

**BS Commerce Semester 3rd**

**Course code GEN-4302**

**Applications of Information and Communications Technologies**

## APPLICATIONS OF INFORMATION AND COMMUNICATION TECHNOLOGIES

### UGE Policy V 1.1 : General Education Course

**Credits:** 03 (Class Credits: 02; Lab Credits: 01)  
**Pre-Requisite:** Nil  
**Offering:** Undergraduate Degrees (including Associate Degrees)  
**Placement:** 1 - 4 Semesters  
**Type:** General Education  
**Fields:** All

#### DESCRIPTION

This course is designed to provide students with an exploration of the practical applications of Information and Communication Technologies (ICT) and software tools in various domains. Students will gain hands-on experience with a range of software applications, learning how to leverage ICT to solve daily life problems, enhance productivity and innovate in different fields. Through individual and interactive exercises and discussions, students will develop proficiency in utilizing software for communication, creativity, and more.

#### COURSE LEARNING OUTCOMES

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

1. Explain the fundamental concepts, components, and scope of Information and Communication Technologies (ICT).
2. Identify uses of various ICT platforms and tools for different purposes.
3. Apply ICT platforms and tools for different purposes to address basic needs in different domains of daily, academic, and professional life.
4. Understand the ethical and legal considerations in use of ICT platforms and tools.

#### SYLLABUS

##### 1. Introduction to Information and Communication Technologies:

- Components of Information and Communication Technologies (basics of hardware, software, ICT platforms, networks, local and cloud data storage etc.).
- Scope of Information and Communication Technologies (use of ICT in education, business, governance, healthcare, digital media and entertainment, etc.).
- Emerging technologies and future trends.

##### 2. Basic ICT Productivity Tools:

- Effective use of popular search engines (e.g., Google, Bing, etc.) to explore World Wide Web.
- Formal communication tools and etiquettes (Gmail, Microsoft Outlook, etc.).
- Microsoft Office Suites (Word, Excel, PowerPoint).
- Google Workspace (Google Docs, Sheets, Slides).
- Dropbox (Cloud storage and file sharing), Google Drive (Cloud storage with Google Docs integration) and Microsoft OneDrive (Cloud storage with Microsoft Office integration).
- Evernote (Note-taking and organization applications) and OneNote (Microsoft's digital notebook for capturing and organizing ideas).
- Video conferencing (Google Meet, Microsoft Teams, Zoom, etc.).
- Social media applications (LinkedIn, Facebook, Instagram, etc.).

##### 3. ICT in Education:

- Working with learning management systems (Moodle, Canvas, Google Classrooms, etc.).
- Sources of online education courses (Coursera, edX, Udemy, Khan Academy, etc.).
- Interactive multimedia and virtual classrooms.

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**4. ICT in Health and Well-being:**

- Health and fitness tracking devices and applications (Google Fit, Samsung Health, Apple Health, Xiaomi Mi Band, Runkeeper, etc.).
- Telemedicine and online health consultations (OLADOC, Sehat Kahani, Marham, etc.).

**5. ICT in Personal Finance and Shopping:**

- Online banking and financial management tools (JazzCash, Easypaisa, Zong PayMax, ILLINK and MNET, Keenu Wallet, etc.).
- E-commerce platforms (Daraz.pk, Telemart, Shophive, etc.)

**6. Digital Citizenship and Online Etiquette:**

- Digital identity and online reputation.
- Netiquette and respectful online communication.
- Cyberbullying and online harassment.

**7. Ethical Considerations in Use of ICT Platforms and Tools:**

- Intellectual property and copyright issues.
- Ensuring originality in content creation by avoiding plagiarism and unauthorized use of information sources.
- Content accuracy and integrity (ensuring that the content shared through ICT platforms is free from misinformation, fake news, and manipulation).

**PRACTICAL REQUIREMENTS**

As part of the overall learning requirements, the course will include:

1. Guided tutorials and exercises to ensure that students are proficient in commonly used software applications such as word processing software (e.g., Microsoft Word), presentation software (e.g., Microsoft PowerPoint), spreadsheet software (e.g., Microsoft Excel) among such other tools. Students may be assigned practical tasks that require them to create documents, presentations, and spreadsheets etc.
2. Assigning of tasks that involve creating, managing, and organizing files and folders on both local and cloud storage systems. Students will practice file naming conventions, creating directories, and using cloud storage solutions (e.g., Google Drive, OneDrive).
3. The use of online learning management systems (LMS) where students can access course materials, submit assignments, participate in discussion forums, and take quizzes or tests. This will provide students with the practical experience with online platforms commonly used in education and the workplace.

**SUGGESTED INSTRUCTIONAL/READING MATERIALS**

1. "Discovering Computers" by Vermaat, Shaffer, and Freund.
2. "GO! with Microsoft Office" Series by Gaskin, Vargas, and McLellan.
3. "Exploring Microsoft Office" Series by Grauer and Poatsy.
4. "Computing Essentials" by Morley and Parker.
5. "Technology in Action" by Evans, Martin, and Poatsy.

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**BS Commerce/ AD Commerce**

**Course Code GEN-4303 Semester 3rd**

**Introduction to Sociology**

**Credit Hours: 3(3-0)**

**Objectives:** The course is designed to introduce the students with sociological concepts and the discipline. The focus of the course shall be on significant concepts like social systems and structures, socio-economic changes and social processes. The course will provide due foundation for further studies in the field of sociology.

**Course Outline**

**Unit I: Introduction**

- a. Definition, Scope, and Subject Matter
- b. Sociology as a Science
- c. Historical back ground of Sociology

**Unit II: Basic Concepts**

- a. Group, Community, Society
- b. Associations
  - i. Non-Voluntary
  - ii. Voluntary
- c. Organization
  - i. Informal
  - ii. Formal
- d. Social Interaction
  - i. Levels of Social Interaction
  - ii. Process of Social Interaction
    - 1. Cooperation
    - 2. Competition
    - 3. Conflict
    - 4. Accommodation
    - 5. Acculturation and diffusion
    - 6. Assimilation
    - 7. Amalgamation

**Unit III: Social Groups**

- a. Definition & Functions
- b. Types of social groups
  - i. In and out groups
  - ii. Primary and Secondary group
  - iii. Reference groups

- iv. Informal and Formal groups
- v. Pressure groups

**Unit IV: Culture**

- a. Definition, aspects and characteristics of Culture
  - i. Material and non-material culture
  - ii. Ideal and real culture
- b. Elements of culture
  - i. Beliefs
  - ii. Values
  - iii. Norms and social sanctions
- c. Organizations of culture
  - i. Traits
  - ii. Complexes
  - iii. Patterns
  - iv. Ethos
  - v. Theme
- d. Other related concepts
  - i. Cultural Relativism
  - ii. Sub Cultures
  - iii. Ethnocentrism and Xenocentrism
  - iv. Cultural lag

**Unit V: Socialization & Personality**

- a) Personality, Factors in Personality Formation
- b) Socialization, Agencies of Socialization
- c) Role & Status

**Unit VI: Deviance and Social Control**

- a) Deviance and its types
- b) Social control and its need
- c) Forms of Social control
- d) Methods & Agencies of Social control

**Unit VII: Collective Behavior**

- a) Collective behavior, its types
- b) Crowd behavior
- c) Public opinion
- d) Propaganda
- e) Social movements
- f) Leadership

**Recommended Books:**

1. Anderson, Margaret and Howard F. Taylor. 2001. *Sociology the Essentials*. Australia: Wadsworth.
2. Brown, Ken 2004. *Sociology*. UK: Polity Press
3. Giddens, Anthony 2002. *Introduction to Sociology*. UK: Polity Press.
4. Macionis, John J. 2006. 10<sup>th</sup> Edition *Sociology* New Jersey: Prentice-Hall
5. Tischler, Henry L. 2002. *Introduction to Sociology* 7th ed. New York: The Harcourt Press.

6. Frank N Magill. 2003. *International Encyclopedia of Sociology*. U.S.A: Fitzroy Dearborn Publishers
  7. Macionis, John J. 2005. *Sociology* 10<sup>th</sup> ed. South Asia: Pearson Education
  8. Kerbo, Harold R. 1989. *Sociology: Social Structure and Social Conflict*. New York: Macmillan Publishing Company.
  9. Koenig Samuel. 1957. *Sociology: An Introduction to the Science of Society*. New York: Barnes and Nobel..
  10. Lee, Alfred Mclung and Lee, Elizabeth Briant 1961. *Marriage and The family*.New York: Barnes and Noble, Inc.
  11. Leslie, Gerald et al. 1973. *Order and Change: Introductory Sociology*Toronto: Oxford University Press.
  12. Lenski, Gevbard and Lenski, Jeam. 1982. *Human Societies*. 4<sup>th</sup> edition New York: McGraw-Hill Book Company.
- James M. Henslin. 2004. *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.

### BS Commerce/ ADC 3<sup>rd</sup> Semester

GEN-4301

Arabic

Credit Hours: 2(2-0)

Objectives of the Course	<p>۱- طلباء کو عربی زبان کی علوم اسلامیہ میں اہمیت سے آگاہ کرنا</p> <p>۲- طلباء کو علم صرف اور نحو کے بنیادی قواعد سے آگاہ کرنا تاکہ اسلامی علوم سے کما حقہ استفادہ کیا جا سکے</p> <p>۳- طلباء کو علم صرف کے بنیادی اصولوں سے آگاہ کرنا</p> <p>۴- قرآن مجید سے قواعد عربیہ کی عملی مشق کروانا۔</p>
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Week	Lecture No.	قواعد	عملی مشق	
Week 1	Lecture 1	• اسم کی پہچان	• تعوذ اور سورة الفاتحة (4-1)	
	Lecture 2	• هُو، هُمْ، ...ضمائر منفصله	• سورة الفاتحة (5-7)، تكبير، ثناء، تسبيحات	

Week 2	Lecture 3	• ل، مِنْ، عَنْ، مَعَ حروف جار	• تشهد، درود، دعا	
	Lecture 4	• فعل ماضى: فَعَلَ	• سورة الإخلاص	
Week 3	Lecture 5	• فعل مضارع: يَفْعَلُ	• سورة الفلق	
	Lecture 6	• فعل امر، فاعل، مفعول، فعل	• سورة النَّاس	Quiz # 01
Week 4	Lecture 7	• نَصَرَ، عَبَدَ	• سورة النصر	Assignment# 01
	Lecture 8	• ضَرَبَ، ظَلَمَ، سَمِعَ، عَلِمَ	• سورة الكافرون	
Week 5	Lecture 9	• كمزور أفعال: وَهَبَ، وَعَدَ	• سورة البقرة: 1-5	
	Lecture 10	• كمزور أفعال: قَالَ، زَادَ	• سورة البقرة: 10-6	
		•	•	
		• <b>Mid Term</b>		
Week 6	Lecture 11	• بمزه والى أفعال: أَمَرَ	• سورة البقرة: 11-13	
	Lecture 12	• يكسان حروف والى أفعال: ظَنَّ، ظَلَّ	• سورة البقرة: 14-18	
		•		
Week 7	Lecture 13	• فعل مجهول: نُصِرَ، جُعِلَ	• سورة البقرة: 19-20	

	Lecture 14	• فعل مجهول: وُعدَ، أَمِرَ	• سورة البقرة: 21-22	
		•	•	
Week 8	Lecture 15	• مزيد في: حَاسَبَ	• سورة البقرة: 23-25	
	Lecture 16	• مزيد في: اسْتَلَمَ، اِخْتَلَفَ	• سورة البقرة: 26-29	
		•		
Week 9	Lecture 17	• مزيد في: اسْتَعْفَرَ	• سورة البقرة: 30	Quiz # 02
	Lecture 18	• مزيد في: تَدَبَّرَ، تَدَارَسَ، اِنْقَلَبَ	• سورة البقرة: 31-35	
		•	•	
Week 10	Lecture 19	• مزيد في: ولى	• سورة البقرة: 36-37	Assignment# 02
	Lecture 20	• مزيد في: نادى، أقام	• سورة البقرة: 38-42	
		•	•	
Week 11	Lecture 21	• مزيد في: اتَّقَى، سَنَقَمَ	• سورة البقرة: 43-46	
	Lecture 22	• مؤنث ضمائر	• سورة البقرة: 47-50	
Week	Lecture 23	• مؤنث فعل كا ثبيل	• سورة البقرة: 51-53	



12				
	Lecture 24	• مؤنث فعل كا تُبِيل، تثنيه (دو) تُبِيل	• سورة البقرة: 54-57	
		•	•	
Week 13	Lecture 25	• فعل مجهول (مزيد في) عَلِمَ، أَنْزَلَ	• سورة البقرة: 58-59	
	Lecture 26	• فعل: كَرَّمَ،مَّ اور فعل مضارع	• سورة البقرة: 60-61	
		•	•	
Week 14	Lecture 27	• لَمْ اور مضارع مزيد في افعال	• سورة البقرة: 62	
	Lecture 28	• لَنْ اور فعل مضارع ,اسم مكان	• سورة البقرة: 63-64	
		•	•	
Week 15	Lecture 29	• اسم مكان	•	
	Lecture 30	• جمع تكسير ، جمله اسميه	• سورة البقرة: 67-70	
		•	•	
Week16	Lecturer 31	• جمله فعليه	• سورة البقرة: 71-73	
	Lecturer 32	• مضاف، مضاف اليه، موصوف، صفت	• سورة البقرة: 74	
		•	•	
Week 17		<b>Terminal Examination</b>		

نصابی کتب

نمبر	نام مصنف	نام کتاب
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شمار		
1	عبدالستار خان	عربی کا معلم (چاروں حصے)
2	معین اللہ ندوی	تمرین صرف
3	محمد مصطفیٰ ندوی	تمرین النحو
4	مولانا عبدالماجد ندوی	معلم الانشاء
5	مولانا مختار احمد	مختار النحو

#### حوالہ جاتی کتب

نمبر شمار	نام مصنف	نام کتاب
1	علی جارم	النحو الواضح
2	نعیم الرحمن	اساس عربی
3	رشید الشریطوی	مبادئ العربية في الصرف و النحو
4	عبدالرحمن امرتسری	کتاب النحو
5	محمد مصطفیٰ ندوی	تمرین النحو
6	عبدالرحمن طاہر	قواعد القرآن
7	جامعۃ الملک السعود، ریاض	اللغة العربية لغير الناطقين بها
8	ڈاکٹر ابراہیم سورتی	قرآنی عربی

## COST ACCOUNTING

**Subject: Cost Accounting**

**COURSE CODE: BSCM-4304**

**Course Instructor:**

**CREDIT HOURS: 03**

**Prerequisites: Principles of Accounting, Principles of Management**

### COURSE DESCRIPTION/OBJECTIVE

The Course deals with examining Cost Accounting as a tool for providing information for manufacturing, internal reporting, external reporting as well as for managerial decision making. The broad course objectives are to help students to understand the central concepts of Cost Accounting, the methods of conducting data analysis preparation of reports for managerial decision making.

### LEARNING OUTCOMES

After studying this course student will be able to understand:

1. The importance of Cost Accounting as a first step in the Manufacturing process.

2. Cost Accounting and explain its purpose within an organization.
3. Identify and Understand different types of costs and its uses.
4. The steps involved in the Accumulation of Total Cost in different departments.
5. Cost data for the decision making of the higher management.
6. Identify, use and interpret the results of costing techniques appropriate to different activities and decisions;
7. Understand the role of responsibility accounting and performance measurement;
8. Appreciate the need to relate management accounting systems to contemporary thinking about organizational planning and control.

**LECTURES BREAKUP**

**COURSE CONTENT**

<b>WEEKS</b>	<b>LECTURE NO.</b>	<b>TOPICS</b>	
<b>WEEK 1</b>	<b>Lecture 01</b>	<b>CONCEPT OF MANAGEMENT &amp; CONTROLLER FUNCTIONS</b>	
		<ul style="list-style-type: none"> <li>• The concept “management &amp; organizing”</li> <li>• The organization chart</li> <li>• Nature of cost accounting</li> </ul>	
		<ul style="list-style-type: none"> <li>• The controllers participation in planning &amp; control</li> <li>• Scope of cost accounting</li> </ul>	
<b>WEEK 2</b>	<b>Lecture 02</b>	<ul style="list-style-type: none"> <li>• The cost departments</li> <li>• Relationship of the cost department to other departments</li> </ul>	
		<b>Lecture 03</b>	<ul style="list-style-type: none"> <li>• Difference between cost accounting and financial accounting</li> <li>• Sources of cost accounting data</li> <li>• Information system</li> </ul>
			<p><b>COST ACCOUNTING CONCEPTS AND OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>• Concept of cost, Costing, Cost Accounting, Cost Accountancy</li> <li>• Objectives of cost accounting</li> </ul>
<b>WEEK 3</b>	<b>Lecture 04</b>	<ul style="list-style-type: none"> <li>• Essentials of a good costing systems</li> <li>• Cost center &amp; profit center</li> </ul>	
		<b>Lecture 05</b>	<ul style="list-style-type: none"> <li>• Costing systems</li> <li>• Difference between financial &amp; cost accounting</li> </ul>
			<p><b>COST CLASSIFICATION:</b></p> <ul style="list-style-type: none"> <li>• According to element</li> <li>• According to nature</li> </ul>

		<ul style="list-style-type: none"> <li>• According to time</li> </ul>
	<b>Lecture 09</b>	<ul style="list-style-type: none"> <li>• According to function</li> <li>• According to time period in which they apply</li> </ul>
<b>WEEK 4</b>	<b>Lecture 10</b>	<ul style="list-style-type: none"> <li>• Cost classification for decision making <ul style="list-style-type: none"> <li>○ Marginal cost</li> <li>○ Differential cost</li> <li>○ Opportunity cost</li> <li>○ Relevant cost</li> </ul> </li> </ul>
	<b>Lecture 11</b>	<ul style="list-style-type: none"> <li>○ Replacement cost</li> <li>○ Abnormal cost</li> <li>○ Shutdown cost</li> <li>○ Controllable cost</li> <li>○ Capacity cost</li> <li>○ Urgent cost</li> <li>○ Sunk cost</li> </ul>
	<b>Lecture 12</b>	<ul style="list-style-type: none"> <li>• According to behavior <ul style="list-style-type: none"> <li>○ Fixed cost</li> <li>○ Variable cot</li> <li>○ Semi variable cost</li> </ul> </li> </ul>
<b>WEEK 5</b>	<b>Lecture 13</b>	<b>FINANCIAL STATEMENTS: THE BASES FOR PLANNING AND CONTROL</b> <ul style="list-style-type: none"> <li>• The reporting function</li> <li>• Financial statements in annual reports</li> <li>• Preparing the income statement</li> </ul>
	<b>Lecture 14</b>	Practice Problems & Exercises
	<b>Lecture 15</b>	<ul style="list-style-type: none"> <li>• Preparing the cost of goods sold statement</li> </ul>
<b>WEEK 6</b>	<b>Lecture 16</b>	Practice Problems & Exercises
	<b>Lecture 17</b>	<ul style="list-style-type: none"> <li>• Evaluating annual results to orient outsiders</li> </ul>
	<b>Lecture 18</b>	Practice Problems & Exercises
<b>WEEK 7</b>	<b>Lecture 19</b>	<ul style="list-style-type: none"> <li>• Evaluating annual results to orient insiders</li> </ul>
	<b>Lecture 20</b>	Practice Problems & Exercises
	<b>Lecture 21</b>	<b>Flow of costs</b>
<b>WEEK 8</b>	<b>Lecture 22</b>	<b>JOB ORDER COSTING</b> <ul style="list-style-type: none"> <li>• Job order costing: definition</li> <li>• Characteristics Job order costing</li> <li>• Job cost sheet</li> </ul>
	<b>Lecture 23</b>	<ul style="list-style-type: none"> <li>• Accounting under job costing</li> </ul>
	<b>Lecture 24</b>	<ul style="list-style-type: none"> <li>• Practice Problems &amp; Exercises</li> </ul>
<b>WEEK 9</b>		<b>MID TERM</b>
	<b>Lecture 25</b>	<b>PROCESS COSTING</b> <ul style="list-style-type: none"> <li>• Process costing: definition</li> <li>• Characteristics of process costing</li> </ul>

		<ul style="list-style-type: none"> <li>• Difference between Job order costing and Process costing</li> </ul>
	<b>Lecture 26</b>	<ul style="list-style-type: none"> <li>• Procedures of process costing</li> <li>• Costing by departments</li> </ul>
	<b>Lecture 27</b>	<ul style="list-style-type: none"> <li>• Product flow</li> <li>• Procedures for material, labor &amp; FOH costs</li> </ul>
<b>WEEK 10</b>	<b>Lecture 28</b>	<ul style="list-style-type: none"> <li>• The cost of production report</li> </ul>
	<b>Lecture 29</b>	Practice Problems & Exercises
	<b>Lecture 30</b>	Practice Problems & Exercises
<b>WEEK 11</b>	<b>Lecture 31</b>	<b>PLANNING AND CONTROL OF FACTORY OVERHEAD.</b> <ul style="list-style-type: none"> <li>• Factory overhead- predetermined</li> <li>• Factory overhead- actual</li> <li>• Factory overhead- applied</li> </ul>
	<b>Lecture 32</b>	<ul style="list-style-type: none"> <li>• Variance analysis</li> </ul>
	<b>Lecture 33</b>	Practice Problems & Exercises
<b>WEEK 12</b>	<b>Lecture 34</b>	<ul style="list-style-type: none"> <li>• Indirect factory overhead rates</li> <li>• Indirect factory overhead rates</li> <li>• Changing factory overhead rates</li> </ul>
	<b>Lecture 35</b>	Practice Problems & Exercises
	<b>Lecture 36</b>	<b>PLANNING AND CONTROL OF MATERIALS.</b> <ul style="list-style-type: none"> <li>• Procedures for material procurement &amp; use</li> <li>• Material costing methods</li> </ul>
<b>WEEK 13</b>	<b>Lecture 37</b>	<ul style="list-style-type: none"> <li>• Practice Problems &amp; Exercises</li> </ul>
	<b>Lecture 38</b>	<ul style="list-style-type: none"> <li>• Cost of Materials in Inventory at the End of a Period</li> <li>• Costing procedures for scrape, spoiled goods and defective works</li> </ul>
	<b>Lecture 39</b>	<ul style="list-style-type: none"> <li>• Practice Problems &amp; Exercises</li> </ul>
<b>WEEK 14</b>	<b>Lecture 40</b>	<b>Quantitative Models for Materials Planning and Control</b> <ul style="list-style-type: none"> <li>• Planning material requirement</li> <li>• Material control</li> </ul>
	<b>Lecture 41</b>	<ul style="list-style-type: none"> <li>• Inventory Carrying and Ordering Costs for Economic Order Quantity Calculations</li> </ul>
	<b>Lecture 42</b>	Practice Problems & Exercises
<b>WEEK 15</b>	<b>Lecture 43</b>	<b>PLANNING AND CONTROL OF LABOR.</b> <ul style="list-style-type: none"> <li>• Basis for labor cost control</li> <li>• Productivity &amp; efficiency measurement &amp; labor costs</li> </ul>
	<b>Lecture 44</b>	<ul style="list-style-type: none"> <li>• Labor costing procedure</li> </ul>

	<b>Lecture 45</b>	Practice Problems & Exercises
<b>WEEK 16</b>	<b>Lecture 46</b>	<b>Accounting for Labor-Related Costs</b> <ul style="list-style-type: none"> <li>• Overtime Earnings</li> <li>• Bonus Payments</li> <li>• Vacation Pay</li> <li>• Guaranteed Annual Wage Plans</li> </ul>
	<b>Lecture 47</b>	Apprenticeship and Training Programs Human Resource Accounting Pension Plans Additional Legislation Affecting Labor-Related Costs, Labor-Related Deductions
	<b>Lecture 48</b>	<b>Project / Presentation</b>

**Course Title : Business Finance**

**Course Code: BSCM-4305**

**Course Instructor: Credit Hours: 3+0**

### **Course Introduction**

This is a basic course in Business Finance for BS Commerce/AD program. The main objective of this course is to prepare students to understand the language of business finance, the Corporate Objective and basic terminology of Business Finance, the preparation of time value of money, present and future value of money, then how to evaluate annuity concept in it. How to evaluate the capital projects, calculation of cost of capital and optimal capital structure?

Key Learning Outcomes:

**After successful completion of this course, students will be able;**

- To understand the language and concepts used in Business Finance
- To understand the time value of money and their application in our life
- To analyze and interpret the basic valuation of long term securities
- To calculate present and future value of money and evaluate the capital projects basic techniques
- To prepare the cash budget, sale budget. And purchase budget for company

## **Textbook:**

- a. Financial Management 13th Edition by Van C. Horne
- b. Financial management by Brigham and Houston 13th edition

- You will be using first textbook as course book; so you must bring first book in every class
- You do not need to bring second one. We will have homework/assignments from second book.

## **Reference Material:**

- One Case Study will be solved from each topic provided you in advance.

## **COURSE CONTENT**

<b>Week</b>	<b>Lecture No.</b>	<b>TOPICS TO BE COVERED</b>
<b>1</b>	<b>1</b>	Introduction of Business (Link with previous subject ITB)
		Forms of business organizations & their characteristics
		<input type="checkbox"/> sole proprietorship
		<input type="checkbox"/> partnership
		<input type="checkbox"/> Joint Stock Companies, Limited liability concept, Legal status and process of their formation till IPO
		<input type="checkbox"/> Difference between Pvt limited and Public Limited company
		<input type="checkbox"/> Advantages and limitations of each business
		<input type="checkbox"/> Hierarchy of a Company
		Goal of the firm, difference between profit maximization and shareholders wealth maximization, agency problems
	<b>2</b>	Goals of a Financial Manager, Finance and accounting. What is financial management? Difference between investing, financing and asset management decisions. Formation of companies/financial statements of companies Solution to end Questions (Van Horne Page 14)
<b>2</b>	<b>3</b>	Financial Markets, Money market vs capital markets; primary markets vs secondary Market
	<b>4</b>	Flow of Funds between different markets and role of Financial Intermediations
<b>3</b>	<b>5</b>	Concept of Time Value of Money, Discussion of Time Line its importance,

		Difference between Present Value and Compound Value concept
	<b>6</b>	Solution of Question for Simple and Compound Interest
<b>4</b>	<b>7</b>	Amortizing a Loan
	<b>8</b>	Concept of Annuity, Different types of Annuities, Distinguish between an “ordinary annuity” and an “annuity due
<b>5</b>	<b>9</b>	How to calculate the required rate of return in an Annuity
	<b>10</b>	Effective interest verses compound interest. Questions and problems
<b>6</b>	<b>11</b>	Valuation of Long Term Securities, Basic Concepts of Valuations, Different Types of Bonds on the Basis of Valuations
	<b>12</b>	Valuation of Bonds (Solution of Relevant Questions Van Horne Chapter 4)
<b>7</b>	<b>13</b>	Concept of Yield to maturity, Yield to Call
	<b>14</b>	Valuation of Stock, Different Types of Stocks on the Basis of Valuations
<b>8</b>	<b>15</b>	Discussion on Constant Growth model and Phase Growth model
	<b>16</b>	How to calculate the required rate of return, Dividend Yield and Capital Gain Yield
<b>9</b>	<b>17-18</b>	<b>Mid Term</b>
<b>10</b>	<b>19</b>	Midterm Paper display
	<b>20</b>	Flow of Funds, Sources and Uses of Funds, Discussion of Fund Flow Statement and its uses in business environment
<b>11</b>	<b>21</b>	Adjustments in Fund Flow Statement (Solution to relevant Questions from Van Horne Chapter 7)
	<b>22</b>	Discussion on Cash Budget and its importance
<b>12</b>	<b>23</b>	Preparation of Sale and Purchase Budget
	<b>24</b>	Preparation of Forecasted Balance sheet and Income Statement with the Adjustment of Cash
<b>13</b>	<b>25</b>	Capital budgeting, Different capital budgeting techniques.
	<b>26</b>	Discounted verses non-discounted techniques. Payback period method
<b>14</b>	<b>27</b>	Internal Rate of Return Method, Problem of Multiple IRR



	<b>28</b>	Net present value method, Profitability index
<b>15</b>	<b>29</b>	Adjustment of Depreciation and Taxes in saving to calculate the Free Cash Flow for Capital Budgeting
	<b>30</b>	Revision of the Course
		END TERM EXAMS

**Course Title : Operations Management**

**Course Code: BSCM-4306**

**Teacher's Name:**

**Credit Hours: 3(3+0)**

**Course Description:**

This course is designed to provide the student with an understanding of the foundations of the operations function in both manufacturing and services. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization.

**Course Objectives:**

The goal of the course is to help students become effective managers in today's competitive, global environment. The course will examine operations as a competitive weapon, demand forecasting, supply-chain management, aggregate planning, inventory systems, justin-time systems and material requirements planning.

**Learning Outcomes:**

By the end of this course it is expected that the student will be able to

1. Describe operation management areas of responsibility and the contribution of operations management to an organization.
2. Use computer analysis to produce a linear regression-forecasting model.
3. Explain the concept of supply-chain management and the requirements and design of a successful supply chain.
4. Develop an operational aggregate plan following a chase strategy, level strategy or mixed strategy.
5. Describe inventory systems for independent demand and the costs and benefits of carrying inventory.
6. Identify the characteristics of JIT (just-in-time) systems that enable the realization of the JIT philosophy.
7. Identify the key concepts of materials planning for dependent demand using MRP (material requirement planning).

**Recommended Textbook (Latest Available Edition)**

- Operations Management, International Edition, Eighth Edition, by William J. Stevenson, Publisher: McGraw-Hill
- Jay Heizer & Barry Render, Operations Management, Latest Edition, Prentice Hall.

**Reference Material:**

Students can use following references for understanding the concepts

- Operations Management by William J. Stevenson.
- Operations Management for MBAs by Jack R. Meredith and Scott M. Shafer.
- Operations Management (10th Edition) (Pearson Custom Business Resources) by Jay Heizer and Barry Render.

**Assessment Instrument with Weights**

The assessment framework for the judgment of students is comprised of

- Midterm 30%
  - End term 50%
  - Internal evaluation 20%
- The internal evaluation is comprised of 4 assignments, 4 best quizzes out of six, class participation, attendance, and final project.

**Course Content / Weekly Plan**

<b>Week No.</b>	<b>Lecture N</b>	<b>Topic</b>	<b>Assignments</b>	<b>Quiz</b>
Week 01	Lecture 01	Introduction to Operations Management.		
	Lecture 02	Process view & Supply chain view		
	Lecture 03	Operations Strategy.		
Week 02	Lecture 04	Competitive priorities and capabilities.		
	Lecture 05	Decision-Making in Operations Management.	<b>Assignment 01</b>	
	Lecture	How are processes chosen for firms		

	06	strategically?		
Week 03	Lecture 07	Process structure in services & manufacturing: Strategic fit		
	Lecture 08	Process tools		
	Lecture 09	Strategies for change: Process improvement.		
Week 04	Lecture 10	Mass customization practices		
	Lecture 11	How to find what size is the right size?		
	Lecture 12	Long-term capacity		
Week 05	Lecture 13	Systematic approach to long-term capacity.		<b>Quiz 01</b>
	Lecture 14	Strategic capacity planning		
	Lecture 15	Capacity planning challenges in a service business.		
Week 06	Lecture 16	What limits the system from reaching its goal and how to remove it?	<b>Assignment 02</b>	
	Lecture 17	Bottleneck management		
	Lecture 18	Theory of constraints.		
Week 07	Lecture 19	Line balancing.		

	Lecture 20	Bottleneck identification and management in Pakistani Government sector.		<b>Quiz 02</b>
	Lecture 21	Bottleneck identification and management in Pakistani Private sector.		
<p>Week 08</p> <p>Lecture 22</p> <p>Lecture 23</p> <p>Lecture 24</p> <p><b>MID TERM EXAMS</b></p>				
Week 09	Lecture 25	How to understand and measure quality?	<b>Assignment 03</b>	
	Lecture 26	Cost of Quality; TQM and Six Sigma.		
	Lecture 27	SPC and Process capability.		
Week 10	Lecture 28	Lean Systems.		
	Lecture 29	Inventory Management basics.		
	Lecture 30	ABC analysis; EOQ model and variants.		
Week 11	Lecture 31	Continuous review system; Periodic Review System.		<b>Quiz 03</b>
	Lecture 32	How to know how many to produce?		
	Lecture 33	Operations Planning and Scheduling.		

Week 12	Lecture 34	Levels in operations planning, Strategy.		
	Lecture 35	Resource Planning.		
	Lecture 36	Material requirement planning		
Week 13	Lecture 37	How to network for creating and delivering value for customers?	<b>Assignment 04</b>	
	Lecture 38	Supply chains- manufacturing & Services; Designing Supply Chains		
	Lecture 39	Measuring SC performance.		
Week 14	Lecture 40	Supply chain strategies.		
	Lecture 41	Operations Scheduling.		
	Lecture 42	Forecasting.		
Week 15	Lecture 43	Management of Quality.		<b>Quiz 04</b>
	Lecture 44	Facilities Planing and Management.		
	Lecture 45	Implementation of facilities planing system.		
Week 16	Lecture 46	Project & Presentation		
	Lecture	Project & Presentation		

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	Lecture 48	Project & Presentation		
Week 17	<b>Terminal Exam</b>			