

AI^oU

BS/BBA Prospectus

AUTUMN 2017

BBA (4 Years)

BS (Computer Sciences)

BS (Accounting & Finance)



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

داخلہ کے خواہش مند طلباء و طالبات کے لیے اہم ہدایات

- 1 یونیورسٹی کے داخلے سال میں دو مرتبہ ہوتے ہیں:
- 2 سمسٹر بہار کے داخلے ماہ فروری کے دوران ہوتے ہیں اور سمسٹر خزاں کے داخلے ماہ اگست کے دوران ہوتے ہیں۔
- 3 اگر آپ سمسٹر بہار (فروری) میں پہلا داخلہ لے رہے ہیں تو دوسرے سمسٹر خزاں کی داخلہ فیس (اگست) میں جمع کروانا ہوگی۔
- 4 اگر آپ سمسٹر خزاں (اگست) میں پہلا داخلہ لے رہے ہیں تو دوسرے سمسٹر بہار کی داخلہ فیس (فروری) میں جمع کروانا ہوگی۔
- 5 کسی بھی سمسٹر میں داخل طالب علم کو جاری طلبہ (Continuing Student) کہا جاتا ہے۔ ان جاری طلبہ (Continuing Student) کو اگلے سمسٹر کے لیے کمپیوٹرائزڈ داخلہ فارم بذریعہ ڈاک بھجوائے جاتے ہیں جو کہ مجوزہ فیس کے ساتھ مقررہ تاریخوں کے دوران منظور شدہ بنکوں میں جمع کروانا ہوتے ہیں۔
- 6 اگر کسی طالب علم کو کمپیوٹرائزڈ داخلہ فارم نہ ملے تو یونیورسٹی کی ویب سائٹ (www.aiou.edu.pk) سے جاری طلبہ کا داخلہ فارم ڈاؤن لوڈ کر کے اُوپر دیئے گئے مہینوں کے دوران طریقہ کار کے مطابق فیس اور داخلہ فارم بنک میں جمع کروائیں۔ بصورت دیگر یونیورسٹی پر داخلہ کی ذمہ داری نہ ہوگی۔

SEMESTER SCHEDULE

S.No.	Activity	Spring Semester	Autumn Semester
1.	Admissions	February - March	August - September
2.	Mailing of Books	May - June	November - December
3.	Study Period	June - September	December - March
4.	Workshops	September	March
5.	Examinations	October - November	April - May
6.	Results	January - February	July - August
Note:	Scheduled dates for tutorials and workshop are given in Tutorial Schedule send with books. For venue, please contact concerned regional offices.		

PROSPECTUS

OF

BS/BBA (4 years) Programs

For

SEMESTER: AUTUMN, 2017



Allama Iqbal Open University, Islamabad

Price Rs.500/-

(All Rights are Reserved with the Publisher)

Semester:.....	Autumn 2017
Year of Printing:	2017
No. of Copies:	800
Composed by:	Tariq Mahmood Butt
Price:	Rs.500/-
Printer:.....	Printing Press, AIOU, Islamabad.
Publisher:	Allama Iqbal Open University,
.....	H-8, Islamabad.

CONTENTS

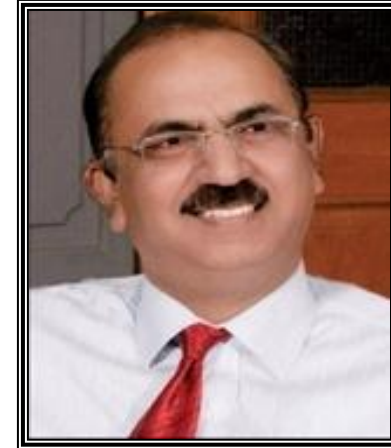
	Page
VICE-CHANCELLOR MESSAGE	1
ALLAMA IQBAL OPEN UNIVERSITY	3
FACULTY OF SCIENCES	3
DEPARTMENTS/PROGRAMS OFFERED	
Department of Computer Science	5
BS (CS) Computer Science.....	5
FACULTY OF SCIENCES	11
DEPARTMENTS/PROGRAMS OFFERED	
Department of Commerce	12
BS (Accounting and Finance).....	12
Department of Business Administration	15
BBA (4 years)	16
GENERAL INFORMATION	22
Regulations for Refund of Admission Fee.....	24
Important Telephone Numbers	25
AIOU Regional Coordinating Office Addresses	26

Vice-Chancellor's Message

Dear Student,

السلام عليكم

Welcome to Allama Iqbal Open University, the first Distance Education University in South Asia, that caters to the educational needs of 1.3 million students to enable them to study at their own place, at their own pace and at their own convenience. The University goes to the doorsteps of the students, irrespective of the distance and location of students. One can become a student of this university at any age as we consider education a life-long and continuous process. The University has a vast menu of educational programs at different levels, starting from basic literacy programmes to the PhD programmes. The courses are regularly revised in order to keep them contemporary, relevant, and internationally compatible. Self explanatory course material helps the students to comprehend the course concepts without physical presence of the teacher. The self-assessment activities, included in the books, help ensure the acquisition of learning outcomes. This university offers maximum number of specializations at post-graduate level through four faculties - Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The faculty members at the university and a huge network of tutors, resource persons, specialists and experts make sure that the courses being offered in these programmes enable the students to become independent learners and critical thinkers. Post-graduate level studies invite you to critically examine what has already been done in your field of interest and then research to offer innovations.



I welcome you to the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.

(Prof. Dr. Shahid Siddiqui)
Vice Chancellor, AIOU

1. ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study

centres wherein the students of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

FACULTY OF SCIENCES

Faculty of Sciences forms an important and integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research

departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousands students. The Faculty operates under the basic guidelines of the University Act and on “Education for All as Convenient” basis so that maximum students get benefit from its academic programmes and educational facilities. This principle has necessitated some structural changes in the non-formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite successful and many of its in-service students are benefiting from the postgraduate study programmes. Improvement in qualifications for a better life is a right of everyone and the Faculty’s programmes meet this challenge by offering opportunities to all. In particular a significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics & Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for

practical work, teaching and research, and instrumentation labs for analysis.

Two Model labs have been developed in the Research Complex with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is significant for training of teachers since under the new educational policy four-year BS programme has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the roll of the Faculty of Sciences. Their role in the planning, designing and development of courses to meet student’s needs is vital. Faculty members also engage in imparting and supervising of instructions so that high standards are maintained. In addition highly qualified and experienced professors are also engaged on contractual basis or as part time instructors for postgraduate study programmes. The Faculty is also offering academic positions under the tenure-track system to attract the best minds in scientific and technological fields.

Research is an integral part of the postgraduate study programmes leading to MSc, MPhil and PhD degrees in Agricultural Sciences, Chemistry, Computer Sciences, Home and Health Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission (HEC).

The Faculty has also launched BS programme in Chemistry and Microbiology from semester Spring 2009. The four-year BS programme is structured according to the recent policies of the Higher Education Commission for the improvement of the standard of education so as to bring it at par with the international standards.

DEPARTMENT OF COMPUTER SCIENCE

Introduction:

The Department of Computer Science was established in the year 2000. The Department has received recognition nationwide due to its quality education. The department had developed curricula of the academic programmes at various levels to meet the national and international standards as defined by Higher Education Commission. The curricula include PhD (computer Science), MS (Computer Science), BS (Computer Science) and Postgraduate Diploma (PGD) in Computer Science.

The department is equipped with latest computers and services including a digital class room and multimedia courseware development lab. The department has its own library in addition to central library of the university. The department practices the multi-method teaching methodology i.e. face-to-face regular classes for BS (Computer Science) and MS (Computer Science). *The online methodology is practiced for PGD (Computer Science) AND Foreign Language (French). The facilities of*

Video/Teleconferencing are also in use for lectures/consultations in research oriented degree of MS/PhD (Computer Science). In addition, the department also has a flavor of distance teaching in selected courses of BS (Computer Science) programme like English, Pakistan Studies, and Islamic Studies etc.

Besides graduate and undergraduate teaching, the department is actively involved in research and development. For this purpose Multimedia Centre and Open Learning Institute of Virtual Education (OLIVE) have been established at AIOU. In addition to research activities in the area of software engineering communication, networking, and multimedia, the department focuses on the e-learning research in instruction design, communication, course management, e-assessment, and other related areas of e-learning.

BS (Computer Science) Programme

a) Introduction:

BS (Computer Science) programme provides a good mix of courses in computer science, social science, basic sciences, management, and humanities. The BS (Computer Science) courses are aimed at core computer science field and include theoretical foundation and skills in computing and programming. The BS (CS) graduates will be eligible to apply for admission in postgraduate studies in many international universities, since the BS (CS) curriculum meets the requirements of IEEE/ACM Curriculum

Recommendations Committee. They will also be eligible to get admission in the MS (CS) Programme of AIOU.

The BS (CS) is 140 credit hours programme and may be completed in minimum four years (eight semesters). Two semesters are offered in a year as Spring and Autumn. The duration of each semester is 18 weeks.

Note: The maximum time limit to complete the BS (CS) Programme is Seven Years from the date of first registration of the student in this programme.

b) Objectives

- To develop professionals in
- The field of Computer Science.
- To provide high quality education at low cost.
- To provide knowledge to individuals seeking computer skills to increase their job opportunities in their current careers or to pursue new careers.
- To learn in-depth knowledge of computer languages, Software Engineering, computer architecture, large-scale system software and multimedia in the design.
- To provide outreach for rural areas.
- To provide sufficient conceptual and skill based know how so that successful graduates could initiate IT career in industry and academia.

c) Eligibility

Candidates having intermediate or equivalent qualification from any recognized institution with at least 45% marks.

d) Offering of BS (CS) Programme at Rawalpindi, Islamabad & Lahore

Department of computer Science is offering BS (CS) Programme at **Rawalpindi, Islamabad & Lahore**. The classes shall be conducted at Approved Study Centers.

e) Offering of BS (CS) Programme at Umer Kot, Dera Ghazi Khan, Rahim Yar Khan, Multan and Bahawalpur

The Department of computer Science is also offering BS (CS) Programme at Umer Kot, Dera Ghazi Khan, Rahim Yar Khan Multan and Bahawalpur using modern technologies. Under this programme, the course work will be conducted through video-conferencing /internet. Distance Education will be delivered by faculty members from Department of Computer Science. A local faculty member/staff will be provided to assist in administrative and teaching assignments. All assessments will be performed as per rules of the University.

1. Applying/Admission Procedure

The completely filled original admission form along with all academic credential and **First Semester fee** shall be submitted in authorized bank branches on or before the closing date of admission.

2. Selection Criteria

Admission will be given to **all candidates** satisfying the eligibility requirements, subject to viable group of students at the selected Approved Study centers in Lahore, Islamabad, Rawalpindi and selected regions such as Umer Kot, Dera Ghazi Khan, Rahim Yar Khan, Multan and Bahawalpur.

f) Scheme of Study

Semester 1

Code	Title	Cr. Hrs.	Fee (Rs.)
9407	English-I+	3(3+0)	460
9402	Pakistan Studies+	3(3+0)	460
9401/418	Islamic Studies/Ethics+	3(3+0)	460
3400	Introduction to ICT	3(2+1)	5110
3401	Mathematics for Computing-I	3(3+0)	5110
3437	Basic Electronics	3(2+1)	5110

Semester 2

Code	Title	Cr. Hrs.	Fee (Rs.)
9413/ 9414	Foreign Language (Arabic+) / (French*)	3(3+0)	460 with Arabic and 3400 with French Online
3454	Linear Algebra	3(3+0)	5110
3409	Digital Logic Design	4(3+1)	6800
3407	Programming Language-I	4(3+1)	6800
3403	Mathematics for Computing-II	4(3+1)	6800

Semester 3

Code	Title	Cr. Hrs.	Fee (Rs.)
3406	Discrete Mathematics	4(4+0)	6800
3438	Computer Communications & Networks	4(3+1)	6800
3411	Programming Language-II	4(3+1)	6800
3456	Business Communication	3(3+0)	5110
3453	Computer Organization & Assembly	3(2+1)	5110

Semester 4

Code	Title	Cr. Hrs.	Fee (Rs.)
3496	Ordinary Differential Equations	3(3+0)	5110
3447	Statistics & Probability	3(3+0)	5110
3416	Computer Architecture	3(3+0)	5110
3408	Data Structure	3(2+1)	5110
3415	Programming Languages-III	3(2+1)	5110
3457	Management Theory & Practice	3(3+0)	5110

Semester 5

Code	Title	Cr. Hrs.	Fee (Rs.)
3414	Software Engineering-1	4(4+0)	6800
3452	Theory of Automata	3(3+0)	5110
3466	Analysis & Design of Algorithms	3(3+0)	5110
3410	Database-1	4(3+1)	6800
3439	Operating System	4(4+0)	6800
4470	**BS Internship Seminar	0	0

Semester 6

Code	Title	Cr. Hrs.	Fee (Rs.)
3449	Human Computer Interaction	3(2+1)	5110
3412	Research Methods	3(3+0)	5110
3451	Artificial Intelligence	3(3+0)	5110
3461	Management Information System	3(3+0)	5110
3497	Information Security	3(3+0)	5110
3468	Compiler Construction	3(3+0)	5110

Semester 7

Code	Title	Cr. Hrs.	Fee (Rs.)
3498	Software House Practices	3(3+0)	5110
3499	Mobile Application Development	3(2+1)	5110
-	CS Major-I	-	
-	CS Major-II	-	
-	CS Major-III	-	

Semester 8

Code	Title	Cr. Hrs.	Fee (Rs.)
-	CS Major-IV	-	
-	CS Major-V	-	
-	CS Major-VI	-	
3475	Project	6(0+6)	11840

* The course is offered in online mode in collaboration with Government of France.

+ These courses are offered in distance learning mode.

**BS Internship Seminar: The student will be assigned an internship task that he/she should complete in 4-6 weeks and give a seminar.

Note: 3 (3 + 0) means 3 hours lecture per week,
 3 (2 + 1) means 2 hours lecture and 3 hours lab per week,
 4 (3 + 1) means 3 hours lecture and 3 hours lab per week,
 4 (4 + 0) means 4 hours lecture per week.

The 3475 project course (6 credit hours) is compulsory. In addition the student may take 20 credit hours from the Computer Science Major list. University may add major area or may add courses to a major area.

Major Areas of Specialization (BS (CS) Electives)**Software Engineering**

Code	Title	Cr. Hrs.
3465	Software Engineering-II	3(3+0)
3467	Database-II	3(3+0)
3464	Object-Oriented Analysis & Design	3(3+0)
3481	Design Patterns	3(3+0)
3482	Software Architecture	4(4+0)
3483	Software Quality & Testing	4(4+0)
3475	Project	6(0+6)

Information Technology

Code	Title	Cr. Hrs.
3442	IT Marketing Concepts	3(3+0)
3445	Database Administration	3(2+1)
3444	Network & System Administration	4(3+1)
3471	Introduction to E-Business	4(3+1)
3472	IT Services Management	3(3+0)
3473	Computer Law	3(3+0)
3475	Project	6(0+6)

Networking

Code	Title	Cr. Hrs.
3476	Networking Strategy	3(3+0)
3444	Network & System Administration	4(3+1)
3484	Data & Network Security	3(3+0)
3485	Distributed Computing	4(4+0)
3486	Wireless Networks	3(3+0)
3487	Network Programming	3(2+1)
3475	Project	6(0+6)

Multimedia

Code	Title	Cr. Hrs.
3446	Web Design Tools	4(3+1)
3478	Multimedia Script Writing	3(2+1)
3462	Multimedia Systems	3(3+0)
3479	Multimedia Design	3(2+1)
3480	Audio & Video Production	3(2+1)
3469	Computer Graphics	4(4+0)
3475	Project	6(0+6)

General

Code	Title	Cr. Hrs.
3465	Software Engineering–II	3(3+0)
3467	Database-II	3(3+0)
3464	Object-Oriented Analysis & Design	3(3+0)
3481	Design Patterns	3(3+0)
3482	Software Architecture	4(4+0)

3483	Software Quality & Testing	4(4+0)
3442	IT Marketing Concepts	3(3+0)
3445	Database Administration	3(2+1)
3444	Network & System Administration	4(3+1)
3471	Introduction to E-business	4(3+1)
3472	IT Services Management	3(3+0)
3473	Computer Law	3(3+0)
3476	Networking Strategy	3(3+0)
3484	Data & Network Security	3(3+0)
3485	Distributed Computing	4(4+0)
3486	Wireless Networks	3(3+0)
3487	Network Programming	3(2+1)
3446	Web Design Tools	4(3+1)
3478	Multimedia Script Writing	3(2+1)
3462	Multimedia Systems	3(3+0)
3479	Multimedia Design	3(2+1)
3480	Audio & Video Production	3(2+1)
3469	Computer Graphics	4(4+0)
3404	Physics	4(4+0)
3402	Programming Concepts	4(3+1)
3413	Data Communication	4(4+0)
3477	Design Fundamentals	3(3+0)
3418	Networking Design	3(3+0)
3417	Numerical Analysis	3(2+1)
3475	Project	6(0+6)

The Department of Computer Science reserves the right to offer or may not offer listed specialization area or a particular course depending upon the available

faculty/laboratory resources and viable student's enrollment. The department may add other specialized areas or may add elective courses to any specialized defined area.

g) Assessment

Course Work: The following assessment criteria are applied to BS (Computer Science) programme:

ASSESSMENT TYPE		COURSE TYPE							
		Face to Face		Distance Learning		French Online		Project	
		Qty	Wt (%)	Qty	Wt (%)	Qty	Wt (%)	Qty	Wt (%)
	Assignments	2	10	2	30	2	10	-	-
	Midterm Test or Lab	1	20	-	-	1	20	-	-
	Presentation	-	-	-	-	-	-	4	30
Final	Written Paper	1	70	1	70	1	70	-	-
	Viva Voce	-	-	-	-	-	-	1	70
Total Marks (%)		100		100		100		100	

The passing of a course requires aggregate scoring in continuous assessment and final examination as per AIOU rules.

1. There is laboratory test for laboratory oriented courses and written midterm test for courses without laboratory work.
2. The detail about the project is available at the Study Centers.

h) Fee Structure

Also keeping in line with the tradition of low cost educational services, the fees of BS (CS) programme courses is affordable. The details of the fee payable are given below:

First Semester Fee for BS (CS) Programme

Registration Fee: (at the time of 1 st admission)	Rs.100/-
Admission Fee: (at the time of 1 st admission)	Rs.500/-
Tuition: Distance Courses	3×460/- = Rs.1380/-
Face to Face Courses	3×5110/- = Rs.15330/-
Technology Fee (each semester)	Rs.100/-
Courier Charges (each semester)	Rs.35/-
Total	Rs.17445/-

All students are required to pay full fees as prescribed at the beginning of each semester. The university reserves the right to revise the fee structure as deemed or to add any fee considered appropriate at any time during the study period. All such changes will be applicable to all students.

i) Programme Coordinator:

For further information please feel free to contact:

Dr. Muhammad Arshad Awan

and

Chaudhary Muhammad Shahbaz Anjum

Email: chmshahbaz.anjum@aiou.edu.pk

Phone No: 051-9057780, 051-9057809

j) Faculty Members
Contact Addresses (Academics):

- 1. Prof. Dr. Naghmana Rashid**
Dean, Faculty of Sciences
Contact: 051-9057729
- 2. Prof. Dr. Nazir A. Sangi**
Chairman,
Department of Computer Science
Email: dcs@aiou.edu.pk
Contact: 051-9057809
- 3. Dr. Moiz Uddin Ahmed**
Assistant Professor, DCS, AIOU
Email: moiz_ahm@aiou.edu.pk
Contact #: 051-9057259
- 4. Mohammad Qasim Khan**
Assistant Professor, DCS, AIOU
Email: qasim@aiou.edu.pk
Contact #: 051- 9057260
- 5. Dr. Muhammad Arshad Awan**
Assistant Professor, DCS, AIOU
Contact #: 051-9057790
- 6. Chaudhary Muhammad Shahbaz Anjum**
Lecturer, DCS, AIOU
Contact #: 9057780
- 7. Ms. Sana Naseem Karam**
Lecturer, DCS, AIOU
Contact #: 9057809

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law. The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas

like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The Faculty proposed to launch Post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work.

DEPARTMENT OF COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIOU. The Department was established in 1975 and started offering, Industrial & Commercial Training Courses. Since 1987 Commerce Department started working with a full-fledged capacity to cater the needs of the wide range of people interested in Commerce field. Since its inception thousands of business graduates have got business education. They are serving the nation in different capacities as part of the country's trained and productive work force. The Department of Commerce since its inception has been offering skill oriented and

professional courses to cater the need of industry for professionally trained and productive workforce. As per the vision of University, the Department has always strived to develop courses and programmes in consultation with accreditation bodies and stakeholders. The Department takes pride to offer BS Accounting and Finance.

SCHEME OF STUDIES BS (ACCOUNTING & FINANCE)

First Semester

Course Title	Credit Hours	Course Code
Islamiat/Ethics	2	5436/5437
Compulsory English-I	3	5404
Fundamentals of Business	3	5402
Principles of Accounting	3	5401
Micro Economics	3	5406
Applied Mathematics for Business & Social Sciences	3	5405

Second Semester

Pakistan Studies	2	5438
Business Communication	3	5409
Basics of ICT	3	5403
Financial Accounting	3	5418
Macro Economics	3	5416
Statistics for Management	3	5412

Third Semester

Business Law	3	5413
Compulsory English-II	3	5411
Principles of Marketing	3	5407
Advanced Accounting	3	5419
Economic issues of Pakistan	3	406
Auditing	3	5417

Fourth Semester

Course Title	Credit Hours	Course Code
Introduction to Sociology	3	4681
Basics of Technical English	3	8504
Cost Accounting	3	5410
Principles of Management	3	5414
Commercial Geography	3	8595

Fifth Semester

Business Research Methods	3	8510
Managerial Economics	3	8522
Introduction to Money and Banking	3	8593
Introduction to Business Finance	3	8594
Pakistani Adab-I	3	427
Introduction to Environment	3	1421

Sixth Semester

Iqbal's Persian Poetry	3	433
Financial Management	3	8513
Human Resource Management	3	8502

Managerial Accounting	3	8508
Business and Labour Laws	3	8514
Business Taxation	3	456

Seventh Semester

Strategic Management	3	5574
Taxation Management	3	8531
Corporate Finance	3	8524
E-Commerce	3	8554
Money & Capital Markets	3	8526

Eighth Semester

Course Title	Credit Hours	Course Code
Entrepreneurship	3	8503
Advanced Auditing	3	8533
Public Sector Accounting	3	8555
Internship		8569
Financial Reporting-I		8567
OR		
Research Project	6	8566
OR		
Financial Reporting-I		8567
Financial Reporting-II		8568
Total Credit Hours	133	

Duration:

Four (04) year consisting of eight semesters. The programme is comprised of 133 credit hours.

Admission Criteria:

Candidates having intermediate or equivalent qualification with at least 45% marks are eligible to apply for admission.

Methods of Instruction:

- i. The programme will be offered in blended e-learning mode. The online tutorial support will be provided to students. A workshop in each semester will be organized for 10 to 12 days.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iii. At least 70% attendance in workshop classes is mandatory to qualify for appearing in examination.

Evaluation Scheme

Assessment criteria as per rules & regulations of our University will be applied as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1	10%
Assignment No. 2	10%
Presentation /Quiz /Term Paper	10%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in both assignments, and 70% attendance in the workshop classes.
- iii. The conditions to qualify each component are given below:
 - a. A minimum of 50% pass marks in assignments (aggregate).
 - b. A minimum of 50% pass marks in the presentation/term paper.
 - c. A minimum of 50% pass marks in the final written examination.

Award of Degree:

Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
 - a) A student will be required to complete internship of three (03) months and submit internship report to the department for evaluation. Guidelines regarding internship report will be provided by the department.
 - b) On successful completion and submission of internship report, viva voce examination will be held in the department.
- iii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Fee Structure:

Item	Rate
Registration Fee: (at the time of 1 st admission)	Rs.100/-
Admission Fee: (at the time of 1 st admission)	Rs.500/-
Per course Fee: Rs.1370/-	Rs.1370/-×6= Rs.8220/-
Technology Fee (each semester)	Rs.100/-
Courier Charges (each semester)	Rs.35/-
Total Fee for First Semester	Rs.8920/-

Faculty Members of Commerce Department

- 1) **Prof. Dr. Samina Awan**
Dean Faculty of Social Sciences & Humanities
Ph: 051- 9250076, 051-9057772
- 2) **Dr. S. M. Amir Shah**
Associate Professor/Chairman
Ph: 051-9250153, 9057154
E-mail: dramirshah@aiou.edu.pk
- 3) **Mr. Tanvir Ahmed**
Assistant Professor
Ph: 051-9257441
E-mail: tanvir.ahmed@aiou.edu.pk

- 4) **Mr. Moazzam Ali Tarar**
Assistant Professor
Ph: 9057879
E-mail: moazzam.ali@aiou.edu.pk
- 5) **Mr. Muhammad Munir Ahmad**
Lecturer
Ph: 051-9057162
E-mail: munir.ahmad@aiou.edu.pk
- 6) **Ms. Asia Batool**
Research Associate
Ph: 051-9057879
E-mail: asia.batool@aiou.edu.pk
- 7) **Staff:**
Ph: 051-9057221
E-mail: commerce@aiou.edu.pk

DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a center of excellence in the discipline of Business Management. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan.

The department is offering MBA 3-½ year, MBA 2-½ year, PGD HRM, MS Management Sciences and PhD Business Administration. The department is introducing BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. Further, we are of the opinion that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including PhDs, MPhil/MS both from national and foreign universities. The department is offering various programmes in order to achieve the following objectives:

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years) PROGRAMME

Introduction:

The Higher Education Commission initiated four years degree programme in Business Administration to access best talent at initial stages and provide students the opportunity to have expertise in the discipline of choice.

The purpose of BBA 4 year programme is to enable graduates to better respond to the organizational demands and to help them acquire the skills needed for managing self and others in an organization. The courses of BBA 4 year programme are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization. It also focuses on the way organizations shape individual action. The specialized courses of BBA 4 year Programme to enable the students to develop an understanding of particular kind of organizations and to learn different skills appropriate for managerial and administrative tasks associated with these organizations.

It is designed to enable students to develop knowledge and skills appropriate for them to effectively manage their own activities. At Department of Business Administration, AIOU a blend of theory and practical knowledge is applied in this programme.

Objectives:

The Business Administration programme of AIOU is designed to achieve the following objectives:

1. To prepare professionally trained leaders for public and private sector organizations and to train managers to cater to the needs of complex and changing business environment.
2. To inculcate future orientation in the managers which encourage continuous learning and habitual receptiveness to new ways, identifying and dealing with opportunities and problems in the business world.

Eligibility:

The applicants having intermediate with at least 2nd division (45% marks) would be eligible to apply for BBA 4 year programme.

Duration:

As per guidelines of HEC, BBA 4Years will be spread over 8 semesters covering 42 course including term paper. It will consist of 128 credit hours. The minimum period required for its completion will be 4 years.

Scheme of Study:

Course Title	Code	Credit Hours
FIRST SEMESTER		
Principles of Accounting	8401	3
Fundamentals of Business	8402	3
Fundamentals of Computers	8403	4
Islamic Studies/ Ethics (for Non- Muslim)	5466/ 5467	2
Compulsory English-1	9407	3

Course Title	Code	Credit Hours
SECOND SEMESTER		
Advanced Accounting	8404	3
Applied Math for Business and Social Science	8405	3
Micro Economics	8406	3
Principles of Marketing	8407	3
Pakistan Studies	5465	2
THIRD SEMESTER		
Cost Accounting	8408	3
Compulsory English-II	9408	3
Statistics for Management	8409	3
Business Communication-I	8410	3
Introduction to Psychology	8411	3
FOURTH SEMESTER		
Macro Economics	8412	3
Introduction to Logic	8413	3
Introduction to Business Finance	8414	3
Business Communication II	8415	3
Introduction to Sociology	4681	3
Pre-Calculus for Business	8416	3
FIFTH SEMESTER		
Statistical Inferences	8417	3
Production & Operations	8418	3

Course Title	Code	Credit Hours
Management		
Management Theory and Practice	8419	3
Business Ethics	8420	3
Business and Labor Laws	8421	3
SIXTH SEMESTER		
Financial Management	8422	3
Marketing Management	8423	3
Entrepreneurship	8424	3
Human Resource Management	8425	3
Introduction to E- Business	8426	3
SEVENTH SEMESTER		
Organizational Behavior	8427	3
Consumer Behavior	8428	3
Management Information System	8429	3
Project Management	8430	3
Business Research	8431	3
Economy of Pakistan	8432	3
EIGHT SEMESTER		
Elective – I	Specialization	3
Elective – II		3
Elective –		3

Course Title	Code	Credit Hours
III		
Elective – IV		3
Term Paper	8445	6
Elective/Specialization Courses: Marketing		
International Marketing	8433	3
Marketing of Services	8434	3
Marketing Research	8435	3
Distribution Channels	8436	3
Human Resource Management		
Human Resource Development	8437	3
Training and Development	8438	3
Compensation Management	8439	3
Leadership and Team Management	8440	3
Banking and Finance		
Financial Markets and Institutions	8441	3
Auditing	8442	3
Taxation Management	8443	3
Banking Law and Practice	8444	3

Admission Procedure

1. Applications for admission will be invited through advertisement in the newspapers.
2. BBA 4 year admissions are offered once a year.
3. The qualifying candidates as per criteria mentioned are required to deposit their fee in the approved branches of Banks given in the prospectus along with the admission form and testimonials
4. Incomplete admission forms will not be entertained in any case.

Medium of Instructions

Medium of instructions and examination will be English.

Method of Instruction

BBA 4-years (specializations in Marketing, Human Resource Management and Banking & Finance) would be offered through Open and Distance Learning Pedagogy-Blended Mode all over Pakistan. The schedule of online classes will be chalked out by the department as per credit hour requirement provided in the scheme of studies.

Evaluation Scheme for the Courses:

Compulsory English-I, Compulsory English-II, Islamic Studies, Ethics, Pakistan Studies and Introduction to Sociology

Assessment Component	Marks	Weightage in the aggregate result
Assignment No. 1	100	15%
Assignment No. 2	100	15%
Final Examination	100	70%

For all remaining Courses:

Assessment Component	Marks	Weightage in the aggregate result
Assignment No. 1	100	10%
Assignment No. 2	100	10%
Workshop/Presentation	100	10%
Final Examination	100	70%

Fee Structure

Registration fee:	Rs.100/- (payable at the time of admission)
Admission fee:	Rs.250/- (payable at the time of admission)
Course Fee	Rs.1370/-each
Term Paper Fee	Rs. 2740/- each
Technology Fee	Rs. 100/- each

Fee Depositing Procedure

Student qualifying the admission criteria for BBA 4Years programme are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in approved banks branches given in the prospectus.

Degree Requirements

Following are the requirements for the award of BBA 4 Years degree.

1. Successful completion of all required courses.
2. Student will be required to complete a term paper of 6 credit hours and submit to the department for evaluation.
3. Viva voce examination: On successful completion of term paper, comprehensive/viva voce shall be held as per AIOU rules. The said exam will be arranged at AIOU main campus only.

Rules & Regulations

Rules and regulations, in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be adopted in this programme. Format and procedure for term paper will be communicated to students in due course of time.

Faculty Members:

1) **Prof. Dr. Syed Hassan Raza**
Chairman
Ph: 051-9057722
051-9250089
mba@aiou.edu.pk

2) **Mr. Muhammad Ayub Shaikh**
Assistant Professor

3) **Dr. Muhammad Majid Mahmood Bagram**
Assistant Professor
Ph: 051-9057406

4) **Dr. Adnan Riaz**
Assistant Professor
Ph: 051-9057272

5) **Mr. Salman Ali Qureshi**
Assistant Professor
Ph: 051-9057855

6) **Mrs. Sana Akbar Khan (On study leave)**
Lecturer
Ph: 051-9057141
mba@aiou.edu.pk

7) **Mr. Sadar Ayub Khan**
Lecturer
Ph: 051-9057416
mba@aiou.edu.pk

8) **Mrs. Mobashira Hamid Alvi**
Lecturer
Ph: 051-9057186
mobashira.alvi@aiou.edu.pk

9) **Syeda Attiya Rahat**
Lecturer
Ph: 051-9057802

10) **Mr. Ahmed Hasan Javed**
Lecturer
Ph: 051-9057379

11) **Mr. Muhammad Ehsan Javaid**
Lecturer
Ph: 051-9057250
ehsan.javaid@aiou.edu.pk

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
 - ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
 - iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
 - iv. A course taken by any student cannot be change during the semester. However in real hardship cases, the change in courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
 - v. The address of a student will not be changed during the semester.
 - vi. **Admission to courses for both the Spring and Autumn semesters are generally offered in the months of February and August, respectively, whereas, examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may purchase admission from any Regional Office of the university or download from AIOU website and send it to the University within due date.**
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
 - viii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
 - ix. Study material shall be mailed to the students at their given addresses.
 - x. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
 - xi. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.

- xii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiv. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvii. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/ books which is not according to the admission form/ check list or mistake in name and address*. No request for any change will be entertained after the stipulated period.
- xviii. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/ supply of requisite books.
- xix. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xx. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xxi. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xxii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

REGULATIONS FOR REFUND OF ADMISSION FEE

Admission fee once deposited by the candidates/ students in the university account will neither be refunded nor converted/adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/ students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.
- iv) The candidates/ students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be

refunded after the deduction of 25% as services charges from the total amount.

- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

IMPORTANT TELEPHONE NUMBERS

Name	Telephone Nos.
Director Admissions	051-9250043 051-9250162 (Fax)
Additional Registrar (Mailing)	051-9250185
Controller of Examinations	051-9250012
Director Students Affairs	051-9250174
Assistant Registrar (Postgraduate)	051-9057422