

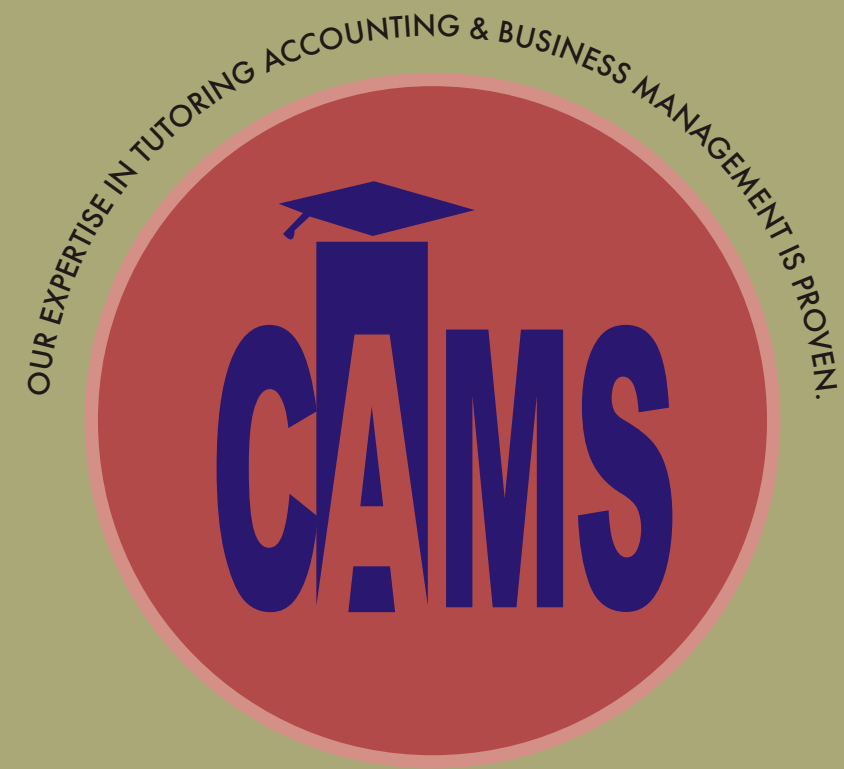


CAMS College of Business & Information Technology

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CAMS College of Business and Information – Technology





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Messages



Prof. Dr. Pirzada Qasim Raza Siddiqui
Vice Chancellor, University of Karachi

I am pleased to know that CAMS College of Business & Information Technology, affiliated with the University of Karachi, is preparing its prospectus for the forth-coming admission session.

The college identity is its passing out students. The college has selected very important disciplines of BBA / BS (Hons.), BCS, MBA and PGD program in software development, which have employment scope in the market. The University of Karachi and the Higher Education Commission, Government of Pakistan attach high priority to the disciplines of commerce, trade and information technology.

I wish the college and its administration every success in promoting higher education in this metropolis, which is a hub of commerce, industry and information technology.



Mr. M Ezamuddin
Chairman, Department of Computer Science, University of Karachi

I am pleased to note that CAMS College of Business & Information Technology, Karachi, an affiliate educational body to the University of Karachi, is successfully preparing graduates required in the field of Business Management and Information Technology, to cater to the needs of professionals in such areas. Although it undertook the responsibility in recent years, CCBIT has excelled in many ways, mainly owing to its practically experienced faculty, solid knowledge base programs, strong ethical foundation and realization of related matters in sound global perspective. CCBIT is now a valuable emerging institution of the country.

I hope that with its utmost dedication and sincerity, CCBIT will continue moving forward to meet challenges posed by the fast moving world in the arena of economics, commerce and trade. It shall fulfill the aspirations of students as well as the parents by providing quality education to the youth of this nation. I wish every success to the sincere endeavors of CCBIT to the cause of education. I wish that CCBIT goes a long way to fulfill academic needs of future professional managers.

Messages



Prof. Syed Anees Ahmed Zaidi
Director, CAMS College of Business and Information Technology

Prof. Abdul Rehman Zaki

Chairman, Department of Business Administration,
University of Karachi

It is a matter of great pleasure for me to write about CAMS College of Business & Information Technology (CCBIT), an institution affiliated with the University of Karachi. CCBIT is a well known institute of national repute for graduate studies in Business Administration and Computer Science. I understand that the curriculum designed by the University of Karachi and adopted by the college is quite challenging and oriented to the present requirements in the field of business.

BBA/BCS/MBA programs carried out at CCBIT, being accredited by the University of Karachi, are recognized nationally and internationally. These programs are well suited for the students who will like to pursue their studies abroad after graduating from CCBIT.

I am hopeful that CCBIT will successfully continue to endeavor of groom the young generation of the nation to meet the challenges of the future.

I take this opportunity to express my deep sense of gratitude to Almighty Allah who bestowed CCBIT with success in its endeavor to provide quality education to the students of Business Management and Information Technology. With the grace of Almighty Allah, our efforts, have always been to measure up to our own high standards, and meet the challenges of higher education in such diversified disciplines as BBA, BCS, MBA and PGD programs in software development. It shall be our future endeavor as well to keep up the progress and attain the lofty heights of success as a reputable national institute, rightly entrusted upon by the University of Karachi. May Allah help us in promoting higher education leading to national upliftment.

As regards to my message – Dear Students! There is enough to be done for the dignity of humankind, at least, in this part of the world. Along with the pursuits of academic and scholastic achievements, I shall appreciate; if you remember this fact as well that material success should accompany spiritual attainments, without which success remains an illusion.

CAMS - An Introduction



Established in 1994, with an initial intake of 40 students in the Basic Accountancy Course, conducted in affiliation with the Institute of Chartered Accountants of Pakistan (ICAP), College of Accounting and Management Sciences has come a long way since. CAMS today is a quality driven institution offering Intermediate Commerce, Bachelors in Commerce, ACCA/CAT-UK, CA-MFC at its various campuses. CAMS has two sister concerns: the Avicenna School with Junior, O Levels and A Levels branches and CCBIT, offering BBA, BCS, MBA, PGD programs in affiliation with the University of Karachi. CAMS / The Avicenna School boasts five branches in Karachi and one in Hyderabad.

CAMS is proud to be the only educational institution in Pakistan that offers a complete educational system from elementary level to graduate and post-graduate level. CAMS is affiliated with the following prestigious professional/ educational accrediting bodies:

1. Institute of Chartered Accountants of Pakistan (ICAP)
2. Association of Chartered Certified Accountants (UK)
3. University of Karachi
4. University College Sedaya International (UCSI), Malaysia
5. University of Cambridge Local Examinations Syndicate (UK)
6. District Officer Education, Karachi
7. Board of Intermediate Education, Karachi
8. University of London
9. University of Sindh, Jamshoro
10. London South Bank University (LSBU)

Board of Governors

The Board of Governors is responsible for providing the college with strategic direction whilst ensuring the objectives of CAMS of providing quality education at every level. The Board of Governors consists of luminaries from the fields of accounting, law, business, computer science, and education.

Haron Chamdia
Chairman
LLB, Chartered Accountant (FCA)

Prof. S.M. Ahsan
Department of Economics
University of Karachi

Rizwan N. Akhund,
BAR-AT-LAW (Middle-Temple)
LLB, University of London
LLM, University of London

Shehzad Chamdia
Chartered Accountant (FCA)

M. Masood Butt
Director, Yaqub Sons (Pvt.) Ltd

Prof. Muhammad Aslam Khan
Principal, Govt. College of Commerce & Economics



Adil M. Butt
B.Sc. in Management with minor in Psychology,
Indiana University (Bloomington), Indiana, USA
MBA in Professional Accounting
Fordham University, New York, USA

Yasin Lakhani, MBA
Chairman, Karachi Stock Exchange

Mr. Sirajuddin Cassim, FCA
Former President, Karachi Stock Exchange

Naushad Chamdia
BBA in Finance and MIS,
University of Maryland, USA
Certified Public Accountant (CPA), USA

Prof. Dr Abuzar Wajadi
Chairman, Department of Public Administration
University of Karachi

Shazia Mustafa
BBA (Honors), IBA, Karachi
MBA, IBA, Karachi

CAMS College of Business and Information Technology



CAMS College of Business and Information Technology was specially constituted in January 2001 for the conduct of Graduate Degree Programs in affiliation with the University of Karachi. CCBIT is a sister concern of the College of Accounting and Management Sciences (CAMS), formulated under a separate board of governors.

Objective

CCBIT prepares graduates for rewarding managerial and professional careers. Its educational programs, combined with progressive technology, provide the practical experience, solid knowledge base, strong ethical foundation and global perspective. CCBIT graduates make immediate and valuable contributions as business professionals.

University of Karachi

CCBIT is a professional degree college affiliated with the

University of Karachi. Established under an act in 1951, the University of Karachi is located on a 1200 acre area. As the oldest university in Karachi and a center of higher learning and research, it occupies an enviable status.

Presently, the University of Karachi consists of eight faculties namely, Arts & Commerce, Science, Business Administration, Pharmacy, Education, Medicine, Law, and Islamic Studies. Fifty two departments function under these faculties on the campus. Apart from these, there are 17 research centers of excellence and 245 affiliated colleges. The University offers honours and postgraduate courses besides research programs leading to M.Phil and Ph.D degrees.

The University of Karachi is on the move; it is constantly striving to update and expand academic facilities offered in various disciplines. Several departments are successfully forging academic linkages with reputed universities and colleges at home and abroad. The University of Karachi is geared to meet the human resource development needs of the country in this millennium.

Location

CCBIT is located in the posh locality of Clifton, on 109 - B Gulshan-e-Faisal, Bath Island, Clifton Karachi. Due to this prime location, students find it easy to interact with large corporations and their offices in the trading hub of the city. It is easily accessible from all parts of Karachi via public and private transport.



Facilities

Library

CCBIT's library consists of a large collection of books on business administration, accounting, finance and information technology topics. The library collection does not only support each course in the curriculum, but also stocks books of general interest. It subscribes to leading newspapers, international and local magazines as well as other publications. The library is regularly updated with latest books and journals.

The library is also equipped with an Internet station to help students explore information available on the internet and CDs, providing the students and faculty with diversified information essential for research. The library also have computerized cataloging software for the fastest searching.

Computer Lab

In today's competitive world, every nation needs to embrace growing technologies. Accordingly, a Computer Lab has been formulated for the students at CCBIT, with all the facilities that are essential in any modern computer lab, for general use.

The computer programs require a balance between practice and theory. To meet this requirement, the computer laboratories are equipped with Pentium-III workstations. A wide variety of commercial and public software is available online. Internet downlink of 256k is available for faster browsing and downloading of data. The computer labs also maintain Internet and information servers for World Wide Web and anonymous FTP. CCBIT has its own mail server and a number of computer labs as enumerated below:

Internet Lab

Internet Lab includes PCs with Laser Printer and Scanner and Practical Lab includes 20 PCs with Multimedia for presentations

Both Computer Labs are air conditioned.

Instructional Lab

Practical application of software tools/ technologies, in order to facilitate the course work of the students, is as important as imparting them with the theoretical knowledge. Implementation and execution of these techniques are carried out in the Instruction Labs, under watchful supervision of the course instructor. The Instructional Lab, equipped with state-of-the-art technology, is used only by those students who are in their final semester and require an extensive use of computers for the completion of their final projects.

Canteen

College canteen offers students healthy & delicious snacks & soft drinks.

Girls Common Room

A separate Girls Common / Prayer Room with washroom facility is available.

Van Facility

College and its management endeavors to facilitate students to commute to the campus. College has its own van facility for this purpose.

Students can avail this facility based on the availability of space. For further information contact the inquiry office.





Rules & Regulations



CABITS

CAMS Association of Business and Information Technology Students (CABITS) is the student body of CCBIT. It is headed by the Director of the Institute and the other members are elected by a majority vote. The association is responsible for arranging regular picnics, bake-sales, fun-fairs and concerts. Also, CABITS arranges educational activities like seminars, declamation contests, and guest speaker sessions.

Cooperative work placement / internship

Cooperative work placement/Internship is an integral requirement of CCBIT courses. The students are required to acquire industry experience during their coursework. Cooperative work placement requirements are mandatory for both Bachelors and Masters Level students.

CAMS student counselors assist the students to get appropriate industry experience that is relevant to their respective majors of study.

CAMS facilitates internships and job placements for its students by providing an appropriate link between the employers and the graduates. Reputed multinational and national corporate entities absorb our students before their graduation.

Academic Matters

Education is a serious business at CCBIT, where qualified faculty puts in their maximum effort to train the students to meet the challenges students will face in the corporate world.

Academic Calendar

The academic year at most faculties at CCBIT is divided into two semesters:

Spring Semester:
January–May

Fall Semester:
August–December

Enrollment with Karachi University

Students would also be enrolled at Karachi University and would be charged an enrollment per year (as mentioned in the fees structure section) by the University of Karachi. Students are not allowed to enroll in another degree program concurrently.

A student enrolled in any program whose tuition fee is overdue by more than 2 weeks would not be entitled to remain on the student register and his/her name shall be removed. After removal from the register, the student will not be allowed to continue in the program. If the student wishes to be re-admitted into the program, a reinstatement fee of Rs.2000/= payable within 7 days will be required.

Attendance

Students should aim to attend all classes. The lectures help meet the educational objectives of the subjects by providing information regarding applications, clarifying important idea, and guiding reading. Many classes will include opportunities to discuss and clarify issues. Classes may include practical exercise and case studies. Absence from classes will in most cases seriously limit a student's ability to pass or do well. In cases where a student is seeking special consideration or having progress reviewed, a good record of class attendance may be helpful in showing evidence of commitment to the program.

There is a minimum attendance requirement of 85% in each semester to qualify for admission into the next semester.

Rules & Regulations

Students who fail to be regular are reprimanded through letters addressed to their parents or may be debarred from sitting in the upcoming Term / Comprehensive Examination. CCBIT has allowed the following number of absences.

Assessment

The assessment is a continuous process and includes;

- Quizzes (unannounced surprise short test of 5 to 10 minutes each)
- Two Periodical examinations of one and half hour each
- Assignments, Reports, Class Participation and Practical Exercises
- One Semester Examination of three hours

The assessment requirements may include a variety of forms of assessment such as written examinations, assignments, essays, projects, presentations, field-work or other forms of assessment appropriate to the objectives of the subject.

The assessment details for each subject are included in the documentation provided at the commencement of each semester for each subject. It is important that students read such information carefully and are clear about the requirements to pass each subject.

Not having understood the requirements will not be accepted as a reason for reviewing final results.

There shall be no Supplementary Examinations.

Assessment in most subjects is continuous. This means that you have to meet a number of assessments over the semester-case studies, projects, exams, etc. You must not assume that 50%



Attendance Regulation

For 3 Credit-hour courses

	No. of absences
Before First Term Exam.	3
Before Second Term Exam.	6 (including previous 3)
Before Comprehensive Exam.	8 (including previous 6)

* Duration of each class is

For 4 Credit-hour courses

	No. of absences
Before First Term Exam.	5
Before Second Term Exam.	7 (including previous 5)
Before Comprehensive Exam.	10 (including previous 7)



Rules & Regulations



overall will lead to your passing a subject. Sometimes lecturers require, for example, that you submit and/or pass one or all particular requirement as well as obtaining 50% overall. It is therefore critically important that you read and understand these requirements. The following distribution of weightage shall be adhered to strictly by CCBIT academic staff:

- a) Final Semester Examination 60% (to be conducted by KU)
- b) Midterm Examinations 10%
- c) Comprehensive Examination 20%
- d) Assignments, Reports and Class 5%
- E) Quizzes 5%

The Final Semester Examination shall be set and conducted by the University of Karachi at its premises.

Presentation of Written Work

Students should follow specific guidelines determined by the course instructor. This is particularly important in relation to footnote and bibliography standards. In addition, students should check their spelling, grammar, syntax and where relevant the accuracy of the typing.

It is important to note that you should adhere to essay word limits as marks are awarded for quality not quantity and more or excessive work may not be viewed as being better. In many cases, work exceeding the required length will be penalized.

Most assignment, projects, essays, case studies, etc, require you to argue a point of view or to demonstrate how you think about an issue – your ability to analyze, diagnose, recommend and implement decision situations.

Many students confuse thinking and writing with collecting descriptive material. It should be limited to what is necessary and be in proportion to the other requirements of arguing and thinking. A lot of description material, no matter how well presented, does not make a good piece of work.

Plagiarism

Students will be heavily penalized and possibly excluded from the program if they are found submitting work which is not their own or which uses large portions of unacknowledged materials. The normal minimum penalty for such conduct is an 'F' grade for that assignment/project.

Deadlines and Extensions

Due dates for assignments should be considered as deadlines. Work submitted after the due dates will be penalized. You must

Rules & Regulations



seek permission in advance wherever possible, and in writing, for any variation to the assessment requirements, including extension of time for assignments or if not sitting for a set examination or class test. Your request should have your reasons and relevant supporting information, such as a doctor's certificate, where applicable. If you do not seek such permission, you may not be allowed to submit the assignment or re-sit the examination or class test. Final examination grades are released by the University of Karachi to CCBIT following the meeting of the Board of Examiners. CCBIT makes the final grades available to students through display on the Notice Board as well as by post. Students will also receive an official record of their semester results during the following semester.

The University of Karachi normally retains the final examinations scripts and projects.

Grading & Evaluation

Following is the detail of Fractional Grading Approved by University of Karachi for BCS, BBA and MBA programs running in Affiliated Colleges.

Unsatisfactory Performance

CCBIT considers your academic performance to be unsatisfactory when expected standards are not met. Such situations may include double failures in one or more subjects; frequent requests for extension of time for assignment; consistently late submissions of work; lack of participation in class exercise or activities regarded as integral to understanding the work being taught or a continuing pattern of poor performance.

If your performance displays any of the above characteristics then it may be regarded by CCBIT as unsatisfactory. This advice

BCS

MARKS	GRADE	GRADE POINT	3 CREDIT	4 CREDIT
90 & above	A+	4.0	12.00	16.00
85-89	A	4.0	12.00	16.00
82-84	A-	3.8	11.40	15.20
75-79	B+	3.4	10.20	13.60
71-74	B	3.0	9.00	12.00
68-70	B-	2.8	8.40	11.20
64-67	C+	2.4	7.20	9.60
61-63	C	2.0	6.00	8.00
57-60	C-	1.8	5.40	7.20
53-56	D+	1.4	4.20	5.60
50-52	D	1.0	3.00	4.00
Below	(FAILS)	0.00	0.00	0.00

Rules & Regulations



BBA (Hons) / MBA

MARKS	GRADE	POINT	3 CREDIT
90 & above	A+	4.0	12.00
85-89	A	4.0	12.00
80-84	A-	3.8	11.40
75-79	B+	3.4	10.20
71-74	B	3.0	9.00
68-70	B-	2.8	8.40
64-67	C+	2.4	7.20
60-63	C	2.0	6.00
Below	(FAILS)	0.00	0.00

to you in this document should be regarded by you as a continual notice of your standing. Individual and independent written advice may not necessarily be provided by CCBIT.

Exclusion from the Degree Program

CCBIT may consider your performance unsatisfactory to the extent that you should be excluded from the program. This applies especially when you fail the same subject twice. In this case, you should regard it as automatic that CCBIT will take steps to exclude you. Exclusion processes should be regarded as operative from the day of the posting by CCBIT of the result for the subject in which you have failed for the second time. Unless a written appeal is lodged within 7 working days from the receipt of the exclusion notice, it will be assumed that you have accepted CCBIT's decision to exclude you.

Exclusion is normally for two consecutive semesters. Your application to rejoin the course will be considered along with new applications at that time. There is no guarantee that you will be accepted again into the program.

University of Karachi Rules

Other than the rules of the college students should also be aware of the rules & regulations of University of Karachi regarding various academic matters pertaining to their respective degree programs. These rules are available in the Semester Examination Rules of University of Karachi in the college library. Students are requested to study & follow these rules from the beginning of their terms to avoid any future misunderstandings.

Misconduct in Examination

Consulting a book article during an examination (except for "open book" examinations), or attempting to communicate or receive assistance from, or copy from the paper of, or providing assistance to another candidate during examinations is not permitted and may incur heavy penalties. Where such misconduct occurs, CCBIT shall convene a disciplinary board to conduct an investigation and review the case. The decision of the board will be final.

Cancellation of Admission

A student may decide to cancel his/her admission in the program. Such a step should be carefully considered. The Program Director is to be notified in writing. It is requested that the grounds for cancellation of admission be provided. Normally such a decision should be taken prior to the commencement of a semester, and no later than the 4th week of a semester. Fees paid are not refunded where a student withdraws from a subject or cancels enrollment. All fees of CCBIT and University of Karachi are non-refundable.

Smoking and Food & Drink

Smoking is prohibited in all areas of CCBIT. Food and drinks are not allowed in the lecture/seminar rooms, offices, library and Computer labs.

Faculty

CCBIT has an experienced and qualified faculty, which carries out its responsibility through excellence in teaching, supported by a commitment to applied business research.

Shehzad Chamdia

FCA
President, CAMS
Thirteen years of administrative and teaching experience
Areas of special interest are Accounting, Cost Accounting, Auditing



Adil M. Butt

Chief Executive, CAMS
B.Sc. in Management, Indiana Univ.
MBA, Fordham University (USA)
Thirteen years administrative and teaching experience
Areas of special interest are Business Management, Psychology, Human Behavior, Organizational Behavior



Prof. Anees Ahmed Zaidi

Director
M.A. Urdu, KU, M.A. Political Science, KU
Diploma in General Linguistics, KU
Fourteen years of Admin. Experience
Thirty-Nine years of teaching experience
Ex-Principal, Government National College, Karachi
Ex-Member, Senate, KU
Member, Academic Council, KU
Member, KU Sports Executive Committee and Chairman, Athletic Board
Ex-Member Board of Intermediate Education Karachi
Member, Affiliation Committee, (Board of Intermediate Education, Karachi)
Ex-Chairman, Youth & Children Committee and Press & Public Committee, Arts Council of Pakistan



Barrister Parvez Shah

Bar at Law, Linclons, United Kingdom
Thirty-Two years professional experience
Nine years teaching experience
Consultant to various organizations
Areas of special interest are Business and Labour Laws



Adila Khan

BBA, Bhopal University, India
M.Com (Business Group), MS University, India
Six years teaching experience
Areas of special interest are Business Management, Business Communication, Marketing, Human Resource Management



S. M. Naseer

Professor
M.A (Economics), Sindh University
M.S. (Edu.), Alcorn State Univ. USA
Fifty-Two years teaching experience
Author of economic, political and literary articles published in the leading newspapers
Areas of special interest are Social Sciences, Economics, Sociology, Political Science, Literature



Sumair Siraj

BBA (Hons) SZABIST, Karachi
MBA M.S (Developmental Economics) SZABIST, Karachi (in progress)
Four years teaching experience
Areas of special interest are Economics & Finance



Faculty



Asma Ali

B.E. (Electronics), NED University
Professional experience at Zelin and Pakistan Steel Mills
Six years teaching experience
Areas of special interest are Electronics, Digital Computer Logic, Information System Analysis, Computer Applications in Business



Asif Ali

MS (Computer Science), NED University
M.Sc.(Mathematics, KU
Professional experience as Assistant Analyst at Vertex Business Solutions
Seven years teaching experience
Areas of special interest are Information System Analysis, Database, Java

Shazia Habib

M.A. (Economics), Karachi University
Five years teaching experience
Areas of special interest are Economics and Social Sciences



Khaliq Aboya

LLB, S.M. Law College
M.A.(Philosophy), KU
Seven years teaching experience
Areas of special interest are Human Behavior, Logic, Medieval Philosophy, Educational Philosophy, Existentialism

Adnanullah Khan

M.Sc. (Mathematics), KU
Six years teaching experience
Areas of special interest are Mathematics, Statistics, Operational Research



Arshad Jaffar

MS (Math), LUMS
MSc (Math), KU
BSc (Math), KU

Kamran Ahmed

M.A.(Islamic Studies & Arabic), KU
PGD, MAJU
Five years teaching experience
Areas of special interest are Islamic Banking, Marketing, Management



Hina Ali

MBA (HRM), Jinnah University
Two years teaching experience
Areas of special interest are HRM, Management, Marketing

Faculty



Nazia Naseeb

B.Sc (Hons) Statistics, KU
M.Sc (Statistics), KU

Asif Anwer

M.A (Economics), ACIS, (ACMA)
Two years of teaching experience
Area of special interest are Accounting, Financial Accounting

Mr. Shoaib uddin

MBA (Marketing), AMI
MBA (MIS), University of South Wales
B.Com, KU

Sabeen Akbani

M.A (Economics), D.H.A Degree College for Women
B.Com, D.H.A Degree College for Women

Faisal Wahab

MBA, LUMS
BBA, LUMS
Director World Wide Trade Linked

Shahida Akhlaq

M.A (English)

Mr. Mazkoor-ur-Rahman

M.A (Economics), Karachi University
B.A
Former Principal govt. St. Patricks, college, Karachi



Razia Babar

MBA, IBA
B.Com, KU
Two years teaching experience
Areas of special interest are Money, Banking, Marketing, Business Studies



Rona Mubashshir

MBA (Marketing), Business & Management Consultant
BBA (Marketing), BizVision Marketing
Six years of teaching experience



Programs at a Glance



Business Administration Degree Programs

Business education is the best knowledge solution and education value for many students for a number of reasons. But perhaps none is more powerful than the remarkable learning environments that BBA/MBA programs create. At CCBIT, bright, goal-oriented individuals from a range of undergraduate and professional backgrounds, come together to build leadership and integrated management skills as well as a global network of contacts.

Bachelor of Business Administration (Hons)

The Bachelor of Business Administration degree requires the completion of 46 courses for cumulative 138 credit hours, with a minimum cumulative GPA of 2.20.

YEAR 1

Semester 1		Semester 2	
BA (H)-301	Business English (Grammar)	BA (H)-302	Macroeconomics
BA (H)-311	Microeconomics	BA (H)-312	Business English (English Composition)
BA (H)-321	Basic Mathematics I	BA (H)-322	Basic Mathematics II
BA (H)-331	Principles of Accounting	BA (H)-332	Financial Accounting
BA (H)-341	Introduction to Business	BA (H)-342	I.T in Business
BA (H)-351	Islamic Studies / Ethical Behavior (for non Muslims)	BA (H)-352	Pakistan Studies

YEAR 2

Semester 1		Semester 2	
BA (H)-411	Human Behavior	BA (H)-412	Intro. to Business Finance
BA (H)-421	Logic	BA (H)-422	Business Communication II (Oral Communication & Presentation Skills)
BA (H)-431	Money & Banking	BA (H)-432	Statistical Inference
BA (H)-441	Business Communication I (Correspondence & Business Report)	BA (H)-442	Organizational Behavior
BA (H)-451	Business Statistics	BA (H)-452	Business & Labor law
BA (H)-461	Principles of Management	BA (H)-462	Principles of Marketing

Programs at a Glance



YEAR 3

Semester 1		Semester 2	
BA (H)-511	Cost Accounting	BA (H)-512	Entrepreneurship
BA (H)-521	Environmental Studies	BA (H)-522	Production & Operation Management
BA (H)-531	Community Development	BA (H)-532	Marketing Management
BA (H)-541	Economy of Pakistan	BA (H)-542	Business Research Method
BA (H)-551	Financial Management	BA (H)-552	Human Resource Management
BA (H)-561	Computer Application to Business (E-Commerce)	BA (H)-562	Managerial Accounting

YEAR 4

Semester 1		Semester 2	
BA (H)-601	Consumer Behavior	BA (H)-602	Strategic Management
BA (H)-511	Management Information System	BA (H)-611	International Business
BA (H)-521	Business Ethics		Elective III
	Elective I		Elective IV
	Elective II	BA (H)-622	Project Report

Note: Requirement for award of BBA (Hons) Degree Program

- i) Business Internship: 6-8 weeks
- ii) Comprehensive examination: Evaluation shall be on the basis of pass/fail. There shall be no grading or marks for comprehensive examination.

Programs at a Glance



Master of Business Administration – Morning

The Master of Business Administration (Morning) degree requires the completion of 24 courses for cumulative 72 credit hours, with a minimum cumulative GPA of 2.45.

This program is offered to students coming from all backgrounds, with prior business education not a pre-requisite. Thus, all business courses are taught from the foundation level to provide a good understanding of the subject.

	Semester 1		Semester 2	
YEAR 1	BA(M)-501	Business Communication I	BA(M)-502	Business Communication II
	BA(M)-511	Business Economics	BA(M)-512	Financial Accounting
	BA(M)-521	Fundamentals of Accounting	BA(M)-522	Comp. Application to Business
	BA(M)-531	Business Mathematics	BA(M)-532	Human Resource Management
	BA(M)-541	Intro. to Bus. & Management	BA(M)-542	Introduction to Marketing
	BA(M)-561	Organizational Behavior	BA(M)-552	Business Statistics
	Semester 3		Semester 4	
YEAR 2	BA(M)-601	Advanced Business Statistics	BA(M)-602	Managerial Accounting
	BA(M)-611	Cost Accounting	BA(M)-612	Auditing
	BA(M)-621	Intro. to Business Finance	BA(M)-622	Financial Management
	BA(M)-631	Production Management	BA(M)-632	Introduction to MIS
	BA(M)-641	Economics & Industrial Development of Pakistan	BA(M)	Elective I
	BA(M)-651	Intro. to Research Method	BA(M)	Elective II

Choice of Elective Courses:

BA(M)-642	Marketing Research and Global Marketing
BA(M)-652	Marketing Communication (Advertising and Promotion)
BA(M)-662	Project Research
BA(M)-682	Banking Operations & Management
BA(M)-683	Project Appraisal

Programs at a Glance



Master of Business Administration – Evening

The Master of Business Administration (Evening) degree requires the completion of 24 courses for cumulative 72 credit hours, with a minimum cumulative GPA of 2.45.

This program is conducted in the late evenings, to enable working professionals to enhance their professional qualifications. All business courses are taught from the foundation level to provide a good understanding of the subject, for those coming from non-business academic background.

	Semester 1		Semester 2	
YEAR 1	BA(M)-501	Business Communication I	BA(M)-541	Intro. to Bus. & Management
	BA(M)-511	Business Economics	BA(M)-551	Organizational Behavior
	BA(M)-521	Fundamentals of Accounting	BA(M)-502	Business Communication II
	BA(M)-531	Business Mathematics	BA(M)-512	Financial Accounting
	Semester 3		Semester 4	
YEAR 2	BA(M)-522	Comp. Application to Business	BA(M)-601	Advanced Business Statistics
	BA(M)-532	Human Resource Management	BA(M)-611	Cost Accounting
	BA(M)-542	Introduction to Marketing	BA(M)-621	Intro. to Business Finance
	BA(M)-552	Business Statistics	BA(M)-631	Production Management
	Semester 5		Semester 6	
YEAR 3	BA(M)-641	Economics & Industrial Development of Pakistan	BA(M)-622	Financial Management
	BA(M)-651	Intro. to Research Method	BA(M)-632	Introduction to MIS
	BA(M)-602	Managerial Accounting	BA(M)	Elective I
	BA(M)-612	Auditing	BA(M)	Elective II

Choice of Elective Courses:

BA(M)-642	Marketing Research and Global Marketing
BA(M)-652	Marketing Communication (Advertising and Promotion)
BA(M)-662	Project Research
BA(M)-682	Banking Operations & Management
BA(M)-683	Project Appraisal

Programs at a Glance



Information Technology Degree Programs

To keep pace with the fast advances in computing technologies, understanding of information technology has become an integral part of every field of life. BCS and PGD in Software Development programs offered at CCBIT, provide the students a comprehensive and professional understanding of the modern systems approach to information systems. This prepares students as administrators who possess knowledge of Latest applications of information technology & can play a lead role in process management across the length & breadth of the organization.

Bachelor of Computer Science

The Bachelor of Computer Science degree requires the completion of 31 courses for cumulative 101 credit hours, with a minimum cumulative GPA of 2.45.

	Semester 1	Semester 2	
YEAR 1	BCS-0101	English	BCS-0103
	BCS-0102	Pakistan & Islamic Studies	BCS-1102
	BCS-1101	Calculus I	BCS-1104
	BCS-1103	Physics I	BCS-1105
	BCS-2101	Intro. to Comp. Programming	BCS-2102
YEAR 2	BCS-1201	Basic Electronics	BCS-1203
	BCS-1202	Linear Algebra & Differential Equations	BCS-2203
	BCS-2201	Digital Computer Logic	BCS-2204
	BCS-2202	Discrete Structures	BCS-2205
	BCS-2206	Assembly Language Programming	BCS-2207
YEAR 3	BCS-2301	Information System Analysis	BCS-2306
	BCS-2302	Files & Databases	BCS-2307
	BCS-2303	Computing Methods II	BCS-2308
	BCS-2304	Compiler Construction	BCS-2319
	BCS-2315	Computer Graphics	BCS-2335
			BCS-2342

Programs at a Glance



Post Graduate Diploma In Software Development

The PGD Program requires the completion of 17 courses for cumulative 49 credit hours and 26 hours lab, with a minimum cumulative GPA of 2.45.

This program is specially designed for those individuals who seek a career in Computer Sciences, but do not have a relevant (Computer Science or Mathematics) background.

	Quarter 1	Quarter 2	
YEAR 1	PGD-01	Practical Computing	PGD-07
	PGD-02	Intro. to Programming	PGD-08
	PGD-03	Intro. to Operating Systems	PGD-09
	PGD-04	Business Communication Skills	PGD-10
	PGD-05	Language I (English I)	PGD-11
	PGD-06	Computer Communication & Networking	
YEAR 2	PGD-012	Visual Programming	PGD-015
	PGD-013	Relational Database Environment	PGD-016
	PGD-014	Internet Applications	PGD-017
		Project I	

Fees Structure



Business Administration Degree Programs

(All figures in Pak Rupees)

Payable to CCBIT	BBA (Hons)	MBA (Morning)	MBA (Evening)
Admission Fee (Payable once)	15,000	15,000	10,000
Tuition Fee (Per semester)	40,000	40,000	25,000

Payable to KU

KU Enrollment Fee (Payable once)	9,900	5,500	7,700
KU Examination Fee (Per semester)	1,000	1,000	1,000

Financial Assistance

Financial assistance is available to students in certain conditions. Financial Assistance Package is need based and, in some cases, covers up to 50% of the college tuition fees only. Fees of University of Karachi is not included in this facility.

Students seeking financial assistance are required to fill and submit a Financial Assistance Form to the program head or principal after admission is secured in a program. Admission decision is exclusive of the evaluation of Financial Assistance application of a candidate.

Last date to submit a Financial Assistance application is by the end of 2nd week of commencement of classes. Applications will not be entertained after the passing of the said date.

Usually a student would receive intimation within 10 working days

Information Technology Degree Programs

(All figures in Pak Rupees)

Payable to CCBIT	BCS	PGD (Evening)
Admission Fee (Payable once)	15,000	–
Tuition Fee (Per semester)	30,000	10,000 (per quarter)

Payable to KU

KU Enrollment Fee (Payable once)	7,700	3,500
KU Examination Fee (Per semester)	1,000	1,000 (per quarter)

of the submission of the Financial Assistance application.

To maintain the status of Financial Assistance the beneficiary student is required to fulfill the following three conditions throughout the term.

- Maintain minimum GPA of 3.0
- Pass all subjects
- Maintain required attendance

Short falls on all or any one of these conditions will automatically result in cancellation of the Financial Assistance facility for the rest of the term.

The progress of students on Financial Assistance is reviewed every semester by the Director with the right to revoke or continue at his discretion.

Admission Requirements



Admission into the program is highly selective, and students are required to meet the following requirements:

Bachelor Programs

- Two A-level passes with a minimum grade of D or above, or Intermediate with minimum passing percentage of 45% (For BCS, student must have appeared in Mathematics or Statistics in A-Levels or Intermediate)
- Passing the Aptitude test conducted by CCBIT
- Interview with a panel comprising of CCBIT and KU officials.

Master/ PGD Programs

- Bachelors in any discipline with minimum passing percentage of 45%
- Passing the Aptitude test conducted by CCBIT
- Interview with a panel comprising of CCBIT and KU officials.

Admission shall be strictly on merit.

SAMPLE TEST PAPER

The test is divided into three major sections.

Section I is the English component that is divided into vocabulary and grammar. Vocabulary comprises of 15 words to which you will be required to select the correct meaning from the four choices given.

Examples are given below:-

- Panic
a. Pain b. Relief c. Mess d. Fear
- Autonomy
a. Independence b. Radicalism c. Stubbornness d. Strictness
- Faction
a. Replica b. Trivial Item c. Fact-base d. Story

Answers:

1. D 2. A 3. C

Language comprises of 15 sentences for which you will be required to select the correct Choice w.r.t. grammar and tenses.

Examples are given below:-

- Of the two toys, the child chose _____.
a. the less expensive
b. the one most expensive
c. the least expensive
d. the most expensive of them
- Sameer is playing cricket with his friends, but he _____.
a. should be studying
b. should studying
c. Ought to be studying
- How many people _____ the conference on electronic commerce?
a. is attending
b. Attended
c. did attend
d. are attend

Answers:

1. C 2. A 3. B

Section II is the General Knowledge component that has 20 multiple-choice questions. These questions range from world geography, Pakistan history, world economy, Pakistan economy and current affairs.

Examples are given below:-

- The capital of Australia is:
a. Sydney b. Melbourne c. Canberra d. Victoria
- Where was Allama Iqbal Born?
a. Sahiwal b. Bhawalpur c. Gujranwala d. Sialkot

Admission Requirements



3. What does WTO stand for?
 - a. World Trade Organization
 - b. World Tax Ovation
 - c. World Tariff Organization
 - d. World Trade Organizer
4. The current President of Pakistan is:-
 - a. Parvaiz Musharraf
 - b. Rafiq Tarar
 - c. Ghulam Ishaq Khan
 - d. Farooq Leghari
5. Ideas 2000 is the name given to:
 - a. The government's election program
 - b. The Tax Survey program
 - c. The International Defence Exhibition
 - d. The Tax Amnesty Scheme

Answers:

1. C 2. D 3. A 4. A 5. C

Section III is the Mathematics component that is divided into arithmetic and number series.

Arithmetic comprises of 20 short calculation questions and some word problems (2 marks each).

Examples are given below:-

1. If $x + 2y = 5$ and $y = x + 1$, what is x ?
 - a. -1 b. 2 c. 1 d. -2
2. The sum of three consecutive numbers is equal to 60. Find the first number.
 - a. 22 b. 19 c. 21 d. 20



3. If a firm earns a profit of Rs. 1200 in the first week and Rs. 1500 in the second week, What is the percentage increase?
 - a. 25% b. 24% c. 26% d. 28%
4. The average of five values 6, 8, 12, 20 & x is computed as 12. Find x .
 - a. 15 b. 17 c. 14 d. 12
5. The expression $\frac{(x^3)^2}{x^5}$ equals.
 - a. 0 b. 1 c. x d. x^2

Answers:

1. C 2. B 3. A 4. C 5. D

Number Series comprises of 10 mathematical series to which you will be required to find the next number by determining a specific pattern of each series.

Examples are given below:-

1. 1, 3, 5, 7, 9,
 - a. 10 b. 11 c. 12 d. 13
2. 1, 10, 100, 1000,
 - a. 100 b. 1000 c. 10000 d. 100000
3. 3, 6, 9, 12, 15,
 - a. 18 b. 15 c. 21 d. 17

Answers:

1. B 2. C 3. A