



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Introduction to Business
Course Code	MGT104
Semester	First
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

- This course will enable the students to understand the nature and importance of Business, the formation and functions of various types of Business Organizations.
- It will acquaint students with full range of functions of business organizations. They can apprehend about Businessman and Entrepreneurial Activities.
- It make students well aware of various Legal Forms of a Business, and about their respective Pros and Cons

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Books

- Introduction to Business by M. Saeed Nasir (2001), IImi Kutab Khana, Lahore
- Business Organization (Latest) by M.H. Ali, PBC, Dhaka.

WEEK WISE BREAKDOWN

Week	Description
1	Introduction <ul style="list-style-type: none"> • Definition of business its scope and functions • The concept of entrepreneur • Functions and qualities of good entrepreneur • Industry, its meaning and types

	<ul style="list-style-type: none"> and retirement • Meetings <ul style="list-style-type: none"> a) Statutory meetings b) Annual general meeting (AGM)
11	Combinations <ul style="list-style-type: none"> • Definition • Causes, objects and purpose of combination • Types of combinations • Advantages and disadvantages of combinations
12	Insurance <ul style="list-style-type: none"> • Definition and concepts • Insurance contracts • Types of insurance <ul style="list-style-type: none"> a) Marine b) Life c) Fire • Advantage and disadvantages
13	Customs and Excise <ul style="list-style-type: none"> • Definition and objective of duty • Types of duty <ul style="list-style-type: none"> a) Custom duty b) Excise duty
14	Stock Exchange <ul style="list-style-type: none"> • Meaning • Feature • Functions
15	Procedure of Dealing at Stock Exchange <ul style="list-style-type: none"> • Different types of sales and purchase transactions • Causes of price fluctuation
16	Securities and Exchange Commission of Pakistan <ul style="list-style-type: none"> • Definition of SECP • Structure of SECP • Powers and functions of SECP
Two Assignments + Two Test+ Presentation	
Final Term	

Learning Outcomes:

On completion of this course, you should be able to:

- Describe various business ownership forms, acquire information about starting your own business.
- Describe the importance of marketing activities, explain the challenges facing management.
- Describe how organizations protect themselves against potential losses.
- Identify and apply business laws as they affect business, discuss international trade and markets.