

PROSPECTUS

For
OVERSEAS PAKSITANI
NATIONAL
Spring -2014



Directorate of Overseas Educational Programmes & e-Learning

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PROGRAMMES OFFERING (SEMESTER - SPRING 2014)

START DATE: 20-01-2014

LAST DATE: 03-04-2014

Admission for Spring-2014 semester has started from 1st February, 2014 and will continue till 05th March 2014. Allama Iqbal Open University only offers Matric, Intermediate and Graduation level programmes for Overseas Pakistani Students residing in Kingdom of Saudi Arabia, Kuwait, Qatar, UAE, Oman and Bahrain. The programs offered in Spring-2014 semester are as follows:

Secondary School Certificate level

1. SSC (General Group)
2. SSC (Home Economics Group)
3. SSC (Health Group)

Higher Secondary School Certificate level

1. HSSC (General Group)
2. HSSC (Commerce Group)

Bachelor level

1. Bachelor of Commerce (B.Com)
2. Bachelor of Arts (Library & Information Sciences Group)
3. Bachelor of Mass Communication
4. Bachelor of Arts (General Group).

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VICE CHANCELLOR'S MESSAGE

DEAR STUDENTS.

I welcome you at the Overseas Education Directorate of Allama Iqbal Open University, one of the mega universities of the world. The doors of this mega university are open for every citizen of Pakistan living in the territory of Pakistan and Abroad. In terms of student's enrolment, it is truly the largest university of the country. This university provides education of international standard at the doorsteps of the students with an affordable cost. The fee structure of the university is perhaps the lowest as compared to the fee structures of other universities in the country.

AIOU has completed 38 years of its successful operations in Pakistan and has launched its educational programs overseas especially in Kingdom of Saudi Arabia and Gulf Cooperation Council countries. There are number of prestigious programs have been included in the list of educational programs that are being offered overseas in the first phase. The students through distance learning system of the university can upgrade their knowledge and skills with a reward of prestigious degrees and certificates of international standard without leaving their jobs or countries of their residence at an affordable fee. These aspects of AIOU's programs are the reasons of an attraction for overseas Pakistanis those who cannot afford the exorbitant charges as well as face-to-face study in other universities of the world.

In the world of today the modern communication technology is playing greater role in providing facilities for the delivery system and quality education. Allama Iqbal Open University is making new strides in employing most modern communication technology to the service of education. The rapid advancement in information technology has helped a great deal in eliminating the physical distances. With latest innovations in information and communication technology, the world has become a global village where information is readily available and accessible to everyone. AIOU has taken full advantage of the modern techniques of communication to facilitate and support its students all over the world.

I wish a very bright future for all of you. I hope that after getting education at AIOU, you will become an asset for the country and you will be able to play an important role for the development and prosperity of the people of Pakistan.

Prof. Dr. Nazir Ahmed Sangi

DO READ IT

If you are registered student and you don't get your registration form. Download continue admission form from our website <http://del.aiou.edu.pk> and submit along with draft, and must write roll number and registration number.

اسے ضرور پڑھیے

اگر آپ جاری طلباء و طالبات ہیں اور آپ کو جاری طلبہ کا داخلہ فارم موصول نہیں ہوا تو جاری طلبہ کا فارم ہماری ویب سائٹ سے ڈاؤن لوڈ کریں اور بینک ڈرافٹ ساتھ منسلک کر کے بھیج دیں۔ اس فارم پر اپنا رول نمبر اور رجسٹریشن نمبر ضرور تحریر کریں

IMPORTANT NOTE

If you are already registered in any program in AIOU do not register again. Otherwise your admission will be cancelled.

ضروری تاکید

اگر آپ کی رجسٹریشن علامہ اقبال اوپن یونیورسٹی کے کسی بھی پروگرام میں پہلے ہو چکی ہے تو دوبارہ رجسٹریشن نہ کروائیں وہ پہلے والا رجسٹریشن نمبر درج کریں وگرنہ آپ کا داخلہ منسوخ ہو سکتا ہے

Programs Overview

Program	Eligibility	Duration	Credits
Elementary Arabic Course	Literate	1 Semester	1
SSC (Matric)	Middle	4 Semester	8
HSSC (F.A)	Matric	4 Semester	8
I.Com	Matric	4 Semester	8
B.A (General)	F.A/F.Sc or Equitant	4 Semester	8
B.Com	F.A/F.Sc or Equitant	4 Semester	8
B.A(Library Sciences)	F.A/F.Sc or Equitant	4 Semester	8
B.A(Mass Com.)	F.A/F.Sc or Equitant	4 Semester	8

SECONDARY SCHOOL CERTIFICATE (SSC) PROGRAMME

INTRODUCTION

Allama Iqbal Open University offers only Matric General Group for Overseas students. General Group is further divided into six sub-groups. Student may choose only one sub-group. And once the desired group is selected can not be changed.

ENTRY REQUIREMENTS

- A candidate applying for Secondary School Certificate (SSC) programme must have passed the Middle/9th pass or fail or SSC fail certificate Examination and hold its certificate issued by the respective Board/Government School or Registered School.
- In case, the middle standard examination has been passed from any Private school, it must bear the Registration Number or attestation by the District Education Officer.
- Non-Muslim students must take Ethics (251) instead of Islamiat (201).
- The minimum age limit to apply in the SSC Programme is 13 years.
- A recent photograph must be pasted on the admission form otherwise admission will be rejected.

Note: Applicants are advised to write their particulars i.e. name, father's name, and date of birth exactly matching to that found on the Middle pass certificate. All documents should be attested by a gazetted/authorized officer.

COURSE REQUIREMENTS

- For successful completion of the SSC/Matric programme, a student has to pass eight credit courses out of which six credit courses are compulsory while the rest two credit courses have to be selected from the list of elective

courses. Thus by taking two credits per semester, minimum duration will be four semesters i.e. two years.

- The selection of the courses must be made with care according to ones own temperament, professional needs and aptitude in accordance with the course offering by the University.
- Courses once selected/taken in a semester shall not be allowed to change.
- Ethics is compulsory for non-Muslim students instead of Islamic Studies (compulsory).The Muslim students cannot take Ethics, whereas, non-Muslims are not allowed to take Islamic Studies Compulsory Course.
- A student can take admission in a maximum of two credit courses in a semester i.e. either two full credit courses **OR** one full and two half **OR** four half credit courses.

FEE STRUCTURE

- Fee for each Course at Secondary School (Matric) level is **US \$50** (fifty US dollars). Please note that there is no difference of fee in half/full credit course.
- Registration Fee of **US \$10** (Ten US dollars) has to be paid by the applicant only at the time of first admission in any program of the University.
- The Overseas students have to submit their fee in US dollars in the form of Bank Draft drawn in the name of **“Treasurer, Allama Iqbal Open University, Islamabad”**. Challan form or demand draft in local currency will not be acceptable.
- The Bank Draft in original has to be attached with the Admission Form.

The details of courses offered as compulsory and elective for the SSC/Matric programme are given as under:

SECONDARY SCHOOL CERTIFICATE (MATRIC)

Code No.	Courses	Credit
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1st Semester

Fee: \$ 100

201	Islamiat اسلامیات	Full
	OR یا	
251	Ethics (for Non-Muslim students only) اخلاقیات (برائے غیر مسلم طلباء)	Full
202	Pakistan Studies مطالعہ پاکستان	Full

2nd Semester

Fee: \$ 150

204	Urdu for Daily Use روز مرہ اردو	Full
	OR یا	
213	Sindhi + Asaan Urdu سندھی آسان اردو (صرف صوبہ سندھ کے طلباء و طالبات کے لئے)	Full
207*	Functional English (Part-I) انگریزی	Half
247*	Math (Part-1) ریاضی	Half

3rd Semester

Fee: \$ 150

203	General Science جنرل سائنس	Full
248**	Math (Part-II) ریاضی	Half
221**	Functional English (Part-II) انگریزی	Half

4th Semester

The students may select any one group among these five groups

Group (i)

Code No.	Title	Medium	Credit
260	Information Technology Basic	Urdu/English	Half
222	Applied Food & Nutrition عملی غذا اور غذائیت	Urdu	Half
208	Garment Making-I ملبوسات کی تیاری (حصہ اول)	Urdu	Half
210	Garment Making-II ملبوسات کی تیاری (حصہ دوم)	Urdu	Half

Group (ii)

Code No.	Title	Medium	Credit
260	Information Technology Basic	Urdu/English	Half
217	Food and Nutrition غذا اور غذائیت	Urdu	Half
200	Selling of Home Products گھریلو مصنوعات کی فروخت	Urdu	Full
218*	First Aid-I ابتدائی طبی امداد (حصہ اول)	Urdu	Half
220*	First Aid-II ابتدائی طبی امداد (حصہ دوم)	Urdu	Half

Note: *If course code 200 is not taken, then both 218 and 220 must be taken.

نوٹ: کورس کوڈ 200 میں داخلہ نہ لینے کی صورت میں کورس 218 اور 220 میں لینے ہوں گے۔

Group (iii)

Code No.	Title	Medium	Credit
260	Information Technology Basic	Urdu/English	Half
211	Poultry Farming مرغبانی	Urdu	Half
253	Animal's Primary Administrative Methods جانوروں کے بنیاد انتظامی امور	Urdu	Half
254	Animal Production جانوروں کی پیداوار	Urdu	Half

Group (iv)

Code No.	Title	Medium	Credit
260	Information Technology Basic	Urdu/English	Half
256	Vegetables Cultivation سبزیوں کی کاشت	Urdu	Half
257	Fruit Production بھلوں کی پیداوار	Urdu	Full

Group (v)

Code No.	Title	Medium	Credit
260	Information Technology Basic	Urdu/English	Half
205	Arabic OR یا	Urdu	Full
215	Education علم التعلیم	Urdu	Full
242	Seerat-e-Tayyeba سیرت طیبہ	Urdu	Half

INTERMEDIATE PROGRAMME (F.A)

INTRODUCTION:

At Intermediate level Allama Iqbal Open University offers General Group and I.Com for Overseas students. General Group is further divided into eight partial groups. Student may choose only one partial group, and once the desired group is selected can not be changed.

ENTRY REQUIREMENTS

- A candidate applying for Intermediate Programme must have passed the Secondary School Certificate (Matric) Examination (with compulsory courses English, Urdu, Pakistan Studies and Islamiat). Anyone securing F grade in any course will not be offered admission.
- Candidate must attach attested copy of Matric Certificate with admission form (if certificate is not issued, admission will not be acceptable). Print taken from university website will not be acceptable.
- Ethics is compulsory for non-Muslim students instead of Islamic Studies (compulsory). The Muslim students cannot take Ethics, whereas, non-Muslims are not allowed to take Islamic Studies Compulsory Course.
- Candidates passing Matric examination from this university must attached attested copies of provisional certificate or certificate (admission will not be given on result card).
- Attested copies of mark-sheets issued by the Boards/Universities will also be acceptable for admission purpose only.
- Certificate (s) issued by the schools are not acceptable.
- AIOU students will also be granted admission to F.A. programme, only, if the attested copy of the Matric Certificate is attached to the Admission Form (Copies of Result Cards are not acceptable).
- The applicants must have passed all the compulsory courses at Matric level.

COURSE REQUIREMENTS

- For successful completion of the Intermediate programme, a student has to pass **eight** credit courses, out of which five half credit courses are compulsory while the rest five and half credits have to be selected from the list of elective courses. Thus by taking two credits per semester, a minimum period required is four semesters.
- The selection of the courses must be made with care according to ones own temperament, professional needs and aptitude.
- Courses once selected/taken in a semester shall not be allowed to change.
- Ethics is compulsory for non-Muslim students instead of Islamic Studies (compulsory). The Muslim students cannot take Ethics, whereas, non-Muslims are not allowed to take Islamic Studies Compulsory Course.
- A student can take admission in **only** two credit courses in a semester i.e. either:
 - Two full credit courses
 - OR**
 - One full and two half
 - OR**
 - Four half credit courses

FEE STRUCTURE

- Fee for **each Course** at Intermediate level is **US-88\$** (Eighty eight US dollars). Please note that there is no difference of fee in half/full credit course.
- Registration Fee of **US\$ 10** (Ten US dollars) has to be paid only at the time of first admission in the University.
- The Overseas students have to submit their fee in US dollars in the shape of Bank Draft drawn in the name of **Treasurer, Allama Iqbal Open University, Islamabad.**
- The Bank Draft in original has to be attached with the Admission Form.

The details of courses offered as compulsory and elective for the Intermediate scheme is given on the next page.

All the courses offered in the Intermediate Programme are in Urdu only except those bearing star in front of their code numbers.

I. Com. Group (Intermediate in Commerce)

First time offered for Overseas Students in Spring-1998 Semester

USD 10\$ is registration fee only for first time.

First semester fee will be 352+10= \$362

FIRST SEMESTER

FEE: USD. \$352

Code No.	Subject	Medium	Credits
363	Urdu-I (اردو (حصہ اول))	Urdu	Half
386	English-I (انگریزی (حصہ اول))	English	Half
316	Islamiyat (اسلامیات)	Urdu	Half
	OR		
319	Ethics (Non Muslims only) (اخلاقیات (برائے غیر مسلم طلباء و طالبات))	Urdu	Half
*360	Information Technology Application	English	Half

* This course study material is in English, Student can attempt their assignments and exam in English or Urdu both mediums.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں۔

SECOND SEMESTER

FEE: USD \$176

Code No.	Subject	Medium	Credits
311	Accounting (کھاتہ نویسی و محاسبی)	Urdu	Full
346	Trade Law (اصول تجارت)	Urdu	Full

THIRD SEMESTER

FEE: USD. \$352

Code No.	Subject	Medium	Credits
394	Statistics-1 (شماریات (حصہ اول))	English	Half
322	Secretarial Practice (دفتری دستور العمل)	Urdu	Half
387	English-II (انگریزی (حصہ دوم))	English	Half
364	Urdu-II (اردو (حصہ دوم))	Urdu	Half

FOURTH SEMESTER

FEE: USD \$264

Code No.	Subject	Medium	Credits
315	Economics (معاشیات)	Urdu	Full
347	Banking (بینکنگ)	Urdu	Half
395	Statistics-II (شماریات (حصہ دوم))	English	Half

Note:

- All courses are being offered with given medium.
- Student get admission in part-II of any subject after passing part-I.

HSSC (GENERAL GROUP)

First Semester (Compulsory Subjects) General Group

Fee: US. \$362

Code No.	Title	Medium	Credit
363	Urdu-I (اردو (حصہ اول))	Urdu	Half
	OR یا		
398	Sindhi (For students belong to Sindh) (سندھی (صوبہ سندھ کے طلباء و طالبات کے لئے))	Sindhi	Half
386	Compulsory English-I (لازمی انگریزی (حصہ اول))	English	Half
316	Islamic Studies (اسلامیات)	Urdu	Half
	OR		
319	Ethics (For non-Muslims only) (اخلاقیات (صرف غیر مسلم طلباء و طالبات کے لئے))	Urdu	Half
*360	Information Technology Application	English	Half

* This course study material is in English, Student can attempt their assignments and exam in English or Urdu both mediums.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں۔

Second Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
364	Urdu-II (اردو (حصہ دوم))	Urdu	Half
	OR یا		
399	Sindhi (For students Belong to Sindh) (سندھی (صوبہ سندھ کے طلباء و طالبات کے لئے))	Sindhi	Half
387	Compulsory English-II (لازمی انگریزی (حصہ دوم))	English	Half
376	Human Rights (انسانی حقوق)	Urdu	Full

(Group-I)

Third Semester

Fee: US. \$ 264

Code No.	Title	Medium	Credit
317	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
301	Daftri Urdu (دفتری اردو)	Urdu	Half
343	Islamic Studies (اسلامیات)	Urdu	Full

Fourth Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
312	Education (علم التعلیم)	Urdu	Full
315	Economics (معاشیات)	Urdu	Full

(Group-II)

Third Semester

Fee: US. \$352

Code No.	Title	Medium	Credit
313	Dairy Farming ڈیری فارمنگ	Urdu	Half
326	Farm Income Generating Skills نفع بخش ذرعی مہارتیں	Urdu	Half
327	Farm Machinery فارم مشینری	Urdu	Half
328	Improved Methods of Oil Seed تیل دار فصلوں کی کاشت	Urdu	Half

Fourth Semester

Fee: US. \$352

Code No.	Title	Medium	Credit
329	Jadeed Zarat جدید زراعت	Urdu	Half
342	Improved Methods of Fruit Production باغبانی کے عملی طریقے	Urdu	Half
349	Plant Protection پودوں کی حفاظت	Urdu	Half
305	Rural Development دیہی ترقی	Urdu	Half

(Group-iii)

Third Semester

Fee: US. \$176

Code No.	Title	Medium	Credit
371	Women Policing وومن پولیسنگ	Urdu	Full
308	General Science جنرل سائنس	Urdu	Full

Fourth Semester

Fee: US. \$176

Code No.	Title	Medium	Credit
372	Criminology جرمیات	Urdu	Full
388	Penology تعزیرات	Urdu	Full

(Group-iv)

Third Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
317	Pakistan Studies مطالعہ پاکستان	Urdu	Half
346	Principles of Commerce اصول تجارت	Urdu	Full
347	Banking بینکنگ	Urdu	Half

Fourth Semester

Fee: US. \$176

Code No.	Title	Medium	Credit
321	Muslims History of Sub-Continent تاریخ مسلمانان برصغیر	Urdu	Full
315	Economics معاشیات	Urdu	Full

(Group-v)

Third Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
315	Economics معاشیات	Urdu	Full
394	Statistics-I (حصہ اول) شماریات	English	Half
1307	Mathematics-I (حصہ اول) ریاضی	English	Half

Fourth Semester

Fee: US. \$352

Code No.	Title	Medium	Credit
359	Understanding of Maths, Stats & Computer فہم ریاضی، شماریات اور کمپیوٹر	English	Half
395	Statistics-II (حصہ دوم) شماریات	English	Half
1308	Mathematics-II (حصہ دوم) ریاضی	English	Half
1309	Mathematics-III (حصہ سوم) ریاضی	English	Half

(Group-vi)

Third Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
317	Pakistan Studies مطالعہ پاکستان	Urdu	Half
301	Daftri Urdu دفتری اردو	Urdu	Half
343	Islamic Studies اسلامیات	Urdu	Full

Fourth Semester

Fee: US. \$264

Code No.	Title	Medium	Credit
312	Education علم التعلیم	Urdu	Full
322	Secretarial Practice دفتری دستور العمل	Urdu	Half
330	Child Care and Development بچے کی نگہداشت و نشوونما	Urdu	Half

(Group-vii)

Third Semester

Fee: US. \$352

Code No.	Title	Medium	Credit
345	Home Management and Furnishing گھریلو انتظام و آرائش	Urdu	Half
356	Food and Nutrition غذا اور غذائیت	Urdu	Half
358	Apparel Design ایپرل ڈیزائن	Urdu	Half
365	Family & Community Health فیملی و کمیونٹی ہیلتھ	Urdu	Half

Fourth Semester**Fee: US. \$352**

Code No.	Title	Medium	Credit
330	Child Care & Development بچے کی نگہداشت و نشوونما	Urdu	Half
357	Food & Nutrition صحت اور غذائیت	Urdu	Half
355	Consumer Textile (پارچہ بانی) کنزیومر ٹیکسٹائل	Urdu	Half
366	Health Care صحت کے لئے علی اقدامات	Urdu	Half

(Group-viii)**Third Semester****Fee: US. \$176**

Code No.	Title	Medium	Credit
303	Iqbaliat اقبالیات	Urdu	Full
343	Islamic Studies اسلامیات	Urdu	Full

Fourth Semester**Fee: US. \$176**

Code No.	Title	Medium	Credit
321	Muslims History of Sub-Continent تاریخ مسلمانان برصغیر	Urdu	Full
309	Arabic عربی	Arabic	Full

- *Course is in English
- Before taking admission in Urdu-II (course code 364), the student must have taken admission first in Urdu -I (course code 363).
- Before taking admission in English-II (course code 387), the student must have taken admission first in English -I (course code 386).
- First two semester are common for all groups
- Third and fourth semester can be taken from same group

DEGREE PROGRAM (B.A/B.COM)

INTRODUCTION:

At Degree level Allama Iqbal Open University offers 5 Groups. General Group, B.Com, Library sciences and Mass Communication for Overseas students. General Group is further divided into seven partial groups. Student may choose only one partial group, and once the desired group is selected can not be changed.

ELIGIBILITY FOR BACHLEOR OF ARTS

- A candidate applying for any group at BA level must have passed the Intermediate examination and hold its certificates issued by the respective Board/University. Marks Sheets issued by the Boards/Universities will also be acceptable for admission only.
- Certificate (s) issued by the schools or colleges **are not** acceptable.
- AIOU students will also be granted admission to B.A. programme only if the attested copies of the Intermediate and Matric Certificates are attached to the Admission Form (Copies of Semester wise Result Cards are not acceptable).
- The applicants must have passed all the compulsory courses at Matric and Intermediate level (English must pass).

COURSE REQUIREMENTS

For successful completion of the Bachelor Degree programme, a student should complete eight **credit** courses. Thus by taking two credits per semester, the minimum period required is four semesters.

Bachelor Degree programme is offered in four groups, the details of which are given at the next three pages.

- In **BA General Group** two credit courses are compulsory while six other credits can be selected from the list of Elective courses for the same group.
- In **BA Mass Communication and Library Information Sciences Groups**, six full credit courses are compulsory while two credit courses can be selected from the list of Elective Courses of the **Same Group**.

- In **B.Com Group** all courses are compulsory.
- The selection of the group must be made with care according to your own temperament, occupational needs and aptitude.
- Group once selected, will not be allowed to change.
- Ethics is compulsory for **Non-Muslim** students in place of Islamic Studies (compulsory). The Muslim students cannot take Ethics, whereas non-Muslims are not allowed to take Islamic Studies as a Compulsory Course.

Internship (B.Com.)

The B.Com Students are required to submit an internship certificate while applying for issuance of degree. This should be issued from any financial, business or industrial organization. The duration of Internship is three months.

A Student can do internship after passing 3rd Semester.

FEE STRUCTURE

- Fee for **each Course** at B.A level is **US\$110** (One hundred and ten US dollars). Please note that there is no difference of fee in half/full credit course.
- Registration Fee of **US\$ 10** (Ten US dollars) has to be paid only at the time of first admission in the University.
- The Overseas students have to submit their fee in US dollars, in the form of Bank Draft drawn in the name of **Treasurer, Allama Iqbal Open University, Islamabad.**
- The Bank Draft in original has to be attached with the Admission Form.

BACHELOR IN COMMERCE (B.COM)

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول))	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے)) OR یا	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

Fee: US. \$330

Code No.	Subject	Medium	Credit
438	Principle of Accounting (پرنسپلز آف اکاؤنٹنگ)	English	Full
1424	Compulsory English II (لازمی انگریزی (حصہ دوم))	English	Half
402	Economics (معاشیات)	Eng./Urdu	Half

THIRD SEMESTER

Fee: US. \$440

Code No.	Subject	Medium	Credit
463	Fundamentals of Business (فنڈامینٹلز آف بزنس)	English	Half
460	Mercantile Law (مرکنتائل لاء)	English	Half
444	Advance Accounting (ایڈوانس اکاؤنٹنگ)	English	Half
1429	Business Mathematics and Statistics-I (بزنس متیٹھمیٹکس اینڈسٹیٹسٹکس (حصہ اول))	English	Half

FORTH SEMESTER

Fee: US. \$440

Code No.	Subject	Medium	Credit
462	Cost Accounting (کاسٹ اکاؤنٹنگ)	English	Half
456	Business Taxation (بزنس ٹیکسیشن)	English	Half
1430	Business Mathematics and Statistics-II (بزنس متیٹھمیٹکس اینڈسٹیٹسٹکس (حصہ دوم))	English	Half
481	Auditing (آڈیٹنگ)	English	Half

Note:

1. Registration fee US\$10 payable once t the time of 1st admission.
2. All courses are compulsory.
3. The students who are in fourth semester and have taught code-481 in third semester can select code-1429 & 1430 both in fourth semester.

LIBRARY AND INFORMATION SCIENCES GROUP
(All Courses are Compulsory)

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول)	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے))	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

Code no	Courses	Medium	Credits
1424	English Compulsory-II (لازمی انگریزی (حصہ دوم)	Urdu	Half
413	Sociology -II (عمرانیات (حصہ دوم)	Urdu	Half
422	Organizing Library Resources (وسائل کتب خانہ: تنظیم و ترتیب)	Urdu	Full

THIRD SEMESTER

FEE: US \$330

Code no	Courses	Medium	Credits
423	Library Services (خدمات کتب خانہ)	Urdu	Full
451	Public Relations (تعلقات عامہ)	Urdu	Half
461	Advertising (ایڈورٹائزنگ)	Urdu	Half

FORTH SEMESTER

FEE: US \$220

Code no	Courses	Medium	Credits
466	History of Libraries with Reference to Pakistan (کتب خانوں کی تاریخ بحوالہ پاکستان)	Urdu	Full
467	Classification and Cataloguing (درجہ بندی و کیٹلاگ سازی)	Urdu	Full

BACHELOR IN MASS COMMUNICATION
(All Courses are Compulsory)

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی) (حصہ اول)	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات) (صرف غیر مسلم طلبہ کے لئے)	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

Code no	Courses	Medium	Credits
1424	English Compulsory-II (لازمی انگریزی) (حصہ دوم)	Urdu	Half
413	Sociology –II (عمرانیات) (حصہ دوم)	Urdu	Half
430	Principles of Journalism (اصول صحافت)	Urdu	Full

THIRD SEMESTER

FEE: US \$440

Code no	Courses	Medium	Credits
449	Magazine Journalism (مجلات صحافت)	Urdu	Half
451	Public Relations (تعلقات عامہ)	Urdu	Half
461	Advertising (ایڈورٹائزنگ)	Urdu	Half
454	TV Broadcasting (ٹی وی براڈکاسٹنگ)	Urdu	Half

FORTH SEMESTER

FEE: US \$440

Code no	Courses	Medium	Credits
431	Reporting (رپورٹنگ)	Urdu	Half
452	Mass Communication (ابلاغ عامہ)	Urdu	Half
453	Radio Broadcasting (ریڈیو براڈکاسٹنگ)	Urdu	Half
455	Book Editing (تدوین کتب)	Urdu	Half

**BACHELOR IN ARTS
(GENERAL GROUP - I)**

FIRST SEMESTER) Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول)	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	OR یا Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے)	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$440

Code no	Courses	Medium	Credits
1424	English Compulsory-II (لازمی انگریزی (حصہ دوم)	Urdu	Half
413	Sociology -I (عمرانیات (حصہ دوم)	Urdu	Half
484	Food and Nutrition (غذا اور غذائیت)	Urdu	Half
485	Health and Nutrition (صحت اور غذائیت)	Urdu	Half

THIRD SEMESTER

FEE: US \$330

Code no	Courses	Medium	Credits
1421	Introduction to Environment (ابتدائی ماحولیات)	English	Half
482	Food Micro-Biology (فوڈ مائیکروبیالوجی)	Urdu	Half
412	Social & Cultural Anthropology (سوشل و کلچرل انتھروپالوجی)	Urdu	Full

FORTH SEMESTER

FEE: US \$330

Code no	Courses	Medium	Credits
458	Community Development (کمیونٹی ڈیولپمنٹ)	Urdu	Full
487	Child Development (بچے کی نشوونما)	Urdu	Half
488	Child Development and Family Relation	Urdu	Half

**BACHELOR IN ARTS
(GENERAL GROUP - II)**

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول))	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے))	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

Code No	Courses	Medium	Credits
1424	English Compulsory II (لازمی انگریزی (حصہ دوم))	Urdu	Half
413	Sociology -II (عمرانیات (حصہ دوم))	Urdu	Half
404	Urdu (اردو)	Urdu	Full

THIRD SEMESTER

FEE: US \$220

Code No	Courses	Medium	Credits
405	Iqbaliyat (اقبالیات)	Urdu	Full
445	History of Urdu Adab (اردو ادب کی تاریخ)	Urdu	Full

FORTH SEMESTER

FEE: US \$330

Code No	Courses	Medium	Credits
426	Pakistani Adab-II (پاکستانی ادب (حصہ دوم))	Urdu	Full
427	Pakistani Adab-I (پاکستانی ادب (حصہ اول))	Urdu	Half
455	Book Editing (تدوین کتب)	Urdu	Half

**BACHELOR IN ARTS
(GENERAL GROUP - III)**

FIRST SEMESTER) Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول)	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے)	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

CODE NO	COURSES	MEDIUM	CREDITS
1424	English Compulsory II (لازمی انگریزی (حصہ دوم)	English	Half Credit
413	Sociology -II (عمرانیات (حصہ دوم)	Urdu	Half Credit
412	Social & Cultural Anthropology (سوشل و کلچرل انتھروپالوجی)	Urdu	Full Credit

THIRD SEMESTER

FEE: US \$220

CODE NO	COURSES	MEDIUM	CREDITS
411	Sociology-I (عمرانیات (حصہ اول)	Urdu	Full Credit
465	Population and Development (ترقیات آبادیات)	Urdu	Full Credit

FORTH SEMESTER

FEE: US \$330

CODE NO	COURSES	MEDIUM	CREDITS
458	Community Development (کمیونٹی ڈیولپمنٹ)	Urdu	Full Credit
414	Demography (آبادیات)	Urdu	Full Credit

**BACHELOR IN ARTS
(GENERAL GROUP - 1V)**

FIRST SEMESTER) Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول)	English	Half
416	Islamic Studies (اسلامیات	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے)	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$440

Code No	Courses	Medium	Credits
1424	English Compulsory II (لازمی انگریزی (حصہ دوم)	English	Half
413	Sociology -II (سوشیالوجی (حصہ دوم)	Urdu	Half
463	Fundamentals of Business (فنڈامینٹل آف بزنس	English	Half
470	Principles of Marketing (پرنسپل آف مارکیٹنگ	English	Half

THIRD SEMESTER

FEE: US \$440

Code No	Courses	Medium	Credits
1429	Business Mathematics and Statistics-I (بزنس مٹیہمیٹکس اینڈ سٹیٹسٹکس (حصہ اول)	English	Half
1430	Business Mathematics and Statistics-II (بزنس مٹیہمیٹکس اینڈ سٹیٹسٹکس (حصہ دوم)	English	Half
189	Banking and Practice (بینکنگ اینڈ پریکٹس	English	Half
460	Mercantile Law (مرکنٹائل لاء	English	Half

FORTH SEMESTER

FEE: US \$220

Code No	Courses	Medium	Credits
402	Economics (معاشیات	Urdu/English	Full
406	Economics of Pakistan (معاشیات پاکستان	Urdu	Full

**BACHELOR IN ARTS
(GENERAL GROUP - V)**

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول))	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے))	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

Code No	Courses	Medium	Credits
1424	English Compulsory II (لازمی انگریزی (حصہ دوم))	English	Half
413	Sociology -II (عمرانیات (حصہ دوم))	Urdu	Half
412	Social & Cultural Anthropology (سوشل و کلچرل انتھروپالوجی)	Urdu	Full

THIRD SEMESTER

FEE: US \$220

Code No	Courses	Medium	Credits
405	Iqbaliyat (اقبالیات)	Urdu	Full
436	Seerat-e-Tayyba (سیرت طیبہ)	Urdu	Full

FORTH SEMESTER

FEE: US \$220

Code No	Courses	Medium	Credits
407	Modern Muslim World (جدید دنیائے اسلام)	Urdu	Full
409	Commercial Geography (کمرشل جغرافیہ)	Urdu	Full

**BACHELOR IN ARTS
(GENERAL GROUP -VI)**

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول))	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے))	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

Code No	Courses	Medium	Credits
1424	English Compulsory II (لازمی انگریزی (حصہ دوم))	English	Half
413	Sociology -II (عمرانیات (حصہ دوم))	Urdu	Half
412	Social & Cultural Anthropology (سوشل و کلچرل انتھروپالوجی)	Urdu	Full

THIRD SEMESTER

FEE: US \$220

Code No	Courses	Medium	Credits
411	Sociology-I (عمرانیات (حصہ اول))	Urdu	Full
419	Education (علم التعلیم)	Urdu	Full

FORTH SEMESTER

FEE: US \$330

CODE NO	Courses	Medium	Credits
429	Adult Education/Literacy (لٹریسی اینڈ ماس ایجوکیشن)	Urdu	Full
455	Book Editing (تدوین کتب)	Urdu	Full
487	Child Development (بچے کی نشوونما)	Urdu	Half

**BACHELOR IN ARTS
(GENERAL GROUP - VII)**

FIRST SEMESTER (Compulsory Courses)

Fee: US. \$440

Code No.	Subject	Medium	Credit
1423	Compulsory English I (لازمی انگریزی (حصہ اول))	English	Half
416	Islamic Studies (اسلامیات)	Urdu	Half
418	Ethics (for Non-Muslim Students only) (اخلاقیات (صرف غیر مسلم طلبہ کے لئے))	Urdu	Half
417	Pakistan Studies (مطالعہ پاکستان)	Urdu	Half
1431	Basic Information and communication Technology	English	Half

*Mediums of this course is English however students can attempt assignments & exams in Urdu.

* اس کورس کی کتاب انگریزی میں ہے تاہم طلبہ کورس مشق اور امتحان اردو اور انگریزی میں دے سکتے ہیں

SECOND SEMESTER

FEE: US \$330

CODE NO	COURSES	MEDIUM	CREDITS
1424	English Compulsory II (لازمی انگریزی (حصہ دوم))	English	Half Credit
413	Sociology -II (عمرانیات (حصہ دوم))	Urdu	Half Credit
436	Seerat-e-Tayyba (سیرت طیبہ)	Urdu	Full Credit

THIRD SEMESTER

FEE: US \$220

CODE NO	COURSES	MEDIUM	CREDITS
437	Islamiyat (اسلامیات)	Urdu	Full Credit
464	Islamic Fiqah (اسلامی فقہ)	Urdu	Full Credit

FORTH SEMESTER

FEE: US \$330

CODE NO	COURSES	MEDIUM	CREDITS
473	Al-Hadith (الحدیث)	Urdu	Full Credit
*408	Arabic (عربی)	Urdu	Full Credit
	OR یا		
*472	Al-Quran (القرآن)	Urdu	Full Credit

ELEMENTARY ARABIC COURSE

(AL-LISAN-UL-ARABI)

Elementary Arabic Course is offered by the University to improve your Arabic language skills. The duration of this course is only one semester. After successful completion of the course, the student is awarded a certificate of course completion.

ENTRY REQUIREMENT

An applicant must be able to read, write and understand Urdu.

FEE STRUCTURE

- Elementary Arabic Course fee is **US \$55**(Fifty five US Dollars)
- Registration Fee of **US \$10** (Ten US Dollars) has to be paid only at the time of first admission in the university.
- The Overseas students have to submit their fee in US \$, in the form of Bank Draft in the name of "**Treasurer, Allama Iqbal Open University, Islamabad**".
- The Bank Draft in original has to be attached with the Admission Form.

ACTIVITIES DURING THE SEMESTER

Once a student is admitted in any of the programmes of Allama Iqbal Open University, he/she has to follow the distance education system in which following activities take place/carried out.

1. Mailing of Study Material

The study material is sent to the students by mail on the addresses given in their admission forms mostly in December for Autumn semester and June for Spring semester. If the students do not receive books in June and December, they must contact the Directorate of Overseas Educational Programmes & e-Learning, so that they can be helped.

The study packet includes:

- (i) Course books of all the courses in which admission is granted.
- (ii) Course assignments (two each for every half-credit course and four for a full credit course).
- (iii) Assignment submission schedule and other relevant allied material.

2. Assignments

After receiving the study packet, the student should start studying the units (chapters) of the courses which are prepared on self-instructional style (i.e the student can easily read and understand on his own) and assesses his comprehension by completing/answering in the self-assessment questions given in the units.

After reading first three/four units of the course, the student attempts the assignments (assignments are a kind of questionnaire derived from the information given in the units). The assignments have to be sent for evaluation **before the dates** given in the schedule by **registered post** on the following address:

The Coordinator,
Room no G-19 & G-20, ICT Building
Directorate of Overseas Educational Programmes & e-Learning,
Allama Iqbal Open University,
Sector H-8, Islamabad

Note: Late assignments are not accepted.

- For a full credit course, a student has to attempt and submit four assignments while for a half credit course two assignments are to be submitted.
- Assignments are **compulsory** component of AIOU system and the student is required to secure **at-least 40 % marks** in the assignments failing which he/she will be declared fail even if he/she passes the final examination.
- Exams are usually conducted in June for Autumn Semester and in December for Spring semester every year. In case of none-receipt of Roll No. Slip during the above period, the student should contact the Controller of Examinations immediately. The Roll No. Slips are made available on the University website also from where it can be downloaded.
- The students failing in the assignments are required to take fresh admission in the same course.

- The students are advised to keep a copy of the solved assignments for their own record before sending it to the Overseas Cell.

3. **Final Examination**

- At the end of each semester, final examinations are conducted and only the candidates who have secured at least 40% marks in their assignments will be eligible to appear in the final examination.
- All the relevant information, date sheet and Centre intimation is conveyed by the Controller of Examinations.
- At-least 40% marks are required to qualify the final examinations. The students failing in the final examinations are given second and third chance to re-appear in the same course, with in next three semesters.
- **Final results** are compiled by including the marks of assignments and final examinations with the following ratio 30 % weightage is given to the marks secured in the assignments whereas 70% weightage is given to the marks secured in the final examination.
- A student must secure at-least 40 % marks in aggregate of assignment marks and final examination.
- In case, if the students did not succeed to pass any course in three chances, he/she will have to get a fresh admission in the said course.

ISSUANCE OF CERTIFICATE/DEGREE

On successful completion of the required credits, the student has to apply on a prescribed form for the issuance of Certificate/degree to the Controller of Examinations along with the Certificate fee (in the form of Bank Draft in the name of Treasurer, AIOU, Islamabad), given on the back of the application form. The application form is also available on the University website: www.aiou.edu.pk.

After verification of the record and completing other formalities, in due course of time, the certificates/degrees are issued from the office of Controller of Examinations.

IMPORTANT INSTRUCTIONS

- ✓ Please read the prospectus and instructions on the admission form carefully before filling the form.
- ✓ Form should be filled in clear writing and no column should be left blank.
- ✓ Selection of courses is done with care as change of courses after finalization of admission is not allowed.
- ✓ Incomplete forms are not accepted.
- ✓ Calculate the fee with full care. In case of less fee admission shall not be granted.
- ✓ Photocopies of certificates must be attested on the front side.
- ✓ Fee once paid shall be not refunded. ☒

ADMISSION PROCEDURE FOR ALL PROGRAMMES

- Please download admission form from our website (<http://del.aiou.edu.pk>)
- Download>Forms> admission form>click download button
- Fill admission form with block letters.
- Attach to Passport Size Photographs without attestation.
- Documents (Mark sheet/Certificates) should be attest attached with admission forms.
- Draft in favour of AIOU treasurer attach in original. (Copy of draft will not be acceptable).
- Clearly mention your postal address (overseas address).

- Send admission form along with necessary documents on following address:

Overseas Coordinator
Room no G-19/20, ICT Building
Directorate of Overseas Education & E-Learning,
Allama Iqbal Open University,
Sector H-8, Islamabad (Pakistan).
Ph.No. 051-9250175 & 9057165,

RESOURCE OFFICE

For guidance regarding admission, Admission Forms and information, please contact on the following address and phone numbers:

Director Overseas
Room no G-19, ICT Building
Directorate of Overseas Education & E-Learning,
Allama Iqbal Open University,
Sector H-8,
Islamabad (Pakistan).
Ph.No. 051-9250175 & 9057165,
Web: <http://del.aiou.edu.pk>
E-mail: overseas@aiou.edu.pk

Admission Form along with bank draft must also be sent on the above address.