



# BACHELOR *of* BUSINESS ADMINISTRATION

# KATEB UNIVERSITY

HOUSE OF ELITE



دانشگاه کاتب  
Kateb University

# BACHELOR OF BUSINESS ADMINISTRATION

A Bachelor of Business Administration (BBA) is a 4-year degree program which prepares students for a variety of different management and administrative roles in both private and public sector. It emphasizes on the development of communication, quantitative reasoning and business analysis skills. By studying BBA, students can gain knowledge of business practices and processes, understand the role of economics in the world marketplace, and acquire an awareness of global business issues. After the successful completion of BBA, graduates will be able to get an understanding in the various areas like general management, marketing management, human resource management, production management, financial management concepts, processes and principles.

## PROGRAM OUTCOMES AND CAREER PATH

After studying BBA, graduates can opt for a wide range of careers; such as, business consultant, finance manager, operation manager, marketing research specialist, HR manager and management consultant. The other advantage of BBA degree is that candidates can easily opt to pursue an MBA degree after its completion. They can specialize in their desired disciplines while pursuing masters in business. The different specializations in the MBA program include systems, finance, human resource, marketing and so on. They can seek out for employments in shared trading, business corporations, industries, financial institutions, consulting and auditing firms, banking sector and many more. They can also work in government offices or in tech companies.

A BBA degree is your passport to a world of different professional environments and jobs. One may also be able to run personal business as a startup in either service or product run businesses. Additionally, one can pursue careers with national and international organizations.



# **BBA AT KATEB UNIVERSITY**

Productivity, efficiency, effectiveness and innovation in business are the most complex problems in Afghanistan. Department of business administration at Kateb University was established to best train human capital in fields of business, management, finance, and marketing, strategic management. It is expected that taking advantage of the knowledge in business and administration, graduates learn how to analyze complex business problems faced by enterprises, companies and organizations. Successful graduates can provide effective solutions in the field of business innovation in Afghanistan.

BBA at Kateb aims to educate experts and skilled personnel to meet the needs of the labor market, institutions, agencies, and banks. Moreover, we prepare the students to study masters in business administration, management, knowledge management and business innovation and entrepreneurship.

## **EDUCATION SYSTEM**

The educational system at Kateb University is defined based on credit system. In this way, the curriculum designed has a total of 140 credit hours that includes the general courses, main courses, specialization courses, electives and final thesis. For the past few years, the course has been extensively improved in order to reach the great expectations of various core based industries that are involved in managerial business as well as the human resource areas. The educational strategies of the department are a mix of student oriented, teacher oriented and curriculum oriented. We provide advanced training, practical and theoretical teaching based on the needs of the job market and research opportunities. Moreover, students can also take part in scientific dialogues and discussions held at the university.





A photograph of two young men with dark hair looking down at a book held by the man on the left. They are outdoors, with green foliage visible in the background. The man on the left is wearing a red hoodie, and the man on the right is wearing a dark blue shirt. A semi-transparent dark blue box containing text is overlaid on the right side of the image.

## CURRICULUM

The BBA curriculum is a mix of orientations like finance, marketing, human resource management and operation management. Students take core courses such as financial accounting, human resource management, operation management, research methodology, entrepreneurship and other courses based on their concentrations. Kateb University offers its undergraduate degree in business administration over completion of 140 credit as per requirement of Ministry of Higher Education. This includes courses in five main categories; general education, foundation, core, electives and thesis. General courses 16 credits, foundation courses 35, core courses 71, electives 12 and thesis is composed of 6 credit hours. The overall degree is divided into eight semesters and/or four years of study with 18 credits of mandatory courses in each regular semester. Each credit hour is equal to 16 sessions per semester.

# BBA DEGREE PLAN

## CREDITS SUMMARY

COURSE	NO. OF CREDITS	PERCENTAGE COVERED
GENERAL SUBJECTS	16	11.42%
FOUNDATIONS	35	25%
CORE SUBJECTS	71	51%
ELECTIVE SUBJECTS	12	3.8%
THESIS	6	4.28%



# FRESHMAN YEAR

## FIRST SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	PRINCIPLES OF ECONOMICS	EC 011	3	-	BASIC
2	PRIMARY MATHEMATICS	EC 012	4	-	BASIC/PREREQUISITE
3	PRINCIPLES OF ACCOUNTING 1	EC 013	3	-	BASIC
4	PRINCIPLES OF MANAGEMENT	EC 014	3	-	GENERAL
5	ISLAMIC STUDY 1	G 01	2	-	GENERAL
6	ENGLISH 1	G 02	2	-	GENERAL
	TOTAL		17		

## SECOND SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	MICROECONOMICS 1	EC 021	4	PRINCIPLES OF ECONOMICS	BASIC
2	MATHEMATICS 1	EC 022	4	PRIMARY MATHEMATICS	BASIC
3	PRINCIPLES OF ACCOUNTING 2	EC 023	3	PRINCIPLES OF ECONOMICS	BASIC
4	DARILITERATURE 1	G 03	2	-	GENERAL
5	ENGLISH 2	G 04	2	ENGLISH 1	GENERAL
6	ISLAMIC STUDIES 2	G 05	2	ISLAMIC STUDIES 1	GENERAL
	TOTAL		17		

# SOPHOMORE YEAR

## THIRD SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	INTRODUCTION TO BUSINESS	EC 231	3	-	BASIC
2	BUSINESS COMMUNICATION 1	EC 232	2	-	BASIC
3	INTRODUCTION & PRINCIPLES OF MARKETING	EC 233	3	-	CORE
4	APPLIED STATISTICS	EC 234	4	-	BASIC
5	INTRODUCTION TO SOCIOLOGY	EC 234	2	MATHEMATICS	BASIC
6	DARI LITERATURE 2	G 06	2	DARI LITERATURE 1	GENERAL
7	WORLD HISTORY	G 07	2	-	GENERAL
	TOTAL		18		

## FOURTH SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	MACRO ECONOMICS	EC 241	4	MICROECONOMICS	BASIC
2	HUMAN RESOURCE MANAGEMENT	EC 242	4	PRINCIPLE OF MANAGEMENT	BASIC
3	COMPUTER APPLICATION	EC 243	2	-	BASIC
4	OPERATIONAL RESEARCH	EC 244	2	APPLIED STATISTICS	GENERAL
5	COMMERCIAL LAW	EC 245	3	INTRODUCTION TO BUSINESS	GENERAL
6	CORPORATE ACCOUNTING	EC 246	3	PRINCIPLES OF ACCOUNTING 2	GENERAL
	TOTAL		18		



# JUNIOR YEAR

## FIFTH SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	INTERNATIONAL BUSINESS	EC 251	3	INTRODUCTION TO BUSINESS	CORE
2	BUSINESS COMMUNICATION 2	EC 252	2	COMMUNICATION 1	BASIC
3	ENTREPRENEURSHIP	EC 253	3	INTRODUCTION TO BUSINESS	CORE
4	PROJECT MANAGEMENT 1	EC 254	2	PRINCIPLES OF MANAGEMENT	CORE
5	BUSINESS ETHICS	EC 255	3	INTRODUCTION TO BUSINESS	BASIC
6	FINANCIAL MANAGEMENT	EC 256	3	PRINCIPLES OF ACCOUNTING 2	CORE
7	ORGANIZATION BEHAVIOR	EC 257	2	HRM	
	TOTAL		18		

## SIXTH SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	LEADERSHIP	EC 261	3	HRM	CORE
2	E-COMMERCE	EC 262	3	INTRODUCTION TO BUSINESS	CORE
3	CONSUMER BEHAVIOR	EC 263	2	PRINCIPLES OF MARKETING	CORE
4	PROJECT MANAGEMENT 2	EC 264	2	PROJECT MANAGEMENT 1	CORE
5	MONEY & BANKING	EC 265	3	MACROECONOMICS	CORE
6	MARKETING MANAGEMENT 1	EC 266	2	PRINCIPLES OF ACCOUNTING	CORE
7	SPECIALIZATION (OPTIONAL)	-	3		CORE
	TOTAL		18		

# SENIOR YEAR

## SEVENTH SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	COST ACCOUNTING	EC 271	3	CORPORATE ACCOUNTING	CORE
2	PRODUCTION & OPERATION MANAGEMENT	EC 272	3	INTRODUCTION TO BUSINESS	CORE
3	SPECIALIZED ENGLISH	EC 273	3	ENGLISH 2	CORE
4	BUSINESS RESEARCH METHODOLOGY	EC 274	3	INTRODUCTION TO BUSINESS	CORE
5	SPECIALIZATION (OPTIONAL)	—	3	-	CORE
6	AFGHANISTAN'S MODERN HISTORY	G 08	2	-	GENERAL
	TOTAL		17		

## EIGHTH SEMESTER

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	MONOGRAPH	EC 282	6	ALL THE SUBJECTS	CORE
2	INSURANCE	EC 282	3	INTRODUCTION TO BUSINESS	CORE
3	MARKETING MANAGEMENT 2	EC 283	2	MARKETING MANAGEMENT 1	CORE
4	SPECIALIZATION (CORE ELECTIVE)	—	3	-	CORE
5	SPECIALIZATION (CORE ELECTIVE)	—	3	-	CORE
	TOTAL		17		

# BBA DEPARTMENT CURRICULUM 1396

## ["SPECIALIZATION - CORE ELECTIVES"]

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	QUICK BOOK	EC 201	3	FINANCIAL MANAGEMENT	SPECIALIZATION
2	ADVANCED HRM	EC 202	3	HRM	SPECIALIZATION
3	ADVANCED MARKETING MANAGEMENT	EC 203	3	MARKETING MANAGEMENT 2	SPECIALIZATION
4	AUDITING	EC 204	3	FINANCIAL MANAGEMENT	SPECIALIZATION
5	ADVANCED FINANCIAL MANAGEMENT	EC 205	3	FINANCIAL MANAGEMENT	SPECIALIZATION

NO	SUBJECT	SUBJECT CODE	CREDIT	PREREQUISITE	TYPE OF SUBJECTS
1	QUALITY MANAGEMENT	EC 206	3	PRODUCTION MANAGEMENT	SPECIALIZATION
2	INVESTMENT	EC 207	3	FINANCIAL MANAGEMENT	SPECIALIZATION
3	TIME MANAGEMENT	EC 208	3	HRM	SPECIALIZATION
4	ADVERTISING AND MEDIA PLANNING	EC 209	3	MARKETING MANAGEMENT 2	SPECIALIZATION
5	LOGISTICS MANAGEMENT	EC 210	3	MARKETING MANAGEMENT 2	SPECIALIZATION

## FINANCIAL INFORMATION FOR THE YEARS OF 2018 – 2019

Fee structure has been divided into two categories; Barchi campus and main (Darul Aman) campus. Main campus is expected to cost higher because lower discount amount offered. Each student is required to pay a predetermined amount of AFN 12,000 each semester throughout their degree program. Tuition fee of AFN 850 is charged per credit hour. Students may register for a minimum of 14 credit hours and maximum of 22 credit hours each semester.

### INDISCRIMINATE DISCOUNT

The undergraduate program offers a discount of 45% and 20% towards the total fees of each enrolled student each semester depending on which campus they study in. This amount applies to students who study full time at KU.

## FEE CHART FOR THE YEARS OF 2018 – 2019

### Barchi Branch Tuition Fees Structure



Predetermined Fees:

AFN 12,000



Tuition Fees Per Credit Hour:

AFN 850



Discount Amount:

45%

Type of Fee	Amount
Predetermined Fees	12,000 AFN
Tuition Fees Per Credit Hour	850 AFN
Fee for 18 Credits	27,300 AFN
Discount	45%
Fee Per Semester (discount applied)	15,015 AFN
Total Annual Fee (discount applied)	30,030 AFN



## Main Branch Tuition Fees Structure



Predetermined Fees:

AFN 12,000



Tuition Fees Per Credit Hour:

AFN 850



Discount Amount:

20%

Type of Fee	Amount
Predetermined Fees	12,000 AFN
Tuition Fees Per Credit Hour	850 AFN
Fee for 18 Credits	27,300 AFN
Discount	20%
Fee Per Semester (discount applied)	21,840 AFN
Total Annual Fee (discount applied)	43,680 AFN

**BARCHI  
BRANCH**

**45%  
OFF**

**MAIN  
BRANCH**

**20%  
OFF**

## **FACULTY**

KU Department of Economics has two groups of faculty members as permanent and visiting. Permanent faculty members provide lectures, supervise student research, develop policies and procedures, conduct scientific research based on their expertise and are members to the curriculum development committee and take part in strategy planning for the department. Visiting faculty members usually provide lectures and if convenient they can also submit research articles for the KU Journal of Economics. Currently more than 35 lecturers are working within faculty of economics.

## **LEARNING FACILITIES AT KATEB UNIVERSITY**

At Kateb, we give a great importance to curricular and extra-curricular activities, we developed many platforms that can help our student to excel their knowledge and skills, and they are as follow:

Some of the extra-curricular activities are career fairs, social and cultural events, guest lectures, industrial and business tours to explore creativity and talent in our students. Other than those, the facilities a university offers has a profound impact on both teacher and student performance. Bearing this in mind, modern facilities are responsive to changing times and the various styles of educational delivery. Our students have the below stated educational facilities for intellectual capacity growth available to them at the university;

## **CENTERS OF EXCELLENCE THROUGH EXTRACURRICULAR ACTIVITIES**

Many student run platforms are created at Kateb University that has dynamic and strategic goals for academic growth of undergraduate students. Some of these platforms are Student Development Center, Student Advising Center, Center for Career Development, student clubs, Students' Association, sports clubs etc. The purpose of these platforms is to support our student to improve and enhance their social and generic skills such as; soft skills, attitude management, networking, meta-cognitive skills, writing, oratory and debate, leadership skills, joy radiation etc. These platforms can help our students can build up their personal and professional lives. In short, these platforms help our students to become effective learners.

## **CENTERS FOR PROFESSIONAL SKILLS DEVELOPMENT**

Kateb University has different centers such as Professional Development Institute, International Testing Centers and Approved Learning Center to help students build their capacity and acquire professional skills other than what is included in their scholastic curriculum.

Kateb Professional Development Institute generally provides professional short courses to students from every fields of study. Courses offered are ACCA, Cisco, CCNA, GRE and TOEFL and TESOL. GRE and TOEFL programs help prepare our students for their post-graduate studies. Kateb University has approved learning centers for TOEFL and ACCA. Economics students can specifically take ACCA (Finance, Audit and Accounting classes) to enhance these professional skills.

KPDI is an authorized TOEFL iBT, CISCO, GRE, ACCA and PEARSON testing centers where students can take the examinations after completing the courses. By having good score of TOEFL and GRE our students can apply for scholarships abroad, such as; Fulbright, DAAD, Chevening etc. At Kateb University we have developed the best research platforms that can help students to enhance their research knowledge and skills based on international impact factors standards.

## RESEARCH CENTERS

Research is the backbone of social sciences, statistics and modern day intellectual world. Kateb University values research no less than any other world class school. There are four active research centers at KU. For example, Research Center of Economics and Management Science, Research Center of Medicine, Research Center of Social Science and Research Center of Engineering and Computer Science. The main aim of these research centers is to enhance the research infrastructure and develop the capacity of conducting research based on impact factor journals. Moreover, research centers work with relevant departments to develop standards such as research policies, research structures, research strategies, research training and research guidance to help students and faculty members conduct standard research papers for publish meeting the standards of 'impact factor journals'.

In 2017, the Kateb research center conducted certificate courses on qualitative and quantitative research methodologies for faculty members and graduate level students. The purpose of the course was to enhance the skills and knowledge of faculty to be able to publish their research papers in impact factor journals. The course was delivered by Dr. Shakirullah, a professor, Ph.D. and advisor at Stanford University. As a follow up to the course content, two of our students Mr. Zia Shefaie and Norullah Nawaaee, both KU Faculty of Economics Alumni are working under the supervision of Dr. Shakirullah on their papers and aim to publish their research papers in four star impact factor journal. This platform can help our student to learn how to conduct researches and how to write research papers based on ISI indicators.

## KU RESEARCH JOURNALS

At Kateb University we have three scientific journals such as Kateb Scientific Quarterly, Journal of Economic Studies, and Journal of Human Right Studies with a dynamic structure. Professional Management Board from different fields of studies lead the trend of research papers' publication in Kateb Scientific Journal. Our Students can publish their research papers in Kateb's scientific journal as starters.

## RESEARCH BASED COURSES

Furthermore, students take a 6 credits course on research methodology and research software such as SPSS, STATA and E-Views during their 4 years at Kateb. Students are responsible for 6 credits thesis in the last semester of their academic journey to complete their degree.

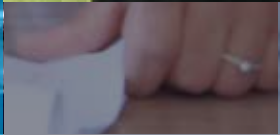
## KATEB RESEARCH INSTITUTE

Kateb Research Institute (KRI) is a separate unit within Kateb University that has the main focus on delivering quality applied researches targeting the research market of Afghanistan. KRI's activities are totally distinct from activities of faculties and research departments currently available at Kateb University. The mission of KRI is to implement quality applied research, enhance research standards and institutionalize the research culture in Afghanistan. This platform can help the students work as an intern in different applied research organizations to enhance their applied research skills and build their career in the field of research. Students also can initiate research ideas in different fields of research; the Kateb Research Institute can help them in the areas of research conduct and fundraising. KRI also provide certificate course for the student of economics in the fields of Applied Research, Research Methodologies, Applied Econometrics, Applied Statistics, Data Modeling and Data Analysis. Using STTA, E-Views, and SPSS as statistical software help the student to implement their researches in professional way. Furthermore, by taking this extra courses student can develop their capacities in the field of applied research.

## RESEARCH WEBSITE

A category named as Student Research is added to the KU Research Website. Students can submit their research papers to the Scientific Research Board for review and get them published in the KU Research Website.





# STUDENT TOURS

Kateb University believes in providing quality education with a focus on market needs. We often organize industrial tours for our freshman, sophomore, junior and graduating students. Last year we organized an Industrial tour to Toyota Motors. This year, just before the final exams our students got the chance to meet businessmen and employees of High Standard Pipe, Khan Steel and Kawsar Pipes Companies during an industrial tour.

This year we visited High Standard Pipe, Khan Steel and Kawsar Pipes, the number one producers in Afghanistan. At first, Dr. Najibullah Arshad (Dean Faculty of Economics) welcomed the students and conveyed proper guidance and talked about the importance of such tours in academic life of students.

The tour was based on a full-day visit to the factories which has three fully integrated manufacturing plants. It was a one day tour for Kateb University students to understand the Pipe, Iron and Hand Pumps manufacturing industries in Afghanistan. Students learnt about hiring and firing system in these industries, discussed about the financial resources availability, competition in such markets and the overall management system of such businesses in Afghanistan.

The Operation Managers of the companies (Mr. Abdullah, Mr. Noor Wali Noori and Mr. Yaqoub gave a presentation about the working of their organizations respectively and Mr. Shaker Azizi (Head of the BBA Department), Dr. Hassan Rohani and Mr. Mustafa Ibrahim thanked all the entities for their cooperation, facilitating and everlasting support and they urged on long term cooperation between Kateb their esteem organizations.

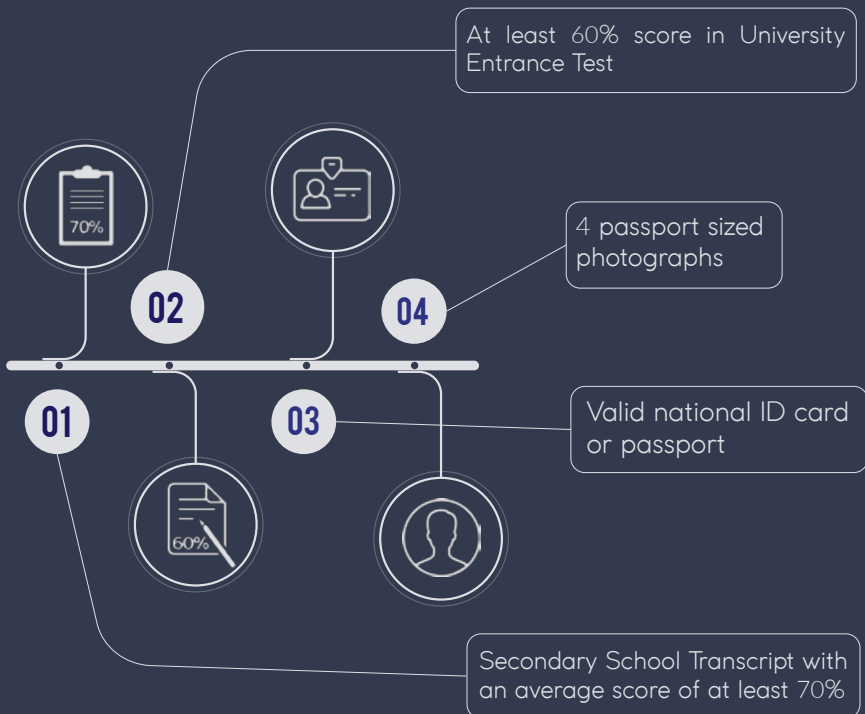


# ADMISSION

## 1. REGISTRATIONS:

Students need to fill the "Kateb Regular Students Registration Form" online at <https://kateb.edu.af/admission-bachelor> or get it from Office of Registrar.

Below are the eligibility criteria for enrollment for undergraduate program at the department of economics.



## 2. ENROLLMENT:

Each enrolling student needs to appear in a mandatory university entrance exam set by university administration. This exam is offered for enrollment twice a year and one at the beginning of each regular semester; fall and spring.



# HOUSE OF ELITE



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