

16 Weeks Plan (Introduction to Business)

Course Code: MSCI-1101

Credit Hours: 03

Pre-Requisite (if any): NO

Theory/Lab: Theory

Program: ADP in Business Administration

Semester: Fall-2022

Course Outline;

Introduction to Business: Kinds of Business, Trade, Commerce, Manufacture, Sole Proprietorship, Advantages and Disadvantages of Sole Proprietorship, Partnership, Advantages and Disadvantages of Partnership, Company, Salient features of Company, Advantages and Disadvantages of Company, Kinds of Companies, Company formation, Meetings, Articles and Memorandum, Share Capital, Dissolution, Channels of Distribution, Marketing, Banking, Insurance, Mergers and Acquisition.

Recommended Book (s)/Material by BOS:

1. Burki, Shahid Javed. State & Society in Pakistan, The Macmillan Press Ltd. 1980
2. Akbar, S. Zaidi. Issue in Pakistan's Economy. Karachi: Oxford University Press. 2000
3. S.M. Burke and Lawrence Ziring. Pakistan's Foreign Policy: A Historical Analysis. Karachi: Oxford University Press, 1993.
4. Mehmood, Safdar. Pakistan Political Roots & Development. Lahore, 1994.
5. Wilcox, Wayne. The Emergence of Bangladesh, Washington: American Enterprise, Institute of Public Policy Research, 1972.
6. Pakistan Current Issues (newspaper articles, latest periodicals/books)

Weekly Lecture Plan:

Main Topic	Week
Introduction to Business: Introduction	1
Introduction to Business: Kinds of Business	2
Types of Business: Trade	3
Types of Business: Commerce	4
Types of Business: Manufacture	5
Types of Business: Sole Proprietorship	6
Uses of Business: Advantages and Disadvantages of Sole Proprietorship	7
Uses of Business: Partnership, Advantages and Disadvantages of Partnership	8

Mid Term Exam

Introduction to Company: Company	9
Features of Company: Salient features of Company	10
Features of Company: Advantages and Disadvantages of Company	11
Types of Company: Kinds of Companies	12
Forming a Company: Company formation	13
Features of Company: Meetings, Articles and Memorandum,	14
Features of Company: Share Capital, Dissolution, Channels of Distribution,	15
Features of Company: , Marketing, Banking, Insurance, Mergers and Acquisition.	16

Final Term Exam