



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: BBA Hons	Course Name: Human Resource Management
Course Code:	Course Category: Core Course
Credit Value: 03	Course Level/Semester: 3rd
Nature of Course (Theory/Lab):	Course Specific Requirement (If any):
Contact Hour:	Additional Information (If any):

B. Faculty Member Information

Name of Faculty Member: Dr. Saira Aziz	Designation: Assistant Professor
Contact Details: 0322-7095004	Email: sairaaziz@uosahiwal.edu.pk
Office No: 3.1.12	Office Visiting Hour:
Course Level/Semester: 3rd	Additional Information (If any):

C. Course Description and Objectives

This course provides an in-depth exploration of the principles, practices, and strategies of Human Resource Management (HRM). Students will gain a comprehensive understanding of key HRM concepts, including recruitment, selection, training and development, performance management, compensation and benefits, employee relations, and legal considerations. Through case studies, interactive discussions, and real-world examples, students will develop essential HRM skills,

critical thinking abilities, and ethical awareness to effectively manage and lead human resources in diverse organizational settings.

Additionally, the course aims to equip students with the knowledge and skills necessary to effectively manage human resources in organizations. By examining fundamental HRM principles and contemporary issues such as business ethics and sustainability, students will develop a critical understanding of HRM practices and their impact on organizational performance and employee well-being.

D. Course Learning Outcomes

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

1. Analyze and apply fundamental concepts of Human Resource Management to address organizational challenges and support strategic decision-making.
2. Evaluate the ethical implications of HRM practices and develop strategies to promote ethical behavior and corporate social responsibility within organizations.
3. Design and implement human resource planning processes to align organizational goals with workforce needs and capabilities.
4. Demonstrate proficiency in executing key HR functions such as recruitment, selection, training, performance management, and employee relations.
5. Develop comprehensive compensation systems that attract, motivate, and retain talent while ensuring internal equity and external competitiveness.
6. Design and implement programs and policies to promote employee safety, health, and wellness, fostering a positive organizational culture and enhancing employee engagement and productivity.
7. Critically evaluate the role of HRM in promoting organizational sustainability and social responsibility, integrating environmental and social considerations into HRM practices to create long-term value for stakeholders.

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. 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.

4. Prepare for Future Business Endeavors: A combination of 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 and specialized knowledge in ethical and sustainable manner

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

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

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

F. Course Contents / Topics to be covered.

Topic Of Lecture
<ul style="list-style-type: none"> • Human Resource Management Concept • Business Ethics, Corporate Social Responsibility, And Sustainability • Human Resource Planning • Human Resource Functions • Compensation • Employee Safety, Health, And Wellness
Global Human Resource Management

G. Course Schedule / Weekly Course Outline

Weeks	Topic Of Lecture
Week 01	<p>Human Resource Management: An Overview</p> <ul style="list-style-type: none"> • Define human resource management (HRM) and the importance of studying it • Describe who performs HRM • Explain how the HRM function serves as a strategic business partner and the elements of the dynamic HRM environment • Discuss the role of HRM in building corporate culture and employer branding

	<ul style="list-style-type: none"> • Summarize HRM issues for small businesses • Identify ways that country culture influences global business • Explore essential skills for developing your career in HR or any other career path
Week 02	<p>Business Ethics, Corporate Social Responsibility, And Sustainability</p> <ul style="list-style-type: none"> • Discuss what ethics means and the sources of ethical guidance • Explore human resource management's (HRM) role in creating an ethical culture and a code of ethics • Define human resource ethics • Explain the concepts and practices related to corporate social responsibility and corporate sustainability • Describe a social audit
Week 03	<p>Strategic Planning, Human Resource Planning, And Job Analysis</p> <p>Describe the HR strategic planning process</p> <ul style="list-style-type: none"> • Explain the human resource planning process • Describe the job analysis process and methods • Summarize the components of a job description • Explain what competencies and competency modeling are • Summarize job design concepts
Week 04	<p>Equal Employment Opportunity, Affirmative Action, And Workforce Diversity</p> <ul style="list-style-type: none"> • Explain the concept of equal employment opportunity (EEO) and identify the federal laws affecting EEO • Discuss who is responsible for ensuring equal employment opportunity • Define the types of illegal employment discrimination and discuss affirmative action • Explain the <i>Uniform</i> Guidelines related to various types of illegal employment discrimination, including sexual harassment, national origin, religion, and caregiver (family responsibility) discrimination

	<ul style="list-style-type: none"> • Describe the concept of diversity and diversity management • Explain the various elements of a diverse workforce
Week 05	<p>Recruitment</p> <ul style="list-style-type: none"> • Define recruitment and describe the recruitment process • Summarize the environment of recruitment • Explain internal recruitment methods • Identify external recruitment sources • Summarize external recruitment methods • Describe alternatives to recruitment
Week 06	<p>Selection</p> <ul style="list-style-type: none"> • Explain employee selection and environmental factors that affect the selection process • Explain the importance of preliminary screening as well as reviewing applications and résumés • Describe the use of tests in the selection process • Explain the use of the employment interview • Explain the use of pre-employment screening and background checks • Explain the selection decision and the metrics for evaluating recruitment/selection effectiveness
Week 07	<p>Performance Management And Appraisal</p> <ul style="list-style-type: none"> • Describe performance management, performance appraisal, and the performance appraisal process • Explain the uses of appraisal and performance criteria • Describe the choice of various performance appraisal methods • Assess the effectiveness and limitations of performance appraisal practices • Explain how to conduct the appraisal interview • Summarize key trends in performance appraisal practice
Week 08	<p>Training And Development</p> <ul style="list-style-type: none"> • Define training and development (T&D) and summarize related practices

	<ul style="list-style-type: none"> • Describe the training and development process • Summarize some human resource management training initiatives • Explain the concept of careers and career planning approaches and methods • Describe management development • Define organization development (OD) and the learning organization
Mid Term Exam	
Week 10	<p>Direct Financial Compensation (Monetary Compensation)</p> <ul style="list-style-type: none"> • Summarize the usual components of a total compensation plan and the environment of compensation practice • Explain the direct financial compensation practices • Discuss job structures and how they are established • Summarize competitive pay policies, pay level and pay mix • Explain what pay structures are and how they are created • Review exceptions to the rules: compensation for sales representatives, contingent workers, and executives
Week 11	<p>Indirect Financial Compensation (Employee Benefits)</p> <ul style="list-style-type: none"> • Define indirect financial compensation (employee benefits) • Describe legally required benefits and the various kinds • Define discretionary benefits and explain the various types • Explain workplace flexibility (work-life balance) • Describe customized benefits plans • Summarize the issues of communicating information about benefits plans
Week 12	<p>Labour Unions And Collective Bargaining</p> <ul style="list-style-type: none"> • Explore the role of labor unions • Describe the basic union structure and organized labor's strategies for a stronger movement • Discuss laws affecting collective bargaining

	<ul style="list-style-type: none"> Summarize the formation of bargaining units and the collective bargaining process Describe the grievance procedure in a union environment Explain union decertification
Week 13	<p>Internal Employee Relations</p> <ul style="list-style-type: none"> Explain the concept of employment at will Describe the concept of discipline and summarize disciplinary action Explain employment termination of various occupational groups Explain the use of ombudspersons and alternative dispute resolution Describe transfers, promotions, resignations, and retirements as factors involved in internal employee relations
Week 14	<p>Employee Safety, Health, And Wellness</p> <ul style="list-style-type: none"> Explain the nature and role of safety, health, and wellness Discuss workplace safety programs Summarize the problems associated with workplace bullying and violence Discuss the negative effects of employee stress and burnout Explain substance abuse, substance abuse-free workplaces, and how to implement a drug-testing program Describe employee wellness programs and employee assistance programs
Week 15	<p>Global Human Resource Management</p> <ul style="list-style-type: none"> Discuss the evolution of global business and the context for global human resource management Summarize global staffing practices Describe global performance management and human resource development practices Discuss global compensation practices Explain global safety, health, and employee and labor relations Discuss globalization issues for small to medium-sized businesses
Final Examination	

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

Sr. No.	Nature of Activity	Description of Activity	Week	Expected Outcomes
1.	Mini case studies related to the topic	Case studies related to the concepts studied will be discussed by the students in the class		Will bridge the gap between concepts and the real life issues in HRM
2.	Performing Job Analysis	Students will be given different scenarios for which they have to perform job analysis		Students will learn how to perform job analysis
3.	Designing Advertisement for Job Opening	Students will be asked to design advertisements for different job openings		Students will learn designing job advertisements
4.	Designing Job Description/Job Specification	Students will be asked to design job descriptions and job specification for different jobs		Students will learn designing job descriptions and job specifications

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

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours						
Credit						

J. Teaching-Learning Strategies

- Lectures and Interactive Discussions
- Case Studies and Real-World Applications
- Workshops and Skill Development Sessions
- Group Projects and Presentations

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

Recommended Books:

1. Human Resource Management, 12 Edition by Gary Dessler and Biju Varkkey, Prentice Hall
2. HR Management through Policies and Procedures, Dr. Imran Haider Naqvi, LAMBERT Approach, IRWIN.
3. Human Resource Management, Text & cases, Fifth Edition by K Aswathappa, McGraw-Hill Companies
4. Human Resource Management; A critical Approach , by David G. Collings & Geoffrey Wood
5. Human Resource Management: A Critical Text by John Storey
6. Human Resource Management: Rhetorics and Realities by Karen Legge

K. Facilities Required (If any)

- Fully Equipped Class Rooms
- Multimedia Availability
- Sound Proof Class Rooms

L. Additional Information (If any)



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Name of Course Instructor: Dr. Saira Aziz

Signature: _____ Date: _____

Cluster Head (Name): _____

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

B. Faculty Member Information

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

C. Course Description and Objectives

This course is intended to provide students with advanced understanding of the concepts and principles of professional business communication and to support the development of their skills in interpersonal, spoken, and business related communications through practice and feedback. Students will be encouraged to participate actively in the course through their group presentations, reflections and academic writing. The main purpose of this course is to introduce the students with the basic principles and concepts for effective communication to tailor their communication effectively through the application of comprehension and analytical skills in listening and speaking. It builds on the experience and exposure necessary to develop outstanding presentations & communication talents. It examines the theoretical and practical concepts of public speaking. Finally, it encourages the students to create a standing and authority through well applied dialectic.

D. Course Learning Outcomes

This course intends a student to:

- Understand communication techniques and their importance in daily business life.
- Develop strong writing skills.
- Develop strong oral communication skills.
- Persuade audience with their communication abilities.

- Develop level of self-awareness and understanding of how self-awareness influences communication.
- Develop ability to communicate as a member of a team to identify and resolve communication problems in teams.
- Understand of communication patterns in organizations.

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:

- The process of communication within business organizations
- Language and nonverbal communication to communicate effectively
- Analysis of realistic business situations and selects the most appropriate communication strategy
- Use of correct English grammar, spelling, punctuation, mechanics and usage to write clear, Concise and complete messages
- Compares and contrasts various forms of business correspondence, including positive, Negative, informative and persuasive messages
- The process of researching, organizing, and composing written reports and proposals
- Translate the content of written reports into an oral format
- Present oral reports effectively, synthesizing information in written and oral form
- Effective listening behavior and Public speaking

G. Course Schedule / Weekly Course Outline

Topic Description	Week
Introduction to Communication skills • Importance of effective communication • Understanding business communication • Components of communication	Week 1
Communicating in teams and mastering listening and non-verbal communication skills • Inter-cultural communication • Communicating through technology • Concepts and problems of communication	Week 2
Qualities of communication within business organizations • Methods of communicating in business organizations • Written • Oral • Electronic	Week 3
Benefits of effective communication in your career • Challenge of communication in the global market • Background to intercultural communication • A concept of culture • An intercultural communication model • National cultural variables	Week 4
The 7 C's of Effective Communication • Business communication and the technology	Week 5
The process of preparing effective business messages • Five planning steps • Indirect (inductive) approach • Beginning and endings • Opening paragraphs/closing paragraphs	Week 6
Written Communications • Business Correspondence the art of good letter writing. • The Role of sentences and paragraphs, punctuation and clarity. • Writing effective and excellent business letters	Week 7
Written Communications • Openings building the main body, Logic and sequence. Effective endings, Style. Active vs. Passive. Creating typographic excellence on Computers. Letters for complaint. • Memos and other forms of Correspondence. • Minutes. Email.	Week 8
Mid Term Examination	
Written Communications • Writing Reports. • Outlines and guidelines on report writing, • Appraising a Draft Report, Sales Letters and Proposals. • The Use of Proposals. • Preparing a sales proposal. • Example Proposal	Week 9
Written Communications • Dictation Techniques. • Practical Working Sessions. • Analysis of success and failure in correspondence	Week 10
Oral Communications • Interviewing and Conducting Meetings. • Introduction to art of presentation speaking. • Techniques for reducing speakers' anxiety. • Choosing your topic and putting your speech together • Verbal and Non-verbal aspects of Delivery. • Body Language. • Language Knowledge. • Golden rules for presenters.	Week 11

Successful Speaking and Successful Listening • Strategies for improving oral presentation • Strategies for reducing stage fright • Strategies for improving listening skills	Week 12
Strategies for Successful Informative and Persuasive speaking • Purpose of informative and persuasive speaking • Kinds of informative and persuasive speaking • Audience analysis for informative and persuasive speaking • Organization for informative and persuasive speaking • Support for informative and persuasive speaking	Week 13
Final project & presentation	Week 14
Final project & presentation	Week 15
Final Term Examination	

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

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Individual Assignments	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



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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. Court Bovee, John Thill, Business Communications Essentials, Prentice Hall, Latest Edition
2. Raymond V. Lesikar (1996) Business Communication, Richard D. Irwin, Inc.
3. Bovee & Thill (1995) Business Communication Today, Latest Edition, McGraw-Hill
4. Shirley Taylor (1994) Communication for Business-A Practical Approach Latest Edition, Pitman Publishin
5. Murphy, Effective Business Communication, 7th edition.

Web-links

<https://www.mheducation.com/highered/business-communication.html>

<https://www.slack.com/blog/collaboration/effective-business-communication-techniques>

<https://www.apacentrepreneur.com/10-principles-of-effective-business-communications/>

<https://www.appvizer.com/magazine/communications/internal-communication/effective-business-communication>

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: _____



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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



UNIVERSITY OF SAHIWAL

Course Specification File*

*Extend the space where required

A. Course Identification and General Information

Faculty: Management, economics, and commerce	Department: DBA
Degree Program: BBA	Course Name: Business Economics
Course Code:	Course Category: General Education
Credit Value: 03	Course Level/Semester: 3rd
Nature of Course (Theory/Lab): Theory	Course Specific Requirement (If any): Quantitative reasoning I
Contact Hour: 45	Additional Information (If any):

B. Faculty Member Information

Name of Faculty Member: Shamrez Ali	Designation: Lecturer
Contact Details: +923235195061	Email: shamrezali@uosahiwal.edu.pk
Office No:	Office Visiting Hour: 10:00 am - 12:00 pm
Course Level/Semester: 3rd	Additional Information (If any):

C. Course Description and Objectives

The course objectives of microeconomics typically revolve around understanding the principles and concepts that govern individual economic agents' behavior, such as consumers, firms, and markets. Here are common objectives for a microeconomics course:

- Students should comprehend the fundamental concepts of supply and demand and how they interact to determine prices and quantities in markets.
- Understanding price elasticity of demand and supply, income elasticity, and cross-price elasticity, and their significance for decision-making by consumers and producers.
- This involves understanding how individuals make choices regarding consumption, considering factors like preferences, budget constraints, and utility maximization.
- Students should learn about the production process, cost structures, and how firms make decisions regarding production levels and input usage.
- Understanding the different types of market structures such as perfect competition, monopoly, oligopoly, and monopolistic competition, and analyzing their implications for efficiency and market outcomes.
- Introducing basic game theory concepts and applying them to analyze strategic interactions among economic agents.

D. Course Learning Outcomes

Here are common outcomes associated with microeconomics:

- Students should demonstrate a solid understanding of the fundamental principles of microeconomics, including supply and demand, consumer choice, production, and market structures.
- Students should be able to analyze and interpret economic data, graphs, and models to understand economic relationships and make predictions about market behavior.
- Students should be able to apply microeconomic theories and concepts to real-world scenarios and problems, including understanding the behavior of firms and consumers in various market structures.
- Students should develop the ability to make informed decisions based on economic analysis, considering factors such as costs, benefits, trade-offs, and incentives.

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 the general and economic 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

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

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

F. Course Contents / Topics to be Covered.

Introduction of Economics and branches of Economics, Economic systems, Input and Output Markets, Demand, Supply, and Market Equilibrium, Applications of Demand and Supply, Elasticity and its implications, Theory of production, Theory of Cost, Profit maximization and firms' decision making under perfect competition ,Pricing and Output decision under Monopoly, Market strategies and Price strategy under Monopolistic Competition, Market strategies and Price strategy under oligopolistic Competition.

G. Course Schedule / Weekly Course Outline

Topic Description	Week
<ol style="list-style-type: none"> 1. Introduction to Economics 2. Economic Problem 3. Types of Resources 4. Branches of Economics 5. Capitalism 6. Socialism 7. Mixed Economic System 8. Islamic Economic System 	1,2
<ol style="list-style-type: none"> 1. Input Markets (Land, Labor, and Capital Market) 2. Output Market (Product Market) 3. Theory Demand 	3,4
<ol style="list-style-type: none"> 1. Theory of Supply 2. Market Equilibrium 3. Shortage 4. Surplus 	5,6
<ol style="list-style-type: none"> 1. Price Ceiling 2. Price floor 3. Consumer and Producer Surplus 4. Subsidies and Tax Incidence 	7

<ol style="list-style-type: none"> 1. Firms and its primary & secondary goals 2. Accounting and economic profit 3. Theory of Production 4. Total product, Marginal Product, Average Product 5. Law of Diminishing Returns 6. The selection of technology to produce the given level of Output 	8,9
<ol style="list-style-type: none"> 1. Theory of Cost 2. Total Cost, Total Variable cost, Marginal Cost, Fixed Cost, Average Total Cost, Average Fixed Cost, Average Variable Cost 3. Returns to Scale (Increasing, Decreasing, and Constant returns to scale) 4. Economies of Scale, Diseconomies of Scale, Efficient Scale 	10,11
<ol style="list-style-type: none"> 1. Profit maximization under perfect competition 2. Shut down of production plant 3. Output Decision Making associated with profit maximization. 	12
<ol style="list-style-type: none"> 1. Monopoly 2. Monopolistic Competition 3. Oligopolistic Competition 	12,13
<ol style="list-style-type: none"> 1. Cartels and tacit Cartels 2. Output and Pricing decisions under Cartels 3. Output and Price War in oligopolistic competition. 4. The basic use of game theory to understand the Output and Price War and their final outcome in oligopolistic competition. 	14, 15

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

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Quiz		6 th	Assess the concepts of demand, supply and consumer choices.
2	Group Assignment		12 th 9 th &	To give understanding on different types of market structures such as perfect competition, monopoly, oligopoly, and monopolistic competition, and analyzing their implications for efficiency and market outcomes.
3	Group Presentation		15 th	To assess the grip on their subject core concepts.

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



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	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	45	0	0	0	0	03
Credit	45	0	0	0	0	03

J. Teaching-Learning Strategies

Class lectures, YouTube Videos, Article reading, Newspaper reading.

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

- Karl, E., Fair, R. C., & Oster, S. Principles of Macroeconomics & MyEconLab Student Access Code & MEL.
- Mankiw, N. G., Kneebone, R. D., McKenzie, K. J., & Rowe, N. (2007). Principles of macroeconomics.

K. Facilities Required (If any)

Multimedia and soft copies of books

L. Additional Information (If any)

Name of Course Instructor: _____ Shamrez Ali _____

Signature: _____ Date: _____ 02/04/2024 _____



UNIVERSITY OF SAHIWAL

Cluster Head (Name): _____

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

B. Faculty Member Information

Name of Faculty Member:	Designation: Visiting Lecturer
Contact Details:	Email:
Office No:	Office Visiting Hour: 11:00-12:00 (Mon-Tue)
Course Level/Semester: 03	Additional Information (If any):

C. Course Description and Objectives

The course is designed to introduce the students with sociological concepts and the discipline. The focus of the course will be on significant concepts like social systems, social structures and social processes. Moreover, this course help students to study important events in broader social contexts by understanding how political, economic, and cultural forces constitute social life. This course involves an explanation of and active practice in using the sociological perspective to examine the world around us.

D. Course Learning Outcomes

At the completion of this course, the student will:

- Understand the kinds of questions sociologists have typically addressed and the role sociology plays in contributing to our understanding of social reality.
- Understand the connection between the individual and society.
- Use the methods sociologists use to answer important questions about society.

- Use the sociological imagination to understand their role in making, maintaining, or changing society.

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 Sociology and its relevance to business studies
- Sociological Perspective
- Sociological thoughts and Social Research
- Social Interaction, its types and forms
- Social Groups and its types
- Community and its types
- Social status and deviance
- Culture
- Socialization, personality and social institutions
- Social problems (General)
- Social problems of Pakistan
- Collective behaviors

G. Course Schedule / Weekly Course Outline

Topic Description	Week
Introduction a. Definition, Scope, Subject Matter and Applications b. Sociology as a Science c. Historical back ground of Sociology d. Industrial Sociology	Week 1
Sociological thoughts and Social Research a. Theoretical perspectives of sociology b. Difference between social thought and theory c. Social research and its process	Week 2 & 3

Basic Concepts	
a. Social Interaction; Definition, Process and Types	
b. Social Action; Definition, Components and Types	Week 4 & 5
c. Group, Community, Society	

Social Groups	
a. Definition & Functions	
b. Types of social groups	
i. In and out groups	
ii. Primary and Secondary group	
iii. Reference groups	
iv. Informal and Formal groups	
v. Pressure groups	

Culture	
a. Definition, aspects and characteristics of Culture	
i. Material and non-material culture	
ii. Ideal and real culture	
b. Elements of culture	
i. Beliefs	
ii. Values	
iii. Norms and social sanctions	
c Organizations of culture	
i. Traits	
ii. Complexes	
iii. Patterns	
iv. Ethos	
v. Theme	
d. Other related concepts	
i. Cultural Relativism	
ii. Sub Cultures	
iii. Ethnocentrism and Xenocentrism	
iv. Cultural lag	

Social Institutions

- a. Family
 - i. Definitions, Functions
 - ii. Types in Pakistan
- b. Religion
 - i. Definitions, Functions
 - ii. Religion and Society
- c. Education
 - i. Definitions, Functions
 - ii. Types of Education in Pakistan
- d. Economics
 - i. Definitions, Functions
 - ii. Economical Activities in Pakistan
- e. Politics
 - i. Definitions, Functions
 - ii. Political Parties in Pakistan

Week 9 & 10

Socialization & Personality

- a. Personality, Factors in
Personality Formation
- b. Socialization, Agencies of
Socialization
- c. Role & Status

Week 11

Deviance and Social Control

- a. Deviance and its types
- b. Social control and its need
- c. Forms of Social control
- d. Methods & Agencies of Social
control

Week 12

Collective Behavior

- a. Collective behavior, its types
- b. Crowd behavior
- c. Public opinion
- d. Propaganda
- e. Social movements
- f. Leadership

Week 13

Major Social Problems of Pakistan

Week 14

Class presentations and course revision

Week 15

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

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
1	Quiz		4 th	To analyze the understanding of students with course core concepts
2	Group Assignment		9 th & 12 th	Application of sociologists methods used to answer important questions about society.
3	Group Presentation		15 th	Analyze the understanding of 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



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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

- Macionis, John J. 2013. 15th Edition Sociology New Jersey: Prentice-Hall.
- Macionis, John J. 2006. 10th Edition Sociology New Jersey: Prentice-Hall

Other Reading

- Macionis, John J. 2005. *Sociology* 10th ed. South Asia: Pearson Education

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): _____



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: Business, Economics and Commerce	Department: Business Administration
Degree Program: BBA /BBIS	Course Name: Civics and Community Engagement
Course Code:	Course Category: General
Credit Value: 03	Course Level/Semester: 3rd
Nature of Course (Theory/Lab): Theory	Course Specific Requirement (If any): No
Contact Hour: 01	Additional Information (If any):

B. Faculty Member Information

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

C. Course Description and Objectives

Introduction to community service as it relates to community organizations, businesses, or civic institutions allowing students to gain skills in advocacy and civic engagement through community service experiences, research, and reflection. Students explore experiential education, theories of service and service learning, strategies for facilitation, and effective practice. The course integrates practical experience in leading service learning projects. The course allows students to balance action with critical reflection in service-learning practice.

D. Course Learning Outcomes

The student will be able to:

1. Describe social, cultural, and political forces that impact communities and decision-making (PLO 9.2).
2. Identify and assess the basic components of effective service learning.
3. Assess community service opportunities as a strategy for creating more just communities and preparing students for lifelong community participation.
4. Describe the essential elements of designing high-quality service-learning projects.

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



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F. Course Contents / Topics to be Covered.

This module will cover the following contents:

- Social, cultural, and political forces that impact communities
 - Infrastructure of community agencies
 - Political implications
 - Societal and cultural considerations
 - Economic realities
 - Networking and relationship-building
 - Interface patterns between service agencies and other public and for-profit organizations
- Basic components of service learning
 - Self-reflection as an element of service learning
 - Critical thinking in service learning
- Community service as a strategy for creating more just communities and preparation for lifelong community participation
 - Enhance student learning and development through service learning
 - Develop campus-community relationships
 - Integrate service-learning into post-college choices
 - Assess advocacy and service as a mechanism for change
- Design a service learning experience
 - One-time and short-term service learning experiences
 - Elements of an effective service learning environment

G. Course Schedule / Weekly Course Outline

Topic Description	Week
Social, cultural, and political forces that impact communities	Week 1 & 2
Infrastructure of community agencies	Week 3
Political implications Economic realities	Week 4
Societal and cultural considerations	Week 5

1. Networking and relationship-building	Week 6
2. Interface patterns between service agencies and other public and for-profit organizations	
<ul style="list-style-type: none"> • Basic components of service learning <ol style="list-style-type: none"> 1. Self-reflection as an element of service learning 2. Critical thinking in service learning 	Week 7 & 8
<ul style="list-style-type: none"> • Community service as a strategy for creating more just communities and preparation for lifelong community participation (Enhance student learning and development through service learning) 	Week 9
Develop campus-community relationships	Week 10
Integrate service learning into post-college choices	Week 11
Assess advocacy and service as a mechanism for change	Week 12
<ul style="list-style-type: none"> • Design a service learning experience <ol style="list-style-type: none"> 1. One time and short-term service learning experiences 2. Elements of an effective service learning environment 	Week 13
Course Revision	Week 14
Group Presentation	Week 15

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

Sr. No	Description of Activity	Nature of Activity	Week	Expected Outcomes
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1	Quiz		4 th	To analyze the understanding of students with course core concepts
2	Group Assignment		9 th & 12 th	Application of Interface patterns between service agencies and other public and for-profit organizations
3	Group Presentation		15 th	Analyze the understanding of 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

Books

- Sipe, James W.. Seven Pillars of Servant Leadership. 2009.
- Applied Research Center. Millennials, Activism, and Race. 2012.

Other Reading

- Gottlieb, K., and G. Robinson. A Practical Guide for Integrating Civic Responsibility into the Curriculum. 2002.
- O’Grady, C., editor. Integrating Service Learning and Multicultural Education in Colleges and Universities. 2000.
- Bowen, Glenn. Civic Engagement in Higher Education: Resources and References. 2010.

K. Facilities Required (If any)



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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:

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

A. Course Identification and General Information

Faculty: Management Sciences	Department: Department of Business Administration
Degree Program: BBIS/ BBA (Hons)	Course Name: Financial Accounting-II
Course Code:	Course Category: General Course
Credit Value: 03 Hours	Contact Hour: 01 Hour Per Lecture
Nature of Course: Theory & Numeric	Course Specific Requirement (If any):

B. Faculty Member Information

Name of Faculty Member: Riaz Hussain Ansari	Designation: Lecturer
Contact Details:0300-983-3964, 0331-861-7899	Email: riazhussain@uosahiwal.edu.pk
Office No:040-9200430-32	Office Visiting Hour: 09:00 AM to 5:00 PM
Course Level/Semester: Undergraduate / 3 rd Semester Morning / Evening	

C. Course Description and Objectives

In this subject student will be able to understand the basic concepts and terminologies used in accounting, Accounting equation, Double entry book keeping, and Accounting cycle: Journal, Ledger, Trial Balance and preparation of Financial Statements. Bank Reconciliation Statement, Accrual Accounting, Provision for Bad and Doubtful Debts, Accounting for Fixed Assets and Depreciation, Control Accounts, Rectification of Errors, Final Account with Adjustments, Manufacturing Account, Accounting for Inventories, Accounting for Partnership Firms, Preparation of Company Financial Statements and Statement of Cash Flows at the successful completion of this subject.

D. Course Learning Outcomes

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

- ❖ basic concepts and different terminologies used in accounting (PLO-1)
- ❖ accounting equation, double entry book keeping, examine the transactions and records the transaction using this system(PLO-1)
- ❖ preparation of complete accounting cycle (Journal, Ledger, Trial Balance and Financial Statements) (PLO-1)

- ❖ concepts of preparing the Bank Reconciliation Statement due to various causes of difference arises between cash book and bank statement(**PLO-2**)
- ❖ accounting treatment, record keeping and application of accrual Accounting & Provision for Bad and Doubtful Debts, Control Accounts (**PLO-2**)
- ❖ accurate preparation of an organization's financial statements (Income Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement) in the presence of accruals, provision for Bad and Doubtful Debt and other adjustments (**PLO-2**)
- ❖ concept and procedure to rectify the errors in real books of accounts
- ❖ preparation of Manufacturing Account, accounting for Inventories, accounting for Partnership Firms and companies (**PLO-1**)
- ❖ the treatment and record keeping of inventory fixed asset and depreciation (**PLO-1**)

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:

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

F. Course Contents / Topics to be covered.

This course includes the contents of basic concepts and different terminologies used in accounting, accounting equation, double entry book keeping, examine the transactions and records the transaction using this system, preparation of complete accounting cycle (Journal, Ledger, Trial Balance and Financial Statements). Company Final Accounts, Company Financial Statement Analysis.

G. Course Schedule / Weekly Course Outline

Topic Description	Week
Accounting and its role • Development of accounting • Accounting Theory and Conceptual framework • Accounting Defined • Why study Accounting • Financial statements • Major fields of Accounting • Accounting as a Career	Week 01
Basic Accounting Concepts • The Entity Concept • The Reliability (or Objectivity) principle • The cost Principle • The Going-Concern Assumptions • The Stable Currency Assumptions • Ethics-the-Most Fundamental Principle of Accounting • Qualitative characteristics of Financial statements	Week 02
The recording process • The Recognition Issue • The Valuation Issue • The Classification Issue • The Recording Process	Week 03
• Analysis of Transaction • The Journal • The Ledger • Balancing the Accounts	Week 04
Preparation of Financial Statements • Preparing Trial Balance • Locating and correcting errors in recording process • Preparing Profit and Loss Account and Balance Sheet	Week 05
The adjusting and closing entries • Need for Adjusting Entries • Recording adjusting entries • Preparing adjusted trial balance • Recording closing entries • Preparing post-closing trial balance • Preparing work-sheet • Preparation of Financial Statements	Week 06
Accounting for trading organization • The Purchase Function • Accounting for Purchases and Sales • Return and allowances • Periodic System 43 • Perpetual System • Worksheet • Preparation of financial Statements • Departmental Accounts	Week 07
Accounting Systems • Developing a System • Subsidiary Journals • Subsidiary ledgers • Cash Book • Petty cash book • Control Accounts	Week 08

Cash and temporary investment • Nature and Composition of Cash • Cash Management and Control • Maintaining Bank Account • Bank Reconciliation • Short term investments	Week 09
Company final Accounts • Preparing Final Accounts o Profit & Loss Account o Appropriation Account o Balance Sheet • Published Annual Reports	Week 10
Accounting for debtors and stock • Accounting Treatment of Bad Debts • Direct write-Off Method • Aging Schedule • Percentage of Sales Method • Recoveries of Bad debts • Stock • Measurement of Stock Quantity • Measurement of Stock Cost • Perpetual Stock System • Periodic Stock System	Week 11
Accounting for property, plant and equipment • Property, Plant and Equipment • Lump-sum Purchase • Subsequent Expenditure • Depreciation methods • Revaluation • Review of Useful life • Intangible Assets and Amortization • Wasting Assets and Depletion	Week 12
Analysis of Financial Statements • Ratios • Trend analysis • Common size analysis, Company Final Accounts.	Week 13
Shares Capital, Redeemable Capital, Partnership,	Week 14
Analysis of Financial Statements through Graphical Presentation • Ratios • Trend analysis • Common size Case Study...	Week 15

H. Schedule of Assignments/ Quiz / Academic/Reserach 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	Tern Project	Written	2 to 15	<i>Students will demonstrate competence in written communication.</i>

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

	Lecture	Tutorial	Laboratory/ Studio	Practical	Other	Total
Contact Hours	03		---			
Credit						

J. Teaching-Learning Strategies

In this course, different teaching-learning strategies may be applied (Firstly enhance the importance & concept this course, develop the strategies to apply this course in practical organization and finally evaluating the results & making comparison to grow more.

Teaching methodology constitute a combination of numerous approaches such as Lecturing (with lecture slides / Handouts / Reference Books), class room question solving from practice Exercise and series of feedback sessions on practical Financial Accounting Activity with individual / Group of students.

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

1. Williams, Haka, Bettner: Financial & Managerial Accounting, Latest Edition, Prentice Hall
2. Professor Muhammad Ammanullah Khan: Financial Accounting, Latest Edition
3. Frank Wood's: Business Accounting 1, Eleventh Edition
4. Meigs and Meigs, Accounting for Business Decision, 9th Edition/Latest Edition.
5. **Principles of Financial Accounting by Dupree .**
6. Principles of Financial Accounting by K.D Larson.

Facilities Required:

URL: <http://www.quickmba.com/accounting>

Description: Concepts of accounting

Different software required to understand the implementation of this course :

Name of Softwar: Quick Books, Peach Tree, etc



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K. Additional Information (If any)

Description: Basic concept of Accounting
<http://www.investopedia.com/dictionary/default.asp>

Name of Course Instructor: Riaz Hussain Ansari

Signature: _____ Date: _____

Cluster Head (Name): _____

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**