**DEPARTMENT OF BUSINESS ADMINISTRATION**

**HEAD OF DEPARTMENT**

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**Dr. Vic June Francisco, PhD**

"The Lord desires to have in His service intelligent men. . . . There is need of business men who will weave the grand principles of truth into all their transactions. And their talents should be perfected by most thorough study and training." E G White, Christ's Object Lessons, pp. 350-51.

**Faculty Members:**

**Full Time Lecturers:**

**Vic June Francisco (HOD)**

PhD, Management, Liceo de Cagayan University, Philippines

**Sajaan Arif**

M.Com. Finance, University of Punjab, Pakistan

**Lindy Francisco**

BSCS, Misamis University, Philippines

**Part Time Lecturers:**

**Zubaid Rehmat Khan**

M.A. Education, Al-Khair University SKP; PhD, Curriculum and Instructions, AIIAS, Philippines

**Amdad Jalal**

B.A., M.A. Political Science, University of Punjab; M.B.A. Preston, Lahore

**Mubashar Ashraf**

M.Com. Finance, Government College of University, Faisalabad

**Adnan Saddique**

B.B.A, Accounting, Pakistan Adventist Seminary & College

**Basharit Saddique**

B.B.A, Accounting and B. Min., Pakistan Adventist Seminary & College

**Hashmat Kamran**

MSC, Allama Iqbal Open University, Islamabad, Pakistan

**Humayun Isaac Gill**

B.B.A, Accounting, Pakistan Adventist Seminary & College; BA, Allama Iqbal Open University, Islamabad, Pakistan

**Ghaus Lal**

B.B.A, Accounting, Pakistan Adventist Seminary & College

**Nazim James**

B.B.A, Accounting, Pakistan Adventist Seminary & College

**Samreen Shahbaz**

MSC, University of Veterinary & Animal Science, Lahore, Pakistan

**Mahnoor Yaqub**

MSC, University of Agriculture, Faisalabad, Pakistan

**PROGRAMS AND COURSES**

Bachelor of Business Administration

Emphasis: Accounting

**BACHELOR OF BUSINESS ADMINISTRATION**

The broad aims of the Bachelor of Business Administration degree program are to prepare students for employment in areas of accounting, finance, and management in the commercial sector (profit and not-for-profit organizations). Graduates find ready employment in management, accounting, and finance sections of organizations because of the breadth of the program, its emphasis on values and the thoroughness of the preparation of the student.

**DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION**

For the BBA degree, 130 credit hours are required for graduation. General education courses comprise 21 credit hours, foundation courses comprise 29 credit hours, cognate courses comprise 14 credit hours, core professional courses comprise 41 credit hours, and professional emphasis courses comprise 29 credit hours.

Further details are outlined below:

|  |  |
| --- | --- |
| **Courses** | **Credit hours** |
| **Foundation** | **29** |
| **General** | **21** |
| **Cognates** | **14** |
| **Core professional** | **41** |
| **Professional emphasis** | **25** |
| **Total** | **130** |

**SPECIFIC COURSE REQUIREMENTS**

**Foundation Courses**

**(29 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr. |
| BSP111 | Typewriting | 2 |
| GGS111 | Intro to Research Techniques/College Orientation | 2 |
| GPE11 | Physical Education I | 0 |
| GPE12 | Physical Education II | 0 |
| GPE13 | Physical Education III | 0 |
| GPE14 | Physical Education IV | 0 |
| GPS151 | Civics | 2 |
| GPS152 | Pakistan Studies | 3 |
| LEN101 | English I | 3 |
| LEN102 | English II | 3 |
| LUR111 | Urdu I | 3 |
| LUR112 | Urdu II | 3 |
| RMN226 | Theology of Health | 2 |
| RTH101 | Christian Beliefs I | 3 |
| RTH102 | Christian Beliefs II | 3 |

**General Courses**

**(21 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr. |
| EDU132 | Philosophy of Education | 2 |
| LEN151 | English III | 3 |
| LSH153 | Fundamentals of Speech | 2 |
| RBS151 | Life and Teaching of Jesus | 3 |
| RBS212 | Prophecies of Revelation | 2 |
| RCH273 | History of the SDA Church | 2 |
| RTH266 | Gift of Prophecy | 2 |
| SMA105 | General Mathematics I | 2 |
| SSC175 | Science Elective – Biology | 3 |

**Cognate Courses**

**(14 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr |
| CIS101 | Introduction to Computer Information Systems | 3 |
| CIS165 | Business Applications I | 3 |
| CIS166 | Business Applications II | 3 |
| SMA162 | Business Mathematics | 2 |
| SMA221 | Introduction to Statistics | 3 |

**Core professional Courses**

**(41 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr |
| BAC101 | Principles of Accounting I | 3 |
| BAC102 | Principles of Accounting II | 3 |
| BAC111 | Accounting Lab | 2 |
| BAC151 | Intermediate Accounting I | 3 |
| BAC152 | Intermediate Accounting II | 3 |
| BCX99 | BBA Comprehensive Examination | 0 |
| BFI201 | Business Finances | 2 |
| BHR232 | Human Resources Management | 2 |
| BMG174 | Principles of Organization and Management I | 3 |
| BMG223 | Principles of Organization and Management II | 3 |
| BMG231 | Operations Management | 3 |
| BMG245 | Total Quality Management | 2 |
| BPR11 | Field Practicum in Business I | 0 |
| BPR12 | Field Practicum in Business II | 0 |
| BPR204 | Management Seminar | 1 |
| BPR290 | Internship | 0 |
| BUS104 | Business Communication I | 2 |
| BUS165 | Microeconomics | 2 |
| BUS166 | Macroeconomics | 2 |
| BUS205 | Business Communication II | 2 |
| CIS251 | Accounting Information Systems | 3 |

**Professional Emphasis and Elective Courses**

**(25 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr |
| BAC220 | Advanced Accounting | 3 |
| BAC230 | Cost Accounting | 3 |
| BAC260 | Accounting for Not-for-Profit Organizations | 3 |
| BAC270 | Auditing | 3 |
| BAC276 | Managerial Accounting | 3 |
| BUS231 | Income Tax | 2 |
| BUS233 | Banking | 3 |
| BUS245 | Business Law | 2 |
| BUS280 | Investments | 3 |

**PROJECTED SEQUENCE OF CLASSES**

**Bachelor Degree-Accounting Emphasis**

**FIRST YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC101 | Principles of Accounting I | 3 |  |
| BSP111 | Typewriting | 2 |  |
| GGS111 | Intro to Research Techniques/College Orientation | 2 |  |
| GPE11 | Physical Education I | 0 |  |
| LEN101 | English I | 3 |  |
| LUR111 | Urdu I | 3 |  |
| RTH101 | Christian Beliefs I | 3 |  |

**TOTAL**: 16

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC102 | Principles of Accounting II | 3 | |  | | --- | | BAC101 | |
| CIS101 | Introduction to Computer Information Systems | 3 |  |
| GPE12 | Physical Education II | 0 |  |
| LEN102 | English II | 3 | LEN101 |
| LUR112 | Urdu II | 3 | LUR111 |
| RTH102 | Christian Beliefs II | 3 | RTH101 |

**TOTAL 15**

**Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BUS165 | Microeconomics | 2 | |  | | --- | |  | |
| SMA105 | General Mathematics I | 2 |  |

**TOTAL 4**

**SECOND YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC111 | Accounting Lab | 2 | BAC101 |
| BAC151 | Intermediate Accounting I | 3 | BAC102 |
| BMG174 | Principles of Organization and Management I | 3 |  |
| CIS165 | Business Applications I | 3 | BSP111 |
| GPE13 | Physical Education III | 0 |  |
| LEN151 | English III | 3 | LEN102 |
| RBS151 | Life and Teaching of Jesus | 3 | RTH101 |

**TOTAL 17**

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC152 | Intermediate Accounting II | 3 | BAC151 |
| BMG223 | Principles of Organization and Management II | 3 | BMG174 |
| BUS104 | Business Communication I | 2 | LEN102 |
| CIS166 | Business Applications II | 3 | CIS165 |
| GPE14 | Physical Education IV | 0 |  |
| GPS151 | Civics | 2 |  |
| RMN226 | Theology of Health | 2 |  |

**TOTAL 15**

**Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BPR11 | Field Practicum in Business I | 0 | BAC101, CIS101 |
| BUS166 | Macroeconomics | 2 |  |
| SMA162 | Business Mathematics | 2 | SMA105 |

**TOTAL 4**

**THIRD YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BUS205 | Business Communication II | 2 | BUS104 |
| CIS251 | Accounting Information Systems | 3 | BAC102, BAC111 |
| EDU132 | Philosophy of Education | 2 |  |
| GPS152 | Pakistan Studies | 3 |  |
| RCH273 | History of the SDA Church | 2 | RTH101 |
| SMA221 | Introduction to Statistics | 3 | SMA105 |

**TOTAL 15**

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC230 | Cost Accounting | 3 | BAC152 |
| BFI201 | Business Finances | 2 | BAC102 |
| BHR232 | Human Resources Management | 2 | BMG174 |
| BMG245 | Total Quality Management | 2 | BMG174 |
| BPR204 | Management Seminar | 1 | BMG174 |
| LSH153 | Fundamentals of Speech | 2 | LEN102 |
| SSC175 | Science Elective – Biology | 3 |  |

**TOTAL 15**

**Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BPR12 | Field Practicum in Business II | 0 | BAC102 |

**TOTAL 0**

**FOURTH YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC220 | Advanced Accounting | 3 | BAC152 |
| BAC270 | Auditing | 3 | BAC152 |
| BAC276 | Managerial Accounting | 3 | BAC152 |
| BUS233 | Banking | 3 | BAC102 |
| RBS212 | Prophecies of Revelation | 2 | RTH102 |
| RTH266 | Gift of Prophecy | 2 | RTH101 |
|  |  |  |  |

**TOTAL 16**

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC260 | Accounting for Not-for-Profit Organizations | 3 | BAC152 |
| BCX99 | BBA Comprehensive Examination | 0 | Senior year |
| BMG231 | Operations Management | 3 | BMG223 |
| BUS231 | Income Tax | 2 | BAC102 |
| BUS245 | Business Law | 2 | BAC102 |
| BUS280 | Investments | 3 | BAC152 |

**TOTAL 13**

**FIFTH YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BPR290 | Internship | 0 | BCX99 |

**GRAND TOTAL 130**

**TWO YEAR DIPLOMA IN BUSINESS ADMINISTRATION**

The aims of the Two-Year Diploma in Business Administration program are to prepare students for employment in areas of accounting, in the commercial sector (profit and not-for-profit organizations). Graduates who are employed will be able to assist in the areas of accounting and clerical duties.

**DEGREE STRUCTURE AND REQUIREMENTS FOR GRADUATION**

For the Two-Year Diploma in Business Administration, 64 credit hours are required for graduation. General education courses comprise 5 credit hours, foundation courses comprise 24 credit hours, cognate courses comprise 11 credit hours, and core professional courses comprise 24 credit hours.

Further details are outlined below:

|  |  |
| --- | --- |
| **Courses** | **Credit hours** |
| **Foundation** | **24** |
| **General** | **5** |
| **Cognates** | **11** |
| **Core professional** | **24** |
| **Total** | **64** |

**SPECIFIC COURSE REQUIREMENTS**

**Foundation Courses**

**(24 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr. |
| BSP111 | Typewriting | 2 |
| GGS111 | Intro to Research Techniques/College Orientation | 2 |
| GPE11 | Physical Education I | 0 |
| GPE12 | Physical Education II | 0 |
| GPS151 | Civics | 2 |
| LEN101 | English I | 3 |
| LEN102 | English II | 3 |
| LUR111 | Urdu I | 3 |
| LUR112 | Urdu II | 3 |
| RTH101 | Christian Beliefs I | 3 |
| RTH102 | Christian Beliefs II | 3 |

**General Courses**

**(5 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr. |
| RBS151 | Life and Teaching of Jesus | 3 |
| SMA105 | General Mathematics I | 2 |

**Cognate Courses**

**(11 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr |
| CIS101 | Introduction to Computer Information Systems | 3 |
| CIS165 | Business Applications I | 3 |
| CIS166 | Business Applications II | 3 |
| SMA162 | Business Mathematics | 2 |

**Core professional Courses**

**(24 Credit Hours)**

|  |  |  |
| --- | --- | --- |
| Code | Course | Cr |
| BAC101 | Principles of Accounting I | 3 |
| BAC102 | Principles of Accounting II | 3 |
| BAC111 | Accounting Lab | 2 |
| BAC151 | Intermediate Accounting I | 3 |
| BAC152 | Intermediate Accounting II | 3 |
| BMG174 | Principles of Organization and Management I | 3 |
| BPR11 | Field Practicum in Business I | 0 |
| BPR204 | Management Seminar | 1 |
| BPR290 | Internship | 0 |
| BUS104 | Business Communication I | 2 |
| BUS165 | Microeconomics | 2 |
| BUS166 | Macroeconomics | 2 |

**PROJECTED SEQUENCE OF CLASSES**

**FIRST YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC101 | Principles of Accounting I | 3 |  |
| BSP111 | Typewriting | 2 |  |
| GGS111 | Intro to Research Techniques/College Orientation | 2 |  |
| GPE11 | Physical Education I | 0 |  |
| LEN101 | English I | 3 |  |
| LUR111 | Urdu I | 3 |  |
| RTH101 | Christian Beliefs I | 3 |  |

**TOTAL**: 16

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC102 | Principles of Accounting II | 3 | |  | | --- | | BAC101 | |
| CIS101 | Introduction to Computer Information Systems | 3 |  |
| GPE12 | Physical Education II | 0 |  |
| LEN102 | English II | 3 | LEN101 |
| LUR112 | Urdu II | 3 | LUR111 |
| RTH102 | Christian Beliefs II | 3 | RTH101 |

**TOTAL 15**

**Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BUS165 | Microeconomics | 2 | |  | | --- | |  | |
| SMA105 | General Mathematics I | 2 |  |

**TOTAL 4**

**SECOND YEAR**

**Autumn Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC111 | Accounting Lab | 2 | BAC101 |
| BAC151 | Intermediate Accounting I | 3 | BAC102 |
| BMG174 | Principles of Organization and Management I | 3 |  |
| CIS165 | Business Applications I | 3 | BSP111 |
| RBS151 | Life and Teaching of Jesus | 3 | RTH101 |

**TOTAL 14**

**Spring Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BAC152 | Intermediate Accounting II | 3 | BAC151 |
| BUS104 | Business Communication I | 2 | LEN102 |
| CIS166 | Business Applications II | 3 | CIS165 |
| BPR204 | Management Seminar | 1 | BMG174 |
| GPS151 | Civics | 2 |  |

**TOTAL 11**

**Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Course | Cr. | Prerequisite |
| BPR11 | Field Practicum in Business I | 0 | BAC101, CIS101 |
| BUS166 | Macroeconomics | 2 |  |
| SMA162 | Business Mathematics | 2 | SMA105 |

**TOTAL 4**