

College of Commerce

SCHEME OF STUDIES

BS (COMMERCE)-2020

CODE	Semester I	Cr. Hrs.
COM-301	Principles of Accounting	3(3-0)
COM-303	Introduction to Business	3(3-0)
ECO-301	Principles of Micro Economics	3(3-0)
ENG-321	Functional English	3(3-0)
PST-321	Pakistan Studies	2(2-0)
MTH-306	Business Mathematics	3(3-0)

CODE	Semester II	Cr. Hrs.
COM-302	Financial Accounting	3(3-0)
COM-304	Computer Application in Business	3(3-0)
ECO-302	Principles of Macro Economics	3(3-0)
ENG-421	Business Communication Skills	3(3-0)
STA-322	Introduction to Statistical Theory I	3(3-0)
ISL-321	Islamic Studies / Ethics	2(2-0)

CODE	Semester III	Cr. Hrs.
COM-401	Advanced Accounting-I	3(3-0)
COM-403	Business Law	3(3-0)
COM-405	Introduction to Business Finance	3(3-0)
PSY-421	Business Psychology	3(3-0)
COM-409	Logic and critical thinking	3(3-0)
ECO-408	Issues In Pakistan Economy	3(3-0)

CODE	Semester IV	Cr. Hrs.
COM-402	Advanced Accounting-II	3(3-0)
COM-406	Cost Accounting	3(3-0)
COM-514	Principles of Auditing	3(3-0)
ENG-422	Technical Writing	3(3-0)
SOC-521	Business Sociology	3(3-0)
STA-323	Introduction to Statistical Theory II	3(3-0)

CODE	Semester V	Cr. Hrs.
MGT-401	Principals of Management	3(3-0)
FIN-501	Financial Management	3(3-0)
MGT-504	Research Methods In Business	3(3-0)
COM-519	Business Ethics and CSR	3(3-0)
COM-511	Leadership and Community Development	3(3-0)
ECO-512	Managerial Economics	3(3-0)

CODE	Semester VI	Cr. Hrs.
COM-506	Managerial Accounting	3(3-0)
MGT-404	Human Resource Management	3(3-0)
MKT-401	Principles of Marketing	3(3-0)
COM-414	Accounting Information System	3(3-0)
COM-518	Corporate Laws and Secretarial Practices	3(3-0)
FIN-619	Corporate Governance	3(3-0)

CODE	Semester VII	Cr. Hrs.
MGT-602	Strategic Management	3(3-0)
COM-603	Business Taxation	3(3-0)
COM-605	E-commerce	3(3-0)
COM-	Elective-I	3(3-0)
COM-	Elective-II	3(3-0)

CODE	Semester VIII	Cr. Hrs.
MGT-710	Entrepreneurship and SME Management	3(3-0)
COM-604	International Business	3(3-0)
COM-	Elective-III	3(3-0)
COM-	Elective-IV	3(3-0)
COM-631/ COM-732	Internship and Viva Voce along with a Course (3+3) / Project and Viva Voce 6(0-6)	6(0-6)

FIELD OF SPECIALIZATION

ACCOUNTING		
COM-611	Financial Reporting	3(3-0)
COM-612	Industrial Accounting	3(3-0)
COM-613	Advanced Auditing Problems	3(3-0)
COM-614	Cost Accounting for Selected Sectors	3(3-0)
COM-615	Advance Auditing Problems	3(3-0)
COM-616	Government Accounting	3(3-0)
COM-617	Accounting for Decision Making	3(3-0)

FINANCE		
COM-618	Investment and Portfolio Management	3(3-0)
COM-619	International Finance	3(3-0)
FIN-736	Financial Modeling	3(3-0)
FIN-705	Corporate Finance	3(3-0)
FIN-738	Islamic Banking and Finance	3(3-0)
COM-620	Risk Management	3(3-0)
COM-621	Analysis of Financial Statements	3(3-0)
COM-622	Financial Markets and Institutions	3(3-0)

Note: BS 5th and onward semesters are the 1st and onward semesters of M.Com.

Detailed Course Outlines

Course	PRINCIPLES OF ACCOUNTING	Credit Hours	3
Pre-requisite	NONE	Semester	I
Objectives	<ul style="list-style-type: none"> • Apprehend and explain the Fundamental Accounting Principles, Concepts and Conventions • Record transactions in the General Journal, Prepare Ledger Accounts, Unadjusted Trial Balance • Prepare Bank and Cash accounts, Bank Reconciliation Statements and Petty Cash Statements • Make Year-end Adjustments (Adjusting Entries) and, prepare Adjusted Trial Balance • Make Closing and Reversing Entries • Prepare Income Statement, and Balance Sheet from adjusted Trial Balance keeping in view IFRS/IAS and Companies Ordinance Format • Calculate and Record Depreciation by using permitted Methods 		

COURSE OUTLINE

1. Accounting Conventions, Concepts and Principles:

Definition and Scope of Accounting; Basic Principles of Accounting; Concepts and Conventions, Underlying Accounting Statements, Substance over Form, the Generic Impact of International Accounting Standards on Accounting Procedures, Practices and Statements' Preparation as applicable in Pakistan (IAS-1)

2. Accounting Systems and Procedures:

Principles of Double-entry Book-keeping; Accrual-based Accounting System; Adjusting, Closing and Reversing Entries; Methods of keeping and presenting Books of Prime Entry (Cash

Book, Petty Cash Book, Sales Journal, Purchase Journal, Purchase and Sales Return Journals etc.); Principal and Subsidiary Ledgers; Trial Balance; Completion of Accounting Cycle; Components of Financial Statements; Responsibility, and Users of Financial Statements.

3. Control Accounts:

Receivable Control Accounts; Payable Control Accounts, Errors of Control Accounts (including subsidiary ledger) and Reconciliation of

4. Cash Control:

Preparation of Three-column Cash Book as well as Petty Cash Statement and maintenance of Petty Cash System; Preparation of Bank Reconciliation Statement; Cash Receipts and Payments Accounts. The purpose, requirements and process of Internal Audit relating to Cash Control; Financial Control, Errors and Frauds.

5. Rectification of Errors:

Types and Corrections of Errors not affecting Trial Balance; Corrections of Errors affecting Trial Balance including Suspense Accounts.

6. Basic Principles of Calculating and Recording Depreciation of Tangible Non-Current Assets – Depreciation Methods (only) as per IAS-16:

Recognition and Measurement of Tangible Non-Current Assets; distinction between and application of principles of Capital and Revenue Expenditures, Concept of Depreciation; Methods of Measuring and Recording of Depreciation as per IAS-16.

7. Preparation and Presentation of Financial Statements:

Preparation and Presentation of Financial Statements for Trading & Services Concerns; Elements/Components of Financial Statements in accordance with the format of IAS-I and Companies Ordinance; Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement and Statement of Changes in Equity) in respect of Trading; and Services Enterprises.

Recommended Books:

1. Jerry. J, Weygandt, Paul D. Kimmel and Donald E. Kieso Accounting Principles.
2. Frankwood, Business Accounting, Volume-1
3. Financial Accounting, Mark S. Bettner, Jack L. Smith.
4. Accounting, Sohail Afzal
5. IFRSs / IASs, International Financial Reporting Standards/International Accounting Standards Board London, published/issued by ICAP in Pakistan Latest Edition

Reference Books:

1. Introduction to Financial Accounting – Study Text by Mohyuddin Tahir Mahmood
Financial Accounting by M. Hanif and A. Mukherjee

Course	INTRODUCTION TO BUSINESS	Credit Hours	3
Pre-requisite	NONE	Semester	I
Objectives	<ul style="list-style-type: none"> • To acquaint students with full range of functions of business organizations • To apprehend about Businessman and Entrepreneurial Activities • To make students well aware of various Legal Forms of a Business, and about their respective Pros and Cons • To know about the various Resources desired for a successful business, and the Sources of Finance • To familiarize students with Pattern, Practices, Operational Factors etc. for operating domestically and/or internationally 		

COURSE OUTLINE

1. BUSINESS

- 1.1 Scope, Importance and Functions, Entrepreneurial Qualities of a Businessman
- 1.2 Business Environment and Social Responsibility
- 1.3 Role of business in Economic Progress of the country
- 1.4 Problems of a Business and Business Environment

2. FORMS OF BUSINESS ORGANIZATION

- 2.1 Sole-proprietorship Nature, Scope, Advantages and Disadvantages
- 2.2 Partnership - Classification of Partnership, Advantages and Disadvantages, Rights, Duties and Liabilities of Partners, Kinds of partners, and Dissolution of Partnership and Firm
- 2.3 Joint Stock Company –Types / Classification, Formation, Memorandum of Association, Articles of Association, Prospectus, Capital Management, Meetings and Winding up Features, Merits and Demerits, Management of the Companies.

3. COOPERATIVE OWNERSHIP AND BUSINESS COMBINATIONS

- 3.1 Meanings, Types of Cooperatives, Advantages and Disadvantages.
- 3.2 Business Combination: Meaning, Types and Forms, Causes and Purposes, Advantages and Disadvantages.

4. ENTREPRENEURSHIP

- 4.1 Meanings/Definition, Nature, Features, Scope, Pros and Cons
- 4.2 Differences and Similarities between a Businessman and an Entrepreneur, Competitive Advantage of organizations having Entrepreneurial Edge
- 4.3 Real World Examples, Prospects for Entrepreneurs in Pakistan, Need for Entrepreneurial Education and Activities

5. INTERMEDIATION / MIDDLEMANSHIP

- 5.1 Meanings/Definition, Nature, Rationale/Theme, Features, Scope, Pros and Cons
- 5.2 Differences and Similarities between a Businessman and a Middleman
- 5.3 Real World Examples, Prospects for Intermediation in Pakistan, Need for Intermediation Education and Activities

6. FINANCE

- 6.1 Definition, Components, Importance, Kinds and Sources
- 6.2 Long Term and Short Term Financing.
- 6.3 Some Important Financial Institutions and Regulatory Bodies.
- 6.4 Stock Exchange and Commodity Exchange: Nature, Role and Significance.
- 6.5 Risk and Risk Management: Insurance, Protection against Risks, Importance and Types of Insurance, Types of Risks.

7. MARKETING

- 7.1 Process of Marketing, Definition, Functions and Scope, Approaches to the Study of Marketing.
- 7.2 Marketing Mix for Physical Goods and Service Products, and Importance.
- 7.3 Channels of Distribution for Consumer Good and Organizational Goods.
- 7.4 Marketing Communication and Promotion, Advertising, Personal Selling, Sales Promotion, Public Relation, Packaging.

8. TRADE

- 8.1 Wholesale and Retail, Meaning, Importance, Functions, Advantages and Disadvantages.
- 8.2 Foreign Trade, Imports and Exports, Role in Economic Development of the Country.

9. PHYSICAL FACTORS

- 9.1 Selecting Business Location, Factors Influencing Locations, Small Business, VS Large Business
- 9.2 Purchasing and Inventory Control Coordination of Purchasing with Sales, Organization of Purchasing Department, Centralize vs. Decentralize Purchasing, Purchasing Policies and Procedure Inventory Control.

10. THE PERSONEL DEPARTMENT

- 10.1 Employment Division, Recovering, Placement Promotion.
- 10.2 Wages and Salary Section, Analysis & Job Classification, Pay Scales.
- 10.3 Training Program, Apprentice, Supervisory etc.

11. BUSINESS CYCLE, AND INFORMATION TECHNOLOGY

- 11.1 Definition/Meaning, and the Existence in the real world.
- 11.2 Wage Iterative Stages/Segments of Business Cycle.
- 11.3 Definition/Meaning, Scope & Role of IT in Business
- 11.4 E-Business, and E-Commerce, and their respective Scope & Role
- 11.5 Business IT Domains/Orientations including: B2C, C2C, C2B etc.

12. OPERATING IN INTERNATIONAL/GLOBAL ENVIRONMENT

- 12.1 Definition/Meaning of International / Global Operations / Business.
- 12.2 Reasons, and Scope of International/Global Operations/Business.
- 12.3 Environment and Challenges for International/Global Operations/Business.

Recommended Books:

- 1. Rober C. Appleby, Modern Business Administration
- 2. Theodore J. Sielaff & Belmont, Introduction to Business, California
- 3. David L. Kurtz and Louis E. Boone, Contemporary Business, 14th Edition
- 4. John W. Aberle, Business Studies, Wordsworth Publishing Company Inc.

Reference Books:

- 1. Muhammad Irshad, Introduction to Business, Naveed Publication Lahore.
- 2. Ali M. H., Introduction to Business.

3. Business Organizations by 'Nisar-ud-din'.
4. Introduction to Business by 'M. Saeed Nasir'.

Course	Principles of Micro Economics	Credit Hours	3
Pre-Requisite	NONE	Semester	I
Objectives	<ul style="list-style-type: none"> • To familiarize the students with the basic principles of Microeconomics • To make students understand the working pattern of the market economy, and ancillary concepts/mechanism • To enable students understand the optimal resource allocation concepts • To make students practice these concepts of Microeconomics in their personal and professional life 		

COURSE OUTLINE

1. DEFINITIONS:

Nature, Scope and Importance (Micro Economics); Definitions of Economics under various School of Thoughts; Concept of Scarcity, choice and wealth in Economics. Economic & Non-economic Goods, Positive Economics Vs Normative Economics

2. CONSUMER BEHAVIOUR:

Definition, Meaning, marginal Utility, Cardinal Approach (Law of Diminishing Marginal Utility & Equi-marginal Utility Law) and Ordinal Approach (Indifference Curve Analysis)

3. DEMAND:

Concepts of Demand and Law of Demand. Changes in Demand (Shift in Demand versus Movement along Demand Curve). Determinants of Elasticity of Demand. Consumer's Surplus. Elasticity of Demand and its Measurements. Price, Income and Cross Price Elasticity. Application / Practical Importance of concept of Elastic for Managers, Concept of Consumer's Surplus with the help of Diagram, Price Effect, Income Effect, and Substitution Effect

4. SUPPLY:

Concept of Supply and Stock; Law of supply. Changes in Supply (shift and Movement of Supply Curve). Producer's surplus. Elasticity of Supply and its measurement, Concept of Producer's Surplus with the help of Diagram

5. MARKET EQUILIBRIUM:

Price and Market equilibrium. Effects of Changes in Market Forces of Demand and Supply on Market Equilibrium, and Market Price and Normal Price.

6. PRODUCTION:

Law of Variable Proportions. Concept of Factor of Production, Land Labour, Capital & Entrepreneur. Laws of Returns and their application. Production Possibility Curve, Factor Pricing: Rent, Wages, Interest and Profit.

7. COSTS:

Costs over Time Period; Fixed, Variable, Total, Average; short run and long run Marginal; Opportunity Costs.

8. MARKET CONDITIONS AND MECHANISMS:

Perfect and Imperfect Competition. Price and Output Determination, Revenue Curves and their determination under Perfect and Imperfect Competition. Forms of Market under Imperfect Competition including Monopoly, Monopolistic competition Oligopoly Price Control, Price Ceiling and Price Floor.

Recommended Books:

1. Pindyck Robert S, Rubinfeld Daniel L. (Latest Edition) "Micro Economics"
2. N. Gregory Mankiw, "Principles of Microeconomics", Latest Edition
3. Parkin Michael (Latest Edition) "Micro Economics Latest Edition Addison Wesley.
4. Paul A Samuelson, Economics – Latest Edition
5. Roger LeRoy Miller, "Economics Today, The Micro View", Latest Edition
6. Samuelson Nordhaus, "Microeconomics", Latest Edition
7. John P. Gould, Jr and Edward P. Lazear, "Microeconomics Theory", Latest Edition

Reference Books:

1. Hailstone J. Thomas and Mastriana V. Frank (Latest Edition) " Basic Economics" Latest Edition Thomson
2. Colander C. David (Latest Edition) " Economics" McGraw-Hill International Edition.
3. Lloyd G Reynolds Irwin, Micro Economics Analysis & Policy, Irwin Homewood Illinois Latest Edition
4. Menciaive Principles of Economic Latest Edition
5. Economics Journals/Periodicals
6. World Wide Web for Latest Information

Course	FUNCTIONAL ENGLISH	Credit Hours	3
Pre-requisite	NONE	Semester	I
Objectives	<ul style="list-style-type: none"> • Enhance Business Language • Improve Presentation and Listening Skills 		

1. INTRODUCTION

- 1.1 Basics of Grammar
- 1.2 Parts of speech, and Types and Use of Articles
- 1.3 Sentence Structure, Active and Passive Voice
- 1.4 Practice in Unified Sentence
- 1.5 Analysis of phrase, clause and sentence structure
- 1.6 Transitive and intransitive verbs
- 1.7 Punctuation and spelling

2. WORD POWER

- 2.1 Synonyms (Particularly Business-related Contemporary Words)
- 2.2 Antonyms
- 2.3 Homonyms
- 2.4 One word Substitution
- 2.5 Use of Prepositions
- 2.6 Words often confused (Pairs of Words)
- 2.7 Verbal Phrases and Idiomatic Phrases (including Phrasal Verbs)
- 2.8 Phrases – types and functions, and Clauses – types and functions

3. COMPREHENSION

- 3.1 Answers to questions on a given text

4. DISCUSSION

- 4.1 General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students)

5. LISTENING

- 5.1 To be improved by showing documentaries/films carefully selected by subject teachers

6. TRANSLATION SKILLS

- 6.1 Urdu to English

7. PARAGRAPH WRITING

- 7.1 Topics to be chosen at the discretion of the teacher

8. PRESENTATION SKILLS

- 8.1 Introduction
- 8.2 General, and Topic-specific Presentation
- 8.3 Use of Technological Gadgets during Presentations

Recommended Books:

1. Functional English

a) Grammar

- 1. Practical English Grammar by A.J. Thomson and A.V. Martinet. Exercises 1. Third edition. Oxford University Press. 1997. ISBN 0194313492
- 2. Practical English Grammar by A.J. Thomson and A.V. Martinet. Exercises 2. Third edition. Oxford University Press. 1997. ISBN 0194313506

b) Writing

- 1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 0 19 435405 7 Pages 20-27 and 35-41.

c) Reading/Comprehension

- 1. Reading. Upper Intermediate. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 453402 2.

d) Speaking – Exercises and Practice of Presentation

Reference Books:

- 1. High School English Grammar and Composition by P.C. Wren and H. Martin
- 2. New Handbook of Basic Writing Skills by Cora L. Robey, Cheryl K. Jackson, Carolyn M. Melchor and Helen M. Meloney – 5th Edition
- 3. Understanding and Using English Grammar by Betty Schramfer Azar
- 4. Mastering English Grammar by S. H. Burton
- 5. Kennedy, X. J., Kennedy, M. D. & Holladay, S. A. ,(1999), *The Bedford Guide for College Writer*, Bedford, St. Martin's
- 6. Burton, S. H. ,(2000), *Mastering Practical Writing*, NBF

Course	ISLAMIC STUDIES / Ethics	Credit Hours	2
Pre-requisite	NONE	Semester	I
Objectives	<p>This course is aimed at:</p> <ol style="list-style-type: none"> 1.To provide basic information about Islamic Studies 2.To enhance understanding of the students regarding Islamic Civilization 3.To improve Students skill to perform prayers and other worships 4.To enhance the skill of the students for understanding of issues related to Faith and Religious Life. 5.To develop a concrete understanding about divine and explicit Verses, Mandates, Provisions concerning permissible Methods and Modes of Islamic Trade and Commerce 		

1. INTRODUCTION TO QURANIC STUDIES

- 1.1 Basic Concepts of Quran
- 1.2 History of Quran
- 1.3 Uloom-ul –Quran

2. STUDY OF SELECTED TEXT OF HOLLY QURAN

- 2.1 Verses of Surah Al-Baqra Related to Faith (Verse No-284-286)
- 2.2 Verses of Surah Al-Hujrat Related to Adab Al-Nabi (Verse No-1-18)
- 2.3 Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No-1-11)
- 2.4 Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)
- 2.5 Verses of Surah Al-Inam Related to Ihkam (Verse No-152-154)

3. STUDY OF SELECTED TEXT OF HOLLY QURAN

- 3.1 Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6,21,40,56,57,58.)
- 3.2 Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
- 3.3 Verses of Surah Al-Saf Related to Tafakar, Tadabar (Verse No-1,14)

4. SEERAT OF HOLY PROPHET (S.A.W.W)-I

- 4.1 Life of Muhammad Bin Abdullah (Before Prophet Hood)
- 4.2 Life of Holy Prophet (S.A.W.W.) in Makkah
- 4.3 Important Lessons Derived from the life of Holy Prophet (S.A.W.W.) in

5. SEERAT OF HOLY PROPHET (S.A.W.W.)-II

- 5.1 Life of Holy Prophet (S.A.W.W.) in Madina
- 5.2 Important Events of Life Holy Prophet (S.A.W.W.) in Madina
- 5.3 Important Lessons Derived from the life of Holy Prophet (S.A.W.W.) in Madina

6. INTRODUCTION TO SUNNAH

- 6.1 Basic Concepts of Hadith
- 6.2 History of Hadith
- 6.3 Kinds of Hadith
- 6.4 Uloom –ul-Hadith
- 6.5 Sunnah & Hadith
- 6.6 Legal Position of Sunnah

7. SELECTED STUDY FROM TEXT OF HADITH

8. INTRODUCTION TO ISLAMIC LAW & JURISPRUDENCE

- 8.1 Basic Concepts of Islamic Law & Jurisprudence
- 8.2 History & Importance of Islamic Law & Jurisprudence
- 8.3 Sources of Islamic Law & Jurisprudence
- 8.4 Nature of Differences in Islamic Law
- 8.5 Islam and Sectarianism

9. ISLAMIC CULTURE & CIVILIZATION

- 9.1 Basic Concepts of Islamic Culture & Civilization
- 9.2 Historical Development of Islamic Culture & Civilization
- 9.3 Characteristics of Islamic Culture & Civilization
- 9.4 Islamic Culture & Civilization and Contemporary Issues

10. ISLAM & SCIENCE

- 10.1 Basic Concepts of Islam & Science
- 10.2 Contributions of Muslims in the Development of Science
- 10.3 Quran & Science

11. ISLAMIC ECONOMIC SYSTEM

- 11.1 Basic Concepts of Islamic Economic System
- 11.2 Means of Distribution of wealth in Islamic Economics
- 11.3 Islamic Concept of Riba
- 11.4 Islamic Ways of Trade & Commerce

12. POLITICAL SYSTEM OF ISLAM

- 12.1 Basic Concepts of Islamic Political

13. ISLAMIC HISTORY

- 13.1 Period of Khlaft-E-Rashida
- 13.2 Period of Ummayyads
- 13.3 Period of Abbasids

14. SOCIAL SYSTEM OF ISLAM

- 14.1 Basic Concepts of Social System of Islam
- 14.2 Elements of Family
- 14.3 Ethical Values of Islam

15. VERSES AND HADITH CONCERNING EXCHANGE, TRADE AND COMMERCE

- 15.1 Islamic Provisions and Mandates about permitted Modes of Trade and Commerce
- 15.2 Selected Verses from the Holy Qur'an about Trade and Commerce
- 15.3 Extracts from Hadith about Trade and Commerce
- 15.4 Real Life Examples from the lives of Prophets and Saints

Reference Books:

1) Translations of the Holy Qur'an

- a. 'موضح القرآن'، سید عبد القادر شاہ
- b. 'فیوض القرآن'، سید حامد حسن بلگرامی c. 'جمال القرآن'، سید محمد کرم شاہ الزبیری

Translation of the Holy Qur'an by Abdullah Yousuf Ali

The Glorious Qur'an by Dr Muhammad Tahir-ul-Qadri

- a. 'الرربعین' للنووی
- b. 'سیرت رسول عربی ﷺ'، عالمہ نور بخش توکلی
- c. پیغمبر اعظم و آخر ﷺ، ڈاکٹر نصیر احمد ناصر
- d. یورپ پر اسلام کے احسانات، عالم جیلانی برق
- e. اسلام اور مغرب، سید ابو الحسن علی ندوی

- 2) Hameed ullah Muhammad, "Emergence of Islam", IRI, Islamabad
- 3) Hameed ullah Muhammad, "Muslim Conduct of State"
- 4) Hameed ullah Muhammad, "Introduction to Islam"
- 5) Mulana Muhammad Yousaf Islahi,

- 6) Hussain Hamid Hassan, “An Introduction to the Study of Islamic Law” leaf Publication Islamabad, Pakistan.
- 7) Ahmad Hasan, “Principles of Islamic Jurisprudence” Islamic Research Institute, International Islamic University, Islamabad (Latest Edition)
- 8) Mir Waliullah, “Muslim Jrisprudence and the Quranic Law of Crimes” Islamic Book Service (Latest Edition)
- 9) H.S. Bhatia, “Studies in Islamic Law, Religion and Society” Deep & Deep Publications New Delhi (Latest Edition)
- 10) Dr. Muhammad Zia-ul-Haq, “Introduction to Al Sharia Al Islamia” Allama Iqbal Open University, Islamabad (Latest Edition)

Course	BUSINESS MATHEMATICS	Credit Hours	3
Pre-Requisite	NONE	Semester	I
Objectives	<ul style="list-style-type: none"> To provide students with an understanding of the basic Mathematical and Financial Techniques used in Business Enterprises or Accountancy Profession through application of techniques rather than its theoretical aspect. To equip students with Mathematical Skills and Knowledge that can be applied to solve Financial Problems in field of Accountancy 		

COURSE OUTLINE

1. USE OF RATIOS, PRPORTION AND PERCENTAGE IN REAL WORLD SCENARIOS

Ratios: Types, Solution, Use and Scope in Business Environment

Proportions: Types, Solution, Use and Scope in Business Environment

Percentage: Solution, Use and Scope e.g. Mechanics of “C+P=S”

2. EQUATIONS, AND THEIR USE IN BUSINESS/PROFESSIONAL ENVIRONMENT

One-Variable Equations: Solution of First and Second Degree Equations in One Variable

Linear Equations: Algebraic and Graphical Characteristics, Slope-Intercept Form, Determining the Equation of a Straight Line, Linear Equations Involving More Than Two Variables

Systems of Linear Equations

Two, Three and n-variable systems and their graphical and algebraic solutions

3. MATHEMATICAL FUNCTIONS

Definition, Types and Graphical Representation of Functions, Linear Cost, Revenue and Profit Functions

4. MATHEMATICS OF FINANCE

Interest and its Computation, Single Payment Computations, Annuities and Their Present/Future Value and Practical Use of all Interest Mechanisms, Cost Benefit Analysis

5. MATRIX ALGEBRA

Introduction, Simple and Special Types of Matrices, Basic Matrix Operations. The Determinant, Inverse, Solution of System of Linear Equations using Matrices, and Use of Matrix Algebra in Business/Profession.

6. DIFFERENTIATION

Limits: Properties and Continuity; Average Rate of Change, the Derivative, Differentiation, Higher-order Derivative, Optimization, Identification of Maxima and Minima, Application on Revenue, Cost, and Profit

7. SEQUENCE, SERIES AND PROGRESSION

Sequence, Series and Progression: Introduction and Comparison thereof, Arithmetic Series and its application in business, Geometric Series and its application in business, Harmonic Series and its application in business

8. LINEAR PROGRAMMING, AND ITS APPLICATION IN REAL WORLD

Introduction, Linear programming for Constraints Optimization, Scenarios for Linear programming, and their solution, Techniques/Methods for solving Linear Programming Problems: Graphical Method and Simplex Method

Recommended Books:

1. Frank S. Budnick, "Applied Mathematics For Business, Economics, and Social Sciences", Latest Edition, McGraw-Hill Inc.
2. Charles D. Miller, Stanley A. Salzman, and Gary Clendenen, "Business Mathematics", Latest Edition, Addison-Wesley
3. Glencoe "Mathematics with Business Applications", Student Latest Edition, McGraw-Hill

Reference Books:

1. Mathematics-I & II, by Charles D. Miller, Stanley A. Salzman and Gray Clendenen, Latest Edition.
2. Business Mathematics by Mirza and Mirza, Latest Edition
3. Business Mathematics by Nadeem Akhtar Siddiqui, Latest Edition

Semester-II

Course	FINANCIAL ACCOUNTING	Credit Hours	3
Pre-Requisite	Principles of Accounting	Semester	II
Objectives	<p>Students should be able to:</p> <ul style="list-style-type: none"> • Learn and Apply some Accounting Principles and Techniques of generic nature by grasping Accounting Treatments in relation to certain specialized Mechanisms / Ventures including Bill of Exchange, Account Receivables (Provisioning and Aging), and Consignment • Prepare Receipts and Payments Accounts, and Financial Statements (Income and Expenditure Account, and Balance Sheet) of non-profit organizations, • Prepare Financial Statements from Incomplete Records (Single Entry System) • Describe the role of the International Accounting Standards, and Reporting Framework • Learn about basics Concepts and Principles about Formation, and Share Capital of a Company – Classes, Issue, Splits, EPS, Dividend etc. • Learn general Features and Principles of International Accounting Standard – 1, and their Application and Use • Learn Inventory Measurement and Disclosure: Principles of International Accounting Standard – 2, and their Application and Use 		

1. PREPARATION AND PRESENTATION OF FINANCIAL STATEMENTS

Objective and Scope of IAS-1 in general & w.r.t. Pakistan, Significant Definitions under IAS-1, Purpose of Financial Statements, Complete Set of Financial Statements, Basic Features (Elementary Level) – Fair Presentation, Going Concern, Accrual Basis of Accounting, Materiality & Aggregation, Frequency of Reporting by an Entity and by law in Pakistan, General Structure and Contents/Components of Financial Statements, Concept of Off-balance Sheet Items, Practice of Real World Scenarios

2. INVENTORIES, AND THEIR VALUATION

Objective and Scope of IAS-2 in general & w.r.t. Pakistan, Significant Definitions under IAS-2, Measurement of Inventories including (a) Cost of Inventories (b) Cost of Inventories of a Service Provider and (c) Cost Formulae, Basic Disclosure Requirements

3. ACCOUNTING FOR BILL OF EXCHANGE

Definition/Meaning of a Bill of Exchange as per Negotiable Instruments Act 1881, Difference among a Bill of Exchange, a Promissory Note and a Cheque, Accounting for transactions involving a Bill of Exchange, Journal and Ledger Accounts for both Drawer's and Drawee's (Books of Accounts); Accounting for all four scenarios on Drawer's Part including Withholding of a Bill, Discounting of a Bill, Endorsement of a Bill and Bank for Collection; Accounting under following scenarios: (a) Dishonor of a Bill of Exchange (b) Renewal of a Bill of Exchange and (c) Retirement of a Bill of Exchange

4. ACCOUNTING FOR ACCOUNTS RECEIVABLE, BAD DEBTS & PROVISION FOR BAD/DOUBTFUL DEBTS

Receivables and its Subsidiary Ledger, Accounting and Recording Bad Debts (first year and subsequent years) and its Recovery, Estimation and Valuation of Allowance/Provision for Bad and Doubtful Debts (both Income Statement and Balance Sheet Approaches of Estimation)

5. ACCOUNTING FOR CONSIGNMENT

Meanings of Consignment, Accounting in the Books of both i.e. Consignor and Consignee, Profit and Loss Measurement and its Accounting, Stock Valuation, Commission in General and Del Credere Commission, Accounting under Cost-plus Method, and Invoice Price Method

6. ACCOUNTING FOR SHARE CAPITAL OF A CORPORATION

Corporation, and a Company's Formation, Recording of (Accounting for) Issue of Shares at par, premium and discount, Concept and Meaning of Stock Splits; Right Issue of Shares; Treasury Stocks, Sources of Retained Earnings; Appropriation of Profit to Dividends and Reserves; Types of Reserves, Primary (IPO / Prospectus) VS Secondary Market (Stock Exchange etc.), Concepts pertaining to cash dividends, stock/scrip dividends, property dividends, Basic EPS and Diluted EPS, Adjust the Weighted Average Number of Common Shares for Stock Dividends, Stock Splits, Use of Treasury Stock Method

7. ACCOUNTING FOR 'ASSOCIATIONS NOT-FOR-PROFIT'

Definition/Meaning of Associations Not-for-profit with the help of suitable Examples, Scope of Accountancy Profession in such organizations, Sources of Revenue for Non-trading Concerns / Special Nature of Accounting Heads in these Associations including Subscriptions/Donations etc., Preparation of Cash Book; Receipts and Payments Account, Financial Statements of these Associations including Income and Expenditure Account; Computation of Capital Fund

8. ACCOUNTING FROM INCOMPLETE RECORDS

Meaning of Incomplete Records (Single Entry), Differentiation between Single Entry and Double Entry Book-keeping, Capital and Profit Determination under Single Entry System of Accounting

9. ACCOUNTING INFORMATION SYSTEM (AIS) AND COMPUTER-BASED ACCOUNTING SYSTEMS

Definition/Meaning of AIS, Scope and Use of AIS, Computerized Accounting and AIS, Basic Information, Structure and Hand-on Practice over two Accounting Software (Peachtree and Quickbooks), Computer-based Application in Accounting, Advantages of Computer-based Systems, Ways of achieving Internal Controls in a Computer-based Accounting System, Preparation of Chart of Accounts, Concepts of Working on Peach Tree Accounting Package

Recommended Texts:

1. International Accounting Standards (**IAS**) and International Financial Reporting Standards (**IFRS**) Latest Edition by ICAP
2. Kieso, Weygandt, and Warfield, Financial Accounting, Latest Edition, Wiley higher education.
3. Meigs, B. Walter., Johnson, E. Charles. & Meigs, F. Robert, "Accounting: the basis of Business decisions", Latest Edition – McGraw-Hill,.
4. Hall A. James., Accounting Information System, Latest Edition, Thomson South-Western.
5. Accounting Sohail Afzal
6. SAGE software, Peachtree Complete Accounting Software, Latest Edition, SAGE software

Reference Books:

1. Financial Accounting by M. Hanif and A. Mukherjee Latest Edition
 2. Larson, K. D., Wild, J. J., & Chiappetta, B. , "Financial Accounting", Latest Edition, McGraw-Hill Irwin.
 3. Marshall B. Romney, Paul J. Steinbart., Accounting Information System, Prentice Hall.
- IASplus.com by M. Hanif and A. Mukherjee - Latest Edition

Course	COMPUTER APPLICATIONS IN BUSINESS	Credit Hours	3
Pre- Requisite	NONE	Semester	II
Objectives	<ul style="list-style-type: none"> • To develop awareness about Computer Hardware and Peripherals; Concepts regarding Software – its Types, Basic Operations, Basic OS Concepts, OS Installation • To develop Advanced User Level Skills in various Application Packages: MS Word, MS Access, MS Excel, and MS PowerPoint • To set-up a Computer for World Wide Web connection; Use e-mail to send / receive messages and file attachments; Concepts of On-line group Discussion. 		

COURSE OUTLINE

1. INTRODUCTION TO COMPUTERS

Definition/Meaning of Computer, its Characteristics, History, Generations of Computers; Computer Hardware and its Peripherals, New Hardware and Peripheral's Installation. (Hands-On), Basic Architecture of Computer System; Software – its Types, Basic Operations. General Installation guidelines. (Hands-On); Concepts of Computer Virus, Worms, Hacking, Spam etc. and Use of Anti-virus Techniques/Software

2. INTRODUCTION TO OPERATING SYSTEM (MICROSOFT WINDOWS XP or other Latest)

Basic concepts regarding Systems Software and OS, and OS (Windows) Installation, Repair, Recovery

Using Windows Environment. (Hands-On)

- Windows XP or other Features
- Start Menu, Task Bar, System Tray
- Control Panel, its basic items
- Printing
- Managing Files and Folders
- Windows Explorer
- Opening Documents / Files
- Copying and Moving Files
- Deleting Files and Folders
- Controlling the View Detail Level
- Customizing the Tool Bars

3. WORD PROCESSING BASICS

Types of Documents created with a Word Processing Program (MS Word); An overview of the Menus in MS Word; Principal Features of a Word Processing Program (Hands-On); In-depth Knowledge and Competence on various operations of MS Word

4. SPREADSHEET APPLICATIONS

Spreadsheet basics, its vocabulary, and principles; Usage of functions, macros, sorting, formatting, generating charts, pivot tables.

Financial Management related Formula's Implementation and Statistics related Formula's Implementation.

Cell Formatting, Print Previewing / Printing of selected Data; Insert and Name Worksheets; Import Spreadsheet Reports and Charts into Word Processing Documents; Set up and Analyze Itemized lists of numbers e.g. various types of budgets / financial statements; concept of Financial Modelling on worksheet.

5. DATABASE APPLICATIONS

Define the Purpose, and Components of Database; Plan a simple Two-table Database; Cardinality of Relationship; Creating Tables; Creating Relations of the Tables; Use Wizards to enter and to search Data; To create a Report; Enter Data in a form; Creating Module using Microsoft Access; Using simple Queries in Wizard; Privacy / Security Issues related to Databases; Create Data Base Using Microsoft SQL Server 2000 or latest.

6. PRESENTATIONS THROUGH POWERPOINT

Examine Purpose, Examples of a Presentation; Explain Components of a Presentation; Outline a Presentation and Apply good Design Principles; Apply and Modify a Design Template; Add Clip Art, Charts, SOUND to a presentation; Formatting a slide Show; Applying Slide Background, Color, Style, Transitions – visual, text; Running a Slide Show

7. BASICS OF NETWORKING

- Use of Networks; Its Common Types/Classes
- Data Communication Modes; Using Telephone Lines, Modems
- Wireless Networks
- Network Security Issues

8. INTERNET & E-MAIL BASICS

- Introduction to the Internet, the terminology, its advantages and disadvantages; Security on the Internet – Tools & Tips; IT Issues; Privacy; Ethics and Legal Framework.

Recommended Books:

1. Understanding Computers by Deborah Morley and Charles Parker Latest Edition
2. Fundamentals of Computers By V. Rajaraman Latest Edition
3. Capron, H.L. *Computers, Tools for an Information Age*, Prentice Hall Publishers, Latest Edition
4. Gralla, Preston 'How *The Internet Works*', Que Publishers Latest Edition
5. Kinkoph, Shery *How to use Microsoft Office XP*. Sams Publishing Latest Edition
6. Grauer, Robert T. & Barber, Maryam, *Exploring Office XP*, Volume1. Prentice Hall Publishers Latest Edition

Reference Books:

1. Ricardo, Kethrine *Data Base Management Systems*. Jones & Bartlett Publishers Latest Edition
2. Crumlish, Christian, *The ABCs of the Internet*, Sybex Inc Latest Edition
3. Computer Fundamentals By Concepts, System & Applications By Pradeep K.Sinha, Priti Sinha Latest Edition
4. Sinha , P.K. *Introduction To Computers*, BPB Publications Latest Edition

Course	Principles of Macro Economics	Credit Hours	3
Pre-requisite	Micro Economics	Semester	II
Objectives	This course will enable students: <ul style="list-style-type: none">• Learn the basic principles of Macroeconomics• Understand the working of the policy initiatives in the market economy• Understand the aggregate concepts of National Income, Employment, Inflation, Money, Banking and Foreign (Exchange and Policy) Sector Issues• Develop Macro Economics Thinking among Students		

COURSE OUTLINE**1. NATIONAL INCOME:**

Defining Macroeconomics, and understanding its Nature; Comprehending the Nature and Significance of National Income (NI); Comprehending Theoretically and Numerically the following Concepts of NI; General Concept and Overview of National Income: (a) Gross Domestic Product (GDP) (b) Gross National Product (GNP) (c) Net National Product (NNP)

(d) National Income (NI) at Market Price and at Factor Cost (e) Personal Income (PI) (f) Disposable Personal Income (DPI); Concepts of Per Capita Income (PCI) and Transfer Payments, and other

associated Concept; Measurement of National Income with the help of a rigorous Illustration; Measurement of National Product in Current Price and in Constant Prices; Circular Flow of National Income A Comprehensive Overview; Other Associated Concepts concerning National Income

2. TRADE CYCLE:

Defining and Understanding the Trade Cycle and its Nature; Phases, Causes & Remedies; Theory of Trade Cycles (Keynes theory); Employment and Theories of Unemployment; Consumption, Keynesian Psychological Law of Consumption, & Consumption Function; Saving Function & Investment Function, and Investment Multiplier; Inflationary and Deflationary Gaps under Keynesian Theory; Inflation and its Kinds, Causes, & Remedies

3. MONEY AND VALUE OF MONEY:

Defining Money and understanding its Nature; Primary, and Secondary / Contemporary Functions of Money; Forms / Types of Money; Comprehending the Concept of Value of Money; Quantity Theory of Money (Classical and Modern Version); Liquidity Preference Theory; Motives to Save (Money Demand of Keynes); Money Multiplier and its Effects / Implications; Money Supply, and Monetary Aggregates in Pakistan; Any other Ancillary or Contemporary Topic / Concept / Theory

4. BANKING:

Defining a Bank and Banking w.r.t. Banking Laws applicable in Pakistan; Primary, and Secondary / Contemporary Functions of a Bank; Forms / Types of Banks; Commercial VS Central Banking; Functions of a Central Bank; Monetary Policy by a Central Bank; Credit Creation Method and Process

5. PUBLIC (GOVERNMENTAL) FINANCE:

Defining and Understanding the Public Finance; Difference between Private and Public Finance; Revenue and Expenditure of Public Bodies; Kinds of Taxes and Canons of Taxation; Fiscal Policy - Meaning, Rationale, Use & Scope and Tools/Techniques; Government Budget and Economic Survey

6. BALANCE OF PAYMENTS:

Defining and Understanding Balance of Payments; Difference between Balance of Payments and Balance of Trade; Equilibrium and Dis-equilibrium in Balance of Payments; Causes of Dis-equilibrium, and

Measures to Balance it; International Trade and its Primary Theories; Defining and Understanding the Exchange Rate, and its Mechanics; Exchange Rate Policies

Measures to improve: Monetary System, Fiscal Balance, Exchange Rate, BOP and BOT, Overall Economy, and Financial Health of the Country; Components of an Ideal Public Policy

7. ECONOMIC SYSTEMS:

Defining and Understanding an Economic System; Major Forms of an Economic System including; Market Economy, State-controlled Economy, Mixed Economy and Islamic Economic System; Features, and Pros & Cons of above-mentioned Forms of Economic Systems; Role and Responsibility of a State/Government/Kingdom in all above-mentioned Forms of Economic Systems; Role and Mechanics of Zakat and Usher; Economic Role of State in Islam; Zakat and Usher; Other Contemporary Associated/Ancillary Concepts / Theories / Topics

8. REAL WORLD MACROECONOMICS w.r.t. PAKISTAN:

Use of Macroeconomic Variables in Ministry of Finance; Use of Macroeconomic Variables in Ministry of Commerce; SBP Economic, Banking and Financial Reviews; Any other publications concerning Macroeconomic Variables; Economic Problems and Issues of Pakistan and their respective suitable and feasible Solutions

Recommended Books:

1. Parkin Michael, Macro Economics, Latest Edition, New York Addison Wesley
2. Paul A Samuelson, Economics. Nancy Smith Barrett, The Theory of Macro Economic Policy, Prentice Hall, Latest Edition
3. Edward Shapiro, Macro Economic Analysis, Harcourt Brace, Latest Edition.
4. Mensfield Edwin, Principles of Macro Economics, Latest Edition, New York W.W. Norton

Reference Books:

1. Begg David, Fischer Stanley, Dornbusch Rudiger, Economics, Latest Edition, The McGraw-Hill.
2. Nordous. D. William, Samuelson Paul. A Macro Economics Latest Edition, McGraw-Hill.
3. Froyen T. Richard *Macroeconomic theories and policies*
4. Begg David, Fisher Stanley Dornbush Rudiger *Economics*
5. Journals/Periodicals: World Wide Web/Internet Material
6. Federal Bureau of Statistics & Economic Survey of Pakistan
7. Pakistan Golf and Economist (The Economist)

8. Ministry of Finance www.finance.org.pk
9. State Bank of Pakistan www.sbp.org.pk

Course	BUSINESS COMMUNICATION SKILLS	Credit Hours	3
Pre-requisite	Functional English	Semester	II
Objectives	<ul style="list-style-type: none"> • To develop awareness about Business Communication Skills, Tools and Methods • To develop leaning about Business Correspondence • To understand the Use and the Scope of Business Communication and Correspondence Dimensions in Real World Scenario • To comprehend Professional Style, Content and Tone of Communication 		

COURSE OUTLINE

1. INTRODUCTION TO BUSINESS COMMUNICATION

Definition/Meaning of Effective Business Communication, its Use and Scope; The Process of Communication (formal and informal): Communication Networks and Barriers; 7 Cs of Communication, and their practical Implication

2. THE PROCESS OF BUSINESS COMMUNICATION

Elements of Communication; Concepts concerning Communication; Non-verbal Communication and related Concepts; Process of preparing Effective Business Messages, Planning Steps, Basic Organizational Plans, Beginnings and Endings, Composition of the Message.

3. EFFECTIVE COMMUNICATION TECHNIQUES:

Identifying Audience, Establishing Purpose, Formulating Message, Selecting Style and Tone, Functions of Job-related Writing, Writing Process, Communicating in the Electronic Medium/Media; Business Norms: Writing for Effect, You – view point, and Positive Language

4. LETTER WRITING

Appearance, Attitude, Format, Parts, and Tone & Style

5. BASIC PATTERNS OF BUSINESS MESSAGES

Direct Request Letter, Memorandum, Etiquette, and Process of writing

6. BAD NEWS MESSAGES

Organizational Plans, Indirect and Direct Plans, Analysis of Example; Communications, Memos - Direct Plan, Practice (class work/ home work)

7. GOOD NEWS MESSAGES

Good News & Neutral Messages - Direct Plan - Indirect Plan

8. CREDIT REFUSAL AND .COLLECTION LETTERS

Organizational plan, Analysis of Example Letters, Practice (class work/ home work)

9. PERSUASIVE LETTERS/MEMO

Persuasive letters / Memo: Organizational Plan, AIDA, Analysis of example Letters, Practice (class work/ home work)

10. SALES LETTERS

Sales letters: Organizational plan, Analysis of Example Letters, Practice (class work/ home work)

11. JOB APPLICATION LETTERS / RESUMES

Job application letters/Resumes: Organizational plan, Analysis of different types of job application letters/resumes, Practice (class work/ home work)

12. REPORT WRITING

Meaning and Classification of Business Reports, preparation before writing Reports, Main Parts/Components of the Report, organization and outline of Report Body, Visual Aids, Short Reports, Suggestions for short report, Informational Memorandum reports, analytical memorandum reports with graphs, informational and analytical report, formal report, working plans, prefatory parts: documentation and other notes, supplemental parts, presentation of the formal report.

13. ORAL PRESENTATION AND USE OF MODERN ELECTRONIC GADGETS:

Oral presentations and successful listening, improving oral presentations, improving your listening. Successful informative speaking, purpose of informative speaking. Analysis of audience. Organization and outline of the informative speech. Support for informative speeches, successful persuasive speaking. Purpose of persuasive speaking. Audience analysis. Organization of the persuasive speeches. Successful business meetings. Meetings in business leadership responsibilities. Participant responsibilities. Methods of solving problems in meetings; Agenda and Minutes of the Meeting.

Recommended Books:

1. Business Communication by Herta Murphy Latest Edition
2. Excellence in Business Communication by John V. Thill and Courtland L. Bovee Latest Edition
3. The Business Communication Hand book by Judith Dwyer Latest Edition
4. Basic Business Communication by Lesikar & Flatley – Latest Edition
5. Compulsory Readings:
 - i. Daily Business Recorder;

- ii. Economic & Business Review (Daily DAWN);
- iii. Pakistan Gulf & Economist (Magazine).

Reference Books:

1. Effective Business Communication and Report Writing by Sheikh Atta-ur-Rehman Latest Edition
 2. Communication for Business by Shirley Taylor. Pitman publishing London Latest Edition
 3. Guffey, Mary Ellen. "Business Communication Process and Product". New York: Thomson Latest Edition
 4. Guffey, Mary Ellen. "Essentials of Business Communication". New York: Thomson, Latest Edition
- Gibaldi, Joseph, MLA Handbook Latest Edition

Basic Information			
Course Title:		Introduction to Statistical Theory-I	
Course Code:		STA-322	
Course credits/week:		Theory: 03	Lab: Nil Total: 03
Pre-requisite(s):			
Co-requisite(s):			
Program(s) on which the course is given:		BS Commerce 2 nd Semester	
Is the course major or minor element of the program:		Major: <input checked="" type="checkbox"/>	Minor: <input type="checkbox"/>
Department offering the program:		College of Commerce	
Academic year/level:		1 st	
Revision #:			
Last revised on (date):			

Introduction and scope of statistics, Basic concepts of statistics, Different types of variables, types of data and methods of data collection, Scales of measurement, Data arrangement and presentation, formation of tables and charts, Measures of central tendency: mean, median and mode and quantiles from grouped and ungrouped data. Measures of dispersion: computation of range, variance, standard deviation, and coefficients of variation, Skewness and Kurtosis, Definition of probability, Different terminology used in probability, Different laws of probability, Discrete distributions (Binomial distribution, Poisson distribution, Negative Binomial distribution, geometric distribution, hyper geometric distribution with their properties and applications), Continuous distribution (Normal distribution with their properties and applications), Correlation and Regression.

Recommended Books

1. Ronald Walpole, Myers, Myers, Ye, "Probability & Statistics for Engineers & Scientists", 8th edition, 2008, **Prentice Hall** Publisher.
2. Sher M. Chaudhry, Shahid Kamal, "Introduction to Statistical Theory I and II".
3. Steel, R.G.D. and Torrie, J. H., 1980. Principles and procedures of statistics. McGraw Hill International Editions. Zar,

Course	PAKISTAN STUDIES	Credit Hours	2
Pre-requisite	NONE	Semester	II
Objectives	<ul style="list-style-type: none"> • To develop vision of historical perspective, government, politics, contemporary Pakistani Issues/ Problems/ Challenges, • To go through the Ideological background of Pakistan. • To study the process of governance, national development, • To study the Issues arising in the modern age and posing challenges to Pakistan 		

1. THE CREATION OF PAKISTAN

Reason for Creation of Pakistan; Evolution and Development of Two-nations Theory; The Role of Two Nation of Theory in the formation of Pakistan; Any other associated concepts.

2. HISTORICAL PERSPECTIVE

- a. Ideological rationale with special reference to Sir Syed Ahmed Khan, Dr. Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.
- b. The development of ideology of Pakistan in the pre- and post-independence of Pakistan
- c. Factors leading to Muslim separatism
- d. People and Land
 - i. Indus Civilization
 - ii. Muslim advent
 - iii. Location and geo-physical features.

3. GOVERNMENT AND POLITICS IN PAKISTAN

Political and constitutional phases:

- a. 1947-58
- b. 1958-71
- c. 1971-77
- d. 1977-88
- e. 1988-9
- f. 1999-08
- g. 2008-13

h. 2013 onwards

4. CONTEMPORARY ISSUES IN PAKISTAN

- a. Economic institutions and issues
- b. Society and Social Structure
- c. Ethnicity
- d. Foreign Policy of Pakistan and challenges
- e. Prospective Outlook of Pakistan

Recommended Books:

1. Akbar, S. Zaidi. *Issues in Pakistan's Economy*. Karachi: Oxford University Press, Latest Edition.
2. Javeed Ahmad Sheikh, *Pakistan's Political, Economics and Diplomatic Dynamics*, Lahore: Kitabistan Paper Productions, Latest Edition
3. Ikram Rabbani, *An Introduction to Pakistan Studies*, Lahore: Caravan Book House, Latest Edition
4. Stephen Philip Cohen, *The Idea of Pakistan*, Lahore: Vanguard Books, Latest Edition
5. Saeed Shafqat. *Pakistan Studies*, Lahore: Taklikat Publishers, Latest Edition
6. Sher Muhammad Garewal, *Pakistan way of Life and Culture*, Lahore: Publisher united - Latest Edition
7. Burki, Shahid Javed. *State & Society in Pakistan*, The Macmillan Press Ltd., Latest Edition.
8. S.M. Burke and Lawrence Ziring. *Pakistan's Foreign policy: A Historical analysis*. Karachi: Oxford University Press, Latest Edition.
9. Mehmood, Safdar. *Pakistan Political Roots & Development*. Lahore, Latest Edition.
10. Wilcox, Wayne. *The Emergence of Bangladesh.*, Washington: American Enterprise, Institute of Public Policy Research, Latest Edition.
11. Mehmood, Safdar. *Pakistan Kayyun Toota*, Lahore: Idara-e-Saqafat-e-Islamia, Club Road.
12. Amin, Tahir. *Ethno - National Movement in Pakistan*, Islamabad: Institute of Policy Studies, Islamabad - Latest Edition
13. Afzal, M. Rafique. *Political Parties in Pakistan*, Vol. I, II & III. Islamabad: National Institute of Historical and Cultural Research, Latest Edition.
14. Muhammad Waseem, *Pakistan under Martial Law*, Lahore: Vanguard, Latest Edition.
15. Noor ul Haq, *Making of Pakistan: The Military Perspective*. Islamabad: National Commission on Historical and Cultural Research,

Semester III

Course	ADVANCED ACCOUNTING – I	Credit Hours	3
Pre-Requisite	Financial Accounting	Semester	III
Objectives	<ul style="list-style-type: none"> • Preparation of Financial Statements of Companies in accordance with statutory requirements of Companies Ordinance and International Financial Reporting Standards (IFRS) / International Accounting Standards (IAS) with appropriate notes to a preliminary extent, • Compute working capital ratios for business sectors. • Identify and explain Reasons for Profit Appropriation, • To learn about practical Implication of IAS-16, 18 and 38 • Application and selection of accounting techniques and procedures to specific circumstances like leases, branches, departmental stores, consignment, joint venture and construction contracts. • prepare accounts and financial statements of joint venture, partnership, branches & departmental types of businesses, • Identify and explain reasons why any loss/gain is debited or credited to retained earnings, • Prepare a statement of changes in Equity 		

COURSE OUTLINE

1. PREPARATION OF FINAL ACCOUNTS UNDER THE PROVISIONS OF COMPANIES ORDINANCE 1984 AND IFRS/IAS

- a. Conceptual Framework concerning Presentation Requirements of relevant IFRSs / IASs; 4th & 5th Schedule of Companies Ordinance, 1984 as to contents and presentation of Financial Statements
- b. General Trading and Profit and Loss Account, Profit and Loss Appropriation Account, Concept of 'Statement of Comprehensive Income', and Balance Sheet
- c. Statement of Changes in Owners' Equity (with concept of negative Equity) and Cash Flows Statement (w.r.t. IAS-7)
- d. Certain ancillary concepts including Off Balance Sheet Items, Residual Equity etc.
- e. Treatment of the following Items;

<ul style="list-style-type: none"> i. Issue of Shares ii. Cash Dividends iii. Right Shares and Bonus Issue iv. Reserves v. Govt. Levies (especially Sales Tax) vi. Prior Period Adjustments vii. Excise Duty and Sales Tax 	<ul style="list-style-type: none"> viii. Long Term Loans and their current Maturity ix. Bad Debts & Provisions x. Workers Profit Participation Fund xi. Workers' Welfare Fund xii. bank margins and guarantees including Commitments and Guarantees
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2. DEPARTMENTAL ACCOUNTING

Departmental Accounting an Introduction, Accounting Systems for maintaining Departmental Accounts, Advantages of Departmental Accounts, Profit and Loss Account, Allocation of Departmental Expenses, Inter-departmental Transfers – Cost or Market Price Basis, Accounting treatment of unsold stock with the departments

3. BRANCH ACCOUNTING

Nature and Operational System of a Branch, Its Comparison with Department, Accounting Systems for Depended Branches, Independent

Branches and Head Office Reconciliation, Inter-branch Transactions, Issues with Wholesale Branch

4. ACCOUNTING FOR JOINT VENTURE

Nature of Joint Venture Enterprises, Accounting Treatment – When separate books of accounts are maintained, and When separate books are not maintained, Memorandum Recording Methods, Profit or Loss Computation

5. PARTNERSHIP ACCOUNTING

(Selected Topics – Formation, Admission & Goodwill Calculation)

Features and Formation of Partnership, Distribution of Profits among Partners, Changes in Partners' Sharing Ratios, Partners' Capitals and their Kinds, Accounting Treatment for Issues on Admission of a Partner, Calculation of Goodwill under Partnership

6. PROPERTY, PLANT AND EQUIPMENT w.r.t. IAS-16

Definitions provided in IAS-16; Methods of Depreciation and Change of Method, and its implications; Revision of Life of an Asset, and its implications; Accounting for Disposal and Exchange of an Asset, Disclosure Requirements.

7. REVENUE RECOGNITION w.r.t. IAS-18

Scope, and Definitions; Measurement of Revenue; Identification of the Transaction; Sale of Goods; Rendering of Services; Interest Royalties and Dividends.

8. INTANGIBLE ASSETS w.r.t. IAS-38

Definitions and Concepts; Recognition and Measurement; Internally Generated Intangible Assets; Research Phase and Development Phase;

Practical Implications of the IAS through practice of some basic Illustrations.

Recommended Texts:

1. International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) Latest Edition by ICAP
2. Kieso, Weygandt, and Warfield (Latest Edition) Intermediate Accounting, Latest Edition Wiley Higher Education.
3. Javed H. Zuberi , “*Advanced Accounting*”, *Latest Edition, Petiwala Book Depot*.
4. Sohail Afzal, Advanced Accounting
5. An Insight into IFRSs by Mohyuddin Tahir

Recommended Texts:

1. Gateway to IFRS Latest Edition
2. Mukherjee A. Hanif, “Modern Accountancy”, Volume I & II. Latest Edition.

Course	BUSINESS LAW	Credit Hours	3
Pre-Requisite	NONE	Semester	III
Objectives	<p>This course is intended to:</p> <ul style="list-style-type: none"> • Acquaint students with Legal System of Pakistan • Familiarize the students with the different Mercantile Laws affecting the economic and business environment in Pakistan. • Make students understand the important elements and aspects of business and industrial laws. • Enable the students to assess the nature and Impact of certain types of rules and regulations by analyzing the cases referred to in the recommended books/sources. • Equip the students with the necessary skills and aptitude to deal tactfully with the legal situations arising out of business routine matters. 		

COURSE OUTLINE

1. LEGAL SYSTEM OF PAKISTAN

Meaning of Legal System; Major Components / Divisions of Legal System of Pakistan; Comprehensive Analysis of Legal System of Pakistan; Factors of Economic Development w.r.t to Pakistan; Various Measures / Strategies to enhance Economic Growth

2. BUSINESS LAW

Nature of Business Law; Major Sources of Business Law; Application / Use of Business Law;

3. CONTRACT ACT, 1872

Proposal and Acceptance including Legal Definition, and Meaning, Communication of Offer and Acceptance, Revocation of Offer and Acceptance;

Agreement and Contract including Legal Definition, Meaning, and Difference, Legal Capacity to make a Contract, Major Classification and Kinds of Contracts, Essential Elements / Ingredients of a Valid Contract, Trinity of a Contract.

Legal Rules pertaining to Consideration, and Exceptions thereof, Major Types of Void Agreements.

Flaws in Contracts, Free Consent, and its Flaws (Coercion, Undue Influence etc.), Doctrine of Frustration of Contract.

Quasi Contract, and its Types, Contingent Contract, and its Types, Performance of Contracts including Reciprocal Promises

Breach and Discharge of Contracts, Remedies for Breach of Contract

Contracts of Indemnity and Guarantee covering Legal Definition, Meaning, and Difference, Rights and Liabilities of Indemnity-holder, Consideration for Guarantee, Nature and Extent of Surety's Liability, Continuing Guarantee, and its Revocation, Rights of Surety, Discharge of Surety from Liability

Law of Agency covering Legal Definition, and Meaning, General Rules of Agency, Eligibility to employ an Agent, and Eligibility to become an Agent, Necessity of Consideration for Agency, Classification of Agents, Modes of Creation of Agency, Extent of Agent's Authority, and Delegation of

Authority, Distinction between Sub-agent and Substituted Agent, Duties and Rights of Agent, Personal Liability of Agent to Third Parties, Rights and Duties of Principal, Liability of Un-named, and Un-disclosed Principal, Modes of Termination of Agency

Bailment and Pledge including Essential features, and parties; Rights and duties of parties; Termination of pledge and Bailment

4. PARTNERSHIP ACT, 1932

Nature of Partnership including Legal Definition, and Meaning of Partnership and Firm, Essential Elements

Formation of Partnership, and Ancillary Provisions; Pre-requisites to form Partnership, Partnership Deed, and its Constituents, Classification of Partnership, Kinds of Partners, Status of a Minor admitted to the Benefits of Partnership, Registration of a Firm, and its Rationale (i.e. Effects of Non-registration), Rights and Duties of Partners, Relations of Partners to Third Parties, and Liabilities thereto, Incoming and Outgoing partners

Dissolution of Partnership Firm covering Dissolution of Partnership, and Dissolution of Firm, Modes of Dissolution of a Firm, Classification of Partnership, Kinds of Partners, Status of a Minor admitted to the Benefits of Partnership

5. SALE OF GOODS ACT, 1930

Contract of Sale of Goods covering Legal Definition, and Meaning of a Contract of Sale, Essential Elements of a Contract of Sale, Distinction between Sale and Agreement to Sell, Classification (Kinds) of Goods, The Provisions pertaining to 'Price'

Conditions and Warranties covering, Legal Definition of Condition and Warranty, The Distinction between them thereof, Conditions and Warranties (Express and Implied) in a Contract of Sale

Provisions pertaining to 'Transfer of Property'

Performance of a Contract of Sale including Legal Definition, and Meaning of 'Performance' in a Contract of Sale, Modes of Delivery, Acceptance of Delivery by Buyer, Sale by non-owner

Remedial Measure in a Contract of Sale, Legal Definition, and Meaning of 'Unpaid Seller' in a Contract of Sale, Rights of an 'Unpaid Seller', Rights of a Buyer against Seller, Auction Sale, and Legal Provisions regarding it

6. NEGOTIABLE INSTRUMENTS, 1881

Nature and Meaning of Negotiable Instruments including Legal Definition, and Meaning of a Negotiable Instruments, Characteristics of Negotiable Instruments, Presumptions as to Negotiable Instruments

Classification (Kinds) of Negotiable Instruments; Promissory Notes Definition, and Essential Elements, Bill of Exchange Definition, and Essential Elements, Cheque Definition, and Essential Elements, Hundi Definition, and Meanings

Parties to Negotiable Instruments: Holder Meanings, and Features; Holder-in-due-course Meanings, and Features; Capacity of Parties

Presentment of Negotiable Instruments: Presentment for Acceptance; Presentment for Sight; Presentment for Payment

Negotiation of Negotiable Instruments: Definition, Eligibility for Negotiation, and Duration of Negotiability; Distinction between Negotiation and Assignment; Modes of Negotiation; Endorsement, and its Kind

Dishonor and Discharge of Negotiable Instruments: Definition, and Meaning of Dishonor and Discharge; Modes of Dishonor (Non-acceptance and Non-payment); Discharge of the Instruments and the Parties; Modes of Negotiation

Banker and Customer Relation (Legal): Definition, and Meaning of Banker and Customer

Crossing of Cheques, and its Types; Bouncing of Cheques (Provisions from Banking Law / Circulars)

Recommended Books:

1. Mercantile Law - Bare Acts Latest Edition
2. Mercantile Law by M. C. Kuchhal Latest Edition
3. Mercantile Law by M. C. Shukla Latest Edition

4. Saeed, Khawaja Amjad, Mercantile and Industrial Laws in Pakistan, Institute of Business Management, Lahore Latest Edition

Reference Books:

1. Mercantile Law by Luqman Baig Latest Edition
2. Business Law by Khalid Mehmood Cheema, Sayed Mobin Mahmud & Co. Lahore Latest Edition
3. Business Law By Nazir A. Sheikh Latest Edition
4. Internet source: www.Paksearch.com

Course	INTRODUCTION TO BUSINESS FINANCE	Credit Hours	3
Pre- Requisite	NONE	Semester	III
Objectives Making	<p>This course is intended to create/produce:</p> <ul style="list-style-type: none"> • an understanding of an integrated perspective for the inter-relation between financial markets, financial institutions and management • an understanding about the use/scope of Finance, Financial Management, and Financial Management Decision Techniques • Competence about the latest approaches/tools to critically examine and measure the performance of business concerns • Skills to solve investment and financial problems in the light of specified goals of the firm 		

COURSE OUTLINE

1. INTRODUCTION TO FINANCE

Meanings of Finance and Financial Management; Career opportunities in finance; Forms of business organization; Goals of the corporation; Agency relationships.

Financial Statements: Balance sheet; Income statement; Statement of cash flows (IAS 7); Accounting income vs. cash flow; Personal taxes; Corporate taxes

Analysis of Financial Statements and their Use: Ratio analysis; Du Pont system; Effects of improving ratios; Limitations of ratio analysis; Qualitative factors;

Forecasting Techniques: Forecasting sales; Projecting the assets needed to support sales; Projecting internally generated funds; Projecting outside funds needed; Deciding how to raise funds; Seeing the effects of a plan

on ratios

Efficient Market Hypothesis and its Implication

2. TIME VALUE OF MONEY

The Role of Time Value in Finance; Time Value w.r.t. Single Amounts (Future Value and Present Value) including Simple Interest Mechanism and Compound Interest Mechanism

Time Value w.r.t. Compact Stream of Cash Flows i.e. Annuities (Future Value and Present Value) including Ordinary/Simple Annuity, Annuity Due/Outstanding, and Perpetuity

Time Value w.r.t. Mixed Stream of Cash Flows (Future Value and Present Value);

Practical Implication of Time Value of Money covering Intra-year Compounding; Nominal Vs Effective Rate of Interest; Continuous Compounding; Funds Accumulation through Regular Deposits; Loan Amortization; Finding Interest / Growth Rates.

3. FINANCIAL ASSETS / SECURITIES, AND THEIR VALUATION

Meaning and Understanding about Financial Assets; Primary Features of Financial Assets; Basic Model (Formula) / Mechanics of Valuing a Financial Asset / Security; Fundamentals of Interest Rate including Interest Rate, Required Rate (of Return), Inflation, Real Vs Nominal Rate of Interest (Return)

Term Structure of Interest Rates including Yield Curve and its Dimensions, and Yield to Maturity (YTM)

Risk and Risk Premium; Major Types of Risk w.r.t. Debt-specific Risk Premium Components (Issuer- & Issuer-related); Default, Maturity, Contractual Provision

Corporate Bonds; Nature, Definition, Features and Components, Cost of Bonds to the Issuer, Valuation of a Bond (Pricing of a Bond) – Model and Sensitivity Analysis (Price Changes); Common Types of Bonds, and their respective Features;

Stocks, and Equity; Nature, Definition, Features and Components; Debt Vs Equity; Common Stock Vs Preferred Stock; Preferred Stock Valuation; Authorized / Registered Capital; Issued, Subscribed and Paid-up Capital; Classification of Preferred Stock; Concept, and Process of IPO w.r.t. Pakistan

Efficient Market Hypothesis, and Market Efficiency; Basic Model for Common Stock Valuation; Major Types of Valuation Models for Common Stock including Zero-growth Model, Constant-growth Model, Variable-growth Model

Other Approached of Valuation for Common Stock including Book Value, Liquidation Value, Price/Earnings Multiples

4. CAPITAL INVESTMENT, ITS VALUATION, AND INVESTMENT DECISION MAKING

Capital: Sources of Capital and Cost of Capital, and Determination of the Cost of Capital, Optimal Mix of Capital Sources

Meanings, and Nature of Investment (Relevant Assets), Meanings of Capital Budgeting, Fundamentals of Capital Budgeting including Motives for capital expenditure, Process of capital budgeting

Basic Terminology covering Independent Projects versus Mutually Exclusive Projects, Unlimited Funds versus Capital Rationing, Accept-Reject versus Capital Rationing, Accept-Reject versus Ranking Approaches

Overview of Capital Budgeting Techniques: (1) Payback Period 1st Technique, Decision Criteria, Pros and Cons of Payback Analysis; (2) Net Present Value (NPV) 2nd Technique, NPV and Profitability Index, NPV and Economic Value Added; (3) Internal Rate of Return (IRR) 3rd Technique, Calculating the IRR through Interpolation

Comparing NPV and IRR Techniques: (1) Net Present Value Profiles, and

(2) Conflicting Rankings including Reinvestment Assumptions, Timing of the cash flow, Magnitude of the Initial Investment.

5. CAPITAL BUDGETING CASH FLOWS

- **Capital Budgeting Process:** An overview and Understanding
- **Relevant Cash Flows:**
 - Major Cash Flow Components
 - Expansion VS Replacement Decisions
 - Sunk Costs and Opportunity Costs
- **Finding the Initial Investment:**
 - Installed Cost of New Asset
 - After-tax Proceeds from Sale of Old Assets
 - Change in Net Working Capital
 - Calculating the Initial Investment
- **Finding the Operating Cash Flows**
 - After-tax Meanings and Use
 - Estimating Project “After Tax Incremental Operating Cash Flows”
- **Finding the Terminal Cash Flows**
 - Proceeds from Sale of Assets

- Taxes on Sale of Assets
- Change in Net Working Capital
- **Project Evaluation & Selection: Alternative Methods**
 - Project Monitoring: Progress Reviews & Post Completion Audits
 - The Problem of Project Risk
 - Total Project Risk
 - Contribution to Total Firm Risk: Firm Portfolio Approach
 - Managerial Options

Recommended Texts:

1. Principles of Managerial Finance by Lawrence J. Gitman Latest Edition
2. Fundamentals of Finance by Van Horne Latest Edition
3. Melicher, W.R & Norton, A.E, (Latest Edition), Finance, John Wiley and Sons, Inc.

Reference Texts:

1. Peirson, Graham & Brown, Rob (Latest Edition), *Business Finance*, McGraw-Hill, Sydney.
2. Block, Stanely B. & Hirt, Geoffroy A, (Latest Edition), *Business Finance*, Irwin Book
3. Question & Answer Series by Schuam

Course	BUSINESS PSYCHOLOGY	Credit Hours	3
Pre-Requisite	NONE	Semester	III
Objectives	This course is intended <ul style="list-style-type: none"> • To equip the student with latest Literature and Techniques of Psychology • To introduce the Basic Psychological Aspects / Dimensions to the students • To evaluate New Claims about Psychology by knowing Psychological Facts and Standards for Scientific Evidence • To Apply theory to application, demonstrating an understanding of the theoretical knowledge base of 		

organizational behaviour

- To Analyze how individual and group behaviours act as building blocks to organizational behaviour
- To Research and analyze aspects of organizational behaviour
- To Analyze team behaviour and its effect on productivity
- To Communicate and interact with team members

COURSE OUTLINE

1. PSYCHOLOGISTS AT WORK:

Meanings, Use/Scope of Psychology; Subfields of Psychology; Working at Psychology; Exploring Diversity; Becoming an Informed Consumer of Psychology

2. NEURONS: THE BASIC ELEMENTS OF BEHAVIOUR:

The Structure of the Neuron; How Neurons Fire; Where Neurons Meet: Bridging the Gap; Neurotransmitters: Multitalented Chemical Couriers

3. THE NERVOUS SYSTEM

Central and Peripheral Nervous Systems; The Evolutionary; Foundations of the Nervous System; Behavioural Genetics

4. THE BRAIN:

Studying the Brain's Structure and Functions: Spying on the Brain

5. SENSING THE WORLD AROUND US:

Illuminating the Structure of the Eye; Colour Vision and Colour Blindness

6. HEARING AND THE OTHER SENSES:

Sensing Sound; Applying Psychology in the 21st Century; Smell and Taste; The Skin Senses

7. PERCEPTUAL ORGANIZATION :

The Gestalt Laws of Organization; Feature Analysis; Top-Down and Bottom-Up Processing; Perceptual Constancy; Depth and Motion Perception, perceptual illusions and subliminal perception

8. STATES OF CONSCIOUSNESS :

Sleep and Dreams: The Stages of Sleep; The Function and Meaning of Dreaming; Sleep Disturbances; Circadian Rhythms; Daydreams; Becoming an Informed Consumer of Psychology; Hypnosis and Meditation; Drug Use: The Highs and Lows of Consciousness

9. LEARNING:

Classical Conditioning; Operant Conditioning; Cognitive-Social Approaches to Learning

10. MEMORY:

Encoding, Storage, and Retrieval of Memory; Recalling Long-Term Memories; Forgetting: When Memory Fails

11. COGNITION AND LANGUAGE :

Thinking and Reasoning; Problem Solving; Language

12. INTELLIGENCE:

What Is Intelligence? And Variations in Intellectual Ability

13. MOTIVATION AND EMOTION:

Explaining Motivation; Human Needs and Motivation: Eat, Drink, and Be Daring; Understanding Emotional Experiences; Nonverbal Behaviour and the Expression of Emotions

14. SOCIAL PSYCHOLOGY:

Attitudes and Social Cognition; Social Influence; Prejudice and Discrimination; Positive and Negative Social Behaviour

15. INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR:

Environmental and Organizational Context; Environmental Context including Information Technology & Globalization; Organizational Context: Design, Structure and Culture; Cognitive Process of Organizational Behavior; Perception and Attribution; Personality and Attitudes; Motivational Needs and Processes

16. DYNAMICS OF ORGANIZATIONAL BEHAVIOUR

Communication; Decision Making; Stress and Conflict; Power and Politics; Building Teams Group Dynamics and Teamwork; Valuing Diversity-Individual Differences;

Managing and Leading for Higher Performance; Managing Performance through Job Design and Goal Setting; Behavioral Performance Management; Effective Leadership Processes; Great Leaders: Styles, Activities and Skills

Recommended Text:

1. Luthans Fred., *Organizational Behavior*, Latest Edition, McGraw-Hill.
2. Feldman, Robert S, *Understanding Psychology*, Latest Edition. McGraw Hill, Boston
3. John R. Schermerhorn, (Latest), *Management and Organizational Behavior Essentials*, Wiley & Sons.
4. Robbins P. Stephen. (Latest), *Organizational Behavior*, Latest Edition, Prentice Hall

Course	LOGIC AND CRITICAL THINKING	Credit Hours	3
Pre-Requisite	NONE	Semester	VI
Objectives	This course has been formulated to: <ul style="list-style-type: none"> • Improve the Reasoning Ability among the students. • Make students capable to Demarcate Fallacious and Valid Arguments. • Introduce to students application of Logic in Administrative Sciences. • Develop Decision Making Ability based on Logical Reasoning, which is a crucial pre-requisite for successful managers. 		

COURSE OUTLINE

1. INTRODUCTION TO PHILOSOPHY AND LOGIC

Historical Introduction to Logic; Aristotelian Logic; Modern Mathematical/ Symbolic Logical; Recent Developments in Logic; Modal Logic; Fuzzy Logic; Free Logic; Critical Thinking; Critical Thinking and Validity of Thought; Other Basic Logical Concepts

2. PROPOSITION, ARGUMENT, PREMISES, VALIDITY ETC.

Proposition & Sentence; Proposition & its Analysis; What is an argument?; Argument Forms; Argument & Non Argument; Well Crafted Argument; Premises; Deduction & Validity; Induction & Probability; Validity, Truth, Soundness, Strength, Cogency & Reasoning.

3. LANGUAGE, DISCOURSE, PUNCTUATION, NEGATION, IMPLICATION, EQUIVALENCE ETC.

Three Basic Functions of Language; Forms of Discourse; Introduction to Symbolic Logic; Translating Statement and Punctuation; Negation, Conjunction & Disjunction; Conditional Statement & Implication; Material Equivalence & Logical; Equivalence

4. ARGUMENT FORMS, PROPOSITION, INDUCTION ETC.

Argument Forms; Some Common Valid Argument Forms; Some Common Invalid Argument Forms; Categorical Proposition & Classes; Quality, Quantity and Distribution; Paradox, Dilemma & Fallacy; General Schema of Standard Form; Categorical Proposition; Standard Form Categorical Syllogisms; Major, Minor & Middle terms; Mood; Figure; Method of Deduction; Formal Proof of Validity; Proof of Invalidity; Introduction to Quantification Theory; Quantification; Traditional Subject Predicate

Proposition; Nature of Inductive Argument; Science & Induction; Argument by Analogy; Refutation by Analogy; Essay Analysis; Presentation

Recommended Text:

1. Restall, G. *Logic: An Introduction*, Taylor & Francis Group, Latest Edition, New York.
2. Hurlez, P.J. *A Concise Introduction to Logic*, Woods worth/Thomason Learning Incorporation, Belmont, Latest Edition,.
3. Copi, I.M. (2002) *Introduction to Logic*, Latest Edition, Pearson Education Inc, Delhi.
4. Vaughn, L. *The Power of Critical Thinking*, Oxford University, Latest Edition,

Course	Issues In Pakistan Economy	Credit Hours	3
Pre-Requisite	Micro Economics and Macro Economics	Semester	III
Objectives	This course has been designed to: <ul style="list-style-type: none">• Enable the students understand and comprehend the real life issues of the Economy of Pakistan• Enable the students to have an insight into the policies of the Government of Pakistan, and the State Bank of Pakistan along with Ministry of Finance<ul style="list-style-type: none">• Enable the students go through the data available in the latest Economic Survey of Pakistan and the federal government's Budget documents, and to relate it to the economic and social indicators of industrially Developed Economies and the SAARC countries		

COURSE OUTLINE

1. ECONOMIC DEVELOPMENT

Meaning of Economic Growth and Development, and the Difference; Significance of Development Economics; Factors of Economic Development (General); Factors of Economic Development w.r.t to

Pakistan; Various Measures / Strategies to enhance Economic Growth;

2. AGRICULTURAL ISSUES:

Food security; Productivity of Land; Non-Farm employment Opportunities; Forest and Water Management; Price Support Policy; Agricultural Inputs and their impact on Cost of Production

3. INDUSTRIAL ISSUES:

Large Scale; SME and Cottage Industry; Export Industry vs Import Substitution; Public-Private partnership; Industrial Policy

4. OTHER VITAL CHALLENGES / ISSUES OF THE ECONOMY:

- a) Minerals and Mining;
- b) Energy Resources;
- c) Transport: Issues - Air, Railways; Roads; Sea; Farms to Market Roads; Communication;
- d) Education and Skill Development: Issues; Basic Education; Vocational and Technical; Higher Education;
- e) Health: Issues in Health Sector; Environmental pollution and Human Health; Housing: Issues and Remedies
- f) Poverty: Definitions; measurement and alleviation strategies; HDI (Human Development Index)
- g) Energy Crisis in Pakistan: Current Scenario; Energy as a Backbone of an Economy (Real Market); Causes of Energy Fiasco (Historical and Political Perspective); Measures to Improve

5. FOREIGN TRADE:

Foreign Trade and Balance of payments: Exports; Imports; Direction of Trade; Classification of Imports and Exports; Terms of trade; Rectification of BOP; Bilateral and Multi-lateral Trade

6. MAJOR MACRO ECONOMIC ISSUES AND POLICIES:

- a) Federal Budget and Fiscal Policy
- b) Public Debt (External) and Debt Management Strategies of Pakistan
- c) Monetary Policy and Inflation

7. OTHER CONTEMPORARY ISSUES OF PAK ECONOMY

- a) Terrorism, and Terrorism Financing,
- b) Money Laundering
- c) Brain Drain
- d) Trade Policies
- e) Services Industry

- f) Higher Education
- g) Energy Crises
- h) Governance and Accountability etc.

8. INTERNATIONAL SCENARIO:

- a) WTO and Pakistan
- b) SAFTA and Regional Cooperation
- c) Role of Direct Foreign Investment in Economic Growth of Pakistan
- d) International Financial and Economic System and its Implications for Pakistan

Recommended Books:

1. *Economic Survey of Pakistan (Latest)*. Ministry of Finance, Government of Pakistan, Islamabad
2. Pakistan Golf and Economist (The Economist)
3. Daily Business Recorder
4. Daily The Dawn Editorial and Business Sections

Reference Books:

1. Nasim Anjum (ed.) *Financing the Development Priorities of Pakistan in 1990's*. LUMS, Lahore
2. *Poverty Alleviation Strategies of Government of Pakistan*, Government of Pakistan, Islamabad - Latest Edition
3. *Reports of State Bank of Pakistan*. State Bank of Pakistan Publications, Karachi
4. *Reports of Statistical Division of Pakistan*. Government of Pakistan, Islamabad
5. Sen, Amratia. *Poverty and Famine*. McMillan Publications - Latest Edition
6. *Yearly World bank Reports* (Latest Edition). Oxford University Press, Washington D.C.

Semester IV

Course	ADVANCED ACCOUNTING - II	Credit Hours	3
Pre-Requisite	Advanced Accounting-I	Semester	IV
Objectives	<ul style="list-style-type: none"> This course is designed to serve the needs of Modern Accounting Principles, Procedures and Methods that are applied in <i>preparation</i> and <i>presentation</i> of financial statements, and the proper uses that can be made of financial data. This course will have different relationships with the requirements of the various Professional Accountancy Bodies like ICAP, ICMAP, PIPFA and other significant universities in Pakistan. This course will enable students learn some advanced Accounting Treatments and Techniques pertaining to Corporate Sector including Banking Corporations and Specialized Ventures/Mechanisms including Construction Contracts and Leases 		

COURSE OUTLINE

1. IASB FRAMEWORK, IFRS / IAS AND THEIR APPLICATION IN PAKISTAN

The IASB's framework and objectives of financial statements; International financial reporting standards (IFRS 1 First-Time Adoption on International Financial Reporting Standard) and related information; Format of Income statement; Reporting Irregular issues; and Special Reporting issues

2. COMPANY FINAL ACCOUNTS, AND SPECIAL TREATMENTS

Completion of accounting cycle – Process; Year-end Adjustments, and their Treatment in the Financial Statements; Closing Entries; Components of Financial Statements; Preparation and Presentation of Income Statement and Balance Sheet; 4th Schedule (Listed Companies) of Companies Ordinance 1984; Relevant Provisions pertaining to Accounting, Reporting and Audit; 5th Schedule (Non-listed Companies).

3. CASH FLOW STATEMENT, AND STATEMENT OF CHANGES IN EQUITY, AND NOTES

Comprehensive Analysis of IAS – 7; Major Segments / Components of a Cash Flow Statement; Preparation and Presentation of a Cash Flow Statement as per IAS using both Direct and Indirect Method; Rigorous Analysis of a Cash Flow Statement from the Financial Statements of a Listed Company; Meanings and Use of a Statement of Changes in Equity; Major Segments / Components of the Statement of Changes in Equity; Rigorous Analysis of the Statement of Changes in Equity from the

Financial Statements of a Listed Company; Nature, Meaning and Use of Notes to the Financial Statements

4. ANALYSIS OF FINANCIAL STATEMENTS (RATIO ANALYSIS)

Meanings of Analysis of Financial Statements; Major Classification of Analysis of Financial Statements Technical VS Financial Analysis; Dimensions of Financial Analysis of Financial Statements;

- Profitability
- Solvency / Debt
- Market
- Liquidity
- Activity

Calculating and Interpreting Ratios on the Data extracted from the Financial Statements of a Listed Company

5. PARTNERSHIP ACCOUNTING (Selected Topics-Capital, Retirement, Death & Dissolution)

Briefing about previous Topics covered in Advanced Accounting-I; Fixed and Fluctuating Capital; Retirement of a Partner, and its Accounting; Death of a Partner, and its Accounting; Dissolution of Partnership, and its Accounting

6. BASIC UNDERSTANDING ABOUT FINANCIAL STATEMENTS (REPORTING) OF A BANKING COMPANY

Reporting Framework of a Banking Company; Role of SBP in the Financial Reporting Framework of a Banking Company; Basic Know-how of Financial Statements of a Banking Company by use of an Annual Report of a Listed Commercial Bank

7. LONG TERM LIABILITIES

Nature, and Definition/Meaning of Long-term Liabilities; Nature and Forms/Classes of Long-term Liabilities; Description of Formal Procedure associated with the Issuance of Long-term Debts; Issue of Bonds at Par, Discount and Premium, and Associated Accounting; Amortization of Discount and Premium; Preparation of Loan Amortization Schedule; Journal Entries for Bonds, Long-term Notes and Bonds Payable; Determining Periodic Interest Expense, and its Reporting in Income Statement; Presentation (Reporting) in Financial Statements

8. CONSTRUCTION CONTRACTS (w.r.t. IAS-11)

Scope, and Definitions; Contract Revenue and Contract Costs; Recognition of Contract Revenue and Costs; Recognition of Expected Losses; Changes in Estimates; and Disclosure Requirements; Practical/Numerical Illustrations to understand all the necessary provisions associated.

9. LEASES (w.r.t. IAS-17)

Scope, and Definitions; Classification of Leases; Accounting Treatments in the Books of Lessor and Lessee; Disclosure Requirement; Practical/Numerical Illustrations to understand all the necessary provisions associated.

Recommended Books:

1. International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS) Latest Edition by ICAP
2. Kieso, Weygandt, and Warfield, Intermediate Accounting, Latest Edition Wiley higher education.
3. An Insight into IFRS by Mohyuddin Tahir Latest Edition
4. Javed H. Zuberi , “Advanced Accounting”, Latest Edition, *Petiwala Book Depot*.
5. Advanced Accounting, Sohail Afzal
6. Mukherjee A. Hanif, “Modern Accountancy”, Volume I-II. Latest Edition

Reference Books:

1. Gateway to IFRS Latest Edition
2. Past Papers by ICAP, ICMAP and PIPFA covering above-cited Topics.
3. Gupta, R.L. & Swamy, M. Radha, “Advanced Accounting”, Latest Edition, Sultan Chand & Sons
4. Shukla M.C & Grewal, T. S , “Advanced Accounts” Volume 1 and 2, Latest Edition. Sultan Chand & Sons.

Course	COST ACCOUNTING	Credit Hours	3
Pre-Requisite	Principles of Accounting, and Financial Accounting	Semester	IV
Objectives	This course will enable students: <ul style="list-style-type: none">• Understand Cost Concepts, Objectives, Scope, Cost and Classification, Cost Behavior and other associated Concepts• Understand and explain Material, Labor, Factory Overhead Costing and Control,• Accounting for Joint- and By-Products• Prepare Job-order Cost Sheet and Cost of Production Report Flow		

COURSE OUTLINE

1. CONCEPTS, AND SCOPE OF COST ACCOUNTING:

Definition and concept of cost, Cost object, Cost elements, Sources and uses of cost data, Cost accounting v / s financial accounting, Costing department and its relationship with other departments, Role of cost accounting in a management information system, Uses of cost data.

2. COST CLASSIFICATION, AND FLOWS:

Direct and Indirect cost, Product and Period cost, Controllable and Uncontrollable cost, Cost Behavior, Fixed and Variable cost, Semi-variable and Step Fixed Cost, Cost Accounting Cycle/Flow, Chart of account and coding for costing, Statement of Cost of Goods manufactured and sold.

3. MATERIAL COSTING AND CONTROL:

Procedure of material procurement, application of LIFO, Two-bin system, The use of FIFO, and Weighted Average for Material Valuation and the pricing for material issue, Stock taking periodic and perpetual inventory, Treatment of differences between physical and book stock, Economic order quantity, Effect of quantity discount on EOQ, Reorder level, safety stock and maximum stock, ABC Control.

4. LABOUR COSTING AND CONTROL:

Objectives of payroll accounting. Calculations and recording of payroll, payroll taxes and deductions. Direct and Indirect Labour, Productivity and efficiency, Remuneration methods, Straight piece rate and differential piece rate, Incentive wage plan, Group bonus, Time sheet and job cards, Overtime and idle time; Labour turnover rate.

5. FACTORY OVERHEAD COSTING AND CONTROL:

Classification and collection of overhead, Predetermined overhead applied rate, Factory overhead cost: planned, applied and actual, Over and under applied factory overhead' and its disposal, Departmentalization of overhead, Allocation, apportionment and reapportionment of overhead costs, Repeated Distribution and Algebraic Method for reciprocal, service department costs.

6. TYPES OF COSTING SYSTEMS:

Establishment of cost accounting system, Integrated cost accounts, Introduction to process costing, Incomplete process and concept of equivalent units, Format of Process Account and Format of 'Cost of Production' Report, Job-order Costing, Costing for Joint- and By-products, Operation / service costing.

Recommended Book:

1. Cost Accounting by F. Usry, H. Hammer & Adolph Matz
2. Cost Accounting, Arshad Awan and Zahid Mehmood
3. Cost and Management Accounting Latest Edition by Collin Drury
4. Cost Accounting for CA Intermediate Stage student-Latest Edition by PBP (Professional business Publications)

Reference Books:

1. Costing Latest Edition by Emile Woolf
2. Cost accounting, Arshad Awan

3. Cost Accounting by T. Lucy DP Publications, Aldyne Place 142-144 Uxbridge Road, Shepherds Bush Green, London W128AW

Course	PRINCIPLES OF AUDITING	Credit Hours	3
Pre-requisite	Financial Accounting, Advanced Accounting–I, and Cost Accounting	Semester	VI
Objectives	This course is meant to: <ul style="list-style-type: none">• Comprehend and Interpret Audit Reports of any organization• Comprehend the Auditing Principles, Techniques, and Generic Auditing Process• Assess the risk of material misstatements• Assess the strengths and weaknesses of internal control systems• Start career as Auditor at initial level• Start higher professional studies.		

COURSE OUTLINE

1. NATURE AND PURPOSE OF AUDITING:

Nature, definition, scope, objective and principles of an audit, Classification (kinds/types) of an audit, the need and usefulness of an audit, distinction between accounting and auditing, concepts of reasonable assurance, audit risk and materiality, true and fair view, recurring audit, management responsibility for preparation and presentation of financial statements, regulatory framework for Auditing in Pakistan, responsibility of an auditor (external) and role of auditor as detector of error/mistake and fraud, Postulates of Auditing, Glossary of Terms for Auditing attached with ISAs issued by IAASB/IFAC.

2. INTERNAL CONTROLS:

Definition, meaning objectives, types, principles and techniques of internal control, difference between internal check and internal control, categories of internal control, systems of internal control, key components and important elements of internal control, limitations on the effectiveness of internal control/audit, evaluation of internal controls and accounting systems, substantive procedure, and analytical procedure, tests of controls: purchase system, sales system, payroll system, inventory system, cash system, capital and expenditure, controls in small entities, internal control in an EDP environment

3. INTERNAL AUDIT:

Scope and limitations and types of internal audit, responsibilities of

internal auditor, internal audit and corporate governance, internal audit assignments, outsourcing the internal audit function, impact of internal controls and audit work, issuance of management letter, relationship between internal and external audit, audit working papers, functions of chief internal auditor, reporting by internal auditors, difference between internal audit and external audit, reliance of external auditor on internal auditor's report.

4. LEGAL AND PROFESSIONAL CONSIDERATIONS:

Appointment, remuneration, resignation, removal, rights, powers, duties and liabilities, qualifications and dis-qualifications etc., of auditor, procedure for appointment of first and subsequent auditors under Companies Ordinance, 1984, provisions related to appointment of auditor by a listed company and appointment of sole proprietor chartered accountants as auditors by business name, international standards on auditing (ISAs) and guidelines, statements of standard accounting and auditing practices and technical releases issued by local professional institute of Pakistan, professional ethics.

5. AUDIT PLANNING AND CONTROL (w.r.t. ISA 300, 320):

Concept of audit planning, benefits and factors of audit planning, planning procedure overall audit strategy, Review of the client's business and accounting requirements, systems and procedures, preceding year's financial statements, client generated information, determining the audit risk and materiality level, audit planning memorandum, preparation of audit plans, preparation of detailed audit programmes, documentation of audit plan, audit timetable, changes in audit plan during the course of an audit, direction, controlling, supervision and review of audit work, monitoring time and costs.

6. AUDIT PROCEDURES AND TECHNIQUES (w.r.t. ISA 210, 315, 330):

Terms of audit engagement, engagement letter and its contents, acceptance of and amendments in engagement letter, techniques of commencement of audit work, procedures affecting audit work, cut-off procedure.

Definition of audit technique, kinds of audit techniques, tests of control and substantive procedures, management representation, vouching and verification of assets and liabilities, scrutiny of trading, profit and loss account, sampling techniques, compliance techniques, substantive testing, analytical review, use of computer assisted audit techniques (CAATs), reliance on other auditors, and reliance on experts.

7. AUDIT EVIDENCE AND DOCUMENTATION (w.r.t. ISA 500, 230):

Concept of audit evidence, use of assertion in obtaining audit evidence, audit procedure for obtaining audit evidence, inspection of records and tangible assets, observation inquiry, confirmation from third party, recalculation, re-performance, analytical procedure, Need for

documentation of work done, audit notebook, nature and types of working papers, contents of working papers, ownership and retention of working papers, recording of significant points, audit files.

8. PERFORMANCE OF AUDIT AND UNDERSTANDING THE RISK:

Assessment of Audit Risk, Materiality Assessment, and Audits Sampling
Definition of risk, liquidity risk, management risk, operational risk, credit risk, market risk, compliance /legal or regulatory risk, reputation risk, risk management, board and senior management oversight.

9. COMPLETION OF AN AUDIT:

Completion procedures, events after reporting period, events occurring up to the date of audit report, letter of representation, letter to management, points carried to next period, summary record of errors, contingent liabilities and commitments, review of audit work and company's financial statements, conclusions drawn and action taken.

10. THE REPORTING OF AUDIT:

Audit Reports, their contents and qualifications, forms of qualifications, statement of compliance, dating and signatories of the auditors' report, other information in report containing audited financial statements, reports on accounts of association of persons and sole traders, special purpose reports, requisites of code of corporate governance.

Recommended Books:

1. Auditing by A.H. Millichamp published by British Library Continuum
2. International Standards on Auditing (ISAs), issued by IFAC, and published by ICAP
3. Auditing by Basu, Latest Edition
4. Auditing by Depaula, Latest Edition
5. Advanced Auditing by Prof. Dr. Khawaja Amjad Saeed.
6. Practical Auditing by Spicer & Pegler's by Butter worth & Co. Ltd., Latest Edition

Reference Books:

1. Auditing, CA Examination Study Text (Latest Edition) Professional Business Publication, Lahore.
2. Contemporary Auditing, Gupta, Kamal (Latest Edition) Tata McGraw Hills, Delhi.
3. Journals/Periodicals: The Pakistan Accountant and other Publications by ICAP
4. Journals / Periodicals: Journal of Management Accounting, ICMAP

Course	TECHNICAL WRITING AND	Credit	3
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	PRESENTATION SKILLS	Hours	
Pre-requisite	Functional English and Business Communication	Semester	III
Objectives	This course is intended to create/produce: <ul style="list-style-type: none"> • an understanding about Technical Writing • an understanding Communication Skills and practice of the same 		

COURSE OUTLINE

Introduction to Technical Writing and its Contingent Errors

Meanings of Technical Writing; Writing Memos (Memorandum); Writing a long and a short report; News Releases and Company Policies; Editing for errors in sentence construction (Articles, parts of speech, dangling parts etc.; Identifying Articles, and Parts of Speech, and their Correct Use

1. Dialogue Writing and Role-Plays (Foreword to Uninhibited Presentations)

Everyday situations contextualized with colloquial communication; Basic Principles of Business Communication including 7 Cs of Effective; Communication; Dialogue writing and Role Plays in Daily and Business Situations

2. Précis Writing and Authentic Summarization

Meanings and Important points of Paragraphs; Identifying thesis statement; Identifying evidence and biases; Writing an effective précis

3. Comprehension Skills

Introduction; General Features and Components of a Comprehension Passage; General Classification of Passages (discursive, persuasive, narrative etc.; Attempting comprehension questions; Making accurate inferences **Creative Writing and Effective Brainstorming** Defining and understanding Creative Writing; The Need Use and Significance of Creative Writing in Publications; How to effectively convey the imaginative ideas in coherent writing

5. Presentation Skills and Body Language

Personality Development (emphasis on content, style and pronunciation); Professional presentations; Using presentation software tools; Delivering short addresses / speeches; Extempore speech; Technical communication; Handling telephonic and email communication; Interviewing Skills; Group discussions; Communication through role-playing; Updating Knowledge Power; Utilizing Library Sources for Presentation Knowledge Power

6. Feedback and Reflection

Assessment of Students Learning through revision exercises; Feedback by students on their constructive learning of the course; Reflection for future pursuits

7. Essay writing

Descriptive, narrative, discursive, and argumentative

8. Academic writing

How to write a proposal for research paper/term paper; How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency); Circulars and S.R.O. by the Government and Regulatory Institutions

9. Technical Report writing

10. Progress Report writing

Note: Extensive reading of Business-related Sections Newspapers is required for vocabulary building

Recommended books:

Technical Writing and Presentation Skills

a) Essay Writing and Academic Writing

1. Writing. Advanced by Ron White. Oxford Supplementary Skills. Latest Impression / Edition. ISBN 0 19 435407 3 (particularly suitable for discursive, descriptive, argumentative and report writing).
2. College Writing Skills by John Langan. McGraw-Hill Higher Education – Latest Edition.
3. Excellence in Business Communication by Join V Thill Courtland L Bove's published by Prentice-Hall International Inc.
4. Oxford English for Undergraduates by D.H. Howe, T.A. Kirkpatrick, D.L., Kirkpatrick published by Oxford University Press
5. Patterns of College Writing (Latest Edition) by Laurie G. Kirsznar and Stephen R. Mandell. St. Martin's Press.

b) Presentation Skills

c) Reading

The Mercury Reader. A Custom Publication. Compiled by northern Illinois University. General Latest Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of

engineering students).

Course	BUSINESS SOCIOLOGY	Credit Hours	3
Pre-Requisite	NONE	Semester	IV
Objectives	This course has been formulated to: <ul style="list-style-type: none">• Build a confidence for Social Interaction and Relationship• Learn how they behave in Social Groups, Community, Social Institutions and with different Personalities.		

COURSE OUTLINE

1. INTRODUCTION

Nature, scope and subject matter of Sociology; Brief historical development of Sociology; Introduction to Qura'nic Sociology; Society and community; Relationship with other social Sciences

Evolution and Recent Thoughts:

Social Interaction Processes: The study of social life; Exploring the global village; Sociology as a science; The Sociological imagination; The development of Sociology; Pioneers of Sociology

2. SOCIAL GROUPS AND INSTITUTIONS

Groups:

Definition and functions; Types of social groups

Institutions:

Definition; Structure and function of social institutions; Inter-relationships among various social institutions

3. CULTURE, SOCIALIZATION, SOCIAL CONTROL AND STRATIFICATION

Culture and related concepts

Meaning/Definition and aspects of culture; Elements of culture; Organization of culture; Other concepts, cultural relativism, sub cultures, ethnocentrism, cultural lag

Socialization and personality

Role and status; Socialization; Culture and personality

Deviance and social control

Definition and types of deviance; Juvenile delinquency; Formal and Informal method of social control

Social stratification

Approach to study social stratification; Caste class and race as basics of

social stratification

4. SOCIAL MOVEMENT, SOCIAL & CULTURAL CHANGE

Concept of social movement

Definition; Theories of social movement; Social and cultural change; Collective behavior; Characteristics; Causes; Types; Social movements; Mob and crowd behavior

Social and cultural change

Definition of social change; Dynamics of social change; Impact of globalization on society and culture; Resistance to Change

Recommended Texts:

1. Horton and Hungt, Sociology, Latest Edition, McGraw Hill
2. Tischler, Henry L, Introduction to Sociology, Latest Edition, Horcourt
3. Maconis, John J and Plummer, Ken, Sociology, A Global International, Latest Edition, Prentice Hall.

Pre-Note:

The University will opt either:

- (1) English-IV (any appropriate course as per their discretion) or
- (2) Information Technology in Business

Course Title: Introduction to Statistical Theory-II

Course Code: STA-333

Survey sampling, Types of Sampling (probability and non probability sampling), Sampling Distribution of mean, Hypothesis testing, Z-test for single and difference between mean, Student's 't' test for single and difference between mean. Chi-square test of Independence and goodness of fit, Analysis of variance and LSD, Concept of experimental design, Basic principles of experimental designs, CRD, RCBD.

Recommended Books

1. Ronald Walpole, Myers, Myers, Ye, "Probability & Statistics for Engineers & Scientists", 8th edition, 2008, **Prentice Hall** Publisher.
2. Sher M. Chaudhry, Shahid Kamal, "Introduction to Statistical Theory I and II".
3. Steel, R.G.D. and Torrie, J. H., 1980. Principles and procedures of statistics. McGraw Hill International Editions.
4. Zar, 1998. Biostatistics Analysis

Semester- V

Course	PRINCIPLES OF MANAGEMET	Credit Hours	3
Pre-Requisite	NONE	Semester	IV
Objectives	<p>This course is intended to:</p> <ul style="list-style-type: none"> •Expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective. •Allow students to develop their own framework for analyzing and understanding management as well as exploring and developing their own personal philosophy of management. •Communicate effectively, develop people, solve problems and making decisions, organize themselves and also would be able to work in team. 		

COURSE OUTLINE

1. INTRODUCTION TO MANAGEMENT: CONCEPTS AND THEORIES / EVOLUTION

Basic Concepts and Definitions: Efficiency, Effectiveness, Skills, Roles etc.; Foundation of Management Thinking and Evolution: Various Schools of Thought

2. ENVIRONMENTAL SCANNING AND CONSIDERATIONS

Environment, National Culture and Management Practices

3. MANAGEMENT FUNCTIONS: PLANNING, AND ORGANIZING

Planning and Planning Tools/Techniques; Strategic Management Process; The Escalation of Commitment: Step Toward an Organizational theory; Decision Making; Organizational Structure, and Culture; Human Resource Management; Change Management

4. MANAGEMENT FUNCTIONS: LEADING AND CONTROLLING

Motivation: Concept, Use and associated Theories; Leadership & Leader's styles: Concept, Use and associated Theories; Team and Teamwork Management; Management Skills and Competencies; Managing Organizational Conflict, Politics and Negotiation; Controlling – Meaning, Components/Process and Classification.

5. CONTEMPORARY MANAGEMENT FUNCTIONS / ISSUES / CHALLENGES

Communicating effectively; Technology, The market, Competition and the

External environment; Internationalization and Globalization; Entrepreneurship; Stress Management; Professional Ethics and Social Responsibility including CSR; Corporate Governance and Due Diligence; New Management Paradigms

Role of Accountants in Management Process especially in Decision-making;

Recommended Books:

1. Robbins, Coulter, Langton, *Management*, Latest Edition
2. Koontz O, Donnel. *Management*, Latest Edition
3. Introduction to Management by John R. Schermerhorn and John Wiley & Sons, Inc., UK
4. Accountants in Business F1 Paper of ACCA.

Reference Books:

1. Mejia, Balkin, Cardy., *Management*, Latest Edition, McGraw-Hill.
2. Morden Tony, *Principles of Management*, Latest Edition, Ashgate.
3. Bateman, Snell. *Management Competing in new era*, Latest Edition, McGraw-Hill.
4. Smith & Hitt A. Michael, *Great Minds in Management (The Process of Theory Development)*, Oxford University Press.
5. Management by James A.F. Stoner, R. Edward Daniel R. Gilbert

Course	FINANCIAL MANAGEMENT	Credit Hours	3
Pre-Requisite	Introduction to Business Finance Financial Accounting	Semester	V
Objectives	This course is intended to: <ul style="list-style-type: none">• Equip the students with the latest knowledge of finance helping them to make rational financial decisions and thereby to maximize the wealth of the owners.• Develop understanding of the students in making decisions relating to special situations such as merger, acquisition etc.• Equip the students with latest tools and techniques in financial decision-making.		

COURSE OUTLINE

1. RISK AND RETURN (REQUIRED RATE)

Risk and Return Fundamentals: Definition, and Meanings; Basic Model; Risk Preference, Risk Preferences / Behaviors

Risk of a Single Asset: (1) Risk Assessment including Scenario Analysis and Probability Distribution and (2) Risk Measurement

including Standard Deviation and Coefficient of Variation

Risk of a Portfolio: Portfolio Return and Standard Deviation, Correlation, Diversification

The Capital Asset Pricing Model (CAPM): (1) Types of risk and (2) The CAPM Model covering Beta Coefficient, The Equation, The Graph, The security Market Line (SML) and Shifts in the security Market Line

3. SHORT-TERM FINANCING DECISIONS (Current Assets and Current Liabilities)

- **Current Asset Investment Policies**

- **Working Capital Management**

- Working Capital Terminologies: Gross VS Net
- Trade-off between Profitability and Risk

- **Cash Operating / Conversion Cycle**

- Calculating Cash Conversion Cycle
- Funding Requirement of the Cash Conversion Cycle

- Cash Management Alternative Strategies
- Cash Budget

- **Management of Marketable Securities**

- **Inventory Management**

- Inventory Levels and Costs
- Common Techniques for managing Inventory

- **Receivables Management**

- Credit Selection and Standards
- Credit Terms and Policy
- Credit Monitoring

- **Management of Receipts and Disbursements** ○ Float

- Speeding-up Receipts and Slowing-down Payments ○ Cash Concentration
- Zero-balance Accounts

- **Generic Current Assets' Management**

- Financing Current Assets
- Alternative Current Asset Financing Policies
- Advantages and disadvantages of Short Term Financing

- **Management of Current Liabilities**

- Sources of Short Term Financing
- Spontaneous Liabilities
 - Accounts Payable Management
 - Accruals
- Unsecured Sources of Short Term Financing
 - Bank Loans
 - Commercial Papers

- Secured Sources of Short Term Financing
 - Accounts Receivables as Collaterals
 - Inventory as Collateral

4. LEVERAGE, AND CAPITAL STRUCTURE

- **Leverage:**
 - **Meanings and Use of Leverage**
 - Breakeven Analysis
 - Operating Leverage
 - Financing Leverage
- **Capital Structure:**
 - Types/Dimensions of Capital
 - External Assessment of Capital Structure
 - Theory of Capital Structure
 - Target/Optimal Capital Structure, and its Determination
 - EBIT – EPS Approaches to Capital Structure
 - Variations in Capital Structures
 - Comparing Alternative Capital Structures
 - Capital Structure and Risk
 - Value Estimation
 - Maximizing Value VS Maximizing EPS

5. PAYOUT POLICY

- **Basics of Payout Policy**
 - Elements of Payout Policy
 - Trends in Earnings and Dividends
 - Trends in Dividends and Repurchase
 - Dividends versus Capital Gains
 - Dividend Policy Issues
 - Dividend Stability
 - Establishing the Dividend Policy in Practice
 - Dividend Reinvestment Plans
 - Factors affecting Dividend Policy
- **Mechanics of Payout Policy**
 - Cash Dividend Payment Process in Pakistan (Legal)
 - Dividend Warrants
 - Share Repurchase/Buyback Procedure in Pakistan (Legal)
 - Tax Treatment of Dividends and Repurchase
 - Dividend Reinvestment
 - Effects of Corporate Payouts on Stock price
- **Relevance of Payout Policy**
 - Residual Theory of Dividends
 - Dividend Irrelevance Theory
 - Other Arguments for Dividend Payout

- **Factors affecting Dividend Policy**
 - General, Contractual, Growth, Market and Legal etc.
- **Classification of Dividend Policies** (General and w.r.t. Pakistan)
 - Constant Payout Ratio Policy
 - Regular Dividend Payout Policy
 - Low-Regular-and-Extra Dividend Policy
 - Stock Dividends & Stock Splits
 - Other Forms/Types of Dividend around the world

6. LONG-TERM DEBT MANAGEMENT

- **Long-term Debt**
 - Considerations**
 - Standard Debt Provisions
 - Restrictive Debt Provisions
 - Cost of Long Term Debt
 - Characteristics of Term Loan Agreements
 - Term Lenders
- **Corporate Bonds**
 - Legal Aspects of Corporate Bonds
 - General Features of a Bond Issue
 - Bond Rating
- **Preferred Stock**
 - Basic rights of preferred stockholders
 - Features of preferred stock
 - Special types of preferred stock
 - Advantages & disadvantages of preferred stock
- **Leases**
 - Basic types of leases
 - Leasing agreements
 - The lease contract (IAS 17)
 - Lease VS Purchase Decisions
- **Mergers**
 - Definition of Mergers
 - Motives for Mergers
 - Types of Mergers
 - Leveraged Buyouts
- **Convertible Securities**
 - Types of Convertible Securities
 - General Features of Convertible Securities
 - Financing with Convertible Securities
- **Options**
 - Major Types of Options
 - Calls and Puts
 - Options Markets and Trading

Recommended Books:

1. Brigham F Eugene, Houston F Joel (Latest edition), Fundamentals of Financial Management, South Western Publishers, Ohio
2. Lawrence J. Gitman, Latest Edition, 'Principles of Managerial Finance'
3. Horne Van, Jr. Wackowicz (Latest Edition), Fundamentals of Financial Management, Apprenctice Hall International Inc, New Jersey.

Reference Books:

1. Weston & Brigham: Essentials of Managerial Finance, the Dryden Press. (Latest Edition)
2. Jr. Scott Martin, Petty J. William (Latest edition), Basic Financial Management, Apprenctice Hall International Inc, New Jersey.

Course	Research Methods In Business	Credit Hours	3
Pre-Requisite	NONE	Semester	V
Objectives	This course has been intended to: <ul style="list-style-type: none">• Meet the challenge of the fast pace decision making environment;• Acquaint students with Latest Research Methods and Techniques so as to enable them do the same in order to add value to the existing literature• Provide the knowledge and skills a manager needs to solve the problems.		

COURSE OUTLINE**1. INTRODUCTION TO, AND ROLE OF BUSINESS RESEARCH:**

Basic research and applied research; Managerial value of research; Types of business research; Decision alternatives in research process; Influences of uncertainty on type of research; Types of business research;

Decision alternatives in research process; Influences of uncertainty on type of research; Scientific investigation; Hallmarks of scientific investigation; Obstacles in conducting scientific research

2. THEORY BUILDING:

Concepts and nature of proposition; Practical value of theory; Deduction and Induction

3. THE RESEARCH PROCESS:

Problem discovery and definition; Planning research design; Sampling; Data collection; Data processing and analysis; Conclusion and report presentation; Ethical issues in research

4. FORMULATING AND CLARIFYING THE RESEARCH TOPIC:

Attributes of good research topic; Importance of problem definition; Process of problem definition; Process of problem definition

5. UNDERTAKING RESEARCH:

The Research Proposal

Meanings

Components and Classification

The Research Strategy

Deciding the research approach and choosing a **research strategy**; Need for a clearer research strategy; Multi- method approaches; Preliminary data collection; **Literature review**; Planning the literature search; Obtaining and evaluating the literature

Exploratory research and qualitative analysis

Why conduct exploratory research; Categories of exploratory research Focus group interviews; Projective techniques

Primary Data

Research method for collecting **Primary Data**; Survey research; Errors in **survey research**; Classifying survey research methods; Basic methods for communication with respondents; **Observation methods**

Experimental research; Basic issues; Internal and external validity; Types of experimental design and internal validity; Ethical issues in experimental design; Measurement of variables; Operational definitions and scales; Measurement: Scaling, reliability, and validity

Secondary data

Objective of secondary data research design; Classification of secondary data; Determining the **research design**; Overview of research design; Defining **research question** and **hypotheses**; Defining terms and variables; Identifying limitations and delimitations

Data Collection Methods

Questionnaire design; Overview of questionnaire designs; Sampling design and sampling procedures; Determining the sample size; Population distribution, sample distribution and sampling distribution; Fieldwork; Principles of good interviewing; Analyzing qualitative data; Overview of qualitative data analysis; Analyzing qualitative data; Editing and coding data

Research Report

Integral parts of a Research Report; Discussion on Research Projects; Drafting a Mini Research Report

6. RESEARCH AND ETHICS:

Ethical Issues and their Dimensions in Research; Plagiarism and like-wise Activities and the Legal Consequences

7. THE USE OF SPSS AND E-views

- a. Data Presentation in SPSS, Distributional Characteristics of data in SPSS
- b. One sample 'T' test, two sample 'T' test, Paired sample 'T' test, ANOVA, Post HocTukey Test, Correlation, Regression and Non parametric Tests.

Recommended Books:

1. Zickmund, William G, *Business research methods*, Latest Edition.
2. Collins Jill & Hussey Roger, *Business research*, Latest Edition
3. Sekaran Umma, *Research Methods for Business/Applied Business Research*, Latest Edition.
4. *Business Research Methods* by Cooper and Schindler Latest
5. P.P. Arya & Yesh Pal, *Research Methodology in Management: Theory and Case Studies*, New Delhi, Latest Edition.

Reference Books:

1. Basic Business Research by Umma Sekran Latest Edition
2. Straus & Corbin, *Basics of Qualitative Research*, Latest Edition.
3. Yin K Robert, *Case Study Research Design and Method* Latest Edition
4. Chris Hart, *Doing Literature Review*, Sage Publications Latest Edition
5. *Marketing Research* by Donalds S. Tull and Dell I. Harokins Latest Edition

Course	BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY (CSR)	Credit Hours	3
Pre-Requisite	NONE	Semester	V
Objectives	<p>The objectives of this course are:</p> <ul style="list-style-type: none"> • To sensitize the students to the ethical dimensions of business and to train them to identify ethical dilemmas, analyze them systematically and resolve them based on ethical principles and moral theory. • To examine the ethical dimensions of business from different perspectives (American/British, European/Japanese, etc) and to introduce tools of ethical analysis of management decisions involving difficult choices between right and right and wrong and wrong. • To convey the importance and functionality of core values, codes of conduct and a culture of ethical behavior as powerful management tools in the workplace and sources of trust and reputation in the marketplace • To differentiate between responsive and strategic CSR in terms of shareholder and social value, competitive advantage and sustainability. • To help participants evaluate the CSR standards of their own companies, identify CSR initiatives and convey competencies for their effective implementation and evaluation. 		

COURSE OUTLINE

1. INTRODUCTION

Meanings/Definitions of Ethics and Social Responsibility; Basic Principles, Use/Scope etc. of everyday ethical dilemmas

2. WHY BE ETHICAL?

Who cares? Who bothers? The “amoral” majority, Unconscious biases

3. BUSINESS/PROFESSIONAL ETHICS

Definitions, The case for and against ethics in business, Why the law cannot do it? Do Business Ethics make economic sense? The invisible

hand and market failures; Distinction between Social Ethics and Professional/Business Ethics

4. COMMON ETHICAL DILEMMAS IN BUSINESS

Human resource issues, Conflict of interest issues, Customer confidence issues, Use of corporate resources, Blowing the whistle

5. ETHICAL THEORIES

Consequentialist or teleological theories (ethical egoism and utilitarianism), Non-consequentialist or deontological theories (normative ethical relativism, golden rule and Kantianism), Virtue ethics and defining moments, Rawlsian Theory of Justice, Stakeholder theory of management

6. ETHICAL DECISION MAKING AND GOVERNANCE

Eight steps to resolving ethical dilemmas and conflicts, Applications to Ethical dilemmas of managers - Ethical dilemmas of organizations

7. CORE VALUES AND CODES OF CONDUCT AS MANAGEMENT AND BRANDING TOOLS

Asymmetry of information and adverse selection, Principal-agent problems and imperfect contracts, the market value of trust and reputation.

8. FUNCTIONAL AREA APPLICATION OF BUSINESS ETHICS

Ethics in finance and accounting, Ethics in marketing and advertising, Ethics in human resource management, Ethics in governance and leadership

9. ETHICS IN THE GLOBAL BUSINESS ENVIRONMENT

10. CORPORATE SOCIAL RESPONSIBILITY

CSR as an ethical responsibility of business towards society, Responsive vs. strategic CSR, Choosing the right CSR initiatives to create shared social and business value, Implementing, evaluating and scaling up CSR to maximize shared value.

11. DOES IT PAY TO BE ETHICAL AND SOCIALLY RESPONSIBLE?

The time horizon: short term vs. long term, Empirical evidence

12. CASES

Enron

Procter & Gamble Co.
 Aluminium Co of
 America Nestle
 Hooker Chemical Company
 NYEC
 The Wall Street effect
 McDonald's Polysterene Case
 Philip Morris
 The Markin Mining
 Company Texaco
 Other old and latest Cases from Pakistan's Corporate Sector etc.

Recommended Books:

1. Code of Corporate Governance 2013 or Latest, issued by SECP
2. Business and Society: Ethics, Sustainability, and Stakeholder Management, Latest Edition Archie B. Carroll, Ann K. Buchholtz South-Western College Publications, Cengage Learning
3. Business and Society: Stakeholders, Ethics, Public Policy, Latest Edition Anne T Lawrence and James Weber McGraw-Hill/Irwin
4. Business Ethics and Corporate Social Responsibility, Latest Edition, Paul Griseri and Nina Seppala CENGAGE Lrng Business Press

Reference Books:

- ☐ Journal of Business Ethics |
- ☐ Social Responsibility Journal
- ☐ Business Ethics European Review
- ☐ Journal of Academic and Business Ethics |
- ☐ Newspapers, Magazines, Journals etc. for Business Ethics and Social Responsibility Issues

Course	LEADERSHIP AND COMMUNITY DEVELOPMENT	Credit Hours	3
Pre-Requisite	Principles of Management	Semester	V
Objectives	<p>This course is meant to:</p> <ul style="list-style-type: none"> • To provide a conceptual and theoretical knowledge of Leadership • To examine the motives for and meanings of “community development” and the pros and cons of various community development approaches • To understand various intervention measures in solving social problems in a society • To use local resources to empower the societies in order to become self-reliant • Social Action Projects will enable students to harmonize the knowledge and skills gained through these projects with CSR in their professional lives, which is one of the major concerns for future leaders, managers and organizations globally. Start career as Auditor at initial level 		

COURSE OUTLINE

1. Fundamentals of Leadership and Servant Leadership

- What is leadership
- Leadership Traits
- Servant Leadership

2. Foundations of Community Development

- The frame work for community and economic development
- Seven theories for seven community developers
- Bases of community development
- Process of community development
- Challenges of the process

3. Social Capital, Community Building and Community Development Practices

- Social capital
- Community social capacity and how does it influence development
- Intentional action to increase social capacity
- Factors that influence the success of community-building efforts
- Principles and process of practicing community development
- How does community development practice relate to economic development
- Professional standards of ethical practices in community development

4. Entrepreneurship as a Community Development Strategy

- Introduction to Entrepreneurship
- Understanding an Entrepreneur
- Opportunity recognition and role of creativity

5. Community development assessment, Community Asset mapping and surveys, Assessing local economy.

- Community Mapping
- Surveys Forms
- The importance of asset mapping.

6. Building Powerful Community Organizations

- Bringing a group together
- Scanning the functions of Community Organizations present in the market
- The idea generation
- Developing Vision, Mission and Goals
- Structuring the Organization
- Defining SOPs

7. Marketing your Organization

- Marketing a Community Organization
- Effective role and guidelines for conducting meetings

8. Mobilizing Resources: Raising Money

- Community development finance
- Finding sources of money
- Securing grants for community development projects
- Preparing grant proposals

9. Measuring Progress

Community development indicators, Best practices & Benchmarking

Recommended Books:

1. The heart of leadership: A leader people want to follow by Mark Miller, Berret-Kohler Publisher 2013.
2. Leadership and Art of Struggle by Steven Snyder & B. Geage Berret Kohler Publisher 2013.
3. Strategic Leadership: How to think and plan by John Adair, Kogan Page Ltd 2010.

MANAGERIAL ECONOMICS

Objectives Managerial Economics is a link between two disciplines, which are management and economics. The management discipline focuses on a number of principles that aid the decision-making process of organizations. On the other hand, economics is related to the optimum allocation of limited resources for attaining the set objectives of organizations

Week	Chapters	Topics / Content
1	Chapter 1	<i>Meaning and Importance of Managerial Economics:</i> Introduction, Meaning, Scope of Managerial Economics, Importance of the study of Managerial Economics, Major Functions of a Managerial Economics
2-3	Chapter 2	<i>Demand Analysis:</i> Introduction, Meaning and Law of Demand, Elasticity of Demand
4-5	Chapter 2	<i>Demand Forecasting:</i> Introduction, Meaning and Forecasting, Level of Demand Forecasting, Criteria for Good Demand Forecasting, Methods or Techniques of Demand Forecasting, Survey Methods, Statistical Methods, Demand Forecasting for a New Products
5-6	Chapter 3	<i>Supply & Market Equilibrium:</i> Introduction, Meaning of Supply and Law of Supply, Exceptions to the Law of Supply, Changes or Shifts in Supply. Elasticity of supply, Factors Determining Elasticity of Supply, Practical Importance, Market Equilibrium and Changes in Market Equilibrium
6	Chapter 5	<i>Production Analysis:</i> Introduction, Meaning of Production and Production Function, Cost of Production
7-8	Chapter 6	<i>Cost Analysis-</i> Introduction, Types of Costs, Cost-Output Relationship: Cost Function, Cost-Output Relationships in the Short Run, and Cost-Output Relationships in the Long Run.
10	Chapter 6	<i>Objectives of Firm-</i> Introduction, Profit Maximization Model, Economist Theory of the Firm,
11	Chapter 7	<i>Revenue Analysis and Pricing Policies-</i> Introduction, Revenue: Meaning and Types, Relationship between Revenues and Price Elasticity of Demand, Pricing Policies, Objectives of Pricing Policies, Pricing Methods
12-13	Chapter 9	<i>Price Determination under Perfect Competition-</i> Introduction, Market and Market Structure, Perfect Competition, Price-Output Determination under Perfect Competition, Short-run Industry Equilibrium under Perfect Competition, Short-run Firm Equilibrium under Perfect Competition, Long-run Industry Equilibrium under Perfect Competition, Long-run Firm Equilibrium under Perfect Competition

14-15	Chapter 10	<i>Pricing Under Imperfect Competition</i> - Introduction, Monopoly, Price Discrimination under Monopoly, Bilateral Monopoly, Monopolistic Competition, Oligopoly, Collusive Oligopoly and Price Leadership, Duopoly, Industry Analysis
16	Chapter 11	<i>Stabilization Policies</i> -Introduction, Economic Stability, Instruments of economic Stability, Monetary Policy, Fiscal Policy, Physical Policy or Direct Controls.

Semester VI

Course	MANAGERIAL ACCOUNTING	Credit Hours	3
Pre-Requisite	Financial Accounting and Cost Accounting	Semester	VI
Objectives	This course is meant to: <ul style="list-style-type: none">• Develop the skills in students so that are be able to make proper distinction between different Types of Costs, and their respective Uses.• Equip the students with Emerging New Concepts and its application in the field of managerial accounting.• Develop the skills in students to design the costing system that help in Optimal Decision Making		

COURSE OUTLINES

1. THE CHANGING ROLE OF MANAGERIAL ACCOUNTING IN A DYNAMIC BUSINESS ENVIRONMENT:

Managerial Accounting; Managerial VS Financial Accounting, Managerial Accounting in different Types of Organizations, Evolution and Adaptation in Managerial Accounting, Cost Behavior.

Service VS Manufacturing firm, emergence of new industries, global competition, focus on customer, cross functional team, computer integrated manufacturing, product life cycle and diversity, time-based competition.

2. ACTIVITY BASED COSTING

Some key issues about cost drivers; Activity dictionary and bill of activities, direct VS indirect costs, when is new product –costing system needed; Cost management systems.

Activity based management and Cost Management Tools: Two Dimensional ABC, Customer Profitability Analysis, Target costing, Kaizen costing, Benchmarking and Reengineering, Theory of Constraints,

3. MARGINAL / DIRECT AND ABSORPTION COSTING

Meaning of Direct and Absorption Costing, Direct (variable) costing income Statements, reconciling income under direct and absorption costing change in inventory, evaluation of direct and absorption costing effect of the volume variance.

4. COST-VOLUME-PROFIT ANALYSIS / BREAK-EVEN ANALYSIS

Meaning of Cost-Volume-profit, Break-even Point, Contribution Margin Approach, Equation Approach, Graphic Approach, Safety Margin, Angel of Incidence, PV Ration and its uses cost structure and operating leverage, Effect of Income Taxes.

5. DECISION MAKING AND OPTIMAL MIX OF PRODUCTS

Relevant and irrelevant costs make or buy decisions, addition and deletion of a product, lease or buy steps in the decision – making process, quantitative versus qualitative analysis, obtaining information, pitfalls to avoid i.e. common errors in decision making.

6. PRICING DECISIONS

Major influences on pricing decision, open market pricing cost plus pricing full cost based pricing, contribution based pricing.

7. RESPONSIBILITY ACCOUNTING AND COST ALLOCATION

Responsibility centers, performance reports, cost allocation based on budget activity based, activity based responsibility accounting and behavioral effects of responsibility accounting.

8. BUDGETING

Function and master budget-The Master Budget overall plan and a planning assumptions and predictions underlying the master budget, Sales Budget, Cash Budget and Financing Budget with negative Cash Flow, Production and Stock Budget, Flexible Budget definition and meaning advantages, fixed overhead treatment, revised budget.

9. STANDARDS COSTING AND VARIANCE ANALYSIS

Basic concept of standard costing, preparation of standard cost, types of production capacities, material price and usage variances, labor rate and efficiency variances, variable overhead expenditure and efficiency variances, Fixed overhead budget and volume variances.

10. QUALITY CONTROL, AND ENVIRONMENTAL COST MANAGEMENT

Behavioural effects of responsibility accounting; Segmented reporting, total quality management.

11. PERFORMANCE MANAGEMENT AND TRANSFER PRICING

Meaning and Techniques of Performance Analysis/M Measurement and Management, use of Contribution Margin, ROI and Residual Income as Measures of Performance, concept and Definition of Profit Centre and Transfer pricing, general transfer-pricing rule Transfer pricing based on the external market price, Negotiated transfer price, cost based transfer prices, standard versus actual costs.

Recommended Books:

1. Cost and Management Accounting by Collin Drury - Latest Edition
2. Cost and Management Accounting by Matz & Usury - Latest Edition

- Garrison H. Ray, Noreen W. Eric., Latest Edition, Managerial Accounting Irwin publishers

Reference Books:

- Introduction to Management Accounting, Horngen Charles T; Prentice Hall Inc. Latest Edition
- Managerial Accounting; Q. Compel & Ronald M. Dascher, Paul E John Wiley & Sons Latest Edition
- Hilton W. Ronald Managerial Accounting, Latest Edition, McGraw-Hill Irwin

Course	HUMAN RESOURCE MANAGEMENT	Credit Hours	3
Pre-Requisite	Principles of Management	Semester	VI
Objectives	This course has been designed to: <ul style="list-style-type: none"> • Recognize and appreciate importance of effective Human Resource Management • Understand the key functions of the Human Resource Management • Become familiar with systems and structures that support effective Human Resource Management • Review systems and tools used in Human Resource Management 		

COURSE OUTLINE

1. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Human Resource management - What and Why; Model of Human Resource Management; Strategic Human Resource Management; Human Resource Management – the only active factor of production; Management and Leadership; Organization of Human Resource Management; Evolutionary Development in HR

2. THE HR FUNCTION/DEPARTMENT

Terminology; Who does personnel work?; Staff role of the personnel department; Personnel (Human Resource) functions; Line, Staff and Functional Authority.

3. HR PALNNING

Job Design and Analysis; Job information and personnel management; Analyzing jobs-obtaining job information; Functional job analysis; Administration of the job analysis program; Human Resource Planning Process; Reasons for human resource planning; The planning process.

4. HR RECRUITMENT AND SELECTION

Recruitment and Selections/Testing and Interview; Recruitment and selection policy issues; Labor market considerations; The employment process; Sources of people; The selection process; The selection procedure; Testing: Interview; Induction and Orientation

5. HR TRAINING AND DEVELOPMENT

Defining and understanding HRD; Need for constructive Education and Training on consistent basis; Meaning and Dimensions of HRD; Training, and Forms & Methods of Training; The rationale for Training: Deliverables from Training; Coaching, and its Forms & Methods; Basic understanding about Performance Appraisal and Management; Various Methods of Performance Appraisal; The need/rationale for Performance Appraisal

6. HR LEADERSHIP, MOTIVATION, AND TEAM WORK

Role of a Manager as a Leader for Employees; Parameters for Leadership Evaluation; Motivation, its Use / Scope, and Theories; Leader Vs Manager; Significant Contemporary Leadership Theories

7. HR PAY, COMPENSATION, REWARDS AND BENEFITS

Defining and understanding; Basic difference between Compensation and Pay; Strategic Plans for Pay/Wages/Salaries; Monetary Vs Non-monetary Rewards; Various Forms/Types of Pay and Benefits; Motivation for Employees via Rewards/Benefits; Pay for Performance

8. EMPLOYEE RELATIONS AND CONFLICT MANAGEMENT:

The need to manage Relations among Employees; Categories, and Forms of Relations among Employees; Biasness, Conflicts, Disputes and other discrepancies among Employees, and between Boss and Employees; Conflict/Dispute Resolution Techniques including Collective Bargaining, Negotiation, Avoidance/Concentration etc. Labor Unions, and their Management

9. ETHICS, CODE OF CONDUCT AND LAWS FOR LABOUR / EMPLOYEES:

Meanings and Understanding of Code of Ethics/Conduct; Justice and Fair Play; Overview of Labour Code (Laws) in Pakistan; Comprehension of Significant Provisions of Selected Labor Laws in Pakistan

10. CONTEMPORARY ISSUES

Information Technology; Union and management; Health and safety and other Contemporary Issues

Recommended Books:

1. Human Resource Management, Latest Edition, by Gary Dessler
2. Decenzo, David A. & Robbins, S.P. Human Resource Management. John Wiley, Latest Edition

- Human Resource Management, Latest Edition, by Alan Price, Latest Edition

Reference Books:

- Flppo E D, Principles of personnel management McGraw-Hill Latest Edition
- Keith Davis, Human resource management Latest Edition
- Bernardin H J, Human resource management McGraw-Hill Latest Edition
- Essential of Human Resource Management, Latest Edition, by Shaun Tyson

Course	PRINCIPLES OF MARKETING	Credit Hours	3
Pre-Requisite	NONE	Semester	V
Objectives	<p>This course is intended to:</p> <ul style="list-style-type: none"> Introduce, to students, the key Marketing Ideas and Phenomena, especially the Core Theme of delivering Benefits to Customers. Develop students' Skills in Marketing Analysis and Planning. Familiarize students with the Tactics of the Marketing (Product Formulate strategy, advertising and communications [Promotion], and distribution [Place], and Price - 4P's), and other 3 Ps of services, and enhance problem solving and decision making abilities in these areas. Evaluate the attractiveness of different markets. 		

COURSE OUTLINE

1. INTRODUCTION TO MARKETING

The Field of Marketing, Basic Concepts of Marketing; Definition and Need for Marketing as a proper Formal Process; Adapting Marketing Strategy to the New Economy; Positioning; Marketing as the Driver in the Digital Economy; Scope of Marketing Today

2. THE MARKETING ENVIRONMENTAL SCANNING

Marketing-oriented Strategic Planning; Scanning the Marketing Environment – Internal and External; Studying and Analyzing the Needs of all concerned Stakeholders including PESTEL

3. THE MARKETING RESEARCH

Marketing Research Process, and it's Use; Marketing information systems; Identifying Marketing Opportunities

4. CONSUMER BEHAVIOR AND MARKET, AND PRODUCER'S BEHAVIOR AND MARKETS

Consumer Behavior; Consumer Purchase Decision Process:
Influences on Consumer Behavior; Social Influences

Producer Behavior; Producer Purchase Decision Process

5. MARKETING SEGMENTATION, TARGETING AND POSITIONING

Identifying Marketing Segments, and Selecting Target Markets; Product Positioning and Differentiating the Marketing Offering

The Product Life Cycle

6. MARKETING MIX FOR GOODS AND SERVICES (7 Ps)

The Marketing Mix

Product; Meaning and Classification of product; Development of New Product; Determinants of Product Mix; Product Adoption-Diffusion process; Product Portfolio Classification; Product Deletion Strategy; Packaging.

Price; Nature and importance of pricing; Pricing objectives; Factors influencing pricing decision; Developing Price Strategies and Programs; Policy of Credit

Promotion Strategy; Role of promotion in business marketing; Developing and implementing the promotional mix; Advertising, sales promotion and public relations; Managing the Sales Force

Place; Designing distribution channel; Selecting the type of channel.

People; their Behaviors and Attitudes; People as Contributors/Sellers etc. and People as Beneficiaries/Buyers etc., Politics in Marketing (Internal and External)

Process; the way/mode services are rendered and received or exchanged; Differentiating among various Methods of rendering services

Physical Evidence; Artefacts, Norms, Values, Interior, Dress/Uniform, Structure, Managers' Appearance etc.

7. MARKETING RETAILING, WHOLESALING AND MARKET LOGISTICS, AND MARKETING PLAN

Managing Retailing, Wholesaling and Market Logistics; Their Types and respective Uses; Managing the Total Marketing Effort

Socially Responsible Marketing Communications, Marketing Plan Development and Analysis

8. MARKETING CHANNELS, SUPPLY CHAIN MANAGEMENT, ADVERTISING AND PUBLIC RELATIONS

Supply Chain: Nature, Need and Use

Marketing Channels: Nature, Need, Types and Use/Importance

Advertising: Objectives, Budgets and Strategy.

Public Relations: Role and Impact, and Major Tools

9. PERSONAL SELLING, DIRECT MARKETING, ONLINE MARKETING / E-MARKETING AND SERVICES MARKETING

Personal Selling: Nature, Use/Role and Process; Sales Force Management; Sales Promotion

Direct Marketing: Nature, Use/Role, Growth, Benefits, and various Forms of Direct Marketing;

E-Marketing: Nature, Use/Role, Growth, Benefits, and various Forms of E-Marketing;

Services Marketing: Nature and Scope of Services Marketing including Financial Services and their Marketing

10. CRAFTING STRATEGIES TO ATTAIN COMPETITIVE EDGE

Competitor Analysis: Identification, Assessment and Selection.

Competitive Strategies: Approaches, Forms, Positioning, Leadership and Challenge.

11. GLOBAL MARKET PLACE, MARKETING ETHICS AND SOCIAL RESPONSIBILITY

Global Marketing: Considerations, Forms/Approaches, and Global Marketing Mix.

Marketing Ethics and Social Responsibility: Meanings and Need/Rationale for Ethics, Social Criticism, Citizenship in Marketing

Recommended Books:

1. Kotler, Philip. *"Marketing Management"*. Latest Edition, Prentice Hall.
2. Stanton, Etzel, Walker. *Marketing*, Latest Edition, McGraw-Hill.
3. Marketing by Evens and Berman
4. Krishnamacharyulu, Ramakrishan. *Rural Marketing Text and Cases*, Pearson Education.
5. Harvard Business Review w.r.t. Marketing Periodic for Latest Research and Development
6. Cases in Marketing by Prof. Dr. Khawaja Amjad Saeed

Reference Books:

1. W. D. Perreault, Jr., J.P Cannon, and E. J. McCarthy, Basic Marketing: A Marketing Strategy and Planning Approach, Latest Edition,

Irwin/McGraw-Hill.

2. C. H. Mason and W. D. Perreault, Jr. The Marketing Game! Latest Edition, McGraw-Hill, New York.
3. Kotler, Philip, and Jain C Dipak, *Marketing Moves (A New Approach to Profits, Growth, and Renewal)*, Harvard Business School Press.

Course outline: Accounting Information System

Course Learning Outcomes

On successful completion of this course, students will be able to:

1. Identify and explain the roles and components of AIS.
2. Explain, justify and evaluate internal control systems.
3. Explain and justify AIS auditing, computer crime, and security techniques.
4. Explain software development processes, including systems documentation, and explain and justify software development strategies.
5. Employ sound data management and effectively use well-designed databases and database management systems.
6. Discuss and critically appraise role of sound accounting information systems and use them in decision making and management support.
7. Learn how to manage basic business processes using accounting package

Reference Book:

Accounting information system by Mark G. Simkin, Jacob M. Rose and Carolyn Strand Norman

Topics to be covered

What are accounting information systems? Accounting vs Information Technologies. The importance of Information technology to accountants.

Basic knowledge about Information technology (input, processing and output devices) along with data communication and networks.

Introduction to database. Steps in developing the database using REA model. Normalization.

Documenting business process, why it is important to do so.

Accounting information system and business processes.

Computer controls for organizations and accounting information systems.

Data modeling and creating data base tables using DBMS Microsoft Access. How to enter data in database? Extracting data from database using Data Manipulation Languages.

What are front end database designs? How to create database Forms and Reports? Why these are important to be created?

Assignments and Project

2 assignments during the course where as one comprehensive project to practice MS Access by choosing one of the accounting information system from real world problem.

Course	CORPORATE LAW AND SECRETARIAL PRACTICES	Credit Hours	3
Pre-Requisite	Business Law	Semester	VI
Objectives	This course deals with the theoretical and practical approach to the Companies Ordinance 1984, the Securities and Exchange Commission of Pakistan Act 1997, Securities and Exchange Commission of Pakistan Regulations 2000, Companies (Issuance of Capital) Rules, 1996, Single Member Companies Rules 2003, Code of Corporate Governance, Companies (Corporate Social Responsibility) General Order, 2009 and Voluntary Guidelines, 2012, <i>Modaraba</i> Companies and <i>Modaraba</i> (Floatations and Control) Ordinance, 1980, and Secretarial Practices..		

COURSE OUTLINE

1. INTRODUCTION TO THE COMPANIES ORDINANCE, 1984

Section 1-51

Part I; Preliminary (concepts and terms defined under section-2)

Part II; Jurisdiction of courts

Part III; Section 12 and Section 13

Part IV; Incorporation of companies and matters incidental thereto and First schedule to the Companies Ordinance, 1984

Classification of Companies

2. THE SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN ACT, 1997

Certain relevant provisions

3. THE COMPANIES ORDINANCE, 1984

Section 52-136

Part V; Prospectus, allotment, issue and transfer of shares and debentures, deposits, etc.

Part VI; Share capital and debentures.

Part VII; Registration of mortgages, charges etc.

4. THE COMPANIES ORDINANCE, 1984

Section 142-262

Part VIII Management and Administration (excluding investigation & related matters)

Doctrines of Corporate Law

Third Schedule to the Companies Ordinance, 1984.

5. THE SECRETARIAL PRACTICES

Meaning, Nature, Role, and Use/Scope of Secretarial Practices; Relevant provisions of Companies Ordinance and other Laws concerning Secretarial Practices; Major and Minor Functions of a Company Secretary; Practices, Responsibilities, Rights and Role of a Company Secretary of a Public Company (both Listed and Unlisted); Any other relevant Topic / Issue / Research etc.

6. KSE LISTING REGULATIONS

Overview of KSE Listing Regulations

Recommended Books:

1. The Companies Ordinance along with relevant Rules and Schedules issued by SECP
2. KSE Listing Regulations issued by Karachi Stock Exchange
3. Practical Approach to the Companies Ordinance and Secretarial Practices by Nazir Ahmed Shaheen (Latest Edition)
4. Introduction to Company Law by Mirza Munawar Hussain (Latest Edition)
5. Company Law by – PBP Publications (Latest Edition)

Reference Books:

1. Company Law by A T Foulks Lynch (Latest Edition)
 2. Company Law by Khalid Mehmood Cheema (Latest Edition)
 3. Company Law by Luqman Baig (Latest Edition)
- Corporate Law by Rehan Aziz Sherwani (Latest Edition)

Course	CORPORATE GOVERNANCE	Credit Hours	3
Pre-Requisite	NONE	Semester	VIII
Objectives	<ol style="list-style-type: none">1. Apply theory to application, demonstrating an understanding of the theoretical knowledge base of organizational behavior2. Analyze how individual and group behaviors act as building blocks to organizational behavior3. Research and analyze aspects of organizational behavior4. Analyze team behavior and its effect on productivity5. Communicate and interact with team members		

COURSE OUTLINE

SECTION – I

Introduction, Meaning / Understanding, Role / Functions of Corporate Governance Practices / Culture, The corporate Governance Problem, The conflict between managers and shareholders, Agency Theory: The implications of the conflict, The Principal – Principal Conflict, Transparency and conflicts of interest, Legal approach to corporate governance

SECTION - II

The Impact of Ownership Structure; Ownership and agency theory; Institutional ownership; Inside Ownership; Family Ownership; Pyramidal Ownership and Business Groups; Enlarging the Stakeholder Perspective; Scope of Corporate Governance

Key Issues of CG including Financial Reporting, Directors Remuneration, Company-Stakeholders Relations, Risk Management and Communication

Approaches to CG including Shareholders Approach, Enlightened Shareholders Approach, Integrated/Pluralist Approach and Any other

SECTION - III

Different Board Types: The Good, Bad, and Ugly

Responsibilities of the Board including The Oversight Function, The Directional Functions, The Advisory Function and Any other

Classification of Directors: Executive and Non-executive / Independent Director; Responsibilities of CEO & Senior Management; Resolving the Agency Problem; Board of directors; and Executive Compensation

SECTION - IV

Corporate Governance – Broader Issues

Additional Influences on Corporate Governance
Convergence & divergence – Issues in Corporate Governance

Convergence across corporate governance systems: an interest group theory of financial development

Moral Hazard and performance incentives

Any other Issue / Topic / Case / Dimension

SECTION - V

Ethics and the Role of CG Officer

Reputation and Reputational Risk; Ethics and Code of Ethics; Corporate Social Responsibility; CSR and Reputation Risk; Shades of CSR

Formulating CSR Policy

- a) CSR Policy
- b) Bench Marking in CSR
- c) Sustainability Report

Whistleblowers

- d) WB – Best Practice
- e) Disclosure
- f) Recommended Guide on WB
- g) CG Officer

SECTION - VI

- Real World Corporate Governance Cases – Domestic and International

Recommended Text Books:

1. Companies Ordinance 1984 issued by SECP
2. Code of Corporate Governance, 2013 or Latest, issued by SECP
3. Corporate Governance, Latest Edition, Christine A. Mallin, Oxford University Press
4. Corporate Governance and Chairmanship a personal view by Adrian Cadbury by Oxford University Press

Semester VII

Course	STRATEGIC MANAGEMENT	Credit Hours	3
Pre-Requisite	Principles of Management Principles of Marketing Human Resource Management Financial Management	Semester	VII
Objectives	This course gives a student the knowledge about the changing environment, it build up the skill to solve many business problems, it also changes the attitude to become the generalist rather than to become specialist. Its basic objective is to know about the opportunity and threats in the environment as well as to detect the strength and weakness within themselves		

COURSE OUTLINE

1. INTRODUCTION TO STRATEGIC MANAGEMENT

Concept and Meaning of Strategic Management; the Nature and Importance of Business Policy/Strategy; What is Strategy? And what is Strategic Management?; The Four key Attributes of Strategic Management; The Role of Policy/Strategy in Organization; Organizational Vision, Mission and Objectives; The changing Social Role of Business; Managerial & Organizational Style; Strategic Management Elements

2. ENVIRONMENTAL ANALYSIS

Environmental Analysis (both Internal and External) and Diagnosis; SWOT Analysis; The General Environment; The competitive environment; Value chain Analysis (VCA); Application of VCA in Service Sector; Resource based

view; Evaluating Firm's Performance; Strategic Advantage Analysis and Diagnosis

3. STRATEGY FORMULATION, STRATEGIC OPTIONS AND CHOICE

Considering Strategic Alternatives/Options at all Levels of Management:

(1) Generic Corporate Level Strategies; (2) Business/Competitive Strategies, and Forces; (3) Functional and/or Operational Strategies and their Dimensions

4. STRATEGIC IMPLEMENTATION

Implementing Strategy; Implementation VS Formulation and their Implications/Contrasts; Critical Success Factors

5. EVALUATION AND CONTROL

Evaluating the Strategy through various Methods/Techniques of Evaluation and Analysis

6. APPLICATION OF STRATEGIC MANAGEMENT PROCESS

Applying the Strategic Management Process – The Case Methods; The Importance of Strategic Management Process; International Edge: (1) International Expansions - Motivators and Risks, and (2) Entry Modes of International Expansion

7. STRATEGIC LEADERSHIP: CREATING A LEARNING ORGANIZATION

Element of effective Leadership; Emotional Intelligence; Learning Organization etc.

8. CASE STUDIES

At least **two** International Case Studies and **four** National Case Studies.

Recommended Books:

1. Fred R. David Strategic Management, Concepts and Cases, Prentice Hall - Latest Edition
2. George A. Steinar & John B. Miner Management Policy & Strategy: McMillan Pub. Co. N.Y. - Latest Edition
3. Strategic Management – A Process Approach, Cetero Peter - Latest Edition
4. William F. Clueck, Lawrence R. Jauch, Business Policy and Strategic Management, Latest Edition, McGraw-Hill (Kogakusha) Ltd., Tokyo.

Reference Books:

1. Thomas L. Wheelen, J. David Hunger, Strategic Management and Business Policy, Prentice Hall – Latest Edition
2. Newmann & Logan, Business Policy in Central Management - Latest Edition)

3. Thompson Strikland, Strategic Management, Concepts and Cases McGraw-Hill (Latest Edition)
4. Journals/Periodicals: National and International Journals/Newspapers-Business Recorder/Dawn
5. Case Studies
6. World Wide Web

Course	BUSINESS TAXATION	Credit Hours	3
Pre-Requisite	Financial Accounting	Semester	VII
Objectives	This course is intended to: <ul style="list-style-type: none"> • Familiarize the students with the Income and Sales Tax Laws in Pakistan. • Introduce to students the important elements and aspects of tax system and authorities and their limits. • Equip the students with necessary skills to deal with the situations concerning the field of taxation. 		

COURSE OUTLINE

1. INTRODUCTION AND SCOPE OF INCOME TAX LAW IN PAKISTAN.

Definitions and Terminologies; Exclusions from total income; Reduction in tax liability; Exemption from specific provisions of income tax ordinance 2001.

Distinction between capital and revenue items of expenditures; Tests for differentiating between capital and revenue receipts and expenditures; Capital loss.

2. INCOME FROM SALARY, SCOPE OF SALARY INCOME.

Allowances and relieves under the Ordinance; Types of provident fund, treatment of provident fund, the sixth schedule, employer's contribution of approved gratuity fund deduction from income, gratuity fund deduction from income, gratuity fund and schemes; Computation of income tax payable from salaried persons.

3. INCOME FROM BUSINESS AND PROFESSION

Terms used; Considerations governing taxation of business profits; Maintenance of accounts on mercantile or cash basis; Income chargeability under income tax law on income from business; Principles of computation of taxable profits, allowable deductions; Deduction for computing business income, significant changes introduced by the ordinance; Non-admissible expense; Bad-debts etc.

4. INCOME FROM PROPERTY TAX ON AGRICULTURE INCOME.

Income from property tax on agriculture income; Calculation of ALV; Allowable deduction from income from property; Set-off and carry forward of losses; Types of Losses; Rules for set-off and carry forward; Penalties, offenses, appeals and prosecutions; Income tax authorities their appointments, adducties and the limitation and powers.

5. INCOME FROM OTHER SOURCES

Deduction for computing income from other sources; Capital gains; Exchange gain/losses, income deemed to accrue or arise

6. OTHER ANCILLARY PROVISIONS

Tax accountings and assessment cycle, procedure filling of return; Power to grant extension of time for filling the return, assessment procedure, provisional assessment, notes for production of books of accounts, evidence, etc.; Assessment on the basis of return, wealth statement, simplification of assessment of procedure, payment of tax before assessment, changes in tax withholding and collection of tax; Withholding tax rates under section 50(6) collection of tax on demand, recovery of tax; Recovery of arrears/ refunds demand, refund and tax credit, persons entitled to claim refund in certain case, income tax refunds, penalties, enhanced tax rates for higher slabs of income, first schedule rates of income tax for individuals, unregistered firms, association of persons and Hindu individuals.

Assessment of individual salaried and non-salaried person; Self-assessment scheme; Appeals; Practical Problems

7. INTRODUCTION AND SCOPE OF SALES TAX.

Definitions and Terminologies; Sales Tax Authorities; Registration in Sale Tax; Book Keeping and Invoicing Requirements; Furnishing of Return of

Sales Tax; Appeals; Practical Problems.

Recommended Books / Texts:

1. Income Tax Ordinance, 2001 issued by FBR
2. Sales Tax Act, 1990 issued by FBR
3. Income Tax Ordinance, 2001 published by Mehboob, A. Sheikh, Taxation, latest edition – current year.
4. Sales Tax Act, 1990 published by Mehboob, A. Sheikh, Taxation, latest edition – current year.
5. Synopsis of Taxes by Mirza Munawwar Hussain, Latest Edition – current year

Reference Books:

1. Mughal, Muhammad Muazzam, Income Tax-Principles and Practice, Syed Mobin & Co., Lahore.
2. Mughal, Muhammad Muazaam, Sales Tax, Syed Mobin & Co. Lahore.

Course	E-COMMERCE	Credit Hours	3
Pre-Requisite	Computer Applications in Business and Information Technology in Business	Semester	VII
	<ul style="list-style-type: none">• Explore, examine, and apply Commerce concepts and principles by reading the modules, by answering the self-tests, exercises, and assignments, and by participating in the online discussions.• Decide what level of Commerce activity to pursue, and provide appropriate supporting evidence.• Determine the means, methods and strategies appropriate		

for establishing an e-commerce business.

- Objectives**
- Decide whether to in-source or outsource your project design, development, installation, and/or operation, based on an increased understanding of Commerce set-up requirements.
 - Write a comprehensive Commerce Business Plan focused either on adding Commerce to your existing business or on implementing a new Commerce business.
 - Receive feedback from the facilitator and from experts on the quality of your Business Plan.
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COURSE OUTLINE

1. INTRODUCTION TO E-COMMERCE

Defining E-Commerce and E-business, Reasons for going Online, Differentiating between E-Business Categories/Orientations, using the new Paradigm of E-business, Pure and Partial E-Commerce, Case Study of Amazon, Napster and any other Latest International Case Study

2. PREPARING THE ONLINE BUSINESS

Competitor Analysis on the Internet, the Fourth Channel, Paradigms in the New Economy, Driving Business Process Re-engineering, Designing, Developing and Deploying the System, Supply Chain Management

3. TECHNICAL INFRASTRUCTURE

Exploring the IT Infrastructure, Deciding on the Enterprise Middleware, Choosing the Right Enterprise Application, Building the E-business applications, Choosing the Right Web Server

4. MARKETING STRATEGIES ON THE WEB

Internet Marketing Technologies, Web Design, Attracting Visitors to your Site, Virtual Societies, Localization, Promoting your E-business, Banner and Campaigning, Online Measurement, Direct Marketing, Search Engine Optimization Techniques

5. INTERACTIVE COMMUNICATION EXPERIENCES

The Basics, Moderating Online Meetings, Internet Chat Solutions, Internet-based Trainings, Discussion Forums

6. INTERNET INFORMATION SECURITY

Creating a Security Strategy, Cryptographic Tools, Applications of Cryptology, Privacy on the Internet, Fighting Virus and Hoax Virus Warnings, Conflicts in

the Information Age. Security Threats in E-Commerce, Use of Third Party Security Services,

7. PAYING VIA INTERNET

The Payment Business, Post-Paid Payment System, Instant-paid Payment System, Pre-paid Payment Systems, Merchant Accounts, Use of Third Party Payment Services , The Future of Payment

8. SHOPPING AND ORM SOLUTIONS

Online Shopping, Shopping Solutions, Implications of the new Economy
Electronic Software Distribution, Operational Resources Management

9. POLICIES, STANDARDS AND LAWS

Internet Security Policies, Standards for E-Commerce Infrastructure, Cyber Laws for Secure E-Commerce Transactions, Privacy and Information Rights, Social, Legal and Ethical Issues in E-commerce

Recommended Books:

1. Kenneth C. Laudon, Carol Guercio Traver (Latest Edition), E-Commerce: Business Technology, Society, Pearson Education
2. Marilyn Greenstein, Miklos Vasarhelyi (Latest Edition), Electronic Commerce: Security, Risk Management, and Control
3. The E-business (R) Evolution By Daniel Amor

Semester VIII

Course	ENTREPRENEURSHIP & SME MANAGEMENT	Credit Hours	3
Pre- Requisite	Introduction to Business and Principles of Management	Semester	VI
Objectives	To provide students with an understanding of the nature of business formation, growth & execution with particular reference to: <ul style="list-style-type: none">• To develop in students an understanding of the theoretical and practical aspects of Entrepreneurships literature.• To develop in students the skills of analysis, synthesis and		

COURSE OUTLINE

1. INTRODUCTION TO ENTREPRENEURSHIP

The Nature and Importance of Entrepreneurship: Nature and Development of Entrepreneurship; Entrepreneurial Decision Process; Role of Entrepreneurs in Economic development; Ethics and Social Responsibility of Entrepreneurship; The Future of Entrepreneurship

The Entrepreneur and Entrepreneurial Mind: The Entrepreneurship process; Myths of Entrepreneurs, Managerial VS Entrepreneurial Decision Making; Entrepreneurial Leadership Characteristics

The Nature and Importance of **SMEs**: Nature and Scope of Entrepreneurship; SMEs Definitions / Understanding by various Regulatory Authorities in Pakistan; SMEs contribution to GDP of any country, and of Pakistan; SMEDA's Role in promoting and developing SMEs

2. IDEA GENERATION

The Individual Entrepreneur, and Techniques for Idea Generation Process; Entrepreneur VS Intrapreneur.

Inside the Entrepreneurial Mind: From Ideas to reality: Creativity, Innovation and Entrepreneurship; Creativity A necessity for survival; Creative Thinking; Barriers to creativity; How to enhance creativity; The creative Process; Techniques for improving the creative process; Protecting your ideas.

3. PLANNING

The Customer and Product Plan/Feasibility: Understanding of Customer through Demand and Desire, and of Product (Good and/or Service)

The Industry and Marketing Plan/Feasibility: Understanding of Marketing Plan, Characteristics of Marketing Plan; and Environment Analysis and Steps in preparing the Marketing Plan

The Financial Plan/Feasibility: Operating and Capital Budgets, Break Even Analysis; Cash Flows and Balance Sheets

The Organizational Plan/Feasibility: Developing the management team; Building the successful Organization, The Role of BODs

4. BUSINESS PLANS AND BUSINESS MODEL

Business Plan: Components, and Classification of Business Plans

Financing Options: e.g. Leveraged Buyouts;

5. PRODUCT LIFE CYCLE

Preparing for the new Launch; Execution & Growth; Managing early growth of the New Venture

6. ENVIRONMENTAL ISSUES / TRENDS AND THEIR IMPACT

PESTEL Analysis, and Competitive Environment Analysis

7. STRATEGIC OPTIONS FOR GROWTH

Growth Options: Joint Venture; Franchising; Acquisitions; Synergy; Mergers; Hostile Takeovers; Licencing etc.

Sustainability Analysis and Maintenance

8. INTERNATIONAL ENTREPRENEURSHIP OPPORTUNITIES

The Nature of International Entrepreneurship; Importance of International Entrepreneurship; Entrepreneurial Entry into International Business

9. CONTEMPORARY ISSUES

- Management of SMEs in today's world
- Promotion and Development of SMEs in Pakistan
- SMEs' contribution towards Income, Employment and other Macroeconomic Variables
- Management succession and continuity: A family Business Perspective
- Woman and Minority Entrepreneurship
- Social Entrepreneurship (Social Responsibility)
- Latest Theories/Research Work on SMEs and Entrepreneurship
- Any other ancillary topic/issue/research/article

Recommended Books:

1. Entrepreneurship: Successfully Launching New Ventures by Bruce R. Barringer, Duane Ireland, Latest Edition
2. Entrepreneurship new venture creation by **David H. Holt** - Latest Edition
3. Pitts R.A. and Snow C.C., Strategies for Competitive Success, Johan Willy - Latest Edition
4. Barlett, Christopher A., and Sumantra Goshal. Strategy & Leadership - Latest Edition
5. Hisrich and Peters, Entrepreneurship, McGraw-Hill – Latest Edition
6. Carrier, Camille., Entrepreneurship in Large Firms and SMEs. A Comparative Study – Latest Edition

Reference Books:

1. Kagan, Daniel. (Latest Edition), Why Entrepreneurs ignore good advice: A study in non-linearity and Ego. Human System Management Vol14, no 4, pp327-33.

2. Thomas W. Zimmer, Norman M, Essentials of entrepreneurship and small business management, Prentice Hall - Latest Edition
3. Donald F. Kuratko, Richard M. Hodegetts, Entrepreneurship, Theory, Process and Practise - Latest Edition
4. Essentials of Entrepreneurship and Small Business Management,

Course	INTERNATIONAL BUSINESS	Credit Hours	3
Pre-Requisite	Introduction to Business	Semester	VIII

- Objectives**
- Understanding the historical, social, cultural and political influences shaping national and international systems and on understanding the effects of such influences on international political and commercial events.
 - Specifically, we will look at national and international political influences on economies, the economic foundation of markets, the cultural fabric holding business systems together, and the technological and other forces pulling them apart.
 - Students will see how these concepts apply in the context of real business world through the study of how fundamental government, society, business and technological changes affect different industry segments and MNCs.
 - Students will come to understand how and why firms in different industries choose different organizational modalities (FDI, Licensing, Joint Ventures, and Strategic Alliances etc) in different parts of the world to gain and maintain competitive advantage.

COURSE OUTLINE

1. INTRODUCTION

Concept and Meaning of international business; The Nature and Importance (why) of doing business internationally; The challenges of International Business; Process of internationalization, a multinational enterprise VS international enterprise; Globalization and forces driving globalization; Modes of operations in international business; major differences between international business and domestic business.

2. BROAD ENVIRONMENTAL ANALYSIS i.e. PESTEL

Concept and Meaning of PESTEL and need to go through it; Political economy and its implications in business; International political and governmental issues; international culture (social, religious, demographic etc.) and its implications in business; international economic environment and its implications in business; international ecology and its implications in business; international legislative environment and agencies, and its implications in business; international technological (both production and information) environment and its implications in business; Ethics, CSR and international Business.

3. THEORIES, MODELS AND INSTITUTIONS: TRADE AND INVESTMENT

International trade theories; Laissez-faire VS Interventionist Approaches to Export; Theories of trade patterns; Free trade theories; Factors-mobility theory; Contemporary theories; Trade agreements, economic integrations, Strategic alliances, Acquisition, Mergers etc.; Hofstede Model.

4. GLOBAL FINANCIAL SYTEMS (INTERNATIONAL MONETARY SYSTEMS)

International monetary system (Exchange rate determination) – meanings, features and components; Classification of International monetary systems – Bimetallism, gold standard, interwar period, Bretton Woods System/Reforms, flexible system regime and contemporary systems, practices and structures;

5. FOREIGN DIRECT INVESTMENT

Foreign Direct Investment – meanings, factors and reasons; Balance of Payments; Balance of Trade;

6. FOREIGN EXCHANGE MARKET

Foreign Exchange Market – meanings and factors; Major Foreign Exchange Markets; the determinants of Foreign Exchange Rates; the role of IMF; Exchange rate arrangements; business implications of exchange rate changes; Exchange rate in practices and financial crisis:

7. GLOBAL STRATEGY AND STRUCTURE, COUNTRY EVALUATION AND SELECTION

Industry, strategy and firm performance; the firm as value chain; types of strategies; country comparison tools and techniques, and the respective selection; export and import strategies; Global Marketing Strategy; Global Operations Management; Human Resource Management Strategy; Entrepreneurship; The Globalization of Technology; international financial regulatory bodies/institutions.

8. GLOBAL DIVERSIFIED BUSINESS SCENARIOS

Doing Business in Europe; Doing Business in North America; Doing Business in Asia (Particular focus on China, India and Pakistan)

Domestic and International Case Studies w.r.t. any of the above-mentioned perspective should form integral part of the course.

Recommended Text:

1. International Business, Environment and Operations, by John D. Daniels, Lee H. Radebaugh, Daniel P. Sullivan and Prashant Salwan – Latest Edition
2. Rugman & Hodgetts. (Latest Edition), *International Business, A strategic management approach*, McGraw-Hill.
3. Hill W.L. Charles. (Latest Edition), *International Business*, McGraw-Hill.

Accounting Specialization:

Code: COM-611	Title: Financial Reporting	Credit Hours: 3(3-0)
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COURSE OBJECTIVES

Financial reporting covers the general presentation of the financial statements and the accounting practices for assets, liabilities and equity. The concepts/rules are taught in enough detail so that you can *prepare* financial statements. I recognize, however, that most of you do not intend to be financial statement preparers. You want to be sophisticated financial statement *users* who can extract relevant information from financial statements for making a variety of decisions, including equity valuation. Learning the preparation techniques is an important step in learning to be a sophisticated user. In addition, we will spend a good portion of the class time working on how to extract information from financial statements that have been prepared by a firm. The major objective of this course is to assist the students to develop a systematic understanding of the issues related to accounting and gain skills to implement it for solving the practical issues

LEARNING OUTCOMES:

- On the completion of the this course, students are expected to:
- Understand the conceptual framework and accounting cycle in details.

- They able to prepare the corporate financial reporting keeping in view the prevailing framework.
- Understand to evaluate/compare the financial statements.
- Understand the basics of group accounting.
- They able to prepare/understand the basic governmental accounting.
- Use excel to prepare the financial statements and prepare a data set which could be useful in future.

COURSE MATERIALS

Textbook: *Intermediate Accounting* by Donald E. Kieso, Jerry J. Weygandt, and Terry D. Warfield (John Wiley & Sons, Inc., 2016, 15th edition). The textbook is available in soft form. I will send/provide this book in the very beginning class. I will communicate the next relevant topic/chapter, and it is expected that you will bring the hard copy of the topic/chapter.

OUTLINE

- Accounting Cycle
- Corporation Contributed Capital: Formation of Corporation, Characteristics of Capital Stock, Features of Equity Securities, Stock Issuance, Re-Acquisition of Stock, Convertibles and Preferred Stock.
- Corporation Retained Earnings: Nature of Dividends, Type of Dividends, Stock Splits, Appropriation of Retained Earnings.
- Corporation Earning Per Share (EPS): Significance, Calculation of EPS, Capital Structure Effects on Computation of EPS. Computing EPS for a simple and complex capital structure. Securities and Purchase Contract. Basic Effects on EPS. EPS Primary and Diluted, Additional Issues in EPS Computations.
- Long Term Liabilities: Nature of Bonds, Bond Prices, Issuing Bond Payable, Adjusting Entries, Effective Interest, Methods of Amortizing Bond Premium and Discounts, Retirement of Bonds Payable, Convertible Bonds, Current Portion of Long Term Liabilities, Mortgage Notes Payable, Advantages of Financing operations with both bonds vs stock off-balance sheet financing.
- Investment & Accounting for International Operations: Accounting for Investment, Stocks Prices, Investment in Stocks, Investment in Bonds and Notes.
- Accounting for International Operations: Economic Structures and their impact on International Accounting, Accounting for International Transactions. Hedging – A strategy to avoid Foreign Currency Transaction Losses.
- Accounting for Leases: Basic Lease Accounting Issues, Accounting for Operating and Capital Leases, Special issues in accounting for capital leases.

- Financial Reporting and Changing Prices: Effects of changing prices on historical cost and financial statements.
- Accounting for Research and Development Activities: Definition, R & D costs, Accounting Treatment, Amortization of R & D costs, disclosure requirements.
- Accounting for Income Taxes: Tax Accounting Methods, Deferral Tax Asset and Liability Method, Timing and Permanent Differences. Disclosure in the financial statements.
- Accounting for Government Grants & Disclosure of Govt. Assistance: Definition, Revenue Based Grants, Standard Practice for Grants relating to assets and grants relating to income. Repayments of Grants, Disclosure in Financial Statements.
- Group Account
- Accounting for intangible Assets

Additional Books:

1. Intermediate Accounting, (15th IFRS edition), Keiso, Weygandt and Warfield.
2. Business Accounting, Frank wood Vol.2, 12th edition.
3. Financial and Managerial Accounting, (16th edition), Williams, Haka, Bettner and Carcello.
4. Accounting (3rd edition) by Horngren, Harrison and Robinson
5. Accounting principles (5th edition) Harrmason, Edwards and Mather.

Weeks	Course Contents	Chapter No.
1	Conceptual Framework: Need for a Conceptual Framework, Development of a Conceptual Framework, Overview of the Conceptual Framework, First Level: Basic Objective, Second Level: Fundamental Concepts and Third Level: Recognition and Measurement Concepts. Accounting Cycle.	1 & 2
2	Accounting Information System: Basic Terminology, Debits and Credits, The Accounting Equation, Financial Statements and Ownership Structure, The Accounting Cycle, Identifying and Recording Transactions and Other Events: Journalizing, Posting, Trial Balance, Adjusting Entries, Adjusted Trial Balance Work sheet and preparing Financial Statements.	Williams, Haka, Bettner and Carcello. Chapter 5 and keiso Chapter 03
3	Preparing Financial Statements (IAS-1)	Frank wood Chapter 11 and 12
4	Statement of Cash Flows (IAS-7).	Frank wood Chapter 14 and Keiso chapter 15
5	Corporation Earning Per Share (EPS): Significance, Calculation of EPS, Capital Structure Effects on Computation of EPS. Computing EPS for a simple and	15 & Horngren Chapter

	complex capital structure. Securities and Purchase Contract. Basic Effects on EPS. EPS Primary and Diluted, Additional Issues in EPS Computations.	
6	Long Term Liabilities: Nature of Bonds, Bond Prices, Issuing Bond Payable, Adjusting Entries, Effective Interest, Methods of Amortizing Bond Premium and Discounts, Retirement of Bonds Payable, Convertible Bonds, Current Portion of Long Term Liabilities, Mortgage Notes Payable, Advantages of Financing operations with both bonds vs stock off-balance sheet financing.	14
7	Corporation Contributed Capital: Formation of Corporation, Characteristics of Capital Stock, Features of Equity Securities, Stock Issuance, Re-Acquisition of Stock, Convertibles and Preferred Stock.	
8	Mid Term	
9	Investment & Accounting for International Operations: Accounting for Investment, Stocks Prices, Investment in Stocks, Investment in Bonds and Notes.	
10	Accounting for Leases: Basic Lease Accounting Issues, Accounting for Operating and Capital Leases, Special issues in accounting for capital leases.	
11	➤ Financial Reporting and Changing Prices: Effects of changing prices on historical cost and financial statements.	
12	➤ Accounting for Research and Development Activities: Definition, R & D costs, Accounting Treatment, Amortization of R & D costs, disclosure requirements.	
13	Accounting for Income Taxes: Tax Accounting Methods, Deferral Tax Asset and Liability Method, Timing and Permanent Differences. Disclosure in the financial statements.	
14	Accounting for Government Grants & Disclosure of Govt. Assistance: Definition, Revenue Based Grants, Standard Practice for Grants relating to assets and grants relating to income. Repayments of Grants, Disclosure in Financial Statements.	
15	Group Account Accounting for intangible Assets.	
16	Final Term	

Course Prescription:

Students develop the ability to collect, analyze, and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions. Topics include the changing role of management accounting and basic concepts; product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost behaviour and cost estimation; cost-volume profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting; cost management tools; and decision making.

Course Objectives:

By the end of the course, students will be able to:

1. Compare job order with process costing;
2. Design and use an activity based costing system;
3. Evaluate and prepare managerial accounting statements;
4. Compute necessary managerial accounting information;
5. Classify and analyze the various types of costs in a manufacturing company;
6. Calculate and allocate overhead costs to product manufacturing.

Course Contents:

- Introduction to course and general accounting concepts
- Financial statements and analyzing transactions
- Financial statements and analyzing transactions
- Adjusting process
- Adjusting process
- Completion of the Accounting Cycle
- Completion of the Accounting Cycle
- Merchandising business
- Inventories
- Internal control and cash
- Receivables
- Fixed assets and intangible assets
- Current liabilities and payroll
- Owners equity
- Cash Flow Statements
- Cash Flow Statements
- Managerial accounting concepts
- Process costing with opening WIP
- Cost Behavior
- Budgeting
- Variance analysis
- Differential analysis and product pricing
- Capital investment analysis

Recommended Books:

- Cost accounting, 14th edition, William K. Carter.
- Langfield-Smith, K., H. Thorne, and R. W. Hilton (2012). Management Accounting 6e: Information for Managing and Creating Value, 6th ed, McGraw-Hill Australia Pty Ltd.\
- Accounting Principles, 9th Edition, Kimmel, John Wiley & Sons Inc., ISBN: 978-0-470-31754
- Industrial Accounting by Thomas Henry Sanders
- Accounting and Economics by Donald A. Corbin
- The Accounting Process by Gerald O. Wentworth
- Cost and Management Accounting, Arsha Awan and Khalid latif

COURSE SCHEDULE

Week	Contents	Suggested Reading
Week 1	Introduction and Understanding Processes & Value Creation	Carter Chapter 01
Week 2	Cost Basics (Arshad, Khalid)	Chapter 01
Week 3	Managing Costs-1 Overhead Costs	Carter Chapter 03
Week 4	Managing Costs-1 Overhead Costs	Carter Chapter 03
Week 5	Process Costing with Opening WIP-Average method	Carter Chapter 6
Week 6	Process Costing with Opening WIP-FIFO method	Carter Chapter 6
Week 7	Standard Costs and Variance Analysis	Carter Chapter 18
Week 8	Standard Costs and Variance Analysis	Carter Chapter 18
Week9	Mid Term Exam	
Week 10	Gross profit Analysis	Carter Chapter 20
Week 12	Costing By Products and Joint products	Carter Chapter 8
Week 13	Costing By Products and Joint products/FOH departmentalization	Carter Chapter 8,13
Week 14	Differential Cost Analysis	Carter Chapter 21
Week 15	Responsibility Accounting and Reporting	Carter Chapter 17
Week 16	Final Term	

Course	Advanced Auditing Problems	Credit Hours	3
Pre-requisites	Principles of Auditing, Financial Accounting, Cost accounting	Semester	

Aims of the course:

- To introduce students to the general definition of assurance services, various types of assurance projects and its regulation issues;
- To provide comprehension by the students on ethical principles of audit profession;
- To provide the understanding by the students of general chronology of audit, audit strategy, audit program and audit procedures;
- To provide the definition of the internal control system, control activity, to provide on how the financial reporting assertions are related to internal controls, and how the effectiveness of internal controls is assessed;
- To provide the view on audit risk assessment, its calculation and importance for audit strategy;
- To present to the students examples of analytical procedures and other types of substantive procedures performed on audit;
- To introduce the types of audit reports.

COURSE OUTLINE

3. The concept , process and need for audit and assurance
4. Regulatory environment and corporate governance
5. Professional ethics
6. Internal controls
7. Risk assessment
8. Audit planning and documentation
9. Gathering evidence on an assurance engagement
10. Audit procedures and sampling
11. Audit of Receivables
12. Audit of Inventory
13. Audit of liabilities and capital

14. Audit of cash and bank
15. Audit of non-current assets (intangibles, investments, tangibles)
16. Audit of Sales, Purchases
17. Audit of wages
18. Audit of questionable payments
19. Audit reports.

Recommended Books:

- Gray, I. and S. Manson The audit process. Cengage Learning EMEA; 5th Revised edition (2011) [ISBN 9781408030493].
- Porter, B. Principles of external auditing. (Chichester: John Wiley & Sons, 2008) fourth edition [ISBN 9780470974452]
- Sherer, M. and S. Turley (eds) Current issues in auditing. (London: Paul Chapman Publishing, 1997) third edition [ISBN 9781853963650].

Code:	Title: Accounting for Decision Making	Credit Hours: 3(3-0)
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COURSE OBJECTIVES

Accounting for Decision Making covers the general presentation of the financial statements and the accounting practices for assets, liabilities and equity. The concepts/rules are taught in enough detail so that you can *prepare* financial statements. I recognize, however, that most of you do not intend to be financial statement preparers. You want to be sophisticated financial statement *users* who can extract relevant information from financial statements for making a variety of decisions, including equity valuation. Learning the preparation techniques is an important step in learning to be a sophisticated user. In addition, we will spend a good portion of the class time working on how to extract information from financial statements that have been prepared by a firm. The major objective of this course is to assist the students to develop a systematic

understanding of the issues related to accounting and gain skills to implement it for solving the practical issues

LEARNING OUTCOMES:

- On the completion of the this course, students are expected to:
- Understand the conceptual framework and accounting cycle in details.
- They able to prepare the corporate financial reporting keeping in view the prevailing framework.
- Understand to evaluate/compare the financial statements.
- Understand the basics of group accounting.
- They able to prepare/understand the basic governmental accounting.
- Use excel to prepare the financial statements and prepare a data set which could be useful in future.

COURSE MATERIALS

Textbook: *Intermediate Accounting* by Donald E. Kieso, Jerry J. Weygandt, and Terry D. Warfield (John Wiley & Sons, Inc., 2016, 15th edition).

OUTLINE

- Accounting Cycle
- Corporation Contributed Capital: Formation of Corporation, Characteristics of Capital Stock, Features of Equity Securities, Stock Issuance, Re-Acquisition of Stock, Convertibles and Preferred Stock.
- Corporation Retained Earnings: Nature of Dividends, Type of Dividends, Stock Splits, Appropriation of Retained Earnings.
- Corporation Earning Per Share (EPS): Significance, Calculation of EPS, Capital Structure Effects on Computation of EPS. Computing EPS for a simple and complex capital structure. Securities and Purchase Contract. Basic Effects on EPS. EPS Primary and Diluted, Additional Issues in EPS Computations.
- Long Term Liabilities: Nature of Bonds, Bond Prices, Issuing Bond Payable, Adjusting Entries, Effective Interest, Methods of Amortizing Bond Premium and Discounts, Retirement of Bonds Payable, Convertible Bonds, Current Portion of Long Term Liabilities, Mortgage Notes Payable, Advantages of Financing operations with both bonds vs stock off-balance sheet financing.
- Investment & Accounting for International Operations: Accounting for Investment, Stocks Prices, Investment in Stocks, Investment in Bonds and Notes.

- Accounting for International Operations: Economic Structures and their impact on International Accounting, Accounting for International Transactions. Hedging – A strategy to avoid Foreign Currency Transaction Losses.
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- Group Account
- Accounting for intangible Assets

Additional Books:

6. Intermediate Accounting, (15th IFRS edition), Keiso, Weygandt and Warfield.
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8. Financial and Managerial Accounting, (16th edition), Williams, Haka, Bettner and Carcello.
9. Accounting (3rd edition) by Horngren, Harrison and Robinson
10. Accounting principles (5th edition) Harrmason, Edwards and Mather.

Weeks	Course Contents	Chapter No.
1	Conceptual Framework: Need for a Conceptual Framework, Development of a Conceptual Framework, Overview of the Conceptual Framework, First Level: Basic Objective, Second Level: Fundamental Concepts and Third Level: Recognition and Measurement Concepts. Accounting Cycle.	1 & 2
2	Accounting Information System: Basic Terminology, Debits and Credits, The Accounting Equation, Financial Statements and Ownership Structure, The Accounting Cycle, Identifying and Recording Transactions and Other Events: Journalizing, Posting, Trial Balance, Adjusting Entries, Adjusted Trial Balance Work sheet and preparing Financial Statements.	Williams, Haka, Bettner and Carcello. Chapter 5 and keiso Chapter 03
3	Preparing Financial Statements (IAS-1)	Frank wood Chapter 11 and 12

4	Statement of Cash Flows (IAS-7).	Frank wood Chapter 14 and Keiso chapter 15
5	Corporation Earning Per Share (EPS): Significance, Calculation of EPS, Capital Structure Effects on Computation of EPS. Computing EPS for a simple and complex capital structure. Securities and Purchase Contract. Basic Effects on EPS. EPS Primary and Diluted, Additional Issues in EPS Computations.	15 & Horngren Chapter
6	Long Term Liabilities: Nature of Bonds, Bond Prices, Issuing Bond Payable, Adjusting Entries, Effective Interest, Methods of Amortizing Bond Premium and Discounts, Retirement of Bonds Payable, Convertible Bonds, Current Portion of Long Term Liabilities, Mortgage Notes Payable, Advantages of Financing operations with both bonds vs stock off-balance sheet financing.	14
7	Corporation Contributed Capital: Formation of Corporation, Characteristics of Capital Stock, Features of Equity Securities, Stock Issuance, Re-Acquisition of Stock, Convertibles and Preferred Stock.	
8	Mid Term	
9	Investment & Accounting for International Operations: Accounting for Investment, Stocks Prices, Investment in Stocks, Investment in Bonds and Notes.	
10	Accounting for Leases: Basic Lease Accounting Issues, Accounting for Operating and Capital Leases, Special issues in accounting for capital leases.	
11	➤ Financial Reporting and Changing Prices: Effects of changing prices on historical cost and financial statements.	
12	➤ Accounting for Research and Development Activities: Definition, R & D costs, Accounting Treatment, Amortization of R & D costs, disclosure requirements.	
13	Accounting for Income Taxes: Tax Accounting Methods, Deferral Tax Asset and Liability Method, Timing and Permanent Differences. Disclosure in the financial statements.	
14	Accounting for Government Grants & Disclosure of Govt. Assistance: Definition, Revenue Based Grants, Standard Practice for Grants relating to assets and grants relating to income. Repayments of Grants, Disclosure in Financial Statements.	
15	Group Account	

	Accounting for intangible Assets.	
16	Final Term	

Finance Specialization:

COURSE SPECIFICATIONS

Basic Information			
Course Title:	Investment and Portfolio Management		
Course Code:			
Course credits/week:	Theory: 03	Lab: Nil	Total: 03
Pre-requisite(s):	Financial Management		
Co-requisite(s):			
Program(s) on which the course is given:	M.Com 4 th Semester		
Is the course major or minor element of the program:	Major: <input checked="" type="checkbox"/>	Minor: <input type="checkbox"/>	
Department offering the program:	College of Commerce		
Academic year/level:	2 nd for M.Com		
Revision #:			
Last revised on (date):			

Course Objectives and Outcomes:

The primary objective of this course is to familiarize the student with basic concepts of Investment Analysis and Portfolio Management and its various tools and techniques to facilitate the managers in managing their portfolio. The basic objective of the course is to acquaint the students in respect to the investment decisions related to financial assets, the risks and the returns involved, to make aware about the functioning of securities market alongside the theories and concepts involved in portfolio management.

How Program Content Meets The Program Objectives?

The Investment Analysis and Portfolio Management course focuses at introducing the students about the various aspects of securities analysis and portfolio management. This course will give the introduction and advanced practical concepts, tools and applications of the Pakistani Securities Market.

Specific Course Objectives:

1. After completing the course, students are able to
2. Describe investment environment
3. Obtain and interpret investment information from various sources
4. Describe the mechanics in financial markets.
5. Describe the Methods of valuation of financial instruments.
6. Describe procedure for assessing and measuring the risk and return of a single asset and a portfolio.
7. Capital Allocation Across Risky And Risk-Free Portfolios
8. Discuss the selection of the optimal portfolio based on the Markowitz Model.
9. Explain the Capital Asset Pricing Model (CAPM) as a framework for basic risk return trade-off.

10. Describe the Arbitrage Pricing Theory (APT) as a model of security/asset pricing as an alternative to the CAPM.
11. Describe active and passive portfolio management strategies
12. Evaluate the performance of portfolio investments.

OUTLINE

- Introduction to Investments
- Types of Investments
- Investment Return
- Risk and Return
- The Measurement of Risk
- The Theory of Risk and Return – Mean-variance
- International Diversification
- Overview of the Structure and Functioning of Investment Markets, Margin, Business Cycle Analysis
- Market Participation, Market structure and market efficiency
- Sources of Investment Information, Equities, Money and Currency Market
- Long-Term Fixed Income Securities, Fundamental Analysis, Securities Analysis
- Portfolio Construction and evaluation
- Portfolio theory, Capital Assets Pricing Model, Arbitrage Pricing Theory and other related models.
- Cost of equity under fundamental and technical analysis.
- Stock Exchange Terminologies, Working in Pakistan, Settlement of Accounts
- Regulatory Environments, Credit Rating
- Introduction of Major Stock Markets
- Basics of derivatives

Text Books:

1. Reilly, Frank K. and Keith C. Brown, *Investment Analysis and Portfolio Management*, Tenth Edition, 2013, South-Western, U.S.A. (RB)
2. Charles P. Jones., *Investment*
3. Mandel, L. and Thomas J. O'Brian. *Investment*
4. William F. Sharpe Gordon. *Investment*
5. Robert A. Haugen. *Modern Investment Theory*

Course Contents

Week	Contents
Week 1	Defining Investment and Reasons for Investment, Introduction of Pakistan Stock Exchange (PSX), Introduction of Financial Markets for Investments.
Week 2	Holding Period Return (HPR), Holding Period Yield (HPY), Measurement of Historical Returns (Arithmetic Mean and Geometric Mean), Measurement of Expected Returns.

Week 3	Measuring Risk of Expected Rate of Returns (Variance, Standard Deviation, and Coefficient of Variation), Measuring Risk of Historical Returns, Required Rate of Return.
Week 4	Relationship Between Real Risk Free Rate (RRFR) and Nominal Risk Free Rate (NRFR), Risk Premium, Types of Risk (Business Risk, Financial Risk (leverage), Liquidity Risk, Exchange Rate Risk, and Country (political) Risk), Relationship Between Risk and Return (SML).
Week 5	Markowitz Portfolio Theory, Measuring Expected Rate of Return for Portfolio.
Week 6	Measuring Risk of Return for Portfolio, Efficient Frontier, Practical examples from PSX.
Week 7	Capital Asset Pricing Model (CAPM), Assumptions of CAPM, Return of portfolio of risky and risk free assets, Risk of portfolio of risky and risk free assets, Relaxing the Assumptions.
Week 8	Revision and Midterm exam
Week 9	Arbitrage Pricing Theory (APT), Security Valuation with APT, Empirical Tests of the APT.
Week 10	Efficient Market Hypothesis (Weak-Form EMH, Semi strong Form EMH, & Strong Form EMH), Random Walk and EMH
Week 11	What are Indices?, Types of Indices, Benefits of Indices, How Indices are Designed?, (Price Weighted Index, Equally Weighted Index, & Market Value Index)
Week 12	Security Fundamental Analysis
Week 13	Security Technical Analysis (Assumptions, Advantages, & Challenges of Technical Analysis).
Week 14 & 15	Revision and Presentations
Week 16	Final Term Exam

COURSE TITLE:

International Finance

Course Objectives and Outcomes:

The primary objective of this course is to introduce students to the basic concepts of international finance including exchange rates and foreign exchange markets. To enable students to analyze graphical and basic mathematical models of open economy. The basic objective of the course is to study real world problems in lights of topics learnt in the course.

Text Books:

ESSENTIAL TEXT:

Jeff Madura, International Financial Management, 13th edition (or latest edition available in market).

Course Outline:

➤ **Introduction to International Finance**

Managing the MNC, Why Firms Pursue International Business? How Firms Engage in International Business? Valuation Models for an MNC.

- **International Flow of Funds**
Balance of Payments, International Trade Flows of Pakistan, International Trade Issues, Factors Affecting International Trade Flows, Correcting a Balance-of-Trade Deficit, International Capital Flows, Agencies That Facilitate International Flows.
- **International Financial Markets**
Foreign Exchange Market, International Money Market, International Credit Market, International Bond Market, International Stock Markets.
- **Exchange Rate Determination**
Measuring Exchange Rate Movements, Exchange Rate Equilibrium, Factors That Influence Exchange Rates, Speculating on Anticipated Exchange Rates.
- **Currency Derivatives**
Forward Market, Currency Futures Market, Currency Options Market, Currency Call Options, Currency Put Options, Contingency Graphs for Currency Options, Conditional Currency Options, European Currency Options
- **Government Influence on Exchange Rates**
Exchange Rate Systems
- **International Arbitrage and Interest Rate Parity**
International Arbitrage, Interest Rate Parity
- **Relationships among Inflation, Interest Rates, and Exchange Rates**
Purchasing Power Parity, International Fisher Effect

COURSE TITLE: **Financial Institutions and Markets**

Course Objectives and Outcomes:

The primary objective of this course is to familiarize the student with basic concepts of financial markets and institutions.

Text Books:

ESSENTIAL TEXT:

1. Financial Institution and Markets by Pakistani Author which cover this outline.
2. Financial Markets, Instruments, and Institutions, Second Edition by Anthony M. Santomero, University of Pennsylvania, David Babbel, University of Pennsylvania
3. Financial Institutions Management + S&P + Enron Power Web, Fourth Edition by Anthony Saunders, New York University, Marcia Millon Cornett, Southern Illinois University—Carbondale
4. Financial Market and Institutions A modern perspective, Anthony Saunders and Marica Connett – McGraw –Hill, 2001

Course Outline:

-
- **Introduction to Financial Institutions and Markets**
 - **Central Bank**
Central banking tools & instruments, Cash reserve ratio/requirement, History of central bank, Core functions and various departments of central bank.
 - **Commercial Banks**
Roles of commercial banks, Challenges and issues of commercial banks, Commercial banking in Pakistan, Nationalization and reasons of nationalizing of commercial banks, Pros and cons of nationalization & it's after effect, Privatization and deregulation of commercial banks, Issues of commercial banks, Commercial banks in Pakistan.
 - **Development Financial Institutions**

Leading DFI's in the World and Pakistan, Present status of DFI's in Pakistan, Micro Finance History, Micro Finance Institutes in Pakistan.

- **Stock Exchange**
Importance and role of stock exchange, Origin and history of stock exchange, Pakistan Stock Exchange, Performance of stock exchange in Pakistan.
- **Mutual Funds**
Concept, Advantages, Structure and types of mutual Funds, Open-end, close-end and other types of mutual funds, History of mutual funds in Pakistan, Key mutual funds of Pakistan, Performance of Mutual funds in Pakistan.
- **Investment Banks**
Investment Banking, Concept and functioning, Role of investment banking in offering common stock, Evolution and activities of investment banking, Investment banking in Pakistan, Key investment banks in Pakistan.
- **Leasing Companies**
History of leasing, Types of leasing, leasing industry in Pakistan, Key leasing companies in Pakistan.
- **Insurance Companies**
History and types of insurance, Life and general insurance, Insurance industry in Pakistan, Islamic concept of insurance (Takaful), Evolution of key insurance companies in Pakistan.

Subject	Financial Statement Analysis	Class	BS COMMERCE	Semester	
Lecturer		Semester Starting Date			
Recommended Book (1)		Financial Reporting & Analysis			
Author	Charles H. Gibson 13 th Edition			Volume No.	Nil
Recommended Book (2)		Financial Statement Analysis			
Author	John J.Wild and K.R. Subramanyam Latest Edition			Volume No.	

Objectives of the course

Past performance is a good indicator of future performance. Investors or creditors are interested in the trend of past sales, cost of good sold, operating expenses, net income, cash flows and return on investment. These trends offer a means for judging management's past performance and are possible indicators of future performance. Financial statement analysis shows the current position of the firm in terms of the types of assets owned by a business firm and the different liabilities due against the enterprise. Financial statement analysis helps in assessing and predicting the earning prospects and growth rates in earning which are used by investors while comparing investment alternatives and other users in judging earning potential of business enterprise.

Week No.	Topics	Reference	Assignment/ Quiz/ Presentation	Remarks
1	Understanding IAS 1 and IAS 2	Chap 2 & 3 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
2	Preparing Income statement and Balance sheet)	Chap 2 & 3 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
3	Business analysis, Basics of Analysis, analysis tools	Chap 5 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
4	(Ratio analysis, Common size analysis)	Chap 5 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
5	Comprehensive Ratio Analysis	Chap 5 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
6	Common size analysis (Vertical and horizontal analysis)	Chap 5 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
7	Liquidity of short term Assets, the analysis of credit risk	Chap 6 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
8	Mid Term Exams.			
9	Expanded Analysis	Chap 6 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
10	Prospective Analysis, the projection process, projecting financial Statements and application o f the prospective analysis	Chap 7 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
11	Equity Analysis Earning persistence, Earning based	Chap 8 Financial Reporting &		

	equity valuation and Earning power and forecasting of valuation	Analysis/ Charles H. Gibson 13 th Edition		
12	Analysis of equity risk and Cost of capital	Chap 9 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
13	Capital markets and information efficiency, Capital markets and Corporate information releases	Chap 9 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
14	Understanding IAS 7 (Preparing the Cash Flow Statement), Cash flow analysis,	Chap 10 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
15	Analysis implications of cash flows and specialized cash flow ratios. Analyzing the Financing, Investing and Operating Activities	Chap 10 Financial Reporting & Analysis/ Charles H. Gibson 13 th Edition		
16	Final Term Exams.			

COURSE TITLE : Corporate Finance

Course Objectives:

The objective of this course is to discuss the most important financial decisions of a firm, covering the recent developments in the field of corporate finance. The course starts with capital budgeting techniques concentrating on the discounted cash flow method and its refinements. The second part of the course is devoted to the management of corporate capital structure, in particular, the choice between bank and capital market financing and dividend policy. Finally, we consider issues related to capital restructuring (IPO, Mergers and Acquisition). The course on Financial Management and basic course on Business Finance are prerequisites for Corporate Finance.

How Program Content Meets The Program Objectives?

The course is aimed at to develop an understanding of finance function of a corporation and build capacity to apply the theory in real world situations. The course will present the ‘Big Picture’ of corporate finance so that students understand how things fit together. After successfully completing the course, students should be able to take optimal decisions in a corporate setting, as aspiring professionals.

Text Books:

ESSENTIAL TEXT: _____

Students may choose any finance text, which covers the topics discussed in this course.

Some recommendations include:

1. *Fundamentals of Corporate Finance by Brealey and Myers*
2. *Corporate Finance by Ross, Westerfield and Jaffe – McGraw Hill*
3. *Financial Management by Brigham and Houston*
4. *Investment Analysis and Portfolio Management by Reilly and Brown - Thomson*

Supplementary Material

Business Recorder, Dawn, Business Review, Herald, Pakistan and Gulf Economist

Topics Covered

This course is developed around four major topic areas:

1. Introduction to Corporate Finance
2. The Cost of Capital
3. Cash Flow estimation and Risk analysis
4. Capital Structure and Leverage
5. Capital Structure
6. Distributions to Share holders: Dividends and Share Repurchases
7. Dividends and Share Repurchases
8. How Corporations Issue Securities
9. An Overview of Corporate Financing
10. Financial Planning and Forecasting

Course Contents

Week	Topics	Suggested Reading
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1	Introduction to Corporate Finance In what long-lived assets should the firm invest? (Capital budgeting) How can the firm raise cash for required capital expenditures? (Capital Structure) How should short-term operating cash flows be managed? (Net working capital) How do financial managers create value? Cash Flows between the Firm and the Financial Markets, Role of financial markets.	Chapter 1
Week 2	The Cost of Capital Weighted Average Cost of Capital? Factors that affect the composite cost of capital, adjusting the cost of capital for risk	Chapter 2
Week 3	Case / Problems Relating to Cost of Capital	
Week 4	Cash Flow estimation and Risk analysis Estimating the relevant cash flows, Analysis of the cash flows, sensitivity analysis, Scenario analysis, Monte Carlo Simulation Problems	
Week 5	Capital Structure and Leverage The Target Capital Structure, Business and Financial Risk, Operating and Financial Leverage, Determining Optimal Capital Structure, The Hamada Equation.	Chapter 5
Week 6	Capital Structure Capital Structure Theories, The Effect of Taxes, Bankruptcy costs, Trade-Off Theory, Signaling Theory, Using Debt Financing to constrain managers.	Chapter 6
Week 7	Case / Problems Relating to Capital Structure	Chapter 6
Week 8	Distributions to Share holders: Dividends and Share Repurchases Dividends versus Capital gains Dividend Irrelevance theory, Bird-in-hand theory, Tax Preference theory, Signaling hypothesis, Cliental Effect, The Residual dividend model	

Week 9	Dividends and Share Repurchases Earnings, Cash flows and Dividends Dividend reinvestment plans, Factors influencing Dividend policy, Stock dividends and stock splits, Stock repurchases.	Chapter 6
Week 10	Case / Problems Relating to Dividends and Share Repurchases	Chapter 7
Week 11	How Corporations Issue Securities Venture Capital, the Initial Public Offering, The Private Placement	Chapter 8
Week 12	An Overview of Corporate Financing Equity, Debt, Leasing	Chapter 9
Week 13	Financial Planning and Forecasting The Financial Plan, Financial statement forecasting, Analysis of the forecast, Forecasting Free Cash Flow	Chapter 10
Week 14	Case Study Case Study on Capital Structure, UST Inc.	Chapter 11
Week 15	Case Study Case Study on the cost of capital, Financing and Valuation, Marriott Hotels	Chapter 12
Week 16	Presentation of the Project	

Financial Modeling

COURSE DESCRIPTION

The course is built on finance theory, financial strategy and quantitative analysis taught in pre-requisite courses. The course is completely based on Microsoft Excel to tackle a number of questions faced by financial analysts. Students learn how to design and develop financial models for solving complex financial questions. The course also gives students ample opportunities to experience hands on practices on numerical analysis, graphical illustrations, and customized formatting that arise out of applications on forecasting financial statement estimating cost of capital, constructing efficient portfolios, computing covariance matrix measuring value at risk, pricing financial & real options and fixed income analytics.

COURSE OBJECTIVE

This course is designed to provide a link between theory and practice in Finance. The key objective is to equip students with the skills and knowledge of building financial models using Excel. To achieve this objective, students will learn basic programming and modelling skills in VBA and in Excel. These skills will be applied to build financial models using materials covered in this and other courses. On completion of this course, students would have developed the confidence and skills required to build their own financial models to tackle problems in many areas of Finance.

LEARNIG OUTCOMES

- Students will develop a variety of financial models in Excel,
- Students will develop a practical understanding of the financial theory underlying financial models.
- Students will use financial models and theory to address a variety of financial planning problems.
- Students will communicate their findings from financial models clearly and concisely.

Course Outlines:

Basic financial calculations and hands on excel application

Basic VB, Present value, Future value, NPV and IRR, Short Cuts, Loan amortization Tables, Excel

Functions: FV, PV, IRR, NPV, PMT, XNPV, XIRR, V Lookup, H Lookup, Pivot Tables, Data Tables, Solver, Goal Seek etc.

Corporate Valuation Reading: Enterprise Valuation, Equity Valuation, Debt Valuation, Others (warrants, derivatives, stock options), FCFF, FCFE based valuation. Valuing the Firm as an unlevered Entity, The Effect of Leverage on the Valuation, Sensitivity Analysis

Calculating the weighted average cost of capital Cost of equity
Cost of Debt, Rating Adjusted Yield, Gordon Growth Model (single, two stage, multi stage), CAPM, Beta, SML, WACC & Financial Statement Modeling

Building a pro forma model in Excel,

Doing a discounted cash flow (DCF) valuation using a pro forma model.

Building a Financial model: The Case of Caterpillar

Implementing the pro forma modeling techniques discussed in Chapter 5 to build a financial model for Caterpillar, world leader in the manufacture and sales of large-scale earth-moving equipment.

Financial Analysis of Leasing Reading: The Financial Analysis of Leveraged Leases. Leasing and Firm Financing: The Equivalent Loan Method The lessor's Problem: Calculating the Highest Acceptable Lease Rental

Portfolio models :Introduction, Mean, variance, covariance: all with appropriate Excel functions and real-world examples. A Two Asset example calculating portfolio, expansion to general case of N assets

Calculating Efficient Portfolios Portfolio returns and the efficient frontier. The capital market line (CML) and the security market line (SML).

Calculating the Variance- Covariance Matrix Computation of variance-covariance matrix from return data for stocks in Excel.

Discuss several methods for calculating the sample variance covariance matrix, including a direct calculation in the spreadsheet using the excess return matrix and an implementation of this method with VBA

Estimating Betas and the Security Market Line

CAPM, Calculating beta, diversifiable versus idiosyncratic risk