslim scholars.</li> <li>• Different types of standard numbers and their role in practical life scenarios.</li> </ul>	<b>1,2</b>
<p><b>Problem solving techniques</b></p> <ul style="list-style-type: none"> <li>• Understanding relationship between parts and whole</li> <li>• Practical life scenarios involving parts &amp; whole</li> <li>• Practical life scenarios involving units and rate</li> <li>• Unit analysis as a problem solving tool.</li> </ul>	<b>3,4</b>
<p><b>Numbers &amp; the Universe</b></p> <ul style="list-style-type: none"> <li>• Understanding our World through numbers</li> <li>• Dealing with very big and small numbers &amp; their applications</li> <li>• Understanding uncertainty and its applications</li> </ul>	<b>5,6</b>
<p><b>Financial issues</b></p> <ul style="list-style-type: none"> <li>• Stock exchange and economy</li> <li>• Money management (profit, loss, discount, zakat, simple interest, compound interest and taxation)</li> <li>• Money management in practical life scenarios like investments and federal budget</li> </ul>	<b>7,8</b>
<p><b>Exploring expressions</b></p> <ul style="list-style-type: none"> <li>• Practical scenarios involving expressions</li> <li>• Equating two expressions in one variable &amp; using it to solve practical problems</li> <li>• Social and economic problems involving expressions</li> </ul>	<b>9,10</b>
<p><b>Exploring beauty in Architecture &amp; landscape</b></p> <ul style="list-style-type: none"> <li>• Introduce geometrical objects through architecture and landscape</li> </ul>	<b>11,12</b>

<ul style="list-style-type: none"> <li>Dealing with social and economic issues involving geometrical objects</li> </ul>	
<b>Venn diagrams</b> <ul style="list-style-type: none"> <li>Practical scenarios involving sets and Venn diagrams</li> <li>Venn diagrams and their applications in different disciplines.</li> </ul>	<b>13,14</b>

### E. Schedule of Assignments/ Quiz / Academic/Research Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Group Assignments	Written	3 and 7	The four <i>outcomes</i> are such as productivity, quality, consensus, and satisfaction are expected from this assignment.
2	Case study	Discussion	6	A group discussion among students will <i>organized to see and evaluate their thinking skills, listening abilities, and how they are</i> communicating their thoughts.
3.	Topic Presentation	Presentation	9	The outcome of this activity is to enhance students' communication and interpersonal skills. Students will learn to prepare and communicate <i>a topic to the audience.</i>
4	Team Project	Written	2 to 15	<i>Students will demonstrate competence in written communication.</i>

### F. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	25	20				45
Credit	3	3				45

### G. Teaching-Learning Strategies

Each class lecture will be followed by a class activity enabling students to effectively apply theoretical concepts discussed in the lecture. The three presentation modes – classroom activities, e-Learning, and experiential learning – are effective in QR-1. Compared to traditional teaching methods, anecdotal evidence indicates that such materials are easier to understand and more interesting. The teacher will ensure feedback to each student on all of the above-mentioned components.

**J. Learning Resources / Recommended Books / Research Papers / Web-Links / Software****Recommended Resources:**

- Using and understanding mathematics, 6<sup>th</sup> edition by Jeffrey Bennet and William Briggs, published by Pearson USA.
- Mathematical thinking and reasoning 2008 by Aufmann, Lockwood, Nation & Clegg published by Houghton Mifflin Company USA.
- Precalculus by Robert Blitzer 5<sup>th</sup> edition published by Pearson USA.
- Precalculus Graphical, Numerical, Algebraic 8<sup>th</sup> edition by Franklin D. Demana, Bert K. Waits, Gregory D. Foley & Daniel Kennedy published by Addison Wesley USA.
- Precalculus Mathematics for Calculus, 6<sup>th</sup> edition by James Stewart, Lothar Redlin and Saleem Watson published by Brooks/Cole Cengage Learning USA.
- GRE Math Review [https://www.ets.org/s/gre/pdf/gre\\_math\\_review.pdf](https://www.ets.org/s/gre/pdf/gre_math_review.pdf)  
, [OpenAlgebra.com](https://www.openalgebra.com/), A free math study guide with notes and YouTube video tutorials.

**Additional Resources (Optional)**

- Beauty and power of mathematics <https://youtu.be/VIbjHIGMjQM>
- Types of numbers: <https://youtu.be/6YtojexiOg>
- Mathematics in daily life <https://youtu.be/VIbjHIGMjQM>
- Geometry through architecture <https://youtu.be/z2Fb0R2EYo4>
- Trigonometric ratios: <https://youtu.be/Jsiy4TxgIME>
- Inverse trigonometric functions: <https://youtu.be/JGU74wbZMLg>
- Solving word problems involving linear equations: <https://youtu.be/DfbQjiSooOo>

**K. Facilities Required (If any)**

- **Multimedia Projector**
- **Microsoft Excel and SPSS**

**L. Additional Information (If any)**

**The students need to ensure their presence in the class. Further, they need to participate in all the class activities.**



# UNIVERSITY OF SAHIWAL

Name of Course Instructor: Mrs. Alia Manzoor

Signature: \_\_\_\_\_ Date: 30-03-2024

Cluster Head (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Departmental Committee Review:

\_\_\_\_\_  
Dr. Shaheera Amin

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Dr. Muhammad Husnain

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Dr. Bilal Anwar

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Dr. Saira Aziz

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Dr. Atif Ali Gill

\_\_\_\_\_  
Dr. Ammara Saleem

Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024



## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: <b>Business and Economics</b>	Department: <b>Business Administration</b>
Degree Program: <b>BBA /BBIS</b>	Course Name: <b>Islamic Studies</b>
Course Code:	Course Category: <b>General</b>
Credit Value: <b>02</b>	Course Level/Semester:
Nature of Course (Theory/Lab): <b>Theory</b>	Course Specific Requirement (If any): <b>No</b>
Contact Hour: <b>02</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member:	Designation: <b>Visiting Lecturer</b>
Contact Details:	Email:
Office No:	Office Visiting Hour: <b>11:00-12:00 (Mon-Tue)</b>
Course Level/Semester: <b>1<sup>st</sup></b>	Additional Information (If any):

### C. Course Description and Objectives

This course is designed to provide students with a comprehensive overview of the fundamental aspects and principles of Islam, Sunnah, and Sharia. It also introduces the Islamic framework to modern organization and Islamic ethics in decision-making to gain in comparison with other major world religions. It provides ideas for educational reconstruction in Islamic society to strengthen the foundation of faith as well as to enable the rising generation to face the challenges of moderation and globalization with confidence.

### D. Course Learning Outcomes

This module intends to:

- Acquaint the students with the meaning and significance of Islam as the universal and practical religion (PO11-PLO11.1-11.4)
- Explain the fundamentals of the revelation of the Holy Quran as a divine framework for Islamic beliefs and practices, and describe the formation of Islamic civilization
- Analyze the ethical dilemmas arising at the workplace and propose remedial responses in the light of Islamic teachings.

- Raise awareness and motivation among the new generation to apply the Islamic framework, principles, and Islamic ethics to solve modern-world business problems.

## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

#### 1. Develop a Knowledge Foundation of Business and its Functions:

Students will gain a solid foundation in general business environment, Accounting, Finance, Marketing, Management, employees' behaviors and Operations that will enable them to understand and response to business situations. This knowledge enables them to make ethically and informed decisions at both national and international level.

#### 2. Prepare for Future Business Endeavors:

A combination of contextual and theoretical knowledge, practical application, and career development opportunities, the students will able to pursue diverse business careers. They will also develop a foundation for lifelong learning and adaptation in the emerging business environment.

### Program Learning Outcomes:

**PLO1.** Apply the business principles, environment and specialized knowledge in ethical and sustainable manner

**PLO2.** Analyze and solve the complex business problems in various functional areas

**PLO3.** Effectively communicate business environment, ideas, plan, and strategies to diverse

## F. Course Contents / Topics to be Covered.

This module will cover the following contents:

- Introduction to Islam
- Sirah of the Holy Prophet (PBUH) as Uswa-e-Husna
- Islamic History and Civilization
- Islamic Jurisprudence
- Islam and the modern world
- Concept of leadership and decision-making in Islam
- Islamic economic and social framework
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## G. Course Schedule / Weekly Course Outline

Topic Description	Week
Introduction to Islam religion and its core beliefs Holy Quran (introduction, revelation and compilation) Oneness of Allah (SWT)	Week 1
Purpose of life Tauheed and shirk	Week 2
Quran and its proof Surah Fatihah and Surah Al-ASR	Week 3
Surah Al-Baqarah (Para one & first half) translation and Tafseer	Week 4
Surah Al-Baqarah (Para one & second half) translation and Tafseer	Week 5
Surah Al-Baqarah (Para two & first half) translation and Tafseer	Week 6
Surah Al-Baqarah (Para second & 2 <sup>nd</sup> half) translation and Tafseer	Week 7
Surah Al-Baqarah (Para third & 1 <sup>st</sup> quarter) translation and Tafseer	Week 8
Prophet Muhammad (PBUH) and his life	Week 8
Seerat-un-Nabi	Week 9

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 Pillars of Islam and their significance

Significance of ethics in daily life

Hadith

Week 10

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 Concept of leadership and ethical decision making

Week 11

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 Islamic caliphates

Week 12

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 Significance of written deed

Islamic economic, social and political concerns

Week 13

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 Fiqah and Shariyah

Week 14

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 Group Presentations

Week 15

### H. Schedule of Assignments/ Quiz / Academic/Reserach Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Quiz		6 <sup>th</sup>	
2	Group Assignment		9 <sup>th</sup> & 12 <sup>th</sup>	
3	Group Presentation		15 <sup>th</sup>	

### I. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	45					45
Credit	3					45

### J. Teaching-Learning Strategies





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Each class lecture will be followed by a class discussion activity and encouraging students to ask questions enabling students to effectively recall and theoretical concepts discussed in the lecture.

## J. Learning Resources / Recommended Books / Research Papers / Web-Links / Software

### **Books**

Islamic Education by M.D. Zafar

Tafseer-ul-Quran by Molana Abdul Ali Mawdudi

### **Other Reading**

1. "The Five Pillars of Islam: A Framework for Islamic Values and Character Building"
2. "Islamic Civilization Foundations Belief & Principles" by Abul A' la Mawdudi
3. "Islam: its Meaning and Message" by Khurshid Ahmad

## K. Facilities Required (If any)

**Multimedia Projector**

**Sound System**

## L. Additional Information (If any)

The students need to ensure their presence in the class. Further, they need to participate in all the class activities.

Name of Course Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 16-01-2024

Cluster Head (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Departmental Committee Review:**



# UNIVERSITY OF SAHIWAL

\_\_\_\_\_  
Dr. Shaheera Amin

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Dr. Muhammad Husnain

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Dr. Bilal Anwar

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Dr. Saira Aziz

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Dr. Atif Ali Gill

\_\_\_\_\_  
Dr. Ammara Saleem

Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024



## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: <b>Business and Economics</b>	Department: <b>Business Administration</b>
Degree Program: <b>BBA /BBIS</b>	Course Name: <b>Ideology and Constitution of Pakistan</b>
Course Code:	Course Category: <b>General</b>
Credit Value: <b>03</b>	Course Level/Semester: <b>03</b>
Nature of Course (Theory/Lab): <b>Theory</b>	Course Specific Requirement (If any): <b>No</b>
Contact Hour: <b>02</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member:	Designation: <b>Visiting Lecturer</b>
Contact Details:	Email:
Office No:	Office Visiting Hour: <b>11:00-12:00 (Mon-Tue)</b>
Course Level/Semester: <b>3</b>	Additional Information (If any):

### C. Course Description and Objectives


### D. Course Learning Outcomes

<p>This module intends to:</p> <ul style="list-style-type: none"><li>• Demonstrate the enhanced knowledge of the basis of the ideology of Pakistan with special reference to the contribution of the founding fathers of Pakistan.</li><li>• Demonstrate the fundamental knowledge about the constitution of Pakistan 1973 and its special evolution with special reference to the state structure.</li><li>• Explain the guiding principles on rights and responsibilities of Pakistani citizens as enshrined in the constitution of Pakistan 1973.</li></ul>
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## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

#### 1. Develop a Knowledge Foundation of Business and its Functions:

Students will gain a solid foundation in general business environment, Accounting, Finance, Marketing, Management, employees' behaviors and Operations that will enable them to understand and response to business situations. This knowledge enables them to make ethically and informed decisions at both national and international level.

#### 2. Prepare for Future Business Endeavors:

A combination of contextual and theoretical knowledge, practical application, and career development opportunities, the students will able to pursue diverse business careers. They will also develop a foundation for lifelong learning and adaptation in the emerging business environment.

### Program Learning Outcomes:

**PLO1.** Apply the business principles, environment and specialized knowledge in ethical and sustainable manner

**PLO2.** Analyze and solve the complex business problems in various functional areas

**PLO3.** Effectively communicate business environment, ideas, plan, and strategies to diverse

## F. Course Contents / Topics to be Covered.

This module will cover the following contents:

- Introduction to the ideology of Pakistan
- Two Nation theory
- Introduction to the Constitution of Pakistan
- Constitution and State structure

## G. Course Schedule / Weekly Course Outline

Topic Description	Week
Ideology of Pakistan and its significance	Week 1
Historical context of the creation of Pakistan	Week 2
Contribution of the founding fathers to the Pakistan freedom movement	Week 3
Contribution of the women in the Pakistan freedom movement	Week 3
Nationalism and Two-Nation Theory	Week 4
Historical background of Pakistan War	Week 4
Simla Deputation and All India Muslim League	Week 5
Minto-Morley Reforms and Lucknow Pact Pakistan Movement (Historical Effects of 1909-1940)	Week 5

Surah Al-Baqarah (Para two & first half) translation and Tafseer	Week 6
Khilafat Movement, Nehru Report and Jinnah's 14 Points	Week 7
India Act 1935 and Lahore Resolution	
Historical Events 1940-1947	Week 8
Natural Resources and Culture of Pakistan	Week 9
Dilemma of Constitution Making in Pakistan	
Introduction to Pakistan's Foreign Policy	Week 10
Factors of Pakistan's Foreign Policy	
Constitution of 1956 (M. Ali Bogra, BPC)	
Constitution of 1962	Week 11
Constitution of 1973	
Political System and Political Parties of Pakistan	Week 12
The Problems of Political Parties in Pakistan	
Civil-Military Relations in Pakistan	Week 13
Group Presentations	Week 14
Group Presentations	Week 15

### H. Schedule of Assignments/ Quiz / Academic/Reserach Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Quiz		5 <sup>th</sup>	
2	Group Assignment		9 <sup>th</sup> & 12 <sup>th</sup>	
3	Group Presentation		14 <sup>th</sup> & 15 <sup>th</sup>	

### I. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	30					30
Credit	2					30

### J. Teaching-Learning Strategies



# UNIVERSITY OF SAHIWAL

Each class lecture will be followed by a class discussion activity and encouraging students to ask questions enabling students to effectively recall and theoretical concepts discussed in the lecture.

## J. Learning Resources / Recommended Books / Research Papers /Web-Links / Software

### **Books**

1. Pakistan Studies (compulsory) for B.A & B.Sc Engineering by Ikram Rabbani, Caravan Book House, 2012.
2. Ishaq Hussain Qureshi, "The Struggle For Pakistan" University of Karachi, 1974.

### **Other Reading**

3. Javid Iqbal, "Ideology of Pakistan" Sang-e-Meel Publications, 2005.
4. Shaid Javed Burki, "State & Society in Pakistan," The Macmillan Press Ltd 1980 (reprint 1997).
5. Khan, Makhdoom Ali. *The Constitution of Islamic Republic of Pakistan 1973, Karachi: Pakistan Law House, 1986*

## K. Facilities Required (If any)

**Multimedia Projector**

## L. Additional Information (If any)

The students need to ensure their presence in the class. Further, they need to participate in all the class activities.

Name of Course Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 16-01-2024

Cluster Head (Name): \_\_\_\_\_



# UNIVERSITY OF SAHIWAL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Departmental Committee Review:

\_\_\_\_\_  
Dr. Shaheera Amin

\_\_\_\_\_  
Dr. Muhammad Husnain

\_\_\_\_\_  
Dr. Bilal Anwar

\_\_\_\_\_  
Dr. Saira Aziz

\_\_\_\_\_  
Dr. Atif Ali Gill

\_\_\_\_\_  
Dr. Ammara Saleem

Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024





## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: <b>Business and Economics</b>	Department: <b>Business Administration</b>
Degree Program: <b>BBA /BBIS</b>	Course Name: <b>Human Psychology</b>
Course Code:	Course Category: <b>General</b>
Credit Value: <b>03</b>	Course Level/Semester:
Nature of Course (Theory/Lab): <b>Theory</b>	Course Specific Requirement (If any): <b>No</b>
Contact Hour: <b>01</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member:	Designation: <b>Visiting Lecturer</b>
Contact Details:	Email:
Office No:	Office Visiting Hour: <b>11:00-12:00 (Mon-Tue)</b>
Course Level/Semester: <b>1<sup>st</sup></b>	Additional Information (If any):

### C. Course Description and Objectives

This course would familiarize students with the basic concepts of psychology for students of other disciplines. It is designed to be an introductory course focusing on developing an understanding to students about how and why people think, feel, and act in certain ways; and to make them aware of personal characteristics, social contexts, and reactions in life.

This course has the following objectives:

- To become aware of the basic understanding of psychological concepts, human motivation social influence and group processes, personality, leadership, stress, health, and coping mechanisms

### D. Course Learning Outcomes

This module intends to:

- Introduce students to different areas of psychology
- Demonstrate understanding the motivation and how it is linked to human behaviors (PO1)
- Make students understand the dynamics of social behaviors including social influence, conformity, compliance, social facilitation, social loafing, and group decision-making (PO3)

- Introduce students to the concept of stress and its relationship to health and stress management strategies
- Demonstrate the dynamics of personality and its assessment techniques.

## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

#### 1. Develop a Knowledge Foundation of Business and its Functions:

Students will gain a solid foundation in general business environment, Accounting, Finance, Marketing, Management, employees' behaviors and Operations that will enable them to understand and response to business situations. This knowledge enables them to make ethically and informed decisions at both national and international level.

#### 2. Prepare for Future Business Endeavors:

A combination of contextual and theoretical knowledge, practical application, and career development opportunities, the students will able to pursue diverse business careers. They will also develop a foundation for lifelong learning and adaptation in the emerging business environment.

### Program Learning Outcomes:

**PLO1.** Apply the business principles, environment and specialized knowledge in ethical and sustainable manner

**PLO2.** Analyze and solve the complex business problems in various functional areas

**PLO3.** Effectively communicate business environment, ideas, plan, and strategies to diverse

## F. Course Contents / Topics to be Covered.

This module will cover the following contents:

- Definition of Psychology and its Challenges
- The Evolution of Psychology: History, Approaches
- Branches and Different Perspectives of Psychology
- Psychology and Human Behavior
- Learning and its types
- Personality Assessment
- Role of human behavior in decision-making, social interactions and loafing.
- Concept of motivation and its relationship to human behaviors
- Stress and its managing strategies.
- Stress and its relation with health

## G. Course Schedule / Weekly Course Outline

Topic Description	Week
Definition of Psychology To Understand Different Concepts in Psychology	Week 1
Challenges of Studying Psychology The Evolution of Psychology: History, Approaches	Week 2
Branches of Psychology	Week 3
Different Perspectives of Psychology	Week 4
Psychology and human behaviors	Week 5
Learning Types of learning	Week 6
Operant Conditioning Motivation	Week 7
Different theories of motivation	Week 8
Motivation and human behavior	Week 9
Emotional Experiences Social Psychology	Week 10
Different Concepts in Social Psychology Role of social psychology in our lives	Week 11
Anxiety Disorders Mood Disorders	Week 12

Somatic Symptom Disorders Schizophrenia and Personality Disorders	Week 13
Other psychotic and Personality Disorders	Week 14
Group Presentations	Week 15

### H. Schedule of Assignments/ Quiz / Academic/Reserach Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Quiz		6 <sup>th</sup>	To analyze the concept in different areas of psychology
2	Group Assignment		9 <sup>th</sup> & 12 <sup>th</sup>	Able to conduct personality tests.
3	Group Presentation		15 <sup>th</sup>	To assess the grip on their subject core concepts.

### I. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	45					45
Credit	3					45

### J. Teaching-Learning Strategies

**Each class lecture will be followed by a class discussion activity and encouraging students to ask questions enabling students to effectively recall and theoretical concepts discussed in the lecture.**

### J. Learning Resources / Recommended Books / Research Papers /Web-Links / Software



# UNIVERSITY OF SAHIWAL

## **Books**

Robert S. Feldman. Essentials of understanding Psychology. 13<sup>th</sup> edition Tafseer-ul-Quran by

## **Other Reading**

- *Psychology In Modules*, Edition 10 or 9, by David G. Myers
- “Myers, D. G. (2011). *Psychology – 10th Edition*

## **K. Facilities Required (If any)**

### **Multimedia Projector**

**The classroom required to accommodate 60 students**

## **L. Additional Information (If any)**

**The students need to ensure their presence in the class. Further, they need to participate in all the class activities.**

Name of Course Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 16-01-2024

Cluster Head (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Departmental Committee Review:**

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Dr. Shaheera Amin

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Dr. Atif Ali Gill

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Dr. Ammara Saleem

Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024



# UNIVERSITY OF SAHIWAL

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024



## Course Specification File\*

\*Extend the space where required

### A. Course Identification and General Information

Faculty: Faculty of Economics and Management Sciences	Department: Business Administration
Degree Program: <b>BBA (Hons)/ BBIS (Hons)</b>	Course Name: <b>APPLICATIONS OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>
Course Code:	Course Category: <b>Core</b>
Credit Value: <b>03</b>	Course Level/Semester: <b>1st</b>
Nature of Course (Theory/Lab): <b>Theory/Lab</b>	Course Specific Requirement (If any):
Contact Hour: <b>01</b>	Additional Information (If any):

### B. Faculty Member Information

Name of Faculty Member: <b>Dr. Atif Ali Gill</b>	Designation: <b>Lecturer</b>
Contact Details: <b>0300-9690213</b>	Email: <a href="mailto:atifali@uosahiwal.edu.pk">atifali@uosahiwal.edu.pk</a>
Office No:	Office Visiting Hours: <b>12 PM-1 PM</b>
Course Level/Semester: <b>Undergraduate/ 1st</b>	Additional Information (If any):

### C. Course Description and Objectives

This course is designed to provide students with an exploration of the practical applications of Information and Communication Technologies (ICT) and software tools in various domains. Students will gain hands-on experience with a range of software applications, learning how to leverage ICT to solve daily life problems, enhance productivity and innovate in different fields. Through individual and interactive exercises and discussions, students will develop proficiency in utilizing software for communication, creativity, and more.

### D. Course Learning Outcomes

Through **knowledge and understanding**, students will be able to:

- Explain the fundamental concepts, components, and scope of Information and Communication Technologies (ICT).
- (PO1, PO2, PO3, PO5)
- Identify uses of various ICT platforms and tools for different purposes. (PO3)
- Apply ICT platforms and tools for different purposes to address basic needs in different domains of daily, academic, and professional life. (PO3)
- Understand the ethical and legal considerations in use of ICT platforms and tools. (PO5)
- Describe the decision-making process in an organization (PO3)

(B) Through **intellectual skills**, students will be able to: (PO3)

- Building critical thinking methods relevant to managerial problems and issues in the organization.
  - Explain how to make a decision
  - Explain planning, strategic management, and organizing concepts
  - Compare different types of plans, structures, and departmentalization methods
  - Integrate between different types of planning using appropriate tools and techniques
  - Explain the concept of motivation and different theories of motivation
  - Explain leadership and different leadership styles.
- (C) Through **professional and practical skills**, students will be able to: (PO5)
- Facilitate how to solve managerial and organizational problems
  - Apply managerial roles and managerial skills
  - Apply how to build an organizational chart for innovation, creativity, and teamwork
  - Evaluate different approaches to organizational control
  - Solve problems in organizations (PO3)
- (D) Through **general and transferable skills**, students will be able to (PO5)
- Demonstrate the ability to work effectively as part of a group, communication skills, and presentation skills
  - Using Connect effectively

## E. Program Reflection

The course contributes to accomplishing the following program objective (s) and learning outcomes of BBA program.

### Program Objective:

#### 1. Develop a Knowledge Foundation of Business and its Functions:

Students will gain a solid foundation in general business environment, Accounting, Finance, Marketing, Management, employees' behaviors and Operations that will enable them to understand and response to business situations. This knowledge enables them to make ethically and informed decisions at both national and international level.

**2. Develop Critical Thinking, Problem-Solving and Decision-Making Skills:** The program focuses on skill development of students particularly critical thinking, problem-solving and decision-making skills to enable students to analyze complex business situations and make effective decisions.

### Program Learning Outcomes (PLO):

The students of Bachelor of Business Administration will be able to:



**PLO1.** Apply the business principles and specialized knowledge in ethical and sustainable manner

**PLO2.** Analyze and solve the complex business problems in various functional areas

**PLO4.** Demonstrate collaboration in achieving common goals of teams and the organization

## A. Course Contents / Topics to be Covered.

This course includes information technology infrastructure, database management, business intelligence, enterprise systems, e-commerce, and ethical considerations in information management.

## B. Course Schedule / Weekly Course Outline

Topic Description	Week
Introduction to Information and Communication Technologies: Components of Information and Communication Technologies (basics of hardware, software, ICT platforms, networks, local and cloud data storage etc.)	1
Scope of Information and Communication Technologies (use of ICT in education, business, governance, healthcare, digital media and entertainment, etc.). Emerging technologies and future trends.	2
Basic ICT Productivity Tools: Effective use of popular search engines (e.g., Google, Bing, etc.) to explore World Wide Web. Formal communication tools and etiquettes (Gmail, Microsoft Outlook, etc.). Microsoft Office Suites (Word, Excel, PowerPoint). Google Workspace (Google Docs, Sheets, Slides)	3
Dropbox (Cloud storage and file sharing), Google Drive (Cloud storage with Google Docs integration) and Microsoft OneDrive (Cloud storage with Microsoft Office integration). Evernote (Note-taking and organization applications) and OneNote (Microsoft's digital notebook for capturing and organizing ideas), Video conferencing (Google Meet, Microsoft- Teams, Zoom, etc.). Social media applications (LinkedIn, Facebook, Instagram, etc.).	4
ICT in Education: Working with learning management systems (Moodle, Canvas, Google classrooms)	5
Sources of online education courses (Coursera, edX, Udemy, Khan Academy, etc.). Interactive multimedia and virtual classrooms.	6

ICT in Health and Well-being: Health and illness tracking devices and applications (Google Fit, Samsung Health, Apple Health, Xiaomi Mi Band, Runkeeper, etc.).	7
Telemedicine and online health consultations (OLADOC, Sehat Kahani, Marham, etc.).	8
ICT in Personal Finance and Shopping: Online banking and financial management tools (JazzCash, Easypaisa, Zong PayMax, I LINK and MNET, Kecnu Wallet, etc.).	9
E-commerce platforms (Daraz.pk, Telemart, Shophive, etc.)	10
Digital Citizenship and Online Etiquette: Digital identity and online reputation	11
Netiquette and respectful online communication. Cyberbullying and online harassment	12
Ethical considerations in use of ICT Platforms and Tools: Intellectual property and copyright issues.	13
Ensuring originality in content creation by avoiding plagiarism and unauthorized use of information sources. Content accuracy and integrity (ensuring that the content shared through ICT platforms is free from misinformation, fake news, and manipulation).	14
Final Project (Report Submission & Presentations)	15

### C. Schedule of Assignments/ Quiz / Academic/Research Activity

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Group Assignments	Written	3 and 7	The four outcomes such as productivity, quality, consensus, and satisfaction are expected from this assignment.
2	Case study	Discussion	6	A group discussion among students will be organized to see and evaluate their thinking skills, listening abilities, and how they are communicating their thoughts.
3.	Topic Presentation	Presentation	9	The outcome of this activity is to enhance students' communication and interpersonal skills. Students will learn to prepare and communicate a topic to the audience.
4	Term Project	Written	2 to 15	Students will demonstrate competence in written communication.

### D. Course Components (Total contact hours and credits per semester)

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	01					01
Credit	1					1

## **E. Teaching-Learning Strategies**

Each class lecture will be followed by a class discussion activity and encouraging students to ask questions enabling students to effectively recall and theoretical concepts discussed in the lecture.

Guided tutorials and exercises to ensure that students are proficient in commonly used software applications such as word processing software (e.g., Microsoft Word), presentation software (e.g., Microsoft PowerPoint), spreadsheet software (e.g., Microsoft Excel) among such other tools. Students may be assigned practical tasks that require them to create documents, presentations, and spreadsheets etc.

Assigning of tasks that involve creating, managing, and organizing files and folders on both local and cloud storage systems. Students will practice file naming conventions, creating directories, and using cloud storage solutions (e.g., Google Drive, OneDrive).

The use of online learning management systems (LMS) where students can access course materials, submit assignments, participate in discussion forums, and take quizzes or tests. This will provide students with the practical experience with online platforms commonly used in education and the workplace.

## **J. Learning Resources / Recommended Books / Research Papers /Web-Links / Software**

1. Discovering Computers" by Vermaat, Shaffer, and Freund.
2. GO! with Microsoft Office" Series by Gaskin, Vargas, and McLellan.
3. Exploring Microsoft Office" Series by Grauer and Poatsy.
4. Computing Essentials" by Morley and Parker.
5. Technology in Action" by Evans, Martin, and Poatsy.

## **K. Facilities Required (If any)**



# UNIVERSITY OF SAHIWAL

## L. Additional Information (If any)

Name of Course Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cluster Head (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Departmental Committee Review:

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Program Coordinator (Name): Mr. Riaz Husain Ansari

Signature: \_\_\_\_\_ Date: 17-05-2024

Chairperson/ Teacher In charge (Name): Dr. Waris Ali

Signature: \_\_\_\_\_ Date: 17-05-2024