



پوهنتون کاردان
KARDAN UNIVERSITY

Course Catalogue

For Bachelor's in Business
Administration



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Program Introduction

A Bachelor of Business Administration degree from Kardan University will supply you with the academic credentials, practical insights and business experience you require to transform your interests and passions into a rewarding career.

The program enjoys a solid reputation among the top national and international employers as well as leading international universities, where our graduates pursue graduate studies. Our BBA graduates have gone to establish their own businesses, manage firms, obtain Master's and doctoral degrees and lead major national and international organizations. Our BBA program spans 138 credit hours and includes course modules in all major business administration subject areas. Kardan University also offers a wide range of electives to broaden your horizons across the business, social sciences and arts fields.



Course Curriculum

Core Courses				
No.	Code	Course Name	Pre-requisite	Credits
1	EC-2101	Principles of Accounting		4
2	EC-2102	Financial Accounting	Principles of Accounting	4
3	EC-2103	Principles of Marketing		4
4	EC-2104	Marketing Management	Principles of Marketing	4
5	EC-2105	Principles of Management		4
6	EC-2106	Business Mathematics		4
7	EC-2201	Sales Management	Marketing Management	4
8	EC-2202	Organizational Behavior	Principles of Management	4
9	EC-2203	Introduction to Micro Economics		4
10	EC-2204	Introduction to Macro Economics	Introduction to Micro Economics	4
11	EC-2205	Business Statistics		4
12	EC-2301	Cost Accounting	Financial Accounting	4
13	EC-2302	Human Resource Management	Principles of Management	4
14	EC-2303	International Business		4
15	EC-2304	Inferential Statistics	Business Statistics	4
16	EC-2305	Financial Management	Financial Accounting	4
17	EC-2306	Business Law		4
18	EC-2401	Project Management	Principles of Management	4
19	EC-2402	Entrepreneurship		4
20	EC-2404	Research Methods	Inferential Statistics	4
Total Courses				20
Total Credits				80



Specialization Courses				
No.	Code	Course Name	Pre-requisite	Credits
Finance (Choose 4 Courses)				16
1	EC-3101	Corporate Finance	Financial Management	4
2	EC-3102	International Finance	Financial Management	4
3	EC-3103	Working Capital Management	Financial Management	4
4	EC-3104	Auditing	Financial Management	4
5	EC-3105	Intermediate Accounting	Financial Management	4
Management (Choose 4 Courses)				16
1	EC-3201	Organizational Development	Human Resource Management	4
2	EC-3202	Leadership	Human Resource Management	4
3	EC-3203	Management of Training	Human Resource Management	4
4	EC-3204	Management of Change	Human Resource Management	4
5	EC-3205	Total Quality Management	Human Resource Management	4
Total Courses				4
Total Credits				16

General Courses				
No.	Code	Course Name	Pre-requisite	Credits
1		Professional Development		15
2		Languages		6
3		General Knowledge		15
Total Courses				12
Total Credits				36

Thesis				
No.	Code	Course Name	Pre-requisite	Credits
1	EC-255	Undergraduate Thesis		6
Total Courses				1
Total Credits				6



Summary			
No.	Category	Credits	Percentage
1	Core	80	58%
2	Specialization	16	12%
3	General	36	26%
3	Thesis	6	04%
Total		138	100%

Graduation Requirements		
No.	Category	Criteria
1	University Orientation	Pass
2	Credit Requirement	138 Credits
3	Thesis Defense	Pass
4	English Competency Test	Pass
5	Professional Seminars	6 Hours



Individual Course Descriptions

Core Courses

Principles of Accounting	
Course Code	EC-2101
Credits	4
Pre-requisite	None
Description	<p>This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets and long term liabilities. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.</p>

Financial Accounting	
Course Code	EC-2102
Credits	4
Pre-requisite	Principles of Accounting
Description	<p>This course is intended to introduce the basic theory, concepts and practice of financial accounting and to enable students to understand information contained in the published financial statements of companies and other organizations. It includes the preparation of accounting statements, but their uses and limitations will also be emphasized. Students will learn about uses of accounting information, explain and apply accounting concepts, principles and conventions; record basic accounting transactions and prepare annual financial statements; and analyze, interpret and communicate the information contained in basic financial statements and explain the limitations of such statements.</p>



Principles of Marketing

Course Code EC-2103

Credits 4

Pre-requisite None

Description

The purpose of this course is to teach students to identify the marketing mix components; explain the environmental factors which influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands. This course will introduce students to the fundamental aspects of marketing: how firms discover and translate customers' needs and wants into strategies for providing products and services.

Marketing Management

Course Code EC-2104

Credits 4

Pre-requisite Principles of Marketing

Description

A comprehensive going-over of marketing environments and the impact marketing accomplishments have on organizational operations in competitive, global, multiethnic business situations, the course deliberates both domestic and global agendas of the essential marketing functions of product, pricing, distribution, and promotion. Marketing Management explores and evaluates up-to-date marketing complications and resolutions from theoretical, legal, and ethical viewpoints. It clarifies marketing evidence classifications and the use of progressive know-hows in marketing assessment creation.

Principles of Management

Course Code EC-2105

Credits 4

Pre-requisite None

Description

This course offers an analysis of management theory and provides opportunities for application of these ideas in real world situations. The analysis focuses on the managerial functions of Assessing, Planning, Organizing, and Controlling. Both traditional and cutting-edge approaches are introduced and applied. Specific attention is paid throughout the course to the ethical implications of managerial action and inaction.

Business Mathematics

Course Code EC-2106

Credits 4

Pre-requisite None

Description

The purpose of this course is to introduce you to the concepts, procedures and applications of Mathematics from the perspective of a business professional. It is assumed that you are studying for, or are in a management position and not a purely Finance position. Therefore the emphasis will be on how to use information more than how to create it. You will likely find that we cover material that you have been exposed to in other courses in the program, such as Economics, Financial Mathematics, Linear Programming which are aimed at Maximizing the profit and Minimizing the costs.

Sales Management

Course Code EC-2201

Credits 4

Pre-requisite Marketing Management

Description

Sales Management explores a student's role as a sales manager, precise skills and ideas that will improve students' performance in the key areas of sales management: guidance, talent management, and business management. Through numerous practice sessions, case study analysis and role plays, students will learn about the critical accomplishment influences of sales management.

Organizational Behavior

Course Code EC-2202

Credits 4

Pre-requisite Principles of Management

Description

OB is about understanding how people and groups in organizations behave, react, and interpret events. It also describes the role of organizational systems, structures, and processes in shaping behavior, and explains how organizations really work. OB provides a foundation for the effective management of people in organizations. As we know that technical skills are necessary, but they are not enough to succeed in management.

Introduction to Micro Economics

Course Code EC-2203

Credits 4

Pre-requisite None

Description

The study of micro economics is about basic principles of economics. It helps students in understanding some major economic issues and problems as what to produce, how to produce and for whom to produce along with efficiency and growth. Students will learn how markets and other governance structures organize core economic activities, such as production, distribution, consumption and the growth of productive resources. In short, micro economics tells the students how millions of consumers and producers in an economy take decisions about the allocation of productive resources among millions of goods and services. It explains how, through market mechanism, goods and services produced in the community are distributed.

Introduction to Macro Economics

Course Code EC-2204

Credits 4

Pre-requisite Introduction to Micro Economics

Description

For the formulation of useful economic policies of a nation, macroeconomics is of the utmost significance. It is more fruitful to regulate aggregate employment and national income and to work out a national wage policy. Macro analysis also occupies an important place in economic theory in its pursuit of the solution of urgent economic problems. These problems relate to aggregate output, employment and national income. Economic theories seek to explain fluctuations in the level of income, output and employment. Thus in macroeconomics, students are able to study the economy in its dynamic aspect.



Business Statistics

Course Code EC-2205

Credits 4

Pre-requisite None

Description

In this course, the student is introduced to the subject of business statistics to include the need for quantitative analysis in business, the basic procedures in problem solving, and the sources and types of data used by business firms. Basic probability concepts and normal probability distribution will be used by the student to solve problems which involve business applications. In addition, hypothesis testing and simple regression analysis are introduced.

Cost Accounting

Course Code EC-2301

Credits 4

Pre-requisite Financial Accounting

Description

Cost accounting provides key data to managers for planning and controlling, as well as data on costing products, services, and customers. By focusing on basic concepts, analyses, uses, and procedures instead of procedures alone, we recognize cost accounting as a managerial tool.

Human Resource Management

Course Code EC-2302

Credits 4

Pre-requisite Principles of Management

Description

Human Resource Management is an important function in organizations. This course is designed to equip students with a proper understanding of the fundamental concepts in HRM. Students will be able to define and explain strategic HR Planning, Recruiting, Selection, Training and Development, Motivation, and Maintenance functions of HRM. The course also gives the students an opportunity to learn and apply different HR practices in a class room setting.

International Business

Course Code EC-2303

Credits 4

Pre-requisite None

Description

The study of International Business will prepare the students to meet the challenges of modern business era. The course focuses on the functions and performance of businesses that cross national borders and operate as global business players. It explains the advantages and limitations as well as challenges business and business people face when they decide to expand beyond the boundaries of a country and serve an international clientele.

Inferential Statistics

Course Code EC-2304

Credits 4

Pre-requisite Business Statistics

Description

This course will be dealing with the comparison of different groups for the purpose of making inferences. Therefore, statistical procedures applied for this purpose are inferential. Inferential statistics is used to reach conclusions that extend beyond the immediate data alone. For instance, we use inferential statistics to try to infer from the sample data what the population might think. Or, we use inferential statistics to make judgments of the probability that an observed difference between groups is a dependable one or one that might have happened by chance in this study.

Financial Management

Course Code EC-2305

Credits 4

Pre-requisite Financial Accounting

Description

The Financial Manager plays a dynamic role in a modern company's development and to the vitality and growth of the economy as a whole. The purpose of orienting our student of financial management to this course is to provide them an opportunity of understanding the process of adaptability to change in the financial arena, raise and invest funds efficiently and wise asset management. The course will help the students to develop their financial management decision making ability.



Business Law

Course Code EC-2306

Credits 4

Pre-requisite None

Description

Business law deals with rights and duties of the Business person arising out of business transaction in respect of business property. It is the branch of Civil law and founded on the law of Contract which deals with the only agreements enforceable by the law. Therefore this course essentially focuses on the law of contract, kinds of contract, performance, discharge, breach, remedies in case of breach, guarantee and Indemnity, bailment and pledge.

Project Management

Course Code EC-2401

Credits 4

Pre-requisite Principles of Management

Description

The aim of this course is to equip students with the knowledge of project management and skills that a successful project manager uses for effective initiation, implementation and termination of a project. Students get knowledge of different players involved in projects as well as in-depth information regarding organizational structure, scheduling and communication etc, for projects. Students are also taught how to prepare project feasibility studies, conduct financial and risk analysis which is the core outcome of this subject.

Entrepreneurship

Course Code EC-2402

Credits 4

Pre-requisite None

Description

This course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students will learn about themselves, their decisions, and their goals to determine how entrepreneurship can play a role in their lives. Students will also be introduced to entrepreneurship from an economic perspective and the concepts of environmentally sustainable practices and social entrepreneurship.

Research Methods

Course Code EC-2404

Credits 4

Pre-requisite Business Statistics

Description

This course will provide students with the necessary skills and knowledge to determine the information necessary to address an identified research problem (basic or applied) and, using this understanding, develop and use an actionable research proposal. In this process, the students will gain an understanding of relevant approaches and elements of undertaking a research enquiry specifically to provide insights to solving a relevant problem. They will develop critical core competencies and skills required to carry out such an enquiry.

BBA Specialization Courses – Finance

Corporate Finance

Course Code EC-3101

Credits 4

Pre-requisite Financial Management

Description

This course explores several key issues related to companies, investors, and the interaction between them in the capital markets. Corporate finance is the area of finance dealing with the sources of funding and the capital structure of corporations and the actions that managers take to increase the value of the firm to the shareholders, as well as the tools and analysis used to allocate financial resources. The primary goal of corporate finance is to maximize or increase shareholder value.

International Finance

Course Code EC-3102

Credits 4

Pre-requisite Financial Management

Description

Managing businesses either directly or indirectly exposed to international competition requires an understanding of currency risks and international financial markets. This course aims at providing students with an in-depth knowledge of these issues. The main areas covered are: currency markets, currency risks, currency derivatives and hedging decisions, cross-border financing decisions, cross-border investment decisions, international financial markets and currency investment

strategies. It emphasizes exchange rate determination, exchange risk, hedging, and interest arbitrage, international money and capital markets, international financing, and international portfolio management.

Working Capital Management

Course Code EC-3103

Credits 4

Pre-requisite Financial Management

Description

This course is entirely devoted to working capital management. Students will study the different components of working capital (cash, receivables, payables, inventory, etc.), and how to manage them so as to maximize shareholder wealth. The principles and concepts of finance theory will be applied to problems and decisions associated with working capital. We will focus on the optimal (or value-maximizing) use of working capital. This course includes theoretical and applied components. Numerical examples will be very important in illustrating the concepts and applications to be covered in this course.

Auditing

Course Code EC-3104

Credits 4

Pre-requisite Financial Management

Description

This course is designed to make the students familiar with the application of basic methods and techniques of auditing. The course deals with the auditing concepts, audit procedures, audit techniques and audit reports for a number of entities. The main aim of auditing is to provide the students with an appropriate knowledge of Auditing to enable them to apply auditing methods and techniques for identifying and preventing errors and frauds.

Intermediate Accounting

Course Code EC-3105

Credits 4

Pre-requisite Financial Management

Description

This course expands upon the underlying framework and concepts of Intermediate Accounting in the context of how accounting fits into the overall business environment of contemporary society. This is the first in a two-course sequence of



Intermediate Accounting. It provides a comprehensive review of the accounting process that was initially discussed in Financial Accounting. Students will study the conceptual basis of accounting. They will also deepen their understanding of the preparation and understanding of classified financial statements and related information and apply analytical tools for both business and financial decisions.

BBA Specialization Courses – Management

Organizational Development

Course Code EC-3201

Credits 4

Pre-requisite Human Resource Management

Description This subject enhance the abilities of students to become capable of involving themselves in the development of organization in different areas such as cultural development, team development and structural development and also to become able to diagnose the weaknesses of an organization and to make organization competitive in the market.

Leadership

Course Code EC-3202

Credits 4

Pre-requisite Human Resource Management

Description In today's competitive environment leading the organization towards the right direction is an essential part of a manager's job, but in order to perform this job, leadership skills are required. This subject provides students with the necessary skills to enhance their visionary perspectives and prepare for a leadership role in an organization.

Management of Training

Course Code EC-3203

Credits 4

Pre-requisite Human Resource Management

Description This course offers an overview of human resource development with specific focus on management of trainings. The course is divided into four major parts i.e. Training

needs assessment, Designing of the training program, Implementation of the training program and Evaluation of the training program. Specific attention is paid throughout the course to the practical applications of the concepts.

Management of Change

Course Code EC-3204

Credits 4

Pre-requisite Human Resource Management

Description This course is intended to train the students to understand why changes are required in an organizations and what reactions the organizations face during change process and how to make sure these reactions will not happen and in case of any reactions from stakeholders how to handle them affectively in order to create a win-win situation.

Total Quality Management

Course Code EC-3205

Credits 4

Pre-requisite Human Resource Management

Description Total quality management (TQM) is a philosophy methodology and system of tools aimed to create and maintain mechanism of organization's continuous improvement. It involves all departments and employees into improvement of processes and products. It helps to reduce costs and to meet and exceed needs and expectations of customers and other stakeholders of an organization. TQM encompasses the concepts of business and social excellence that is sustainable approach to organization's competition, efficiency improvement, leadership and partnership. The objective of this course is to introduce the main principles of business and social excellence, to generate knowledge and skills of students to use models and quality management methodology for the implementation of total quality management.



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