

# ADP (Business Administration)

## [Associate Degree Program]

### **ELIGIBILITY CRITERIA:**

- The candidate has passed the Intermediate or equivalent examination from an institution recognized by the Higher Education Commission of Pakistan / Inter Board Committee of Chairmen, Pakistan.
- Subject to policy/applicability, the candidate shall pass the Entrance Test as required by the HEC.

### **PROGRAM STRUCTURE:**

(Program is equivalent to 14 years of education)

Minimum Duration: 2 years; through 4 regular semesters (Fall/Spring)

Minimum Credits: 70

### **DISTRIBUTION OF CREDIT HOURS:**

Compulsory Courses: 19 Cr.

Foundation Courses: 15 Cr.

Major Courses (Core): 30 Cr.

Major Courses (Electives): 06 Cr.

### **COURSES OF STUDY:**

*(Information about the Prerequisites (if any) of the course(s) will be provided by the Department at the beginning of the program)*

#### **Compulsory Courses**

**Total: 19-Credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
ENGL101	English I (Functional English)	3
ENGL102	English II (Communication Skills)	3
ENGL103	English III (Technical Writing and Presentation Skills)	3
CSC101	Introduction to Computers and Computing	3
MATH171	Business Mathematics	3
PKST101	Pakistan Studies - General Profile	3
ISLM101	Fundamentals of Islamic Studies (for Muslim Students)	2
	or	
ETHC101	Principles of Ethics (for Non-Muslim Students)	2

#### **Foundation Courses**

**Total: 15-Credits**

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
BUSS101	Introduction to Business	3
ECON271	Salient Features of Pakistan's Economy	3

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
BUSS111	Principles of Management	3
BUSS131	Principles of Marketing	3
ACCT111	Financial Accounting-I	3
ECON111	Principles of Micro Economics	3
ECON221	Principles of Macro Economics	3

**Major Courses (Core)****Total: 30-Credits**

(Subject to the university offering, the student shall opt. Ten courses from the list below)

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
BUSS141	Principles of Human Resource Management	3
BUSS172	Business Ethics	3
BUSS121	Principles of Business Finance	3
BUSS221	Financial Management	3
BUSS231	Marketing Management	3
BUSS311	Management Information System	3
BUSS272	Business/Corporate Law	3
STAT271	Business Statistics	3
BUSS311	Management Information System	3
BUSS381	Research Methods in Business	3
BUSS344	Business Data Analytics	3
BUSS371	Production/Operation Management	3

**Major Courses (Elective)****Total: 06-Credits**

(Subject to the university offering, the student shall opt. Two courses from the list below)

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>
BUSS312	Organizational Behavior	3
BUSS331	Consumer Behavior	3
BUSS315	Entrepreneurship	3
BUSS421	Money and Banking	3
BUSS372	Information Technology in Business	3