

UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Vice-Chancellor has, in exercise of the powers vested in him under Section 15(3) of the University of the Punjab Act, 1973, been pleased to approve the recommendations of the Board of Studies in Hailey College of Banking & Finance made at its meeting held on 08-11-2010 regarding approval of the Scheme of Studies, Syllabi & Courses of Reading for the first year spread over two terms of 3½ years MBA Programme after 14 years of Education for the affiliated colleges under Annual System, in anticipation of the approval of other relevant bodies.

The Scheme of Studies, Syllabi & Courses of Reading for the first year spread over two terms (First and Second term) of 3½ years MBA Programme after 14 years of Education for affiliated colleges under Annual System are enclosed herewith vide Annexure 'A'. Scheme of Studies, Syllabi & Courses of Reading for the 2nd and 3rd years will be notified later.

Sd/-

Prof. Dr. Muhammad Akhtar
Registrar

Admin Block,
Quaid-i-Azam Campus,
Lahore.

No. D/ 7302/Acad.

Dated: 15-11-2010.

Copy of the above is forwarded to the following for information and further necessary action: -

1. Dean, Faculty of Commerce
2. Principal, Hailey College Banking & Finance
3. All the Principals of Affiliated Colleges for 3½ years MBA Programme
4. Controller of Examinations
5. Deputy Controller (Computer)
6. Secretary to the Vice-Chancellor
7. Secretary to the Registrar
8. Assistant Registrar (Statutes)
9. Assistant (Syllabus)


15/11/2010
Additional Registrar (Academic)

PROPOSED COURSES FOR MBA UNDER

ANNUAL SYSTEM TO BE OFFERED BY THE AFFILIATED COLLEGES

Year -I First Term

<u>Code No.</u>	<u>Title of the Subject</u>
B.Admn 501	Principles of Management
B. Admn 502	Business Communication & Report Writing
B.Admn 503	Financial Accounting
B.Admn 504	Economics
B.Admn 505	Banking & Finance

Year -I Second Term

B.Admn 506	Principles of Marketing
B.Admn 507	Business Mathematics.
B.Admn 508	Mercantile Law
B. Admn 509	Business Research Methods.
B. Admn 510	Information Technology

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (First Term)
Name of Course:	Principles of Management
Course No:	B. Admin 501
Maximum Marks:	100
Nature:	Compulsory

Contents

- **Management:** Introduction, Management as a discipline Different School of thought in discipline of Management, basic management concepts. Evolution of Management as a discipline.
- Impact of External Environment and Role of Managers. Organization culture and the environment constraints, organization culture and its issues.
- Planning Process and its importance in the success of an organization, Establishing goals and developing plans. Contemporary issues in Planning.
- Organizing structure and design as part of Management. Line and Staff Authority Relationships Decentralization and Delegation of Authority and Responsibility.
- Functional Specialization. Motivation, Theories of Motivation Staffing and Controlling, Strategies and Process. Tools for evaluation of Performance Contemporary Issues.
- Leadership Theories and Issues, Leaders Vs Managers Organization Conflicts and Resolution.

Book Recommended

- 1- Management by Stephen P. Robbins & Mary Coulter (Latest Edition)
- 2- Management—Text & Cases by Prof. Dr. Khawja Amjad Saeed (Latest Edition)

Reference Material

- 1- To be informed and provided by resource person

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (First Term)
Name of Course:	Business Communication & Report Writing
Course No:	B. Admin 502
Maximum Marks:	100
Nature:	Compulsory

Contents

- Language description; Use of dictionary for pronunciation spelling & meaning
- Fundamentals of Grammar & Usage

- Understanding the Foundations of Business Communication
- The seven C's of Effective Business Communication

- Communication in Teams
- Business Communication in Global, Ethical & Technological context

- Applying three steps writing process
- Message Design: Planning, Writing & Completing

- Writing Letters, Memos, E-mail, and other Brief Messages
- Writing Routine, Goods News and Goodwill Messages

- Writing Bad-News Messages
- Writing Persuasive Messages

- Finding, Evaluating and Processing Information
- Communicating Information Through Visuals
- Short and Long Reports and Proposals
- Planning Business Reports and Proposals
- Writing Business Reports and Proposals
- Completing Business Reports and Proposals
- Strategies for Oral Communication
- Designing and Delivering Oral Presentations
- Planning, Writing and completing Oral Presentations
- Enhance your oral presentations with electronic slide shows and overhead Transparencies
- Searching for Employment: the job application process
- Writing Resume and Application Letters
- Writing Employment Messages and Interviewing for jobs and following up.

Book Recommended

1. **Effective Business Communication**
by Murphy (Latest Edition)
2. **Business Communication Today**
by Bovee Thill Schatzman (Latest Edition)

Reference Material

1. **English for Business, A Functional Approach** by J. Chilver
2. **Practical English Usage** by Michal Swan
3. **A Practical English Grammar** by A.J Thomson & A.V. Martinet.
4. **Basic Business English** by Robert E. Barry
5. **The Mayfield Handbook for Technical Writing**
http://web.mit.edu/odsue/wac_engineerring/Mayfield/toc.html

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (First Term)
Name of Course:	Financial Accounting
Course No:	B. Admin 503
Maximum Marks:	100
Nature:	Compulsory

Contents

- Introduction to Business and Business Organizations. Organization Structures: Sole Proprietorship, Partnership and Joint Stock Companies. Sources of Finance for the Business Organizations. Major Activities of Business. Accounting Information: A Means to an End. Accounting Systems: Financial Accounting System, Managerial Accounting System.
- Fundamental Accounting Concepts, Definitions, Scope and Conceptual Framework of Accounting. Users of accounting information. Purpose, Components and Presentations of Financial Statements: Statement of Financial Position. Accounting Equation. Effects of Business Transactions on Accounting Equation. Income Statement. Statements of Cash Flows. Relationship of Financial Statements. Use of Financial Statements.
- Double Entry System for Assets, Liabilities, Capital, Revenue, Expenses, Discounts and Drawings. The Accounting Cycle. Journal, Leger. Use of Accounts. Debit Credit Entries. Trial Balance. Concepts of net Income, Retained Earnings and Dividends.
- Sales Journal and Ledger, Purchase Journal and Ledger, Return Journals. Cash Books. Petty Cash Books. General Journals.
- Adjusting Entries: Conversions of Assets to Expenses. Conversion of Liabilities to Revenues. Accrued Expenses and Revenues. Adjusting Entries and Accounting Principles. Effects of Adjusting Entries. Use of Worksheet.
- Preparing Financial Statements. Relationship among the Financial Statements. Closing the Temporary Equity Accounting. After Closing Trial Balance. Published Accounts. Financial Analysis.
- Merchandising Companies, Their Operating Cycle and Income Statement. General Ledger ND Subsidiary Ledger Accounts. Perpetual and Periodic Inventory System. Modifying an Accounting System. Transactions Relating to Purchases and Sales. Evaluating the performance of Merchandising Company.
- Cash Management and Bank Reconciliation Statement. Short term Investments. Accounting for Marketable Securities. Management and Accounting for Accounts

Receivables. Accounting for Notes Receivables and Interest Revenues. Financial Analysis.

- The Flow of Inventory Costs and Cost Flow Assumptions: Specific Identification, Average Costing, FIFO, LIFO Methods and Its JIT Inventory Systems. Taking a Physical Inventory. Treatment of Shrinkage and Losses of Inventory. Techniques for Estimating CGS and Ending Inventory. Financial Analysis.
- Major Categories of Plant Assets. Acquisition of Plant Assets. Methods of Depreciation: Straight Line, Declining Balance Methods, the Units of Output Methods, Sum of Years' Digit Method. Disposal of Plant and Equipment. Intangible Assets: Amortization; Goodwill, Patents, Trade Marks, Franchises, Copyrights, R&D Costs. Natural Resources. Financial Analysis.
- Current Liabilities. Long Term Liabilities. Accounting for notes Payable and Bond Payables. Special Types of Liabilities. Evaluating the Safety of Creditors Claims. Estimated Liabilities and Loss Contingencies. Financial Analysis.
- Formation of Corporations. Paid-in-Capital of a Corporation. Accounting for Issuing Shares at Face Values, Premium and Discount. Account Purchase and Sale of Treasury Stock. Market vs. Book Value of Stocks. Treasury Stocks. Stock Splits. Financial Analysis.

Book Recommended

- 1- Financial and Managerial Accounting: The Basis for Business Decisions (Latest Edition Available) by Williams, J.R., Haka S.F. Bettner M.S. Mcigs R.F. McGraw-Hill Irwin.
- 2- College Accounting: A Practical Approach (9th Edition) by Slatter. Prentice Hall Business Publishing (Latest Edition)
- 3- Business Accounting - I by Frank Wood and Alan Songster. (Latest Edition)
- 4- College Accounting by Haddock, Brock, Hahn And Reed. (Latest Edition)

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (First Term)
Name of Course:	Economics
Course No:	B. Admin 504
Maximum Marks:	100
Nature:	Compulsory

Contents

- **The Nature and Scope of Economics:** Definition of economics, Different Schools of Thoughts, Micro vs Macro Economics, Positive vs Normative Economics, Islamic, Market, Command and Mixed Economics.
- **Some Mathematical and Statistical Concept:** Variables and Constants, Different Types of Graphs, Curves, and Equation.
Demand: Individual Vs Market Demand, Determinates of Market Demand, Shift in Market Demand.
Supply: Individual Vs Market Supply, Firm Vs Industry, Determinants of Market Supply, Shifts in Market Supply.
- **Elasticities of Demand and Supply:** Own Price, Income and Cross-Price Elasticities of Demand and Price Elasticity of Supply, Short Run Vs Long Run Elasticities, Application.
- **Consumer Behaviour and Utility Maximization:** Approaches to consumer behavior and Cardinal and Ordinal Approach. Law of Diminishing Marginal Utility, Consumer Choice and Budget Restraint, Maximizing Rule.
- **Market Equilibrium:** Kinds of Market, Conditions for Stability of Market Equilibrium, Impact on Market Equilibrium of Shift in Demand and Supply, Behaviour of Competitive Firm, Efficiency and Equity of Market, Decision in Competitive Market, Price Ceiling and Price Floors Programmes.
- **Costs of Production:** Relevant Cost, Opportunity Cost, Explicit Vs Implicit Cost, Incremental Vs Sunk Costs, Short-Run Vs Long-Run Costs, Average and Marginal Cost, Economics of Scale Vs Economics of Scope.
- **Market Structure:** Monopoly, Oligopoly, Monopolistic Competition, Equilibrium of Perfectly Competitive Firm in the Short and Long Run, Equilibrium of a Monopoly Firm in the Short and Long Run, Costs and Benefits of Monopoly.
- **Oligopoly and Monopolistic Competition:** Short Run Vs Long Run Equilibrium, Monopolistic Competition and Economic efficiency.

- **Factor Market:** Marginal Productivity Theory of Resource Demand, Determinants of resource Demand Elasticity of Resource Demand and Optimal Combination of Resources.

Book Recommended

- 1- Brue, McConnell, **Economics** (International Edition).
- 2- Samuelson Nordhaus, **Economics**
- 3- Prof. Dr. Khawaja Amjad Saeed, **The Economy of Pakistan, Karachi: Oxford University Press, Latest Edition**
- 4- Campbell R. McConnell And Stanley L. Bruce Economic (**Principles, Problems and Policies**)

Reference Material

- Quarterly Review Reports by the Board of Directors of State Bank of Pakistan
- Annual Report of the State Bank of Pakistan
- Pakistan Economic Survey
- World Development Report of the World Bank

Websites

1. www.finance.gov.pak.
2. www.punjab.gov.pk.
3. www.census.gov/statab/www.
4. www.gpoaccess.gov/cop/index.html.
5. www.bea.gov.
6. www.census.gov.
7. www.bls.gov.
8. www.federalreserve.gov.
9. www.gpo.gov/usbudget/index.html.
10. www.worldbank.org.
11. www.oecd.org.
12. www.economist.com.
13. www.slate.com.
14. www.helsinki.fi/webEc.
15. www.jstor.org.
16. www.nber.org.
17. wustl.edu/wpawelcome.html.

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (First Term)
Name of Course:	Banking & Finance
Course No:	B. Admin 505
Maximum Marks:	100
Nature:	Compulsory

Contents

- Origin and Evolution of Banking Types of Banks and Banking System.
- Commercial Bank evolutions functions of Commercial Bank, Role of Commercial Banks in Economic Develop Organizational Structure of Commercial Bank.
- Banker and Customer Relationship, nature, types, Rights, Duties and Liabilities, Termination of Contractual Relationship.
- Bank Deposits, Types, Account Opening Procedure, KYC due diligence.
- Negotiable Instruments, Kinds and legal conditions.
- Credit creation by Banks.
- Types and Features of Bank Advances, Principles of Lending, Securitization of Loans and Advances.
- E Banking.
- Letters of Credit, Different Types and Kinds of L/C. Procedure of establishment and negotiation.
- Islamic Banking, Evolution Comparison with Conventional Banking, Different Products of Islamic Banking.

Book Recommended

- 1- Banking Finance (for Post Graduate Students) by Prof. Riaz Ahmed Mian (2009-10 Edition)

Reference Material

1. Muhammad Ayub (2002) Islamic Banking and Finance: Theory and Practice: State Banking of Pakistan
2. Abdul Wadood Khan (1999) Method for Starting Interest-Free Banking 25/1 Street No. 15, Cavalry Ground, Lahore.
3. Small and Medium Enterprise Development Authority, SMEDA (2002) How to Approach Banks: A Guide for Pakistani Entrepreneurs International Trade Centre.
4. Kapoor, G.P. (2004) Commercial Banking A.P.H. Publishing Corporation New Delhi.
5. Melvin, Michael (2002) International Money and Finance 6th Edition Addison Wesley Educational publishers India.
6. Shekhar, K.C (1974) Banking Theory and Practice 5th Edition Vakas Publishing House Ltd. New Delhi.

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (Second Term)
Name of Course:	Principles of Marketing
Course No:	B. Admin 506
Maximum Marks:	100
Nature:	Compulsory

Contents

- . Definition of Marketing. Marketing Process. Its scope and understanding.
- . Consumer needs and customer satisfaction and other basic concepts in understanding marketing.
- . Development of Marketing Strategy and Marketing Plan.
- . Marketing Environment
- . Managing Marketing Information.
- . Consumer Markets and Consumer Behavior. Model of Consumer behavior, Characteristics affecting consumer behavior, Buying Decisions behavior and process, Business Markets and Buyer Behavior.
- . Segmentation, Targeting and Positioning. Product, Services and Branding Strategies. New Product Development and Product Life Cycle Pricing of Product: Considerations and Approaches. Pricing Strategies.
- . Marketing Channels and Supply Chain Management. Integrated Marketing
- . Marketing Ethics and Social Responsibility.

Book Recommended

- 1- Philip Kotler / Kevin Keller: **Marketing Management Latest Edition**

Reference Material

- 1- Marketing Text and Case by Prof. Dr. Khawaja Amjad Saeed, Lahore: Khawaja Publications, Latest Edition.

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (Second Term)
Name of Course:	Business Mathematics
Course No:	B. Admin 507
Maximum Marks:	100
Nature:	Compulsory

Contents

- . Introduction to arithmetic and algebra. Algebraic expressions and equations. Linear and quadratic equations and their solutions.
- . Linear equations in two variables their graphic characteristics. Slope-intercept form of two-variable linear equations. Methods of finding such equations.
- . Inequalities and their graphs. Linear Programming problems and Graphic solution for maximization and minimization
- . Series or progression. Descriptions of Arithmetic & geometric progression & their applications
- . Mathematics of Finance: simple interest and compound interest methods of single payment calculations. Effective rate of interest.
- . Annuities: their future values and present values. Sinking fund for repayment of loans. Cost - benefit analysis.
- . Derivatives and their use in Business and Economic, Matrix and their application in Business and Research.

Book Recommended

- 1- Edward T. Dowling, Mathematics for Economist Schuam's outline series McGraw Hill, Current Edition.
- 2- Frank S. Budnick, Applied Mathematics for Business, Economics and the Social Sciences, McGraw Hill, Inc., Current Edition.
- 3- Dr. M. Afzal Beg & Miraj Din Mirza: Statistics Theory and Methods Vol.1, 5th Edition; Carvan Book House, Lahore.

Reference Material

- 1- Richard I. Levin, David S. Rubin, Joel P. Stinson, Everette S. Gardner, Jr. Quantitative Approaches to Management Latest Edition McGraw Hill.

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (Second Term)
Name of Course:	Mercantile Law
Course No:	B. Admin 508
Maximum Marks:	100
Nature:	Compulsory

Contents

- - Contract: Essentials of a valid contract. Different Classifications of Contract, valid void, voidables and unenforceable contracts. Essentials of valid contract, proposal offer Types of proposal, essentials of valid proposal acceptance and its validity. Communication of proposal and acceptance and their revocation.
- - Consideration essentials of valid consideration exceptions to consideration unlawful consideration and objects.
- - Contractual Capacity, Eligibility criteria to enter into contract free consent, coercion, Undue influence, fraud Misrepresentation.
- - Performance of Contract.
- - Contingent and Quasi Contract.
- - Discharge and Breach of Contract. Remedies to Breach of Contract.
- - Indemnity and Guarantee, Rights Duties and Liabilities of the parties.
- - Contract of Bailment. Its essentials and Kinds. Rights, Duties and Liabilities of the Parties.
- - The Contract of Agency, essentials of creating and termination of contract. Rights Duties and Liabilities.
- - The sale of Goods Act. Contract of Sale, its essentials conditions and warranties.
- - Doctrine of Caveat Empties, Clarification of Goods and their effect on contract. Transfer of Property, performance of Contract, Rights and Duties of Parties.

Book Recommended

- 1) Khawaja Amjad Saeed, Mercantile and Industrial Laws of Pakistan Lahore: Institute of Business Management, Latest available edition.

Reference Material

1. Bare Acts of above Laws.
Business Law by Khalid Mahmood Cheema, Latest Edition.

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (Second Term)
Name of Course:	Business Research Methods
Course No:	B. Admin 509
Maximum Marks:	100
Nature:	Compulsory

Contents

- Introduction to Research, what is Research? Business Research. Types of Business Research. Managers and Research. Internal Versus External. Consultants / Business Research.
- Scientific Investigation. The Hallmarks of Scientific Research. The Building Blocks of Scientific Research. The Hypothetico-Deductive Method. The Seven Step Process. Other types of Research.
- Technology and Business Research, Common used technologies in Business Research. Some Software used in Business research. Emerging application in technology. Information system and managerial decision making. Ethics in handling information technology.
- The Research Process, Broad Problem Area. Preliminary data collection. Literature survey. Problem definition. Managerial Implication. Ethical issues in the Preliminary stages of investigation.
- Database Management System Concept, Components of Database System, Database architecture, DBMS Languages, Benefits of Database Approach using DBMS, Limitation of Databases, relational Database Management System (RDBMS), Benefits of RDBMS.
- The Research Process, The need for a theoretical framework, Variables, Types of variable, Theoretical, Framework, Hypotheses Development.
- The Research Process Elements of Research Design. The purpose of the study exploratory, Descriptive, Hypothesis testing (Analytical and Predictive), Case study Analysis. Type of investigation: Casual versus Correlation. Time Horizon: Cross Sectional Versus Longitudinal Studies Managerial Implications.
- Experimental Design. Ethical Issues in Experimental Design Research. Managerial Implications.

- Measurement of Variables. Operational Definition. Scales. Nominal Scale. Ordinal Scale. Interval Scale. Interval Scale. Ratio Scale. Review of Scales.
- Measurement: Scaling; Reliability; Validity. Rating Scales. Ranking Scales. Reliability. Validity.
- Data Collection Methods. Source of Data. Primary Sources. Secondary Sources. Data Collection Methods. Interviews. Questionnaires. Other Methods of data collection. Observation. Multi methods of data collection. Ethics in data collection.
- Sampling. Population Element. Sample. Representative ness of Samples. Probability Sampling. Non-Probability Sampling. Sampling in cross cultural research. Sample Size.
- Data Analysis and Interpretation. Getting data ready for analysis. Data Analysis. Data Analysis and interpretation. Some Software packages useful for data analysis.
- The research report. The research proposal. The report. The written Report. Integral Parts of the report. Oral Presentation.
- Managerial Decision Making and Research. Scientific research and managerial Decision Making. The consulting Team and its approach. Assessment of the quality of the Research Done.
- A Refresher on some Statistical Terms and tests. Descriptive Statistics. Inferential Statistics. Other Multivariate tests and Analyses.

Book Recommended

- 1- Sekaran, Uma **Research Methods for Business Latest Edition.**

University of the Punjab, Lahore
SUGGESTED SCHEME OF STUDIES FOR
MBA AT AFFILIATED COLLEGES ANNUAL SYSTEM

COURSE OUTLINE

Year	I (Second Term)
Name of Course:	Information Technology
Course No:	B. Admin 510
Maximum Marks:	100
Nature:	Compulsory

Contents

- Course Outline and Objective, Basic Concepts and Definitions about Information Technology, Computer, Hardware, Parts of Computers, Kinds of Computers, Software, Types of Software, OS, Translators etc.
- Input Devices, Output Devices, Storage Devices, Processors and other Devices related to Computer.
- Computer Languages, Compilers, Interpreters, Assemblers etc.
- Computer Networking Computer Networking, Types of Networking, A Simple WAN, Network Topology.
- Database Management System Concept, Components of Database System, Database architecture, DBMS Languages, Benefits of Database Approach using DBMS, Limitation of Databases, relational Database Management System (RDBMS), Benefits of RDBMS.
- Introduction of Microsoft Word Main Screen, Movement in a Document, Text Selection, The Tab Stops, Text Movement and Copying, Saving, Opening a document, Formation, Spelling and Grammar, Tables, Print Preview, Printing a Document.
- E-Phenomenon, Core Business Applications of the PCs, Internet, Electronic Data Interchange (EDI), Internet Users world Wide, World Online Population, Internet Users Attributes, Global Trend of Internet Users, World of Opportunities.
- Information System and its Impact in Contemporary Organizations Automation Benefits, Process Improvements, Capability Building, Future Direction, Managerial Functions, Management Information system, Developing MIS, Types of Information Systems: TPS, MRS, DSS, EIS, Expert Systems etc.

- Knowledge Management, Knowledge Management Systems (KMS), Knowledge Management and Information Technology, Information Technology in Knowledge Management, Sources of Knowledge, Enterprise Resource Planning Enterprise Resource Planning (ERP), The Challenge of ERP, Response, Three Generations.
- Introduction of Microsoft EXCEL, Creating, Saving and Closing a Worksheet, Absolute VS Relative Cell References, working with Formula, Working with Functions, Copy Cut and Paste, Creating Series of Data, Data Sorting, Print Preview, Printing a Worksheet.
- Data Communication, Internet, Intranet and Extranet Technologies
- Electronic Commerce: Perception and Reality, E-Commerce – E-Business Process Model, E-Commerce Tracks, E-Commerce Applications, Components of E-Commerce, Potential Benefits of E-Commerce, E-Commerce Security, Digital Divide, Critical Success Factor.
- Information Systems Security and Control.
- Software Development Life Cycle: Feasibility Study, Requirements Determination, System Designing, System Development Methodologies, Software Quality Assurance, Implementation, Post Implementation Review, System Maintenance.
- System Development Techniques, Prototyping, Spiral, Component based Development, Incremental Development, etc.
- REVISION

Book Recommended

- 1- Managing Information Technology in the Business Enterprise James A.O.Brien Latest Edition, McGraw Hill.
- 2- Management Information Systems, Kenneth C. Laudon, Jane P.Laudon Latest Edition, Prentice Hall.
- 3- Prof. Dr. Khawaja Amjad Saeed, Information Technology for Business Executives Lahore, Khawaja Publications, Latest Edition.